



TFC Eagle Letter of Reference Policy

Council advancement committee members—or others designated—have the responsibility to secure recommendations from the references appearing under requirement 2 on the Eagle Scout Rank Application. This may be done by letter, form, or phone call.
- Guide to Advancement, 9.0.1.7 References Contacted

Upon receipt of the Eagle Application, the Council verifies that the information is complete and accurate. If everything is complete and correct, the council provides a certification signature, files a copy of the application and sends the original and project workbook to the district advancement committee to schedule the board of review.

Three Fires Council policy is that reference letters are requested as part of the Eagle package submission.

The Council has the responsibility to secure recommendations and has elected to do this via letters. The Council has elected to designate the Eagle Candidate the responsibility to secure the recommendations in a sealed letter format. The Council will accept the Eagle application without the reference letters, will request that reference letters be provided and if reference letters are not received within two weeks will forward the package to the district.

Upon receipt of the package by the district advancement committee, they will contact the unit to schedule the board of review. If reference letters are not received then the Council delegates the responsibility to the Chair of the Eagle Board to contact the reference, collect the responses and present the findings at the Eagle Board of Review. Completed reference responses of any kind are the property of the council and are confidential, and only review-board members and those officials with a specific need may see them. The responses are not to be viewed or returned to the Scout.

Eagle Scout 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.

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, or parent - see below)
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.



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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/her.
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.*

Name and address of the individual providing the reference Scout Name Eagle Reference Letter Category (e.g., parent, educator, etc.)	Stamp Name and address of advancement coordinator or individual to receive the letters of reference
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6. Keep a list of what letters were sent to whom (e.g., parent, teacher, and so forth). This will make it easier for you and your unit to track down missing letters.
7. May need to call some of the references to remind them to mail the completed reference form in a timely manner.
8. 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, it is recommended they 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, the Eagle candidate can list anyone, including parents or guardians not previously listed, other relatives, Scout leaders including those from his/her unit, or other Scouts and friends. There is no requirement that any of the references be 21 years of age or older.



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

If the Eagle candidate is not affiliated with a religious organization, 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 Eagle board of review, 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 of checking the Eagle package. If letters are not available at the time that the package is turned in, the council will contact the Eagle candidate to request the letters be forwarded.