



You've Passed the Board of Review Now What?



How do you eat an elephant? One bite at a time

- **There are a lot of options to making the Court of Honor Ceremony a personal experience for all involved.**
- **Once the Eagle Scout has passed his Eagle Board of Review the planning process should start.**
- **The time-frame for planning an Eagle Court of Honor Ceremony should take a minimum 6- 8 weeks.**



Schedule a Meeting with your Troop



- **Once a date, time and location have been determined, notify the adult leaders within the Troop. Make sure the Eagle Presentation Kit is ordered. (Note: this kit cannot be ordered until the congratulatory letter from the Scout Executive is received.)**
- **The Scoutmaster/Assistant Scoutmaster will work with you on the actual Court of Honor Ceremony.**
- **Some troops will assign a committee member as well.**



Court of Honor Arrangements



- The Eagle candidate and his family should designate an award presenter who should then be contacted and his participation firmed up.
- If a hall or other facility is to be used for the ceremony, the necessary arrangements should be made with the owners or other responsible group as soon as possible.
- In order to obtain letters of recognition and congratulations from government officials, the requests must be mailed a minimum of four weeks prior to the ceremony.
- When the who, what, when, those who will actually plan the Court of Honor should be brought together. This group will usually include representatives from the troop committee and the patrol leaders council.



Court of Honor Arrangements



- Send the COH information to the District Advancement Chair so that all of the local supporting agencies will be notified at least two weeks before the COH. Timucua.adv@gmail.com
- Finalize other advancement recognition ceremony details, including props, public address system, and the movements of the participants, decorations, refreshments, invitations to the guests , printing of the programs.
- Don't forget to designate a photographer/videographer for the event!



Eagle Scout Invitations



- **Order the Eagle Scout Program Covers for the Court of Honor Ceremony. The cost of each package is approximately \$10.00 each. (50)**
- **Invitations should be mailed a minimum of 4 weeks before the ceremony.**
- **Other than selected friends within the troop, prepare flyers not invitations for troop members or leaders.**

<http://www.scoutstuff.org/bsa/gifts-gift-cards/cards/card-es-invite-2012-50pk.html#.V1iB41dltPM>



Invitation Sample



- **The (Family Last Name) Family and Boy Scout Troop XXX Cordially Invite You to Attend the Eagle Court of Honor Ceremony to Recognize (Scout' s Name) Who Has Risen to The Rank of Eagle Scout**
- **Date of Ceremony**
- **Time of Ceremony**
- **Place of Ceremony (complete address)**
- **RSVP Information (Phone and, if desired, email address)**
- **Reception Following Ceremony**



Creating an Eagle Scout Publicity Plan



There are basic steps to follow in publicizing an Eagle Scout

BIOGRAPHY:

Obtain detailed biographical material of the Eagle scout and create a 4"x 5" (or larger) black and white glossy photo or electronic JPEG file, (some newspapers take their own photos.) Include Scouting honors and leadership positions, education, church, civic and school activities, and include the troop number and the Scoutmaster's name.

CONTACTS:

Prepare a mailing list of the newspapers in your council, district, and unit area. Think of daily, weekly, religious, school newspapers, business and church organizations in your area.

PREPARE PRESS RELEASE:

Prepare a one page double-spaced news release from the biographical material. This should be typed on a standard 8 1/2"x11" sheet of white paper.



Eagle Scout Publicity Tips



- 1. Be brief, use short words, always use exact dates, give age of the Scout, name the chartered organization and above all spell every word correctly.**
- 2. Remember the six points to emphasize : Who... What... When... Where... Why... and How. Get all those points into the first two or three sentences.**
- 3. Address and mail all news releases to the editor of your local newspaper and newsletters at least a week in advance of the presentation**



Letters of Commendation



It is common practice to write to a variety of government celebrities, and others to request Commendation letters for a new Eagle officials, Scouts. Usually letters are written to:

- **President of the United States**
- **Vice President of the United States**
- **Chairman, Joint Chiefs of Staff**
- **Governor**
- **United States Senator(s)**
- **United States – House of Representatives**
- **Consider contacting officials other than those listed above**

It usually takes 6-8 weeks to receive these letters back from the various politicians and officials.



