

**Troop 22**  
**Whitman, MA**



**Eagle Court of Honor Planner**

**Introduction**

The Eagle Scout Award represents many years of dedicated effort. It is a firm demonstration of how people, working together through the years, can truly help mold a young man with a solid sense of leadership, citizenship, and responsibility.

The Eagle Scout Court of Honor is a very personal event in both the life of the Eagle Scout and the lives of his family and friends. Thus, in situations where many Eagles are to be presented, it is essential that adequate recognition be given to each INDIVIDUAL young man. Far too often there are so many boys receiving awards at a given Court of Honor that the individual Scout is lost in the shuffle. It is a tremendously important moment for the Eagle when he receives his badge, and attention should be focused solely on him when the big moment arrives.

Appropriate planning can insure a memorable Eagle recognition ceremony and award presentation, one that will not soon be forgotten by key participants. On behalf of all Eagles yet to be, it is hoped that your award presentations will always be performed with the sensitivity, care and dignity which the occasion deserves.

## Overview

Because of the special significance of this award, it is the responsibility of the Eagle Scout and his parents to lead in the planning of the Court of Honor, so it will always be a special memory for him. While there is an organized plan to the ceremony, there is also a good deal of flexibility, to accommodate any special people or events that you want to be part of the ceremony. If you want to make changes, please do so, and let us know what you would like to do. Please note that it takes a minimum of 8 weeks to make all the necessary arrangements, rehearse them, print invitations, etc.

The date, time, and place of the Court of Honor are basically up to you to decide. You should, of course, be cognizant of holidays, school, church and Troop schedules. This will allow a maximum opportunity for other Troop members to attend. It may be done at Holy Ghost Parish, at your own church, or at another location that has special significance for you in your son's achievement. You should also give thought to whether or not a reception afterward will be held, and if suitable facilities are available for it. Please note that the number attending the Court of Honor and reception can easily be 100 or more people.

Once a date, time and location have been determined and confirmed, it is time to order and print invitations on standard Eagle stationery. These invitations should be sent to friends, family, and invited guests. The members of the Troop will all be invited by an enclosure in a regular Troop mailing.

You should prepare the letters of commendation request. This letter is sent to individual people such as government official, local town officials, teachers, and other noted people asking for a congratulatory letter to present to the Eagle Scout. It is best to invite the person to personally present the letter at the Court of Honor.

Next, you should prepare the printed programs for the Court of Honor, based on the Program Worksheet enclosed. Select the scouts to serve as the Master of Ceremonies, ushers, and the Color Guard. The Troop will of course provide the Eagle award presentation kit which includes the Eagle Ribbon badge, cloth badge, Mother's miniature pin, Father's tie-tac, and Mentor pin. Additionally, the Troop will prepare a binder for the Scout which will include (mounted in plastic sleeves) all congratulatory letters and a copy of the ceremony.

**Court of Honor Program & Ceremony:**

In planning the location and time, please remember you need to have access to the location a minimum of 1 hour before the ceremony, for setup and rehearsal by the various teams that will be performing. There is a worksheet attached which outlines the principal parts of the ceremony. The choice to include any kind of music, such as a hymn or the camp song is optional. If you want an organist or other musician for accompaniment of music you will need to ask them yourself. The Master of Ceremonies will usually be the Senior Patrol Leader of the Troop, but you may select another person if you choose.

The Eagle Scout Charge is a statement of the responsibilities expected of an Eagle Scout and all other Eagle Scouts present will participate at this time. The Eagle Scout Charge is the actual "Oath of Responsibility" and immediately precedes the presentation of the Eagle Award. The presenter must be an Eagle Scout, someone familiar and respected by the candidate, and should be an adult with several years as an Eagle himself. The parents will be a part of this ceremony. The Scout will receive his award, and he will, in turn, present miniature awards to both parents.

The Eagle Scout is expected to say a few words in acceptance of his award, perhaps thanking particular people who have been of special help along his trail as well as inspiring others Scout's still working the Trail to Eagle. The Scoutmaster will then read from various letters of congratulations and recognition from political figures or others unable to attend. This may be followed by the closing flag ceremony.

A guest book which can be signed by everyone who attends the Eagle Court of Honor makes a wonderful memento of the occasion for the new Eagle Scout.

Finally, a word of advice to the mother of the Eagle Scout: enjoy the ceremony. Let someone else do the work of providing refreshments and decorating the hall. This day belongs to your son and to you; make it a day that you will remember fondly.

