

- f. Schedule an Eagle Scoutmaster's conference. The outcome should be the Unit Leader's signature on the application.
- g. Obtain the Committee Chairman's signature on the application.

4. Complete Eagle Board of Review

- a. Prepare a very neat and organized binder for the Eagle Board of Review that includes the following:
 - i. Completed Eagle Scout Service Project Workbook, including signatures, fundraising approval, and pictures.
 - ii. Completed Eagle Scout Rank Application, not yet including the BSA Local Council Verification.
 - iii. Statement of ambitions and life purpose.
 - iv. Listing of positions held in religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.
 - v. Space for letters of recommendation (to be added later by Troop Advancement Chairman).
- b. Turn the binder into the Troop Advancement Chairman. The Troop Advancement Chairman will:
 - i. Obtain BSA Local Council Verification on the Eagle Scout Rank Application.
CRITICAL: The BSA Local Council Verification MUST be obtained BEFORE the Eagle applicant's 18th birthday.
 - ii. Put the letters of recommendation into the binder.
 - iii. Deliver the binder to the Council Eagle Coordinator.
- c. The Council Eagle Coordinator will:
 - i. Contact the Eagle candidate to schedule the Eagle Board of Review.
 - ii. Contact the Troop Advancement Chairman and notify them of the schedule.
- d. If the Troop Advancement Chairman is unable to attend, they will assign a delegate.
- e. Attend your Eagle Board of Review. Parents are encouraged to attend. They will not participate in the board, but may observe.
- f. If the Eagle candidate is approved, their Eagle Board of Review date will be the date they achieved the rank of Eagle, as well as any Eagle Palms earned.

5. Eagle Court of Honor

The Eagle Scout and parent/guardian will be notified via email when the Eagle Scout Certificate is ready, which may take a few weeks. Scouts local to the Ogden office may choose to pick up the certificate for free at the Ogden office and then purchase the Eagle presentation kit directly from any scout shop location. Troop 146 does not purchase the Eagle presentation kit for their scouts, but will purchase Eagle Palms, which may be presented at the Eagle COH.

The Eagle Scout and their parents may plan and schedule the Eagle Court of Honor to be held whenever and however they would like. They may work with the Troop Advancement Chairman to schedule in the HUB of Washington Heights Church on a Monday night during troop meeting, if they would like. Here are a couple of helpful links for planning and executing the Eagle COH:

<https://scoutsmarts.com/eagle-scout-court-of-honor-planning-and-prep/>

<https://scoutsmarts.com/eagle-scout-court-of-honor-sections-and-agenda/>