

Dear Friend of a Scout,

A Life Scout in a boy scout troop of the Susquehanna Council is working on the requirements for scouting's highest rank, the rank of Eagle Scout, and ultimately must appear before a Board of Review. He is requesting that you be a reference for him by submitting a letter of recommendation to the board on his behalf. I assume that you know him well enough to provide a recommendation. The Eagle Board of Review uses letters of recommendation to get a more complete picture of the scout applying for the Eagle rank, beyond his accomplishments in scouting.

The scout must obtain several letters of recommendation before a Board of Review will be conducted. Thus, the candidate and the Board will appreciate your timely response. Please be as objective and impartial as possible in your letter. I request that your recommendation include a short narrative of the Scout's character, leadership, performance of known tasks, as well as family, religious and community activities and any other details concerning the candidate which could assist the decision-making of the Board.

The salutation of the letter may be addressed to "Eagle Scout Board of Review". Please conclude your letter with a definite recommendation: "I (do) or (do not) recommend this Scout for the Eagle Scout Award – the highest rank in Scouting." I thank you in advance for your time, effort, and interest in the development of this community's youth.

The scout will provide you an addressed and stamped envelope for your convenience. It will be addressed to one of the adult leaders in his troop to collect on behalf of the scout prior to the Board of Review. **We ask that, after sealing the envelope, you sign across the sealed edges of the envelope on the back to ensure confidentiality.**

The letter will remain sealed until opened by the members of the Board of Review on the day of the board. The scout will not see the contents of the letter, nor anyone else other than the members of the board of review. The letter will be destroyed upon completion of the Board of Review.

Yours in Scouting,

Steven Guthrie
Chair, Council Advancement Committee