

## **Troop 31 Eagle Court Procedures/Requirements**

### **Schedule Facility (Family Responsibility)**

- Determine date for Court and check with Scoutmaster and Committee Chair.
- Reserve the church hall (Bailey Hall) at UPC and check on availability of the kitchen if having a dinner. Contact Jody Singes at the UPC office: email: jodieb@pacbell.net or Phone 948-4361.
- Notify the troop SPL to have the Court included in the troop planning activities.
- Pick up key to kitchen and hall the week prior to the Court.

### **BSA Paperwork (Board of Review/Troop Responsibility)**

The option for Special Rush Handling for return of the Eagle paperwork and certificate is no longer available. New procedures are that the paperwork is emailed as soon as received and is usually returned in 7-10 days.

- If no notice is received by the Scoutmaster, contact the Scout office to confirm that the paperwork has been received.
- Pick up the paperwork from the Scout Office in Palo Alto – call first to be sure that they have his package (327-5900), as it won't be ready until at least a month after the Board of Review. This kit includes the Eagle medal, medals for parents & mentor, and Eagle patch. Eagle certificate will also be included.

### **Letters of Commendation (Family Responsibility)**

Send letters to Government officials requesting letters of commendation. See attached sample letter and addresses of government officials. Check to see that phone numbers and addresses in the back of this document are up to date (12/26/12 last update) or at the websites listed below.

- White House. Write to “*The White House, Attn. Greetings Office, Washington DC 20502-0039*”
- US Senators. Addresses for their local office can be obtained at [www.senate.gov](http://www.senate.gov)
- US Representative (14<sup>th</sup> District). Address for local office can be obtained at [www.house.gov](http://www.house.gov).
- California Governor. Write to “*Office of the Governor, State of California, State Capitol Building, Sacramento, CA 95814*”.
- California State Senator. Office address can be obtained at [www.senate.ca.gov](http://www.senate.ca.gov).
- California State Assemblyman. Office address can be obtained at [www.assembly.ca.gov](http://www.assembly.ca.gov).
- Fax request for Eagle Scout proclamation to City of Los Altos, or your city/town of residence (pdf version of form to be faxed to Los Altos at <http://www.ci.los-altos.ca.us/clerk/index.html>)

### **Ceremony Items for Order/Purchase (Troop Responsibility)**

- Purchase Eagle Bolo at Scout shop. Approximately \$12 and paid for by Troop.
- Order/purchase Eagle's Nest nameplate from JB Trophies in San Jose. Tell JB Trophies that the templates are in their “BSA Troop 31” file. This takes about a week and the order can be faxed in. Tell them the wording for the scout's name (official name without middle initial). Also provide date of Board of Review. They will mail to you. Troop pays for this item.

### **(Family Responsibility)**

- Order the flag through US Representative Office – order form is on Internet. Order ASAP as it often takes several weeks to get a flag back from Washington DC. We usually get the 3x5 cotton flag (approx. \$16.00).
- Optional. Order sterling silver presentation kit if desired. This can't be done until the paperwork is received by the Scout office. The council will provide a base metal kit. The upgrade to sterling costs about \$88 and is paid for by the family.
- Also Optional is a dinner, which can be a nice touch. However, many fine Eagle COH ceremonies do not include a dinner. Cake/desert is another popular option. Hosting and paying for a dinner, desert or food & drink of any kind is entirely the responsibility of the family.

### **Invitations (Family Responsibility)**

- Download names and addresses of Troop 31 from website.
- Purchase invitations at the Scout store in Foster City or San Jose. See attached for sample invitation format. Photo is optional.
- Include RSVP if a dinner or desert is part of the COH program.
- The format for the invitations and program for Troop 31 have been saved at Acacia Press, 386 State Street, Los Altos, 948-8801. If you use this provider it will save the setup fee (approximately \$85 or more).

### **Ceremony & Guest Speakers (Family Responsibility for Eagle Project & Scout Spirit Speakers)**

**Working with the Scoutmaster** decide on the ceremony format and speakers. Write the ceremony when you know who will be involved. Distribute one to each speaker. The Scoutmaster in consultation with the family will be responsible for all Troop speakers. The family is responsible for all Eagle project and Scout Spirit speakers.

