



ATLANTA AREA COUNCIL

BOY SCOUTS OF AMERICA.

December 1, 2011

Memo To: Council Advancement Committee and District Advancement Chairs

Memo From: Fred Turner, Council Advancement Chair

Subject: Eagle application and Merit Badge Counselor Process Changes

In order to facilitate a more effective Merit Badge Counselor registration and Eagle application certification, we will be making the following changes effective immediately.

Merit Badge Counselor Registration:

All Merit Badge Counselors must have completed an adult leader application form and the Merit Badge Counselor information form. These forms will now be submitted either through your District Executive or directly through the Council Program Center/Registrars. The District Executive **MUST** sign off on the applications to be in compliance with National Standards.

For merit badge counselors who are not affiliated with a unit, the District Advancement Chair or their designee should do the reference checks on these community individuals and then submit through their district executive.

The registrars will put the applications into the Scoutnet system. Once the applications have been input into Scoutnet, the Merit Badge Counselor Information form will be sent to the District Advancement Chairs or their designee via email for approval of their ability to counsel. If the district deems a counselor unfit to counsel in general or specific badge, they will need to contact their District Executive with the specifics. The District Executive will then notify the Council Registrars to make the necessary corrections.

A spreadsheet with the unit affiliation designation and the updated Scoutnet Merit Badge Counselor listing will be emailed to the Districts prior to the quarterly Council Program Committee meetings.

Eagle Scout Rank Certification:

Effective January 1st, original Eagle applications and Eagle Application Certification Information Form only will be necessary to present to the council for certification. In all cases every effort will be made to certify the application while the person bringing the application in waits. This process generally only takes about 10 minutes, this can take longer due to customer volume and connectivity issues. The application will be scanned and at the end of each day, a scanned copy will be forwarded to the District Advancement Chair or their designee along with the contact information for the unit.

The applicant will get the original application complete with the required council signature back at the counter if possible along with the contact information for the district advancement committee.

1800 Circle 75 Parkway, SE
Atlanta, GA 30339
Phone: 770.989.8820
www.atlantabsa.org

Prepared. For Life.™

*Proudly serving Carroll, Cherokee,
Clayton, Cobb, DeKalb, Douglas,
Fulton, Gwinnett, Haralson,
Newton, Paulding, Pickens, &
Rockdale Counties*



Eagle Scout Application Certification Information



Scout's name

Address

Telephone No.

E-mail

Unit No.

District

Unit leader's name

Address

Telephone No.

Email:

Unit advancement committee person:

Address

Telephone No.

Email:

Date of birth