**Eagle Scout Court of Honor Timeline**

* **Time and Place (and the Eagle Packet):**
  + After the Scout completes his Eagle Board of Review (BOR), now it’s time to think about the Court of Honor (COH). It be a stand-alone event, it can be part of a regular Court of Honor, or it can be a can event for multiple Scouts-best if they are long-time Scout buddies.
  + It will take four to six weeks after the BOR for the Eagle packet (medal, patch, parent pins, etc.) to come from BSA National, so, if the COH must happen sooner, we can figure out a way to be creative with a “stand-in Eagle packet”.
  + The Eagle packet comes with one Mentor Pin. If others are needed, Children’s World sells them, as well as Grandparent Pins, or if more than one each parent pin is desired to be presented (such as a Step-Dad).
  + The COH should be held at a place of special meaning to the Eagle. It may, and often, means at the St. John’s sanctuary, but does not have to. The family’s home church, outdoors at a park, or any other place can be acceptable.
  + Once a date is picked out, the Life to Eagle Advisor should be notified immediately, but it is the Eagle and his family’s choosing-no one else. The Advisor can help with contact with St. John’s to reserve the sanctuary, if that is the choice. Securing the date with the church should be done at least three months in advance. Other venues may want longer.
  + Advisor will order a flag to be flown over the US Capitol in the Eagle’s honor, and can be arranged to be flown on the day of the COH, but this needs about 2-months advance notice. Or, the flag can be ordered such that it has flown, shipped, and arrived so that it can be presented to the Eagle at his COH.
* **Invitations**
  + Written invitations should be sent out a month in advance. Emailed invitations probably with 2-3 weeks-notice. Either way, an RSVP should be requested to give enough time to know how many programs to be printed, and how much food to buy if there is a meal.
  + Licensed BSA invitations are available online and at Children’s World, and other sources are available such as Etsy.
  + A mailing list of current Troop 23 Scouts and Parents can be produced by your Advisor, if desired.
  + Other VIPS to be invited include extended family, particular teachers or advisors special in the Eagle’s life, best non-Scout friends, and Troop 23’s Unit Commissioner.
* **The program and script** 
  + This process should begin one month in advance. Your advisor has many examples that can be used, and a very good resource is available in print, available at bookstores or Amazon.
  + The Eagle should choose the following participants:
    - **Master of Ceremony**
    - Who to deliver the **Eagle Charge**-Adult Leader with the most meaning to the Eagle-usually the recipient of a Mentor Pin
    - Who to Deliver the **Eagle Pledge** (should be an Eagle Scout)
    - A **Presenter of the Eagle Pins** (if not the MC or Eagle Charge presenter)
    - **Color Guard** (some of the Eagle’s Scout friends)
    - **Honor Guard** (the best of the Eagles Scout friends) who escort the Eagle and his parents to the stage.
    - Any **guest speakers** such as home church pastor, grandparent who was a Scout, or a childhood mentor
  + Slideshow. If you need pictures from events, email the leaders a month in advance so that others can compile and transmit, and so that there is time to put a slideshow or video together. Best to keep to 3-5 minutes max.
* **Other:**
  + The Eagle and his family may choose to want to do a dinner or meal (or a decorated cake at a minimum) as a part of the COH. This should be arranged (and paid for) completely by the Eagle’s family.
  + The Troop has numerous Eagle COH decorations if the Hut office for use at the ceremony, but may or may not include paper plates, napkins, or other consumables.
  + The Troop pays for the Eagle’s Flag.
  + Most attendees of the COH will bring gifts. The COH should be set up with a Guest Registry near the entry, as well as a place to receive gifts and cards.
  + It is fun and memorable for certain mementos and pictures of the Eagle’s Scouting years to be set up amongst the decorations.

**Typical COH Outline:**

**Opening**

Introductions (Family, VIP’s, non-Scout friends)

Announcements

Formal Opening

Presentation of the Flag

**Eagle Segment** (Who is this Scout?)

Meaning of the Achievement

Slide Show

Pledge with other Eagles

**Presentation of the Eagle Badge**

The Eagle’s Charge

Badge and Pins-Parents and Mentor

Personal Statement-the Eagle’s Speech

**Closing**

Flags Retired by Color Guard

**Reception**

**Letters of Recognition**

Requests for letters of recognition can be sent out our local, state, and congressional representatives, as well as the Presidents of the United States and certain members of his Cabinet. Don’t be surprised how meaningful these types of letters can be to an Eagle who otherwise does not follow or care about politics. Others, like celebrities such as Mike Rowe, suggest three months in advance (and is done online). Most requests can be mailed, and can be in the form of a letter from the Scoutmaster or parent.

Addresses of politicians that have followed-through with letters **(Eagle Scouts indicated in bold)**

Sarasota County Commissioners

Alan Maio

Nancy Detert

**Paul Caragiulo**

Michael Moran

Charles D. Hines

Sarasota County

1660 Ringling Blvd.

Second Floor

Sarasota, FL 34236

Representative Vern Buchanan

United States House of Representatives

2104 Rayburn HOB

Washington, DC 20510

The Honorable Senator Bill Nelson

United States Senate

716 Hart Senate Office Building

Washington, DC 20510

The Honorable Senator Marco Rubio

United States Senate

284 Russell Senate Office Building

Washington, DC 20510

Gov. Rick Scott

The Capitol

Tallahassee, FL 32399-0001

President and Mrs. George W. Bush

Post Office Box 259000

Dallas, Texas 75225-9000

President and Mrs. George H. W. Bush

10000 Memorial Drive, Suite 900

Houston, TX 77024

The Honorable **Rex Tillerson**

Secretary of State

2201 C St., NW

Washington, DC 20520

The Honorable **Rick Perry**

Secretary of Energy

1000 Independence Ave., SW

Washington, DC 20585