

*BSA Troop 21*  
*How to plan and prepare for your son's Eagle Court of Honor*  
*Cathy Kidd ASM*

Congratulations on your son's achievement in attaining the highest rank in scouting. The Eagle Court of Honor is another step along his trail to Eagle. A scout is officially an Eagle upon passing his final Eagle Board. The Eagle Court of Honor is the ceremonial awarding of his Eagle medal, certificate, and pins.

The troop prefers to have multiple scouts join forces in conducting an Eagle Court of Honor. Joining families lessens the costs for the parents. This also allows scouts who have taken this journey together to enjoy being awarded their medal together and it is more efficient for the troop with a constant full schedule. So if you can, wait on other scouts to attain the rank of Eagle or combine with scouts who have previously earned but have not been awarded their medal.

***Step 1:***

***Reserve the Church and Parlor***

Call Bluff Park United Methodist Church  
733 Valley Street  
Hoover AL 35226  
205 822-0910

And speak to the church Secretary. You need to identify yourself and inquire about reserving the Old Sanctuary and Parlor to hold an Eagle Court of Honor and reception. Have several dates in mind to see if the facilities are available. Once you have potential church availability proceed to step two.

***Step 2:***

***Call on the participants*** in the Eagle Court of Honor and see if they too are available on the date you are hoping to conduct the Court.

Those participants are:

Scoutmaster  
Eagle Rank Advancement Advisor  
Troop Committee Chairman  
Senior Patrol Leader  
If a joint Court the other scouts and family availability

Once you have confirmation from all parties on availability, you can book the church. Usually the time is from 1-4 pm. Service lasts from 1-2 pm or longer the more scouts in the program and the reception is to follow.

***Step 3:***

***Invitations***

Some people invite family and friends with email, word of mouth, social media, or mailed invitations. The scout service center has many items to purchase for your Eagle Court of Honor if you desire, from paper products for the reception, invitations, program covers, decorations, gifts etc...You can also have local printing company, internet sites etc.. Print an invitation. Mail out 4 weeks in advance.

The Scoutmaster will invite the Troop via email and at troop meetings. (Attachment A: Invitation)

**Step 4:**

**Eagle Court of Honor Program**

You can buy from the Scout Service Center a pack of 50 Program Covers for the Eagle Court of Honor; they are cardstock with an appropriate artwork and text for a program cover. 2014 cost \$11.00. You can also create your own cover if you wish.

(Attachment B: Program format)

Following the template in the Attachment go in and create your program.

Change the names to fit your program.

Page 1: inside cover is the Program Order of Events

You will need to ask individuals to fill these positions:

Invocation: This person begins the Eagle Court of Honor with an opening prayer. There is no set text to read for this prayer. This just asks for God's blessings upon the Eagle Court of Honor and all gathered in celebration of this event. In the script is an example you may or may not choose to use. . (The script will be addressed in the next step)

Voice of the Eagle: An individual with a good deep speaking voice is needed. (Usually a current Assistant Scoutmaster) This person reads without a microphone from a prepared text from the back of the Sanctuary. The text is written in the script for the program.

Guest Speaker: Each scout asks an individual to speak on his behalf. This person speaks on the character of the scout and about his scouting career. This can be a person from within the Troop, family friend, teacher, youth minister, boss etc... A short talk 5-7 minutes.

Eagle Charge: This person is an Eagle Scout. He reads a prepared text from the script

Benediction: This person closes the Eagle Court of Honor with prayer. There is no set text for this. Thanking all for attending and helping this scout on his trail to Eagle. In the script is an example you may or may not choose to use.

Optional participants:

If you wish specific scouts (scout friends of your son or scout brothers) to be in the flag ceremony or assist the Senior patrol leader with the Candle Lightening ceremony you may ask them before time and have their names printed in the program. Otherwise, it is to the discretion of the Senior patrol leader to choose scouts to assist him during the program.

Page 2 ,3,4 etc.. One page per scout that includes a picture of the scout in uniform, preferably Class A.

Headings under this page include:

Eagle project: and a description of the project

High Adventure: list the High Adventure bases attended and a description

Honors/Offices/Activities: list the Leadership positions held, Order of the Arrow activities and achievements, Training received, religious medals, etc...

Number of merit badges earned: list the number and any palms if awarded. You may list all the badges if desired. Refer to Unit Advancement report on the Troop website to get a list of all badges earned.

