



PLANNING TIPS FOR YOUR EAGLE SCOUT COURT OF HONOR

It requires up to 6-8 weeks following the Board of Review to receive the Eagle Certificate from the National office. Therefore, the Eagle Scout Court of Honor should NOT be scheduled until the certificate has been returned from National.

Many elected officials will send a personal letter to the Eagle Scout, if this request allows them sufficient time. These include the President, members of Congress, governors, mayors, etc. Request such letters using neat and proper format (address as soon after the Board of Review as possible). If mailing to local Senators and Congressmen please use the address of their local office. Be sure to include the Eagle Scout's full name, the date of his Court of Honor, the Eagle Scout's unit and community, **PLUS THE NAME, ADDRESS AND PHONE NUMBER OF A TROOP CONTACT PERSON.**

The Troop Advancement Chairman and/or Scoutmaster should call a meeting of two or three members of the Unit Committee together with the Eagle Scout's parents and the Senior Patrol Leader (providing he is not the Eagle Scout) to plan the complete program. Be sure the plan is written to avoid misunderstandings. The Troop Committee should establish a standard of presentation items to be provided to Eagle Scouts at their Courts of Honor. This standard should be for ALL Eagle Scouts on a continuing basis. Establish who should pay for certain items – the Troop, the Eagle's parents, etc. Do not set precedents that will be an economic hardship for any family. Items to be considered might include an Eagle neckerchief or slide, as well as an Eagle-theme cake, paper goods, and refreshments. It is customary for the Troop to provide the Eagle Presentation Kit containing the medal, patch, Mother's pin, Dad's tie-tac, and Eagle's tie-tac.

Secure early commitments from members of the Court and speakers. Send a friendly reminder, or a copy of the program, about a week before the Court of Honor.

Invitations can be purchased at the National Scout Shops in Warwick. A simple distinctive form can be prepared by the unit or parents. This should be done soon after the Court date is selected for early mailings.

The planner should assist the Eagle Scout's parent(s) in composing a list of all people (family, fellow Scouters, and friends) who have helped the youth to earn their Eagle rank. Be sure to mail/email invitations to all parents of troop members. No other event can win parents' support better than a good Eagle Court of Honor.

An Eagle Court is always newsworthy and the newspapers usually like to have stories about the Eagle Scout recognition ceremony. Relating news items to the media is important; a slip can damage the total impact of recognition.

The ceremony should be in an unusual setting so the event will be memorable for the youth and for those attending. Suggested places could be in a church, school auditorium, courtroom, or other place of dignity.

Selection of participants depends upon the place, unit preferences, and the type of ceremony. Generally, the youth's mother and father, Scouting Coordinator, or Scoutmaster makes the presentation. It is preferable to have at least three people active in the presentation: one to give the charge, one to make the official presentation of the badge and credentials from the National office and one to pin the badge. Other Eagle Scouts of the unit or district, or the unit Senior Patrol Leader may take active roles in the ceremony or act as ushers, flag bearers, etc.

SUMMARY OF EAGLE COURT OF HONOR

1. Be sure to turn in the after-board paperwork as soon as possible. Do not plan Court of Honor until credentials have been received from the National Office.
2. Plan well in advance.
3. Involve the Eagle Scout, his parents, and the Troop.
4. Request letters from prominent people. (The President of the United States, U.S. and State Senator, U.S. and State Representative. Governor, others).
5. Make sure the Eagle Court of Honor is a special event.
6. Send invitations to friends and all parents in the troop.
7. Invite community, church, and school leaders.
8. Print programs.
9. Obtain local newspaper coverage.
10. Consider presenting a special Eagle neckerchief or other item.
11. Conduct a good Court of Honor:
 - a. Ensure someone makes a list of attending dignitaries.
 - b. Use a printed agenda/script
 - c. Ensure that speakers know what to say.
 - d. Ensure that presenters know when to do it.
 - e. Practice (walk through).
 - f. Include all elements.
 - g. Be professional.
12. Have a reception with refreshments – an Eagle cake is appropriate.
13. Most important – ENJOY!