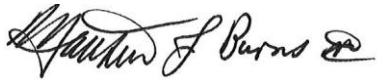


NCAC Policy on Reference Letters for Eagle Scout Boards of Review

To implement Scouting America Guide to Advancement 9.0.1.7 – References Contacted – the National Capital Area Council Advancement Committee determined that Scouts, units and districts will adhere to the following procedures:

- Units/districts should provide Life Scouts with a communication the Scout can use in requesting references.
- Units/districts must designate an adult, who is not the parent or relative of a Life Scout candidate for the rank of Eagle, that will collect, securely hold a Life Scout's reference letters and bring the letters to the Eagle Board of Review.
- The unit/district must tell Life Scouts working on Eagle the name and contact information for the adult who will receive reference letters. The unit/district also must tell the Scout their preferred method of receiving the letters.
- Council prefers that writers of reference letters mail, deliver using commercial service or hand-deliver directly to the unit/district adult collecting reference letters. Electronic submissions are allowed only if confidentiality at all stages is guaranteed. Under no circumstances should the Scout or his/her family receive, hold or deliver the completed reference letters.
- Life Scouts must identify four references on their Eagle Scout Rank Application (ESRA).
- Life Scouts are responsible for contacting the proposed references, providing them the contact information of the adult that will collect and securely hold the reference letters and encouraging the reference to promptly send the letter. Scouts are encouraged to use the communication provided by the unit/district to explain to the writer of the reference letter the purpose of the letter. The Scout also should describe the benefit of having the maximum number of reference letters at the board of review and encourage references, if they don't have the time or for any other reason might not want to write a letter, to let them know so the Scout can seek alternate references (and then update their ESRA appropriately).
- Once a District Eagle Representative has verified the ESRA, the Life Scout is responsible for staying in contact with the unit/district adult who is responsible for collecting the letters to understand how many have been received. The Scout is responsible, where any reference letters are outstanding, for following up with the references to encourage their writing/sending the letter promptly. Scouts should follow up multiple times to increase the probability that the unit/district will receive the maximum number of reference letters before their board of review.

- There is no minimum number of reference letters required (Guide to Advancement 9.0.1.7). If the Scout chooses to go forward even though not all reference letters have been received, the board may ask the Scout about their efforts to obtain letters but may not deny advancement based only on a lack of references.
- After a board of review, the unit/district must securely hold the reference letters. Once a Scout's promotion to Eagle has been confirmed by the national office and transmitted to the local council, the letters must be destroyed. In the case of a negative decision and/or appeal, the letters must be preserved until the appeals process has been completed or the Scout's promotion to Eagle has been confirmed at which time the letters must be destroyed.
- The responses must not to be viewed by, read to, or returned to the Scout and/or his/her relatives.



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