



BOY SCOUTS OF AMERICA®

SAM HOUSTON AREA COUNCIL

Since March 2020, in response to guidelines issued by our National Council, email verification of Eagle Scout paperwork has been available to all units. This option had previously been available only to outlying districts. Many units have and do take advantage of this option.

This option works well if everything submitted is complete, in usable formats, and the information is accurate. Otherwise, it results in a lot of back-and-forth transactions, and the person would have been better off delivering the papers in person.

Helpful Eagle Verification Tips

Please make sure that our pre-EBOR Checklist (<https://www.samhoustonbsa.org/Data/Sites/1/media/advancement/eagle-application-verification-check-sheet.pdf>) is followed.

If submitting digitally via email, all required documents should be scanned and submitted:

1. Eagle application, properly signed and dated
2. Project Workbook Proposal signature page (5 sigs)
3. Project Workbook Report signature page (3 sigs)
4. Letter of Ambition and Life Statement
5. A *list* of Letters of Recommendation already received (if any) – please do NOT scan and send the letters, only verify (please remember that the Scout and Scout's family are not to have access to the Letters)
6. Copy of Eagle Extension letter, if applicable
7. Note that JTE Service Hours certificate is NOT required

Most common errors to watch for:

1. Scans must be high-quality and legible. Photos and “cam-scan” are not adequate. JPEG images are not good enough.
2. Signatures –
 - a. All signatures are present and should be signed on the paperwork in ink, or digitally certified.
 - b. Please do not just type the name into the signature field, should be signed or digitally certified.
 - c. If signatures are collected on multiple digital pages, please make sure the Scout's name and signature are also on *each* page; a signature on an otherwise blank page is not acceptable.
 - d. Please do not attempt to “cut and paste” images of digital signatures to try and consolidate them; send ALL original signature pages.
3. Dates –
 - a. Check ALL dates.
 - b. Joining Date - this is NOT the Scout Rank date, it is the date they joined your Troop (usually right after AOL date, if applicable)
 - c. Joining Date must predate all Scout ranks and merit badges
 - d. Position(s) of Responsibility dates must not begin *before* the Life BOR date, nor end *after* the date submitted for verification or 18th birthday.
 - e. Check Position of Responsibility date span really is 6 months (for example: 2/3/xx – 8/1/xx will NOT be counted as 6 months). A month is a month, thus 1/1/20xx until 7/1/20xx equals 6 months.
 - f. Unit Leader Conference date is filled in and dated after Life BOR date.

It is also very helpful to send a copy of the Scout's Advancement Report from Scoutbook (or other 3rd party apps) in case there are any discrepancies.

BDC 6/22/2022