

GUIDELINES FOR LETTERS OF RECOMMENDATION

Requirement 2 on the Eagle Scout Rank Application states, "Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf."

Eagle candidates must list the name, address, and telephone number of six references (five if no employer) on their Eagle Scout Rank Application. Eagle candidates should also ask their references to write a letter of recommendation on their behalf and mail it to their District Advancement Chairman or Eagle Coordinator.

Below are guidelines for requesting and handling letters of recommendation:

1. Personally contact each of your references. Make sure that they are willing to write a letter for you. Be sure to include your parents/guardians, religious leader, educator (principal, counselor, or teacher), your employer (if employed), and two other people who know you personally. Ask each reference for their permission BEFORE you list their name on your Eagle application.
2. Obtain a copy of the *Letter of Recommendation Cover Letter* and *Letter of Recommendation for Eagle Scout Award Form* from (see below).
3. Write your name and Unit Number ("4673") at the top of the *Letter of Recommendation for Eagle Scout Award Form*, and write the name and mailing address of your District Advancement Chairman (or Eagle Coordinator) on the bottom of this form. You can obtain the mailing address for your District Advancement Chairman by calling the Council. The District Advancement Chairman coordinates your Eagle Board of Review and also serves as the Eagle Board of Review Chairman.
4. Give each of your references a copy of the *Letter of Recommendation Cover Letter*, *Letter of Recommendation for Eagle Scout Award Form*, and a stamped envelope addressed to your District Advancement Chairman (or District Eagle Chairman). Put the return address of the person writing the reference letter on the outside of this envelope. Also, make a notation on the back of the envelope, "Eagle Scout Reference Letter for (your name)." Letters should be mailed directly to your District Advancement Chairman (or Eagle Coordinator if applicable). Letters from your references should NOT be mailed or opened by the Eagle Candidate.
5. Thank everyone who serves as a reference, and let them know when you have passed your Eagle Board of Review.

Dear Sir or Madam:

The young man presenting this to you is applying for the highest award in Scouting, the prestigious rank of Eagle Scout.

As the final step in the process of determining his qualifications for the rank of Eagle Scout, an Eagle Board of Review must be conducted. At that time, members of the Eagle Board of Review Committee will discuss with the Scout his achievements and determine if he meets the requirements for the high rank of Eagle.

The requirements for achieving the rank of Eagle include a series of advancements, earning at least 21 merit badges, and demonstrating leadership skills. An Eagle Scout candidate must also demonstrate that he lives by the principles of the Scout Oath and Scout Law in his daily life. In addition, the Eagle candidate is required to submit references who know him personally and are willing to provide a recommendation on his behalf.

Your name has been submitted as a reference. Your input is very important, as it is one of the key factors in assisting the Eagle Board of Review Committee in determining if the Scout has demonstrated that he lives by the principles of the Scout Oath and Scout Law in his daily life.

SCOUT OATH

On my honor, I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.

SCOUT LAW

A Scout is
Trustworthy, Loyal, Helpful,
Friendly, Courteous, Kind,
Obedient, Cheerful, Thrifty,
Brave, Clean, and Reverent.

If you are willing to write a letter of recommendation, please complete the attached form and return it to the address at the bottom of this form no later than _____.

Month Day Year

Thank you for your assistance.

Sincerely,
District Advancement Chairman

LETTER OF RECOMMENDATION FOR EAGLE SCOUT AWARD

4673

Eagle Scout Candidate

Unit Number

Reference Provider's Name

Reference Provider's Phone Number

You have been asked to provide a recommendation for the above candidate for the rank of Eagle Scout. This is the highest award in Scouting and is recognition that the boy has mastered his Scouting skills and has adopted the ideals of Scouting in his daily life. The BSA membership believes that the principles set forth in the Scout Oath and Law are central to the BSA goal of teaching the values of self-reliance, courage, integrity, and consideration to others. An Eagle Scout carries special significance as he enters higher education, business, or community service.

SCOUT OATH

On my honor, I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.

SCOUT LAW

A Scout is
Trustworthy, Loyal, Helpful,
Friendly, Courteous, Kind,
Obedient, Cheerful, Thrifty,
Brave, Clean, and Reverent.

Does he understand the value of Scouting in his home, scouting unit, school, and community? Has he really tried to live up to the Scout Oath and Law in his everyday life?

Yes:
No:

How long have you known this Scout and in what capacity?

In a separate letter please give examples or explain how the candidate. Offer examples of how he exemplifies the principles of Scouting as stated in the Scout Oath and Law and applies them in his everyday life; demonstrates good citizenship; demonstrates leadership in activities in which he is involved; respects the rights and opinions of others. Please sign and date the letter.

Can you recommend this Scout without hesitation for the Eagle rank award?

Yes:
No:

All reference letters will normally be destroyed after the Eagle Board of Review in order to protect confidentiality. If you attach extra information (such as art work, poems, or special documents) that you would wish to be shared with the scout, his family, or at the scout's Court of Honor ceremony, please indicate your desired use of this information below (and / or in writing).

This form and the attached letter and exhibits may be shared with the Eagle candidate:

Yes:
No:

Please return this form in the enclosed envelope and mail to:

District Advancement Chairman
or Eagle Coordinator: _____
Street Address: _____
City: _____
Zip Code: _____