

# *The Eagle Court of Honor*

## *A Guide for Troop 33 Parents*



Congratulations! Your son has completed his Eagle Project and passed his Board of Review. If you thought your hard work was over – you are wrong! This is a guide to help you in planning your son's Eagle Court of Honor. Keep in mind, it is merely a guide, and an Eagle Court of Honor can be whatever the Eagle Scout desires.

### **Date of the Eagle Court of Honor:**

Approximately *six weeks* is needed to make preparations for an Eagle Court of Honor. The family must coordinate with the Chairman of the Troop Committee and the Scoutmaster. The Chairman will then coordinate with the Charter Organization Representative of FPC to find a date. Troop 33 has Westminster Hall every Monday Night, and we need to coordinate with Fanwood Presbyterian Church to also use the Dining Room. Look for other conflicts (major school events) on the calendar when selecting your date. Traditionally, our Eagle Courts of Honor have been on Monday evenings, our meeting night, but can be scheduled on another day or at another venue.

### **Invitations:**

The Chairman of the Troop Committee will send an invitation via email to the Troop 33 families with the RSVP going to the Eagle Scouts family (for table setting/food planning). He will also extend a written invitation to the Mayor(s) of Fanwood & Scotch Plains. The family is responsible for inviting any other guests they wish. Blank "Eagle" cards are available at the BS Council store.

### **Letters of Congratulation:**

The Chairman of the Troop Committee will send out requests of letters of congratulations. Usually these letters are requested from present & past Presidents of the US, Governor of NJ, Congressman, SPF School officials, Philmont & Seabase (if appropriate), past & present Scoutmasters etc. These letters or certificates will be compiled a binder for viewing on the night of the Eagle and taken home that night by the Eagle Scout.

### **Planning the Ceremony:**

The Troop Committee Chairman will plan the ceremony and create a program. If you have any ideas or desires, talk with the chairman in advance. As circumstances dictate, we may at some time need to honor more than one Eagle at the ceremony.

The family should provide the Chairman with the following:

- A clergy member or another appropriate person to give a blessing before dinner and the invocation at the ceremony (optional)
- A "bio" and picture of the Eagle Scout for the program
- Names of family members and other honored guests
- Number of people you are expecting

### **The Dinner and Cake Reception:**

It has been the custom of Troop 33 Eagle families to host the dinner before the Eagle Court of Honor. Traditionally, the family takes care of the main dish, the beverages and the cake. The Troop 33 families will contribute side dishes and salads. You may want to make sure your caterer can supply bread & butter or ask a Troop member to bring it as their contribution.

#### *Shopping List:*

- Round disposable table cloths (eight people/table – plan for extra tables)
- Rectangular disposable table cloth (cake table)
- Paper place mats (optional)
- Paper/plastic dinner & dessert plates
- Plastic utensils
- Juice or other cold beverage
- Ice
- Coffee, tea, milk/cream and sugar

*\*the Scout shop has Eagle motif plates etc. There is a great sale in December if you can plan ahead. Traditionally, we select patriotic or Boy Scout colors.*

*Set up:* (we usually have use of the church facilities *after the school day is over.* The troop will set up the ceremony site – the family should recruit help to set up the dinner/celebration site)

- Round tables – eight people can fit comfortably at each table. We recommend setting up at least three extra tables as people tend to spread out
- Cake table in front or in the alcove

- Display of Eagle Project pictures/ Scout memories etc may add a personal touch
- Coffee is set up in the kitchen. We use the churches coffee urns.
- Water pitchers (found in a cabinet in the Dining Room) can be pre-filled during set up & put in the fridge dinner time). Try for one pitcher of water & one pitcher of juice per table (there may be a shortage of pitchers).
- The food buffet is set up in the kitchen center island. Stoves are available for keeping food warm or sternos can be used.
- There are plenty of serving utensils in the kitchen for your use

**Other:**

Traditionally, in addition to acknowledging the Eagle Scout at his Court of Honor, the Township/Borough Councils of Fanwood & Scotch Plains, each invite the Eagle & his family to a council meeting to receive a Proclamation. The Proclamation is usually at the beginning of the meeting, allowing the Eagle and his family to *discreetly* leave for homework or other commitments. Naturally, the Eagle must be in full class A uniform. The Council meetings are televised on local TV.

**Publicity:**

The Troop Publicity Chairman should send in a Press release to the local papers after the Eagle Ceremony. Please work with the Publicity Chair & supply with photo's (if needed) and info on the Eagle Project.

**Eagle Scout:**

The Eagle Scout should be prepared to make a small speech/address at the Court of Honor. He will present his parents with an Eagle Parent pin (the Troop will purchase this). There is a third pin in the "Eagle kit", a *mentor* pin, which the Eagle Scout may present to anyone the scout feels was instrumental in his attaining the rank of Eagle.

**Cleanup:**

- The kitchen and Dining Room must be cleaned up.
- Chairs must be put against the wall and tables folded & put on the racks.
- Extra garbage bags, vacuum & mop (if needed) are found in a janitors closet to the left of the table racks.
- Any FPC equipment- coffee pots, pitchers etc must be washed, dried & returned to their storage spot. Counters wiped down.
- The garbage bags must be taken to the dumpster in the parking lot.
- It would be appreciated if you remove plastic bottles & recycle them with your home recyclables.