



10 June 2021

Subject: Communication and Reasoning

In the last few months there has been a number of extensions requested and granted due to the COVID-19 Pandemic. The Blue Grass Council Service Center, national and members of the District and Council Advancement Staff are doing due diligence in the processing of Eagle Scout Applications and Extensions when requested.

It has been noted on several occasions by the staff; Scouts and local Leaders have sent information via email, to the staff which is hard to read and decipher the contents or the intent of the documents. We would like to use these guidelines when communicating with Council Advancement Staff:

1. Use PDF (Portable Document Format) files. Most modern scanners support the creation of PDF files. Hence, there are many free applications (Acrobat, Okular, Foxit, Firefox...) which support the generation, reading and manipulation of the PDF format. PDF's are supported on most computing platforms (Windows, Mac and Linux).
2. Avoid sending pictures in native format. For example: JPG, BMP, GIF, TIF... Please make every effort to encapsulate or save the pictures into a PDF file (See Guide #1).
3. Avoid sending documents and information which in less than 200 dpi. This setting of dots per inch (DPI) has a direct relationship to file size, the higher the resolution, the greater the file size. We recommend 200 dpi to keep the documents sharp (not blurry) while keeping the file size manageable. Please see your Scanner's manufactures guide.
4. Avoid sending documents and information which are skewed. Off angle (not 90 Degrees) pictures and information is hard to read and requires analysis. Please keep in mind, the longer it takes the staff to understand the information, the longer it is going to take to get a decision.

The guidelines will help the staff process the documents and request in a timely manner. This request is IAW with Guide to Advancement, 2019 Section 3.0.0.1, Item 15 and Using Technology Based Tools in Section 5.0.8.0.

Yours in Scouting,

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