

# Eagle Candidate Reference Letters

Per the instructions on the Eagle Scout Rank Application (Form 512-728), select **four** people and ask them if they would write you a letter of reference.

***Be gracious, they are doing you a nice favor!***

This is the link to the PDF form for them to use:

<https://wdboyce.org/eagle-reference-letter>

People may fill out the form in a PDF reader or print it and complete it by hand. However, they can NOT email the completed form, nor return it to you.

They must send it via US mail to the designated recipient for your District Advancement Committee, using a stamped, pre-addressed envelope which you should provide.

Note: It's also helpful to suggest they complete the letter within two weeks of your asking, so that it doesn't get forgotten or lost.

## NOTES:

You will not see the letter(s) – Your Eagle Board of Review members will review the letters in preparation for the Board of Review, and the letters will be destroyed afterwards.

Don't worry! You will NOT be asked questions directly regarding the content of the letters.

You are not responsible to ensure the letters are completed – only that the requests have been made and that the people are fully instructed on how to complete and return the letters.

Only request letters from the references listed on your Eagle application – no extras!

Teachers, coaches and employers are encouraged to use their contact information from their place of employment, rather than their personal contact information.

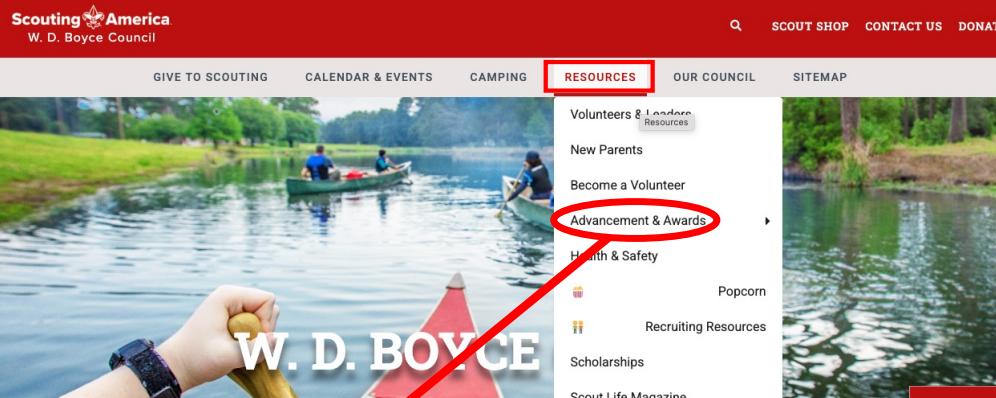
Number the envelopes  
in this order  
(See next page)

From the Eagle Scout Rank Application:

**REQUIREMENT 2.** As a Life Scout, demonstrate that you live by the principles of the Scout Oath and Scout Law in your everyday life and tell how you have done your duty to God. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

Name	Address (Including City, State, Zip)	Telephone	Email
1 #1			
2 #2			
3 #3			
4 #4			

## Reference Letter Form – Use the one found on the W. D. Boyce Website (wdboyce.org)



<https://wdboyce.org/eagle-reference-letter/>

### W. D. Boyce Eagle Reference Letter Form & Instructions



## Advancement

Scouting America provides a series of surmountable obstacles and steps in overcoming them through the advancement method. Scouts plan their own advancement and progress at their own pace as they meet each challenge. Scouts are recognized and rewarded for each achievement, which helps them gain self-confidence. The steps in the advancement system help a Scout grow in self-reliance and in the ability to help others.

Advancement is the process by which youth members of Scouting America progress from rank to rank and is the method by which we promote and encourage the ongoing involvement and commitment that keeps members coming back for more. It works best when it is built into a unit's program so that simply participating leads to meaningful achievement and recognition—and to a continually improving readiness for more complex experiences.

#### W. D. Boyce Council Contacts

- Council Advancement Committee Roster

#### Scouting America Advancement Tools

Guide to Advancement (Quick Link: [PDF](#))

The current edition of the Guide to Advancement is the official source for administering advancement in all Boy Scouts of America programs: Cub Scouting, Scouts BSA, Venturing, and Sea Scouts. It replaces any previous advancement manuals and previous editions of the Guide to Advancement.

