

## **Eagle Scout Guidelines for Elected Officials/Distinguished Guests Participation in Ceremonies**

Congratulations on achieving the highest rank from the Boy Scouts of America! Your community and 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/letters. In order to help them honor you, please go to your states homepage at [www.state.pa.us](http://www.state.pa.us) or [www.state.nj.us](http://www.state.nj.us) and click on "Contact Your Legislators" to learn who would be the proper official to contact. For US Senators/US House of Representatives google them by typing in US Senate or US House of Representatives and then observe the following guidelines:

1. Information needed for a proclamation/congratulatory letter:
  - a. Name of Scout as you wish it to appear on the proclamation/letter
  - b. Home address of Scout
  - c. First and last name(s) of parent(s)/guardian(s)
  - d. Contact telephone numbers for parents and/or troop leader
  - e. Troop number
  - f. Troop meeting location
  - a.g. All leadership positions Eagle Scout candidate has held
  - b.h. Description of Eagle project
  - i. Date earned
2. Eagle Scout Ceremony Event Details if inviting person to attend:
  - a. Date and time of ceremony
  - b. Location with exact address and directions
  - 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. 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