

# Instructions to Scout



Choose references carefully. A good reference is someone who knows you well, can speak to your character, and will complete the recommendation promptly. You want someone who answers “yes” enthusiastically when you ask.

Use the most appropriate communication channel. Does the other person (not you) prefer email, text, phone call, in person...? Using their preferred method of communication is courteous and will enhance your chances of getting a good recommendation.

Start early. Soliciting references does not have to be the last requirement you complete – and in fact should not be. You can start soliciting months before you anticipate having your Eagle board of review.

Make it easy for them. Provide your potential reference with:

-  Thanks for their time, even if they are not able to help you.
-  Explanation of what the recommendation is for, and how it will help you.
-  Reminders of your joint interactions, and how they affected you.
-  Instructions on how and where to submit their recommendation, and a form if your council provides one. Include details on deadlines or any other timing issues.

Councils may want to prepare a template document for Scouts to give to potential references, especially ones who are not familiar with Scouting America. This document should include information such as:

-  Thank you for agreeing to help this Scout.
-  BSA’s mission: To prepare young people to make ethical and moral choices over their lifetimes.
-  Scout Oath
-  Scout Law
-  Ask the reference to share their perspective on how the Scout has internalized the values of the Scout Oath and Law, and demonstrated them in their daily life.
-  How to submit the letter (online form, email, hand-delivered in sealed envelope) and to whom (to Scout, Scoutmaster, council/district volunteer...)
-  Inform the reference that letters will be destroyed after the Board of Review, and will never be shared with the Scout or their family.