

From the Board of Review to the Court of Honor

Eagle Scout Candidates –

Congratulations, you have successfully passed your Eagle Scout Board of Review. Your promotion to the rank of Eagle Scout is not official until it has been approved by the Alamo Area Council Scout Executive and approved by the National Advancement Team.

Troop Items

- The troop traditionally provides several items for the Court of Honor (see below)
- Please send an email to Ms. Cristina Serrano at cristinaser@msn.com or text her at (409) 363-4204 with the following: 1) Name as you want it on the plaque, 2) Date of birth, 3) Date of Eagle court of honor, if known, 5) Full address including zip code, 6) Personal email and phone number used for the National Eagle Scout Association NESAs 5 year membership. Please forward as soon as possible after passing the BoR.
- Please make up two pages for the troop “Eagle Scrapbook” with the scout’s picture and a picture and description of the project. Provide to Troop Historian. [Here is a sample/template.](#)

Paperwork

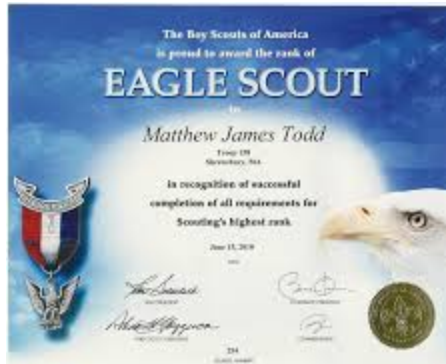
The process that remains has several steps including:

- The District Eagle Board Chair will drop off the completed applications to Alamo Area Council.
- The Alamo Area Council Registrar will have the completed application signed by Alamo Area Council Scout Executive
- Alamo Area Council sends the information on the application (not the paper application) to National Headquarters electronically.
- Once the National Advancement Team has reviewed and approved the application, they send the Eagle Scout certificate to Alamo Area Council (this comes by “pouch mail” and is only delivered once per week)
- Alamo Area Council then assembles a package of the original application, some additional materials (including a Certificate) and **the presentation kit** and a letter signed by the Alamo Area Council Scout Executive
 - The presentation kit includes an eagle medal, an oval embroidered rank emblem (to be worn only by youth), an Eagle “Dad Pin”, an Eagle “Mom Pin”, **ONE** Eagle “Mentor Pin”.

From the Board of Review to the Court of Honor



- A Certificate from the BSA



- Alamo Area Council sends out a copy of the letter to the Scout and unit leader as well as a card to the unit leader that everything is ready for pickup at Alamo Area Council [At this point it is ready for pickup]
- This process takes about 4 weeks (sometimes more, sometimes less) depending on availability of various people in the process.

NOW YOU MAY PLAN YOUR EAGLE SCOUT COURT OF HONOR

- The unit leader (or designee) picks up the materials from the Alamo Area Council
- The oval patch will be presented at the next troop meeting, and can be worn immediately.
- Parents may wish to acquire:
 - A frame for the Eagle Scout Certificate. It is 8.5x11 with perforations to reduce to 8x10, so an 8x10 frame looks best.
 - A matching frame for the NESA certificate. The troop provides a basic frame.
 - Additional [Eagle Mentor Pins](#)

Troop 360 traditionally provides some additional items for the court of honor:

- A personalized plaque

From the Board of Review to the Court of Honor



- A nameplate for the troop “Eagle Scouts” Plaque



- An eagle scout neckerchief and neckerchief slide.



- A 10-year NESA (National Eagle Scout Association) membership & certificate

From the Board of Review to the Court of Honor



- Frame for the NESA Certificate.

Planning the Court of Honor

1. Some (other) helpful advice
 - a. [Conducting a Successful Eagle Court of Honor](#) - an excellent comprehensive guide to this process! Except for local traditions/etc, we could really stop here.
 - b. [Suggestions from eaglescout.org \(volunteer run\)](#) - a wealth of ideas!
 - c. [NESA Eagle Ceremonies](#)
 - d. Scouting Magazine, [Ideas for a memorable Eagle Court of Honor](#)
 - e. [An Eagle Scout Parent's Guide: How to Run an Eagle Court of Honor](#)
 - f. The troop has several copies of the paperback "[Revised Eagle Court of Honor Book](#)" by Mark Ray that has excellent advice. See the troop librarian.
2. Choose a Date
 - a. Consult the troop calendar.
 - b. Decide which important family members you want to be able to attend.
 - c. If you want any particular troop leaders (Scoutmaster, Asst Scoutmasters, Committee Chair, members of Committee), be sure to consult with them before scheduling.
 - d. Finally, before you finalize the date, or deposit any money for venue, **email the scoutmaster AND the committee chair** to make sure it's a good date/time for the leadership. The troop calendar is busy and very dynamic.
3. Find a Venue/Place
 - a. Some common venues for Troop 360
 - i. Christopher Hall, St. Mark the Evangelist Catholic Church
 1. Costs \$250 on last report (2015)
 2. Ask for the "Troop 360 Eagle Court of Honor" setup

