

## Your Scoutmaster Conference

As with all rank advancements, the last requirement before your Eagle Scout Board of Review is to participate in a Scoutmaster conference. All requirements for the rank of Eagle Scout, including the Scoutmaster conference, must be completed by end of the day before your 18<sup>th</sup> birthday<sup>1</sup>. The purpose of the Scoutmaster conference is to ensure that all advancement requirements have been met and that you are ready for your Board of Review. While the Scoutmaster conference is never a rehearsal for a Board of Review, a discussion of the Eagle Board of Review usually is prominent in this conference.

The **Scoutmaster Conference** proceeds as follows:

- Review of Eagle Scout rank requirements from the *Boy Scout Handbook* against your Individual History Report.
- Final review of your Eagle Scout Rank Application, Project Workbook, Comprehensive Narrative Report, and response to Requirement 6.
- Discussion of your Eagle project: difficulties encountered, decisions and changes you made, how you regard the finished project, what you learned from the process.
- Discussion of your personal faith and life goals, what you feel you have gained from your Scouting experience that will benefit you in life, and your future participation in Scouting.
- Discussion of the Eagle Board of Review process, how it is conducted, how to prepare.

The Troop Advancement Chairperson conducts a detailed review of your Eagle Scout Rank Application against the Troop advancement records, and audits the contents of your Eagle Notebook. When all has been verified or corrected, the Scoutmaster will sign the Eagle application and will sign off the Scoutmaster conference requirement in the *Boy Scout Handbook*, indicating that he believes you are ready for the Board of Review. You will obtain the signature of the Troop Committee Chairperson on your application and make final copies of items for your notebook. Any discrepancies between the application and the Troop advancement records must be resolved before the Eagle Notebook can be turned in to the Carroll District. Only clerical corrections can be made to your records after you are 18. No requirement deficiencies can be remedied after you turn 18, so you should not permit yourself to be in this situation.

When all is verified to be in order, and all of your letters of reference have been received, you will be asked to contact the District Advancement Chairperson for instructions on turning in your Eagle Notebook. Simultaneously, you or your representative will submit your application to the Baltimore Area Council for verification. You will deliver or mail the following items to the Eagle Processor, 800 Wyman Park Drive, Suite 120, Baltimore, MD 21211:

- **Original** Eagle Scout Rank Application
- Photocopies of your merit badge cards (front and back)
- Photocopies of *Boy Scout Handbook* rank advancement pages from First Class to Life<sup>2</sup>
- BAC “Description of Eagle Scout Service Project” form
- Contact information for Troop Advancement Chairperson (name, address, phone)

Processing takes about two weeks, after which a verification form is sent to the District Advancement Chairperson. A District representative will work with the Troop Advancement Chairperson to establish a Board of Review. Depending on availability of personnel and meeting rooms, the whole process can easily take eight weeks.

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<sup>1</sup> There are possible exceptions for youth members with special needs and for extenuating circumstances that are totally beyond the control of the Scout.

<sup>2</sup> Photocopies of Advancement Reports from First Class to Life are used as a backup if anything has happened to the Scout’s *Boy Scout Handbook*