

Dear Life Scout:

I commend you for setting the personal goal for yourself to earn the rank of Eagle. In order to achieve that goal, you must complete six requirements, including a capstone service project that is expected to demonstrate your ability to plan, develop, and give leadership to others. Here is a tip: You should also make and execute an overall plan for how and when you intend to complete each of the six requirements, especially if you are within a year of turning 18.

In order to completely fulfill requirement # 2, you are asked to request letters of recommendation from five individuals, other than your parents/guardians. You will need to identify these five references to provide a recommendation on your behalf and provide their information on the Eagle Scout Rank Application. You are encouraged to select references other than your parents, relatives, and troop leaders.

I strongly encourage you to give each of your references a copy of the Eagle reference letter instructions (available on the Council's website), when you first contact the individual to ask them to write a letter of recommendation for you. You may request these letters of recommendations before you complete your other Eagle requirements to allow sufficient time for the individual to prepare and submit their recommendation, especially to avoid a delay in the scheduling of your Eagle Board of Review. Your troop should identify one adult who will receive all of your letters and hold them until time for submission to Council of your complete Eagle packet for advancement.

It is your responsibility to give each of your references a stamped and addressed envelope to submit their letter. The envelope should be addressed to an address provided by the individual identified to receive the letters (not the scout's address). Timing and accuracy is important. The envelope should also be clearly marked, suggested on the back of the envelope, with "Reference Letter for scout's last name" **and** signed across the seal of the envelope by the individual that wrote the letter.

The letters must be delivered unopened to the Scout Service Center as part of the complete Eagle packet for advancement that must include the Eagle Scout Rank Application, a complete Eagle Scout Service Project Workbook, and other required documentation. Incomplete packets will not be accepted at the Scout Service Center. If you have any questions about completing any of the requirements for advancement to Eagle or submission of your packet, please contact your District Advancement Committee.

Yours in Scouting,

Steven Guthrie
Chair, Council Advancement Committee