



TROOP 1 EAGLE COURT OF HONOR INFORMATION SHEET



Congratulations on reaching the rank of Eagle Scout! You should be very proud of your accomplishment!

The Eagle Scout Award represents many years of dedicated effort. The Eagle Scout Court of Honor (CoH) can be a really special event, where not only are you recognized for your achievement but *you* get to recognize the people who helped you get there. This is a completely optional event, it is not required for the rank.

Appropriate planning can ensure a memorable Eagle Scout recognition ceremony and award presentation, one that will not be soon forgotten by the key participants. Below please find information to help you plan your Eagle COH. While no two Eagle Scout Courts of Honor are exactly alike, there are basic components that are usually included.

WHO:

- **Who will you have your Eagle CoH with?**
 - Will your Eagle CoH celebrate just you or will the ceremony be a celebration with other Eagle Scouts?
- **Who will you invite?**
 - In addition to the Troop's Scouts, their families and past and present Scout leaders, often in attendance are those who've contributed to the Scouts journey, including special guests, members of the local district and council, public officials, troop alumni, and adults who have had an impact on the life of the new Eagle Scout.
 - Be sure to invite the person that you are giving your mentor pin to and also the Scout that you are "challenging."
 - The Scout that you are giving your Challenge Patch to should not know that they are getting it. It should be a surprise. You can inform the Scouts parents so that they ensure their attendance.
- **Who will you have to speak/present at the ceremony?**
 - The Scoutmaster will usually have a role in the Eagle Scout Court of Honor but *should not be the one to plan and run the event*.
 - Selecting a Master of Ceremonies: The individual selected should be familiar with Scouting and the significance of an Eagle Scout CoH. They should know and follow the ceremony script. A little humor at the appropriate time is fine, but their job is to make the program flow and be as impressive as possible, and to see that everyone deserving of recognition is recognized. The Master of Ceremonies should be polite, respectful of the ceremony and everyone involved. If something goes wrong they should be able to quickly take charge and remedy the situation.
 - Guest Speaker(s): If a guest speaker is included in the program, contact that person directly and make sure they understand the significance of the award. Provide the individual with a time limit for their presentation and determine what their message will be.
 - Readers and Speakers:
 - If you choose to follow a typical Scouts BSA script, you will need anywhere from 5 to a dozen readers for sections like the *Significance of the Eagle* and *Presentation of the Eagle Awards*.

- You may want to have a backup plan to fill in for someone who gets sick or has an emergency that prevents them from attending. This is critical for the key participants (Master of Ceremonies, keynote speaker, Trail of the Eagle speaker...)
- Color Guard: You will need three Scouts for this. This is a good way to get your Eagle Challenge involved in the ceremony without them knowing that they are to receive a challenge.

WHEN:

- **Timing**: When a Scout finishes his Eagle requirements, there is some time that will elapse before they can have his/her ceremony.
 - First the Scout turns in their Life to Eagle package.
 - Next they schedule and have his/her Board of Review.
 - Finally, the District or local Council (or both) takes time to verify the Scout's accomplishments and dates.
 - Once the Council has approved the Eagle Scout Application, they forward it to the National Scout Office for their inspection and approval.
 - This entire approval process will take from 6 to 8 weeks.
 - An Eagle Ceremony should be held separately from the T1 normal rank Advancement CoHs.
- **Date**: Pick a date and time. Some Scouts choose to hold their ceremony on weekends, others may choose to hold it during a Thursday meeting. Be sure to check your personal calendar for holidays and other planned events.
 - Scoutbook Calendar: Please be sure to add your Eagle CoH to the T1 Scoutbook calendar if you are inviting the entire Troop.

