

## GUIDELINES FOR LETTERS OF RECOMMENDATION

Requirement 2 on the Eagle Scout Rank Application states, “Demonstrate that you live by the principles of the Scout Oath and 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.”

Eagle candidates must list the name, address, and telephone number of six references (five if no employer) on their Eagle Scout Rank Application. Eagle candidates should also ask their references to write a letter of recommendation on their behalf and mail it to their District Advancement Chairman.

Below are guidelines for requesting and handling letters of recommendation:

1. Personally contact each of your references. Make sure that they are willing to write a letter for you. Be sure to include your parents/guardians, religious leader, educator (principal, counselor, or teacher), your employer (if employed), and two other people who know you personally. Ask each reference for their permission BEFORE you list their name on your Eagle application.
2. Obtain a copy of the *Letter of Recommendation Cover Letter* and *Letter of Recommendation for Eagle Scout Award Form* from the Scout Office at 171 South Hollywood, Memphis, TN 38112 or online at [www.chickasawbsa.org](http://www.chickasawbsa.org).
3. Write your name and Unit Number at the top of the *Letter of Recommendation for Eagle Scout Award Form*, and write the name and mailing address of your District Advancement Chairman (or District Eagle Chairman if applicable) on the bottom of this form. You can obtain the mailing address for your District Advancement Chairman by calling the Chickasaw Council Office at 901-327-4193 or online at [www.chickasaw.org](http://www.chickasaw.org). The District Advancement Chairman coordinates your Eagle Board of Review and also serves as the Eagle Board of Review Chairman in most districts. If your district has a District Eagle Chairman, your references should be mailed to that individual.
4. Give each of your references a copy of the *Letter of Recommendation Cover Letter*, *Letter of Recommendation for Eagle Scout Award Form*, and a stamped envelope addressed to your District Advancement Chairman (or District Eagle Chairman). Put the return address of the person writing the reference letter on the outside of this envelope. Also, make a notation on the back of the envelope, “Eagle Scout Reference Letter for (your name).” NOTE: If any of your references prefer to write a personal letter instead of using the *Letter of Recommendation for Eagle Scout Award Form*, that is fine. Letters should be mailed directly to your District Advancement Chairman (or District Eagle Chairman if applicable). Letters from your references should NOT be opened by the scout.
5. Thank everyone who serves as a reference, and let them know when you have passed your Eagle Board of Review.