INSTRUCTIONS for EAGLE SCOUT LETTER OF RECOMMENDATION

Instructions to the EAGLE CANDIDATE:

Everyone listed on your Eagle application for Requirement #2 should have agreed to write a recommendation letter. The only reference that may be omitted is "Employer" if you do not have a job.

For the "Religious" reference, the "Religious Leader" is the only acceptable writer (i.e. LDS Bishop). This would be your LDS Bishop, Priest, Minister, Rabbi, or primary clergy person of your faith. If you do not belong to a faith community, your parent must provide the religious reference letter which describes how you demonstrate your Duty to God. This method is NOT an excuse to sidestep your religious entity; you must receive written permission from the District Advancement Committee to NOT have an ecclesiastical letter submitted to an Eagle Board.

Recommendation Letters are confidential and are **NOT** to be given directly to you by the writer. You should provide your references/writers with this 2-page Recommendation set of instructions and a stamped envelope. The writer is free to use whatever format they choose (please limit your recommendation to two type written or hand written pages). LDS Bishops are required by the Utah National Parks Council to use official LDS letterhead (be it typed or handwritten).

Addressed To: Ephraim Scout Shop (Sanpete County) or the Richfield Scout Shop (Sevier/Wayne County)

Arapeen Eagle Board (Ephraim Scout Shop) BSA Arapeen District Advancement Chair Attention: **Eagle Scout Board of Review** 45 East 400 South Ephraim, UT 84627	Arapeen Eagle Board (Richfield Scout Shop) BSA Arapeen District Advancement Chair Attention: **Eagle Scout Board of Review** 95 West 100 South Richfield, UT 84701

The District Advancement Committee representative will bring recommendation letters to your Eagle Board of Review for review by board members ONLY.

Please inform your references of any deadlines for submitting your recommendation letter. Ideally, the letters should be written and sent within 2 weeks of your request to be available for your Eagle Board of Review.

Instructions to the Unit Committee:

Please note that no letters are to be sent directly to the Eagle candidate and none will be given to the Scout after the Eagle Board of Review. As to references contacted or transmission of letters – "The Scout may assist with this but that is the limit of his participation. He is not to be responsible for follow through or any other aspect of this process." [BSA Guide to Advancement 2013 – Section 9.0.1.7] other than providing the name, phone number and email address of the writer and that he has given the prospective writer notification of request for the letter of recommendation .

If you have any questions, please contact a member of the Arapeen District Advancement Committee.

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Instructions to the WRITER:

An Eagle Scout candidate must demonstrate that he lives by the principles of the Scout Oath and Law in his daily life and that he demonstrates leadership skills. This letter should be based upon your personal interaction with the Eagle Scout candidate and should take into consideration your observance of how he exemplifies the points listed in the Scout Oath and Law (listed below). ***Note: if you are the Religious reference, please write about how the Scout demonstrates his duty to God and is reverent (See 'Reverent' below).*** **Please use Organizational Letterhead.** This information will be used by the members of the Eagle Scout Board of Review to help assess the Eagle Scout candidate. Please note that the contents of this letter will NOT be shown to or discussed with the candidate or with anyone **not** a member of the Eagle Board of Review.

Thank you for your cooperation and interest in this matter of great importance to this young man.

The Scout Oath

On my Honor, I will do my best to do my duty to God and my country and to obey the Scout Law;
To help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

The Scout Law

A Scout is:
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 is faithful in his religious duties. He respects the beliefs of others.