From the Board of Review to the Court of Honor

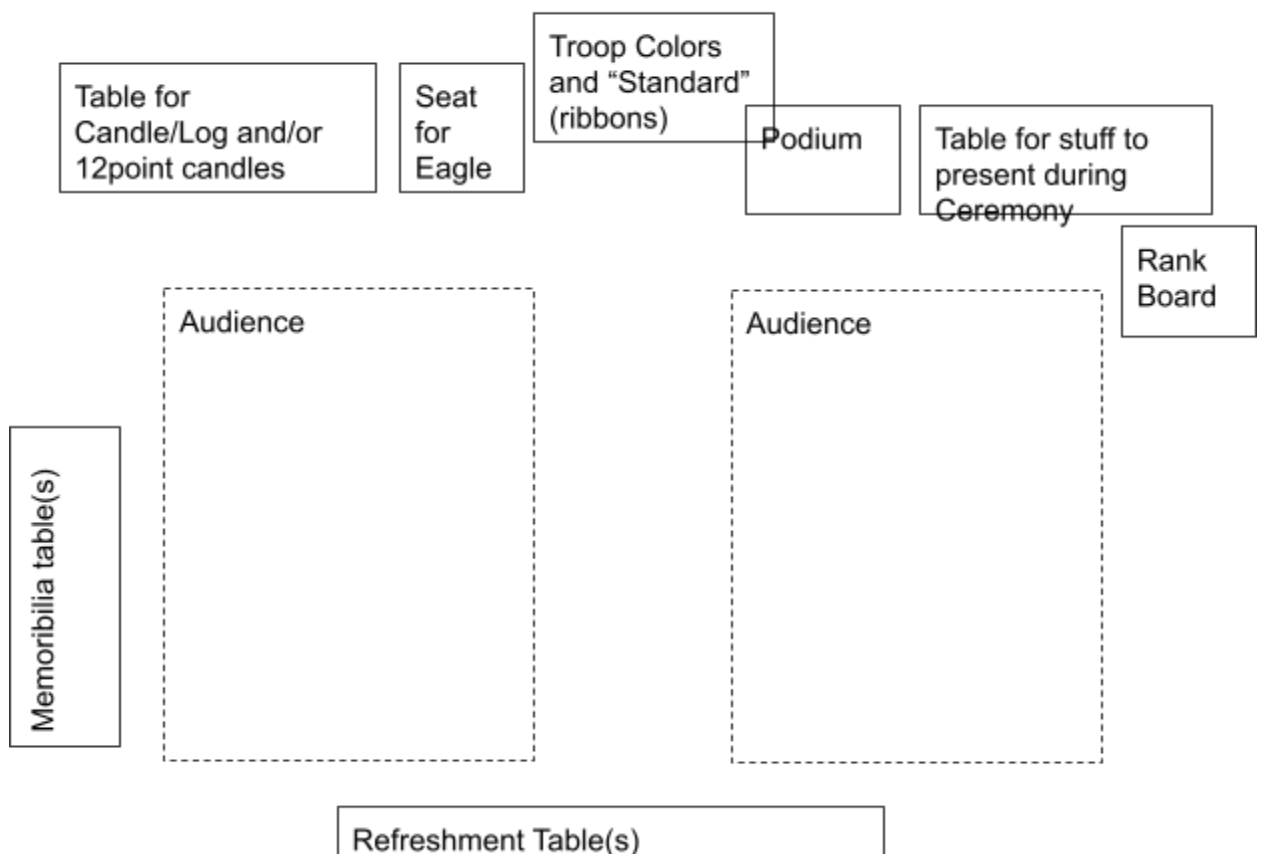
3. Contact info at
<http://www.stmarkevangelist.com/ministries-organizations/a-c/christopher-hall.aspx>
 - ii. Encino Park Community Center
 1. Costs: \$180 for full day (weekend rentals are only full day), \$100 deposit - IF you have a EPHOA resident rent it (Ask MrN)
 2. Contact info at <http://www.encinoparkhoa.com/>
 - iii. McGimpsey Park, Dining Hall
 1. \$150 per time slot (5hr)
 2. Contact info at
<http://www.alamoareabsa.org/Camping/McGimsey/Rentals/>
 - iv. St Padre Pio Catholic Church
 1. Free for T360 members, subject to availability (which is quite limited!)
 2. Contact "Facilities Manager" at <http://shrineofpadrepio.com/staff>
OR better go through the Chartered Organization Rep (Kevin Nickels <scout.nickels@gmail.com>)
 - v. MacCalister Scout Lodge
 1. Costs: \$200, but can request reduced rate
 2. Contact Info: Laura Pettit at
<https://form.jotform.com/52503937844158>
- b. It is the responsibility of the family to arrange (and pay for) the venue.
4. Invite the troop
 - a. Send an email to the scoutmaster to be forwarded to the troop announcing the Court of Honor. Even if you put a fancy invite together, be sure that the relevant information is included AS TEXT in the email - many folks will not open an attachment.
 - b. Have the Eagle Scout announce it at troop meeting(s).
 - c. (Optional) Make paper announcements to go into scouts mailboxes (there are about 120 scouts/adults).
 5. Decide what if any food/refreshments are to be offered
 - a. Often, a late afternoon or evening Court will have a reception with food. The troop committee is often willing to help serve the food, but the parents need to request this via the committee chair. Some families prefer to have it catered. Any food is optional, of course.
 - b. A cake is fairly traditional. Some good places to go for cake are:
 - i. Lucy's 410 or Hwy 90 - <http://www.lucycakeshop.com/>
 - ii. Nadler on Babcock <https://www.nadlers.com/>
 - iii. Cake Art 281 1694 - <http://cakeartsa.com/>

