



1/23/2009

Dear Life Scout,

Congratulations! We are please that you are moving forward along the Eagle Trail.

This *Life to Eagle Packet* contains the following information:

Life to Eagle Process Outline
Eagle Scout Leadership Service Project FAQ & Basics
Eagle Scout Application Instructions
Six Eagle Candidate Recommendation forms
Eagle Scout Leadership Service Project Workbook - BSA form 18-927
Eagle Scout Rank Application - BSA form 58-728

Please review these forms. If you have any questions, ask myself or any of your Scout Leaders.

Requirement #2 of the *Eagle Scout Rank Application* requires that you provide names of individuals who would be willing to provide a recommendation on your behalf. Ask at least six of these individuals, who are not related to you, to review and use the *Eagle Candidate Recommendation* form to write a letter and mail it to the Troop committee chairperson. These completed forms will be provided to your Eagle Board of Review Committee.

Relevant web sites that may be of help during your research:

Eagle Scout.Org: <http://www.eaglescout.org/>
Eagle Scout Leadership Service Project Planning Guide:
<http://www.flash.net/~smithrc/eagleprj.htm>
Eagle Scout Service Project: <http://www.nesa.org/trail/index.html>
Four Steps to Planning and Completing Your Eagle Scout Leadership Service Project:
<http://www.troop157.org/Four%20Easy%20Steps%20to%20Completing%20Eagle%20Service%20Project.htm>

Best Wishes as you enter this exciting phase of your advancement.

Yours in Scouting,

Jack Smith
Troop 935

Life to Eagle Process Outline

- Earn Life & receive Eagle Packet
- Review Eagle Project Workbook:
 - Pick an Eagle Project and write up a detailed description of the project. Scout should be working with an adult from the troop who will guide him through the process. The project needs to satisfy and be approved by the following, in this order from first to last: Benefiting Organization, Scoutmaster, Troop Committee, and District Advancement Chairperson. Use the included information to guide you through this Eagle Project process. A basic summary includes:
 - Perform Eagle Project
 - Encourage troop participation and discourage parent participation. This is your eagle project, not your parent's.
 - Encourage picture taking before, during, and after the Eagle Project process.
 - Document every part of the process from the first time the idea crosses your mind through to the final write-up.
 - Finish Eagle Project:
 - Write up project ASAP. Do not wait, it can take months to get the motivation back and critical information will be forgotten.
 - Get a letter from Benefiting Organization receiving the project stating that it is complete.
- Finish all Merit Badges
- Scout is to *hand-deliver and hand-retrieve* completed Eagle Application to:
 - Troop Advancement Chairperson to check for correct names and dates of Merit Badges and rank advancement. Chairperson is to confirm records from Council, then return to Scout (plan on up to two weeks).
 - Scoutmaster for the Scoutmaster's Conference. If successful, Scoutmaster is to sign Eagle Application (plan about a week).
 - Troop Committee Chairperson for Board of Review. If successful, Committee Chairperson is to sign Eagle Application (plan about a week).
 - Buckeye Council Service Center to check on Merit Badge and Merit Badges and receive Council approval of records on application (plan on up to a month).
- Reference letters:
 - Deliver letters to up to six people listed as references on the Eagle Application. Include stamped and addressed envelopes to be mailed to the Troop Committee Chairperson (You will need to request address for them to be mailed).
 - Letters are to be delivered to and opened only by the Troop Committee Chairperson. The Chairperson will then deliver the letters to the Buckeye Council Service Center. The letters are property of Boy Scouts of America and the Scout will never see the letters.
 - As many letters are listed on the application MUST be turned in. The Eagle Application will not be accepted at Council if these numbers do not match.
 - Other than parents, family relations are not acceptable references.
 - It is strongly urged that the Scout obtain a reference letter from a clergyman that knows the Scout enough to offer a reference.
- Council Board of Review:
 - Composition:
 - Three to six adults
 - The Council selects board members.

