



EAGLE SCOUT LETTERS OF REFERENCE

According to the BSA's *Guide to Advancement*, Section 9.0.1.7 details the process and procedures for soliciting and securing letters of reference for the Eagle Scout rank, and how the Scout assists with this process without him being responsible for his recommenders' follow-through. In pertinent part, "*The Scout may **assist** with this [process], but that is the limit of his participation. He is not to be **responsible** for follow-through or any other aspect of the process. It is up to the council's designated representatives to **collect** the responses.*"

INSTRUCTIONS FOR EAGLE CANDIDATE

- Step 1. Personally contact six individuals whom you wish to include as references on your Eagle Scout Rank Application. Call, email, and/or write these people yourself to inform them that you would like to use them as a reference. Explain your status as an Eagle candidate and **specifically request** that they serve as a reference for you. Ask if they would be willing to fill out the recommendation form and send it to the council service center. Inform them of any deadlines that are approaching if applicable (18th birthday, upcoming vacations, etc).
- Step 2. Make sure all of the names, addresses, phone numbers, and email addresses for your references are typed on your Eagle Rank Application. The Eagle Rank Application is available for download at <http://www.scouting.org/forms>. All dates and information on the Eagle Rank Application and Eagle Project Workbook **must be typed. NO EXCEPTIONS!**
- Step 3. **Make six copies** of the attached reference response sheet and **fill in your name** on each sheet. If you are not employed, you are permitted to not submit an "employer" reference. **A religious reference is REQUIRED – an attestation from your parents can qualify if you have no religious affiliation.**
- Step 4. Prepare self-addressed, stamped envelopes to be addressed to the council (see below). Make sure that the front of the envelope is labeled as shown to ensure your letter (submitted by the reference) is routed correctly. **Be sure to put a stamp on the envelope!**

[Candidate Name] _____ Troop ____ 6491 State Highway 23 Oneonta, NY 13820	Leatherstocking Council, BSA 1401 Genesee St Utica, NY 13501	
		
CONFIDENTIAL For Eagle Candidate: _____ From Reference: _____		

- Step 5. Hand-deliver or mail the recommendation form, along with the self-addressed, stamped envelope to the **SIX** individuals writing your recommendations. **Remember to put a stamp on the return envelope for the reviewer to mail the letter back to the Utica office.**
- Step 6. As the Eagle Board of Review date approaches, the council and district advancement committees will follow up with the references listed on your Eagle Rank Application. While the *Guide to Advancement* states that the Scout is not **required** to follow-up with references, it is encouraged that the Scout remind his references to submit their forms in a timely manner.
- Step 7. Ensure that your Eagle Rank Application, Leadership Service Project Final Report, and statement of goals and ambitions have been received by the council service center so that your application can be verified and prepared for a Board of Review.

CONFIDENTIAL REFERENCE INFORMATION

Reference type (check only one): Parent Religious Educational Employer Scouter Other District _____ Unit _____

Dear Reference:

Your name has been submitted as a reference by Life Scout _____, who has applied for the rank of Eagle Scout. Your evaluation is important. The Eagle Board of Review will use your reference letter to appraise the candidate’s qualifications. This letter will remain confidential and will only be seen by members of the Eagle Board of Review.

Please include his daily effort to live up to the principles of the Scout Oath and Law. Your honest opinion is needed. Consider his strengths and areas in which he may need to improve.

- In what capacity do you know this Scout? How long have you known him?

- Does he take an active role in leadership and helping out on projects?

- How does he live up to the Scout Oath and Law and the daily Good Turn?

- Does he take care of things that belong to him and respect other’s property?

- Eagle Scouts are held to a high standard of presence and deportment. Explain how this Scout lives up to this high standard.

- Has he shown Scout Spirit by sharing his skills with others, showing concern for others, and showing leadership?

- Have you had an opportunity to observe him “doing good?” Has he been attentive, responsible, and helpful?

- A Scout is thrifty. Does this Scout do his best to live up to this part of the Scout Law?

- A Scout is reverent. Does he believe in God and fulfil his religious obligations?

- Please note any other strengths and weaknesses of this Scout.

Attach additional sheets & supporting documents if needed.

Signature & Printed Name: _____

Please return this form at your earliest convenience to the Leatherstocking Council so that the Board of Review for this Scout can be scheduled. Thank you for your assistance.

Leatherstocking Council, BSA • 1401 Genesee St • Utica, NY 13501 • <http://www.leatherstockingcouncil.org> • (315) 735-4437

(Print this page on reverse of all Letters of Recommendations)

INSTRUCTIONS TO SCOUT

The references listed on your Eagle Scout Rank Application in requirement 2 should each write a recommendation letter. This letter of recommendation is confidential and will not be returned to you. Instruct your reference writer that the finished recommendation must be sent to the council service center address noted on the bottom of the form. Ensure that you provide the writer with a self-addressed stamped envelope printed as provided in your instructions. You, as the Eagle Candidate, "should not be involved personally in transmitting any correspondence between persons listed as references and the council service center." —*BSA Advancement Committee Policy and Procedures handbook, p29 item 5*

INSTRUCTIONS TO RECOMMENDATION WRITER

This letter of recommendation should be based upon your personal interaction with the Eagle Scout Candidate and should take into consideration your observance of how he exemplifies the points listed below in the Scout Oath and the Scout Law. If you need more space than is provided on this sheet, you may attach additional pages. The completed reference letter should not be given to the Scout, but mailed in using the pre-printed and pre-stamped envelope provided by the Eagle Candidate. If an envelope was not provided, you may mail the form directly to the address on the front of this form. Thank you!

THE 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.



Prepared. For Life.™



THE SCOUT LAW

A Scout is...

TRUSTWORTHY. A Scout tells the truth. He keeps his promises. Honesty is a Part of his code of conduct. People can always depend on him.

LOYAL. A Scout is true to his family, friends, Scout leaders, school, nation, and world community.

HELPFUL. A Scout is concerned about other people. He willingly volunteers to help others without expecting payment or reward.

FRIENDLY. A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs that are different from his own.

COURTEOUS. A Scout is polite to everyone regardless of age or position. He knows that good manners make it easier for people to get along together

KIND. A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not harm or kill anything without reason.

OBEDIENT. A Scout follows the rules of his family school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

CHEERFUL. A Scout looks for the bright side of life. He cheerfully does tasks that come his way. He tries to make others happy.

THRIFTY. A Scout works to pay his way and to help others. He saves for the future. He protects and conserves natural resources. He carefully uses time and property.

BRAVE. A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at him or threaten him.

CLEAN. A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

REVERENT. A Scout is reverent toward God. He is faithful in his religious.