

Updated January, 2015

Timeline for your son's Eagle Scout Court of Honor

After your son passes his Board of Review... Congratulations! Now to CELEBRATE!!!

Contact Anne-Marie McGuinness (Amcguinness45@yahoo.com) with the following information:

- Date of your Board of Review
- The exact way your son's name is to appear (i.e., middle initials, Etc.) on his book and on the plaque on the wall in Randolph Hall
- Dates you are thinking of having his COH (usually 3:00 PM on Sunday) (these dates should be at least 3.5 months in the future). Double check possible dates with any specific Scouts or adults who are important to the ceremony to ensure they are available. Please remember to check the Troop Calendar so that your COH does not conflict with a camping trip or other Boy Scout event already planned.

Letters/invitations need to go out **3 months prior to the COH**, and you and Anne-Marie need to work on these letters, so keep that in mind.

Contact the CUMC office at 908-276-0936 and ask if the Church Sanctuary and Randolph Hall are available from 1:00 to 6:00 PM for a 3:00 PM ceremony on the intended date(s) (adjust accordingly for different ceremony starting times). The Scoutmasters take care of setting up the Church Sanctuary. You will need to set up tables, chairs, and so forth in Randolph Hall, and Scoutmasters will be there to help with that. You will also be setting up your food and drinks and so forth. So I would say starting 2 hours prior to the start of the ceremony is safe.

Have CUMC put a hold on the Church Sanctuary and Randolph Hall for your intended date, and then let Anne-Marie, the Scoutmasters, and Dennis Brown know the confirmed date and time you have in mind. The countdown begins!

During this time Ann-Marie will e-mail you an invitation/letter that you will need to personalize for your son. Once the date is confirmed with CUMC, the letter can be finished and e-mailed back to Ann-Marie. The letter must be sent 3 months prior to the COH. The letter needs to remain one page and be able to fit on Troop 75's letterhead so please keep the format the same as the one e-mailed to you (please do not change the document margins). Approximately 140 letters get sent out to everyone from the President of the United States, down through State, County and Local officials, sports teams, religious leaders, and corporations. They in turn will send letters and/or certificates that are used to make up your son's Eagle Scout Book. (That is the reason we need the 3 month lead time.)

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Once the letter is finished you can begin planning your ceremony. A [sample script](#) is posted in the "[Eagle's Nest](#)" section of the Troop 75 Website. Anne-Marie will provide you with a sample program and supplies list. Please directly contact Scoutmasters, adults, and fellow Scouts who will be included in the ceremony, to ensure they will be available.

One month prior to the COH, you will need to send out invitations to your family/friends and to the Troop. Anne-Marie will supply you with our Troop Family mailing list (names and addresses) both in an Excel document—if you'd like to do a mail merge—and a label-formatted Word document—if you'd rather print out address labels for the invitations; the choice is yours.

If at any time you have questions, concerns or feel overwhelmed please call Anne-Marie; she is there to help and assist you.