

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 them being responsible for the recommenders' follow-through. *The Scout may **assist** with this, but that is the limit of the Scout's participation. The designated representatives of the council are **responsible** for follow-through, to **collect** the responses or any other aspect of the process; the Scout is not responsible.*

INSTRUCTIONS FOR EAGLE CANDIDATE

1. Personally contact four individuals whom you wish to include as references on your Eagle Scout Rank Application. These may be Scout leaders, teachers, employers, coaches, other Scouts, etc. References do not need to be 21 or older. **Parents and other relatives are strongly discouraged from serving as references. The current unit leader and committee chair are not eligible to serve as references; their signature on the application is their endorsement.** 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).
2. Make sure all of the names, addresses, phone numbers, and email addresses for your references are typed on your Eagle Rank Application. The blank Eagle Rank Application is available for download at <https://www.scouting.org/wp-content/uploads/2025/01/512-72825-Eagle-Scout-Application.pdf> All dates and information on the Eagle Rank Application and Eagle Project Workbook must be typed. **NO EXCEPTIONS!**
3. **Make four copies** of the attached reference response sheet and **fill in your name** on each sheet.
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!**

Eagle Processor 1401 Genesee Street Utica, NY 13501	<input type="checkbox"/>
Leatherstocking Council, BSA 1401 Genesee Street Utica, NY 13501	
CONFIDENTIAL	
for Eagle Candidate: _____	
from Reference: _____	

Don't forget a stamp!

5. Hand-deliver or mail the recommendation form, along with the self-addressed, stamped envelope to the **four** individuals writing your recommendations. **Again remember to put a stamp on the return envelope for the reviewer to mail the letter back to the Utica office.**
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.
7. Ensure that your Eagle Rank Application, Leadership Service Project Final Plan and 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

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 the Scout's daily effort to live up to the principles of the Scout Oath and Law. Your honest opinion is needed. Consider both the Scout's strengths and the areas which may need improvement.

- In what capacity and for how long have you known this Scout?

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

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

- Are the Scout's things taken care of things; does the Scout 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 the Scout shown Scout Spirit by sharing skills with others, showing concern for others, and demonstrating leadership?

- Have you had an opportunity to observe the Scout "doing good" by being attentive, responsible, and helpful?

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

- Is the Scout reverent, observing a faith believing in God and its religious practices?

- 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, p. 29, 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 the Scout 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 using the pre-printed and pre-stamped envelope provided by the Eagle candidate. If an envelope was not provided, please mail the form

form directly to the address on the bottom of the 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 and keeps promises, and is dependable. Honesty is a part of the Scout's code of conduct.

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

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

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

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

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

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

CHEERFUL. A Scout looks for the bright side of life, 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.