

PATHWAY TO ADVENTURE COUNCIL EAGLE APPLICATION PROCESS 2017

1. Each Service Center will accept Eagle applications and supporting documents and send to Paul Whittenhall for verification.
2. ONLY the following must be turned in. Service Center will check for the following:
 - a. Completed Eagle Application with all checklist items verified (checklist found on transmittal envelop)
 - b. Service project workbook with before and after photos
 - c. Statement of life ambitions & positions held in community organizations (per application requirement #7)
 - d. **DO NOT SEND RECOMMENDATION LETTERS WITH THE APPLICATION.**
3. Application and supporting documents should be secured in Eagle Transmittal Envelope provided by Council. Scout should review checklist prior to submission. **Do not send project binder.**
4. Once received, the community Service Center sends all documents to Paul Whittenhall at Arlington Heights Service Center via inter office mail.
5. If incomplete or inaccurate, documents will be returned to community Service Center to be returned to Scout for proper completion.
6. Once the application is verified, it will be stamped "verified" and all documents will be returned to local Service Center via inter-office mail.
7. When verified application is returned to Service Center, eagle coordinator or troop (as requested when package is dropped off or as is customary in community) is called to pick it up*. Eagle coordinator or designee schedules board of review. *Entire Eagle binder and letters of recommendation should be at board of review.*
 - a. Recommendation letters are requested by the Scout, and should be returned to troop committee chair, advancement chair, or eagle coordinator, as is customary in the troop or preferred by the eagle coordinator. The Scout should not see the returned letters. (Guide To Advancement – 9.0.1.7) Use the Pathway to Adventure recommendation letter (available on PTAC website).
 - b. Lack of letters of recommendation should not interfere with scheduling board of review. If letters are not returned, coordinator should contact individuals using contact information provided on application.
 - c. Board of review can be at unit or district level as is customary in your district.
8. After board of review, the fully signed application (board of review chair and district board representative in addition to earlier signatures) goes back to the local Service Center. Only the application must be returned to the Service Center. The troop, coordinator, or Scout may keep the binder. Service Center will forward application to Paul Whittenhall who will obtain the Scout Executive's signature and Eagle certificate to return to the unit via the local Service Center*.

*Tracking method is at the discretion of the Service Center. It is highly recommended that any individual picking up a Eagle applications and supporting documents from the Service Center be required to sign for them, in order to track the location if necessary.