Letters of Commendation



Below are links to various sources for letters, invitations and addresses.

- <http://www.eaglescout.org/finale/coh/invite.html#Community/government%20invitation%20list%20ideas>
- <http://www.eaglescout.org/finale/coh/invite.html#Invitations>
- <http://www.eaglescout.org/finale/coh/invite.html#Eagle%20Commendation%20Letters>
- Do to security concerns and countermeasures, invitations sent to top government officials should be emailed instead of physical letters.



Letters of Commendation



Congressional E-mail addresses:

- <http://www.house.gov/writerep/>
- http://www.senate.gov/general/contact_information/senators_cfm.cfm



Sample Letter of Commendation



22 August, 2014
Vice President Joseph Biden
The White House
Washington, D.C. 20502-0039

Mr. Vice President:

This letter is to ask for your assistance in recognizing the achievements and service of
(Eagle Scout's name as desired on letter)
(mailing address -- can be the Scout's address, or c/o someone at another address)

All of the recognitions and letters will be compiled, placed in a binder or other suitable keepsake, and after they are read, will be displayed during this special occasion for (first name of Eagle Scout).

Thank you very much for taking time to help this community and this unit recognize the personal achievement and service of Eagle Scout (last name).

Sincerely,
your signature
(Your full name)
(Your Scouting position)
Your Unit's number/name)



Eagle Scout Ceremony Scripts



- There are predesigned Court of Honor ceremony Templates that can be used as a starting point for designing your individual ceremony.
- You can combine parts from several templates into a custom one for yourself.
- These templates come complete with ceremony scripts, poems, prayers, etc. already added.
- You can find these templates at <http://www.nesa.org/PDF/EagleCeremonyBooklet3.pdf>



Features of A Good Eagle Ceremony



Here are a few things to keep in mind while planning an Eagle Court of Honor

- **The ceremony should have a crisp definitive opening.**
- **A proper introduction of the Eagle Scout candidate should be made by someone or some group the Scouts in the troop respect.**
- **A complete and easy to understand explanation should be made regarding what must be accomplished to attain the Eagle Scout rank. (Explicit mention should be made of the candidate's Eagle Service project.)**
- **The Eagle candidate's parents should be escorted to the front of the room and should stand or sit near their son.**
- **The Eagle candidate should reaffirm his belief in the ideals of Scouting by either reciting the Scout Oath or participating in the Eagle charge.**



Features of a Good Eagle Ceremony



- The presenter should be someone of special significance to the Eagle candidate.
- The presenter should be given a few moments to speak concerning the individual Scout or the Eagle Award.
- Both the mother and father should receive some recognition from the Eagle Scout himself.
- The Eagle Scout should receive congratulations from all people involved.
- Some of the letters of congratulations may be read to those present.
- The Eagle Scout should be given the opportunity to say a few words if he is inclined to do so.
- The ceremony must have a definite closing.



Eagle Court of Honor Reminders



Keep in mind that the purpose of an Eagle Court of Honor is first to honor the Scout

- **A dignified and meaningful Court of Honor will also show the community the result of the Scouting program.**
- **Make it simple, but keep it fun.**
- **The Master of Ceremonies (MC) sets the tone and the pace of the ceremony.**
- **Use props with candles; Scout spirit candle.**
- **Have the principle speakers sit close to the front to reduce program lag time in traveling to the podium.**
- **Have the troop march in with patrol flags, and sit together for colors.**
- **Have the Eagle speak from prepared notes.**



Court of Honor Reception



- Plan for the reception to be 1 – 2 hours in length.
- Make reservations for a reception area far enough in advance.
- Arrange to have troop adults assistance in serving refreshments.
- No more than cake and drinks are necessary.



Court of Honor Reception



The reception is a good time and place to present any additional family recognition.

It is also a place to display a 'memory board' of the honoree's involvement with Scouting, as well as the book detailing his Eagle Project work.