From the Board of Review to the Court of Honor

- iv. You can order a cake topper for a plain cake too - e.g.
https://www.etsy.com/listing/253853754/eagle-scout-edible-cake-topper-image?ga_search_query=eagle&ref=shop_items_search_1
 - v. Ms. Linne also does cakes for Eagle Courts - contact her directly at lelinne@aol.com for a quote.
6. Start working on the ceremony itself
- a. There is NO OFFICIAL ceremony - as long as it is respectful and honors the accomplishment of the scout, it's ok.
 - b. First priority is what the scout wants. If he is involved in the Order of the Arrow, he can have arrowmen attend/lead the ceremony. If he is joining the military, his training sergeants can play a role.
 - c. Second priority is what the family wants. Notice that the family is second to the eagle - so pay attention to each as you plan.
 - d. Third priority would be troop traditions.
7. Make a script
- a. There are many scripts around, you can even take parts from several to combine.
 - b. We do collect scripts from our past Courts of Honor, so if you recall one you are particularly fond of, the script is likely in: [Archives of Eagle T360 CoH Scripts \(Google Drive\)](#)
 - c. The Eagle Scout should decide first who the Master of Ceremonies (MC) should be and ask them. This can be the Scoutmaster, an ASM who made an impact on the scout, or another scout that the Eagle looks up to.
 - d. All speakers should be identified and asked if they are available and willing, several weeks in advance.
 - e. The script itself should be in 18-24 point font, should be shared with all speakers well ahead of time. Google docs works well for this.
 - f. After all editing is done, insert page breaks to ensure that speeches don't fall over page boundaries in the middle of a paragraph - it makes for awkward pauses as the reader flips the page. Ensure stage directions (i.e. "gesture to the podium") are in a different font, bold, or italicized, to make them distinct.
 - g. When it's all ready, it should be three-hole punched and put in a binder. The SM typically does this.
 - h. Arrive at least 2hr before court to setup.
 - i. Consider having a full dress-rehearsal before the actual Court of Honor, to work out awkward transitions and double-check that everyone knows what they are to do. Ask speakers to arrive ~1hr early to do this.
8. Physical Arrangements
- a. If you want photography, request from the committee - often, Ms. Linne lelinne@aol.com or Ms. Quintanilla can provide.

From the Board of Review to the Court of Honor

- b. Decide what props/decorations you want to borrow from the council or troop.
See the pictures below. Be sure that the scoutmaster or other troop leader is given a list of what is needed, well ahead of time.
- c. Some parents have made a custom banner - e.g.
<https://www.amazon.com/Congratulations-Eagle-Scout-American-Custom/dp/B01KMZKZLG>
- d. Decide how you would like to lay things out. Consider tables for the items to be presented, the candles/props/lightbox, a podium, table(s) for cake/food/drink, table(s) for memorabilia, etc.
- e. Here is a fairly typical layout for an indoor ceremony



Props/Decoration for the Court of Honor

- Council has an Eagle Scout Light Box you can check out at the front office. Lots of demand, so reserve it early!

From the Board of Review to the Court of Honor

EAGLE SCOUT LIGHT BOX



Also available for checkout at the front office.



