



Special Advancement Requests

Eagle Scout Rank Time Extension Request

1. The Scout, the Scout's parent or guardian, the unit leader, or a member of the unit committee may file the request. It is preferred that the request be made in the form of a letter that is signed and dated by the author.
 - A. It is sent to the council service center to the attention of the council's advancement staff advisor
 - B. It is preferred that requests be submitted before the 18th birthday or, if not, the reason for the delay is stated.
 - C. The request must indicate the number of months after the 18th birthday that will be necessary to complete the requirements along with any information that they are able to complete to the best of their ability on the form.
 - A. The Request for Extension form is finalized by the council after they have completed their review.

Eagle Scout Rank Time Extension Request

1. The request must document the circumstances. It is not sufficient simply to provide a summary of occurrences without the support of information from those with personal knowledge of what happened.
 - A. For example:
 - a) If the cause is health-related, then a statement from a health professional must be provided.
 - b) If the cause relates to adult error or misinformation, then the adult(s) involved, if available, must provide a statement. It is not sufficient simply to provide a summary of occurrences without the support of information from those with personal knowledge of what happened.
2. The council advancement committee will review the request.
 - A. The council advancement committee must review the evidence and prepare a position statement.

Eagle Scout Rank Time Extension Request

1. The council advancement committee position statement is shared with the Scout, the Scout's parent or guardian, the unit leader, and the unit committee chair.
 - ▶ The council, however, does not grant or deny the extension. Only the National Advancement Program Team has that authority.
2. The Scout then decides whether to pursue the extension with the National Advancement Program Team. If affirmative the Request for Extension of Time to Earn Eagle Scout Rank form must be fully completed by the council advancement committee or designee and then signed by the Scout executive. A packet with the supporting documentation, the position statement, and the extension request form is then forwarded to the National Advancement Program Team.
 - ▶ A decision can usually be delivered within two to four weeks.

How to Request an Eagle Extension through My.Scouting.org

- ▶ Troop key 3 Leaders (Scoutmaster, Committee Chairman, Chartered Organization Representative), Unit Advancement Chairman and Council Admin will have the ability in Member Manager to indicate if a youth who is age 16 up to 18 and has joined between 2/1/19-12/31/19 to request an Eagle Extension.
 1. Select the Member in the roster by clicking on his/her name.
 2. Then click the icon Edit Profile.
 3. This will open a window with the youth's information. Click the edit profile again.

How to Request an Eagle Extension through My.Scouting.org

1. The section for Eagle extension will be available for viewing if the youth is age appropriate to request the extension. It will appear under the box with personal information such as name and gender.
2. Toggle the Request Eagle Extension to yes. The system will use the date you submitted the request for the extension as the Effective Date and will calculate the Extension Date to allow for the youth to have 24 months from his/her join date to complete his/her Eagle Award.

How to Pull a report on Eagle Extension Requests through My.Scouting.org

- ▶ A report is available at the Troop, the District, and the Council organization levels to reflect who has requested the Extension to complete his/her Eagle requirements.
- ▶ The report icon appears at the top of the Member Manager and looks like the Eagle Award badge.

How to Pull a report on Eagle Extension Requests through My.Scouting.org

- ▶ The report will display the following fields:
 - ▶ Council Organization structure (Council, District, etc. depending on your council).
 - ▶ Unit type (always Troop).
 - ▶ Unit number.
 - ▶ Troop Chartered Organization Name.
 - ▶ Youth Name
 - ▶ Youth Gender
 - ▶ Date of Birth
 - ▶ Date Extension Requested
 - ▶ Expiration Date of the extension.
- ▶ It is exportable to allow for downloading and printing.

