

Directions for Troop Leaders requesting a letter from the Archbishop for their Eagle Scout

In order to request a letter a troop leader must write a formal letter to the Archbishop (no email or phone calls). The following information is required to be included in the letter in narrative style:

- The identity of the sender, e.g., “My name is Jennifer Smith, and I am Assistant Troop Master for Troop 123 located at St. Boniface Church, Anytown, Washington.
- The name and religious affiliation of the Eagle Scout, e.g., “I kindly request a letter of congratulations from you for Eagle Scout Scott Brown, a Catholic from Blessed Virgin Mary Church, Smallville, Washington.”
- Short description of the Eagle Project, e.g., “We are all very proud of Scott who, for his Eagle Project, completed the landscaping around the statue of Mary recently installed by the Knights of Columbus on the grounds of Blessed Virgin Mary Church. [It is okay if the Eagle Project did not benefit the Church directly.]
- Other useful information about the religious observance of the Scout, if known, e.g., “Scott has been actively involved in the parish youth group.” [The Scout’s pastor will be contacted, so it is not essential that more information be given.]
- Date of the Eagle Scout Court of Honor, e.g., “The Court of Honor for Scott is scheduled for June 15, 2014.”
- How to address the letter:

(envelope)

Most Reverend Paul D. Etienne Archbishop of
Seattle 710 9th Ave
Seattle, WA 98104

(salutation)

Dear Archbishop Etienne:

Please allow ample time for the Archbishop to send the letter in time for the public recognition of the scout.