



Eagle Court of Honor Checklist



For Scouts that passed their Eagle Board of Review (EBOR) and wants to prepare for their Eagle Court of Honor (ECO). The ECOH is a special honor that will celebrate your son attaining the rank of Eagle Scout. The ECOH can be done with other Eagle Scout or alone. The choice is up to the family.

EBOR to ECOH Checklist:

1. Contact information for Dennis Walker, your Eagle Coordinator:
 - 393-4940, djw1998v@gmail.com
 - 345 N 18th Ave, Hiawatha, IA 52233
2. Your Eagle Coordinator will be notified that that national has approved your Eagle Scout award. He will then then pick up your official Eagle Scout certificate, your Eagle Kit and will notify you by e-mail or phone.
3. This process usually takes 3-4 weeks from the time of your EBOR at the Scout Office.
4. Please note that this is **your** ECOH. You can use all checklist suggestions or only a few of them.

Note: All the following items are based on a 3 month timeline until your ECOH.

5. 3 months away:

- Pick a date, time and location for your ECOH (a typical date for your ECOH is approximately 3 months from your BOR).
- Contact your Eagle Coordinator to add your ECOH to the Troop website.
- Reserve the facilities for your ECOH.

6. 2 months away:

- Order a US Flag. This may be done earlier if you want it flown on a certain date. This form is available at <http://www.ernst.senate.gov/public/index.cfm/flag-requests> or <http://www.grassley.senate.gov/constituents/flag-requests>. The cost is \$21-34 and will take 4-6 weeks from the time of your order or the date you requested. A 5'X8' cotton flag is nice (see #9 below).
- Congratulation letters from notable public servants, actors and organizations are available at <http://www.bsatroop766.org/Forms/Eagle%20Congratulation%20Letter.doc>. Names and addresses are available at <http://www.bsatroop766.org/Forms/Eagle%20Congratulation%20Letter%20Addresses.xls>. You may send none or as many as you wish. You can also Google additional names and addresses.
- If you plan on an ECOH at a church, you may wish to volunteer to pay for flowers.

7. 6 weeks away:

- The Eagle Scout family is responsible for purchasing an Eagle scarf and slide. Go to the Scout Office and pick out your choice of scarf and slide. At the same time, purchase Eagle invitations (non-embossed so you can print well), thank you cards, napkins, family gift, etc. from the Scout Office.
- The Troop purchases the Eagle Kit as congratulations to the Eagle Scout. Confirm that your Eagle Coordinator has the Eagle Kit, which includes the Eagle Patch (which should have already been given to you), Eagle Medal, Mother's Pin, Father's and Mentor's Pin. Only 1 mentor's pin is included, if you wish to have 2 or more mentor pins, you can buy them at the Scout Office.
- Start gathering Scout memorabilia and pictures for the ECOH. Start working on the slideshow. An example slideshow is available at <http://www.bsatroop766.org/Forms/Eagle%20Court%20of%20Honor%20Slideshow.ppt>.
- Begin working on your ECOH script. An example script is located at <http://www.bsatroop766.org/Forms/Eagle%20Court%20of%20Honor%20Script.doc>. The script can be modified in any way you wish. You can also Google additional scripts.

8. 5 weeks away:

- Decide to mail ECOH invitations or send them out via the Troop's distribution list (BSATroop766@GoogleGroups.com). Many families do both: snail-mail invitations to family members and send an e-mail to the Troop. An example invitation is located at <http://www.bsatroop766.org/Forms/Eagle%20Court%20of%20Honor%20Invitation.doc>.
- Begin working on your ECOH program. The program is handed out to guests at the beginning of the ECOH. An example program is located at <http://www.bsatroop766.org/Forms/Eagle%20Court%20of%20Honor%20Program.doc>. The script can be modified in any way you wish. You can also Google additional programs.

4 weeks away:

- Finalize and print invitations.
- Buy stamps for invitations.
- Confirm that your facility is still reserved.
- Contact your Eagle Coordinator to use the Troop 766 ECOH supplies. The ECOH supplies include banners, Scout Law candle holders, a big Scout Rank candle holders, signs, table decorations, etc. to use.
- Consider posting a picture and article in the Milestone section of the Cedar Rapids Gazette. Cost is between \$29-55. Submission Form is available at <http://www.thegazette.com/milestones-submission-form>
- Determine menu for the reception. Ask for help with the reception including setup of banners, kitchen help and guestbook attendant.
- Call/e-mail adults and Scouts to help in your ECOH. The Troop roster can be found at [Link](#).

