Subject: : Extension Requests to complete requirements for Eagle Scout/Summit/Quartermaster due to COVID-19 disruptions

(Date)

Dear Mr. Kercher,

I am writing to you on behalf of **(Scout's Name),** of **(Unit Type and Number)** in the **(District). (Scout's Name)** is an active scout in the **(Troop, Ship, or Crew)**, and is working toward Eagle Scout/ Quartermaster/Summit Award. **(Scout's name)** will celebrate their 18th birthday **(Eagle Scout)** or 21st birthday **(Quartermaster/Summit)** on **(Scout's Date of Birth).**

State the reason(s) for extension request including in detail what requirements are needed to be completed. Specifically the follow information is to be submitted with the request:

- **The documentation submitted must clearly state which requirements remain to be completed as of the date of submission. For example, if the position of responsibility has not been completed, the date it is anticipated to be completed must be included.**
- **Merit badges remaining to be completed must be listed in the documentation along with the anticipated completion dates. Merit badges completed but not recorded in ScoutNET MUST be listed with the completion date(s) in the extension request documentation.**
- **If the candidate's Eagle Scout service project remains to be completed, an explanation must be provided of what the project entails and when the work is anticipated to be completed. If available, a copy of the Scout's project proposal should be included with the extension request documentation. An explanation must be provided if a proposal has not been prepared or it is not yet approved. A letter from the project beneficiary explaining the delay in completing work can also work.**
- **For the above information please state specifically how COVID-19 prevented you from completing any of these requirements from being completed prior to your 18th birthday (Eagle Scout) or 21st birthday (Quartermaster/Summit).**

The amount of time being requested to complete the above work is _____**(Time in months).**

Include **(Parent or Guardians Name and Contact info)** and **(Scoutmaster, Crew Advisor, or Skipper Name and Contact Info).**

Thank you in advance for you help and consideration!

(Requester's Name)
(Requester's Position in the Unit or relation to the Candidate)