



BOY SCOUTS OF AMERICA®

LONGHOUSE COUNCIL

EAGLE APPLICATION - Reference Letter Policy

To create a measure of consistency throughout the Council, the following procedure shall be used for Eagle Scout Reference Letters, in accordance with the BSA “Guide to Advancement”, latest edition (Section 9, Article 9.0.1.7.):

1. Reference letters are the typical means used to provide a recommendation in Longhouse Council;
2. Each Eagle candidate should contact individuals who know him/her personally and ask for a reference;
3. Each Reference Letter shall be addressed as follows: “(Onondaga/Oneida/etc.) District Eagle Board of Review”;
4. The Scout shall provide each reference individual with a pre-addressed envelope and a copy of this Policy. The return address on the envelope should be that of the reference. The Scout may also attach a form that can be used by the reference in completing their written reference document.
 - a. For those Scouts in Oneida and Onondaga Districts, the envelope should be stamped and pre-addressed, as follows:
Longhouse Council, BSA
Attention: (select: Onondaga or Oneida) District Advancement Committee
Privileged and Confidential
2803 Brewerton Road
Syracuse, NY 13211
 - b. For those Scouts in Cayuga, Interlakes, Northern Lights, Ontario and Tri-Rivers Districts, the envelope should be stamped and pre-addressed to the specific District Advancement Chair’s home address, as follows:
Longhouse Council, BSA
Attention: (select: Cayuga/Interlakes/Tri-Rivers/Northern Lights/Ontario) District Advancement Committee
Privileged and Confidential
(mailing address)
(city/town), NY 13xxx (the address will be provided by District personnel)
 - c. In all Districts, the Scout should label the following on the back side of each envelope, at the top:
“For Scout: (name), Troop (number)”;
5. The “Privileged and Confidential” envelopes which are sent to Council shall **NOT** be opened by Council, and will be attached to the Scout’s Eagle Application;
6. The reference letter envelopes shall only be opened by the Eagle Board of Review Chair, as appropriate;
7. Upon successful completion of the Scout’s Eagle Board of Review (EBOR), all letters shall be destroyed by the District Advancement Committee, and **NOT** be returned to Council. In the event there are issues with the EBOR and the Scout is not recommended for Eagle, the EBOR Chair shall maintain confidentiality of the letters until all issues are resolved, and then destroy them;
8. Under no circumstance shall the letters, or any copy, be offered or provided to the Scout at any time;
9. Electronic submissions (*i.e.* emails and facsimiles [faxes]) of reference letters shall not be sent to Council. Confidential emails may be sent only to Advancement Chairs or Eagle Board Chairs with their permission; and
10. To avoid issues at Council, the reference letter writer shall not include any payment (check, money order, cash, etc.) for any reason in the reference letter envelope.