

# 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. You are required to obtain each reference's approval to list them on the Eagle Scout application, and confirm that each will provide a reference for you. As you receive their approval to list them as your references, **create your account** on <http://www.eaglerefs.org/signup>, then login, and enter the reference information. Once entered, the EagleRefs.Org service 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 their initial reference request is not returned to the Council in a timely manner, the Council advancement committee representative 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.  
**NOTE:** Use EagleRefs service **also** to register your Eagle project, with total hours and a single uploaded photo that best shows the result of your project final result.

The EagleRefs tool, will assist you in completing Eagle requirement 2. Use this tool within six months of your Eagle board of review. 1. [Gather Data](#) 2. [Create Account](#) 3. [Enter reference names, as you get their permission to do so, from each writer.](#) No need to wait for all writer names, enter them as you confirm them.

Before logging into [www.eaglerefs.org/login](http://www.eaglerefs.org/login), you should gather *most* of 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. You should request your reference letters **within six months** of your Eagle board of review. Your references 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. You may optionally also list secondary references for each type reference, within the EagleRefs service.

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.

**Step 3: IMPORTANT**

Once you have completed your Eagle project, log back into EagleRefs and complete your Project Registration. You will need one digital photo, that best represents the final result of your work. The digital photo should be either in the JPG or the PNG format.