



2021 Ventura County Council Guidelines for Processing Eagle Rank Applications

Eagle Candidates

- 1. Upon completing the first 6 Requirements within the Eagle Scout Application, the Eagle candidate is to make an appointment with Vangie Sexton at 805-482-8938
 - If the application is processed under a time extension, candidate must provide appropriate documentation.
- 2. At appointed time Eagle Candidate is to deliver the application and meet with Council staff member to have Eagle Application processed into the National BSA System.
- 3. Eagle candidate will obtain name and email of Council staff member who processed the Eagle Application.
- 4. With Council signed application in hand, the Eagle candidate will perform the following:
 - scan **ENTIRE** Eagle Project workbook and any related supporting items for the project (receipts, photos, etc.) into a .PDF formatted file.
 - scan the two-page Council signed Eagle Application into a SEPARATE .PDF formatted file*
 - scan the Eagle Candidates personal Aspiration Letter into a SEPARATE .PDF formatted file*
 - scan the two pages of the BSA Scout Handbook Eagle Rank page into a SEPARATE .PDF formatted file* scan any appropriate supporting documents beyond the above items (extension letters, etc.) into a SEPARATE PDF formatted file*

***ONLY PDF formatted documents will be accepted.**

Email the .PDF* files within 10 days to Council staff member who signed the Eagle Application at Vangie.sexton@scouting.org

Email Subject line should have the words "EAGLE CANDIDATE" along with the candidate's name.

- 5. Upon receipt of email at Council office, staff will note the date of returned email and forward to appropriate PDF files to the District Eagle Board Coordinator
- 6. District Eagle Coordinators will review the packets for accuracy.
 - verify correct printed version of Eagle Project Packet (If candidate was Life Rank in 2019 - the 2019 version is acceptable, otherwise must use January 2021 version)
 - verify appropriate signatures have been collected.
 - verify correct printed version of Eagle Application is January 2020 printing
 - If the Eagle Application and/or Eagle Project Packet are inaccurate, District Coordinator will inform both the Unit Leader and Scout of discovered deficiencies.

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- 7. District Eagle Coordinators will begin steps for Eagle BOR scheduling and handle all matters until Eagle BOR is completed.
 - **Units are responsible to provide names, phone numbers and email of 2–3-unit committee members to participate in the candidates BOR.**
- 8. After Eagle BOR's are completed - appropriate two signatures are digitally recorded.
 - Eagle Application - signature of Board Chair and District Representative
 - Scouts BSA Handbook Eagle Rank Page - signature of BOR Chair
- 9. District Eagle Coordinator will forward signed documents as follows:
 - Signed Eagle Application to (1) Council office, (2) scout, (3) Unit Leader.
 - Signed BSA Handbook Eagle Rank page to (1) scout, (2) unit leader.
 - Goal for District Coordinator to forward these documents to council with 5 business days after the EBOR.

Congratulations on this great accomplishment of obtaining Boy Scouts of America's Highest Rank, Eagle Scout. We look forward to recognizing you in March 2022 at the Eagle Recognition Dinner held at the Ronald Reagan Presidential Library.

Ventura County Council Advancement Committee
NESA Committee

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