



## PATHWAY TO ADVENTURE COUNCIL EAGLE APPLICATION PROCESS

1. Each Pathway to Adventure Council office will accept Eagle applications and supporting documents during regular business hours found on our website <http://www.pathwaytoadventure.org> The Eagle packet will then be sent to the LaGrange Office for verification.
2. Each office Customer Service Representative will check for the following needed for verification:
  - a. Eagle Application with all checklist items completed
  - b. Service project workbook with before and after photos
  - c. Statement of life ambitions & positions held in community organizations (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 the local council office. The Scout should review checklist prior to submission. **Do not send project binder.**
4. All documents will then be sent to Kathy Franzen in the LaGrange office via inter office mail for verification.
5. If any item is incomplete or inaccurate, Kathy will contact all stakeholders involved via email. A plan will be agreed upon to ensure all documents are present and correct.
6. Once the application is verified, it will be stamped “verified” and all documents will be returned to office in which it was originally submitted via inter-office mail.
7. Once the verified application is returned to the original office, the eagle coordinator and troop leadership (as requested when package is dropped off) is called to pick it up\*.
8. The Eagle coordinator or designee then schedules the Eagle Scout board of review.
  - a. *The entire Eagle binder and letters of recommendation should be at board of review.*
  - b. 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).
  - c. Lack of letters of recommendation should not interfere with scheduling the board of review. If letters are not returned, the Eagle Coordinator should contact individuals using contact information provided on the application.
  - d. Board of review is held at the district level.
9. Upon completion of the Eagle Scout Board of Review, the fully signed application (board of review chair and district board representative in addition to earlier signatures) is returned to the local PTAC Council Office. Only the fully signed application must be returned to the service center. The Scout or Troop leadership may keep the binder. The local office will forward signed and completed application to Kathy Franzen in the LaGrange office to obtain Scout Executive’s signature and the Eagle certificate.
10. Once all items are complete and fully processed, the Eagle Packet will be sent to the Scout’s local office. Troop leadership and the Eagle Coordinator will be contacted for pick up. \*

\*A tracking method will be used at each Pathway to Adventure Council office. The individual picking up an Eagle application and supporting documents from the local council office will be required to sign to track documents.

**Arlington Heights Service Center**  
617 E. Golf Road, Suite 101  
Arlington Heights, IL 60005

**LaGrange Service Center**  
811 W. Hillgrove Avenue  
La Grange, IL 60525

**Robert J. Welsh Service Center**  
8751 Calumet Avenue  
Munster, IN 46321

**Steve Fossett Service Center**  
1218 W. Adams Street  
Chicago, IL 60607

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