- Scoutmasters and/or Assistants may be present to introduce the Eagle candidate and answer questions directly asked from the Board, but may not participate in any questions of the Scout or voting.
- Completion:
 - Notify Scout of Board's findings and explain approval or appeal process as applicable.
 - Obtain all required signatures
 - Submission to Council:
 - Eagle Workbook
 - Complete project write-up, complete with pictures, journal, and signed documents.
 - Eagle application completely filled out (original only)
 - Letters of reference.
- Council submits package to national BSA. Plan on eight to twelve weeks to receive materials back from national. Wait until the paperwork is returned from national to schedule the Eagle Court of Honor.

Eagle Scout Leadership Service Project

Frequently Asked Questions

Can my parents (family) help me with the project? *Absolutely! Your parents, your family, your neighbors, your Troop, the Fire Department, the hardware store, the library are all resources. The task of a resource is to be just that, a resource to you. There is no limit to the number or kind of resources you may use. Your job is to use your resources wisely in the organization, planning, and completion of your project. Just remember - it is YOUR project - not your parents.*

I have been told that my project must benefit my sponsoring institution? *Requirements mention specifically who cannot benefit from your project and what kinds of projects are unacceptable. Requirements do not stipulate who should receive the benefit of your project. A project to the benefit of your Troop sponsoring organization is a wonderful way to thank them for their support. Many other organizations within your community offer support for you, your family and your Troop. Undoubtedly, each could benefit from an Eagle project.*

A couple of us want to do different sections of the same project or related projects? *No. An Eagle project is an individual effort; to be planned, organized and completed by a Life Scout as a requirement for the rank of Eagle. Your Troop will probably credit the hours other Scouts spend helping on your project to their individual community service requirements.*

Must materials be donated or can I buy some of them? *Planning, cost, delivery, and handling of materials is part of the organization and leadership of your project. Although not specifically prohibited, withdrawing funds from your bank account or having Mom and Dad pay for the project does not show much planning, organization or leadership to those who must approve your project. Many times the benefiting organization will be able to assist you in this area.*

With good weather this weekend, can I get started while I wait for District approval? *No. The benefiting organization, your Troop committee, Your Troop leader and the District must each review, and approve (by signature) your project packet before the project can start. If you have a specific date requirement, you must allow plenty of time to get these approvals. The District will not approve a project that does not meet the minimum requirements, or which has already begun.*

The local Park has pre-approved projects, what else do I have to do? *There is no such thing as a pre-approved Eagle project. Before you get too involved, seek advice from your Troop Leader to verify the project meets the minimum requirements. A local organization may have a number of projects that they would like performed. Some of these may qualify as Eagle projects, but the Eagle candidate needs to create a project proposal and present it for approvals first.*

The camping store wants a Scouting display in their front window, would that qualify as an Eagle project? *Requirements stipulate an Eagle project cannot specifically benefit a commercial business or the Boy Scouts of America. Work with your Eagle advisor to avoid problems.*

Summary: *You have plenty of people around you that can guide you through this process. PLEASE do not try and do it all alone or do anything without getting proper approvals first.*

The Basics

The Eagle Leadership Service Project:

- must allow you to demonstrate leadership & organizational skills
- is personal - only 1 candidate can get credit for an Eagle project
- must be much more of a challenge than an average merit badge
- must be planned, developed, & carried through to completion by you
- must be more than a labor project
- no minimum/maximum number of hours required
- no minimum/maximum number of helpers required
- must benefit your community (religious group, school or other organization)
- is not required to be original
- may include a fundraiser but may not be a fundraiser as the central theme
- may not benefit council property or other BSA activities
- may not be performed for a business
- must be completed prior to candidates 18th birthday
- requires project workbook #18-927A
- requires approvals before starting

Project Approval Requires:

Project Workbook - Page 5

- Concept Description
- Beneficiary
- Description of the benefit of the proposed project concept
- Date when concept was discussed with unit leader
- Beneficiary Representative Name & Date concept was discussed
- Beneficiary Representative Title & Phone Number

