



NATIONAL CAPITAL AREA COUNCIL (NCAC) EAGLE SCOUT LOCAL COUNCIL VERIFICATION PROCEDURES

PURPOSE: Provide consistent Eagle Scout Rank Application (ESRA) verification procedures across the National Capital Area Council.

BACKGROUND:

- Verification of all ESRAs is required by the BSA prior to scheduling the Eagle Board of Review (EBOR). Verification confirms the Scouts' requirements, rank dates, merit badges, and signatures are correct.
- This procedure reduces errors in submitted ESRAs and improves the overall processing time at the NCAC.
- This update does not change any other NCAC policy or procedure pertaining to applying for Eagle Scout.

PROCEDURE:

- When all requirements for the rank of Eagle (except the board of review) have been completed, an Eagle Scout Rank Application (ESRA) must be filled out by the Scout and reviewed by the District Eagle Representative (DER). Unit involvement in the preparation of the ESRA prior to this review is required.
 - Use of attached NCAC Eagle Scout Verification Checklist is recommended.
 - A unit must reconcile the unit's management records, ESRA, Scoutbook *Scouts BSA History Report* or Internet Advancement *Advancement History* report for the Scout to the source documents (blue cards, Scout's handbook) to ensure all dates are in agreement. If necessary, the unit should take corrective action. If necessary, the unit should take corrective action.
 - All information on the ESRA must agree with the data reported on the Scoutbook *Scouts BSA History Report* or Internet Advancement *Advancement History* report for the Scout.
- The signatures of the Scout, unit leader, and committee chair **MUST** be on the ESRA or an explanation must be attached as to why they are missing.
 - Those signatures are verification that each leader has verified the accuracy of the ESRA.
 - If either the unit leader or committee chair refuses to sign the ESRA, the unit must assist the Scout in contacting the District Advancement Committee.
- For the District review, the unit will provide the DER with the completed and signed ESRA and either the Scoutbook *Scouts BSA History Report* or Internet Advancement *Advancement History* report for the Scout.
 - The Scoutbook *Scouts BSA History Report* or Internet Advancement *Advancement History* report provides the evidence that merit badges and rank advancements have been earned and properly entered into BSA's advancement database.
 - Districts may also request original advancement records to conduct their review IF there are discrepancies.
 - All discrepancies found during the review must be corrected before the Eagle Board of Review may be conducted.

- When satisfactory, the DER will sign the ESRA at the BSA Local Council Verification step as an NCAC representative.

District Eagle Representative Sign and Date	BSA LOCAL COUNCIL VERIFICATION. According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.				
	Signed _____	Position _____	Date <table border="1"><tr><td>Month</td><td>Day</td><td>Year</td></tr></table>	Month	Day
Month	Day	Year			

- Once the DER has signed the ESRA, the unit will be contacted to setup an Eagle Board of Review.

NCAC EAGLE SCOUT VERIFICATION CHECKLIST

Life Scout _____ Troop / Crew / Ship _____

(Numbers in parenthesis at the end of a step refer to the Notes on the next page)

	All information on ESRA legible (Ensure use of the most recent. See bottom right corner for printing date. i.e. "February 2022 printing.")
	Scoutbook Scouts BSA History Report or Internet Advancement 2.0 Unit Advancement Summary Report for an Individual Scout: A unit must reconcile the unit's advancement records. Scoutbook (SB) Scouts BSA History Report or Internet Advancement 2.0 (IA 2.0) Unit Advancement Summary Report for an Individual Scout or equivalent from a third-party software program to source documents (blue cards, Scout's handbook) to ensure all dates are in agreement. If necessary, the unit should take corrective action.
	Applicant's full, legal name spelled correctly and legible (use upper and lower case letters) – use middle initial for middle name only if space is limited. Use standard name suffixes (e.g. Jr, III, etc). <ul style="list-style-type: none"> • Name repeated exactly at the top of the second page.
	Applicant's address - ONLY use abbreviations recognized by USPS
	Unit type, local number, location has NO ABBREVIATIONS (except state)
	All dates entered as MMDDYY. All date blocks fill in, including zeros.
	Dates of entry into Scouts BSA and Venturing (as applicable), and for First Class, Star, and Life Scout Boards of Review (1) . Youth can be Scouts if they have completed the fifth grade and are at least 10 years old, OR have earned the Arrow of Light Award and are at least 10 years old, OR are age 11 but have not reached age 18. Note: For public school students, BSA considers June 1 st as the date a Scout completes their current grade and advances to the next grade.
	Date of First Class BoR entered and matches date in IA 2.0 or SB.
	At least four months between First Class and Star Scout Board of Review dates
	Date of Star BoR entered and matches date in IA 2.0 or SB.
	At least six months between Star Scout and Life Scout Board of Review dates
	At least six months between Life Scout and Eagle Scout Board of Review dates
	Date of birth and verify age (2)

