



BOY SCOUTS OF AMERICA®
HUDSON VALLEY COUNCIL

HERITAGE DISTRICT PROCEDURES FOR SUBMITTING EAGLE SCOUT PAPERWORK

The Eagle Scout Candidate will be filling out the Eagle Scout workbook (publication Mar 2015).

This can be found at www.scouting.org/filestore/pdf/512-927_fillable.pdf. Once the PDF file is downloaded onto the scout's computer, he should be able to add all pictures and information into it. He will need to print it out and place each page into protective sheets and then into a binder. Additional pictures can be placed into the binder when needed.

Inside the Eagle Workbook is the Eagle Scout Fundraising Application. This will need to be filled out with as much detail as possible. (see the Fundraising Procedure document)

Once your Eagle Scout Candidate has submitted his paperwork to the unit for approval from both the beneficiary and unit, it must be submitted to the District Advancement Committee. The paperwork must be submitted by e-mail to the District Advancement e-mail by the designated deadline. The District e-mail for this is heritage.eaglescout@gmail.com The entire file with the exception of the actual signature page should be e-mailed. When a scout e-mails any information he MUST place another adult's e-mail address into the e-mail. He can use the Scoutmaster, Committee Chair and or parent. This is part of Youth Protection Guidelines.

When the e-mail is received, the scout will be e-mailed that the file was received. If there are any questions from the Advancement Committee, the scout will receive another e-mail to make such changes or add information. Then approximately 1 week prior to that month's Eagle Boards, the scout and his scoutmaster will receive an e-mail inviting them to the Eagle Boards for his project review.

NO work on the project or fundraising is to be started before District approval is given to the scout.

When the scout has completed his project and all requirements for the Eagle Scout Rank, he should begin filling out the Eagle Scout Application

www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf

When the application is completed, signed by all signatures required, the application and the scout's Life Ambition Statement is to be brought to the Council Office, 6 Jeanne Drive, Newburgh to be processed. Please leave enough time to meet any deadline that the District has set up. The office will notify the District Advancement Committee when the application has been processed and then the scout and his scoutmaster will be notified when he will be able to attend the Eagle Boards for his Board of Review.

Please remember to be mindful of the scout's age as all requirements MUST be completed before the scout's 18th birthday.