WHERE:

- **Location**: Where will you hold your CoH?
 - Physical arrangements: Be sure to pick a place that can accommodate all of your guests for both seating AND parking!
 - Many Scouts choose to hold it at Scout Hall. It is a convenient location as chairs, tables, flags and a podium are all at your fingertips.
 - Reserving Scout Hall: If you choose to have your COH at Scout Hall on a regular Thursday meeting, please contact your Scoutmaster and SPL to see if that would work with the Troop's meeting schedule. If you want to do it on a weekend, you will need to formally reserve Scout Hall. Please contact Roberta Keller to book Scout Hall. robertackeller@gmail.com
 - There is NO cost for Scouts to reserve Scout Hall for their Eagle CoH and you are usually allotted 4-5 hours for set up, ceremony, and clean up.
 - Reserving Scout Hall does NOT get you access to the kitchen at Scout hall.
 - Please contact your Scoutmaster to arrange getting a set of keys to enter the Troop 1 Room from the street. This will get you access to things like the podium, flags, Rank Cards, etc.
 - Before using or removing ANY items from the Troop 1 room in Scout Hall, please contact the current Quartermaster to get approval to use any items located in the Troop room. You may not use any items in the Troop room until you receive permission to do so from the Quartermaster. Thank you for your cooperation! Similarly, when you are done, please return all items EXACTLY where you found them in the Troop room.
 - It is imperative that you leave Scout Hall **better** than you found it. You should sweep the floors, **remove all trash** to the bins outside, neatly return all chairs and tables to the closet (with all chairs facing the SAME direction).

- [Reserving a park in Mill Valley](#): To rent a spot in Old Mill Park, Boyle Park, Sycamore Park, etc. please click link above or email Mario at Rentals@cityofmillvalley.org
- [Reserving Homestead Valley Rec Center or grounds](#): email rentals@homesteadvalley.org

WHAT (PLANNING YOUR CoH):

- **Invitations:** Plan to send out invitations to family and friends at least a month in advance to give them ample notice of your big day!
- **Program:**
 - The program is optional but is a good idea so guests can follow along the order of events of the ceremony. It is also a good way to share photos of your times in Scouting. A well-made Eagle COH program can even serve as a valued keepsake item in the future!
 - Possible things to include in the Program: list of merit badges earned, memorable Scouting events, Trail to Eagle dates (see ScoutBook for dates), Awards/Honors, Leadership positions, photos, summary of Eagle Project
 - The program could include an outline of the ceremony indicating the presenters, speakers and other major activities. Don't forget to include names of these individuals.
 - Include enough copies for each individual attending the ceremony.
 - Etsy has many inexpensive Eagle COH templates that you can add your information to and print.
 - [CLICK HERE for Program Templates for Sale on Etsy](#)
 - Eagle Scout program covers are available at the San Rafael Scout Store and on [ScoutShop](#)
- **Script:**
 - The ceremony can be anything that you want it to be. There are no required scripts or protocols.
 - Ceremony Script: The detailed Eagle Scout ceremony should be written out, following an outline, with text to be read at each part, the names of the individuals responsible, and a description of the props to be used.
 - Sample Scripts:
 - [Official BSA Scripted Ceremony](#)
 - [Eagle COH Script often used by T1 Scouts](#)
 - [Collection of various BSA Eagle COH Scripts from Other Troops](#)
- **Attention on the Scout(s):** Appropriate recognition should be given to each INDIVIDUAL Scout. The individual scout must not be lost in the shuffle of the ceremony, the decorations or reception afterwards. It is a tremendously important moment for the Eagle Scout when they receive their badge, and attention should be focused solely on the Scout when the big moment arrives.
 - If holding a CoH with more than one Scout, it is best to have a separate presentation for each Eagle Scout. Each Scout should be given time to speak and feel that they are the center of attention.
- **Slide Show (Optional):** Gather images of the Eagle Scouts from their years through Scouting (Cub Scout to Eagle Rank).
- **Posting the Colors:** The Scouts carrying the flags should be in full correct uniform. Scouts carrying the flags do not salute during the Pledge of Allegiance.