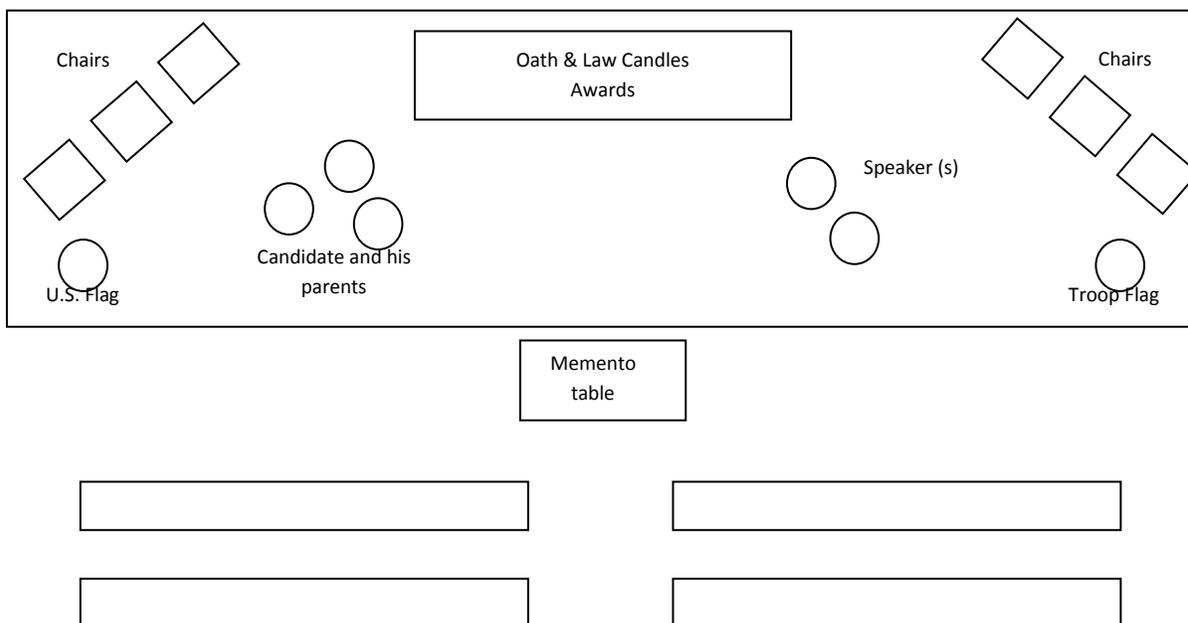
## Eagle Court of Honor Execution

Keep in mind that the purpose of an Eagle Court of Honor is first, to honor the Scout. If the Court of Honor is executed well, it will inspire other Scouts to follow the adventurous and rewarding Eagle trail. A dignified and meaningful Court of Honor will also show the community the result of the Scouting program, so they will direct other boys into the Scouting programs and support the movement.

Some things to think about while planning the event:

- Make it simple, but keep it fun.
- The Master of Ceremonies (MC) sets the tone and the pace of the ceremony.
- Keep the aisle space clear for parading the colors.
- Use props with candles; Scout spirit candle.
- Make sure the candidate's parents sit in a special place.
- An Eagle Ceremony should be held separately from a troop Court of Honor.
- Master the lighting and sound system before a ceremony.
- 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.
- It is appropriate to let humor in.
- Have the Eagle speak from prepared notes.
- Daytime window light may affect slide programs

## Facility Layout



### Eagle Scout Court of Honor Work Sheet

Eagle Scout: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Ushers: \_\_\_\_\_

Call to Order: \_\_\_\_\_ Senior Patrol Leader

Opening Flag Ceremony \_\_\_\_\_ Troop Color Guard

Invocation: \_\_\_\_\_

Dinner: \_\_\_\_\_

Trail the Eagle: \_\_\_\_\_ Troop Members

Speakers: (minimum of three)

For the Boy Scouts of America: \_\_\_\_\_

For the Church: \_\_\_\_\_

For the Community or School: \_\_\_\_\_

For the Scout: \_\_\_\_\_

For the Troop: \_\_\_\_\_

Eagle Scout Charge: \_\_\_\_\_

Award Presentation: \_\_\_\_\_ Eagle Scout & Parents

Acceptance: \_\_\_\_\_ Eagle Scout

Letters of Recognition: \_\_\_\_\_

Presentations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Closing Flag Ceremony: \_\_\_\_\_

\_\_\_\_\_

### Eagle Court of Honor Checklist

Weeks	Action	Done
-8	Set date and time for court of honor.	
-8	Secure location. Send confirmation letter.	
-8	Eagle candidate selects Eagle Charge presenter. (Adult Eagle Scout)	
-7	Develop invitation list.	
-7	Order invitations.	
-7	Solicit congratulatory letters from public officials and others.	
-7	Mail invitations.	
-6	Begin promoting the event within the troop.	
-5	Order needed supplies (awards, program covers)	
-5	Order plaques and other recognition items.	
-5	Flesh out program and prepare script.	
-4	Recruit master of ceremonies, presenters, and volunteers for ceremony.	
-3	Order refreshments.	
-2	Have programs printed.	
-2	Call troop families to promote.	
-1	Gather all necessary materials, props, awards, etc.	
-1	Confirm access to building.	
0	Set up and decorate room. Reserve seats for guests, the honoree, and his family.	
0	Check all audio-visual equipment (microphones, projectors, etc.).	
0	Make sure all awards and other props are in place.	
0	Set up refreshments.	
0	Position greeters at the door(s) to hand out programs.	
0	THE COURT OF HONOR	
+1	Send thank-you notes.	
+3	Send write-up (with pictures) to newspapers.	