

Alamo Area Council

Eagle Rank Time Extension Requests Due to Covid-19 Disruptions

Sections 9.0.4.0 and 9.0.4.1 of the BSA Guide to Advancement (GTA) define the process for requesting time extensions to complete the requirements for Eagle Scout. The national office has delegated approval authority for Covid-19 disruption related requests to the local council until September 30, 2020 (see <https://www.scouting.org/coronavirus/covid-19-faq/>). The national office remains the approval authority for extension requests not directly related to Covid-19 disruptions.

As stated in GTA 9.0.4.1, the Scout, the Scout's parent or guardian, the unit leader, or a member of the unit committee may file the request.

- GTA 9.0.4.1 states that the preferred form of the request is a letter signed by the requester.
- The request should be submitted to Terry Ellis via email (Terry.Ellis@Scouting.Org). Alternatively, the request may be submitted to Mr Ellis via US mail or by using the drop box established at the council office.
- If the request is submitted via email, a digitally signed letter is acceptable. Alternatively, a letter that has been printed and signed then scanned and attached to the email is also acceptable.
- The request must state the requested length of the extension and explain why that extension length is necessary. Council approval is limited to extensions up to 3 months
- The Council Advancement Committee (CAC) requests the attached form be completed and attached to the email or the information be supplied with the request. This information is required and without it a decision cannot be made.
- If the extension is related to project completion please send a copy of the project proposal sheet.

Scout Information	
Candidate's name	
Member ID No.:	
Date of birth	
Date first joined Scouts BSA	
Life board of review date	
Unit type (Troop, Crew, Ship) and number	
Parent Information	
Parent name	
Preferred Phone Number#	
Email Address	
Unit Leader Information	
Leader's name	
Preferred Phone Number#	
Email Address	

Excerpt from Guide to Advancement:

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, may apply for a limited time extension. See [“Process for Submitting and Evaluating an Extension Request,” 9.0.4.1](#), item No. 1. These are rarely granted and reserved only for work on Eagle. **When a time extension is requested, the Scout should continue working on the requirements as processing occurs.** In most cases, 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. 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.

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 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.

Scouts with permanent and severe disabilities such as those described in section 10, “Advancement for Members with Special Needs,” have the opportunity to be registered beyond the age of eligibility.

(See [“Registering Qualified Members Beyond Age of Eligibility,” 10.1.0.0.](#)) They do not need to request an extension.

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.

If a Sea Scout or Venturer foresees that, due to no fault or choice of his or her own, he or she will be unable to complete the Quartermaster rank or Summit Award requirements before age 21, the same tests, process, and form described here in topics [9.0.4.0](#) and [9.0.4.1](#) apply, and must be followed to request an extension of time to earn the Quartermaster rank or Summit Award.

See [“Request for Extension of Time to Earn Eagle Scout Rank,” 11.2.0.0](#) , in the appendix, and check one of the boxes at the top of the page indicating the Quartermaster rank or the Summit Award is involved.

The local council does not grant or deny time extensions. These are granted only through the National Advancement Program Team after consideration of local council recommendations.

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.

See [“Filing and Processing an Appeal,” 8.0.4.1](#), for information about the designated appeals coordinator.

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.

Prior to submitting a request for an extension to the National Advancement Program Team, it is important to confirm that the Scout's advancement records in the BSA system are up to date. If records are not current, it takes longer to consider extension requests.

Excerpts from COVID-19 FAQ

Q: Does the National Council grant extensions of time to complete rank requirements beyond the 18th birthday for the Eagle or 21st birthday for Summit or Quartermaster?

Yes, but only for the Eagle Scout rank as described in [GTA Topic 9.0.4.0](#) or for Venturing Summit or Sea Scout Quartermaster as described in [GTA Topic 4.3.3.0](#). Unit leadership must become familiar with the five tests under [9.0.4.0](#). The tests were designed to accommodate such obstacles as those presented by COVID-19 disruptions.

Q: Will youth who are not yet Life Scouts be allowed to apply for an extension to earn the Eagle Scout rank?

Extensions are considered only for Scouts who are Life rank. If, once a Scout achieves Life rank, it turns out that COVID-19 disruptions along the way have left them with insufficient time to complete Eagle requirements, then this may be cited when the time comes to submit an extension request.

Q: May local councils grant extensions?

Normally, that is not allowed. However, due to the current situation—effective immediately and through September 30, 2020—council Scout executives may grant extensions, or delegate authority to the Council Advancement Committee to grant extensions under the following limitations:

1. It can be established that COVID-19 disruptions were the only circumstances that delayed work on Eagle Scout/Summit/Quartermaster advancement requirements, such as the service project or merit badges. If any other causes were involved, the extension request must go to the National Council following the process outlined in the GTA.
2. Extensions shall only be granted to youth in Scouts BSA who have already achieved Life rank.
3. When the council receives a COVID-19-related request for a time extension, the council reviews the request and approves it if appropriate. A written response stating the outcome of the extension request must go to the youth. If approved, the notification must be attached to the youth's Eagle/Summit/Quartermaster rank application. For Eagle, the extension must not exceed 3 months from the youth's 18th birthday; for Summit/Quartermaster, the extension must not exceed 3 months from the youth's 21st birthday.
4. Upon turning 18, the Scout must submit a completed adult application and successfully complete YPT; their participant code will now be UP for SBSA or VP for Venturing and Sea Scouting.
5. Extension requests for more than 3 months beyond the youth's 18th/21st birthday must be sent to the National Service Center following the process outlined in the GTA.

Note: A “month” in BSA advancement is defined as a day from one month to the next. For example, March 5 to April 5.

The authority for councils to grant extensions is temporary, lasting only through Sept. 30, 2020.

Q: If youth have already received an extension, can they request additional time due to COVID-19?

Yes. Council Scout executives may grant extensions, or delegate authority to the Council Advancement Committee to grant extensions under the limitations listed above.

Q: What should be done while an extension request is being considered?

Youth should continue to work on advancement in so far as they are able—e.g., independently, or over the phone or videoconference—and at Scouting activities once they resume.

Q: Are extensions required when an Eagle/Summit/Quartermaster board of review must be delayed?

No. Councils may grant Eagle/Summit/Quartermaster boards of review up to six months after the youth's 18th/21st birthday. See [GTA Topic 8.0.3.1, "Eagle Scout Board of Review Beyond the 18th Birthday."](#)

See also, [GTA Topic 8.0.1.6, "Boards of Review Through Videoconferencing."](#)

Q: Are electronic or digital signatures acceptable for rank advancement or for the Eagle/Summit/Quartermaster packets/applications?

Yes. Electronic or digital signatures will be accepted through September 30, 2020.