



## NATIONAL CAPITAL AREA COUNCIL (NCAC) EAGLE SCOUT LOCAL COUNCIL VERIFICATION PROCEDURES

**PURPOSE:** Provide consistent Eagle Scout Rank Application (ESRA) verification procedures across the National Capital Area Council.

### BACKGROUND:

- Verification of all ESRAs is required by the BSA prior to scheduling the Eagle Board of Review (EBOR). Verification confirms the Scouts' requirements, rank dates, merit badges, and signatures are correct.
- This procedure reduces errors in submitted ESRAs and improves the overall processing time at the NCAC.
- This update does not change any other NCAC policy or procedure pertaining to applying for Eagle Scout.

### PROCEDURE:

- When all requirements for the rank of Eagle (except the board of review) have been completed, an Eagle Scout Rank Application (ESRA) must be filled out by the Scout and reviewed by the District Eagle Representative (DER). Unit involvement in the preparation of the ESRA prior to this review is required.
  - Use of attached NCAC Eagle Scout Verification Checklist is recommended.
  - A unit must reconcile the unit's management records (or software e.g., TroopMaster©), ESRA, and Internet Advancement record to the source documents (blue cards, Scout's handbook) to ensure all dates are in agreement. If necessary, the unit should take corrective action.
  - All information on the ESRA must agree with the data reported on Internet Advancement.
- The signatures of the Scout, unit leader, and committee chair **MUST** be on the ESRA or an explanation must be attached as to why they are missing.
  - Those signatures are verification that each leader has verified the accuracy of the ESRA.
  - If either the unit leader or committee chair refuses to sign the ESRA, the unit must assist the Scout in contacting the District Advancement Committee.
- For the District review, the unit will provide the DER with the completed and signed ESRA and the Member Summary report from Internet Advancement.
  - The Member Summary Report provides the evidence that merit badges and rank advancements have been earned and properly entered into Internet Advancement.
  - Districts may also request original advancement records to conduct their review **IF** there are discrepancies.
  - All discrepancies found during the review must be corrected before submitting the ESRA to NCAC for verification.



- When satisfactory, the DER will initial and date next to the BSA Local Council Verification block on the reverse of the ESRA.

District Eagle Representative Initials and Date	<b>BSA LOCAL COUNCIL VERIFICATION.</b> According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.									
	Signed _____	Position _____	Date <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="font-size: 8px;">Month</td> <td style="font-size: 8px;">Day</td> <td style="font-size: 8px;">Year</td> <td></td> </tr> </table>					Month	Day	Year
Month	Day	Year								

- Next, the Unit (or DER) sends a legible and, if necessary, corrected copy of the front and back of the Scout's completed ESRA to the NCAC Program Office for BSA local council verification.
  - A return e-mail address or fax number must be provided to allow NCAC to send the results.
  - The NCAC review will check the Scout's ScoutNet record and verify the information and dates listed on the ESRA match the information in ScoutNet.
- The ESRA can be submitted in three ways (in order of preference).
  - Scan the front and back of the completed ESRA and email a clear copy to: NCAC\_EagleCert@scouting.org. Place "Scout's name" and "Eagle Verification" in the subject line.
  - Fax the front and back of the completed ESRA to 301-564-9513. Provide a return email address either on the fax cover sheet or at the bottom of page two of the ESRA.
  - Leave a copy of the completed ESRA at the NCAC Marriott Scout Service Center for review. Note: A return email address or fax number must be provided to allow NCAC to send the local council verification results.
- If the ESRA is submitted without the DER's initials it will be returned to the unit and District Advancement Chair for review.
- If the review is satisfactory, the back page of the ESRA will be signed, dated by the NCAC program office and sent, via email or fax, to the unit leader, committee chair, or DER (depending on who sent the form to Council) verifying the applicant is a registered member of his unit and the administrative and technical content on ESRA is approved as accurate.
  - If the BSA local council verification finds deficiencies or discrepancies between the ESRA and ScoutNet they will be identified in the verification response.
  - **Minor deficiencies** must be corrected by the unit before the Eagle Board of Review (EBOR). Resubmission is not required if the verification block is signed by NCAC.
  - ESRAs with major deficiencies will not be verified and will require correction and resubmission for verification. NCAC will also notify the District Advancement Chair or District Eagle Representative.
- When meeting or communicating with the District Eagle Chair or their designee to schedule an EBOR, the unit must provide the NCAC e-mail and verified ESRA page unless the district already has it in their possession.
- At the completion of a successful Eagle Board of Review the approved verification notice (signed page two of ESRA returned after records verification) is submitted with the rest of the Eagle Scout Package to NCAC for processing.

