

Occoneechee Council Eagle Scout Letters of Recommendation Instructions and Worksheet for Eagle Candidates.



Instructions to Scout: You must list six references on your Eagle Scout Rank Application (five if you have no employer. You should list a parent or legal guardian a second time on the religious reference line if you have no organized religious association). Use this worksheet to gather all the necessary information before you begin. You are required to obtain each reference's approval to list him / her on the Eagle Scout application, and to confirm that each will provide a reference for you. Having received their approval to list your references, gather the required information below. Once you have done so, **create your account** on <http://www.eaglerefs.org/signup>, then login, and enter the reference information. Once entered, the EagleRefs.Org tool will email instructions to your listed references. You must not be involved personally in transmitting any correspondence between persons listed as references and the Council service center. If the initial reference request is not returned to the Council in a timely manner, the Council advancement committee will make direct contact with the reference(s) on its own, by follow-up letter, phone contact, or other methods as it chooses. All references listed on your [Eagle application](#) shall be legible, neatly printed or typed.

The EagleRefs web tool, will assist you in completing Eagle Req. two. Use this tool after reaching the rank of Life Scout. 1. [Gather Data](#) 2. [Create Account](#) 3. [Login and enter reference data](#).

Before logging into www.eaglerefs.org/login, you must gather all the information requested below. On your Honor as a Scout, you shall not enter reference information into the EagleRefs tool, unless you have first requested and received approval from each reference writer. Your reference will be asked if you received their permission. Assure your reference writers they will receive an email with instructions from the EagleRefs service where they can provide their confidential references to the District Eagle Board of Review.

1. Parental reference: Name: _____

Address: _____ City: _____

State: _____ ZipCode: _____ Contact Phone w/Area Code: _____

Email Address: _____

2. Religious reference: Name: _____

Address: _____ City: _____

State: _____ ZipCode: _____ Contact Phone w/Area Code: _____

Email Address: _____

3. **Educational reference:** Name: _____

Address: _____ City: _____

State: _____ ZipCode: _____ Contact Phone w/Area Code: _____

Email Address: _____

4. **Employer reference:** Name: _____

Address: _____ City: _____

State: _____ ZipCode: _____ Contact Phone w/Area Code: _____

Email Address: _____

5. **Other1 reference:** Name: _____

Address: _____ City: _____

State: _____ ZipCode: _____ Contact Phone w/Area Code: _____

Email Address: _____

6. **Other2 reference:** Name: _____

Address: _____ City: _____

State: _____ ZipCode: _____ Contact Phone w/Area Code: _____

Email Address: _____

Your Full Legal Name: _____

Your Troop, Crew, or Team Number: _____ District Name: _____

You (or your parents) Email Address: _____

Your BSA ID number (on your membership card, 9 digits): _____

Step 2:

Once you have gathered all information above, **create your account** on: <http://www.eaglerefs.org/signup> and enter all gathered data for each reference. You can monitor the receipt of each reference by logging back into the site periodically. Copy this information to your [Eagle application](#). The reference information **shall be** neat and legible on the application.