Dear Sir or Madam,

The Quivira Council Advancement Committee requires each Eagle Scout candidate to solicit “letters of reference” to submit with their application. You have been selected by the candidate to provide a letter of reference.

Please provide a letter on the form provided giving your frank and confidential opinion of the Scout’s qualifications in the areas of character, demonstrated leadership, and their ability to live their everyday life by the Scout Oath and Law, which are printed on the side of this letter.

Your letter, along with other components of the Scout’s application, will be presented to an Eagle Board of Review. The Eagle Board is made up of adult community volunteers and Scouters. At the successful conclusion of the board of review, consistent with their confidential nature, the reference letters will be destroyed.

Your letter will be helpful if you comment on such qualifications as these:

- Are they active in the meetings and projects of organizations to which they belong?
- Do they accept and carry out responsibilities?
- Are they a leader?
- Do they help in their home, school, church or synagogue, and community?
- How do they care for things that belong to them?
- Do they respect the property of others?
- Do they understand and take part in the conservation of our natural resources?
- How do they use Scouting knowledge and skill in their everyday life?
- Do they exemplify what you believe to be a good citizen?

Use the above list to help you include useful information. You need not include all, and you are free to add anything you think will be useful to us as we make this important decision.

When you have completed your letter of recommendation, please sign, seal and mail it in the envelope provided. It should be stamped and addressed to the person designated on the form. The Scout’s name and “Letter of Recommendation” should appear on the envelope so the recipient will know not to open it. It will be presented to the Eagle Board of Review where it will be held in strict confidence and used only for the purpose of the Eagle Board of Review.

Thank you for your assistance in this matter.