Request for Registration Beyond the Age of Eligibility

1. A letter from a parent or guardian describing the disability and its severity and permanence, and petitioning the council for approval of registration beyond the age of eligibility.
2. A completed youth membership application or proof of current membership.
3. A copy of the most current advancement record.
4. A completed and signed BSA Annual Health and Medical Record form (parts A, B, and C), online at www.scouting.org/HealthandSafety/ahmr.
5. A signed statement from a qualified health professional attesting to the nature of the disability, its severity, and permanent limitations connected with it.
 - A. For physical disabilities, this must be a licensed physician.
 - B. For developmental or cognitive issues, a licensed psychologist or psychiatrist, or as appropriate, a neurologist or other medical professional in a specialty related to the disability.

Request for Registration Beyond the Age of Eligibility

1. A letter from the unit leader advocating and supporting the registration.
2. Other supporting documentation, such as an Individualized Education Plan (IEP), treatment summaries, etc., which are optional, but can make a difference in the decision. If done well and available from the parents, an Individualized Education Plan can give valuable information on how to work with and help the individual Scout to achieve at the best of the Scout's abilities.
 - A. An IEP alone is not sufficient enough to grant the request, further documentation should be provided.

Alternative Eagle Scout Rank Merit Badges Request

1. Before applying, a Scout must earn as many of the Eagle-required merit badges as possible. However, if a permanent disability clearly precludes completing specific merit badges, a Scout who has earned at least First Class may apply for an alternative merit badge without waiting until all other Eagle-required merit badges are complete.
 - A. Any alternatives must present the same challenge and learning level as those they replace. Unless the Scout has been approved for registration beyond the age of eligibility, all merit badges must be completed by the 18th birthday (reference Guide to Advancement, topic 10.1.0.1–10.1.0.2).

2. .

Alternative Eagle Scout Rank Merit Badges Request

1. Obtain a clear and concise statement related to the nature of the disability from a qualified health-care professional.
2. A note from the Scout's own qualified healthcare professional that proposed alternatives merit badges are suitable and pose no health risks.
3. The unit leader meets with the candidate and the candidate's parent or guardian to determine the alternative merit badges to replace those the candidate is unable to complete.

Alternative Eagle Scout Rank Merit Badges Request

1. The unit leader, parent or guardian, and the Scout (if possible) prepare supporting letters to accompany the application.
2. The district and council advancement committees, in turn, review the proposed alternative merit badges. They may choose to speak with the Scout, the Scout's parent or guardian, or the unit leader. If the council advancement committee approves, then the candidate may start work on the merit badges.
 - A. Note: In approving the application, the district and council advancement committees must utilize the expertise of a health-care professional involved with youth who have disabilities.

Alternative Eagle Scout Rank Merit Badges Request

1. Upon completion of the Eagle Scout rank requirements, using the alternative merit badges, the candidate appears before a board of review. This approved application must be attached to the Eagle Scout Rank Application.
2. Following a successful board of review, the council processes both applications and forwards them to the National Advancement Program Team. Local council action on alternative merit badges does not require national approval.

Recommendation for Lifesaving or Meritorious Action Award

1. Provide the full name of applicant to be honored, exactly as it should appear on the certificate if the award is granted.
2. Provide as much information as necessary using the space provided on the form. No additional documents should be attached.
 - ▶ The form can be found at <https://www.scouting.org/awards/awards-central/> and should be filled out in its entirety where applicable on the form.
 - ▶ Witness statement(s).
 - ▶ Nominee's statement.
 - ▶ Scouts in Action/ Scouters in Action Release/ Assignment either signed or opt out option is marked.

Recommendation for Lifesaving or Meritorious Action Award

1. Complete the release/assignment form found on the Award form to have your story considered for publication in the Scouts in Action section (for youth) of Boys' Life magazine or the Scouters in Action section (for adults) in Scouting magazine.
2. Submit the form to the Council Advancement Committee.
3. Reporting of the Medal of Merit and National Certificate of Merit Awards. After final approval by the local council, the council must report the recipient within thirty (30) days using the Meritorious Action Award Reporting Tool.