Project Workbook - Page 6

- Project details
- Include as many detail pages as necessary to explain project
- 'Before' Photographs - a picture is worth 1000 words
- Beneficiary signature of approval of project
- Unit leader signature of approval of project
- Unit committee signature of approval of project
- District Advancement signature of approval of project

District Advancement will be looking for:

- Scope of project meets National Standards
- Eagle Candidate using workbook # 18-927A
- Clear and organized presentation of project proposal
- All required signatures of approval & dates are present
- Project procedures, timeline, and steps are included
- Project Helpers: number of adults, Scouts & others are listed
- Minimum required and maximum expected
- What will you do if minimum is not available?
- How do you plan to use/structure your labor force?
- Project safety considerations are covered, such as:
 - Underground or overhead utilities
 - Use of Power & hand tools
 - Helper training requirements

- Public Safety concerns
- Special Considerations
- Working drawings or photographs are included to help present the project
- Adequate explanation of project plan and procedures
- Project material requirements
- List of materials
- Costs & Acquisition
- Weathers related concerns
- Personal considerations
- Food
- Personal Gear

Eagle Scout Application Instructions

Before you start, make a copy of the application or print out application from Troop 935 web site (save the original for the final copy!!). Use the copy as a rough draft to verify data is available and determine if data will fit in spaces allotted. All data fields are required unless otherwise noted. Go through the application and answer everything in pencil. Refer to recent advancement records and use exact and official dates where any date is asked.

Final copy: print in ink or type all information. If you plan to print, have someone with good handwriting skills complete the final application. If you plan to type, it is very difficult to line up on Date boxes. This form MUST be used - not a photocopy or one printed from the internet.

Front of Application

For Council Use Only box, for council use only, make no marks in this area.

- A. *List Your Full Legal Name (of Eagle Applicant)* This is used to print the Eagle certificate, so DO NOT USE NICKNAMES. Beginning in the 1st space write the Eagle Applicant's first name, skip a space, write the full middle name, skip a space, and write last name. If a suffix applies (example: Jr, III), then skip a space after the end of the last name, and write in suffix.
- B. (Eagle Applicant's) *Social Security Number*
- C. (Eagle Applicant's) *Street Address*
- D. (Eagle Applicant's) *City, State, Zip*
- E. (Eagle Applicant's) *Phone (including area code):* starting with area code
- F. *Troop Local No.:* the Eagle Applicant's unit number, example: Troop 935
- G. (Unit Charter Organization's) *City, State, Zip*
- H. *Date (Eagle Applicant) Joined a Boy Scout Troop:* MM DD YY format, example: July 8, 2001 would show as: | 0 | 7 | 0 | 8 | 0 | 1 |
- I. *Date became a Varsity Scout:* leave blank if not applicable
- J. *Date became a Venturer:* leave blank if not applicable
- K. *Date of First Class Scout board of review:* use unit advancement records date
- L. *Date of Star Scout board of review:* use unit advancement records date
- M. *Were you a Cub Scout?* if yes - check *Yes*, if no - check *No*
- I. *Were you a Webelos Scout?* if yes - check *Yes*, if no - check *No*
- J. *Did you earn the Arrow of Light Award?* if yes - check *Yes*, if no - check *No*
- K. *Had you completed 5th grade upon joining?* if yes - check *Yes*, if no - check *No*
- L. *Date of Birth* of Eagle Applicant
- M. *Requirement 1. Date of Life Scout board of review* of Eagle Applicant
- N. *Requirement 2.* List the six different references the Eagle Applicant asked to write and mail references, including area code with phone numbers
 - *Parents/guardians.* Write address & phone number even if they are the same as the Eagle Applicant
 - *Religious;* Minister, Sunday School Teacher, Parishioner, etc
 - *Educational;* Principal, Teacher, Librarian, etc
 - *Employer (if any);* If applicable, may be current or former employer, preferably the owner, supervisor, or employer assigned designee; leave blank if not applicable
 - *Two other references;* Adult members of the community: neighbors, civic leaders, business persons, or other adult people who know the Eagle Applicant, but not the same people as already listed.
- O. *Requirement 3. Earn a total of 21 Merit Badges....*

