

GAMEHAVEN COUNCIL • BOY SCOUTS OF AMERICA

511 NORTHERN HILLS DR NE, STE 2, ROCHESTER, MN 55906

(507) 287-1410



Instructions for Eagle Scout Candidates Requirement 2: Letters of Recommendation

Note: To maintain the integrity of the recommendation process, letters should never be opened or viewed except by members of the Board of Review Panel.

Step 1: To fulfill Requirement 2 for your Eagle Scout Rank Application, personally contact all individuals whom you wish to include as references on your Eagle application. Contact these persons yourself. Explain your status as an Eagle Scout candidate and specifically request that they serve as a reference for you. Ask them if they will be willing to write a letter of recommendation. Inform them of any deadlines that are approaching, if applicable.

Step 2: Print out or make copies of the cover letter and Scout Oath and Law page (pages 2 & 3 of this document).

Step 3: Prepare an envelope that has been addressed to your Scoutmaster (using his/her home address.) Below your Scoutmaster's address write: "RE: Letter of Recommendation – Scout's name". **Make sure that you place a stamp on this envelope.** This envelope will allow the person who is writing the recommendation letter to send their letter confidentially. Your Scoutmaster will provide all letters received to the District Advancement Committee.

Step 4: Hand deliver or mail the Cover Letter, the Scout Oath and Law pages and the envelope to the person who is writing the recommendation letter.

Step 5: Do this for each of the four references that are requested. A minimum of four letters [an educational (1), an employer (2), a religious/faith community recommendation (3), and an additional sponsor (4)] are expected. **Letters from your parents/guardians are discouraged.** If you cannot provide an employer and/or religious recommendation, you should substitute a letter(s) from another educational or non-curricular activity (sports coach, martial or fine arts instructors, Eagle Project Beneficiary, etc.) sponsor.

Step 6: Communicate with your Scoutmaster to learn which individuals have submitted recommendations on your behalf to ensure this requirement is completed. You should follow up with individuals you have requested to provide a recommendation but have not done so. It is possible that they have misplaced your envelope, recommendation request, or it may have been lost in the mail. Please ensure you are respectful and not pestering these individuals.

****Note:** You may want to consider requesting Letters of Recommendations any time after you have achieved the rank of Life Scout.



Dear Sir or Madam:

The youth presenting this to you is a Life Scout in Scouting America and is a candidate for the rank of Eagle Scout.

As the final step in the process of determining the qualifications for the rank of Eagle Scout, an Eagle Scout Board of Review must be conducted. At that time, members of the Board of Review will meet with the Scout and discuss the Scout's achievements in Scouting and in the Scout's daily life and determine if the requirements for the high rank of Eagle Scout are met. Those requirements include a series of advancements, the earning of at least 21 Merit Badges, and evidence of leadership skills. A candidate for Eagle Scout must serve in several leadership positions in the Troop, and must plan, develop, and lead others in a service project helpful to a religious institution, school, camp, or other community organization not affiliated with Scouting America.

An Eagle Scout candidate must also demonstrate that they live by the principles of the Scout Oath and the Scout Law in their daily life. In this regard, the candidate has indicated that you know them personally, and that you would be willing to provide a letter of recommendation on their behalf. Enclosed with this letter is a copy of the Scout Oath and the Scout Law for your reference in preparing a recommendation letter.

In the recommendation letter, please also describe your relationship with the Scout and how long you have been acquainted, as well as the specific manner in which you were contacted for this reference request. This specific information will be greatly appreciated.

Please note that the contents of the letter will NOT be shown to or discussed with the candidate, nor with anyone not a member of the Eagle Scout Board of Review. Of course, you are free to discuss the information with the candidate, if you choose, but you are under no obligation to do so.

If you are willing to do so, please send a letter in the enclosed pre-addressed, stamped envelope as provided by the Scout, as soon as possible. If you are unwilling to provide such a letter, please notify the Scout, so that they may arrange for an alternative reference.

A timely reply would be greatly appreciated as it will enable timely scheduling of an Eagle Board of Review for the Scout. Thank you in advance for your time and attention to this request.

Yours in Scouting,

Hiawatha, Sugarloaf, & Wakpaota District Advancement Committees
Gamehaven Council, Scouting America
511 Northern Hills Dr NE, Ste. 2, Rochester, MN 55906



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.

The Scout Law

A Scout is TRUSTWORTHY. *A Scout tells the truth. They keep their promises. Honesty is a part of their code of conduct. People can always depend on them.*

A Scout is LOYAL. *A Scout is true to their family, friends, Scout leaders, school, nation, and world community.*

A Scout is HELPFUL. *A Scout is concerned about other people. They willingly volunteer to help others without expecting payment or reward.*

A Scout is FRIENDLY. *A Scout is a friend to all. They seek to understand others. They respect those with ideas and customs that are different from their own.*

A Scout is COURTEOUS. *A Scout is polite to everyone regardless of age or position. They know that good manners make it easier for people to get along together*

A Scout is KIND. *A Scout understands there is strength in being gentle. They treat others as they want to be treated. They do not harm or kill anything without reason.*

A Scout is OBEDIENT. *A Scout follows the rules of their family, school, and troop. They obey the laws of their community and country. If they think these rules and laws are unfair, they try to have them changed in an orderly manner rather than disobey them.*

A Scout is CHEERFUL. *A Scout looks for the bright side of life. They cheerfully do tasks that come their way. They try to make others happy.*

A Scout is THRIFTY. *A Scout works to pay for their way and to help others. They save for the future. They protect and conserve natural resources. They carefully use time and property.*

A Scout is BRAVE. *A Scout can face danger even if they are afraid. They have the courage to stand for what they think is right even if others laugh at them or threaten them.*

A Scout is CLEAN. *A Scout keeps their body and mind fit and clean. They go around with those who believe in living by these same ideals. They help keep their home and community clean.*

A Scout is REVERENT. *A Scout is reverent toward God. They are faithful in their religious duties. They respect the beliefs of others.*