

## DISTRICT RESPONSIBILITIES

“District” can refer the District Advancement Chair, a specific Eagle Coordinator person, an Eagle Board chair or anyone else designated to represent the District in the Eagle Process.

### *Eagle Service Project:*

1. District shall meet with the Scout to review and approve the Eagle Service Project Proposal.
2. If being used, District shall review and approve the Fundraising Application.

### *Eagle Documentation:*

1. District shall mail out requests for references to those names and addresses provided by the Scout or
2. District may provide the Scout a form letter with a return address to the District.
3. District meets with Scout to review the following for accuracy and completeness:
  - a. Eagle Scout Rank Application (appropriate signatures)
  - b. Statement of Ambitions and Life Purpose
  - c. List of positions held and honors and awards earned
4. District will schedule the Eagle Board of Review.
5. Following the completion of a successful Eagle Board of Review, District shall destroy all letters of reference and prepare a document package to submit to Council. The package shall consist of the following:
  - a. Eagle Scout Rank Application with signatures of all Board of Review members.
  - b. Completed Council Eagle Application Check Sheet
  - c. Advancement Report Form 34403 does not need to be submitted to Council. At the discretion of the District, it can be used for record-keeping purposes at the District level.
6. District shall be responsible for any errors or omissions in the documentation and shall work with the Scout and/or Unit to make corrections or additions. The Scout, parents or the Unit shall not contact Council directly.
7. Delivery of the document package to Council shall preferably be done by the District, but may be done by the Unit or by the Scout for expediency with District approval. Signatures of receipt must be recorded on the Eagle Check List.
8. When the Eagle credentials have returned from National, said credentials may be given to the District for distribution, or to the Scout, his parents, or someone from his Unit. Signature of receipt must be obtained on the Eagle Check List before release of credentials.