

I am writing to you today to remind you of several aspects of the Eagle Scout Rank process that have been missed by many of our Scouts lately. Please read them below and share the information with your Unit Leadership and Eagle Scout Candidates.

- If the Scout needs to have an extension of time, please have them complete the form found here: <https://www.scouting.org/wp-content/uploads/2020/12/GTA-11.2.0.0-form-2021.pdf>. This form then needs to be emailed to our Briones District Advancement Chair Mrs. Bonnie Hazarabedian ([bonzai@flash.net](mailto:bonzai@flash.net)), our Council Advancement Committee Chair Mr. Merl Nygren ([nygreme@att.net](mailto:nygreme@att.net)), and our Council Advancement Committee Advisor Mr. Michael Charlesworth ([michael.charlesworth@scouting.org](mailto:michael.charlesworth@scouting.org)) for review. Please note that our council can only grant up to a six-month extension. Any time beyond that needs to be approved by our National Office. Also, our Council Advancement Committee only meets once per month to discuss extensions, please make sure to have your Scout complete the extension form and turn it in at least a few weeks before their 18<sup>th</sup> birthday. They are to continue to work towards completing their Eagle Rank even if they have not heard back from the committee about their extension.
- Eagle Scout Project Proposals need to be reviewed and approved by either Mr. Ed Isley ([ekisely@comcast.net](mailto:ekisely@comcast.net)) or Mr. Mark Paulson ([eagleworkbook@gmail.com](mailto:eagleworkbook@gmail.com)) prior to any work being done on the project. They will sign in the “Council or District Approval” section on Proposal Page H in the Workbook (<https://www.scouting.org/wp-content/uploads/2021/02/EagleProjectWorkbook2021c-v2.pdf>).
- If the Scout needs to complete an Eagle Scout Project Fundraising Application (Fundraising Application Page A in the Workbook), the “Authorized Council Approval” is for only me, as District Director, to sign after signatures of the Beneficiary and Unit Leader are received. Please have the Scout email me at [mark.woodman@scouting.org](mailto:mark.woodman@scouting.org) and make sure to include at least one other adult in that email.
- Once the Scout has completed their Scoutmaster Conference for Eagle, they need to send their completed Eagle Scout Rank Application to me ([mark.woodman@scouting.org](mailto:mark.woodman@scouting.org)) to review the application before it gets verified at our Council Office. The latest this step can be done is the day before the Scout’s 18<sup>th</sup> birthday, or the final day of their approved extension. If the Scout has an extension, please have them let me know that final date of their extension at this time.

- A few notes on the Eagle Scout Rank Application ([https://filestore.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)):
  - An Eagle Scout Rank Application can be downloaded from ScoutBook with all of the dates preloaded into the correct fields, by using the information provided on the attached PDF.
  - Each line on the application must be completed through the signature of the Unit Committee Chair on page two. With the exception of the employer reference, if the Scout is not employed.
  - All information for each reference must be included: name, address, telephone, and email.
  - If the Scout does not have a religious reference, they must include a parent or guardian in that field.
  - The Grand total of hours under Requirement 5 on page two is the total number of hours the project took to complete, counting everyone's involvement, not just the Eagle Candidate. Please encourage your Scouts to start this tally of hours as they are starting to research project ideas.
  - If even one number on a completion date is incorrect from the Scout's official records, I will send the application back to the Scout to be corrected.
  - If there are missing dates for items that have not yet been entered into the Scout's Advancement Records, please include a BSA Advancement Report (<https://filestore.scouting.org/filestore/pdf/34403.pdf>) with the application. This report authorizes our Council to enter in the missing dates. If I find a missing date on an application, I will reach out to you individually for this report.
  
- Once the Eagle Scout Rank Application is correct, I will then send it to our Council Registrar Mrs. Masouda Ibrahim ( [masouda.ibrahimi@scouting.org](mailto:masouda.ibrahimi@scouting.org) ) for the Council Verification step on page two. This process may take a day or two, depending on workload, vacation schedules, etc.
  
- After the verification has been complete, Mrs. Ibrahim will email a scan of the application back to the candidate, cc'ing me and our Council Advancement Committee Chair Mr. Merl Nygren ( [nygreme@att.net](mailto:nygreme@att.net) ).
  
- Scouts can then schedule their Eagle Scout Board of Review with Mr. Bruce McGurk ( [brucemcgurk@comcast.net](mailto:brucemcgurk@comcast.net) ) for the Lamorinda Area, or Mr. Gordon Bell ( [gordon.ed.bell@gmail.com](mailto:gordon.ed.bell@gmail.com) ) for the Walnut Creek/Pleasant Hill Area.

- After the Board of Review is complete, paperwork is sent to our National Office for final verification and certification. About 3-4 weeks later (sometimes up to 6 weeks), the Eagle Scout's National Certificate and final paperwork is mailed back to our Council Office. Once they are received, the Scoutmaster or Committee Chair will be notified that the Eagle Credentials and Award Kit is available for pick up. Since the office is closed at this time, we will arrange a pick up time, or I would be happy to drop off the items at your home or place of work.
- Please remind your Scouts to always include at least one other adult while emailing any of the people mentioned above. This keeps everyone within Youth Protection and CyberChip guidelines. If a Scout forgets to do so, I will kindly remind them of this policy in my email reply, in which I will include you.