



Eagle Letter of Recommendation Guidelines

Troop 114

Boy Scouts of America
Dan Beard Council, Blue Jacket District
Hyde Park Community United Methodist Church
1345 Grace Avenue
Cincinnati, OH 45208 USA
website: www.Troop114.net

To friends of (name of Eagle Candidate),

(name of Eagle Candidate) is a Life Scout in Troop 114, Boy Scouts of America, and is a candidate for the rank of Eagle Scout. As the final step in the process of determining the qualifications for the rank of Eagle, an Eagle Scout Board of Review must be conducted. At that time, members of the Board of Review will discuss, with him, his achievements as a Boy Scout, and in his daily life, and determine if he meets the requirements for the high rank of Eagle Scout.

Those requirements include a series of advancements, the earning of at least 21 Merit Badges, and evidence of leadership skills. A candidate for Eagle Scout must serve in one or more leadership positions in the Troop, and must plan, develop, and lead others in a Service Project helpful to a religious institution, school, camp, or other community organization not affiliated with the Boy Scouts of America.

An Eagle Scout candidate must also demonstrate that he lives by the principles of the Scout Oath, and Law in his daily life. In this regard, the above named Scout has indicated that you know him personally, and that you would be willing to provide a letter of recommendation on his behalf.

Enclosed, please find writing tools including Guidelines, Effective Phrases, Letter Format, Sample Letters, and Scout Laws to aid you when writing your letter. Please remember to personalize your letter with direct knowledge of the Eagle Candidate. If you are willing to do so, please send your letter using only the specially addressed envelope to the Troop 114 Advancement Chair who will collect all reference letters, then present all letters unopened to the Board of Review Committee. Since the Eagle Board of Review can not be held until we receive all references, an early reply would be appreciated.

Thank you for your cooperation.

Yours in Scouting,
Mr. William McNeese

Blue Jacket District Advancement Chair
7574 Pinehurst Drive
Cincinnati. OH 45244

Eagle Scout Letter of Recommendation

An Eagle Scout candidate must demonstrate that he lives by the principles of the Scout Oath, and Law in his daily life. In this regard, the candidate has indicated that you know him personally, and that you would be willing to provide a letter of recommendation on his behalf. Below are some easy guidelines for writing a letter of recommendation. In addition, please reference these Scout Laws below when describing your knowledge of the Scout.

Guidelines

- ✓ Write using your professional letterhead if possible.
- ✓ Explain how you know the applicant. How long, and in what capacity.
- ✓ State your own qualifications. Why should the reader be interested in your recommendation?
- ✓ Describe your relationship to the Eagle Scout Candidate.
- ✓ Provide examples of how the Eagle Candidate has contributed to his community or school.
- ✓ Provide examples of how the Eagle Scout Candidate has demonstrated leadership.
- ✓ State how you are a witness to the Eagle Scout Candidate's character and how he lives the Scout Oath and Scout Law in his everyday life.
- ✓ State why he is worthy of the Eagle Scout rank.
- ✓ List the applicant's exceptional qualities and skills, academic, reliability, analytical ability, etc. When appropriate, use effective phrases to describe the Scout.
- ✓ Give your value judgment of the applicant and his qualifications and potential. Omit weaknesses. If you can't write a positive letter of recommendation, you should respectfully decline in the first place.
- ✓ Don't be too brief. But be succinct. Make every word count. Make the ending strong.
- ✓ List your contact information if you are willing to receive follow-up correspondence.

Effective Phrases (examples)

There are literally thousands of effective phrases which may be used when writing letters of recommendations. The following are only a few examples.

Creativity

- *Excels in developing new perspectives*
- *Demonstrates a high degree of originality and creativity*
- *Able to develop creative solutions to challenging problems*

Personal Qualities

- *Displays strong moral character*
- *Displays impeccable honesty*
- *Recognizes and accepts personal assets and liabilities*
- *Is warm and genuine, and sincere*
- *Possesses many values personal and character traits*

Quality of work

- *Demonstrates accuracy, thoroughness and orderliness in performing work assignments*
- *Performs with unusual accuracy, thoroughness, and effectiveness*
- *Achieves the highest standard of excellence*
- *Displays pride in work*

Format for Letters of Recommendations

(italicized words should not be included in your letter)

(today's date)

Your Information

Full Name

Title (if applicable)

Address

City, State, Zip Code

Salutation:

Dear Mr. *(Advancement Chair)*,

First Paragraph:

The first paragraph should state whom you are writing the letter for. It should also note you only recommend individuals whom you feel are well suited to achieve the rank of Eagle Scout. Also mention that you only write recommendations for a very small select group of individuals, who have a proven track record. State your title and your credentials, as well as your subject area of knowledge.

Middle Paragraph:

Describe here in detail why you are recommending the individual. Include examples of the individuals' knowledge, personal traits, or Scouting experience. Also, describe how you met/know the individual, and how they impressed you enough to write a letter of recommendation.

Final Paragraph:

Summarize here why the individual is being recommended. Also state how your recommendation will be an asset to the Scouting organization. Specifically state that you hope they will accept your recommendation, and if they have any questions to feel free to contact you.

Complimentary Close:

Sincerely yours,

Signature

Handwritten Signature

Your Name

Your Title

Scout Laws

An Eagle Scout candidate must demonstrate that he lives by the principles of the Scout Law in his daily life. Based on your personal knowledge of the Scout, provide examples where applicable of how the Scout lives by these Scout Laws.

TRUSTWORTHY. A Scout tells the truth. He keeps his promises. Honesty is a Part of his code of conduct. People can always depend on him.

LOYAL. A Scout is true to his family, friends, Scout leaders, school, nation, and world community.

HELPFUL. A Scout is concerned about other people. He willingly volunteers to help others without expecting payment or reward.

FRIENDLY. A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs that are different from his own.

COURTEOUS. A Scout is polite to everyone regardless of age or position. He knows that good manners make it easier for people to get along together

KIND. A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not harm or kill anything without reason.

OBEDIENT. A Scout follows the rules of his family school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

CHEERFUL. A Scout looks for the bright side of life. He cheerfully does tasks that come his way. He tries to make others happy.

THRIFTY. A Scout works to pay his way and to help others. He saves for the future. He protects and conserves natural resources. He carefully uses time and property.

BRAVE. A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at him or threaten him.

CLEAN. A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

REVERENT. A Scout is reverent toward God. He respects the beliefs of others.