



The scheduling of the Eagle Board of Review takes place as follows:

1. After the Scoutmaster and Troop Committee Chairman sign the completed application for the Eagle Award, a troop representative submits the application package to the Scout Service Center. The Eagle Application Package includes the completed Eagle Rank Application form, the completed Eagle Scout Leadership Project Workbook and any sealed letters of recommendation. The package also includes the name and telephone number of the troop contact who will be called for arranging the date and time of the Eagle Board of Review.
2. The Scout Service Center coordinator verifies the application form for completeness and accuracy including relevant dates using the checklist provided by the National Office.
3. The Scout Service Center coordinator contacts the District Advancement Chairman to inform this person that the package has come into the Scout Service Center and is ready to be picked up.
4. The District Advancement Chairman either picks up the package from the Scout Service Center, or coordinates with another District Reviewer to pick up the package.
5. The District Advancement Chairman, or District Reviewer, phones the troop contact at the phone number provided with the package to schedule the date and time for the Eagle Board of Review meeting.
6. The District Representative takes the package to the Board of Review meeting.
7. During the 30-minute period preceding the candidate's interview, the Board of Review members also review the package for familiarity, completeness and accuracy. During the time the "blue cards" supplied by the candidate are reviewed and substantiated.
8. If the Eagle candidate qualifies, all signatures of the Board of Review are obtained at the end of the review period. At this time the Board of Review members also determine who will return the completed Eagle package to the Scout Service Center. This designated individual may be any member of the Board of Review.
9. If the Eagle candidate does not qualify at the review, the members of the Board of Review determine who will be responsible for holding the package until the follow-up Board of Review convenes.

