

Timeline for your son's Eagle Scout Court of Honor (COH)

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

You'll need to contact Anne-Marie McGuinness (Amcguinness45@yahoo.com) with the following information:

- Date of your son's Eagle Board of Review
- The exact way your son's name is to appear (i.e., middle initials, Etc.) on his Eagle book and on the Eagle plaque (on the wall in Randolph Hall)
- Dates you are considering having your son's COH (usually 3:00 PM on Sunday) (these dates should be at least 3 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 to ensure your COH does not conflict with a camping trip or other Boy Scout event already planned.

Letters/invitations need to go out **2.5 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, starting about two (2) hours prior to the beginning of the ceremony is safe.

When confirming the date with CUMC, ask the church office to hold both the Sanctuary and Randolph Hall for your intended date, and then let Anne-Marie, the Scoutmasters, and Dennis Brown know the confirmed date and time. The countdown begins!

During this time Anne-Marie will e-mail you a letter of invitation template for the COH that you or your son will need to personalize. Once the date is confirmed as noted above, the letter of invitation template should be completed and e-mailed back to Anne-Marie, keeping in mind the letter should be sent 2.5 months prior to the COH. Also, the letter needs to remain one page 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 125 letters of invitation are sent out to everyone from the President of the United States, down through State, County and Local officials, sports teams, religious

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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.)

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 as well as a supply/to do list for the ceremony. Please directly contact Scoutmasters, adults, and fellow Scouts to invite them to participate in the ceremony and to ensure they are 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) in a formatted Excel table (which can be used for a mail merge).

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