



Boy Scout Troop 72

Sponsorship : Roychester Park Community House
Overlook Hills, Abington Pa.

www.troop72overlookhills.org

Meeting Nights :Monday 7:30p – 9:00p

Helpful Hints for Eagle Candidates Letters of Reference

1. Select and personally contact the names of the people you will ask for letters of reference according to the guidelines on the Eagle Scout Rank Application.
 - ❖ The candidate should secure the consent of the references prior to listing them on the application.
 - ❖ Five references are required; only the employer reference is optional.
 - ❖ If the Eagle Scout candidate is not a member of an organized religious denomination, a parent or guardian
 - ❖ may be listed.
 - ❖ It is preferred that unit leaders, other than as a parent, are not listed as references.
2. Call these people to be sure they are willing to provide us with a reference for you as an Eagle candidate.
3. The letters of reference should be sent to your Scoutmaster.
4. The candidate should provide a copy of the “Memo to Eagle Scout Candidate References” to each listed reference, along with an envelope for the return of the reference letter.
5. **ADDRESSED – STAMPED ENVELOPE:** As a courtesy you should provide an addressed envelope to the people you are asking for reference letters along with a first-class postage stamp affixed to the envelope.
 - A. The envelope should be addressed to the Scoutmaster.
 - B. Put the return address of the person writing the reference letter in the top left corner of the envelope.
 - C. In the bottom left-hand corner of the envelope write:
 - “Eagle Scout Character Reference Letter #__” – XX
 - # - Assign a # to your letters and keep a record of who you assigned the number to.
 - XX – These are your initials, so the Scoutmaster knows which Eagle Scout Candidate the letter is for.
6. DO NOT have the letters sent to the council or to you.
7. Put the name and address of your Scoutmaster and your name on the Memo Reference form in the spaces provided; so if the envelope is misplaced, they will still have the mailing information.
8. Check with your Scoutmaster periodically to see if he has at least five reference letters. You may have to call some of your references to remind them to mail them in a timely manner.
9. If you mail your request early, you will have time to request a reference from a different person if any of your requests do not come through. Do not put the names of the persons on your Eagle Scout Rank Application until you are sure which people have sent references to your Scoutmaster.
10. Thank everyone who serves as a reference and let them know when you have passed your Eagle Board of Review.