- Master of Ceremonies/opening closing – SPL or designate
- Eagle Honor Escorts. Escort(s) for candidate and parents are needed. These do not need to be Eagle scouts and are typically chosen by the family.
- History of the Candidate - Slide show/roast
- Eagle Scout Requirements
- Eagle Project (project sponsor if possible)
- Scout Spirit (adult from troop, family friend, teacher, advisor, etc) to attest to character/citizenship
- Eagle Scout Responsibilities
- Eagle Scout Charge
- Proclamation from City of Los Altos (or your city of residence). Mayor attends if available.
- Letters of Commendation
- Presentation of the Eagle Scout Award
- Presentation of Flowers
- Eagle Scout Minute (Eagle Scout honoree thank you speech)

### **Slide Show (Family Responsibility - optional)**

- Select pictures for slide show
- Arrange for scout(s) to prepare and present roast/slide show. It is strongly suggested that the speakers write out and practice what they plan to say about each slide & review with an adult.
- Arrange for projectors, extension cords, laptops, video cords, and other equipment necessary for the slide presentation. Bailey Hall has a projection screen available.

### **Program (Family Responsibility)**

See sample program. Program usually includes the order of events for the court, biography of the candidate, and a listing of Troop 31 Eagle Scouts. The biography may be printed on a separate paper and stuffed into the program

- Prepare two-paragraph narrative biography of Eagle Scout for program and newspaper article.
- Create and print program.

### **Dinner/Refreshments (Family Responsibility)**

Dinner is optional and can be handled in different ways (cater; ask other parents to contribute, etc.)  
Cake/desert can be served in lieu of dinner.

Invitations, paper plates, paper napkins, cups, tablecloths, thank you notes, balloons with the Eagle emblem can be purchased at the BSA store in Foster City which the most merchandise to choose from.

- Decide dinner menu.
- Order sheet cake. The BSA logo is available as decoration at some stores (Draeger's for sure). This is a licensed decoration and must be ordered at least three days in advance. You will need to supply a copy of the logo you want on the cake
- Arrange for 2-3 people to be in the kitchen during setup, dinner, and cleanup.
- Arrange crew from Troop to set up tables and chairs.

### **Week of Eagle Court (week in advance)**

- Pick up key to Bailey Hall.
- Final details/arrangements for dinner/refreshment arrangements.
- Send reminder email to troop for RSVPs for dinner headcount.
- Order flowers - red/white/blue theme (optional)
- Determine location of Eagle podium, Eagle's Nest cabinet, and candelabra. Make arrangements to get them to the church. Plug in Eagle podium to make sure bulbs still work. (Troop Responsibility)
- Display for Eagle Project Binder (nice but optional).
- Guest book for sign-in (optional).
- Find a basket or decorative box for any congratulatory cards candidate may receive (optional)

### **Publicity (Family Responsibility)**

- Place article in local newspapers. Provide photograph. Photograph may be taken at Eagle Court.
- Los Altos Town Crier provides free publicity in its "Scouting News" section. Information and picture can be emailed to them. Contact is Bruce Barton: [bruceb@latc.com](mailto:bruceb@latc.com). Mercury News provides paid publicity in its "Celebrations" section. You can call or email them for a cost estimate.

**Sample Commendation Request**

**Bonnie Burdett Dennis**  
1080 Autumn Lane  
Los Altos, CA 94024  
Home Phone 650-965-9535 Email [bdennis327@aol.com](mailto:bdennis327@aol.com)

August 20, 2002

The Honorable Diane Feinstein  
One Post St. #2450  
San Francisco, CA 94104

Subject: Boy Scouts of America  
Request for Eagle Scout Proclamation or Letter of Commendation

Dear Senator Feinstein:

Boy Scouts of America, Troop 31, located in Los Altos, California, is pleased to announce that one of our Scouts, Jeffrey B. Eckenhoff, will advance to the rank of Eagle Scout at a Court of Honor to be held on September 14, 2002.

