From the Library of Troop 212 Date: November 2019

Eagle Scout Application: Reference Letter Instructions

The purpose of this document is to guide you through the process of completing Requirement #2 of the Eagle Scout Rank Application. Each council may do this slightly different. The information contained in this document is specific for the Long Beach Area Council (LBAC).

Requirement 2 looks like this:

**REQUIREMENT 2.** Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

 Name Address Telephone Email

Parents/guardians \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Religious \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Two other references \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before council will call you to schedule your Eagle Board of Review, they require no less than 3 recommendation letters to be sent to their office in your name. The reason why there are 6 spaces above is that some people may not send in their recommendation letter. It is important to select references that have the time to do this for you and will commit to completing it within your time frame.

The titles, i.e. Religious, Educational etc. are only meant as suggestions BUT this is not optional for your Parent/Guardian. Example, it is ok if you don’t have an employer but you cannot leave that space blank. Simply strike it out and write in the new title of your reference.

Each row needs to be completed 100%. That means a City, State, Zip in the address. If the reference does not have a Phone or email, write in “N/A” or none. That way it won’t look like you forgot to fill that part out.

After you complete your project binder and turn it in to council, they will thoroughly review it and send reference letters out to everyone you listed in Requirement 2. Our council office discourages you to send out your own reference letters for many reasons, however, there may be circumstances where you may need/want to send them out before you turn in your project binder. Here are some things to consider.

1. LBAC uses a unique reference letter form that cannot be found anywhere on the internet. They will not accept any other reference letter formats.
2. If you accidentally get one of those letters and read it, you will be disqualified from earning your Eagle rank.
3. If you still must send out your own reference letters,
4. Include a pre stamped and addressed envelope with this address:

Long Beach Area Council, Boy Scouts of America

401 E 37th St

Long Beach, CA. 90807

Attn: (your name, Troop 212)

1. Contact the council office and let them know that you sent out the reference letters and some of them may show up before you have turned in your completed Eagle Project binder.
2. Include the LBAC reference letter form.

Talk to all of your references before you give or send them the packet.  Make sure you let them know what your time constraints are and stress that you cannot EVER see or read the reference letter and they must be sent directly to the council office.