

Denver Area Council
Electronic Verification of Eagle Scout Rank Applications
During the COVID-19 Outbreak

This memo outlines the Denver Area Council's process for the verification of Eagle Scout Rank Applications during the closure of the Council's headquarters as a result of the COVID-19 outbreak. As a reminder, the Eagle Scout Rank Application must be verified by the Council before scheduling of the Eagle Board of Review. See Guide to Advancement (2019) Section 9.0.1.6. **During this current Health Emergency, the Denver Area Council Advancement Committee strongly encourages the use of virtual meetings whenever possible, limiting the use of in-person meetings even where there are fewer than 10 participants.**

1. Please double-check the following items in the Eagle Scout Rank Application:
 - a. All dates are filled in and accurate.
 - b. Unit Leader and Committee Chair signatures are required. If they cannot sign the application in person, please obtain their electronic signatures.
 - c. The Scoutmaster Conference has been held and the date is filled in.
 - d. References are provided with at least a phone number or email for each reference.
2. Please scan the following documents as PDF files and email to Jessica.Blazek@scouting.org:
 - a. Completed Eagle Scout Rank Application.
 - b. Life Purposes and Ambitions Statement.
 - c. The Project Workbook's approval signature pages only, including the Project Proposal, Project Fundraising Application and Project Report approval signature pages. To keep the PDF file size to a minimum, send only the signature pages, not the entire workbook.
3. If the Scout is emailing the documents directly to the Council, please ask the Scout to copy a parent or unit leader on the email to ensure compliance with Youth Protection standards.
4. Please use an email that is checked regularly in case the Council has any questions and to receive a copy of the application with the Council's verification signature.
5. AFTER the Council has returned the application with the Council's verification signature, schedule and conduct the Eagle Board of Review. Please see the Council's recently issued policy permitting the use of videoconference for Eagle boards of review. <https://www.denverboyscouts.org/wp-content/uploads/2020/03/20200319-FINAL-DAC-Advancement-Committee-Policy-on-Videoconference-Boards-of-Review-for-Eagle-Scout-Rank.pdf>
6. After the Scout has completed the Eagle Board of Review, please email the application with the signature of the Eagle Scout board of review chair and the signed Advancement Report to Jessica.Blazek@scouting.org.

Adopted March 24, 2020