

Instructions to Scout about Eagle Reference Letters

Dear Eagle Candidate,

As part of the Eagle Scout application process, you are required to provide four references. These can be anyone except your Scoutmaster or Committee Chair, and should not be a parent. Please follow these steps to ensure your references are submitted properly:

1. Prepare the Reference Forms:

- Ensure that your name and Scouting America member ID are clearly printed on each reference form before distribution. Forms are available in step 7 on this page:
<https://support.scoutingaz.org/main/eagleprocess/>

2. Choose Your References Wisely:

- Select individuals who know you well and can speak to your character. Ideally, these should be people who will respond enthusiastically when asked to be a reference.

3. Method of Communication:

- Consider the preferred communication method of each reference. Whether it's email, text, a phone call, or an in-person meeting, using their preferred method shows respect and increases the likelihood of obtaining a positive response.

4. Start Early:

- Begin the process of soliciting references well in advance of your anticipated Eagle Scout Board of Review. This not only spreads out your workload but also gives your references adequate time to respond.

5. Facilitate the Process for Your References:

- **Express Appreciation:** Thank them for considering this request, even if they ultimately cannot assist.
- **Explain the Purpose:** Clarify what the recommendation is for and how it will support your advancement.
- **Share Relevant Interactions:** Remind them of any notable interactions or experiences you've shared, highlighting how these have shaped your character or skills.
- **Provide Clear Instructions:**
 - Direct them to the instructions on the form for online submission.
 - If they prefer to return the form directly to you, it should be in a sealed envelope. Consider providing an envelope if you think this might be their preferred method.
 - Mention any deadlines or time-sensitive information related to the submission.

Please distribute the reference forms to your chosen individuals, ensuring they understand how crucial their support is to your advancement. Thank you for your attention to this matter, and best of luck with your application to become an Eagle Scout. And congratulations on your achievements!

Sincerely Yours in Scouting,

Grand Canyon Council Advancement Committee