Troop Stuff to potentially bring to Eagle Courts of Honor

- Red/White/Blue/White Pillar Candles & Log



- "Twelve Points" Stand with taper candles



- Table Skirt (B/W/R/B/R/W/B)

From the Board of Review to the Court of Honor



❑ Podium Cover

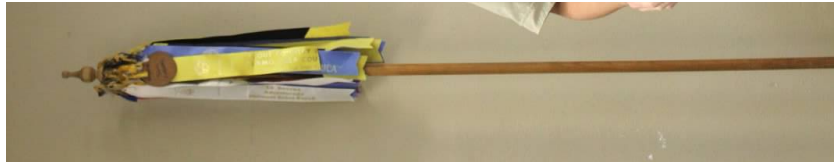


❑ Troop Colors/Stand



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- ❑ Troop Ribbons Standard/Stand



- ❑ Troop Rank Board

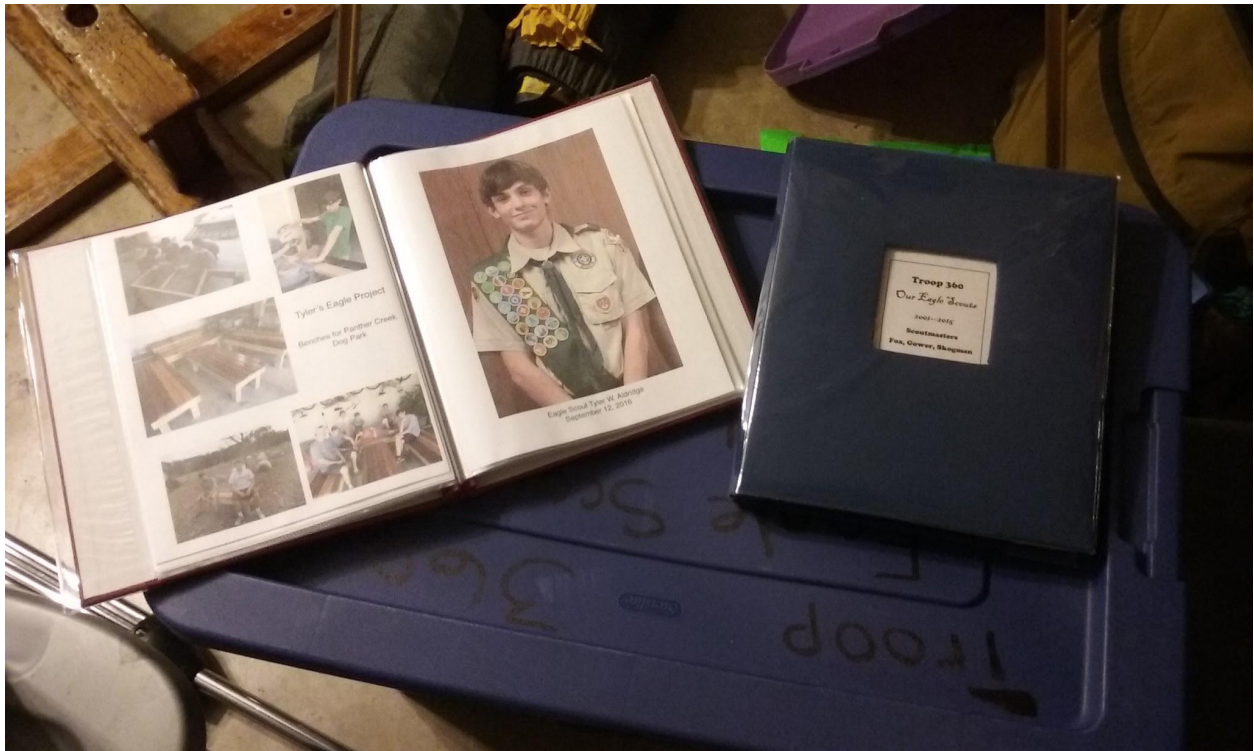


From the Board of Review to the Court of Honor

- ❑ Eagle Scouts Plaque x 2/Stand



- ❑ Troop “Book of Eagles” and Stand



- ❑ Table Decorations (in Blue “Eagle CoH” box)

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Stuff for the Troop Leadership to Do

- Historian requests page for Troop “Eagle Book” ([here is a sample/template](#))
- District Eagle Board Chair, Joel Albert, keeps reference letters for ~3 Months (till national paperwork comes in), then destroys
- Get scout’s desired full name for plaque/certificate
 - MC/Leslee orders NESA certificate/card/pin (10 year membership)
 - MC/Leslee (was SM/Bob Skogman) orders from Monarch Trophy:
 - 8.5x11 “individual eagle plaque” (It’s under Skogman or Troop 360).
 - Nameplate for “Troop 360 Eagle Scouts” plaque
 - Troop gets frame for NESA Certificate
- When national paperwork comes back in, MC/Leslee gets from Council:
 - Eagle Scout Certificate
 - Presentation Kit from Council
 - Eagle Scout Neckerchief and Slide
- Work with parents on script (SM)
- Meet with parents (ideally Tuesday before) to load up requested troop gear (SM or ASMs with keys)
- Meet with parents to return requested troop gear.