

October 28, 2005

To: All District Advancement Chairs

From: Pam Smith  
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I understand that there are many questions with regard to the recent change in procedure for the BSA Local Council Certification on Eagle Scout Rank Applications. The Mount Diablo Silverado Council is now complying with national guidelines in which the dates on the Eagle application must be verified prior to the Scout having his Eagle Board of Review.

The most common question has been “Who is responsible for bringing in the application?” Answer: It can be the Scout, his parents, someone from the unit, or even the District Advancement Chair. It really doesn’t matter. The form can be mailed or dropped off at the Council Service Center. Remember however, our hours are Monday-Friday, 8:30 AM to 5:00 PM. We are not open on Saturday.

Time permitting, the applications are reviewed immediately. This process takes approximately 10-15 minutes. If all the dates are correct, the application is signed and the Scout can schedule his Board of Review. If not, the application is returned showing the area(s) that needs correction. Incorrect or missing dates must be submitted on an advancement form in order to be corrected. In any case, the turn around time for reviewing the application should be no longer than 24 hours.

The easiest way to avoid having problems with dates on merit badges and ranks, is for the Scout to request a “personal profile”. I have enclosed a copy of the request form to get this info. The form can be dropped off at the Council Service Center or faxed to 925-674-6190. Please do not send copies of the Eagle application via fax. The Scout or Unit Advancement Chair can then review the information and have the corrections made as needed.

I hope this answers most of your questions. In not, please feel free to get in touch with me.