



## **INSTRUCTIONS FOR EAGLE CANDIDATE LETTERS OF RECOMMENDATION**

Step 1. Personally contact all six individuals whom you wish to include as references on your Verified Eagle application. Call, email or write to these people yourself. Do not allow your parents, relatives, unit leaders or anyone else to handle this important responsibility. 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. Inform them of any deadlines that are approaching if applicable. (Date of scheduled BOR's or 18<sup>th</sup> birthday)

Step 2. Fill in your name on each of the specific evaluation forms. If you are employed (paid or volunteer) give one to your employer and one to another reference.

Step 3. Prepare envelopes to be addressed to your District Advancement Chairman (See below). Make sure that you have placed a stamp on this envelope and that YOUR NAME is placed on the envelope near the bottom. This will ensure that the Chairman knows whose letter it is. The envelope will allow the person writing the recommendation to send the letter to the District Advancement Chairman so that they will turn it over to the members of the Eagle Board of Review.

Step 4. Hand deliver or mail the recommendation forms in a stamped, addressed envelope to the person writing the recommendation.

Step 5. Do this for each of the SIX references required.

Step 6. As the Eagle Board of Review approaches, make sure that the District Advancement Chairman has all the letters. You are permitted to follow up with the individuals but should coordinate these additional communications with the District Advancement Chairman to ensure all correspondence has been received.

Step 7. Make sure all the names, addresses and phone numbers for your references are printed on your Eagle Verified Application and submitted with your final Eagle Scout Workbook.

East and West Districts: Patricia Grogan, Eagle Reference Letters  
Revolutionary Trails Council, 1401 Genesee  
Street, Utica, NY 13501

**CONFIDENTIAL FORM  
For Parent/Guardian**

Date: \_\_\_\_\_

Dear Parent/Guardian:

Your name has been submitted as a reference by your son, \_\_\_\_\_, who has made application for advancement to 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 where he needs to improve.

1. Does he practice the "Daily Good Turn" and abide by the Scout Oath and Law? Please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Does he do his best to help at home, school, place of worship and community? Please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Does he take care of things that belong to him and respect the property of other? Please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. A Scout is thrifty. Does he do his best to live up to this point of the Scout Law? Please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. A Scout is reverent. Does he believe in God and fulfill his religious obligations? Please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Has Scouting improved his acceptance of responsibility and his character development? Please explain  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What are some of his strengths and weaknesses? Please explain  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Note: You may attach additional sheets if needed.

Signed \_\_\_\_\_

Please return this form at your earliest convenience so that his Board of Review can be scheduled. Thank you for your assistance.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

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**Instructions to Recommend 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. Please address and send your letter to the District Advancement Chairman for the Eagle candidate's area that he lives in. The letter should not be given to the Scout. Thank you in advance for taking the time to write this letter.

## The Scout Law

### A Scout is:

### 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.*



**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.

**CONFIDENTIAL FORM**  
**For Religious Leader/Mentor**

Date: \_\_\_\_\_

Dear Religious Leader/Mentor:

Your name has been submitted as a reference by \_\_\_\_\_ who has made application for advancement to 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 where he needs to improve.

How regular has his attendance been at his place of worship? How long have you known him? Please explain.

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Has he been attentive, responsible and helpful? Please explain.

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Part of the Scout Oath reads as follows: "On my honor, I will do my best to God..." Is this Scout, in your opinion, attempting to fulfill this obligation? Please explain.

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The 12th point of the Scout Law is as follows: "A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others." Does he live up to this point of the Law? Please explain.

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There are religious emblems available for most Scouts to earn. Has this Scout received a religious emblem or is he currently working toward one? Please explain.

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Please note any further strengths, weaknesses or recommendations here.

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Please Note: You may attach additional sheets if needed.

Signed \_\_\_\_\_

Please return this form at your earliest convenience so that his Board of Review can be scheduled. Thank you for your assistance.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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**CONFIDENTIAL FORM**  
**For Adult Scout Unit Member**

Date: \_\_\_\_\_

**Dear Scout Unit Member:**

Your name has been submitted as a reference by \_\_\_\_\_ who has made application for advancement to 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 cover to the best of your knowledge, the candidate's character and ability. Your honest opinion is needed. Consider his strengths and areas where he needs to improve.

1. Does he do his best to live up to the Scout Oath and Law? Please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is he active in the unit, carried out his leadership duties? Please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Has he shown Scout spirit by helping others with skills he has learned, showing concern for others, being in uniform and at meetings? Please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please include any further strengths, weaknesses or recommendations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. How long have you known him?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note: You may attach additional sheets if needed.**

**Signed** \_\_\_\_\_  
Unit Leader

**Phone #:** \_\_\_\_\_

Please return this form at your earliest convenience so that his Board of Review can be scheduled. Thank you for your assistance.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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**CONFIDENTIAL FORM**  
**For Principal/Counselor/Teacher**

Date: \_\_\_\_\_

Dear Principle/Counselor/Teacher:

Your name has been submitted as a reference by \_\_\_\_\_ who has made application for advancement to 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 where he needs to improve.

1. What is his scholarship record? How long have you known him? Please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Has his attendance and deportment been satisfactory? Please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. In what ways does he display qualities of leadership and citizenship? Please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. In what ways has he displayed qualities of leadership? Please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. In your judgment, is he making an honest effort to live up to the Scout Oath and Law? (See below) Please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Please note any further strengths, weakness or recommendations here.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Note:** You may attach additional sheets if needed.

Signed \_\_\_\_\_

Please return this form at your earliest convenience so that his Board of Review can be scheduled. Thank you for your assistance.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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**CONFIDENTIAL FORM**  
**For Employer/Other Reference**

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

Your name has been submitted as a reference by \_\_\_\_\_ who has made application for advancement to 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 where he needs to improve.

1. In what capacity do you know this Scout? How long have you known him? Please explain.

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2. Does he practice the "Daily Good Turn" and abide by the Scout Oath and Law? (See below) Please explain.

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3. Does he do his best to help at home, school, place of worship and his community? What opportunities have you had to observe him? Please explain.

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4. Does he take care of things that belong to him and respect the property of others? Please explain.

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5. Please note any further comments about his strengths, weakness or recommendations here.

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**Signed** \_\_\_\_\_

Please return this form at your earliest convenience so that his Board of Review can be scheduled. Thank you for your assistance.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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Scout Name  
Scout Position, Troop Number  
Your Street Address  
Your City State Zip

District Advancement Chairman \_\_\_\_\_  
Street Address  
City State Zip

**Confidential**

**Eagle Scout Reference**

**For: Scout** \_\_\_\_\_

**From:** \_\_\_\_\_