MAIN PARTS OF AN EAGLE CoH:

- There are no set rules for your CoH. Below are some parts that T1 Scouts often include:
 - **Welcome and Introduction**
 - **Presentation of the Colors**
 - **Significance of the Eagle Badge**
 - **Opening of the Court of Honor**
 - formal convening of the Eagle Scout CoH

- **Trail to Eagle**
- **Presentation of the Eagle Awards and Eagle Palm**



- At this time someone may want to talk about the honoree(s) Scouting history or what they plan to do in the future.
- Eagle Presentation Kit: Each Eagle Scout will be presented with an official [Eagle Presentation Kit](#) at the ceremony.
 - Council will order your kit after your Board of Review. Your Scoutmaster or Committee Chair are THE ONLY PEOPLE that can pick up your Eagle Presentation Kit from Council.
 - The kit contains the Eagle Scout Badge and ribbon, the mother's pin, Eagle's tie tack, father's tie tack, and mentor's pin.
 - The Troop will provide each Scout with an Eagle Neckerchief and paracord slide.
 - If you would like a metal Eagle Slide, you can purchase them at the Scout Store in SR or [online at the Scout Shop](#).
 - Please contact your Scoutmaster to have them order your presentation kit, neckerchief and slide BEFORE your COH.
 - The Troop will pay for all of the above items.
- Eagle Palms: **BSA rules for Eagle Palms changed in 2024 and this document has not yet been updated to reflect those changes.** Scouts will automatically receive 1 Eagle Palm for every 5 merit badges that they earn (over the 21 required) up until the day of their Board of Review.
 - Eagle Palms are awarded as follows:
 - Bronze: 5 additional merit badges
 - Gold: 10 additional merit badges
 - Silver: 15 additional merit badges
 - Merit badges earned BEFORE a Scout's Eagle Board of Review: ie. If a Scout earns 30 merit badges (before their Eagle CoH) over the 21 required, they will receive 2 Bronze, 2 Gold and 2 Silver, however, they will only wear and be pinned at the Eagle CoH with the 2 silver. (15 + 15 = 30)
 - A Scout can wear as many SILVER palms as they earn, however, they should NEVER wear more than 1 gold and/or 1 bronze at a time.
 - Merit badges earned AFTER a Scout's Eagle Board of Review: For every five merit badges earned AFTER a Scout's Board of Review, a Scout must wait 3 months from their Board of Review and have an Eagle Palm Scoutmaster Conference for every 5 additional merit badges. They must then wait another 3 months for the next 5 etc.
 - Please see your Advancement Chair for more information and to have them order your palms for you.



- **Presentation of Family Pins**

- Scouts will present their mother and father with appreciation pins (found in your Eagle Presentation Kit).
- Please note that the Scout Store in San Rafael also offers [Grandparent Pins](#).
 - The emcee could say something like this: "Johnny is fortunate to have two of his grandparents, Bob Smith and Jane Jones, here today to celebrate with them. At this time, would they could forward to receive grandparent pins."

- **Eagle Acceptance Speeches**

- Eagle's Response: This may include the usual "I want to thank my parents, my leaders, my Troop, the beneficiary of your Eagle Project, your merit badge counselors, the camp staff, my family." etc.

- **Mentor Pins and Eagle Challenges**
 - Mentor Pins: For any person who was instrumental in the Scout earning their Eagle rank.
 - If you are naming more than 1 mentor, you will need to [purchase additional mentor pins](#) at the Scout Store.
 - Take a minute and tell the audience why you chose that specific person for your Mentor Pin. Acknowledge the impact your mentor has had on your path to Eagle.
 - Challenge Pins/Patch/Coin: To be awarded to a Scout in your Troop that you believe has great potential to be an Eagle Scout. The challenge is also a good way to motivate a Scout to reach the rank of Eagle.
 - It is a T1 tradition to present your “Challenge” with an [Eagle Scout Badge](#).
 - Your Eagle Presentation Kit will come with one patch. You can use this patch to give to your Challenge Scout. You will need to purchase an additional patch for yourself if you wish to have one for your own keeping.
 - Take a minute and tell the audience why you chose this Scout for your challenge.
- **Welcome to the Brotherhood and Eagle Callout**
 - Eagle Roll Call: usually all the Eagles in the audience are recognized by coming to the front of the room and lining up in order of the date that they received their Eagle Badge. Oldest Eagles to the left and youngest to the right. Each Eagle then gives his/her name, year of Eagle award Troop location (town) and number. As they leave they should shake hands with the new Eagle.
- **Remarks from Family and Friends**
 - Ask those in the audience if they would like to say a few words.
- **Closing Remarks**
- **Closing of the Court of Honor**
- **Retiring of the Colors**
- **Taps** (if included)

