



### **Aloha Council Electronic Eagle Application (COVID-19 Process)**

Until further notice, the following procedures for Eagle Processing will be in place during the COVID-19 work at home mandate:

- 1) Committee digitally signs application to send in with the scanned copies of recommendation letters, ambition statement and digital copy of Eagle Project. Email application, letters, statement and Project as separate attachments to [Ellie.Leialoha@scouting.org](mailto:Ellie.Leialoha@scouting.org). Please ensure Scouts are using this most recent application: [https://filestore.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)
- 2) Eagle Processor receives and reviews Eagle application. Completes verification. Eagle Processor digitally signs application and emails all documents (recommendation letters, ambition statement and digital copy of Eagle Project to Eagle Board & Unit committee (designated leader). The board of review chair will contact Unit leader and Scout/Parent to schedule the Board of Review. Note: Aloha Council may grant extensions to conduct Eagle Board of Reviews up to six months after the youth's 18<sup>th</sup> birthday. If an Eagle Board of Review must be convened using videoconferencing, a request should be made with the District Eagle Board of Review chair.
- 3) After BOR Eagle Board to digitally sign Eagle application (1st signer sends to 2nd signer) and emails signed electronic application to [ellie.leialoha@scouting.org](mailto:ellie.leialoha@scouting.org) for final processing/validating.
- 4) Eagle Processor completes verification in Scoutnet which prompts the generation of the Eagle Scout Credentials by National.
- 5) Eagle Scout credentials received from National – Processor to notify Unit when ready for pick up.
- 6) Hard copies of application/binder will need to be submitted to AC office after work from home order is lifted for SE to manually sign Eagle Application. Originals to go to Council permanent files. Copy returned with binder for pick up by the Unit.

### **Procedure for Requesting Extension to Earn Eagle Rank Due to Effects Of COVID-19**

To request an extension to earn Eagle rank, the Scout, parent or a unit committee member should send a letter or email requesting the extension. This letter/email must provide a summary of the reasoning for the extension and what requirements were not able to be met by their 18th birthday because of COVID-19. This procedure is only for extensions sought solely for COVID-19 delays--extensions for (or that include) any other basis must follow the standard procedure. Submit email or scan of letter to Billy Rayl at [Billy.Rayl@scouting.org](mailto:Billy.Rayl@scouting.org)

4/8/2020