

Suggested Eagle Scout Guidelines for Dealing with Elected Officials/Distinguished Guests

Congratulations on achieving the highest designation from the Boy Scouts of America. Your community and your elected officials are delighted to celebrate your monumental achievement. The elected officials from the district where the Eagle Scout resides will be happy to provide proclamations. In order to help them honor you, please observe the following guidelines:

1. Information needed for a proclamation:
 - a. Name of Scout as you wish it to appear on the proclamation
 - b. Home address of Scout
 - c. First and last name(s) of parent(s)
 - d. Contact numbers for parents and/or troop leader
 - e. Troop number
 - f. Troop meeting location and/or where the troop is chartered
 - g. All leadership positions Eagle Scout candidate has held
 - h. Description of Eagle project

2. Eagle Scout Ceremony Event Details
 - a. Location with exact address and directions
 - b. Time of ceremony
 - c. Cell number of Scout leader involved with ceremony in case of emergencies such as getting lost or if there is a last minute change of plans.

3. Elected Officials and their Designates
 - a. Please be respectful of their time. Elected officials and their designates are invited to attend many community events throughout the week including weekends.
 - b. Please schedule your elected officials to speak as close to the beginning of the ceremony as possible.
 - c. Suggested placement of elected officials/designates within the Eagle Scout Ceremony
 - i. Welcome
 - ii. Presentation of Colors
 - iii. Invocation
 - iv. Call to Order
 - v. Scout Oath and Law
 - vi. Elected officials/designates or indeed, any other distinguished guest who wants to pay his or her respects and must move on to the next event on his or her schedule