

EAGLE SCOUT PALM PROCEDURES

Eagle Scout Palm Application forms are available at the council service center, or on the council's website: www.trcbsa.org. When on the home page of our website, click on ***Eagle Scout*** on the left side of the screen, and this will pull up the Eagle Scout information page. From there, you can download the ***Eagle Scout Palm Application***. Once you have the application on the screen, you can click the print button, and print out a copy of the form.

1. Eagle Scout Palm Application forms must be completed at the Eagle Palm Board of Review.
2. They must be signed by the Unit Leader (Scoutmaster), AND the members of the Board of Review must also sign the application form.
3. The merit badges listed on this form must be badges that were not used on either the Eagle Application or any prior Palm Application form.
4. These applications will be checked at the council service center, and if there are any discrepancies, they will be returned to you.
5. The original Eagle Scout Palm Application must be either sent in or brought to the council service center. It will be checked by the support staff, and if it is okay, it will be signed by the Scout Executive.
6. After that a copy of the Palm Application and the Palm Card will be made up and sent back to you (via mail), unless you specifically request that you would like to pick it up at the council service center. If you need to pick it up, please give us a name and a telephone number to call to let you know it is ready to be picked up.
7. When you receive the card and the copy of the form, you should take both the card and the form, PLUS a signed (triple signed because it is a rank) Advancement Report form listing the Eagle Palm candidate, to the local Scout Store. You may then purchase the Eagle Palm.
8. The Scout Store will not sell an Eagle Palm without the signed card and form. The Scout Store will also not accept Palm Applications that have not already been approved by the council service center. The Palm Applications cannot be left at the Scout Store, and you may not ask the Scout Store employees to give it to the Council.
9. It is not the responsibility of the Scout Store personnel to get Eagle Palm Applications to the council service center. It is the job of the Advancement Chairman, or the person in charge of purchasing the awards. When you bring the paperwork to the Scout Store, the staff will check over the paperwork. They will keep their two parts of the advancement form and give you your Unit copy. You can keep the copy of the Palm Application and the Palm Card.
10. The card and the purchased pin should be presented to the Eagle Palm Candidate as soon as possible. Please note that all earned advancements should be awarded to the candidate within an appropriate amount of time, as all scouts should be recognized for their achievements as soon as possible.
11. Please take this into consideration when processing Eagle Palm Application forms. These forms take time to process by the support staff, so they should be submitted promptly after the Eagle Palm Board of Review.