

Troop 221 Instructions for Eagle Scout Reference Letters

Please follow these instructions very carefully; your Scoutmaster receives reference letters from many people, for many Scouts. If you do not follow these instructions, you will not know from whom they have been received.

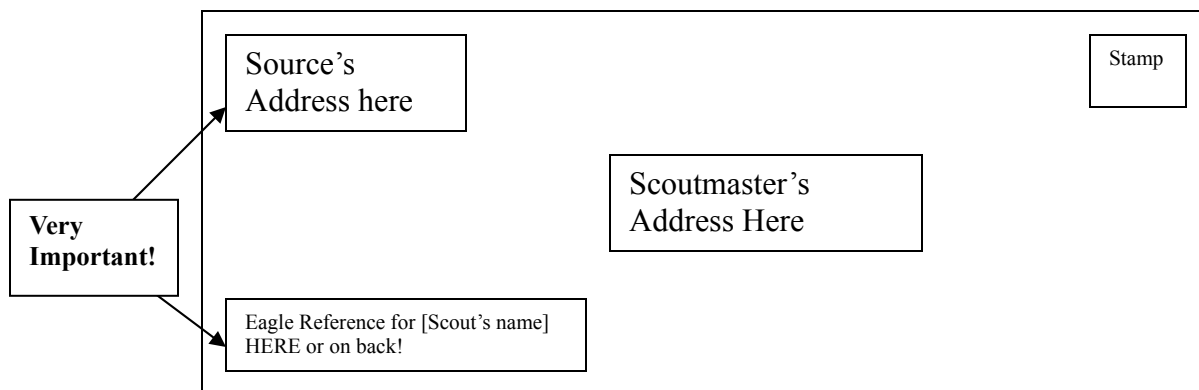
Remember: the Scoutmaster collects your reference letters and must turn them in to the Eagle Scout Board of Review unopened.

Requesting reference letters:

- At any time after you become a Life Scout, you may begin to request reference letters from your sources. Do not leave this until the last minute- people are slow to respond!
- The sources **MUST** be listed on your Eagle Scout application and the list should be provided to your Scoutmaster so he can tell you who has/has not responded
- The Eagle Scout Application clearly lists the type of people from whom you should request a reference letter; if you do not have an employer, list a second personal reference

Supplying the proper forms:

- When you request a reference letter from a source, include the following:
 - The form that should be filled out by your source, with your name and all other necessary information filled in by you
 - The explanatory letter, with the Scout Oath and Scout Law
 - A self-addressed, self-stamped envelope



- Be sure to prepare your envelopes as indicated, this will help your Scoutmaster to keep your letters separated from others' letters.
- If there is not enough room on the front of the envelope, the bottom note about the Scout's name can be put on the back of the envelope

Check regularly with your Scoutmaster to see who has and has not sent in your reference letters, and ask if you have any questions. Good luck!

Scout Master's
Address Here