

Eagle Ceremony Policies
For
Troop 120

1. Purpose:
 - a. Honor the Eagle Scout
 - b. Thank those who have helped him
 - c. Inspire and motivate those scout who come after him
2. Planning the event.
 - a. Troop 120 Eagle Ceremony Coordinator (ECC) helps family and troop plan the event.
 - b. Eagle scout, Eagle Scout's parent, and ECC should meet as soon as possible after the board of review to start planning for the event.
 - c. Eagle scout should be an active participant in choosing the type of ceremony he wants. The ECC has many examples for the scout to choose from.
 - d. Eagle scout and family should select the people most important to them to play the more important roles in the ceremony.
 - e. Eagle scout should try to involve as many other scouts in the ceremony as is reasonable. This gives Eagle Scout the audience he needs to meet purpose c. above (inspire and motivate those scouts who come after him.) ECC has suggestions.
 - f. ECC prepares and distributes script for the ceremony in coordination with Eagle Scout, family, and scoutmaster.
3. Attendees:
 - a. Entire Troop is invited to this official troop 120 event. Invitation typically sent through Troop email
 - b. Family encouraged to send invitations to other important people in Eagle Scouts life
 - c. Eagle scout should personally invite those individuals he chooses to have a major role in the ceremony. ECC can help and follow up on this task.
4. Location:
 - a. FBC auditorium or multipurpose room
 - b. Other non-FBC location may be chosen by family, however family pays additional costs and has increased role in planning and organizing event
5. Date/time:
 - a. Family chooses date/time in coordination with ECC,
 - b. ECC coordinates date/time with troop committee and Troop calendar.
6. Dress:
 - a. Active boy scout, Class A uniform
 - b. Active adult leaders, either Class A uniform, coat and tie, or shirt and tie
 - c. Others, coat and tie, shirt and tie for the men and church-type dress or pantsuit for the women.
7. Costs:
 - a. Troop pays for basic ceremony and reception for 50
 - b. Family responsible for any additional costs

8. Program
 - a. ECC prepares the program in coordination with the Eagle Scout and family, using a black and white photo of the Eagle Scout and printed on a BSA program cover.
 - b. The family pays for additional expenses for specialty items such as color photo. .
9. Troop 120 Eagle Box
 - a. Has items we use over and over again at these ceremonies
 - b. Contains red, white, and blue banners, tablecloths, extra Eagle medal and patch for photos, and odds and ends for ribbons and pins for decorations.
10. Set up and clean up:
 - a. ECC will be responsible to coordinate set up of the room to include podium, microphone, award & candle table, Eagle plaque display, banners, tables, and chairs.
 - b. Eagle Scout and family should be prepared to help with set up and clean up, as needed.
11. Photography and audio-visual
 - a. Troop may provide Scout Historian to take basic photographs
 - b. Highly encourage Eagle Scout and family to make arrangements for additional photos and video.
 - c. ECC will assist Eagle Scout and family with any other specialty audio-visual needs. Eagle Scout and family should be prepared to help find and pay for these items, as needed.
12. Reception organized by troop hospitality chairman
 - a. Food:
 - i. Troop provides basic cake, punch, nuts & mints reception including BSA Eagle paper goods for 50
 - ii. Family pays for additional items or for food to cover more than 50. Examples of items provided by families in the past are: finger sandwiches, fruit & veggie plates, red/white/blue M&Ms, and cake upgrades.
 - b. Decorations:
 - i. Eagle Scout and family are responsible to decorate the reception area, if desired.
 - ii. Examples used in the past: balloons, banners, and table centerpieces
13. Memento Table:
 - a. Eagle Scout and family are responsible to bring items to display on memento table.
 - b. Eagle Scout and family provide tablecloth.
14. Color Guard:
 - a. Participants may be from other troops
 - b. Participants must be currently registered scouts
15. Congratulatory letter requests are the responsibility of the family