- *Date Earned:* MM DD YY format, example: July 8, 2001 would show as:
| 0 | 7 | 0 | 8 | 0 | 1 |
- Validate dates from the Eagle Applicant's unit advancement records
- *Unit No.:* Unit Number where applicant was registered when merit badge was earned, example: T935
 - *6 *Emergency Prepared-ness or Life(saving)*
 - If earned one, circle the selection and
 - for that merit badge, enter *Date Earned & Unit No.*
 - cross out the merit badge not being used for #6
 - If earned both, circle one or the other and
 - for that merit badge, enter *Date Earned & Unit No.*
 - cross out the other merit badge not being used for #6
 - The other merit badge may used as an elective and listed between 13 & 21
 - *7 *Cycling or Hiking or Swimming*
 - If earned one, circle the selection and
 - for that merit badge, enter *Date Earned & Unit No.*
 - cross out the merit badge not being used for #9
 - If earned two of the three, circle one and
 - for that merit badge, enter *Date Earned & Unit No.*
 - cross out the two merit badges not being used for #9
 - The other merit badge may used as an elective and listed between 13 & 21
 - If earned all three, circle one and
 - for that merit badge, enter *Date Earned & Unit No.*
 - cross out the two merit badges not being used for #9
 - The other two merit badges may used as electives and listed between 13 & 21

Back of Application

- P. *Date of Life Scout board of review:* Must be same as Date of Life Scout board of review of Eagle Applicant listed on front of application.
- Q. *Requirement 4. While a Life Scout...* Leadership Position(s) served only after Life board of review. Serving 2 positions during the same 3 months period does not satisfy the requirement. Do not enter any Leadership position that ended before Life board of review.
- If the Applicant still holds the Leadership position then enter the Eagle board of review date in the *TO* box
 - If the position began before Life board of review then enter the position start date in the *FRO(M)* box
 - If the position is less than 6 months then enter the second Leadership position served on the second position line and enter the dates served in the *FRO(M)* and *TO* boxes
 - If 3 or more Leadership positions are required to satisfy this requirement then include an additional page of explanation including dates in same format
- R. *Requirement 5. Date project was completed;* Enter Scoutmaster date from Approvals for Completed Project page 8 of Project Workbook. This must be dated after Life board of review and before Eagle board of review.
- S. *Requirement 6. Date conference was held;* Scoutmaster conference must be dated after Life board of review and before Eagle board of review. Attach the Statement of Ambitions and Life Purpose.

- T. *Certification of Applicant;* Applicant signature attests that all requirements were completed prior to 18th birthday, use current date, which must be dated after Life board of review and before Eagle board of review.
- U. *Unit Approval;*
- *Signature of unit leader* and attests that all requirements were completed prior to applicant's 18th birthday. Date Unit Leader signed this application, must be dated after Life board of review and before Eagle board of review.
 - *Signature of Committee Chair* Date Unit Chairperson signed this application, must be dated after Life board of review and before Eagle board of review
- V. *BSA Local Council Certification;* confirming all dates listed are correct according to council records. For council use only, make no marks in this area.
- W. *Actions By Eagle Scout Board Of Review;* For council use only, make no marks in this area.

Now, go back and *carefully* double check ALL information. Have a parent double check it for you. Specifically look for proper sequencing of dates, such as:

- Verify that listed merit badges show dates after Date Joined a Boy Scout Troop
- Verify that listed merit badges show dates after Applicant completed Scout requirements
- To advance to the Star rank, a First Class Scout must earn 4 Eagle and 2 other merit badges. Therefore, a minimum of six (6) merit badges listed on this application must have been earned prior to, or on the same date as the Star Scout board of review. Four (4) of the six (6) must be listed as Eagle Required. At least two (2) additional merit badges, either Eagle required or electives, must have been earned prior to, or on the same date as the Star Board of Review.
- To advance to the Life rank, a Start Scout must earn 3 Eagle and any 2 additional merit badges. Therefore, a minimum of eleven (11) merit badges listed on this application must have been earned prior to, or on the same date as the Life Scout board of review. Seven (7) of the eleven (11) must be listed as Eagle Required. At least four (4) additional merit badges, either Eagle required or electives, must have been earned prior to, or on the same date as the Life Board of Review.

