

# The Eagle Court of Honor

## Troop 890

To aide parents in planning the Eagle Court of Honor, I suggest parents to buy The Eagle Court of Honor Book, The Complete Guide to Scouting's Greatest Moment *Second Edition* by Mark Ray. Available at the Scout Fitters on Harry Hines. This book includes an Eagle Court of Honor Backdater Checklist for planning the Eagle Ceremony (very helpful), suggested invitation list, ceremony outline, several ceremony scripts (you will be responsible for picking out your own ceremony and getting copies of the script to participants) , a facility needs worksheet, equipment and awards checklist, media release worksheet and sample media releases (optional), decorating ideas, reception shopping list, sample programs, sample request for congratulatory letters to send to scoutmaster and senators (optional but nice to have for your son's Eagle scrapbook), support job summaries, samples of charges, samples of poems, samples of props, quotes, etc. I will be referring to this book throughout this document.

### Condensed Eagle Court of Honor Calendar

8 Weeks out	Board of Review is held
7 Weeks out	<b>Set date and Time of Court of Honor through coordination with the location, the Eagle Coordinator, and Court of Honor participants.</b> Send confirmation letter to person in charge of location, order invitations
6 Weeks out	Develop invitation list
5 Weeks out	Order needed supplies from Council (program covers, etc.), order plaques and other recognition items, solicit congratulatory letters from public officials and other VIPs, develop Court of Honor program, select / or prepare script, order NESAs membership
4 Weeks out	Mail invitations. Recruit for support functions, distribute scripts to presenters
3 Weeks out	Order refreshments (see suggested cake baker Troop 890 uses below), visit the court-of-honor location to check facilities
2 Weeks out	Have programs printed, mail press releases. If possible, include a black/and white photo. Call troop families to promote.
1 Week out	Gather all necessary materials, props, etc. The Eagle Coordinator will provide the Eagle package (badge, pins, neckerchief)
1 Day out	Confirm access to building
0 Day out	Set up and decorate room, set heater or air conditioner (if use church—must check to see if church turned it on), check all audio-visual equipment (microphones, projectors, etc.), make sure all awards and other props are in place, reserve seats for presenters, the honoree, and his family, set up refreshments, position greeters at the door(s) to hand out programs, check with presenter one last time, THE COURT OF HONOR
Day after	Send thank you notes

+3 Days out                      Send write up (with pictures) to newspapers. The Eagle packet that your son will receive from council has a form to fill out to send to the Dallas Morning News.

Please try to attend as many Court of Honors as possible taking notes and keeping programs, invitation, etc. for ideas for your son's Court of Honor. Many mothers make a scrapbook of her son's scouting years to display at the reception. They are fun to look at.

2007-2008 Year Troop 890 Chairs

Scoutmaster	Jack Merbler
Troop Committee Chairman	Byron Woolley
Eagle Coordinator	Royce Prude
Merit Badge Coordinator	Brett Chumbley
Advancement Chair	Frank Wall
Eagle Board of Review	Royce Prude
Mother's Club Set Up	
Eagle Ceremony/Resource	Linda Smith

See roster to get phone numbers and email addresses.

Facility Use of LHUMC

If you want to use the sanctuary at LHUMC, contact Vicki Shepard at 214-348-6600, x102, [vshepard@lhumc.com](mailto:vshepard@lhumc.com). Have several dates in mind in case the church is booked for another function. Most Eagle Ceremonies are held Sunday afternoon, but other times may be available. If you wish to use the Great Hall for the reception, let Vicki know that, too. You cannot use the narthex for the reception as no food is allowed there. Regardless of the venue for the ceremony, be sure to check that lights and microphones are available and you know how to turn them on.

Sample Ceremonies

Plan the ceremony. Sample ceremonies can be found at <http://usscouts.org/usscouts/eagle/ecoh.asp>. This is the U.S. Scout Service Project website. You will need several adult scouters and several scouts to be in the ceremony including a Master of Ceremonies and Color Guard at a minimum. Email is a good way to get written commitments. Follow up with phone calls and email as the date gets closer (see backdater above). Any scout or scouter participating in an Eagle Ceremony must wear Class A uniform including appropriate neckerchief, socks, belt, sash, etc. Eagle Scouts in the ceremony may wear their Eagle neckerchiefs.

