

# Eagle Court of Honor Checklist

for  
the Eagle's Family



Boy Scout Troop 849  
Manhattan Beach, California

## **Introduction**

Once the Eagle Character Board has been passed, planning for the Court of Honor can begin. This publication is a checklist of what the new Eagle Scout and his parents need to do before and during the Court.

The information contain herein is presented in the hope that it will helpful in planning the Eagle Court of Honor. The majority of the work will be done by the troop, thereby freeing the new Eagle Scout and his family to enjoy the occasion. (The troop's responsibility is detailed in the *Eagle Court of Honor Checklist for the Troop*.) This checklist is fairly detailed so you'll not overlook something and so there will not be any last minute surprises. Please feel free to modify this process to suit your needs.

In recent years nearly all Eagle Courts have been held in O'Donnell Center at American Martyrs Church. This checklist assumes O'Donnell Center will be used.

## **Credits**

These notes were compiled from previous Troop 849 notes and from the experiences gained during Jon Maynard's (1995) and Ryan Thorpe's (1996) Eagle Courts.

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### **As Soon as the Scout Has an Eagle Character Board**

- ☐ Attend the next Troop Committee meeting to pick a date.
  - Allow time for the paperwork to come back from National Headquarters (typically 4 to 10 weeks).
  - Pick a date compatible with the Troop calendar.

### **A Month Before or Earlier**

- ☐ Make up an invitee list (family, friends, teachers, previous leaders, current Scoutmaster, Troop Committee Chairman, Eagle character board, District people, and OA.).
- ☐ Buy, print and send out invitations.
  - They are available at the Cabrillo Scout Shop or Gardena Dept. Store.
  - Ask for an RSVP to get a rough head count.
  - Include directions on how to get there (see Attachment I).
  - Since the majority of the invitations go to friends and family, the Eagle Scout's family normally pays for the invitations and their distribution.
- ☐ The Scout should determine who will give the Eagle Promise, Charge and Oath.
  - Use people in the troop that were instrumental in the Scout's career along with appropriate district people.
  - Contact each person and verify their willingness to be in the ceremony.
- ☐ The Scout should make a list of prospective Eagle Honor Guards.
  - First choice should be Troop 849 Eagle Scouts.
  - Ask other Eagle Scouts if needed.

### **At the Troop Committee Meeting Before or Earlier**

- ☐ The Scout should prepare his personal information to be included in the program and get it to the person in charge of printing the programs.

### **At the Regular Troop Meeting Before**

- ☐ The Scout should check the preliminary Court of Honor program.

### **During the Weeks Before**

- ☐ Wash uniform. Make sure it still fits.
- ☐ Estimate the number of people expected.
  - Check with the Scoutmaster for the approximate number of Scouts & Scout families so you can order the appropriate amount of cake.
- ☐ Buy a guest book (optional).
- ☐ Buy Decorations and/or flowers (if desired).
- ☐ Order the Eagle cake.
  - 1 full sheet cake, serves 92 (2" x 2" pieces)
  - Beckers Bakery (1025 Manhattan Ave., 372-3214) does great cakes.
  - Give a description of how you want the cake to look.
  - Typically, the Eagle insignia is on the cake. (Supply a sample program cover.)
  - Beckers will deliver for extra cost. (Not necessary if you have a large enough vehicle to transport the cake.)
  - Traditionally, the Eagle Scout's parents pay for the cake(s).

### **During the Weeks Before (continued)**

- ☐ Order a second (backup) cake if over 92 people are expected.
  - Get a second 1/2 sheet cake.
  - Order a plain (undecorated) cake from Costco as they are much cheaper than Beckers'.
  - Keep it in the kitchen until needed.

### **Couple of Days Before**

- ☐ Confirm the persons for Eagle Charge, Promise, and Oath.
- ☐ Confirm the Eagle Honor Guards.

### **Day of the Court of Honor**

- ☐ Pick up the cake(s).
- ☐ Bring:
  - \_\_\_ Cake(s)
  - \_\_\_ Eagle project notebook
  - \_\_\_ Guest book (optional)
  - \_\_\_ Brag rag
  - \_\_\_ Anything else Scout related
  - \_\_\_ Decorations (optional)
  - \_\_\_ Camera!!

### **Day of the Court of Honor - 6pm-7pm**

- ☐ Practice the ceremony.

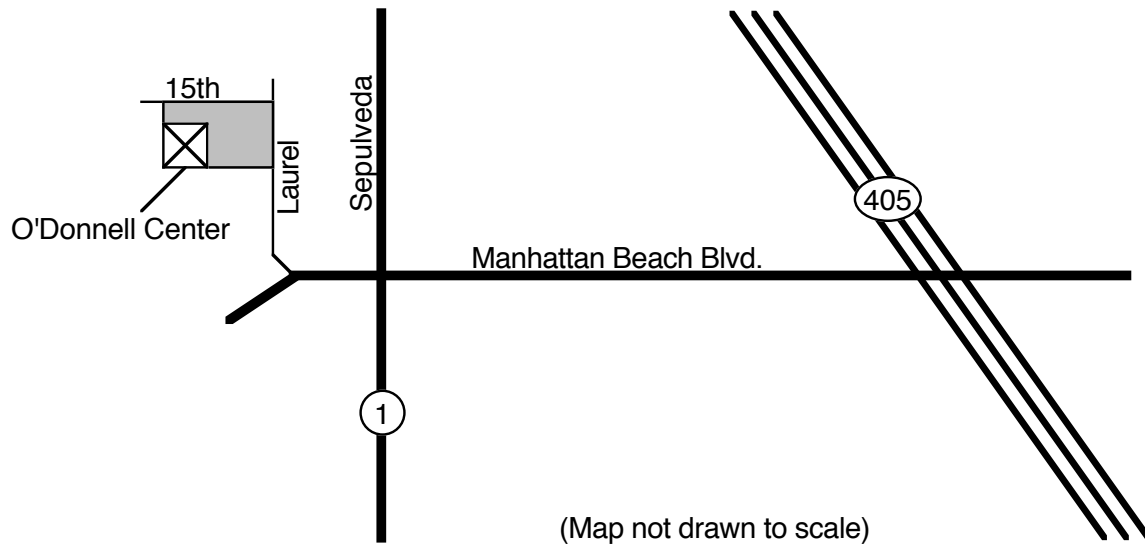
### **Before or After**

- ☐ Write letter to Beach Reporter. Include info on:
  - 1) the Eagle Scout (what his project was, major accomplishments, etc.)
  - 2) the ceremony (when, where, who came)
  - 3) a brief history of the troop
  - 4) a picture of the Scout in uniform in front of the Eagle banner

**Notes**

Attachment I

Map to O'Donnell Center



## **Troop 849 Publications**

Eagle Court of Honor Checklist for the Eagle's Family

Eagle Court of Honor Checklist for the Troop

Equipment Guide for Weekend Hikes

Trail Tips