

# Court of Honor Ceremony

## Duties of the adult leader:

### After the PLC meeting that precedes the COH:

Contact the Senior Patrol Leader...

1. Inform him that you are the Adult Leader for the COH
2. Ask who has been assigned as Master of Ceremonies (MC) for the COH
3. Ask if assignments have been made for setup, cleanup, snacks, desserts, and drinks

### Two weeks prior to the COH:

Contact the MC...

1. Inform him that you are the Adult Leader for the COH
2. Remind him that he needs to have an agenda prepared for the COH

### Troop meeting prior to the COH:

1. Make sure an announcement regarding the COH is made, including date, time, and location.
2. Remind all scouts that Class A uniforms are required, with sashes for those who have them.
3. If necessary, remind LC to announce assignments for setup, cleanup, snacks (chips, pretzels, etc.), and drinks (two 2-litre sodas).
4. Make sure a reminder announcement is made about food collection for the Bowie Food Pantry (as this regularly accompanies the COH). Each family asked to bring 3-4 canned or dried food items.

### In the days prior to the COH:

Ask the SPL to send an email to the setup patrol, reminding them that they need to arrive 15-30 minutes before the meeting start time to setup chairs.

### Day of the COH:

1. Be on site 15-30 minutes prior to start time.
2. Oversee the setup for the ceremony.
3. Review the agenda with the MC. (Make sure that there is a decent introduction, and that there is time for the Scoutmaster presentations.) Check with the SPL to ensure all is in order.
4. During the cleanup period, ask assistance from scouts moving donated food items to your vehicle (or the vehicle of any person volunteering to take the items to the Pantry).
5. Stay until the last scout is picked up, or ensure that an adult has volunteered to do this, or at least make sure that there are no parentless scouts around before you leave.

[Note that it's all about communication, and instructing the scout leaders to plan and communicate as well.]

### Getting the food items to the Pantry:

The Bowie Food Pantry is in the Christian Community Presbyterian Church at 3120 Belair Drive. Hours for food drop-offs are Monday, Wednesday, and Friday from 9am to 11am. They are open one evening per month for which reservations are required. Contact information, and the latest news on hours of operation, can be found at <http://www.bowiefoodpantry.org>.