

1. Please present workbook in a notebook, not loose papers.
2. Please have notebook sized to the volume of papers. (not a 4 inch notebook for ¼ inch of pages)
3. ESRA – All 3 pages should be presented with the Statement of Life Purpose stapled together. (place in front of notebook)
4. Do not use the emailed page 2 (signed for Council Certification) as the original page 2 of the ESRA.
5. Unit Advancement Report must be submitted. Individual Scout History is not acceptable.
6. Destroy letters of recommendation after the Board of Review. They should not be placed in the workbook.
7. If a Scout has been registered in Troop/Team/Crew, please be specific when indicating position of leadership. "Quartermaster" in is all three types of units. The system asks for a specific leadership position.
8. List positions of Leadership as listed on the ESRA (not whittlin' Chip Instructor or special projects director)

Biggest stoppers when ESRA submitted for certification:

1. Cross off badges not earned for #6 and #9. If the unit hasn't entered the advancement into the system and the badges are not crossed off I can't proceed with the certification.
2. All reference lined need to be filled out. If religious is blank the ESRA cannot be certified. All 6 lines need to be completely filled out. If not employed enter N/A. If home schooled, enter parent name. If not affiliated with any organized institution of religion, enter parent name.
3. Leadership dates: Nothing before the date of Life. Nothing on or after the 18th birthday – even if it is a Crew position that the Scout still holds. "Present" and "To Now" are not dates. Future dates cannot be entered. If the Scout still holds the position, enter the date the Scout signed the ESRA.

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