

Eagle Scout Rank Time Extension Request Guide

Process:

1. The Scout, the Scout's parent or guardian, the unit leader, or a member of the unit committee may file the request. Template Letter Available on Council Website: <https://tinyurl.com/vj9cdf>
 - 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.
 - d. **The Request for Extension form is prepared by the council after they have completed their review**

2. 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:
 - i. If the cause is health-related, then a statement from a health professional must be provided.
 - ii. 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.

3. The council advancement committee will review the request.
 - a. The council advancement committee must review the evidence and prepare a position statement.

4. 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.
 - a. **The council, however, does not grant or deny the extension. Only the National Advancement Program Team has that authority.**

5. 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. A decision can usually be delivered within two to four weeks.

Criteria:

1. The member joined or rejoined—or became active again after a period of inactivity*—in time to complete all requirements before turning 18. That is, the time remaining between joining, or rejoining, and when the Scout turns 18 is more than the total of the active-time requirements for the ranks left to achieve.
 - a. *The Boy Scouts of America will welcome Scouts back after periods of inactivity. However, all time-oriented requirements must still be met. Scouts reactivating too late to complete time-related requirements will not be granted extensions, and nor will those who remained active but simply did not focus on advancement.

2. A circumstance came to exist that now precludes completion before the deadline.

Examples might include:

 - i. a health-related incident requiring a hospital stay
 - ii. a disabling injury
 - iii. a significant employment conflict
 - iv. a family relocation
 - v. a family emergency
 - vi. a natural disaster
 - vii. severe unseasonable weather that could not have been anticipated
 - viii. unforeseen actions of others affecting the youth's ability to complete the requirements.

b. It is extremely unlikely an extension will be granted if resolution of the circumstance—such as recovery from an injury, for example—still allows enough time for an adequate service project, or for completing the position of responsibility, active participation, or merit badge requirements if they have not already been met.

3. The circumstance is totally beyond the control of the youth member. Injuries, unanticipated family incidents, or various mistakes or omissions by adults, for example, could be legitimate causes. The Boy Scouts of America assumes anyone working on Scouts BSA ranks has a Scouts BSA Handbook, and has read the requirements.
 - a. **Despite this, misinformation from unit leadership is often cited as grounds for extensions. These cases will be considered, but they should be very rare and would point to a need for basic training and assistance.**

4. The circumstance is severe and not the norm of the Scout's life. In most cases, Scouts are expected to overcome life's ordinary trials. Cause for an extension normally requires an extraordinary circumstance uncommon to the youth.
 - a. For example, known circumstances such as moderate learning disabilities or ADD/ADHD the Scout has faced over many years and has coped with in the past, should not suddenly become an issue shortly before then Scout's 18th birthday.

- b. An exception might be considered for Scouts with significant disabilities that do not meet the level of severity or permanence required for registration beyond the age of eligibility, but are such that they essentially preclude advancement within the timeframe allowed.

5. The circumstance could not have been planned for or anticipated. If it is health-related, it should have been unforeseen and of recent onset, or a complication or intensification of an ongoing issue.