

## **Job Descriptions for Department and Camp Eagle Scout Certificate Coordinators**

### **PURPOSE**

To recognize the advancement of young men belonging to the Boy Scouts of America to the rank of Eagle Scout. To maintain statistics of requests and presentations of the Sons of Union Veterans of the Civil War Eagle Scout Certificate.

### Activities

#### Department Eagle Scout Certificate Coordinators

- 1, The Department commander is encouraged to appoint an Eagle Scout Certificate Coordinator to coordinate and/or perform the following duties. Departments that do not elect to appoint an Eagle Scout Certificate Coordinator are still required to perform the duties listed below and the information for filling out the certificate will be sent to the Department Commander
- 2, He must have an email address and keep the NESCC informed of any changes.
- 3, He must maintain a listing of the Scout Councils and their office address in their Department.
- 4, To keep in close contact with all camp Eagle Scout Certificate Coordinators.
- 5, To receive requests for Eagle Scout Certificates and send the requests to the camps to make arrangements to present the certificate.
- 6, If there is no Camp in the area where the Eagle Scout resides, he will make arrangements for presenting the certificate.
- 7, Submit a report to the Department Encampment showing the total number of certificates presented.
- 8, Submit a report to the NESCC by July 10<sup>th</sup> showing the total number of certificates presented by the Camps and Department.
- 9, To keep records of the total number of certificates presented during the year.
- 10, To perform all other duties as regulated by the C&R, National Encampment and Commander-in-Chief.

#### Camp Eagle Scout Certificate Coordinators

- 1, If a camp does not want to participate in this program the Department Eagle Scout Coordinator is responsible for the certificates. If the camp wants to participate the Camp Commander is encouraged to appoint an Eagle Scout Certificate Coordinator to coordinate and/or perform the following duties. Camps that do not elect to appoint an Eagle Scout Certificate Coordinator are still required to perform the duties listed below and the information for filling out the certificates will be sent to the Camp Commander.
- 2, He must have an email address and keep the DESCSC informed of any changes.
- 3, He must maintain a listing of the Scout Council and their office address in their area.
- 4, Establish and maintain contact with the local Scout Council in their area.
- 5, To keep the Scout Council informed of any changes to our program.
- 6, To receive requests for Eagle Scout Certificates and make arrangements to present the certificate.
- 7, Submit a report to the Camp Encampment showing the total number of certificates presented.
- 7, To keep a record of all certificates presented during the year and provide this to the DESCSC by July 1<sup>st</sup>.
- 8, To perform all other duties as regulated by the C&R, National encampment and Commander-in-Chief.