Requirement 1 – Active in Troop/Crew	
	Date of Life Scout Board of Review entered and matches date in IA 2.0 or SB.
	At least six months between Life Board of Review and date application is signed.
Requirement 2 – Letters of Recommendation	
	<p>Six (6) references are provided (five (5) if not employed) with complete contact information.</p> <ul style="list-style-type: none"> • Parent recommendation information filled in. • Religious recommendation information filled in. (Note: If the Scout does not belong to an organized religion, this may be a parent.) • Educational recommendation filled in. (Note: If the Scout is home schooled, this may be a parent.) • If employed, then the Employer recommendation information filled in. Otherwise, N/A is entered. • Contact information for two other references is provided.
Requirement 3 – Merit Badges	
	<p>Verify 21 merit badges have been earned. Month, day, and year listed for each merit badge and all ranks must agree with appropriate documentation (1)</p> <ul style="list-style-type: none"> • Verify all merit badge dates come after the “Date joined Scouts BSA.” • All dates are before the Scout’s 18th birthday (unless the Scout has an approved extension, in which case all dates must be before the end date of the extension). • No date is after the date on which the Scout signed the ESRA. • Slot 7 – Merit Badge not being used for Eagle is crossed out. • Slot 8 – Merit badge not being used for Eagle is crossed out. • Slot 10 – Merit badges not being used for Eagle requirement are crossed out.
	Elective merit badges should be listed with no repeats of the Eagle-required merit badges.
	Unit numbers are filled in for all merit badges
	If Emergency Preparedness MB is listed as required or elective MB, ensure the date entered is not earlier than the date of the First Aid MB (#9).
	Any four required merit badges and a total of six merit badges earned prior to Star Scout Board of Review. (1) (3)
	Any seven required merit badges and a total of eleven merit badges earned prior to Life Scout Board of Review. (1) (3)

Requirement 4 – Position of Responsibility	
	Date of the Life Board of Review entered on page 2 and matches the Life BoR date on page one.
	Position name(s) matches ESRA list. If registered in more than one program at any time, ensure position name is preceded by the program name (Troop, Crew, Ship) in which position was held (e.g., Troop Webmaster, Crew Historian, etc.)
	Start dates do not precede the date of the Life Board of Review and end dates are before the Scout's 18 th birthday or the approved extension date, and the date the Scout signed the ESRA.
	Position(s) of responsibility served for a minimum of six months after Life Scout Board of Review date. If two positions are listed and there is no time gap between them, then use the earliest "From" date and the latest "To" date.
Requirement 5 – Eagle Scout Service Project	
	Project name entered.
	Date of project completion entered. <ul style="list-style-type: none"> • Date is after the Life BoR date. • Date is before or on the date the Scout signed the ESRA and before the Scout's 18th birthday or approved extension date.
	Hours (rounded to the nearest whole number) entered.
Requirement 6 – Unit Leader Conference	
	Date of unit leader conference entered. <ul style="list-style-type: none"> • Date is after the Life Board of Review date. • Unit leader conference date is before or on the date the Scout signed the ESRA and prior to the Scout's 18th birthday or approved extension date.

Certification By Applicant	
	Signed by the Scout.
	Date entered. Date must be AFTER all requirements are completed Except Requirement 7 – Board of Review.
	Unit Approval <ul style="list-style-type: none"> • Unit Leader's signature and date • Unit Committee Chair's signature and date. • Dates are not before the Applicant's Certification Date.

	DER signs and dates the ESRA on the line for "BSA Local Council Verification," listing their position as District Eagle Representative or DER with district name and printing their name underneath the signature line.
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Notes:

- (1) Confirm that all dates agree with appropriate records. Ensure that, for the required merit badges, either Lifesaving or Emergency Preparedness is crossed out; that Environmental Science or Sustainability is crossed out; and that Cycling, Swimming, or Hiking has 2 of the 3 crossed out.
- (2) If the Eagle Scout Board of Review does not take place prior to the candidate's 18th birthday, all requirements must have been completed prior to their 18th birthday, (including the Unit Leader Conference and project completion).

If the Eagle Board of Review is scheduled within 24 months following the Scout's 18th birthday, a waiver or additional paperwork is not required. (GTA 8.0.3.1(1))
- (3) For the rank of Eagle, a candidate must choose between required merit badges Emergency Preparedness and Lifesaving, Environmental Science and Sustainability, and Cycling, Swimming and Hiking when filling out the ESRA. This does not apply for Star and Life ranks; for example, Swimming and Hiking can cover two required merit badges when applied towards Star and Life. On the ESRA, those merit badges not chosen for "Eagle-required" would be listed as electives.

In sum, the total number (11) of merit badges needed for the Star (6) and Life (5) ranks can be satisfied completely with Eagle required merit badges (elective merit badges are not necessary).
- (4) For Special Needs Scouts that have been identified through appropriate District and Council Special Needs procedures, Districts should contact the NCAC Program Office (301-530-9360) for verification guidance.

(5) Calculating time in rank/position of responsibility.

Date Formula – How to determine if the time in rank/position is at least six months

1. Add six months to the stated start date
2. Subtract one day
3. If the stated end date is the same as or after the calculated date, it passes the time check

Example #1. Start date of Sept 10, 2017 and an end date of March 9, 2018

1. Add six months to the start date: 09/10/17 · 03/10/18
 2. Subtract one day: 03/10/18 · 03/09/18.
 3. The end date is same as the calculated date - Passes
- Example #2. Start date of Apr 1, 2018 and an end date of Sep 29, 2018

1. Add six months to the start date: 04/01/18 · 10/01/18
2. Subtract one day: 10/01/18 · 09/30/18.
3. The end date is one day before the calculated date - Fails