

GUIDELINES FOR LETTERS OF RECOMMENDATION

Requirement 2 on the Eagle Scout Rank Application states, “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.”

Eagle candidates must list the name, address, and telephone number of six references (five if no employer) on their Eagle Scout Rank Application. Eagle candidates should also ask their references to write a letter of recommendation on their behalf and mail it to their District Advancement Chairman.

Below are guidelines for requesting and handling letters of recommendation:

1. Personally contact each of your references. Make sure that they are willing to write a letter for you. Be sure to include your parents/guardians, religious leader, educator (principal, counselor, or teacher), your employer (if employed), and two other people who know you personally. Ask each reference for their permission BEFORE you list their name on your Eagle application.
2. Obtain a copy of the *Letter of Recommendation Cover Letter* and *Letter of Recommendation for Eagle Scout Award Form* from the Scout Office at 171 South Hollywood, Memphis, TN 38112 or online at www.chickasawbsa.org.
3. Write your name and Unit Number at the top of the *Letter of Recommendation for Eagle Scout Award Form*, and write the name and mailing address of your District Advancement Chairman (or District Eagle Chairman if applicable) on the bottom of this form. You can obtain the mailing address for your District Advancement Chairman by calling the Chickasaw Council Office at 901-327-4193 or online at www.chickasaw.org. The District Advancement Chairman coordinates your Eagle Board of Review and also serves as the Eagle Board of Review Chairman in most districts. If your district has a District Eagle Chairman, your references should be mailed to that individual.
4. Give each of your references a copy of the *Letter of Recommendation Cover Letter*, *Letter of Recommendation for Eagle Scout Award Form*, and a stamped envelope addressed to your District Advancement Chairman (or District Eagle Chairman). Put the return address of the person writing the reference letter on the outside of this envelope. Also, make a notation on the back of the envelope, “Eagle Scout Reference Letter for (your name).” NOTE: If any of your references prefer to write a personal letter instead of using the *Letter of Recommendation for Eagle Scout Award Form*, that is fine. Letters should be mailed directly to your District Advancement Chairman (or District Eagle Chairman if applicable). Letters from your references should NOT be opened by the scout.
5. Thank everyone who serves as a reference, and let them know when you have passed your Eagle Board of Review.

Dear Sir or Madam:

The young man presenting this to you is applying for the highest award in Scouting, the prestigious rank of Eagle Scout.

As the final step in the process of determining his qualifications for the rank of Eagle Scout, an Eagle Board of Review must be conducted. At that time, members of the Eagle Board of Review Committee will discuss with the Scout his achievements and determine if he meets the requirements for the high rank of Eagle.

The requirements for achieving the rank of Eagle include a series of advancements, earning at least 21 merit badges, and demonstrating leadership skills. An Eagle Scout candidate must also demonstrate that he lives by the principles of the Scout Oath and Scout Law in his daily life. In addition, the Eagle candidate is required to submit references who know him personally and are willing to provide a recommendation on his behalf.

Your name has been submitted as a reference. Your input is very important, as it is one of the key factors in assisting the Eagle Board of Review Committee in determining if the Scout has demonstrated that he lives by the principles of the Scout Oath and Scout Law in his daily life.

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.

SCOUT LAW

A Scout is
Trustworthy, Loyal, Helpful,
Friendly, Courteous, Kind,
Obedient, Cheerful, Thrifty,
Brave, Clean, and Reverent.

If you are willing to write a letter of recommendation, please complete the attached form and return it to me as soon as possible.

Thank you for your assistance.

Sincerely,

District Advancement Chairman

LETTER OF RECOMMENDATION FOR EAGLE SCOUT AWARD

Eagle Scout Candidate

Unit Number

Reference Provider's Name

Reference Provider's Phone Number

The above named young man is in the process of applying for the highest award in scouting, the rank of Eagle Scout. He has provided your name as a reference who can comment on his demonstrated ability to live by the principles of the Scout Oath and Law in his daily life. With these values in mind, please complete this form for confidential review by the Eagle Board of Review Committee. If you would prefer, please feel free to send a personal letter of reference as an alternative.

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.

SCOUT LAW

A Scout is
Trustworthy, Loyal, Helpful,
Friendly, Courteous, Kind,
Obedient, Cheerful, Thrifty,
Brave, Clean, and Reverent.

Do you feel the Scout lives by the Scout Oath and Scout Law in his daily life? Yes_____ No_____

How long have you known this Scout and in what capacity? _____

Can you recommend this Scout without hesitation for the Eagle rank award? Yes_____ No_____

Comments: Please indicate why you do or do not recommend the candidate for the Eagle award and include a short narrative about the Scout's character, leadership, and the principles he demonstrates in his daily living:
(Attach another sheet if needed.)

This form may be shared with the Eagle candidate: Yes_____ No _____

Please return this form in the enclosed envelope and mail to:

Name:

Street:

City:

Zip