

When sending notes to people asking for letters of commendation, please include:

The Scout's FULL NAME (not "Jimmy" but "Samuel James Jackson" or "James Ray Morrison")

The Scout's TROOP NUMBER AND COUNCIL NAME (the Troop number is that white number on the red background on his left shoulder; the Council; the Council name appears on that patch right above it), and

A SHORT DESCRIPTION of the Eagle Scout Service Project.

Many people writing a letter to acknowledge an Eagle Scout would also like to know how the person earned the badge. This gives them more than just a "congratulations, Johnny, on your achievement" line and also can allow the letter to be a bit more personalized than boilerplate letters.

Remember that the purpose of a congratulatory letter is to honor the Scout and that each person you write may be getting many, many requests. This is not a race or a contest to see who can get the most letters. Often a few letters are more meaningful than a scrapbook full of letters that ends up on a shelf. Sometimes the best thing is a letter or two from an admired prominent person, a state official like a governor, a local official like a mayor, and letters from local prominent people that the Scout knows or who know the Scout.

The following are some addresses of Government Officials:

President and Mrs. Barack H. Obama The White House Attn:
Greetings Office 1600 Pennsylvania Ave, NW Washington, D.C.
20500 FAX: 202-456-2461

Vice President and Dr. Joseph Biden Old Executive Office
Building Washington, DC 20501

Hon. Charles T. Hagel Secretary of Defense The
Pentagon Washington, DC 20301

Hon. Eric H. Holder, Jr. Attorney General Department of Justice 950 Pennsylvania Ave., NW Washington, DC 20530

Hon. Arne Duncan Secretary of Education 400 Maryland Ave., SW Washington, DC 20202-0100

Hon. John Kerry Secretary of State 2201 C St., NW Washington, DC 20520

Gen. Martin E. Dempsey Chairman, Joint Chiefs of Staff 9999 Joint Staff Pentagon Washington, D.C. 20318-9999

Gov. Bob McDonnell Office of the Governor State Capitol, 3rd Floor Richmond, VA 23219

Congressman Frank Wolf 233 Cannon Building Washington, DC 20515

Senator Mark Warner 475 RUSSELL SENATE OFFICE BUILDING WASHINGTON DC 20510

You can also order a flag that has been flown over the capital from your senator. They have a form on their web site click the tab that says flag request. You will have to pay for the flag. Below is Senator Mark Warner's web address:

<http://www.warner.senate.gov/public/index.cfm?p=Contact>