

## Troop 77 Eagle Scout Ceremony Responsibilities

### Troop Responsibilities

- Supply a dignitary list to the family (4 – 8 weeks before the ceremony).
- Send out the dignitary letters (20 max.)
- Supply scout's history for the family to use in creating the program.
- Supply Eagle ceremony samples so the family may choose or create their own.
- Purchase an Eagle neckerchief and Eagle slide from the scout shop.
- Pick-up the Eagle Badge Kit at the scout office.
- Supply flags, props and candles for the ceremony
  - Flags
  - Flag stands
  - Candle stands
  - Candles (red, white, blue and yellow)
  - Banner
- Supply coffee and bug juice. You will need:
  - Coffee maker and filters
  - Coffee
  - Cream and sugar
  - Stirrers
  - Styrofoam cups
- Order and provide a cake (full sheet from Sam's Club). You will also need:
  - 5" Cake plates
  - Forks
  - Napkins
- Organize dignitary letters in binder.
- Put scouts name on the Eagle plaque (Crown Trophy at Clark Corners 669-0049).
- Put scouts name on the trailer (Ace Graphics at 1541 W. Round Lk. Rd. 669-1542).
- Provide ½ doz. Roses and vase for the scout's mother.
- Arrange to have the scout trailer parked out front of the hall.
- Clean-up the hall.

### Family Responsibilities

- Acquire a hall for the ceremony.
- Supply the Scoutmaster with a dignitary list (20 max.) from the list that was provide (at least 4 weeks prior to the ceremony)
- Decide on an Eagle Ceremony from those supplied or create your own and have it approved by the Scoutmaster (at least 2 weeks prior to the ceremony).
- Create a program to be handed out at the ceremony containing the scout's history and accomplishments.
- Supply an article to the Dewitt-Bath Review and the Lansing State Journal (send to the papers 2 weeks prior to the ceremony date).
- Contact the scouts and adults who will be participating in the ceremony (flags, speakers, etc.)
- Provide any additional food items.
- Prepare and set-up pictures and memory boards of the scouts career.
- Supply a quest book.
- Clean-up the hall.