We would be extremely honored if you would be so kind as to provide a letter of congratulations for presentation to Jeff at this ceremony.

Please send your letter to my attention at the address above.

Thank you very much.

Sincerely,

Bonnie Burdett Dennis

**Eagle Letters of Commendation/Congratulations:**  
**(Addresses current as of 12/26/12)**

President of the United States  
of America

The White House  
Attn. Greetings Office  
1600 Pennsylvania Avenue NW  
Washington, DC 20502-0039

US Senators

The Honorable Barbara Boxer  
70 Washington St. Suite 203  
Oakland, CA 94607  
510 286 8537

The Honorable Diane Feinstein  
One Post St., Suite #2450  
San Francisco, CA 94104  
415 393 0707

US Representative (14<sup>th</sup> District)

The Honorable Anna Eshoo  
698 Emerson St.  
Palo Alto, CA 94301  
650 323 2984

Governor of California

Governor Edmund G. Brown Jr  
C/O State Capitol, Suite 1173  
Sacramento, CA 95814  
916 445 2841

California State Senator  
Los Altos and Mountain View

The Honorable Jerry Hill  
160 Town and Country Village  
Palo Alto, CA 94301  
650 688 6384

California State Assemblyman  
Los Altos and Mountain View

The Honorable Richard Gordon  
5050 El Camino Real, Suite 117  
Los Altos, CA 94022  
650 691 2121

**Sample Proclamation Request:**

Fax to: Susan Kitchens, City Clerk  
Fax # 650-947-2731

**City of Los Altos**

**Eagle Scout Proclamation**

**Name of Eagle Scout:** Jeffrey B. Eckenhoff  
**Name of Requesting Party:** Bonnie B. Dennis  
**Phone for Pickup:** 650-965-9535  
**Date of Court of Honor:** September 14, 2002  
**Scout Troop Number:** Troop 31 – Union Presbyterian Church

**Eagle Scout Project (detailed description):** Jeff designed, obtained materials and directed the construction of an outdoor seating area of “sixth grade hang out” on the playground of Oak Elementary School in Los Altos California. The seating area consists of ten benches and seven planters encompassing an area of approximately 38’ x 20’. The structures are built out of redwood and pressure treated wood. The project included construction of the ten benches, seven planters and included securing the benches in the asphalt, and took nearly 200 hours to complete. The project was started in the summer of 2001 and completed in the fall of 2001, at the beginning of the 2001-2002 school year.

**Number of Scouts/Other individuals assisting with the project:** 11

Contact at City of Los Altos: Susan Kitchens, City Clerk  
650-947-2720  
Fax # 650-947-2731

Sample Invitation Format:

## **Troop 31, Boy Scouts of America**

**Announces a Court of Honor  
for the Awarding of the  
Rank of Eagle Scout  
To**

**Jeff Eckenhoff**

**Eagle Court of Honor  
September 14, 2002  
Dinner at 6:00 pm  
RSVP 650-965-9535**

**Bailey Hall  
Union Presbyterian Church  
858 University Avenue  
Los Altos, California**

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\*\*\*Please note that the church address should be University Avenue, not University Drive as has been previously printed. Proof and double check before and after giving your copy to the printers.

**Sample Program:**

Eagle Scout Court of Honor  
Jeffrey Eckenhoff  
September 14, 2002

Master of Ceremonies:	Eric Donovan
Eagle Honor Escorts:	Derek Farley and Justin Woodfin
History of the Candidate:	Anthony Robertson and Jonathan Francisco
Eagle Scout Requirements:	Ted Elms
Eagle Project:	Dave Woods
Scout Spirit:	Jim Dreyer
Eagle Scout Responsibilities:	Bill Gascoyne
Eagle Scout Charge:	Jack Kelly
Proclamation from the City of __:	Mayor?
Letters of Commendation:	Frank Robertson
Presentation of Eagle Scout Award:	John Kaumeyer
Presentation of Flowers:	Jonathan Francisco
Eagle Scout Minute:	Jeffrey Eckenhoff



## **Sample Biography:**

### **Jeffrey Eckenhoff**

Jeffrey Eckenhoff has been an active member of Troop 31 since fifth grade, when he entered from Cub Scout Pack 501 at Oak School. His favorite outings include Skiing, Whitewater Rafting, Canoeing, Biking, Snow Camping and attending Camp Oljato for four summers. The annual Trek to Hawaii along Kauai's Kalalau Trail was Jeff's best-liked outing.

