

## Three Fires Council - Letters of Reference FAQ

### Is there a reference letter form?

The Three Fires Council has designated the use of a reference letter as the mechanism for collecting the reference information required by the eagle application. The form to be given to the references may be found on the *Three Fires Council Site* on the *Just for Eagles* page (<http://threefirescouncil.org/programs-2/boy-scouting/just-for-eagles/>).

### What references are required?

As noted on the eagle application, the following references are required:

1. Parent or guardian
2. Religious (pastor, priest, youth group leader, religious education teacher)
3. Educational (teacher, counselor, coach)
4. Friend/other
5. Friend/other
6. If the candidate has a job at the time of submission of the eagle application, a (sixth) letter of reference from an employer is required.

### Is there a recommended process for obtaining the reference letters?

The eagle candidate should:

1. Select the names of the people to ask for letters of reference.
2. Contact these people to be sure they are willing to provide a reference for him.
3. Find out to whom the letters of reference should be sent. This may be the unit leader, the committee chairman, or some other designated registered adult unrelated to the eagle candidate.
4. Put the name and address of the adult identified in #3 and your name on the reference form in the spaces provided; so if the envelope is misplaced, they will still have the mailing information.
5. Give or send the reference form and a stamped envelope, addressed to the adult identified in #3. In the bottom-left-hand corner of the envelope write: 1) your name, 2) "Eagle Scout Character Reference Letter", and 3) the name of the adult to whom the reference form was given. *DO NOT have the letters sent to the council or to the candidate.*
6. Check with the adult identified in #3 periodically to see if he/she has all the reference letters. He may need to call some of the references to remind them to mail the completed reference form in a timely manner.
7. If the requests are sent out early, there will be time to request a reference from a different person if any of the references do not come through. Do not put the names of the persons on the Eagle Scout Rank Application until you are sure which people have sent references to the adult identified in #3.

### When can a reference letter be requested?

References can be requested any time after the eagle candidate has achieved Life rank. However, they should not be more than a year old at the time of the Eagle Board of Review.

**Are there any restrictions on the two other references?**

No, He can list anyone he chooses, including parents or guardians not previously listed, other relatives, Scout leaders including those from his unit, or other Scouts and friends. There is no requirement that any of the references be 21 years of age or older.

**What if the eagle candidate is not active in a religious institution?**

If not affiliated with an organized religion, then a parent or guardian provides a second, separate religious reference.

**Who may open the reference letters?**

Letters must remain unopened until the Eagle Board of Review. Upon completion of a successful EBoR, the letters are destroyed by the district representative.

**Must all the letters be turned in with the eagle package?**

Verification of the receipt of all the reference letters is part of the process checking the eagle package. If letters are not available at the time of package turn-in, the council will contact the scout to request the letters be forwarded. For further information see the TFC policy on eagle reference letters on the TFC Advancement Central page (<http://threefirescouncil.org/tools-for-leaders/advancement-central/>).