



# BOY SCOUTS OF AMERICA®

## QUIVIRA COUNCIL

### REFERENCE LETTERS

When you ask someone to write a reference letter for you, give them one of the Character Reference form letters with a brief explanation of what you are requesting. Before you give them the form, fill out the top portion with their name, your name, and the person to whom they are to return it. There are lines prepared for this information. The person to whom the letter is returned should be a designated troop person (advancement chairman, Scoutmaster, eagle advisor, etc.)

Also, give them an envelope addressed to the designated troop person. Your name needs to appear on the outside of the envelope. Reference letters are not to be opened until the night of the Board of Review, and putting your name in the corner insures that they are kept sealed until then.

Be sure to put a stamp on the envelope.

**NEITHER THE EAGLE CANDIDATE NOR THEIR FAMILY SHOULD BE INVOLVED PERSONALLY IN TRANSMITTING ANY CORRESPONDENCE FROM THE PERSONS LISTED AS REFERENCES.**

Sample envelope

(Return address of person writing the reference letter)	Stamp
(Unit Leader or adult who is coordinating the Eagle Board of Review)	
Eagle Reference: (Scout's Name)	