

## 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. At that time, only the information through Requirement 1 and Requirement 3 need to be completed. The only other materials that should be submitted at this time are copies of any blue cards (both sides) for merit badges that have been earned recently and not yet reported by the troop. Do not submit any other materials at this time.
- 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 their troop to print it from the Internet Advancement system.
- Project proposals should not be submitted to the council office. Project approvals are handled by the District Advancement Committees. If you need contact information for committee members call me at 609-419-1600 x30 or e-mail me at [drosenba@bsaemail.org](mailto:drosenba@bsaemail.org).
- WRITE NEATLY AND IN INK!!! Applications completed in pencil will be returned 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 address of the chartering organization. Please make any requested changes by drawing a line through the incorrect information, writing in the correct information, and initialing the change. Changes may be made by the scout, a parent, or a member of the troop committee. As Registrar, I cannot make any changes to an Eagle Scout Rank Application. If there is a signature on the back of your application under "BSA Local Council Certification" it does not need to be resubmitted to the council prior to the Eagle b/o/r.
- Use complete dates! (mm/dd/yy). 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!
- 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 applications must match the names on the letters at the time of submission for District approval.
- 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.
- 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. Also, please do not use spiral or comb bindings as portions of the write-up are removed for review during the approval process.
- **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 planning 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.