

How to complete - Eagle Recommendation Letters

The letters on this website are needed to complete the Eagle Scout application process. In addition to your completed project workbook and application, you will need five letters of recommendation. They must be submitted on the enclosed preprinted forms and MAILED to the unit's Committee Chairman or Eagle Advisor.

You **must** have a letter from the following:

- Your parents
- Religious Leader
- Your school (teacher, principal, counselor, coach, band director, etc.)

If you do not have a religious leader, please have your parent complete that letter since they are the ones that set your family traditions and values.

You must also have two of the following:

- Employer
- Friend (must be over 18 – neighbors; relatives, other than your parents; asst. scoutmaster, etc.)

If you do not have an employer, an additional friend letter is fine.

Before distributing the letters, insert the name and address of the person the letters are to be returned to on the top left of each letter and insert your name and troop # on the right.

The letters are designated for specific people (parents, teacher, religious leader, friend/employer). The “*Confidential Inquiry Regarding Eagle Scout Candidate*” – Page 2 must be included with the letters. Be sure to **hand out** the correct letter (including page 2) as you are asking people to complete the recommendation.

Be sure to provide a self-addressed stamped envelope to each of the people completing the letters. They are to **send** the letter to your designated troop adult (Committee Chairman, Eagle advisor) through the U. S. Mail – You are NOT to deliver it for them.

Since you may not be the only scout with letters arriving at that person's house, be sure to put your first name & the type of letter enclosed on the front lower left corner of the envelope. (i.e. *Your Name* – Parents; *Your Name* – School; *Your Name* – Friend (#1 & #2 if more than one friend letter used); *Your Name* – Religious Leader; *Your Name* – Employer). Your troop is not allowed to open these letters and without the notation on the front of the envelope they won't know which ones have arrived and what needs follow-up.

After a successful SM conference, your Scoutmaster will complete the SM Recommendation letter. The Scoutmaster must seal their letter in an envelope and deliver to the Troop adult responsible for gathering the letters.

Once you have completed your Eagle application, workbook and all the letters have been received, the entire packet should be delivered to the Scout office by the Troop adult. Once verified with the Scout Office advancement records, your district will be contacted to schedule the Eagle Board of Review.