

**PACIFIC HARBORS COUNCIL, BSA
COUNCIL ADVANCEMENT COMMITTEE**

EAGLE LETTER OF RECOMMENDATION

STANDARD OPERATING PROCEDURE

Purpose:

The purpose of this procedure is to provide a written, standardized procedure for Eagle Letters of Recommendation from the Eagle Scout applicant for use by Eagle Scout Boards of Review within the Pacific Harbors Council.

Procedure:

References/Application

Eagle Scout applicants are asked to list references on their application. The individuals listed should have knowledge based upon their personal observations of the applicant. Prior to submitting the application, the Scout should inform these individuals that they have been listed as references and will be contacted by the Eagle Scout candidate.

Applicant Participation

The Scout is responsible for requesting four references. These may be Scout leaders, teachers, employers, coaches, other Scouts, etc. References do not need to be 21 or older. Parents and other relatives are strongly discouraged from serving as references. The current unit leader and committee chair are not eligible to serve as references. The Scout should ask for the letters to be returned within two weeks. The letters must be returned to the District Advancement Committee Eagle Scout Advisor to assure confidentiality, as Scouts must not see the contents. A reference from the Scout's place of worship is encouraged but not required.

Geographical Issues

When the completed application is received at the Council Service Center, its contents will be certified. The application will be forwarded to the District Advancement Committee Eagle Scout Advisor.

Reference Letters

The Advancement Committee of the Pacific Harbors Council has determined that a formal Eagle Letter of Recommendation best meets the needs of the Eagle Scout Board of Review. Additionally, it adds to a formal setting for Boy Scouts' highest award, as well as paralleling practices the applicant may encounter in the business world.

In most instances the reference information is very positive in nature. However, in the event the information provided by references is negative, the Eagle Scout applicant may not pass the Eagle Scout Board of Review. Should this occur, there is an appeal process available at the Unit, District, Council and BSA National levels. The process may be

initiated by a parent, scout leader or the applicant. In these instances, the written responses from references will be retained to support the actions of the Eagle Scout Board of Review during the appeal process.

Eagle Letter of Recommendation Format

The Council Advancement Committee has developed a standardized format for the Eagle Letter of Recommendation. The Scout Law and Oath are provided to offer guidance in comparing the applicant's behaviors. The letter can be stored as a "word document" for easy retrieval on a computer. Copies of the letter can easily be emailed as an attached document for task sharing. The relevant names, addresses, phone numbers and email addresses can then be typed in the appropriate spaces. There is space for the reference to type or write their observations. A space is provided for a signature and date, along with a space to print their name.

Copy of Form

A copy of the form is attached to this procedure. The letter is a Council document and can be revised as the need arises. Suggestions for revision should be directed to the Council Advancement Committee for approval and adoption before use. The District Advancement Committee may alter the letter content to more accurately describe the process.

Timing

The Eagle Board of Review should not be scheduled until the certification process has been satisfactorily completed. There is no requirement to wait for all letters to be returned before proceeding with the Eagle Board of Review. An Eagle Scout Board of Review may not be delayed waiting for references letters. However, it may be wise to make a follow-up contact to determine why a letter was not received.

Confidentiality

References are advised that Eagle Scout Letters of Recommendation are confidential. They should not be shared with individuals outside the Eagle Board of Review. The reference letters will not be shared with anyone other than the board members. They are not shared with or given to the Eagle Candidate after the Board of Review.

Record Retention

The District Advancement Committee will secure and maintain applicant records until the review process has been completed. All Eagle Letters of Recommendation will be destroyed.

Revised February 18, 2025



**Pacific Harbors Council,
Boy Scouts of America**



Eagle Scout Letter of Recommendation

Dear _____:
(Name)

I am submitting my application for the Eagle rank, the Boy Scouts of America's highest award. I have completed all technical requirements (merit badges, field work and service projects). You have independent knowledge based upon your personal observations of me necessary to provide a letter of reference.

The Board of Review members are interested in how this work has contributed to my growth and if I am applying the principles of the Scout Oath and Scout Law in my daily life.

Please complete and sign the letter on the reverse side of this form and return in the enclosed, self-addressed stamped envelope prior to _____.
(Date)

The letter will be treated as confidential and will be viewed only by the members of the District Eagle Board of Review.

Thank you for your assistance,
Signed,

Return this letter to:

Eagle Scout Candidate

(Phone Number)

(District Adv Comm Eagle Advisor)

(Street)

(City, State, Zip)

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."

Scout Law,

"A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent."

(Over)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Print Name: _____

2