

Extension of the Age Requirement for the rank of Eagle, Summit Award, or Quartermaster Award

9.0.4.0 Time Extensions

A Scout who foresees that, due to no fault or choice of their own, it will not be possible to complete the Eagle Scout rank requirements before age 18 [21 for Summit and Quartermaster], may apply for a limited time extension...For a request to be considered the following five tests must be met.

1. The member joined or rejoined—or became active again after a period of inactivity—in time to complete all requirements before turning 18 [21 for Summit and Quartermaster]. That is, the time remaining between joining, or rejoining, and when the Scout turns 18 [21 for Summit and Quartermaster] is more than the total of the active-time requirements for the ranks left to achieve.

2. A circumstance came to exist that now precludes completion before the deadline. Examples might include a health-related incident requiring a hospital stay, a disabling injury, a *significant* employment conflict, a family relocation, a family emergency, a natural disaster, severe unseasonable weather that could not have been anticipated, or unforeseen actions of others affecting the youth's ability to complete the requirements. 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. 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. For example, known circumstances such as moderate learning disabilities or ADD/ADHD that the Scout has faced over many years and has coped with in the past, should not suddenly become an issue shortly before the Scout's 18th birthday.

It is important for council and district advancement committees to keep unit leadership informed of this so it does not become a surprise. 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.

The list above is meant to give volunteers an idea of how requests for time extensions are evaluated. They are not precise tests. Each case is considered individually.

9.0.4.1 Process for Submitting and Evaluating an Extension Request

The council advancement committee's role is to select at least two committee members to research the request, collect and evaluate evidence, recommend action to the Scout, and if requested, provide the evidence with a position statement to the National Advancement Program Team. Throughout the process, it must be remembered that time is of the essence.

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.** It is sent to the council service center to the attention of the council's designated appeals coordinator. It is preferred that requests be submitted before the 18th birthday or, if not, the reason for the delay is stated. The request must indicate the number of months after the 18th birthday that will be necessary to complete the requirements. The Request for Extension form (Appendix 11.2.0.0) is prepared by the council after it has completed their review; see item No. 5.

2. **The request must document the circumstances.** For example, if the cause is health related, then a statement from a health professional must be provided. 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 chair and staff advisor select at least two council advancement committee members to research the request and prepare a summary report for the council advancement committee. The council-designated appeals coordinator should brief them on the procedures outlined herein. They should **obtain statements from those with knowledge**

of the case, or interview them and then prepare written summaries. The candidate must be included in the process in order to ascertain circumstances were beyond the Scout's control, as must any adults available who committed errors or provided misinformation. In some cases, it is a good idea to hold face-to-face interviews—for example, those where the lack of a *Scouts BSA Handbook* or ignorance of requirements is cited.

4. The council advancement committee must review the evidence and prepare a position statement. This 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.**

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 (see 11.2.0.0) must be fully completed by the council advancement committee or designee and then signed by the Scout executive. It must provide a recommendation for acceptance or denial, and indicate the length of the desired extension. A packet with the supporting documentation, the position statement, and the extension request form is then forwarded to the National Advancement Program Team. The position statement must be more than a cover letter; it must address the evidence gathered and include an explanation of how the requested amount of time was calculated. All requests, letters, and position statements must include the date and signature of the author. A decision can usually be delivered within two to four weeks. Packets without complete information will be returned to the council without further review.

COVID-19 Delegation of approval by BSA to the councils:

With the delegation of approval for extensions meeting certain criteria to the Council, the process which will be implemented to perform the reviews/approvals within the Baltimore Area Council will consist of a subset of the normal process:

- 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.
- The request must document the circumstances. Although the delay is caused by restrictions implemented by local, state, and national governments to combat COVID-19, it is important to know the status of the Scout's advancement at the time restrictions were but into

place. In order to expedite processing of the request, a copy of the Scout's advancement report should be included so the Advancement Committee will have access to information on the requirements completed by the Scout prior to COVID-19 restrictions and what requirements remained at the time of the implementation of restrictions. *It is important to note that an advancement report is not normally included as part of the extension request; however, since the BAC Service Center is closed, including the advancement report will enable the review to be conducted much quicker.*

- Since the Baltimore Area Council Service Center is currently closed, the request (a copy of the letter and advancement report) should be submitted to the District Advancement Chair, the professional advisor to the BAC Advancement Committee, **and** the Council Advancement Chair via email.
- The District Advancement Chair will review the request, apply the guidelines from BSA and make the recommendation to the BAC Advancement Committee for the length of time the extension will be granted.
- The BAC Advancement Committee will review the request.
- The Chair of the BAC Advancement Committee will document the BAC decision.
- The District Advancement Chair will notify the requestor of the decision and provide a copy of the written documentation of the decision.

Email contact info for each district advancement chair, the professional advisor for the advancement committee and the Council Advancement Chair is on the Council website at the following:

<http://www.baltimorebsa.org/program/advancement/advancement-committee/71643>