

# Submitting the Eagle Scout Application Binder

## Submitting the Paperwork to the District Eagle Scout Coordinator

The Eagle Scout Application Binder, containing the following documents should be submitted to the District Eagle Scout Coordinator by the first of the month for the month in which an Eagle Board is being requested. Normally, the best and easiest way to submit the application binder is to leave it in the Scout box that sits on the front porch of the District Eagle Scout Coordinator.

His address is:

Malik Nathani  
2717 Club Ridge Drive  
Lewisville, TX 75067

Documents that should be included in the Eagle Scout Application Binder:

- the original Eagle Scout Application
- the entire Eagle Scout Project Workbook
- the District letter approving the Proposal
- the Eagle Scout's Statement of Ambitions and Purpose
- the Internet Advancement printout
- the District checklist
- Recommendation Letters in a sealed envelope

## Gathering Reference Letters

Unit Advancement Chairs or Life to Eagle Coordinators should contact the references on the Eagle Scout's Application. It is suggested that this be done by letter or a phone call. For reasons of privacy, electronic submissions are discouraged. It is acceptable to send or deliver to the references an addressed envelope with instructions or perhaps a form to complete. The Eagle Scout may assist with this, but that is the limit of his participation. It is the responsibility of the adults in the Unit to follow through on obtaining the references. The unit leader collecting the references should make certain they are all sealed, individually or all together, and placed with the original Eagle Scout Application. Make a good faith effort to obtain all of the Recommendation Letters and to submit them with the application binder to Malik Nathani's Scout box. However, remember that a Board of Review will not be denied to an Eagle Scout Candidate merely because his Recommendation Letters have not been returned.

**Tip:** If the Recommendation Letters have not all come back, and it is desirous that the Eagle Scout have his Board of Review the coming month, and this is especially applicable where there are age 18 issues, submit the Eagle Scout Application Binder by the first day of the month in which the Board is being requested, with or without all of the Recommendation Letters. Usually the Recommendation Letters will catch up with the Eagle Scout Application Binder before the third Thursday of the month.

## Scheduling of Board of Review

The responsibility for obtaining Council approval, i.e., verification, of the application is as of this date being assumed by the District. The individual Unit should no longer submit the application to the Circle Ten Council for verification. Once verification comes back from the council, the Eagle Scout and his unit leaders will be advised by the District Eagle Scout Coordinator that his Eagle Scout application has been verified and he does or does not have a seat for the upcoming Eagle Boards. Eagle Scout candidates will be assigned a seat on a Board of Review panel based on the date and time that the Eagle Scout Application Binder was submitted to the District Eagle Scout Coordinator, not when Recommendation Letters or verification from the Council is received. Therefore, it behooves the Unit to submit the Eagle Scout Application Binder as soon as it is ready so the Eagle Scout candidate can obtain a seat on the desired Eagle Board of Review.