



How to Prepare Eagle Recommendation Letters

The Eagle application requires the names and contact information of five people (six, if you are employed) who will recommend you for the rank of Eagle Scout. Different Councils have different forms, but they all generally provide a copy of the Scout Oath and Law, and then ask the reference if the candidate lives up to the Scout Oath and Law throughout his life, particularly outside of Scouting.

The recommendation letters are confidential to ensure complete honesty, and the Eagle candidate will never get to see them. At your Eagle Board of Review, the letters will be opened and read by your Board prior to your introduction to the Board. They will usually be destroyed afterwards.

Here's how to complete the process:

1. Download the Eagle recommendation form requested by your Council. This will be on the Council website.
2. You **must** have a letter from the following:
 - Your parents
 - A religious leader, such as a pastor, Sunday school teacher, or youth minister. (If you do not belong to an organized religion, a parent or guardian should write this letter, speaking to your spiritual values.)
 - Your school (teacher, principal, guidance counselor, music director, coach etc.)
 - If you are employed (receiving a regular paycheck), your employer must supply a letter.
 - Two other references – these should be from adults who know you well, such as an aunt, uncle, grandparent, neighbor, a second teacher, coach etc. These recommendations should not come from your Unit.
3. When you ask a person to be a reference, you will provide them with the form, and a stamped envelope. Before approaching your references, prepare an envelope for each reference. These envelopes will be mailed to an adult Scouter, usually your Committee Chair. Find out who that is, and address each envelope to that person. Now put the name of your proposed reference in the return address area of the envelope. Now turn the envelope over, and on the non-address side, write your own name and the words, "Eagle Candidate." Finally, put the proper postage on each envelope. The letters are to be mailed by US Mail by your reference, NOT hand-delivered by you.
4. Provide each reference with the form and envelope you ask them to provide you with a recommendation. Explain to them that they will mail the envelope once it is completed. Ask for their contact information if you do not have it (you must supply the information on your application.)
5. Follow the procedures provided by your Council for submitting your Eagle application. Some Councils require two copies of the Eagle application, so follow directions carefully. Some Councils want the Eagle application delivered with the sealed recommendation letters, many do not. Directions will always be available on the Council website.