**Eagle Scout Candidate Recommendation Letter Guidelines**

Dear Friend,

 Eagle Scout candidate, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of Boy Scout Troop 000 has asked you to provide a letter of recommendation on his behalf which will be used in considering his qualifications to be awarded the Eagle Scout rank. Typically, Eagle Scout candidates ONLY request this letter from someone who has been a very important part of their life, as well as the development of their character with which they travel upon the trail of their daily walk of life.

 As someone who has been asked to provide this letter of recommendation, your thoughts and comments contained herein will be carefully considered by the members of this Eagle Scout candidate’s Eagle Review Board.

 This letter should contain your honest thoughts as to whether or not you personally feel that this candidate is worthy of receiving the rank of Eagle based upon whether or not you feel that the he has demonstrated scout spirit in all aspects of his life. This scout spirit is defined by how well the candidate has followed the Scout Oath, Scout Law, Outdoor Code, Scout Motto, and Scout Slogan. All of these important pillars of this scout spirit are included below.

 Please keep in mind that this Eagle candidate’s Board of Review will not be held until such time that ALL of the letters he has included on this Eagle Application have been received. This candidate has indicated that you have been a very important part in his development as a young man, and that he considers it a great honor to subject himself to your judgment of his character development. Please take an appropriate amount of time to complete this letter of recommendation and mail it to our Troop Committee Chairman as quickly as possible. All mailing instructions are on the reverse side of this document. Your prompt and generous attention to this matter will be greatly appreciated by the candidate and his Eagle Review Board members.

**Scout Oath** **Scout Law** **Outdoor Code**

On my Honor, I will do my best A Scout is Trustworthy, As an American, I will do my best to be

To do my Duty to God and my Loyal, Helpful, Friendly, Clean in my outdoor manners,

Country, and to obey the Courteous, Kind, Obedient, Be careful with fire,

Scout Law, Cheerful, Thrifty, Brave, Be considerate in the outdoors,

To help other people at all times, Clean, and Reverent. And be conservation minded.

To keep myself physically strong,

Mentally awake, and morally

Straight.

**Scout Motto** **Scout Slogan**

Be Prepared Do a Good Turn Daily



**Completing your letter of recommendation:**

When completing your letter of recommendation for this Eagle candidate, please remember;

1. Please be fair and honest with your comments toward this candidate.
2. Please invest a suitable amount of time and effort into this letter as it is VERY important to the candidate’s success and evaluation at his Eagle Board of Review.
3. Three important aspects to consider; scout spirit, service and leadership to others.
4. Make sure that the envelope is filled out as indicated below,
5. Complete the letter and get it in the mail as soon as possible,
6. Remember to contact the candidate to let him know when you placed the letter in the mail.
7. Please send an email, text, or phone communication to our Troop Committee Chairman when you place the letter in the mail so that we can be on watch for it to arrive. (Sometimes, letters take unusual amounts of time to be delivered, even if just to a neighboring town.) Our troop committee is committed to ensuring a timely completion to the Eagle process for each Eagle candidate.

***NOTE:*** This letter ***MUST*** be mailed. It ***CAN NOT*** be hand delivered to ***ANYONE***. Neither the candidate nor

 anyone in his family may handle this letter at any time, for any reason. Letters of recommendation

 that are emailed ***WILL NOT*** be considered or accepted. Also, the envelope ***MUST*** be sealed. Unsealed

 envelopes will not be accepted.

**Mailing your letter of recommendation:**

**Please follow the mailing instructions below when you complete your letter of recommendation. All parts are important.**

Troop Committee Chairman contact information;

Mr. John Doe

123 Daniel Street, Anytown, GA 00000

Cell: 000-000-0000 (Text OK), e-mail: emailacctname@provider

***SAMPLE ENVELOPE***

Your name & return

address information

(NOTE: DO NOT use the return address of your business or Stamp

place of employment. It must be your personal information

so that it will lessen the chance of this piece of mail becoming

confused for something else.)

 Troop 000 Eagle Review Board

 c/o Mr. John Doe

 Troop Committee Chairman

 123 Main Street

 Anytown, GA 00000

Letter of Recommendation for Eagle Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TIPS FOR THE EAGLE CANDIDATE**

In order to ensure that all those whom you ask to submit a letter of recommendation on your behalf provide the letter in the most effective and timely manner possible, we are offering these tips for your convenience.

1. Consider very carefully whom you wish to ask this letter of recommendation from. With all the work that you have already put into working toward the rank of Eagle Scout, you should keep in mind that the successful completion of all that is required for this rank make is a very important milestone in your life. Asking for a letter of recommendation on your behalf for this rank SHOULD be a very special honor, both for you and the person from whom you are soliciting the letter. Make sure that you consider someone who has had a very special impact on your life in some way.
2. There are spaces indicated on the first page of the Eagle Scout Rank Application for you to enter the information for those whom you have asked to provide the letters of recommendation. Please fill this out completely and VERY neatly. Also, make sure that you include all information requested.
3. You MUST provide references as requested; i.e. Your parents, Religious Leader, etc. If however, you have never held a job, then you do not have to provide an Employer reference.
4. Once the Eagle Scout Rank Application has been turned into the local area council for certification, the references **CAN NOT** be changed. Nor can we accept letters of recommendation from someone who is NOT on the list of references. It is because of this that it is very important that you, as the Eagle Scout Candidate make sure that you ask people to be your reference who is highly likely to 1) Spend an appropriate amount of time in putting this letter of recommendation together. Not just throwing a couple of paragraphs just to get the letter in, but actually put some heart, thought, and soul into what they have to say about you and whether or not they think that you have demonstrated that you have lived your life consistent with the principles of scouting, 2) Actually get the letter written and mailed into the troop committee chairman as quickly as possible, and in the manner stated in the “Guidelines” above, and 3) Someone whom you think would be able to provide a positive reference for you based upon their own personal experiences and knowledge of you.
5. It is the responsibility of your troop committee to follow up with the references that you have chosen to make sure that all the letters of recommendation are mailed in as soon as possible.
6. Upon having your Eagle application certified, it is your responsibility to communicate with your troop’s committee chairman to make sure that all letters are in before your board of review.
7. If you choose, you may wait until all letters are in before actually scheduling your board of review, but this is not required, especially if you are short on time with your 18th birthday.
8. **REMEMBER: EVERYTHING** for Eagle **MUST** be completed **BEFORE** the day of your 18th birthday, except the actual certification of the application and the board of review. It’s your responsibility to keep up with all of this, and not that of any of your unit leaders.
9. Your troop advancement coordinator, or other troop committee designee should be the one taking your Eagle Scout Rank Application into the Atlanta Area Council Program Center for certification, not you or your family.
10. Also, it is the responsibility of your troop advancement coordinator to arrange your board of review with the district advancement committee, **NOT** yours or your family’s.
11. At this point in the Life to Eagle process, you should STILL be working with your Life to Eagle Coach. Further questions may be submitted to indianspringsbsa.life2eagle@gmail.com.