



Glacier's Edge Council (620), BSA Advancement Committee



Eagle Reference Letter Process

The Unit Leader, Unit Committee Chair or Unit Advancement Coordinator are designated responsibility for securing references on behalf of the Glacier's Edge Council Advancement Committee in accordance with 9.0.1.7 of the BSA Guide to Advancement.

- An Eagle Reference Request Letter Template is available from the Council.
- The Eagle Scout Candidate may Date, Address and Sign copies of the Eagle Reference Request Letter to send to each Reference listed on their Eagle Scout Rank Application.
- A deadline for returning the letter must be included in the Eagle Reference Request Letter (not less than two weeks from the request date is recommended).
- Enclose a stamped, return envelope addressed to the designated Unit Leader (Advancement Coordinator, Committee Chair or Scoutmaster) and on the back side write on the flap:

“Eagle Reference Letter, Hold for Board of Review”

- Mail the request letters.

Returned references should be collected by the designated unit representative (Unit Leader, Unit Committee Chair or Unit Advancement Coordinator) to whom they were addressed and delivered UNOPENED to the Board of Review. Only members of the assembled Board are authorized to review the references. The Board of Review may not be delayed due to waiting on references.

- The Scout shall not be asked to submit additional references or to provide replacements.

The Council/District Eagle Coordinator participating in the Eagle Board of Review will open the responses so they can be considered by the Board without the Scout being present.

Reference letters are CONFIDENTIAL and shall not be directly shared with the Eagle Candidate. The content may be summarized in the context of asking the Scout about anything cited in the reference letter(s) during the Board of Review.

The District/Council Eagle Coordinator is responsible for collecting the references with the Council paperwork at the conclusion of the Board of Review.

- The references shall be shredded to preserve confidentiality, unless the outcome of the Board of Review is subject to appeal, in which case the references are preserved with all the other documentation until the final appeal process is concluded.