School status: Class year and what school he attends

Last page or inside back cover:

Many scouts print the One Hundred Scouts story or photo of the Eagle badge, Clip art or photo of Eagle Scout. Personal choice to fill the space.

You can have a scout(s) pass these out to the guests entering the church for the program. Printing can be done at any print shop such as Kinko's, Staples, UPS, Office max etc... Costs vary so compare prices. You incur this expense.

**Step 5:**

**Program Script**

(Attachment C: Program Script)

Open the attachment and change the names of the participants.

The script is the same each Court of Honor you just need to change the names of the Scouts and participants as needed.

Print 6 copies.

A copy is needed for the:

Scoutmaster

Eagle Rank Advancement Advisor

Troop Committee Chairman

Senior Patrol Leader

Voice of the Eagle

Eagle Charge

Give these out the day of the Eagle Court of Honor. The scouts are usually given back a copy after the program as a memento.

**Step 6:**

**Reception**

After pictures are taken upon the conclusion of the ceremony those in attendance are invited for a reception in the parlor.

Families of the Eagle scouts are responsible for this expense. Usual food includes

Sheet cake: with names, or congratulations, or a photograph, or eagle symbol, this is personal preference.

Beverage: Could be punch, tea, soft drinks, lemonade, soda, again personal preference

The following items are all personal preference due to cost and convenience. Many Courts have lots of food others not as much. Examples of foods that could be included are as follows and are not limited to these.

Cheese and crackers, fruit, sausage balls, chicken salad sandwiches, peanuts, mints, chips and dip, candy, meatballs, chicken nuggets, pigs in a blanket, cheese straws, vegetable tray, pretzels, spinach dip, deviled eggs, mini muffins, cookies, meat tray, etc...

Food is usually served on paper products and plastic cups. Special Eagle ones are available at the scout service center but ordinary products work just as well.

**Step 7:**

**Memorabilia**

It is customary for each Eagle Scout to display memorabilia associated with his scouting career in the parlor at the reception. Start gathering up all his patches, warm and fuzzies, pictures, hats, plaques, uniforms, belt buckles, stickers, awards, scout handbook, photo albums, Order of the Arrow items as well, etc... to display for his guests to look at during the reception. It is common to see cub-scouting memorabilia as well such as neckerchiefs, belt loops, pinewood derby cars etc...

Some scouts use the troop projector and screen, then bring their laptop to have a continual running slideshow of pictures of the many trips and activities over their scouting career. The scout family pulls together the slideshow program. Some scouts have a sign in page/book to have their guests sign as they enter the reception.

It is always fun to see how the boys have grown over this journey.

**Step 8:**

**Set Up/Reception**

You may pick up the key to the parlor from the church (This is a very nice room and stays locked when not in use) the Friday before the Court. That allows you time to set up the parlor the Saturday before or go in early the day of the event.

You have access to the adjoining small kitchen and refrigerator if you wish to bring food in early. Please label all your food in the refrigerator.

The church has a locked closet in the parlor that has tablecloths, dishes, and serving pieces for your use. Anything used must be washed, cleaned, and returned.

Tables used to display memorabilia can be found in storage closets around the church, they too must be returned afterwards.

The dining room table is most often used for the cake and food table. Small table used for drinks. The long 8-foot tables are for displays.

**Step 9:**

**Set Up/Church**

The Troop will provide the items needed for the ceremony to include the actual medal, patch, certificate, mom, dad, and mentor pins awarded. The troop provides the flags for the flag ceremony, candles, candleholders, and lighter for the candle ceremony, pew decorations of the scout law words, and covering for the ceremony table and podium. The church has a podium and chairs for the participants.

If the ceremony is at 1pm the participants need to be at the church early to set up for the reception and help the Scoutmaster and Eagle Advancement Chairman set up for the ceremony in the Sanctuary. Between 11 am and Noon depending on how much advance set up if any was done Saturday. Coordinate time with the Scoutmaster.

**Step10:**

**Clean Up**

Families are responsible for cleanup of the parlor to include washing any dishes used, bringing home and washing tablecloths used and return to the church, vacuum, take out the trash, return tables, return key, leave parlor as you found it.

Clean up of Sanctuary consists of helping Scoutmaster/Eagle Advancement Advisor pack up all items used for the Court of Honor and loading them back into the Frank tank.