In the troop, Jeff has served as Senior Patrol Leader for half a year, patrol leader for several terms, and was an instructor for a young patrol of new scouts. Jeff was elected as a candidate for Order of the Arrow, then became a member after completing the Order of the Arrow Ordeal. For his Eagle project, Jeff designed and built an outdoor seating area including ten benches and seven planters for Oak Elementary School.

At Mountain View High School, Jeff has represented his school in junior varsity soccer, junior varsity and varsity football, and varsity volleyball. He also plays lacrosse for the Tomahawks Lacrosse Club; his varsity team was the 2002 California State Champions. Jeff is also active in the leadership and student government classes at his high school and sings in the Starfire Youth Choir at the Los Altos Methodist Church, touring with the choir to Great Britain and the southwestern United States.

## **Sample Biography (2)**

### ***Brenton Hughes***

Brent Hughes has been active in scouting since the first grade when he joined Pack 51 at Nixon Elementary School as a Tiger Scout. He received his Arrow of Light award from Pack 51 in March 1997 and went on to join Troop 51. A few short months later, Troop 51 disbanded, leaving Brent to look for a new Scout home. In the fall of 1997 he joined Troop 52 in Palo Alto. While Troop 52 continued, its focus was not a match for Brent's scouting interests, and it seemed that, perhaps, Scouting was not for him. Fortunately, in the summer of 1998, Brent's friend, Aaron Puri, returned from several years in Japan and joined Troop 31. In the fall Aaron convinced Brent to give Scouting another try, and Brent joined Troop 31.

Brent has held many positions of responsibility including Den Chief, Patrol Leader, Troop Guide, Assistant Senior Patrol Leader, and Senior Patrol Leader. He attended the annual Junior Leadership Training Conference in 2000 as a camper and subsequently returned in 2001, 2002, and 2004 as a staff member at the camp, serving as Assistant Senior Patrol Leader in 2004. Other scouting honors include the Polar Bear Award, World Conservation, Order of the Arrow, and Camp Oljato Tribal Council.

Brent's favorite outings include the annual Dillon Beach camping trip, Camp Oljato, the Kauai trek, and the 2004 trek in the Sierras. For his Eagle project he designed new jumps for the Cross Country course at the Westwind Barn in Los Altos Hills, and led scouts and friends in the dismantling of the old jumps and construction of the new. Brent also led a team of scouts in preparing the Barn for its annual holiday celebration and kick-off event for the newly organized "Supporters of the Westwind Barn". In total, 132 hours were contributed by Brent and his team.

Brent enjoys golf, skiing, and hanging out with his friends. He graduated from Gunn High School in Palo Alto. He is

attending Vanderbilt University in Nashville, Tennessee where he is in a Pre-Med program and has been on the Dean's list in his first two semesters.

**Merit Badges (can be alphabetical or chronological)**

Brent has earned a total of 31 merit badges including Archery, Astronomy, Camping, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Climbing, Communications, Computers, Emergency Preparedness, Environmental Science, Family Life, Fingerprinting, Fire Safety, First Aid, Fish and Wildlife Management, Genealogy, Leatherwork, Oceanography, Painting, Personal Fitness, Personal Management, Photography, Pioneering, Pottery, Rifle Shooting, Shotgun Shooting, Soil and Water Conservation, Sports, Swimming, and Wilderness Survival..

**Scouting History**

Tenderfoot Rank, March 1997  
Second Class Rank, September 1997  
First Class Rank February 1999  
Star Rank January 2000  
Life Scout Rank August 2001  
Eagle Board of Review March 2005