Roles:	Name:	Phone#:	E-Mail:
MC:			
Pledge:	Troop 766 Color Guard		
Bugler:			
Invocation:			
Scouting Spirit:			
Scouting Trail:			
Scout Law/Oath:			
Scout Ranks:			
Tenderfoot:			
2nd Class:			
1st Class:			
Star:			
Life:			
Eagle:			
Eagle Scout Oath:			
Adult #1:			
Adult #2			
Adult #3			
Adult #4:			
Adult #5:			
Closing Remarks:			
Eagles Remarks:	Eagle Scout		
Audio/Video:			
Eagle COH Supplies:	Dennis Walker	393-4940	djw1998v@gmail.com

9. 3 weeks away:

- Mail snail-mail and send Troop invitations to BSATroop766@GoogleGroups.com.
- You can look at the Eagle COH supplies that your Eagle Coordinator has in his box and determine whether to buy new candles or use the ones in the containers (either way is acceptable). You need 19 white, 1 silver, 1 red and 1 navy blue candle.
- Submit ECOH announcement in the church newsletter and/or bulletin.
- Keep working on the script.
- Purchase a flag case that fits the flag that you ordered. A 5'X8' cotton flag fits nicely in the large flag case. Flag cases can be purchased from Michael's.
- Order a nameplate for the flag case using the following link <http://www.bsatroop766.org/Forms/Eagle%20Scout%20US%20Flag%20Nameplate.pdf>.

10. 2 weeks away:

- Keep working on scrapbook and Scout memorabilia to be displayed.
- Keep working on slideshow presentation.
- Finalize the script and e-mail parts to your adults and Scouts so they can practice.
- Buy reception supplies: cups, napkins, plates, forks, table cloths, etc.
- Buy/find a card basket and a guestbook.
- Finalize menu for reception.
- Order cake and buns for the reception. Hy-Vee doesn't want to put the Eagle medal or Eagle patch on the cake, but you can get non-BSA Eagle cakes (example on right).
- Make/buy/order table centerpieces for reception.



11. 1 week away:

- Confirm everyone can still help with your ECOH. This is important to check before you print the program. Tell the helpers in the ceremony to arrive 20-30 minutes before the ECOH begins.
- Cut script into segments so that the readers can have for the ECOH.
- Make sure Eagle Coordinator will bring Eagle Kit, US flag, Troop flag and flag stands.
- If you need to use the Troop's data projector, speakers and extension cords, contact the Eagle Coordinator or Scoutmaster to bring them.

12. 4 days away:

- Buy other reception food supplies.
- Finish reception decorations, table cloths, centerpieces, etc.
- Order flower, balloons, etc. if needed.
- Send reminder e-mail to the Troop using BSATroop766@GoogleGroups.com

13. 2 days away:

- Charge video camera, get extra batteries for camera and make sure you have enough space on your memory card/tape.
- Rehearse final script to make sure you know all the parts.
- Finalize slideshow.
- Confirm delivery of food (if any).

14. 1 day away:

- Finalize and print programs.
- Organize all of the things to bring to the ECOH.
- Pick up flowers.
- If you don't have a laptop for the slideshow, make sure you arrange to borrow one. If you borrow one, make sure you practice the slideshow.

15. EAGLE COURT OF HONOR DAY:

- Don't worry, you planned well. Everything will work great!
- Pick up cake, buns, balloons, etc.
- Don't forget to bring Eagle gift from the parents, US flag, flag holder, Eagle scarf, Eagle slide, red Mother's Ribbon, Scout memorabilia, scrapbooks, displays, etc.
- Bring all reception supplies (plates, cups, napkins, forks, tablecloths, etc.), laptop, slideshow, food, scripts, punch bowl, programs, candles, cameras, batteries, guestbook, card basket, flowers, balloons, etc.
- Decorate facility and make punch.
- When setting up the candles, make sure paper is below the candles as they will drip and leave a mess on the table.

16. Within 1 week after:

- Send thank you letters to everyone that helped and/or gave you a gift.