



BOY SCOUTS OF AMERICA

Troop 31  
Boy Scouts of America  
St. George's Church  
Nashville, TN 37205

**CONFIDENTIAL**  
**EAGLE SCOUT REFERENCE**

*The Eagle Candidate is not to take possession of this letter after it is written.*

FOR: \_\_\_\_\_

FROM: \_\_\_\_\_

**SAMPLE ONLY**

**ATTN:**

**Michael K. Stagg**

**Troop 31 Eagle Advisor**

**Waller Lansden Dortch & Davis, LLP**

**511 Union Street, Suite 2700**

**Nashville, TN 37219**



**BOY SCOUTS OF AMERICA**  
**Troop 31, Nashville, TN**

## Eagle Scout Letter of Recommendation

(Attach this page to the Letter of Recommendation)

**Instructions to Scout:** *Everyone you listed on your Eagle application in requirement #2 should write a recommendation letter. The Letter of Recommendation is confidential and is not to be returned directly to you. It should be sent or delivered in a sealed envelope with your name to your Troop 31 Eagle Advisor, Mr. Darrin Yappen, the person designated to collect Eagle recommendation letters and to hold with all your other letters until your Eagle Court of Honor.*

**Instructions to Recommendation Writer:** *This letter of recommendation 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 below in the Scout Oath and the Scout Law. Please address and send your letter to Mr. Darrin Yappen, the Troop31 Eagle Advisor, designated on the pre-addressed envelope template above for your convenience. **The letter should not be given to the Scout.** If you would like the Scout to have this letter after the Eagle Board of Review, you can check the box below and it will be returned to him after his Eagle Board of Review. Thank you for taking time to write this letter.*

*Checking this box indicates my permission to return this letter to the Scout after his Board of Review.*

Eagle Candidate's Name: \_\_\_\_\_

Your relationship: \_\_\_\_\_

Length of time you have known the candidate: \_\_\_\_\_

Letter of recommendation is attached

**SAMPLE ONLY**

\_\_\_\_\_  
*My Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*telephone/email*



## 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.



SAMPLE ONLY

# Eagle Scout Letter of Recommendation

An Eagle Scout candidate must demonstrate that he lives by the principles of the Scout Oath, and Law in his daily life. In this regard, the candidate has indicated that you know him personally, and that you would be willing to provide a letter of recommendation on his behalf. Below are some easy guidelines for writing a letter of recommendation. In addition, please reference these Scout Laws above when describing your knowledge of the Scout.

## Guidelines

Write using your professional letterhead if possible.

Explain how you know the applicant. How long, and in what capacity.

State your own qualifications. Why should the reader be interested in your recommendation?

Describe your relationship to the Eagle Scout Candidate.

Provide examples of how the Eagle Candidate has contributed to his community or school.

Provide examples of how the Eagle Scout Candidate has demonstrated leadership.

State how you are a witness to the Eagle Scout Candidate's character and how he lives the Scout Oath and Scout Law in his everyday life.

State why he is worthy of the Eagle Scout rank.

List the applicant's exceptional qualities and skills, academic, reliability, analytical ability, etc.

When appropriate, use effective phrases to describe the Scout.

Give your value judgment of the applicant and his qualifications and potential. Omit weaknesses. If you can't write a positive letter of recommendation, you should respectfully decline in the first place.

Don't be too brief. But be succinct. Make every word count.

List your contact information if you are willing to receive follow-up correspondence.

## Effective Phrases (examples)

There are literally thousands of effective phrases which may be used when writing letters of recommendations. The following are only a few examples.

### Creativity

- *Excels in developing new perspectives*
- *Demonstrates a high degree of originality and creativity*
- *Able to develop creative solutions to challenging problems*

### Personal Qualities

- *Displays strong moral character*
- *Displays impeccable honesty*
- *Recognizes and accepts personal assets and liabilities*
- *Is warm and genuine, and sincere*
- *Possesses many values personal and character traits*

### Quality of work

- *Demonstrates accuracy, thoroughness and orderliness in performing work assignments*
- *Performs with unusual accuracy, thoroughness, and effectiveness*
- *Achieves the highest standard of excellence*
- *Displays pride in work*

SAMPLE ONLY

## Format for Letters of Recommendations

(today's date)

### **Your Information**

Full Name  
Title (if applicable)  
Address  
City, State, Zip Code

**SAMPLE ONLY**

### **Salutation:**

Dear Mr. Michael K. Stagg,

### **First Paragraph:**

The first paragraph should state whom you are writing the letter for. It should also note you only recommend individuals whom you feel are well suited to achieve the rank of Eagle Scout. Also mention that you only write recommendations for a very small select group of individuals, who have a proven track record. State your title and your credentials, as well as your subject area of knowledge.

### **Middle Paragraph:**

Describe here in detail why you are recommending the individual. Include examples of the individuals' knowledge, personal traits, or Scouting experience. Also, describe how you met/know the individual, and how they impressed you enough to write a letter of recommendation.

### **Final Paragraph:**

Summarize here why the individual is being recommended. Also state how your recommendation will be an asset to the Scouting organization. Specifically state that you hope they will accept your recommendation, and if they have any questions to feel free to contact you.

### **Complimentary Close:**

Sincerely yours,

Signature

Handwritten Signature  
Your Name  
Your Title