



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) or the Hiawatha District Advancement Committee (607 E Center St., Rochester, MN 55904). 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 six references that are requested. A minimum of three letters [an educational (#1), an employer (#2), and a religious/faith community recommendation (#3)] are expected. A letter from your Scoutmaster (#4), or previous Scoutmaster, is expected (This letter is not considered as part of the minimum three letters). An optional letter from your parents/guardians (#5), and an additional sponsor (#6). If you can not 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 anytime after you have achieved the rank of Life Scout.



Dear Sir or Madam:

The young man presenting this to you is a Life Scout in the Boy Scouts of America, and 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 his/her achievements as a Scout and in his/her daily life, and determine if he/she meets the requirements for the high rank of Eagle Scout. 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 his/her 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 the Boy Scouts of America.

An Eagle Scout candidate must also demonstrate that he/she lives by the principles of the Scout Oath, and Law in his daily life. In this regard, the candidate has indicated that you know him/her personally, and that you would be willing to provide a letter of recommendation on his/her behalf. Enclosed with this letter is a copy of the Scout Oath and 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 his/her Eagle Scout Board of Review. Of course, you are free to discuss the information with him/her, 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 he/she may arrange for an alternative reference.

As an Eagle Board of Review can not be held until we receive a candidate's references, a timely reply would be greatly appreciated. Thank you in advance for your time and attention to this request.

Yours in Scouting,

Hiawatha, Sugarloaf, & Wakpaota District Advancement Committees
Gamehaven Council, Boy Scouts of America
607 E Center St, Rochester, MN 55904

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. – *Tell the truth and keep promises. People can depend on you.*

A Scout is LOYAL. – *Show that you care about your family, friends, Scout leaders, school, and country.*

A Scout is HELPFUL. – *Volunteer to help others without expecting a reward.*

A Scout is FRIENDLY. – *Be a friend to everyone, even people who are very different from you.*

A Scout is COURTEOUS. – *Be polite to everyone and always use good manners.*

A Scout is KIND. – *Treat others as you want to be treated. Never harm or kill any living thing without good reason.*

A Scout is OBEDIENT. - *A Scout follows the rules of your family school, and troop. Obey the laws of your community and country*

A Scout is CHEERFUL. - *A Scout looks for the bright side of life. Cheerfully do tasks that come your way. Try to help others be happy.*

A Scout is THRIFTY. - *Work to pay your own way. Try not to be wasteful. Use time, food, supplies, and natural resources wisely.*

A Scout is BRAVE. - *A Scout can face difficult situations even when you feel afraid. Do what you think is right despite what others might be doing or saying.*

A Scout is CLEAN. – *Keep your body clean and mind fit. Help keep you home and community clean.*

A Scout is REVERENT. - *A Scout is reverent toward God. Be faithful in your religious duties. Respect the beliefs of others.*