After unit advancement records have verified all this information, copy information onto a clean, blank application and store the application in a file folder to keep from getting damaged. *Hand carry* the application to needed individuals to get necessary signatures. Make sure the application is returned TO YOU. After all of this is completed, make a second copy of the complete package. *Hand deliver* this application to Buckeye Council Service Center, bring along your second copy and have the person accepting the original package initial and date the copy set acknowledging that the original package was received.

Eagle Scout Applicant Recommendation

Parents:

An Eagle Scout is expected to be participating in his home, school, church, and community. Before approving this Award, we would like for have a frank appraisal in a separate personal letter, from you regarding your son, who has made application to Troop 935, the Buckeye Council, Boy Scouts of America, for the Eagle Scout Award.

The following are some guidelines that may help you in writing your letter:

We would like to know if you feel that he has lived up to the principles of the Scout Oath and Law. We would particularly like your appraisal of this, as related to his life at home.

We would appreciate it if you would put your reply in the form of a letter addresses to the Eagle Scout's Troop Board of Review Chairman. The following questions would be answered as you write the recommendation:

- Does he have regular "chores" around the home? If so, does he do them without constant pushing and supervision?
- Is he helpful to you, his parents, and other family members?
- Does he take care of the things that belong to him?
- Is he dependable? Does he carry through his responsibilities, and do what he says he will do?
- Does he respect the rights and properties of others? Is he a good "team" worker?
- Does he attempt (in part at least) to earn his own way? Is he thrifty?
- What is his attitude towards younger brothers and sisters (if there are any)?

Your reply will be given careful consideration at his Eagle Interview, which will be held upon receipt of your reply, along with statements from others who were given as references.

Your suggestions and recommendations will be appreciated. Please send your letter to the Chairman of the Committee of Troop 935 in the stamped and addresses envelope supplied by the Eagle Applicant.

Sincerely,

Kevin Irwin
Troop Committee Chairman,
Troop 935

Eagle Scout Applicant Recommendation

Clergyman:

An Eagle Scout is expected to be participating in his home, school, church, and community. Before approving this Award, we would like for have a frank appraisal in a separate personal letter, from you regarding

_____,
who has made application to Troop 935, the Buckeye Council, Boy Scouts of America, for the Eagle Scout Award, and has given your name as a reference.

The following are some guidelines that may help you in writing your letter:

If you feel that he has lived up to the principles of the Scout Oath and Law in his daily living, this should be part of your recommendation.

We would like for you to write also more specifically of his association with the church. If you feel that there are areas in which he needs development or improvement, this should be stated.

We would appreciate it if you would put your reply in the form of a letter addressed to the Troop 935 Board of Review. The following questions should be answered as you write this recommendation:

- Is he a member of your church?
- Is he regular in his church attendance?
- Does he participate actively in the young people's program of your church? Has ht been a leader in such activities?
- Is he active in the Sunday School? Has he ever served as a teacher or an assistant?
- In his association with other young people, does he stand up for what he believes is right?
- Does he set a good example for younger children to follow?

Your reply will be given careful consideration at his Eagle Interview, which will be held upon receipt of your reply, along with statements from others who were given as references.

Your suggestions and recommendations will be appreciated and will be kept confidential. Please send your letter to the Chairman of the Committee of Troop 935 in the stamped and addresses envelope supplied by the Eagle Applicant.

