

BOY SCOUTS OF AMERICA

ALAMO AREA COUNCIL

GUIDELINES FOR OBTAINING REFERENCE LETTERS

It is necessary to obtain reference letters from your Eagle Board of Review to read. These are to be requested by you and mailed by your references to your Unit Leader who will take them to your Eagle Board of Review.

HERE IS WHAT YOU SHOULD DO:

1. Fill out the top part of each reference letter form so it is addressed to "Dear Mr./Mrs./Ms. _____" and has your name, unit number, and telephone number filled out.
2. Personally call on each of your references. Make sure that they are willing to write a letter for you. Be sure to include your **parents, religious leader, principal or counselor or teacher, your employer** (if you are working) and **two other persons** of your choosing.
3. Leave the **confidential** reference letter request form with each person, along with a stamped self-addressed envelope addressed to your Unit Leader. Put the return address as the person writing the reference letter. Also, make a notation on the bottom or back of the envelope "Eagle Scout Reference Letter for (your name)."
4. Give your Unit Leader a list of the names and addresses of those from which he (she) should expect to receive reference letters.
5. Thank those who wrote your reference letters.

IMPORTANT:

WHEN YOU ARE NOTIFIED THAT YOU HAVE BEEN APPROVED BY THE NATIONAL COURT OF HONOR, LET YOUR REFERENCES KNOW.