

Request for Extension of Time to Earn Eagle Scout Rank

Check if this is for extension of time to earn Quartermaster rank OR Venturing Summit Award

"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, may apply for a limited time extension. ... These are rarely granted and reserved only for work on Eagle."
— Guide to Advancement

The council advancement committee is responsible for preparing this form. Before completing this form, please refer to the *Guide to Advancement*, topics 9.0.4.0 and 9.0.4.1, and to additional instructions on the reverse side of this form. They outline the circumstances under which an extension may be considered, and the process that must be followed. Be sure to confirm that the youth member's advancement records in the BSA system are up to date before submitting this request.

Candidate's name _____ PID No. _____

Date _____ Council name or headquarter city _____ Council No. _____

Date of birth _____ Date first joined Scouts BSA _____ Life board of review date _____

Current unit membership—choose one: TROOP CREW SHIP Unit No. _____

All of the following must be included with this application (Incomplete extension requests will be returned.):

- The letter requesting the extension, filed by the Scout, the Scout's parent or guardian, the unit leader, or a unit committee member
- Council advancement committee report of findings and position statement
- Written statements (or interview summaries) from persons with knowledge of the case
- Other evidence and documentation, if any, considered by the council advancement committee in preparing the report of findings and position statement (such as meeting notes, statement from a health professional if applicable, etc.)

All requests, letters, and position statements must include the date and signature of the author or committee chair.

Please provide a brief summary of circumstances preventing completion of requirements prior to 18th birthday.

Use this space or attach a summary. Please limit the summary to 150 words or less.

The council advancement chair and staff advisor are to select at least two council advancement committee members to research a request for extension. Their names and contact information, along with others requested below, must be provided. They may be contacted as this case is considered. (CAC = council advancement committee)

Position or Relationship	Name	Preferred Phone No.	Email Address
CAC chair			
CAC staff advisor			
CAC member			
CAC member			
Unit leader			
Parent			

I certify the procedures regarding time extensions as outlined in the *Guide to Advancement* were followed, and based on our council advancement committee's research, I recommend the following decision:

Acceptance No. of months requested by petitioner _____ No. of months requested by council _____

Denial

Scout executive's signature _____ Date request submitted _____

Send this signed form and all required documents and evidence noted above to the National Advancement Program Team:

Scan and email to Advancement.team@scouting.org	OR	U.S. Postal Service, UPS, Federal Express, etc. S272, 1325 W. Walnut Hill Lane, Irving, TX 75038
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Preparing and Submitting Extension Requests

Thoroughly review *Guide to Advancement* topics 9.0.4.0 and 9.0.4.1 prior to preparing an extension request. In addition, please note the following:

1. The council MUST ensure that all advancement records have been updated in ScoutNET before the request is forwarded to the National Advancement Program Team.
2. If the letter requesting an extension is submitted after the Scout's 18th birthday, it is to include the reason for the delay.
3. The council advancement committee is responsible for preparing the extension request form, No. 512-077, not the Scout or the requestor.
4. The council advancement committee chair and advisor select at least two committee members to thoroughly research the circumstances surrounding the extension request. Those researching the request must prepare a summary report of their findings for review by the council advancement committee.
5. The researchers are expected to interview the Scout and those with knowledge of the circumstances surrounding the request. A summary of the interviews must be included with the position statement.
6. The council advancement committee must prepare a position statement, which should include a report of their findings from the research and explain the reasons for their recommendation. How the amount of time requested was calculated must also be included.
7. Prompt and timely review of each request by the council advancement committee is essential.
8. Delays in submitting requests to the council may not be given consideration for additional time to make up for that delay. The Scout should have been advised to continue working on requirements while the request was being processed.
9. Delays by councils in submitting requests to the National Advancement Program Team will not be grounds for granting an extension even if the Scout has completed additional work in the interim. Requests for an extension of time must be considered on their own merits.
10. All requests, letters, and statements MUST include the date, name, and signature of the author.
11. All statements should include a clear explanation of timing issues, such as dates of key events including illness, injury, weather problems, family crisis, etc.
12. 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.
13. 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.
14. 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.
15. If the reason for an extension is health related, a statement from a health professional attesting to the nature of the medical issue and how it impedes, or has impeded, the Scout's ability to advance must be included. If the health professional's statement is not specific, other documentation must provide an explanation of how the health issue has affected the Scout's ability to advance. However, do not include an entire medical report with information that can be considered private. (HIPAA laws prevail.)
16. If the Scout has a current Individualized Education Plan (IEP or 504), a summary of the accommodations stated in the IEP should be provided by the council advancement committee. However, do not include the entire IEP or 504.
17. Ensure that all documentation is complete and legible, and that all pages are in the proper chronological order and numbered before the documentation packet is submitted to the National Advancement Program Team. Incomplete documentation will be returned, which will delay processing.

