

Eagle Candidate Reference Letters

Per the instructions on the BSA Eagle Scout Rank Application (Form 512-728), select six 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. Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

| | Name | Address | Telephone | Email |
|---|----------------------|---------|-----------|-------|
| 1 | Parents/guardians | _____ | _____ | _____ |
| 2 | Religious | _____ | _____ | _____ |
| 3 | Educational | _____ | _____ | _____ |
| 4 | Employer (if any) | _____ | _____ | _____ |
| 5 | Two other references | _____ | _____ | _____ |
| 6 | | _____ | _____ | _____ |

Reference Letter Form – Use the one found on the WD Boyce Website (www.wdboyce.org)

The image shows two screenshots of the W.D. Boyce Council website. The top screenshot displays the main navigation menu with 'Resources' highlighted in a red box. A dropdown menu is open, and 'Advancement & Awards' is circled in red. A red arrow points from this menu item to the 'Advancement' page shown in the bottom-left screenshot. The bottom-right screenshot shows the 'Eagle Scout Resources' page, with a red circle around the 'Eagle Reference Letter (W. D. Boyce Council Form)' link in the 'Key Documents' section. A red arrow points from this link to the 'Direct Link to Eagle Scout Resources page' text on the right.

WD Boyce Eagle Reference Letter Form & Instructions

Direct Link to Eagle Scout Resources page:
<https://wdboyce.org/eagle-scout-resources>

Create Six Pre-Addressed, Stamped Envelopes

Front

WD Boyce Council BSA
614 NE Madison Avenue
Peoria, IL 61603

Do Not List Your Own Return Address

USA Stamp

Use address shown for your district. (Next page)

Back

Eagle Reference Letter # 1,2,3...6

Your Name, Unit & District

Drew Scout - Troop 123 – xxxx District

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 Six Pre-Addressed, Stamped Envelopes

Address the envelopes as follows for your particular district*

Crossroads District Advancement Committee

Eagle Candidate (Scout's Name)
PO Box 574
Bloomington, IL 61702

Heartland District Advancement Committee

Eagle Candidate (Scout's Name)
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

Eagle Candidate (Scout's Name)
PO Box 215
Mossville, IL 61552

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