Sincerely,

Kevin Irwin
Troop Committee Chairman,
Troop 935

Eagle Scout Applicant Recommendation

School Principal or Teacher:

An Eagle Scout is expected to be participating in his home, school, church, and community. Before approving this Award, we would like for have a frank appraisal in a separate personal letter, from you regarding

_____ ,
who has made application to Troop 935, the Buckeye Council, Boy Scouts of America, for the Eagle Scout Award, and has given your name as a reference.

The following are some guidelines that may help you in writing your letter:

If you feel that he has lived up to the principles of the Scout Oath and Law in his daily living, this should be part of your recommendation. We would like for you to write also more specifically of his performance with school work and activities. If you feel that there are areas in which he needs development or improvement, this should be stated.

We would appreciate it if you would put your reply in the form of a letter addressed to the Troop 935 Board of Review. The following questions should be answered as you write this recommendation:

- Is he working up to his capacity in his studies? Does he apply himself without constant supervision?
- What is his grade average?
- Is he a leader among young people of his own age? If so, does he lead in the right direction?
- Does he set a good example for younger boys to follow?
- Does he cooperate with his teachers and other school authorities?
- Does he participate in extra-curricular activities? Is he a leader in these activities?
- Does he handle responsibilities well?
- Is he dependable? Does he carry through with responsibilities, or with what he says he will do?

Your reply will be given careful consideration at his Eagle Interview, which will be held upon receipt of your reply, along with statements from others who were given as references.

Your suggestions and recommendations will be appreciated and will be kept confidential. Please send your letter to the Chairman of the Committee of Troop 935 in the stamped and addresses envelope supplied by the Eagle Applicant.

Sincerely,

Kevin Irwin
Troop Committee Chairman,
Troop 935

Eagle Scout Applicant Recommendation

Adult Friend:

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who has made application to Troop 935, the Buckeye Council, Boy Scouts of America, for the Eagle Scout Award, and has given your name as a reference.

The following are some guidelines that may help you in writing your letter:

If you feel that he has lived up to the principles of the Scout Oath and Law in his daily living, this should be part of your recommendation. We would like for you to write also more specifically of his behavior when you have had a chance to observe this boy. If you feel that there are areas in which he needs development or improvement, this should be stated.

We would appreciate it if you would put your reply in the form of a letter addressed to the Troop 935 Board of Review. The following questions should be answered as you write this recommendation:

- Is he trustworthy? Can he be depended upon to carry out a given task? Is his work good?
- Is he helpful to others? What is his attitude towards older people? How does he get along with those of his own age?
- Is he neat in his appearance? Does he keep himself reasonably clean?
- What is his attitude toward those in authority? Is he cooperative?
- Does he set a good example in the community? If he drives a car, does he use good sense, and is he courteous?
- Is his speech clean? Does he stand up for what he thinks is right?
- Would you want your son to be closely associated with him, or to be under his leadership?
- Is he cheerful? Is he the kind of a person you like to have around?

Your reply will be given careful consideration at his Eagle Interview, which will be held upon receipt of your reply, along with statements from others who were given as references.

Your suggestions and recommendations will be appreciated and will be kept confidential. Please send your letter to the Chairman of the Committee of Troop 935 in the stamped and addresses envelope supplied by the Eagle Applicant.

Sincerely,

Kevin Irwin
Troop Committee Chairman,
Troop 935

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- What is his attitude toward those in authority? Is he cooperative?
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Your suggestions and recommendations will be appreciated and will be kept confidential. Please send your letter to the Chairman of the Committee of Troop 935 in the stamped and addresses envelope supplied by the Eagle Applicant.

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Troop 935

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- Is he helpful to others? What is his attitude towards older people? How does he get along with those of his own age?
- Is he neat in his appearance? Does he keep himself reasonably clean?
- What is his attitude toward those in authority? Is he cooperative?
- Does he set a good example in the community? If he drives a car, does he use good sense, and is he courteous?
- Is his speech clean? Does he stand up for what he thinks is right?
- Would you want your son to be closely associated with him, or to be under his leadership?
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Kevin Irwin
Troop Committee Chairman,
Troop 935