



BOY SCOUTS
OF AMERICA™

GLACIER'S EDGE COUNCIL

Eagle Court of Honor Checklist

Once Scouts have passed their Eagle Board of Review (EBOR), they will want to prepare for their Eagle Court of Honor (ECO). The ECO is a special honor that will celebrate the Scout attaining the rank of Eagle Scout. The ECO can be done with other Eagle Scouts or alone, during a troop Court of Honor or as a separate event- the choice is up to the family. Please note that this is **the SCOUTS** ECO. There is no right or wrong way to do a ceremony. It's up to you to tailor it to how you want it- you can use all checklist suggestions or only a few of them.

EBOR to ECO Checklist:

Your Troop will be notified that National has approved your Eagle Scout award. The troop will then pick up your official Eagle Scout certificate, your Eagle Kit, Eagle Palms (if any). This process usually takes 6-8 weeks from the time of your EBOR at the Scout Office.

Note: All the following items are based on a 3-month timeline until your ECO. Here is a comprehensive list of resources:
<https://troopresources.scouting.org/eagle-courts-of-honor/>

3 months away:

- Pick a date, time, and location for your ECO (a typical date for your ECO is approximately 3 months from your BOR). Notify important speakers and guests of the dates.
- Reserve the facilities for your ECO.
- Contact your troop leadership and add your ECO to the Troop calendar.
- Order a US Flag. This may be done earlier if you want it flown on a certain date. This form is available at your senator or representative's website under Flag Requests. The US flag can be requested to be flown over the Wisconsin capitol. There is a fee for the US flag. If you order a flag, you may wish to order a case that fits the flag that you ordered. A 5'X8' cotton flag fits nicely in the large flag case. Flag cases can be purchased from Michael's. You may wish to order a nameplate too.
- The representatives can issue you a Wisconsin Flag, please write to them to ask.
- Request congratulation letters from notable public servants- this should include the head of your chartering organization, the mayor and the representatives of your area.
- This can include any other person you'd like such as current and past presidents, heads of military, heads of notable organizations, actors and role models. You may send none or as many as you wish.
(<https://blog.scoutingmagazine.org/2012/05/02/how-to-request-congratulatory-letters-for-your-eagle-scout/>)
- If the Scout is a part of Order of the Arrow, the congratulations letter is here:
<https://oa-bsa.org/resources/ucl-support/eagle-scout-congratulatory-letter>

6 weeks away:

- Create and send Eagle invitations. You can find invitations, thank you cards, napkins, family gifts, etc. from the Scout Office. <http://www.bsatroop766.org/Forms/Eagle%20Court%20of%20Honor%20Invitation.doc>
- The Troop purchases the Eagle Kit as congratulations to the Eagle Scout. The Eagle kit includes an Eagle patch, Eagle medal, Mother's Pin, Father's, and Mentor's Pin. Only 1 mentor's pin is included, if you wish to have 2 or more mentor pins, you can buy them at the Scout Office. There are grandparent pins also available at the Scout Shop.
- Parents/Guardians should start gathering Scout memorabilia and pictures for the ECO. Start working on the slideshow.
- Begin working on your ECO script which can be written as you wish. Example scripts are located at http://www.scoutingbsa.org/forms_and_publications/Publications_PDF/Eagle_Items/Various_Eagle_Ceremonies.pdf
- Invite the speakers and special guests and ensure they can fulfill their role in the ceremony:
 - Call/e-mail adults and Scouts to help in your ECO.

Roles:	Name:	Phone#:	E-Mail:
Master of Ceremonies			
Color Guard 1:			
Color Guard 2			
Opening by Chartering Representative			
Invocation/Prayer:			
Scouting Trail:			
Scout Law/Oath:			
Scout Ranks:			
Tenderfoot:			
2nd Class:			
1st Class:			
Star:			
Life:			
Eagle:			
Scoutmaster for Eagle Presentation:			
Eagle Charge, must be conducted by an Eagle Scout:			
Special Presentations			
Special Presentation			
Special Presentation			
Eagles Scout Thank yous mentor Pins and Challenge coins:	Eagle Scout		
Closing Prayer			
Audio/Video:			

Reception Management, set up, cut cake, serve cake			
Eagle COH Supplies:			
Eagle Challenge Pins number and to whom			
Flags and Stands, securing and returning			

- Complete your ECOH program. The program is handed out to guests at the beginning of the ECOH. An example program is located at
 - <http://www.bsatroop766.org/Forms/Eagle%20Court%20of%20Honor%20Program.doc>. The script can be modified in any way you wish. You can also Google additional programs.

4 weeks away:

- Confirm that your facility is still reserved.
- Contact your Eagle Coordinator to use the Troop ECOH supplies. The ECOH supplies include banners, Scout Law candle holders, a big Scout Rank candle holder, signs, table decorations, etc. to use.
- Consider posting a picture and article in the local newspaper
- Determine the menu for the reception. Usually this includes cake and drinks. Determine who will help with the reception including transportation, kitchen help, decorating, cake cutting etc.

2 weeks away:

- Finalize slideshow presentation.
- Finalize the script and email parts to your adults and Scouts so they can practice.
- Buy reception supplies: cups, napkins, plates, forks, table cloths, etc.
- Buy/find a card basket and a guestbook.
- Order cake and drinks or whatever you are having.
- Make/buy/order table centerpieces for the reception.



1 week away:

- Confirm everyone can still help with your ECOH. This is important to check before you print the program. Tell the helpers in the ceremony to arrive 20-30 minutes before the ECOH begins.
- Ensure there's a each reader has their script
- Make you have a plan on who will bring US flag, Troop flag, and flag stands.
- If you need to use a projector, speakers, and extension cords, locate those items.
- Buy reception food supplies.
- Finish reception decorations, table cloths, centerpieces, etc.
- Order flowers, balloons, etc. if needed.
- Have Troop Coordinator send out a reminder email via Scoutbook

2 days away:

- Rehearse the final script to make sure you know all the parts.
- Confirm delivery of food (if any).

1 day away:

- Finalize and print programs.
- Organize all of the things to bring to the ECOH.
- Practice the slideshow if you are having one

EAGLE COURT OF HONOR DAY:

Don't worry, you planned well. Everything will work great!

Pick up the cake, drinks, flowers, balloons, etc.

- Don't forget to bring flags, flag holder, scrapbooks, displays, items for slide show, etc.
- Bring all reception supplies (plates, cups, napkins, forks, tablecloths, etc.), laptop, slideshow, food, scripts, programs, candles, cameras, batteries, guestbook, card basket, flowers, balloons, etc. •
- Decorate facility
- When setting up the candles, make sure paper is below the candles as they will drip and leave a mess on the table.



Within 1 week after:

- Send thank you letters to everyone that helped and/or gave you a gift.