

EAGLE SCOUT REFERENCE LETTERS POLICY

GENERAL REQUIREMENTS: Requirement 2 on the Eagle Scout Application requires the listing of references, people who can attest to the Eagle Scout candidate's application of the Scout Oath and Law in his life.

- The candidate should secure the consent of the references prior to listing them on the application.
- Five references are required; only the employer reference is optional.
- If the Eagle Scout candidate is not a member of an organized religious denomination, a parent or guardian may be listed.
- It is preferred that unit leaders, other than as a parent, are not listed as references.

National policy states that councils are to determine the method of contact with the references, e.g., by phone, form, or letter. The candidate may also be asked to deliver requests for a letter of reference and envelopes to the references. Cradle of Liberty Council leaves the decision as to the method of contact to each district. However, if a district asks the candidate to deliver information to the references, the procedure below shall be followed.

PROCEDURE: The candidate is to provide a copy of the Memo to Eagle Scout Candidate References to each listed reference, along with an envelope for the return of the reference letter. Letters should be returned to a designated adult in the unit (unless otherwise directed by the district); they are **not** to be turned into the council office with the application. The candidate does not need to wait until the application is delivered to the council office to deliver the information to the references; however, it should be clear that there will be no hold-up with submitting the application. The five/six letters are to be kept sealed until the Board of Review. When the district Eagle board chair is notified that the Council office has verified the information on the application and the candidate is ready for the board of review, the unit leader will be contacted to obtain the letters.

SAMPLE ENVELOPE:

A Reference
123 Main St
Anytown, PA 99999

Mr. Joe Scoutmaster
500 Maple Street
Anytown, PA 99999

Eagle Reference Letter for Bill Scout

Reference A/B/C/D/E/F <To help keep track of which letters have been received, include a unique label on each envelope>

FOLLOW UP WITH REFERENCES: The candidate shall not be involved personally in transmitting any correspondence from the reference to the designated unit leader, nor shall the candidate be required to make any follow-up contact with the reference or submit other reference names. If the reference letter is not returned in a timely manner, the unit leader should follow up as necessary. However, a candidate cannot have a board of review denied or postponed because the reference letters are not received.

EXPECTATION OF PRIVACY: Persons who provide letters of reference for Eagle Scout candidates should expect that their words and thoughts will be private communications to the members of the Eagle board of review. By national policy, no one is to copy, read aloud, or give the letter to anyone other than the members of the board of review. After the board of review is conducted, the letters shall be destroyed.

MEMO

To: Eagle Scout Candidate Reference
From: Cradle of Liberty Council Advancement Committee

You have been asked for a letter of reference by an Eagle Scout candidate. He is seeking the Boy Scouts of America's highest honor for Scouts, the rank of Eagle Scout. This rank is earned by only four percent of the young men joining the Scouting program. Thank you for helping this young man on his trail to Eagle.

A letter from you that describes the young man's adherence to the Scout Oath and Law (see below) is what is desired. Please provide your views on the candidate's character along with specific examples. Your letter, combined with four or five others, will be considered by the Eagle Scout board of review when it meets to consider the candidate's application for the rank of Eagle. He will appear before this board of review, which will consider many aspects of his scouting experience, his leadership service project, and his growth as a young man. The board of review is made up of three to six adults, who may or may not be involved in scouting; relatives of the candidate may not serve on the board.

The candidate should have given you a pre-addressed envelope (addressed to an adult leader of his unit or district) into which you should seal your response. It will not be opened until it is in the hands of those who will serve on his board of review.

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

SCOUT LAW: A Scout is:

Trustworthy	Friendly	Obedient	Brave
Loyal	Courteous	Cheerful	Clean
Helpful	Kind	Thrifty	Reverent

EXPECTATION OF PRIVACY: Persons who provide letters of reference for Eagle Scout candidates should expect that their words and thoughts will be private communications to the members of the Eagle board of review. By national policy, no one is to copy, read aloud, or give the letter to anyone other than the members of the board of review. After the board of review is conducted, the letters shall be destroyed.

Thank you for your response to the Eagle Scout process. Each year, about 300 boys in our council achieve Scouting's highest award. You are helping this one young man do so. To avoid delaying this process, we appreciate your timely response to this request, preferably within two weeks of receiving this request. If you have any questions, you may contact the unit leader indicated on the envelope, or you may contact John Heiple at p2blazer@aol.com.