LEADING UP TO THE CEREMONY:

- Script: Send a reminder and a draft copy of the program about a week before the ceremony to ALL participants in your ceremony (MC, readers, Color Guard, Eagle Scouts and their parents). Re-confirm with the participants before you print the programs, as it may be embarrassing to a last-minute participant to be omitted from the program.
 - [Joanne's Print Shop](#) in Sausalito is a great place to print your program. They are MUCH cheaper than Staples or Kinkos and they do quality work!
- Rehearsal: Rehearse the ceremony to make sure that each participant and the props are ready. You do not need to rehearse with everyone involved in the ceremony, but it will be beneficial if the Eagle Scouts and their parents do a full walk through. Do not try to “wing it.” Make sure the ceremony is planned and rehearsed. The Eagle Scout and his family deserve the effort of a well planned and conducted ceremony.
 - During the rehearsal, everyone reads through their parts. Stumbling over words detracts from the quality of the ceremony. Make sure key people understand their roles and what they are to do and when. Each individual involved should have a copy of the ceremony script. Rehearse the ceremony as often as it takes to get it right.
 - Don't forget to have your Color Guard rehearse the flag ceremony.

DAY OF THE CEREMONY:

- Special Guests: Special guests should be greeted by a representative of the Troop and introduced to the family and other guests in attendance. Special guests should be introduced using their title at the beginning of the program.

- **Props:** There should be a speaker's podium with a copy of the Eagle Scout Court of Honor ceremony script and a table at the front of the room to hold the awards and gifts to be presented. Be sure to remember to get the flags from the Scoutroom.
 - You will need some sort of a small table at the front of the room to hold the Eagle neckerchiefs and presentation kits.
 - Please contact the Troop Quartermaster if you plan to remove anything (podium, flags, rank cards, etc.) from Scout Hall for your ceremony.
- **Seating:** Reserve seats in the front of the audience for the Eagle Scout(s) and his/her parents, speakers, presenters and members of the Troop. Have the principle speakers sit close to the front to reduce program lag time in traveling to the podium.
- **Audio:** Depending on your location, will you need a microphone? Do you need a permit for your venue?
- **Decorations:** Do you plan to have decorations?
 - There is a black and yellow bin in the Scoutroom that is full of Eagle Scout decorations, napkins, glasses, etc left over from prior Eagle ceremonies. Please feel free to take them!
 - In that bin are also the red and blue Troop tablecloths that you can borrow from the Quartermaster (always ask permission to borrow the table cloths and please wash and fold them nicely before returning them).
 - Council (in San Rafael) has large wood cutouts of Eagles and the Eagle Badge. Contact Cynthia Mueller at Council if you would like to use them.
 - The Scout Store (in San Rafael) sells many items to add an official Eagle theme to your event.



- **Eagle Banner:** The Eagle banner is a large poster that is signed by all Troop 1 Eagle Scouts.
 - Please contact Mrs. Gilmore to borrow the banner.
 - The banner is NOT kept at Scout Hall.
 - The banner will only be lent out to a Uniformed Leader or Mrs. Gilmore will bring it to the ceremony herself if she is attending.
 - There is only ONE Eagle Banner and it should be treated with the utmost of care.
 - There is velcro on the back of the poster so that you can easily stick it to the podium.
 - Please take care of the banner and return it to Mrs. Gilmore immediately after your ceremony.
 - Remember to bring a thin BLACK Sharpie pen with you to sign the banner.
 - ***** Please do NOT sign your name any larger than any of the other signatures.

