

## Registrar's Tips for Eagle Candidates

- The time to submit your Eagle Scout Rank Application for verification of your ranks and merit badges is after your Life Rank board of review and as soon as you have completed the last merit badge that you will be using on your application.
- Copies of scouts' advancement records are not issued by the council. Any scout who needs a copy of his advancement record should ask the advancement chairperson for his troop to print it from the Internet Advancement system.
- Please work with your troop's advancement chairperson to assure that:
  1. All of the merit badges that you're using on your Eagle Scout rank application have been reported to the council by your troop. If there are merit badges that you have complete recently and have not yet been reported, please submit copies of both the front and back of your blue cards **for those badges only** with your application. Please **do not** submit copies of blue cards for badges that have already been reported or copies of your record from third-party advancement software. We do not need Requirement 6 at this time.
  2. You have completed 4 required merit badges prior to your Star Board of Review date and 3 additional required merit badges prior to your Life Board of Review date.
- WRITE NEATLY AND IN INK!!! Applications completed in pencil will be returned to the Scout unprocessed. Put your name on the application as you want it to appear on your Eagle credentials. If you misspell your name on the application, it will be misspelled on your credentials!
- Your unit's address is not necessarily where you meet. The unit's address is the mailing address of the chartering organization.
- Use complete dates (mm/dd/yy)! Please do not try to squeeze a 4-digit year into the 2-digit year field because it makes the dates extremely hard to read and verify!
- It is suggested that you do not complete Requirement 2 on the application until your letters of reference have been received by your troop Eagle advisor. Often the names of those who are providing the references change, and the names on the application must match the names on the letters at the time of submission for District approval.
- In requirement 3, the appropriate date is the date that you completed the merit badge as indicated on your blue card, not the court of honor date from the presentation card. If a discrepancy exists between the date on your application and the date in your ScoutNET record, the date in ScoutNET as reported by your troop will prevail.
- In Requirement 3, please complete all unit numbers, even if they're all the same. Please cross out the badge that you are not using in cases where a choice is given such as Cycling/Hiking/Swimming. For example, if you have earned both Cycling and Swimming, one is used as a required merit badge, and the other may be used as an elective.
- Please make any requested changes by drawing a single line through the incorrect information, writing in the correct information, and initialing each change. White-out is

not to be used! Changes may be made by the scout, a parent, or a member of the troop committee. If there is a signature on the back of your application under “BSA Local Council Certification” the application must be corrected, but it does not need to be resubmitted to the council prior to the Eagle b/o/r.

- If you have completed 6 months in a position of responsibility since your Life rank Board of Review and wish to complete the information for Requirement 4 on the application, a courtesy check will be done; however, this information is not required at this time. Please be aware that only positions in your home troop may be used towards your Eagle Scout rank. Positions held in other units such as a jamboree troop or high adventure contingent do not apply. In Requirement 4, the words “present” or “current” may not be substituted for a date. If you are still serving in a position at the time of your Eagle board of review or your 18<sup>th</sup> birthday, the end date of your position should be the day before your b/o/r or birthday, whichever comes first. Be sure that the Life board of review dates in Requirements 1 and 4 match!
- When submitting Eagle Rank materials for Central New Jersey and National Council approvals after a board of review, **PLEASE PUT ALL MATERIALS IN AN APPROPRIATELY-SIZED BINDER.** Eagle candidates for whom materials are submitted in a rubber band or a paper clip (Don’t laugh, it happens all too often!) are at risk of some of those materials being misplaced and having to recreate them. Please do not use photo albums or over-sized binders. These do not fit well in our file drawer, and may be damaged as a result. Please do not use spiral or comb bindings as portions of the write-up are removed for review during the approval process. Materials submitted in a spiral or comb binding will not be reassembled after processing.
- Project proposals are not to be submitted to the council office. Project approvals are handled by the District Advancement Committee volunteers who do not work at the council office. If you need contact information for committee members call the Registrar at (732) 823-1395 x30 or e-mail [Mary.Eckert@Scouting.org](mailto:Mary.Eckert@Scouting.org).
- **A note to “Last-minute-Louies”** – All Eagle materials are processed in the order in which they are received at the council office. Lack of time management on your part will not change that! Be sure to allow sufficient time for processing when submitting Eagle materials, especially if you are close to a deadline. Please contact your district advancement committee with any further questions.