



## Eagle Scout Reference Check Procedures

**As many of you know, the Seneca Waterways Council Advancement Committee has streamlined the procedures for conducting Eagle Scout reference checks. This was done to create one unified procedure for all members of Seneca Waterways Council that meets BSA standards. Effective immediately the procedure listed below will be used by the entire council.**

1. Reference checks are done using the enclosed Recommendation for Eagle Scout applicant form.
2. This is the only form to be used. There is no longer a separate form for the school reference or Scoutmaster. Unless the Eagle Candidate chooses to list his Scoutmaster as a reference, the Scoutmaster should not complete a recommendation form.
3. It is the Eagle Candidate's responsibility to distribute the recommendation forms to the individuals listed as references on the Eagle application. It is suggested the troop include a self-addressed, stamped envelope with the form.
4. The troop is responsible for collecting the recommendation forms and submitting the unopened forms to the Board of Review.
5. The troop should designate to whom the completed forms should be returned and provide that name and address to the Scout. It is recommended that this be the troop advancement chair or Eagle advisor, but any member of the troop committee may be designated.
6. The troop is also responsible for following up on recommendation forms not received. Every effort should be made to see that all of the forms are return.

**However, no Scout will be denied a Board of Review for the failure of a reference to return a form.**

7. If the troop conducts a "practice" Board of Review the referral letters are **not** to be used by the troop.
8. The Eagle Scout Board of Review will be scheduled once the Eagle Scout Rank Application, Leadership Service Project Workbook and recommendations forms have been received.

Thank you for your cooperation. The SWC Advancement Committee put considerable effort in to creating this procedure. If you have procedural questions, please feel free to contact me.

Seneca Waterways Council Program Director