

EAGLE SCOUT AND PARENTS RESPONSIBILITY

The Eagle Court of Honor (ECOH) is a very personal matter and differs from scout to scout. The Scout and his family are responsible to determine what, when, where, etc. Below is a listing of standard activities that the family may want to perform.

Planning

- Determine the date, time and location of the ECOH and any post ceremony festivities (reception, etc.) This does not have to be done at Asbury.
- Attain reservation(s) at the ECOH location for the date/time of the ceremony and any post ceremony festivities.
- Determine what type of food & refreshments will be available after the ceremony - including cake if desired. Family is responsible for the purchase, costs, preparation, cleanup, etc. of all post ceremony food, refreshments and festivities.
- Call a meeting of the family and troop representatives to assist in the overall planning of the ECOH. This is a big task – don't try to do it all yourself. Ask for help from past and future Eagle Scout parents, the scoutmaster and assistant scoutmasters.
 - You will be very busy during the ceremony and have little time available for after ceremony food prep – would be advantageous to you to attain some people who will coordinate this while you are partaking in your Eagle Scout's big day.

Ceremony / Program

- Determine what type of ceremony the scout/family desire. Large, small, formal, informal, none? There is no right or wrong. Use the Troop 12 Eagles Nest website page for samples of ceremonies from past Eagle Scouts.
- Determine what speakers you wish to have at the ceremony. Make sure to coordinate with the speaker that they know they will be speaking and what you would like their speech to contain. Always confirm with speakers well ahead of time to allow them to prepare.
- Request letters of commendation from government and non-government dignitaries. This listing is totally under the control of the scout and family. Use the Troop 12 Eagles Nest website page for a listing of dignitaries and sample letters. As they are received, place in a binder for display. Start this as soon as possible – it takes some time to get the responses back.
- Determine who will participate in the program: i.e. Troop leaders and scouts and extend invitations accordingly. Make sure each person who is scheduled to be part of the ceremony understand their role and is prepared. Make sure you have enough printed copies of program, readings, etc. for those participating in the program. It is up to you if you want to schedule a rehearsal ahead of time.
- Organize, design, write and print the COH program. Use the Troop 12 Eagles Nest website page for samples of ceremonies from past Eagle Scouts.
- Make sure everyone involved in the ceremony knows what time you expect them to arrive prior to the start of the ceremony.
- Make sure to keep your program updated with any dignitaries that state they are going to be at your scout's ceremony. Always good to place them early in the program in case they need to leave. In addition, make sure the Master of

Ceremonies understands that if a dignitary is going to show up – but you do not know exactly when, that they are to recognize when they arrive and automatically place them as the next thing in the program.

- Write biography for the Eagle Scout to put in the COH program

Planning

- Determine the type of invitation to use, attain/print/deliver invitations. Use the Troop 12 Eagles Nest website page for samples of invitations from past Eagle Scouts
- Invite all guests that you wish to attend. The following is a list (may not be a complete list but a starting point):
 - Speakers
 - Devotional leaders
 - Coaches
 - Mentors
 - Family
 - Friends
 - Eagle Scout Project representatives / leaders / sponsors
 - Troop 12
 - Pack 12 Webelos scouts – work with Troop Liaison if needed
 - Minis Trails Council Reps – Mr. Marushak, Mr. Poland, etc.
 - Political Leaders, Local Representatives, Mayors, etc. Usually the request for a commendation letter to dignitaries also invites them to the ECOH.

Equipment

- ECOH supplies that you require.
 - For example, if candles are part of the ceremony, make sure you have the types of candles you wish or coordinated with the church/troop to have them available.
 - The troop has candle holders, banners, signs, etc. that can be used in the ceremony. If you are planning on using these, make sure to coordinate their use and check their condition.
- Personal Items
 - Have a guest book? Some do – some don't. Up to you.
 - Create scrapbook on scouting career for display, provide any additional career displays of the scout for post COH celebration. Some do – some don't. Up to you.

TROOP RESPONSIBILITIES***Scoutmaster***

- Picks up all Eagle Scout awards and paperwork from Minis Trails Council office when notified they are available. Notifies the family and scout of availability so the family can start planning for their COH.
- Main point of contact for family when coordinating ECOH..

Webmaster

- Updates Troop 12 website with new Eagle name.
- Updates Troop 12 manual with new Eagle name.
- Troop maintains file of Eagle Scout COH ceremonies, programs, newspaper articles, generic invitation listings, etc. This information can be shared with any Eagle Scout and family when requested..

Chartered Organization Representative

- Orders U.S. Flag to be flown over the U.S. Capitol building (nylon or cotton) – allow for any special requested day or date for the flag to be flown at the request of the family or scout. Flag costs are reimbursed 100% by the troop.

Advancement Coordinator

- Add Eagle Scout name and year to Troop 12 plaque. Go to C.J. Wagner Bowling Supplies located at 1814 Green Street, Allentown 610-434-4382 Located 1 block West of Tilghman Street between 19th & 18th. Behind where Saylor's Restaurant use to be. \$1.75/scout (Troop pays)
- Purchase Eagle Scout frame at the Minsi Trails Scout shop if the parents want it. Along with this frame is the requirement to get a second Eagle merit badge and/or ribbon to mount in it. Cost for both is about \$78.00 reimbursed 100% by the troop. Mount the Eagle certificate and merit badge in the frame and provide to the Scoutmaster.
- Purchase Eagle Scout Neckerchief at Scout Shop – reimbursed 100% by the troop. Provide to the Scoutmaster.

Troop Liaison

- Assist the family in contacting the Webelos dens in the pack for invitation to the Eagle COH

Secretary

- Assists the family in reserving place and time for ECOH – if at Asbury Church

Historian

- Troop Historian writes article for Cross & Flame after COH.
- Write article for Morning Call, East Penn Press, etc.

Librarian

- Make sure the American Flag and Troop Flag are in good order and available for the Eagle COH ceremony
- Work with family for use of any additional Troop supplies from the library or storage room like – candles, holders, rank card displays, etc.

Estimated Troop Costs

- \$100