

TFC Eagle Letter of Reference Policy

Guide to Advancement 9.0.1.7: References Contacted

The Scout is responsible for requesting references from the four people listed on the application — this is a valuable life skill. Councils choose the method (letter, email, online form, etc.)

Upon receipt of the Eagle Application Package, the Council verifies the information is complete and accurate. When verified, the Council provides a certification signature, makes a copy of the application and sends the original application and project workbook to the district advancement committee to schedule the board of review.

Three Fires Council policy requires reference letters as part of the Eagle package submission.

The Eagle Scout candidate has the responsibility to secure the letters of recommendation, and the Council has elected to do this via sealed letter format. The Council will accept the Eagle application without the reference letters but will request that reference letters be provided during the Board of Review. If reference letters are not received within two weeks, the Eagle package will be forwarded to the district.

Upon receipt of the package by the district advancement committee, the committee will contact the unit to schedule the Board of Review. If reference letters are still missing, the Council delegates the responsibility to the Chair of the Eagle Board of Review to contact and secure the remaining references. This will be done by contacting missing reference providers and present their findings during the Eagle Board of Review. Completed reference responses of any kind are the property of the Council and are confidential. Only Board of Review members and those officials with a specific need may see them. The responses are not to be viewed or returned to the Scout. Those providing references do not have the option of waiving confidentiality.

Eagle Scout Reference - FAQ

Is there a reference letter form?

Three Fires Council has designated the use of a specific Three Fires Council reference letter request form. The letter request form can be found on the Three Fires Council website, under “Advancement”, then under “Life to Eagle”. Click “[TFC Reference Letter](#)” to view the form.

What references are required?

As noted on the Eagle Scout application, four (4) references are required. The references are meant to display a full picture of the candidate: it is encouraged to request letters from more than one aspect of the candidate’s life and not all be picked from the same (i.e. 1 reference from Scouting, 1 reference from religious institution, 1 reference from youth sports, 1 reference from education, 1 reference from an employer, or 1 reference from another relationship.) **Parents and other relatives are strongly discouraged** from serving as references. The current unit leader and committee chair are **not** eligible to serve as references; their signature on the application is their endorsement.

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Is there a recommended process for obtaining the reference letters?

Three Fires Council recommends:

1. Select the names of the people to ask for letters of reference.
2. Contact the selected people to ensure they are willing to provide a reference for the candidate.
3. Ask your Unit Advancement Coordinator to whom the reference letters should be sent to within the Eagle candidate's home unit.
4. Put the name and address of the unit adult identified in step #3 and your name on the reference form in the spaces provided. This helps the letter writer address the envelope if the self-addressed envelope is misplaced.
5. Address four (4) envelopes as shown below to the advancement coordinator or individual to receive the letters of reference (Step #3). In the bottom-left-hand corner of the envelope write: 1.) Eagle Scout candidate's name, 2.) "Eagle Reference", 3) the Eagle Scout candidate's relationship to the individual receiving the letter and 4.) the number of the letter (i.e. #1, #2, #3, #4).

Name and address of the individual providing the reference	Stamp
 Scout Name Eagle Reference Relationship Letter #	Name and address of advancement coordinator or individual to receive the letters of reference

6. Keep a list of which letters were sent to whom. This will make it easier for the Eagle candidate and your unit to track down missing letters. The candidate 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 early in the Eagle Scout application process, there will be time to request a new reference from a different individual, if any of the references do not send a completed letter back in time. It is recommended that the Eagle Scout candidate does not put the names of the references on the Eagle Scout Rank Application until the candidate is sure which references have sent a completed reference letter to the adult identified in step #3.

When can a reference letter be requested?

References can be requested any time after the Eagle candidate has achieved the Life rank. However, it is recommended the letters not be more than a year old on the date of the Eagle Board of Review.

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.