Gift Giving



- **Court of Honor guests should not feel obligated to come with present in hand.**
- **Family members and close friends may turn to you for advice on what to bring.**
- **Some good places to start looking for gift ideas are the BSA catalog and the BSA online Catalog or Scout Shop.**
- **Once your Eagle Scout application is processed you will receive various solicitations directly from BSA National for various Eagle mementos.**



Ceremony Pitfalls To Avoid



Remember the small items that are often overlooked

- **Get a supply of fresh candles. The Eagle ceremony is a big enough event to warrant fresh candles.**
- **Make sure you have matches or a working lighter available.**
- **Check the PA system immediately before the start of the ceremony.**
- **Did you designate a photographer/videographer?**



Ceremony Pit Falls to Avoid



- **Check all props before the start of the ceremony.**
- **Remind the parents of the Eagle Scout that their son will be pinning awards on them also. They should dress in a way to facilitate this.**
- **Order the Eagle Presentation Kit as soon as word is received from National that the application has been approved.**
- **Prior to the ceremony, detach the badges and pins from the presentation box. This can be a little tricky, and trying to figure it out for the first time in the middle of the ceremony interrupts the flow and pacing of the ceremony.**
- **PLEASE rehearse the ceremony, stumbling over words detracts from the quality of the ceremony.**



Eagle Scout Worksheet



For Eagle Scout _____

Date _____ Time _____

Location _____

Suggested Program Outline _____
(Greeting & Seating by ushers)

Call to Order by SPL _____

Opening Flag Ceremony (Color Guard scouts from the Troop)
Be sure to use as many scouts from the Troop as possible. (ie ushers)

Invocation by (optional) _____

Opening Hymn (optional) _____
Re-dedication of Eagle candidate to Scout Oath & Law (Lead by Scoutmaster and accompanied by Troop, SPL and/ or all)

Speakers (minimum of three)

For the Boy Scouts of America _____

For the Church _____

For the Community or School _____

For the Troop (usually the Scout master) _____

The Eagle Scout Challenge (SM or _____)
(include all other Eagles present)(presenter :DE's, Distinguished Eagle Scout Speaker, Eagle Scout Council Member)

The Eagle Scout Charge(SM or _____)
Award Presentation (Eagle Scout Parents)

Acceptance & Recognition (Eagle Scout & SM)

Closing Hymn (optional)

Closing Flag Ceremony (Color Guard)

(W/Scout Benediction lead by _____)



Little Reminders



- **When the planning is complete, it is essential that all key people understand their roles in the arrangements and in the ceremony itself.**
- **Periodic rechecking to make sure that preparation in all assignment areas are progressing on schedule is a good idea.**
- **The presenter and any other guests who will have a speaking part in the award presentation should be contacted directly.**
- **Those who are participating should know precisely how the entire Court of Honor is to take place.**
- **Everyone should understand where and why they fit in.**

National Eagle Scout Association

NESA



- The National Eagle Scout Association serves and supports those who have attained Scouting's highest rank.
- They publish a newsletter that keeps Eagle Scouts informed about special opportunities for scholarships and special recognitions.
- Memberships are for five years, and many troops present a NESA membership to their boys at their court of honor.
- There is a Lifetime membership level that many troops or parents present to the Scout.

NESA web link:

www.nesa.org



Court of Honor Resources



<http://www.eaglescout.org/finales/coh/coh.html> contains a collection of information for planning your court of honor, including invitations, physical arrangements, recognitions, and themes.

<http://www.eaglescout.org/scouter/EagleBook.pdf> is an excellent resource for ideas on planning a Eagle Scout court of honor.

<http://www.eaglebook.com/ecoh.htm> *The Eagle Court of Honor Book* is the definitive guide to staging successful courts of honor: from physical arrangements to promotion to the ceremony itself.

<http://www.rogerknapp.com/knap/stfiles.htm> is one Scoutmaster's download site with many resources, including several Eagle ceremony related documents.

<http://www.macscouter.com/Eagle/index.html> has references to several good sources for information.