## NCAC EAGLE SCOUT VERIFICATION CHECKLIST

Life Scout \_\_\_\_\_ Troop / Team / Crew / Ship \_\_\_\_\_

(Numbers in parenthesis at the end of a step refer to the Notes on the next page)

- \_\_\_\_\_ All information on ESRA legible (preferably **typed**)
- \_\_\_\_\_ Applicant's full, legal name spelled correctly and legible (use upper and lower case letters)
- \_\_\_\_\_ Applicant's address - **ONLY** use abbreviations recognized by USPS
- \_\_\_\_\_ Unit type, local number, location has NO ABBREVIATIONS (except state)
- \_\_\_\_\_ Dates of entry into Scouting, Varsity and Venturing (as applicable), and for First Class, Star, and Life Scout Boards of Review **(1)**
- \_\_\_\_\_ Webelos Scout and Arrow of Light questions answered
- \_\_\_\_\_ At least four months between First Class and Star Scout Board of Review dates
- \_\_\_\_\_ At least six months between Star Scout and Life Scout Board of Review dates
- \_\_\_\_\_ At least six months between Life Scout and Eagle Scout Board of Review dates
- \_\_\_\_\_ Date of birth
- \_\_\_\_\_ Verify age **(2)**
- \_\_\_\_\_ Six (6) references are provided (five (5) if not employed) with complete contact information
- \_\_\_\_\_ Verify all merit badge dates are after the "Date became a Boy Scout".
- \_\_\_\_\_ Verify 21 merit badges have been earned. Month, day, and year listed for each merit badge and all ranks must agree with appropriate documentation **(1)**
- \_\_\_\_\_ Cross out Eagle-required merit badges not earned on items 7, 8, and 10.
- \_\_\_\_\_ Elective merit badges should be listed in chronological order
- \_\_\_\_\_ Unit numbers are filled in for all merit badges
- \_\_\_\_\_ Any four required merit badges and a total of six merit badges earned prior to Star Scout Board of Review date **(1) (3)**
- \_\_\_\_\_ Any seven required merit badges and a total of eleven merit badges earned prior to Life Scout Board of Review date **(1) (3)**
- \_\_\_\_\_ Position name(s) matches ESRA list. If registered in more than one program at any time, ensure position name is preceded by the program name (Troop, Crew, Team, Ship) in which position was held (e.g., Troop Webmaster, Crew Historian, Team Den Chief, etc)
- \_\_\_\_\_ Position(s) of responsibility served for a minimum of six months after Life Scout Board of Review date
- \_\_\_\_\_ Eagle Scout Service Project completed after Life Scout Board of Review date and prior to 18<sup>th</sup> birthday **(2)**
  - \_\_\_\_\_ Project Name contains title of benefiting organization and meaningful project title (approximately 50 characters)
  - \_\_\_\_\_ Total Hours and Date of Project Complete agree with Eagle Scout Service Project Workbook (whole numbers, no decimal points or fractions)
  - \_\_\_\_\_ Unit Leader Conference date prior to the Scout's 18<sup>th</sup> birthday
- \_\_\_\_\_ Applicant's signature and date
- \_\_\_\_\_ Unit Leader's signature and date
- \_\_\_\_\_ Unit Committee Chair's signature and date

**Notes:**

(1) Confirm that all dates agree with appropriate records. Ensure that, for the required merit badges, either Lifesaving or Emergency Preparedness is crossed out; that Environmental Science or Sustainability is crossed out; and that Cycling, Swimming, or Hiking has 2 of the 3 crossed out.

(2) If the Eagle Scout Board of Review does not take place prior to the candidate's 18th birthday, all requirements must have been completed prior to his 18th birthday, (including the Unit Leader Conference and project completion).

If the Eagle Board of Review is scheduled within 3 months following the Scout's 18th birthday, a waiver or additional paperwork is not required. (GTA 8.0.3.1(1))

If the Eagle Scout Board of Review is scheduled between 3 months and 6 months after the applicant's 18<sup>th</sup> birthday it must be pre-approved by the NCAC. For pre-approval, a statement by the candidate, his parent or guardian, the unit leader, or unit committee member, explaining the delay, must be submitted to the NCAC ARC. Both the statement and approval are submitted with the ESRA. (GTA 8.0.3.1(1))

If the Eagle Scout Board of Review is to be conducted more than 180 days after the applicant's 18th birthday, immediately contact the NCAC ARC. The candidate, his parent or guardian, the unit leader, or a unit committee member must petition the National Advancement Team for authority to conduct the Board of Review. The request must explain the reason for the delay. This must be processed through the NCAC. The NCAC ARC will review the petition and provide a position statement from the scout executive, designee, or advancement committee chair. This statement will be sent along with the candidate's petition and ESRA to the National Advancement Team. (GTA 8.0.3.1(2))

(3) For the rank of Eagle, a candidate must choose between required merit badges Emergency Preparedness and Lifesaving, Environmental Science and Sustainability, and Cycling, Swimming and Hiking when filling out the ESRA. This does not apply for Star and Life ranks; for example, Swimming and Hiking can cover two required merit badges when applied towards Star and Life. On the ESRA, those merit badges not chosen for "Eagle-required" would be listed in positions 14 - 21.

In sum, the total number (11) of merit badges needed for the Star (6) and Life (5) ranks can be satisfied completely with Eagle required merit badges (elective merit badges are not necessary).

(4) For Special Needs Scouts that have been identified through appropriate District and Council Special Needs procedures, Districts should contact the NCAC Program Office (301-530-9360) for verification guidance.