Visit the [Scouting America web site](#) to learn more about Advancement in

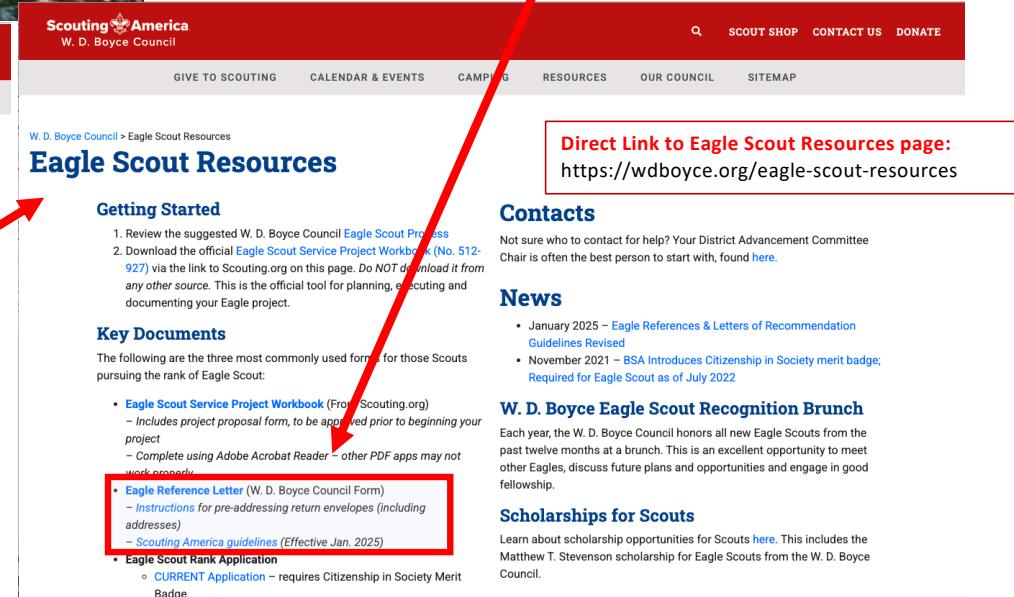


#### Eagle Scout Resources

[Click here](#) for all information related to the Eagle Scout process, contacts and associated resources.

#### Additional Advancement & Award Resources

- District Awards (See [Districts page](#))
- Merit Badges (BSA)
- Polar Bear Award



[Direct Link to Eagle Scout Resources page: <https://wdboyce.org/eagle-scout-resources>](#)

## Eagle Scout Resources

### Getting Started

1. Review the suggested W. D. Boyce Council [Eagle Scout Process](#)  
2. Download the official [Eagle Scout Service Project Workbook \(No. 512-927\)](#) via the link to Scouting.org on this page. *Do NOT download it from any other source. This is the official tool for planning, executing and documenting your Eagle project.*

### Key Documents

The following are the three most commonly used forms for those Scouts pursuing the rank of Eagle Scout:

- Eagle Scout Service Project Workbook** (From Scouting.org)
  - Includes project proposal form, to be approved prior to beginning your project
  - Complete using Adobe Acrobat Reader – other PDF apps may not work properly
- Eagle Reference Letter** (W. D. Boyce Council Form)
  - Instructions for pre-addressing return envelopes (including addressees)
  - Scouting America guidelines (Effective Jan. 2025)*
- Eagle Scout Rank Application**
  - CURRENT Application – requires Citizenship in Society Merit Badge.

### Contacts

Not sure who to contact for help? Your District Advancement Committee Chair is often the best person to start with, found [here](#).

### News

• January 2025 – Eagle References & Letters of Recommendation Guidelines Revised  
• November 2021 – BSA Introduces Citizenship in Society merit badge; Required for Eagle Scout as of July 2022

### W. D. Boyce Eagle Scout Recognition Brunch

Each year, the W. D. Boyce Council honors all new Eagle Scouts from the past twelve months at a brunch. This is an excellent opportunity to meet other Eagles, discuss future plans and opportunities and engage in good fellowship.

### Scholarships for Scouts

Learn about scholarship opportunities for Scouts [here](#). This includes the Matthew T. Stevenson scholarship for Eagle Scouts from the W. D. Boyce Council.

### NFSA Eagle Scout Service Project of the Year

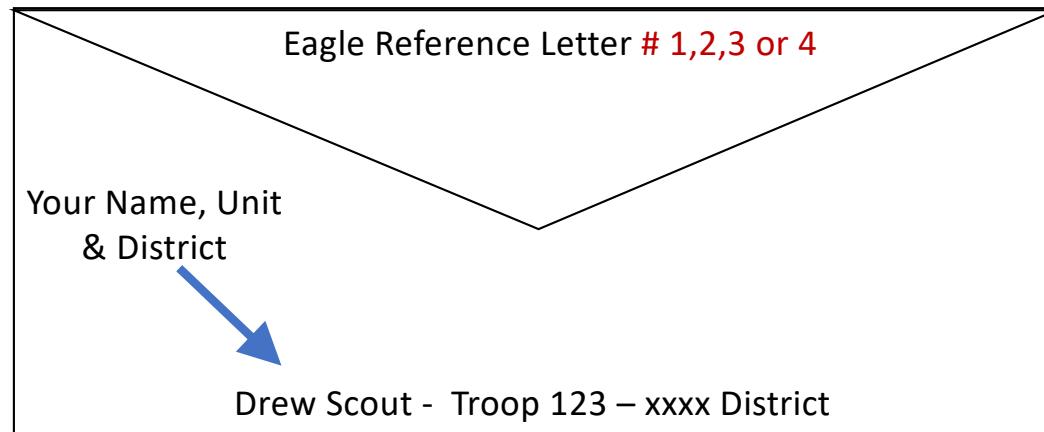
February 2026

# Create Four Pre-Addressed, Stamped Envelopes

Front



Back



Number the envelopes in sequence with the references listed on the Eagle application. This allows the district contact to know which letters have been received without opening them ahead of time.

# Create Four Pre-Addressed, Stamped Envelopes

Address the envelopes as follows for your specific district\*

**Crossroads District Advancement Committee**

PO Box 574  
Bloomington, IL 61702

**Heartland District Advancement Committee**

PO Box 215  
Mossville, IL 61552

**Lowaneu District Advancement Committee**

Mr. Ernie Steinz  
218 West 5th Street  
Spring Valley, IL 61362

**Wotamalo District Advancement Committee**

PO Box 215  
Mossville, IL 61552

*\* If you are unsure what district you are in, ask your unit leader.*