## **Letters of Reference Policy and Guidelines**

The "Guide to Advancement" includes the following statements in regards to obtaining statements from these references.

"Council advancement committee members—or others designated—contact the references appearing on the Eagle Scout application. This may be done by letter, form, or phone call. For reasons of privacy and confidentiality, electronic submissions are discouraged. It is acceptable to send or deliver to the references an addressed envelope with instructions, and perhaps a form to complete. The council determines methods of contact."

Completed reference responses of any kind are the property of the council and are confidential, and only review-board members and those officials with a specific need may see them. The responses are not to be viewed by, or returned to, the Scout. Doing so could discourage the submission of negative information. For the same reason, those providing references shall not be given the option of waiving confidentiality. Once a review has been held, or an appeal process conducted, responses shall be returned to the council, where they will be destroyed after the Eagle Scout credentials are released or the appeal is concluded."

Mecklenburg County Council has determined that the method of contact will be in the form of a "Letter of Reference" and has designated this responsibility to the Unit. A suggested sample form can be found on the Council's Website under the Resources Tab, then Eagle Forms. The Unit, with help from the Scout, should request a "Letter of Reference" from the same individuals listed on the Eagle Application and ask that the letter be returned to a member of the Unit in a sealed envelope. These envelopes should remain sealed and submitted with the Scout's Eagle Application. Any unsealed "Letters of Reference" will be disregarded by the Scout Office as unacceptable and the Unit advised of the proper procedure. The District Advancement Coordinator or District Representative participating in the Eagle Board of Review will reinforce the need to follow proper procedures and will attempt to verbally contact references whose sealed letters were not received.