

Eagle Paperwork Process

Updated 03-05-2025

Eagle Project Proposals:

1. Project Proposals can come into the Council Office via USPS mail, or emailed to eagle@nevadaareascouting.org, or dropped off in person.
 - a. Scouts may drop off proposals upstairs during regular office hours, Monday–Friday, 8-5.
 - b. Electronic versions of project proposals are allowed.
2. Proposals will be given a quick look over, logged, then thoroughly checked by the Council Office and emailed to the District Proposal Review Committee, usually within 24 hours after receipt.
3. Project Proposal Review Committees have a minimum of 2 weeks to review the proposals.
4. Be sure and check your email and junk email in case the committee has questions or needs more information.
5. After review by the District Proposal Review Committee, the Committee Chairman will sign and email the last page of the project proposal back to the Council Office to eagle@nevadaareascouting.org and notify the Scout by email.
6. The Council Office will then put the signature page with the proposal on file. The Scout can come to the office and pick up their original project proposal at any time.

Eagle Workbooks:

1. Eagle Workbooks may come into the Council Office via USPS mail, emailed to eagle@nevadaareascouting.org, or dropped off in person. If the Scout drops off their workbook in person, **please wear your Scout uniform** for a picture to be used for Eagle recognition.
 - a. Scouts may drop off Workbook upstairs during regular office hours, Monday–Friday, 8-5.
 - b. Electronic versions of workbooks are allowed.
 - c. Workbooks are given a quick look over and logged into record.
2. After verification by the Council Office, which can take a minimum of 2 weeks, the Eagle Clerk will notify the District Board of Review Committee that the Scout is ready for their Board of Review. The Scouts workbook is then scanned and emailed to the Board of Review Chairman.
3. The Board of Review Chairman will contact the Scout to set up their Board of Review via email. Be sure and check your email and junk email.
4. After the Board of Review, the District Board of Review Chairman will contact the Council Office with the approved Eagle Rank Application. **Letters of Recommendation are not returned to the Scout per National Guide to Advancement Section 9.0.1.7 -References Contacted.**
5. The Scout can come by the Council office and pick up their workbook and any time after their Board of Review.
6. Once the Eagle Rank Application and/or workbook is returned, the Eagle Clerk obtains the signature of the Scout Executive on the Eagle Rank Application.
7. The Eagle Clerk then enters the Eagle Rank Application information into the BSA system.
8. National then does the final approval and sends Eagle Certificates to the Council Office. Eagle Certificates can take 4-8 weeks to arrive by mail at the Council Office.
9. The Eagle Clerk then will mail certificates to the Scouts Troop Scoutmaster via USPS.

Eagle Extensions:

Scouts who foresee that due to no fault or choice of his or her own, it will be impossible to complete the Eagle Scout Rank requirements before age 18, may apply to the local Council for a limited time extension.

Extensions also are available for Venturers needing to finish Summit Award requirements and Sea Scouts needing to finish Quartermaster Award requirements beyond their 21st birthday.

Extensions are reviewed case by case, and not all Scouts will qualify. To get an extension through a local Council, Scouts must meet one of the following tests:

Test #1: The member joined or rejoined (or became active again after a period of inactivity or became refocused on advancement after a period of inattention) in time to complete all requirements before turning 18.

Test #2: Through no fault or choice of the Scout, an unforeseen circumstance or life changing event with severe consequences has come to exist that now precludes completion of the requirements before the deadline. Examples might include, but are not limited to, a hospital stay, disabling injury, significant personal or family incident or issue, natural disaster, severe unseasonable weather, or the actions of others (see below, "Misinformation from adults in positions of authority"). If the circumstance is health related, it should have been unforeseen and of recent onset, or a complication or intensification of an ongoing issue.

Test #3: The circumstance is beyond the control of the Scout, could not have been anticipated or planned for, and was not or cannot be resolved in time to complete the requirements.

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1. Extensions shall only be granted to youth in Scouts BSA who have already achieved Life rank.
 2. When the Council receives a time extension request, the Council reviews the request and approves it if appropriate. A written response stating the outcome of the extension request must go to the youth. If approved, the notification must be attached to the youth's Eagle/Summit/Quartermaster Rank Application.
 3. For Eagle, the extension must not exceed 3 months from the youth's 18th birthday; for Summit/Quartermaster, the extension must not exceed 3 months from the youth's 21st.
 4. **Upon turning 18, the Scout must submit a completed adult application and successfully complete Youth Protection Training.** Their participant code will now be UP for SBSA or VP for Venturing and Sea Scouting.
 5. Extension requests for more than 3 months beyond the youth's 18th/21st birthday must be sent to the National Service Center following the process outlined in the Guide to Advancement.

Once the Council approves an extension, the Council's administrator will go into Member Manager to activate the extension. This will automatically add the three-month extension and allow the youth to continue working past their 18th/21st birthdays. (They'll still need to be registered as UP/VP after "aging out.") This flag will then show on the member's profile. For further details see [BSA Advancement Resources](#).

To request an extension, complete the [Extension Request form](#) and someone will contact you directly.

Important Items to Remember:

*****Email:** All emails to/from Scouts should include eagle@nevadaareascouting.org. Tammy Rodeback and Linda Brant should be cc'd on all correspondence. This will ensure they are kept in the loop throughout the process and can answer questions as they come up.

*****Pro Tip:** *Autofill your Eagle Application!* Go to your profile in Scoutbook. Scroll down and click on "Reports". Choose "Eagle Application" and the system will autofill and download the application for you!

District	Advancement Committee Chair
Great Basin	Heather Barber barber_289@yahoo.com
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Zephyr	Auriel Kjeldsen Auriel.Kjeldsen@scouting.org
Council Eagle Clerk	Linda Brant 775-787-1111 ex:212 Linda.Brant@scouting.org
Council Advancement Chair	Tammy Rodeback 775-787-1111 ex:219 Tammy.Rodeback@scouting.org