BOY SCOUTS OF AMERICA®
ALAMO AREA COUNCIL

RETURN ENVELOPE FOR REFERENCE LETTERS

The following is an example of how to address envelopes for the Eagle Candidate's confidential reference letters - Requirement 2 on the Eagle Application.

Person providing the reference Address City, State Zip code	Stamp

Name , SM Troop _____
Address
City, State Zip code

Confidential Eagle Reference for: *Eagle Candidate's Name*

(Letters must arrive a the Eagle Board of Review unopened and in their original seal)

The Eagle Candidate should **provide a pre-addressed, stamped envelope and the form CONFIDENTIAL EAGLE REFERENCE** to each person providing a reference letter.

It will also help if your Unit Leader is aware of the reference letters in advance in order to avoid accidental opening of the envelope.

Reference letters are included with your paperwork when your Unit Leader turns it in at the council service center. The letters should be banded together and in their original seal.**Or** The reference letters can be brought to the Board of Review by your Unit Leader.

These letters are intended for the District Board of Review and should be opened by the District board members **ONLY!**

1. For reasons of privacy, electronic submissions are discouraged. Signatures are required by the individuals writing the recommendations.

2. Completed reference responses are the property of the council and are confidential, and only review board members may see them. The responses are not to be viewed by or returned to the Scout. Those providing references shall not be given the option of waiving confidentially.

3. Once a review has been held or an appeal process conducted all letters shall be returned to the council where they will be destroyed after the Eagle credentials are released or the appeal is concluded.

10/10/12