

## **Eagle Court of Honor Checklist Troop 7, Pinehurst, NC**

**Purpose:** This checklist and information is intended to assist Scouts and their parents in planning their Eagle Court of Honor (COH). Although the Troop has a standard script that it uses, the exact format and script for Eagle COH is up to the Scout and his parents. The Troop will support the COH in any way possible, but request that the Scout and parents make all necessary coordination for the event (e.g. participants, reception, etc.). A COH is not a requirement but is strongly encouraged to allow the Troop to present the Eagle award in a manner befitting the honor.

Please use the following checklist as a guide for Eagle COH coordination:

- Location** – If you intend to conduct the COH at Community Presbyterian Church (CPC), please coordinate directly with the CPC office for availability of the sanctuary or fellowship hall for the COH. The Eagle COH has been conducted in the sanctuary and the fellowship hall. The reception can be in the parlor just outside the back of the sanctuary or in the back of the fellowship hall. Scouts are welcome to conduct the COH at their own church or another location.
- Date / Time** – COHs are often conducted on Sunday afternoons at 3:00 pm, which allows for participants enough time to return from church before the event. The Eagle COH can also be conducted with a Troop COH, which are conducted during normal Troop meeting times on Tuesday evenings. Coordinate with the Troop leadership to confirm the date will work for the Troop to participate.
- Award Set** – the Scout will be contacted by Council when the Eagle Award Set is ready to be picked up. You can let the Scoutmaster and Eagle Advisor know and we can coordinate for it to be picked up if you would like. The Eagle Award Set includes: Eagle award, Eagle Scout Patch, Eagle Mother’s Pin, Eagle Father’s Pin, Mentor Pin, and the Eagle Certificate. The Troop will have the Eagle certificate framed, so please ensure that is given to the Troop leadership in time for the ceremony.
  - Neckerchief / Slide – **the Scout/family is responsible for purchasing/providing the Eagle neckerchief and slide**
  - Additional mentor pins – **the Scout/family is responsible for purchasing any additional mentor pins** if the Scout desires to recognize more than one mentor.
  - Grandparent pins – **Grandparent pins are available at the Scout Store** if the Scout wants to purchase/present them pins as part of the ceremony.
- Script** – The Scoutmaster will provide a draft script upon initial coordination for the Eagle COH. Make all necessary revisions for the COH script and provide a copy to all participants at least one week prior to the event.
- COH Participants:**
  - Master of Ceremonies (MC)
  - Colorguard – a separate colorguard is not required if the Eagle COH is being conducted with a Troop COH.
  - Ushers/escorts
  - Pastor (or Scout) for invocation and / or closing prayer
  - Person to read the Obligation of the Eagle
  - Person to present the Eagle awards

- Marine Corps League – optional (Contact: Mr. John Harding, 910-725-1349, cjhardingh2@gmail.com)
- Rep. Jamie Boles – optional (contact information found online)
- Any others that you may want to speak, provide a letter or some other recognition.
- Rehearsal** – Plan to conduct a full dress rehearsal 1 hour prior to the event starting.
- Reception** – all food, drinks and paper products are provided by the Scout/family.
- Program** – if a program is desired, the Scout/family will provide copies. (See Scoutmaster for examples.)
- Scout Photo** – coordinate with Mr. McKenzie (McKenzie Photo) for free Eagle photo sitting.