

Scouting America - Inland Northwest Council

Revised 10/2025

Eagle Scout Candidate Letter of Recommendation Instructions

The people you listed on your Eagle Scout Rank Application in Requirement #2 should be willing to provide a recommendation letter for you. You should ask them, or other people who know you well, to provide such a letter.

These letters are read by the panel serving at your Eagle Board of Review and are kept confidential. The letters will not be returned to you.

1. Print a copy of Page 2 and Page 3 for each person you intend to ask.
2. On Page 2, fill in your name in the appropriate blank.
3. Obtain a #10 business envelope for each person you intend to ask.
4. On the bottom left corner of the envelope, write "**Eagle Reference Letter for: (Your Name)**".
5. On the top left corner of the envelope, write "**Scouting America Spokane Service Center - 411 W Boy Scout Way, Spokane, WA 99201**" as the return address.
6. **APPALOOSA NORTH ONLY** - Please address your letters to:
John Elsbury
796 Panorama Dr
Moscow, ID 83843
7. **APPALOOSA SOUTH ONLY** - Please address your letters to:
Paul Driver
2423 Seaport Dr
Lewiston, ID 83501
8. **THREE RIVERS NORTH** – Please address your letters to:
James Carter
112 N Pine St
Colville, WA 99114
9. **ALL OTHER SCOUTS** - Address the envelope to the same address listed in Step #5.
10. Place a first-class postage stamp on the envelope.
11. Give the envelope, Page 2, and Page 3 to each person you intend to ask.
12. Although Page 2 provides them with information on the letter, give them a brief explanation of why you are seeking the recommendation from them.
13. Provide them with the date that you would like to have all letters turned in and **thank** them for their willingness to write the letter for you.
14. After the deadline date, follow up with your letter writers to determine if the letters have been sent in, if a new deadline needs to be set, and/or if you need to find a new person to ask.

BSA Spokane Service Center 411 W Boy Scout Way Spokane WA 99201-2243	
BSA Spokane Service Center 411 W Boy Scout Way Spokane WA 99201-2243	
Eagle Reference Letter for: (Insert Your Name)	

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Eagle Scout Candidate Letter of Recommendation Instructions to the Letter Writer

You have been asked by Eagle Scout Candidate _____ to provide a letter of recommendation as to your opinion on their qualification to be awarded the rank of Eagle Scout.

This letter of recommendation should be based upon your personal interaction with the Eagle Scout candidate and should take into consideration your observance of how the candidate exemplifies the points in the Scout Oath and the Scout Law as listed on the reverse of this form. An Eagle Scout candidate must demonstrate that they live by the principles and ideals of the Scout Oath and Law in their daily life.

Please note that the contents of your letter will NOT be shown to or discussed with the candidate, nor with anyone who is not a member of the Eagle Scout board of review, without your permission. Your letter will be destroyed after the candidate has successfully completed the Eagle Scout Rank board of review procedure. Of course, you are free to provide the candidate with a copy of the letter, if you so desire, but you are under no obligation to do so.

The letter should include the candidate's name, your relationship with the candidate, and the length of time you have known the candidate. Please also include your printed name, signature, date, and other contact information should the board of review panelists need additional information.

If the Eagle Scout Candidate did not provide you with an addressed envelope, please send your letter to: Scouting America Spokane Service Center, 411 W Boy Scout Way, Spokane, WA 99201. Be sure to include the Scout's name somewhere on the outside of the envelope (preferably in the lower left front corner).

If you have questions or need more information about the letter of recommendation or the Eagle Scout requirements, please contact the Spokane Service Center. Our contact information can be found at www.nwscouts.org/eaglescouts.

On behalf of the Eagle Scout Candidate, the Inland Northwest Council of Scouting America, and the National Eagle Scout Service...we thank you for taking the time to write this letter.

The Scout Law

A Scout is...

TRUSTWORTHY - A Scout tells the truth and keeps promises made. Honesty is a part of a Scout's code of conduct. People can always depend on a Scout.

LOYAL - A Scout is true to family, friends, Scout leaders, school, nation, and world community.

HELPFUL - A Scout is concerned about other people. A Scout willingly volunteers to help others without expecting payment or reward.

FRIENDLY - A Scout is a friend to all and seeks to understand others. A Scout respects those with ideas and customs that are different from their own.

COURTEOUS - A Scout is polite to everyone regardless of age or position. A Scout knows that good manners make it easier for people to get along together.

KIND - A Scout understands there is strength in being gentle and treats others as the Scout would want to be treated. A Scout does not harm or kill anything without reason.

OBEDIENT - A Scout follows the rules of their family, school, and troop. A Scout obeys the laws of the community and country. If a Scout thinks these rules and laws are unfair, they try to have them changed in an orderly manner rather than disobey them.

CHEERFUL - A Scout looks for the bright side of life and cheerfully does tasks that come their way. A Scout tries to make others happy.

THRIFTY - A Scout works to pay their way and to help others. A Scout saves for the future. A Scout protects and conserves natural resources. A Scout carefully uses time and property.

BRAVE - A Scout can face danger even when afraid. A Scout has the courage to stand for what they believe is right even if others laugh or threaten the Scout.

CLEAN - A Scout keeps their body and mind fit and clean. A Scout associates with those who believe in living by these same ideals. A Scout helps keep their home and community clean.

REVERENT - A Scout is reverent toward God and is faithful in their religious duties. A Scout respects the beliefs of others.

The Scout Oath

On my Honor, I will do my best to do my duty to God and my country, and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally awake, and morally straight.