

19 September 2017

Scoutmasters and Troop Committee Chairs,

An Eagle Scout is expected to be active in his community. Several of the Merit Badges he has earned and the service hours he has completed try to instill that responsibility in him. Leadership, another hallmark of an Eagle Scout, is also gained by being active in his community.

References are used by the Eagle Board to help judge how the "community at large" feels about the Scout and if he should be promoted to Eagle. That's why a diverse selection of five different sources for six references is listed on the Eagle Scout Rank Application.

We have had a problem in recent months with Scouts omitting some or all of them, or using inappropriate, incomplete or redundant references. It is important for him to list all six references correctly with their full contact information.

With reference to the term "community-at-large" mentioned above, we mean the people in the community other than his family or troop with whom the Scout has regular contact and who know the Scout well. Except for the parents/guardian, the references should be adults that are not members of his family.

We assume that by signing the Scout's application and workbook, you as troop leaders approve of (a) him advancing to the rank of Eagle, (b) the way he has completed his advancement and (c) his overall scouting experience. Therefore, you are already being used as a reference of a sort. No troop leaders should be listed in the reference section or write a letter of recommendation.

We also assume that the Scout's parents/guardian will have a positive view of the Scout and therefore do not need to write a letter of recommendation. We do need to have their contact information in case a problem arises.

"*A Scout is Reverent.*" The Scout may omit the religious reference only if the family is not affiliated with an organized religion. In that case, the parent or guardian should write a letter explaining the situation and detailing the family's beliefs. During his Board of Review, the Scout will be asked how he fulfills this point of the Scout Law.

The Scout may also omit the employer reference if he has not been employed outside of the family. In that case, he should write "not employed" or "not applicable" in the employer reference blank.

The Scout should ask all other references to write a letter of recommendation. After asking the references to write the letter, the Scout's involvement in the process ends. He, his parents and the troop leaders must not contact the references again, nor collect the letters. They are confidential and should be mailed directly to the Eagle Board via the BSA Council office. Scouts are given instructions on how to complete this process when their Eagle Service Project Proposal is approved. (Scoutmasters and parents also receive copies of the instructions.)

It is important that full contact information on all references be included in the Eagle Scout Rank Application. Those references that do not send letters may be contacted by the Eagle Board to discuss the Scout and why they wished not to send a letter of recommendation. If no letters are received, the Scout may be asked during his Board of Review if he followed the procedure, and if not, why not?

I ask that as a troop leader, before you sign the Eagle Scout Rank Application; please verify that the references are listed correctly. **Effective immediately, Scouts that turn in applications deemed incomplete for not having all information listed on their references will have their paperwork returned in order to be completed correctly, and re-scheduled for the next month's meetings.**

Thanks for your help in this matter.

Coby Alexander, Chair  
Daniel Morgan District Advancement Committee  
[wca4@charter.net](mailto:wca4@charter.net)  
(864) 590-3557