



**Huntersville Presbyterian Church**  
*Larry Banks – Scoutmaster*

Dear Eagle Parent,

Congratulation on your son obtaining the highest rank in Scouting. This workbook was designed to help you plan the greatest Court of Honor for your son. In this book you will find details such as the program, the newspaper article, who to do your son's video disk, pictures of the Court of Honor, steps and what to do for the ceremony, the reception, and decorating ideas.

Please keep in mind that your son's American flag and letters of commendations have also been ordered. The USMC/USN Good Citizen award has already been ordered by the Scoutmaster. Again I know that this has been a large commitment for you and your family. This book is designed to help you plan and execute a great Court of Honor for your son.

In Scouting,

Larry Banks,  
Scoutmaster Troop 19



## PARENT TO DO LIST

1. Get dates set up with the church. Contact Mr. Banks and he will coordinate with the church. The church sanctuary will be used for the ceremony and the reception will be held at the Scout House.
  - There is no cost to use the sanctuary but the Troop asks that you make a donation to the church.
  - Sunday ceremonies are the best but are not written in stone.
  - Eagle Ceremonies must start at 2pm and conclude no later than 5pm.
  - The Eagle ceremony will be in the sanctuary. The reception will be in the Scout House.
  - Meet the Scoutmaster at 11:15 on the Sunday of your son's Court of Honor at the Scout House. **(Please note, no earlier than 11:15 by request of the church).**
2. Get all of your pictures together for your son's Trail to Eagle disk.
  - Work with Mr. Munro to make sure the video is compatible with the system used at the church. (Please see pages 11)
3. Order your son's Eagle commemorative flag case if desired (Please see page 8) as soon as possible.
4. At least 3 weeks before the ceremony, contact the photographer (Please see Page 6).
5. At least 3 weeks before the ceremony, contact the Troop 19 IT Director (Mr. Munro, Please see page 12).
6. At least 3 weeks before the ceremony, contact Eagle Angels for help with serving during the reception (Please see page 7).
7. At least 3 weeks before the ceremony, order your son's cake for the reception (Please see page 9).
8. Develop Court of Honor Program.
  - See example at the beginning of this book and page 12.
  - Follow order exactly to be compatible with the technical layout.
  - Email proof to the Scoutmaster at least 1 week prior to your son's Court of Honor.
9. Send off the National Eagle Scout Association (NESA) application as soon as possible (can take 6-8 weeks).
10. Send in the Lake Norman Citizen Eagle write-up 3 weeks before the ceremony (see page 10).
11. 3 weeks before the ceremony, set-up Troop invite on the Facebook group page.
12. Mentor Pins – 1 pin comes in your presentation kit; if you desire to give more, you must pick them up from the Scout Shop.
  - Mentor pins can go to anyone your Scout feels mentored him during his time in Scouting and on his Trail to Eagle.

13. Your son's brag table – this should be a culmination of your son's Scouting history, Cubs through present and should include school, church, and all other activities. These items will be on display on center tables during your son's Eagle Court of Honor reception.
  - One 6-foot long rectangle table will be for all items your son receives during the Court of Honor
14. Reception—The menu is of the family's choosing but we ask that you remember that this will be an outdoor setting with no tables to sit down at during the reception. There are serving utensils at the Scout House.
  - Suggested menu items include:
    - i. Finger foods
    - ii. Cake
    - iii. Bottled Drinks (you will need to provide cooler and ice)
  - The troop has all the table for your food and drink items.
  - Please bring folding or camp chairs if desired as there are none available for outside
  - Be Prepared to move inside if inclement weather (space will be limited).
15. Don't forget your Mother's Ribbon (to be worn over your heart).

## **CONTACTS NEEDED TO FOLLOW PROGRAM**

- Contact Libby Munday to Schedule church 704-577-5915
- Master of Ceremony – Current Senior Patrol Leader or someone of your son’s choosing
- Colors – Contact Assistant Senior Patrol Leader of Honor Guard, he will then contact his team.
- Invocation – Troop Chaplain or Minister
- Candle Lighting Ceremony – Scouts of your son’s choice.
- Voice of the Eagle – Assistant Scoutmaster of your son’s choosing.
- NESAs Induction – Eagle candidate must contact prior Eagle or get the neckerchief and slide to have another previous Eagle present to him. (See picture of neckerchief and slide on next page).
- Eagle Escort—This will be an Eagle of the Troop. You will need to contact him.
- Eagle Project Review – Assistant Scoutmaster of your son’s choosing or the benefactor.
- Eagle Commendations – Assistant Scoutmaster of your son’s choosing –
  - Book has already been completed by the Scoutmaster.
- Good Citizenship Award – The Scoutmaster will have already scheduled with USMC and USN.
- Flag Presentation – Assistant Scoutmaster of your son’s choosing.
  - Flag has already been ordered for your son.
- Closing Prayer – Same as Invocation.

**TO MAKE THIS CEREMONY SUCCESSFUL PLEASE CONTACT ALL NEEDED PRESENTERS AT LEAST 3 WEEKS PRIOR TO CEREMONY.**

**TROOP 19 EAGLE NECKERCHIEF AND SLIDE**



## PHOTOGRAPHY



Troop 19 parent and Assistant Scoutmaster Matt Jones can photograph your son's Eagle Court of Honor.

Please contact Matt Jones at least 3 weeks prior to your date at 704-576-0646 (text or voice), or [matthew.jones@forumcap.com](mailto:matthew.jones@forumcap.com)

We ask for a donation for Matt for his time. The money will go into the Troop's High Adventure Scholarship.

