

Procedures for “Turning in Eagle Applications at the Volunteer Service Center”

Turning in the Eagle Application prior to the Eagle Board of Review

- 1) The original Eagle application (512-728 2011 Printing or newer) and the contact page from the “Eagle Scout Service Project Workbook” is brought to the Program Center at the Volunteer Service Center (1800 Circle 75 Parkway SE Atlanta, GA 30339). Do not bring the entire workbook, the “Statement of Life Purposes and Ambitions, any reference letters, or multiple copies. *The Eagle Scout candidate and secondarily, the unit are responsible for making sure that everything on the application is complete prior to submittal at the Program Center. The Eagle Scout candidate and secondarily, the unit are also responsible for making sure that everything is ready for the Eagle Board of Review (Application, Statement, Workbook, Reference Letters, and any additional items),*
- 2) A program center associate will take the packet and process it while you wait. This takes about five to ten minutes per application, or longer if it is very busy. When the associate has finished the process, they will give the original application back to whom ever brought it in. They will also give you a sheet with the contact info for your district’s Eagle Board of Review Chairman.
- 3) The program center will also transmit a PDF (Portable Document Format) copy of the Eagle Application to your District’s Board of Review Chairman.
- 4) The unit will now have the original application which has been verified. The unit will match this up with the rest of the original packet and have it ready to take to the Eagle Board of Review. *The unit is responsible for both scheduling the Eagle Board of Review with the Eagle Board of Review Chairman, and for getting a copy of the entire Eagle Package to the Eagle Board of Review Chairman prior to the board if that is what the Eagle Board of Review Chairman so desires.*
- 5) This is the entire process for turning in an Eagle application prior to the Eagle Board of Review.

Turning in the Eagle Application after a successful Eagle Board of Review

- 1) The original Eagle application (512-728 2011 Printing or newer) is brought to the Program Center at the Volunteer Service Center (1800 Circle 75 Parkway SE Atlanta, GA 30339). Please be sure that you have the original application that has been signed by the Eagle Board of Review Chairman.
- 2) A program center associate will take the Eagle application and process it while you wait. This will take a few minutes. When the associate has finished the process, they will give the original application back to whom ever brought it in. At this point the Eagle application has been certified and transmitted electronically to the National Office.
- 3) This is the entire process for turning in an Eagle application after a successful Eagle Board of Review.

Notes:

- 4) The National office will (excluding any issues) approve the Eagle application and create the Eagle Certificate and Card. The National Office will mail the documents to the Atlanta Area Council. It takes approximately 10 working days once the application is received at the National office.
- 5) The council will in-process the documents and send a letter to the Unit Leader whom was listed on the contact page from the “Eagle Scout Service Project Workbook”.