### Supplies

Supplies for the ceremony and reception can be purchased at the Scout Fitters like mentioned above or online at <http://www.scoutstuff.org/bsasupply/>. You can get the invitations, program covers, paper goods, greeting cards, belt buckles, etc. on the website. Many of these same things are available at the Scout Fitters but you may want to call before going as the items they stock are limited. Note the program covers that you can buy from the scoutstuff.org are just the outside cover. You will have to have the printer provide the inside sheet.

### Program

Write up a biography of your son's scouting accomplishments and brief "outside of scouting" accomplishments to include in the program. If you are not using a program, you could have the biography, with or without a photo, printed up to hand out at the ceremony. Everyone loves to read about your son's accomplishments as much as you do! Most families include a color photo of their son in the program or on the biography sheet.

If you wish to have a printed program for the ceremony, determine who the participants will be, then have the program printed. Allow at least one week for getting the programs printed. Printers that Troop 890 families have used for invitations and programs include: a) Pam Schmidt, Ahlwright Printing, Park Central I, 7616 LBJ Freeway, Suite 130 (at the back of the building), 972-233-5992.

### Eagle Scout Candidate Speech

The Eagle Scout Candidate should prepare a speech discussing what his road to Eagle has taught him. The subject and length are up to the scout and his family, but we suggest you ask your son to thoughtfully reflect on his years in scouting and prepare something from the heart.

### Eagle Reception Cake

The baker Troop 890 likes to use is:

**Norma Newman**  
**10119 Woodlake Drive**  
**(972) 231-3974**

The cake is 11-1/2 x 15-1/2; it serves about 40 people and costs around \$40.00. The cake part can be chocolate or vanilla or marbled chocolate/vanilla. The message going on the cake should be "Congratulations" and the name of the scout. The troop pays for only one cake; but, sometimes the family would like to order additional cakes for which they have to pay themselves.

Page 4

Norma needs to have a least two weeks notice. The family picks up the cake when ready. They will also need to give her bill for one cake to the Treasurer (2007-2008 Year Troop 890 Treasurer is Kenneth Hogg—see troop roster for phone number).

Directions to Norma's home is to take Forest east and pass over Audelia. Go left on Woodbridge and take a right on Woodlake, 10119 Woodlake.

### Day of the Ceremony

On the day of the ceremony, have all participants arrive at least 30 minutes early for a "run through". Check that the Eagle Scout candidate has full Class A uniform and you have the Eagle Medal and pins to hand out at the ceremony. Moms, don't forget to wear your Mother's ribbon!!

### NESA

Membership in the National Eagle Scout Association (NESA), a life membership makes an especially nice gift. An application comes with the Eagle packet the council will send your son. A special fee of \$10.00 versus the \$25.00 is for a five-year membership for new Eagles. The applications do not mention this special fee. The family of the Eagle Scout usually has the NESA and Eagle Scout certificates framed before the court of honor. For more information, write to NESA, 1325 W. Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079 or visit [www.nesa.org](http://www.nesa.org).

### Hint

Have friends come early to help you set up the reception table. You should have already made arrangements to pick up the cake from Norma. The LHUMC church kitchen has an icemaker and you can use ice from there (if you have the reception in the Great Hall of the church). Also, if you use the Great Hall at LHUMC, be sure to put away all tables and chairs that you took out and clear away all the trash!! Ask Vicki Sheppard to have the kitchen unlocked and trash cans available to use. There is a dumpster to put the trash bags in after the clean up. They are located in back of the church next to the alley.

Ask someone to take photos of the ceremony. During the ceremony, you will not have time to take them yourself.

Most ceremonies for one scout take about 45 minutes. For multiple scouts, plan on one hour to one hour and fifteen minutes.

People attending Eagle Courts of Honor often wonder if they're supposed to bring a gift. While traditions vary among troops, guests should not feel obligated to come with a present. Although, close relatives and friends usually send a gift to the scout. As for thank you gifts for people participating in the ceremony, it is customary to send letters of thank you or give a small token.

*Congratulations on your son attaining the rank of  
Eagle Scout!*