



## Eagle Requirement 2: Recommendations

### Dan Beard Council Advancement Committee

**Requirement 2. 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.**

#### *Scout Task:*

- 1. List your references on your original Eagle Scout Rank application. Be sure to use the full, legal name and not a nickname.*

### **FREQUENTLY ASKED QUESTIONS**

#### **Why do we require reference letters?**

National requirements dictate that the Eagle Board of Review must contact the individuals listed as references on the Eagle application. It allows each Council to select the methods as to contacting these references. The Dan Beard Council Advancement Committee has agreed that formal reference letters are the best method to obtain this information, so these are to be used.

#### **What is the purpose of the letters?**

National states “the candidate is to provide a list of references of people who will speak on the candidate’s behalf.” The words contained in the letters of recommendation are traditionally a testimonial that the Eagle candidate has indeed achieved the necessary character outside the world of Scouting. This is the only time in a Scout’s trail to Eagle that non-scouting adults are asked to formally comment about the Scout’s character. Who better to collectively ask about a scout’s character than his parents, teachers, religious leader, adult acquaintances, and his employer (if appropriate)?

1. The Eagle application requests the references from different areas to indicate whether the Scout has lived up to expectations in other areas of his life, including home, education, religion and employment. Each of these people will be asked to write a reference letter.
2. The letters will be read by members of Board of Review for the Eagle candidate, and thus provide an introduction to the applicant.

#### **Does the Eagle candidate need to list all five references (six, if employed)?**

Yes, all applicable lines must be completed. The candidate should get approval from those individuals listed as references before including their names on the application.

#### **May any person write more than one letter of recommendation?**

Rarely should one person need to write more than one type of reference letter. Approval should be obtained from the District Eagle Coordinator before this request is made on the Eagle application.

#### **Who requests letters of recommendation?**

It is the responsibility of the Chairman of the Eagle Board of Review to contact the persons listed as a reference in the application to request a letter of recommendation. This responsibility may be delegated, such as to the unit’s Eagle Coordinator or the unit’s Advancement Chair. For each applicant, it must be known and agreed who will obtain the letters of recommendation.

The candidate should not be involved in transmitting any correspondence between persons listed as references and the individual obtaining the recommendation.

### **What should be included in the letter requesting the letter of recommendation?**

The request for the letter of recommendation should state a general overview as to what is being requested, and to state the date when the response is needed. Typically 3 weeks are allowed for the letters. We all tend to procrastinate and without a given date a letter may not be returned as quickly as would be liked.

It is suggested the following be included:

- An addressed, stamped envelope to return the recommendation letter. The letter should be sent to the Advancement Chair or designee, but never to the scout or to a member of his family. Be sure to show the scout's name and the name of the person writing the recommendation on the envelope to show who has responded. (Note: the letters are not opened until the Board of Review)..
- A copy of the Scout Oath and Law to guide the writer with his/her comments.

The author of a reference letter may request that a portion of the letter be read at the Eagle Court of Honor. To do so, a statement must be written by the letter's author on the back of the reference letter and signed requesting this.

### **How many letters of reference are required before conducting the Board of Review?**

It is required to have 5 letters (plus one from an employer, if applicable). A parent's letter can be either a single, joint letter or individual letters from both parents.

Someone, such as priest, youth pastor, etc., must write a letter attesting to the scout's religious beliefs. If the scout does not belong to an organized religion, an individual is to be identified by the Scout who can attest to his religious beliefs and actions. This individual should not be a parent or guardian.

### **When should the letters be opened?**

The letters should remain sealed and are then opened and reviewed by the Board before the candidate appears at the Eagle Board of Review. This timing helps confirm that letters have not been altered. Letters may be read aloud or passed among the Board. If copies are made at this time to expedite the letter review process, they are to be destroyed after the review. The reason for the scout not reading the letters is so the writer can feel free to express his/her candid opinion of the scout's character.

### **What happens to the letters?**

According to National's policy the letters are to be returned to the Council Service Center along with the appropriately signed Eagle application, the project workbook, and completed advancement report. These letters will NOT be returned to the scout.