TROOP 19 EAGLE ANGELS



**HUNTERVILLE, NC**  
**CHARTERED 1919**

This group of Troop 19 parents will come and help you serve during your son's Eagle Reception. Please contact Jennifer Croussore at 980-333-7537 or [jenicroussore@gmail.com](mailto:jenicroussore@gmail.com) to coordinate at least 3 weeks in advance.

## EAGLE COMMEMORATIVE FLAG CASE



**FOR PRICING AND ORDERING PLEASE CONTACT WAYNE MERSON  
AT LEAST 3 WEEKS BEFORE:**

**704-502-7492**

[Wmerson62@gmail.com](mailto:Wmerson62@gmail.com)



**CAKES BY CATHY**  
**704-875-0772**



**At least 3 weeks before Reception**

**2-11 X 15"**

**DECORATED CAKES**

**DISCOUNT FOR TROOP 19 EAGLES!!**

**\$50**

**CATHY YOUNG**

## National Eagle Scout Association



1. Got to [www.nesa.org](http://www.nesa.org)
2. Click on the Take Action Tab at the top of the page
3. Click on the Gift button

**Please do this as soon as you can once your Scout has earned their Eagle as membership packets can take up to 6 weeks to be processed.**

# Lake Norman Citizen Eagle Write Up

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Nickname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Troop Number: 19

Troop Sponsor: Huntersville Presbyterian Church

Troop Leader: Larry Banks Phone: 704-661-6775

Name of Award: Eagle Scout Date Given: \_\_\_\_\_

Brief description of project(s) completed to earn award: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Scout's Signature: \_\_\_\_\_

**MAKE SURE TO ADD A PHOTO OF YOUR SON IN SCOUT UNIFORM WITH THIS FORM.**

**Make Sure to email a copy to editor:**

[news@lakenormanpublications.com](mailto:news@lakenormanpublications.com)





# Troop 19 Tech Information

## General Information

Troop 19 is privileged to have an AV Tech Team. This team consists of adult members that are trained to operate the sound equipment at Huntersville Presbyterian Church. Since all Troop 19 Eagle Court of Honor's are conducted in the church sanctuary, this team **MUST** be used. Below is some vital information regarding your son's Eagle Ceremony and things that both you and your son need to do.

As soon as you have a date set with the church office, please contact the Troop AV Coordinator and let him know the date and time of the ceremony. With our limited pool of trained technicians, this advance notice is greatly appreciated in order to confirm scheduling.

## Important Items Needed for the Ceremony

1. Coordinate all technical logistics with the Troop AV Coordinator and inform him of any needs you might have.
2. Locate all of your Troop Year End CDs that you have for all the years your son has been in the troop.
  - If you are missing discs from certain years, look first on the Troop Shutterfly for pictures. If they are not there, then contact Matt Jones.  
[matthew.jones@forumcap.com](mailto:matthew.jones@forumcap.com)
3. Gather all the pictures you want to use for the My Eagle Trail and pick out 2-3 songs to go along with it. Use your program of choice (ex: iMovie, Windows Movie Maker, Filmora, etc.) to create a video of the slide show.
  - The AV System at the church can support MP4 and MOV files, use the H.264 codec to reduce file size.
  - Creating your video in a 16:9 format with a HD resolution of 720p or 1080p is suggested for ideal viewing at home (The church AV system is not true HD, but will support these settings).
4. Gather the photos for your son's Eagle Service project. You can either create a video using the settings above, or bring the individual photos as JPGs—adding numbers to the file names for proper ordering.
  - The church does not support PowerPoint or Keynote presentations; you must provide either a video file or separate image files.
5. Your son must contact the Troop AV coordinator at least 3 weeks prior to his Court of Honor to confirm contact info for his assigned AV teach.

## Troop 19 AV Coordinator Contact Information

Ash Munro  
704-201-9055  
[Munro.ash@gmail.com](mailto:Munro.ash@gmail.com)

**This side of the program should be used for the following:**

- Your Son’s scouting history
- Scouting quotes that can be found on the internet
- Description of your son’s eagle project
- Also remember that you can use the standard programs from National or you can design your own program cover.
- To the right side is the standard Troop 19 ceremony. You must follow this ceremony order exactly unless otherwise approved by the Scoutmaster.

**Email proof to Mr. Banks (lb.smt19@gmail.com) at least 1 week prior to Eagle Court of Honor.**

**Troop 19 Eagle Court of Honor  
Your Son’s Full Name Here  
Location of Ceremony  
Date of Ceremony**

<b>Opening and Welcome</b>	MC or SPL
<b>Presentation of Colors</b>	Troop 19 Honor Guard
<b>Invocation</b>	Troop Chaplain or Minister
<b>Candle Lighting Ceremony</b>	Troop Scouts
<b>History of the Eagle Award</b>	Video by AV Team
<b>My Eagle Trail</b>	Video from Family
<b>Voice of the Eagle</b>	ASM
<b>NESA Induction &amp; Neckerchief</b>	Last Troop 19 Eagle
<b>Eagle Charge</b>	Video by AV Team
<b>Eagle Project Review</b>	Video/Photos from Family, ASM or Benefactor
<b>Eagle Commendations</b>	ASM
<b>Good Citizenship Award</b>	USMC
<b>Good Citizenship Award</b>	USN, U.S. Submarine Corps
<b>Flag Presentation</b>	ASM
<b>Presentation of the Eagle Medal</b>	SM
<b>Parents Response</b>	
<b>Scouts Response</b>	
<b>Closing Prayer</b>	Troop Chaplain or Minister
<b>Removal of Colors/TAPS</b>	Troop 19 Honor Guard / Troop Bugler
<b>Closing &amp; Dismissal</b>	MC or SPL