Eagle Court of Honor

Even though a scout's Eagle Court of Honor ceremony is distinctly his own, certain planning activities are always the same. In order to clarify Troop 714's procedures and preferences, we have compiled the following recommendations for scouts and their families.

Please remember that while the "Timeline" and "Reception", sections below are consistent from one Court of Honor to the next, the "Display Table" and "Congratulation Letters" sections are open to individual family preferences. If a scout has collected mementos during his scouting experiences, he may want to display those souvenirs, photographs and other items on a separate table. Some families request letters from public officials and celebrities to honor the new Eagle Scout. Those letters may be placed in a scrapbook or photo album and displayed on a table during the Reception. While the Scoutmaster plans the ceremony itself, the Reception is planned by the scouts and their families with the guidance of the Eagle Coordinator.

Timeline:

1. The Scoutmaster schedules the Board of Review with a representative from Great Plains District.
2. The Board of Review is conducted and the paperwork is filed for processing with the National Boy Scout Office. It may take eight to ten weeks before the paperwork is returned to the Troop.
3. Eagle Courts of Honor are scheduled by the Scoutmaster and the Long Term Planner. Eagle Courts of Honor are held 3 to 4 times a year and all Scouts who have passed their Eagle Board of Review and whose paperwork is returned from National Headquarters may participate. The parents of the eligible Scouts meet, decide on arrangements with the assistance of the Eagle Coordinator and divide up duties. Shared expenses are tallied at the end of the Court of Honor and accounts are settled.
4. If you want to have congratulatory letters from public officials and celebrities, mail your requests at least ten to twelve weeks before the Court of Honor to allow enough time to collect and assemble the letters.
5. Prepare your invitation list and buy invitations at the Scoutfitter on Harry Hines Blvd. or at the Scout Store in Lewisville. Every family in the Troop is invited as well as special guests from each of the honorees' families.
6. Have the invitations printed.
7. Buy Program Covers at the Scoutfitter or the Scout Store.
8. Type the Program and have copies made. The Scoutmaster arranges for individuals to take part in the ceremony. The honorees may ask for special scouts or Assistant Scoutmasters to assist if they wish.
9. Buy paper goods for the Reception.
10. Order cake and decide on a punch recipe at least one week before the Court of Honor.
11. On the day of the Court of Honor, arrive 60-90 minutes early to set up the room, display table and refreshment area.

Reception:
Here are some items to bring for the reception:

- Cake and the utensils to cut and serve it
- Plates, napkins and forks
- Punch
- Punch bowl, ladle and cups (the Troop owns two plastic punch bowls with trays and two ladles)
- Ice chest, if needed to keep the punch cold
- Table cloth
- Small floral arrangement or table decoration, if desired (the Troop owns three red, white and blue floral arrangements)
- Clean-up supplies (paper towels, trash bags, water, etc.)

Volunteers:
Scouts may earn service hours for assisting with setup and cleanup. This opportunity is offered before each Court of Honor and a sign up sheet is kept by the Eagle Coordinator. If there are no volunteers, each scout's family is responsible for set-up and clean-up of the room.

Display Table:
You may want to set up a display table with mementos from the Eagle Scout's past. Here are some suggestions:

Cub Scout Mementos:

- Ceremonial Arrow from Cross-Over
- Belt with belt loops
- Shirt and Brag Vest
- Pinewood Derby cars/trophies

Boy Scout Mementos:

- Merit Badge Sash (to be worn during ceremony)
- Pictures from Eagle Project
- Congratulation Letters, if solicited
- Photo Album of scouting activities
- Jamboree, Philmont, other scouting activity displays/albums
- U. S. and Texas Flags, if requested