



Glacier's Edge Council (620), BSA Advancement Committee

- ♣ Indian Trails
- ♣ Mohawk
- ♣ Wisconsin River
- ♣ Yahara

Eagle Reference Letter Process:

The Unit Committee Chair, Unit Advancement Coordinator or other Unit designated member of the Eagle Board of Review (BOR) are delegated responsibility for securing references on behalf of the Glacier's Edge Council Advancement Committee in accordance with 9.0.1.7 of the BSA *Guide to Advancement*.

References should not be sent to the Scoutmaster since they may not serve as a member of the Board.

Reference requests may be made by mail or email.

- An [Eagle Reference Request Letter Template](https://www.glaciersedge.org/eagle-rank-resources/) is available on the Council advancement resources website: <https://www.glaciersedge.org/eagle-rank-resources/>.
- The Eagle Scout Candidate may assist the designated Unit representative (Committee Chair, Advancement Coordinator, or Unit designated member of the Eagle BOR) in preparing reference letter requests including Date, Address and Sign copies of the Eagle Reference Request Letter to send (via mail or email) to each Reference listed on their Eagle Scout Rank Application; however, *this activity is not part of the Eagle Rank requirements; therefore, must not be required of the Eagle Scout Candidate.*
- A deadline for returning the reference must be included in the Eagle Reference Request Letter (not less than two weeks from the request date is recommended).
- If mailed, enclose a stamped, return envelope addressed to the designated Unit representative (Committee Chair, Advancement Coordinator, or Unit designated member of the Eagle BOR) in accordance with Unit practices and on the back side write on the flap:
"Eagle Reference Letter, Hold for Board of Review"
- If emailed, provide directions for returning the reference either by mail following the same directions as above for mailed requests (preferred), or by email (discouraged) ONLY to the email address for either the Unit Committee Chair, Unit Advancement Coordinator or Unit designated member of the Eagle BOR. *Sending references to the Scoutmaster is not appropriate.*
- Mail or email the request letters.
- The Board of Review may not be delayed due to waiting on references.
- The Scout shall not be asked to submit additional references or to provide replacements.

Reference response letters/emails (or any other format) are CONFIDENTIAL and the exclusive property of the Council (see *Guide to Advancement*, 9.0.1.7).

Reference responses returned by mail (or hand delivered in a sealed envelope) should be collected by the designated unit representative (Unit Committee Chair, Unit Advancement Coordinator, or Unit Designated Eagle Board of Review coordinator) to whom they were addressed and delivered UNOPENED to the Board of Review.

Reference responses returned by email MUST be maintained as CONFIDENTIAL and should be printed and delivered confidentially to the Board of Review. *To maintain confidentiality, all electronic copies must be deleted entirely and permanently (including removal from electronic*

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trash folders) immediately upon completion of the Board of Review (preferably immediately after printing for the Board of Review). Do not forward any reference responses received by email.

Only members of the assembled Board are authorized to review the reference responses.

The District/Council Eagle Representative participating in the Eagle Board of Review will open the reference responses so they can be considered by the Board without the Scout being present.

Reference responses shall not be directly shared with the Eagle Candidate. The content may be summarized in the context of asking the Scout about anything cited in the reference letter(s) during the Board of Review

The District/Council Eagle Representative is responsible for collecting all reference responses with the Council paperwork at the conclusion of the Board of Review.

- The reference responses shall be shredded to preserve confidentiality, unless the outcome of the Board of Review is subject to appeal, in which case the references are preserved with all the other documentation until the final appeal process is concluded.

The designated Unit representative (Committee Chair, Advancement Coordinator, or Unit designated member of the Eagle BOR) is responsible for ensuring any and all electronic copies of reference responses are deleted entirely and permanently.

