

Westchester-Putnam  
Council

Boy Scouts of America



41 Saw Mill River Road

Hawthorne, NY 10532

(914) 773-1135

## **INSTRUCTIONS FOR EAGLE CANDIDATE LETTERS OF RECOMMENDATION FOR REQUIREMENT 2**

Step 1. To fulfill Requirement 2 for your Eagle Scout application, personally contact all individuals whom you wish to include as references on your Eagle application. Call or email or write to these persons yourself. Do not allow your parents, relatives, unit leaders or any one else to handle this important responsibility on your behalf. Explain your status as an Eagle 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.

Step 3. Prepare an envelope that has been addressed to the Chairman of your upcoming Eagle Board of Review. Usually, that will be your unit Advancement Committee Chairperson, but double check. Make sure that you place a stamp on this envelope. This envelope will allow the person who is writing the recommendation letter to send the letter to the members of the Board of Review confidentially.

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 required.

Step 6. As the Board of Review approaches, make sure that the Board of Review Chairman has all six letters. You are permitted to follow up with the individuals but should coordinate these additional communications with the Board of Review Chairman to ensure that these individuals are not pestered after their letters have been received.

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Dear Sir or Madam:

The young man presenting this to you is a Life Scout in the Boy Scouts of America, and is 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 achievements as a Boy Scout and in his daily life, and determine if he 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 one or more leadership positions in the 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 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 personally, and that you would be willing to provide a letter of recommendation on his behalf. Enclosed with this letter is a copy of the Scout Oath and Law for your reference in preparing the 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 the Eagle Scout Board of Review. Of course, you are free to discuss the information with him, 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 may arrange for an alternative reference.

Since the Eagle Board of Review can not be held until we receive the references, an early reply would be appreciated.

Thank you,

John Kiernan  
Council Advancement Chairman

## *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.** A Scout tells the truth. He keeps his promises. Honesty is a Part of his code of conduct. People can always depend on him.

**A Scout is LOYAL.** A Scout is true to his family, friends, Scout leaders, school, nation, and world community.

**A Scout is HELPFUL.** A Scout is concerned about other people. He willingly volunteers to help others without expecting payment or reward.

**A Scout is FRIENDLY.** A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs that are different from his own.

**A Scout is COURTEOUS.** A Scout is polite to everyone regardless of age or position. He knows that good manners make it easier for people to get along together

**A Scout is KIND.** A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not harm or kill anything without reason.

**A Scout is OBEDIENT.** A Scout follows the rules of his family school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

**A Scout is CHEERFUL.** A Scout looks for the bright side of life. He cheerfully does tasks that come his way. He tries to make others happy.

**A Scout is THRIFTY.** A Scout works to pay his way and to help others. He saves for the future. He protects and conserves natural resources. He carefully uses time and property.

**A Scout is BRAVE.** A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at him or threaten him.

**A Scout is CLEAN.** A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

**A Scout is REVERENT.** A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.