AFTER THE CEREMONY:

- **Reception (optional):** The audience may greet and congratulate the new Eagle Scout.
- **Refreshments (optional):** This optional element varies from snacks or dessert and non-alcoholic beverages to something more elaborate. Some Scouts serve drinks and cake, others hold formal dinners for their family members and Troop leaders.
- **Memorabilia (optional):** Incorporate elements that reflect the Scout's personality and their Scouting experience. A display table may be set up in the room for people to review a memorabilia book and other items, such as pictures of troop or pack activities featuring the Eagle Scout and other memorabilia of the Scout during his Boy Scouting and Cub Scouting days.
 - You might want to include pictures of his Eagle Scout Leadership Service Project.

- Guest Book (Optional): The family may wish to have a guest book which may be signed by everyone who attends the ceremony. This makes a wonderful memento of the occasion. Another idea is to have a blank photo mat for the guests to sign. At a later date, insert a photo of your Scout and frame it.
- Leave No Trace: No matter here you have your CoH remember the principles of LNT. Please leave your venue cleaner than you found it; especially if it is held at Scout Hall.

SPECIAL EAGLE SCOUT RECOGNITIONS:

- **Eagle Letters of Congratulations:**
 - You can request letters or congratulations from prior Eagle Scouts, US Officials, past Presidents, prominent people, celebrities, and many more!
 - [CLICK HERE for information on how to request a letter of Congratulations](#)
 - [CLICK HERE for a list of addresses of important people that send letters of congratulations](#)
 - [CLICK HERE for letters congratulatory letters from Service Academies and letters that you can print right away](#)
 - Please note that just because you request a letter does not mean that you will get one. You should request extra letters in anticipation of receiving less than half of what you ask for.
 - Letters should be requested a minimum of more than a month in advance of the COH.
 - From experience, the following WILL reply and send a letter:
 - The President of the US (Joe Biden sent official White House letters!!)
 - The CEO and Founder of Nintendo (plus he will send you Nintendo Swag)
 - Perdro the Donkey from Scouts' Life Magazine
 - Mike Rowe (Dirty Jobs) has an online, fill in the blank congrats letter that you fill out.
- **Obtaining a Flag Flown Over the Capitol**
 - Have a flag flown over the US Capital or Pentagon in honor of your ceremony
 - [Have a flag flown over the Capital of Pentagon In honor of your ceremony](#)
 - [Have a flag flown over the capitol](#)

OTHER IMPORTANT INFORMATION:

- Address of the [Marin Trading Post](#) (Scout Store):
 - 225 West End Avenue, San Rafael, CA 94901
 - 415-454-1081
- Online Website for the Official BSA ScoutShop:
 - scoutshop.org
- NESA: Once becoming and Eagle Scout, you may choose to join the National Eagle Scout Association
 - [CLICK HERE to become an NESA member](#)
 - Eagle Scouts must be a member of the National Eagle Scout Association(NESA) to apply for Eagle Scout/NESA scholarships.
- Wall of Eagles for T1: Once you have completed your ceremony, please contact the Troop Advancement Chair and send them the following so that they may add it to the Troop webpage:
 - Date that you had your Eagle Board of Review
 - Brief description of your Eagle Project (no more than 2 sentences please)
 - Name of your Mentor
 - Name of your Challenge
 - Eagle photo for "Wall of Eagles" webpage. Scouts should be in full uniform, neckerchief, shirt tucked in, dressed for a ceremony, etc. Wear the uniform as you would dress for your Eagle Board of Review.

- Eagle Ceremony Suggestions: [CLICK HERE](#) for Scouting Magazine's list of suggestions for making your Eagle COH Ceremony more interesting.

Remember, there is no right or wrong (or official) way to hold your Eagle COH ceremony. It can be anything that you want it to be!

Congratulations on your amazing achievement!

Once an Eagle Always an Eagle!