

# *Eagle Scout Letters for Eagle Court of Honor*

## General Information

**Description:** Once a scout earns his rank of Eagle Scout, preparation starts for his Eagle Scout Scrapbook which contains the congratulatory letters from U.S. Government Officials, Cabinet Members, Department of Defense Officials, Congress, Other Government Officials and Programs, Past President's and their Wives, Governors, and Other Prominent People and Organizations. The Eagle Scrapbook is presented to the Eagle Scout during his Eagle Court of Honor.

### Comments:

<b>Reports to:</b>	Committee Chair
<b>Term:</b>	Preference 2-3 years

### Qualifications

<b>Experience:</b>	Organized individual(s)
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### Training

<b>Training:</b>	Minimal transition period of three months.
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### Responsibilities

- Advancement Chair communicates once Scout has earned Eagle Scout.
- Communications with Committee Chair, Scoutmaster, and Family of Eagle Scout as to date of Eagle Court of Honor.
- Purchase necessary supplies and/or postage for position; receipts are labeled and submitted to Treasurer for reimbursement
- Compile letters with envelopes in scrapbook; some letters will come in after the ECOH which will need to be forwarded to Eagle Scout family
- Use 'Checklist of Eagle Letters' on following page

## Checklist for Eagle Letters

Eagle Scout: \_\_\_\_\_ ECOH Date: \_\_\_\_\_

- \_\_\_\_\_ 1. Check website for updates: <http://usscouts.org/eagle/eaglecongrats.asp>
- \_\_\_\_\_ 2. Print envelopes
- \_\_\_\_\_ 3. Update letters (find/replace names and dates) and print
4. Special Letters
  - \_\_\_\_\_ US Flag (from Johnny Isakson, form & check: <http://www.isakson.senate.gov/public/index.cfm/flag-request>)
  - \_\_\_\_\_ State flags from State Senator Albers (\$25 'GA Building Authority' contact – [Diana.Hauser@senate.ga.gov](mailto:Diana.Hauser@senate.ga.gov))
  - \_\_\_\_\_ NRA (form <http://youth.nra.org/documents/pdf/youth/EagleScoutCertificate.pdf>)
  - \_\_\_\_\_ Mike Rowe (\$1.90 stamp on self-addressed envelope)
  - \_\_\_\_\_ Bear Grylls (overseas postage)
  - \_\_\_\_\_ Fulton County Proclamation (Chairman Eaves' office - resume & ECOH date)
  - \_\_\_\_\_ Johns Creek (contact Corrine Lindo with date, [Corrine.lindo@JohnsCreekGA.gov](mailto:Corrine.lindo@JohnsCreekGA.gov))
- \_\_\_\_\_ 5. Email families requesting:
  - high school/year
  - Scout activities, high adventure trips, leadership & special awards
  - Extracurricular activities/jobs
  - Johns Creek needs one picture of project
- \_\_\_\_\_ 6. Put together resume for Proclamation
7. Email letters
  - \_\_\_\_\_ Obama
  - \_\_\_\_\_ UN
  - \_\_\_\_\_ Air Force
  - \_\_\_\_\_ Coast Guard
  - \_\_\_\_\_ NASA
- \_\_\_\_\_ 8. Print covers
- \_\_\_\_\_ 9. Assemble Books
- \_\_\_\_\_ 10. Pickup Proclamation (Chairman Eaves' office)
11. Supplies
  - \_\_\_\_\_ Stationary
  - \_\_\_\_\_ Stamps
  - \_\_\_\_\_ Notebook
  - \_\_\_\_\_ White cardstock
  - \_\_\_\_\_ Colored cardstock
  - \_\_\_\_\_ Sheet protectors
12. Reimbursement for supplies purchased