

Troop 1 Court of Honor Checklist/Timeline



"Since 1992, Blazing the Trail to Eagle and Beyond..."

Person Responsible	Date Due	Item
Chartered Org Representative	6+ wks prior	Confirm Availability of Sanctuary
Committee Chair	5+ wks prior	Assigns Reception Coordinator and/or arranges use of sound system, if needed.
Senior Patrol Leader/Asst Senior Patrol Leader	3+ wks prior	Prepare a script/agenda and assign parts.
Historian	3+ wks prior	Builds presentation for Court of Honor, if asked.
Advancement Coordinator	3 wks prior	Send individual emails to Scouts and Parents w/ Individual History Reports attached asking for corrections, etc.
Scoutmaster	2 wks prior	Review/change and approve script.
Membership Coordinator	2 wks prior	Provide list of new scouts joining since last Court of Honor
Advancement Coordinator	2 wks prior	Submit list of all scouts advancing in rank and/or earned Merit Badges since last Court of Honor to Scoutmaster.
Scoutmaster	2 wks prior	Submit list of incoming staff to the Advancement Coordinator so that position patches can be purchased.
Scoutmaster/Committee Chair	2 wks prior	List any Special Recognitions
Scoutmaster	2 wks prior	Email to troop inviting everyone. Remind Scouts to bring Eagle Books for display.
Committee Chair	2 wks prior	Send Quarterly Committee Email and Reminder of Quarterly Dues payments.
Asst Senior Patrol Leader	2 wks prior	Obtain any materials required for Court of Honor.
Treasurer	2 wks prior	Ensures adequate funds are available at Scout Shop.
Senior Patrol Leader	1 wk prior	Assigns Service Patrol for setup/takedown of Court of Honor.
Senior Patrol Leader/Asst Senior Patrol Leader	1 wk prior	Rework script as necessary. Rehearse.
Asst Senior Patrol Leader	1 wk prior	Make copies of bulletin.
Scoutmaster	1 wk prior	Verify names of scouts advancing and/or earning merit badges.
Advancement Coordinator	4 days prior	Purchase badges, pins, cards, certificates, etc.
Advancement Coordinator	4 days prior	Prepare cards and certificates for Scoutmaster and Committee Chair signature.
Scoutmaster/Committee Chair	1 hour prior	Sign cards and certificates.
Asst Senior Patrol Leader/Service Patrol	1 hour prior	Setup
Sound System Operator	1 hour prior	Setup/Test Sound System. Obtains Historian Presentation and walks through, if provided.

Troop 1 Court of Honor Checklist/Timeline



"Since 1992, Blazing the Trail to Eagle and Beyond..."

Person Responsible	Date Due	Item
Reception Coordinator	1 hour prior	Arranges Reception following Ceremony
Committee Chair	30 min prior	Conduct Parent Meeting
All Scouts	15 min prior	Setup Eagle Books in Reception Area
Senior Patrol Leader		Conduct Court of Honor Ceremony
Scribe		Take Scout Attendance
Historian		Take photographs
Treasurer	5 min post	Collect dues/payments.
All	5 min post	Enjoy Reception
All Scouts	15 min post	Pickup Eagle Books
Asst Senior Patrol Leader/Service Patrol	15 min post	Take down/Cleanup
Sound System Operator	15 min post	Shutdown Sound System
Advancement Coordinator	15 min post	Collect remaining badges, pins, cards, certificates, etc.
Asst Senior Patrol Leader/Scoutmaster	Prior to Leaving	Final walk-through to double-check Take down/Cleanup.
Scribe	Mtg post	Email or Deposit Scout attendance into Secretary Mailbox.
Advancement Coordinator	Mtg post	Deposit remaining badges, pins, cards, certificates, etc. into Scout mailboxes.
Historian	Mtg post	Place all photographs on Scout Hut Computer.
Secretary	Mtg post	Update Troopmaster with Court of Honor Attendance