

# DO NOT SEND THIS COVER PAGE TO YOUR REFERENCE

## Eagle Candidate Reference Letter Instruction

Requirement 2 on your Eagle Scout Application, applicants should assist with personal references who can attest that you demonstrate and live by the principles of the Scout Oath and Scout Law in your daily life. Please choose references who know you outside of scouting.

Letters of recommendation must be obtained from your personal references to be considered by your Eagle Board of Review. It is extremely helpful if you assist in getting the process started. However, you (the Eagle candidate) are never permitted to see the contents of the letters of recommendation. You can provide each individual reference the instruction sheet and the form on the last page. The reference has the option to complete the form or write their own letter. The letter of recommendation should be sent to your unit Advancement Chair. You will list the names of the references you solicit under Requirement 2 on the Eagle Scout Rank Application.

It is your unit's responsibility to follow up with the references and to make sure that the letters are available for your Board of Review. If after a reasonably diligent effort no response can be obtained from any references, the board of review must go on without them. The board must not be postponed or denied for this reason, and the Scout shall not be asked to submit additional references or to provide replacements.

Once a review has been held, or an appeal process conducted, responses shall be returned to the district or council representative, where they will be destroyed after the Eagle Scout credentials are released or the appeal is concluded.

Please update the Eagle Scout Rank Award Confidential Reference Request document below to include:

- Your name
- Your unit type and number i.e. Troop 111, Crew 111
- Your phone number

Print a copy of the request letter and Confidential Reference Form.

**Write your unit Advancement Chair's name and address on a stamped envelope.** Give the request letter, Confidential Reference Form, and the addressed, stamped envelope to the reference.

Please be sure to allow sufficient time (suggest 4-6 weeks) for these letters to be completed and returned.

Questions call SELA's Cypress District Advancement Chair – Hope Bald – 985-774-8007

Please complete and return within 30 days of receipt.