

The following are steps to assist you in the Eagle Process:

Before a project is begun:

- 1) **The applicant should have a membership card showing his registration.**
- 2) Make sure the applicant is registered in the unit that will be listed on the application and that he has been registered in the unit in which he held the leadership position (Requirement #4).
- 3) **Files must be current with merit badges and ranks.** As a service, we will print a person profile for the applicant listing his rank and merit badges received on advancement forms.
- 4) If there is any information missing, an advancement form or copies of the blue cards are required in order to update the system. **NOTES:** Do not list different programs on the same advancement form. Each program must have its own Advancement form (Troops, Teams, Crews, Posts and Ships).
- 5) The workbook may be downloaded from the website (www.gswcbsa.org). We do require original signatures for the project.
- 6) Projects are to be approved with the District Advancement Chairmen prior to beginning work on the project. (You can contact Barbara at ext 25 for that persons name and number).
- 7) When having to use alternate merit badges because of medical reasons, an application "Alternated Merit Badges" must be completed and sent to the service center to be forwarded to the council Advancement Chairman. Upon approval the unit leader will be notified.
- 8) At council certification of the application, *the project is not required.* We must have:
 - a. The **original** application
 - b. Requirement # 6 (Statement of Ambition)
 - c. Signatures and dates of applicant, unit approval and committee chair must be on the application.
- 9) After the Board of Review, we must have:
 - a. The original application
 - b. Project (including the list of volunteers and their hours spent on the project, and all the required signatures for the project)
 - c. Statement of Ambition
 - d. Advancement form with Eagle Rank (rank cannot be updated or the award purchased without it). We need 3 signatures, District, 2 alternatives. (see advancement book)
 1. All three copies of the Advancement Form should be sent with the application and project. The advancement form will be initialed and the pink copy will be inside the project when it is returned.
 2. The Eagle kit may be purchased with the pink copy of the advancement form.
- 10) Expediting is not necessary. Eagles are processed in the order they are received (usually within the week) and National has a turnaround time of about two weeks.

When sending these forms to the Service Center, please be sure to make copies. We have had instances where they have been either lost or delayed (by months) in the mail.

If you have any questions, you may contact Barbara at 505-345-8603 ext. 25.