

Advancement Committee of the Greater Colorado Council, Scouting America

Policy on Disposition of Reference Letters after Eagle Board of Review

Issue

The Greater Colorado Council Advancement Committee, during its March 12, 2025, meeting, discussed the issue of how to collect and dispose of reference letters after the completion of an Eagle Board of Review, in light of changes in the most recent publication of the Guide to Advancement (2025).

Background

The Guide to Advancement (2025), Para. 9.0.1.8, states that “If a board of review approves a candidate, the signed application, reference letters, and any information that might be considered confidential are returned to the local council. Unless otherwise directed, the service project workbook and statement of ambitions and life purpose can be returned to the Scout.”

Several members of the Council Advancement Committee expressed their concerns about sending reference letters to the council office, which in the past has not received the reference letters and does not have a system for receiving or disposing of such letters.

Some committee members also explained that after the Eagle Board of Review has been completed it is often the Scout who delivers the signed application to the local council office. If reference letters are also to be sent to the local council’s office, the Scout might inadvertently be asked to carry the reference letters, which would violate Guide to Advancement, Para. 9.0.1.7., that states reference letters “are not to be viewed by or returned to the Scout.”

Several committee members explained that after an Eagle Board of Review in which the candidate is approved, they keep the reference letters for a month before disposing of them. Several committee members asked for a council-wide policy that allows them to continue following this approach.

Policy

The Greater Colorado Council Advancement Committee has agreed to authorize the district representative sitting on an Eagle Board of Review to take possession of all reference letters following the completion of the Eagle Board of Review in which the candidate is approved, and to hold those reference letters for at least one month after the completion of the board before disposing of them.

If the Eagle Board of Review does not approve the candidate, the district representative on that board should follow Guide to Advancement (2025), Para. 8.0.3.0 (12), that requires various documents, including reference letters, be sent to the Council Advancement Committee for use in case of an appeal.

This policy is effective as of April 28, 2025.



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