

# Boy Scouts of America – Time Extension Request

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## Guide to Advancement 2011

### 9.0.4.0 Time Extensions

If a youth foresees that, due to no fault or choice of his own, he will be unable to complete the Eagle Scout rank requirements before age 18, he may apply for a limited time extension. These are rarely granted and reserved only for work on Eagle. For a request to qualify, the following tests are applied.

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, and in considering advancement, will not hold time lost against them. All time requirements, however, must still be met. Scouts reactivating too late to complete time-oriented requirements will not be granted extensions, 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 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.

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 Boy Scout ranks has a *Boy Scout 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 which he has coped with in the past, should not suddenly become an issue shortly before his 18th birthday.

*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.*

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 with a disability code, 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 collect and evaluate evidence, recommend action to the Scout, and if requested, provide the evidence with a position statement to the national Advancement Team. Throughout the process, it must be remembered that time is of the essence.

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

1. The Scout, his parent or guardian, his unit leader, or a member of the unit committee may file the request. 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. The request must indicate the number of months after the 18th birthday that will be necessary to complete the requirements. *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 who will 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 his 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 *Boy Scout 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, his parent or guardian, and his unit leader.

5. The Scout then decides whether to pursue the extension with the national Advancement Team. If affirmative, *the Request for Extension of Time to Earn Eagle Scout Rank form (see 11.2.0.0)* must be completed 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 evidence, the position statement, and the extension request form is then forwarded to the national Advancement Team. A decision can usually be delivered within two to four weeks.

## Appendix – References

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### 8.0.4.1 Filing and Processing an Appeal

1. The Scout should have received communication from the board of review advising actions that could lead to advancement and explaining appeal procedures.

To initiate the appeal, the Scout or his parent or guardian prepares a letter notifying the local council of the appeal. It should detail the reasons it is believed the Scout met all the requirements and should not have been denied. The letter is sent to the council service center, to the attention of the council advancement committee. The communication from the board of review mentioned above should be attached.

2. To assure all appeal requests are handled consistently throughout the council, they are first routed to the council advancement committee.

3. The council advancement committee, through its chair or a designated member or its staff advisor, coordinates the appeals process. This designated appeals coordinator's primary role is to get the paperwork in the right place and orient and guide those who will hear the appeal.

4. The council-designated appeals coordinator routes a copy of the request to the district or council advancement committee according to local practices. It is recommended that appeals of a unit decision go to the district, and those elevated from a district go to the council. This allows an additional step before the national Advancement Team is involved.

5. For appeals heard by a district, the district advancement chair and district staff advisor (usually the district executive) must agree on appeal-board members. The council advancement chair and staff advisor have the authority to approve them (or to call for different members) should they believe this action will lead to more equitable appeals consideration.

6. If the appeal is to be heard by the council, then the council advancement chair and staff advisor must agree on appeal-board members.

7. There shall be an odd number of appeal-board members—either three or five. A board chair may be one of these voting members, or serve additionally with no vote. All must be objective volunteers with thorough knowledge of advancement and appeals procedures. The council-designated appeals coordinator may be present and provide advice. No other guests, including the candidate's parents or guardians, are allowed. If the Scout is being interviewed, and the parents insist on attending with him, see "Conducting the Board of Review," 8.0.1.0.

8. An appeal board is not another board of review. It focuses only on the issues that brought about rejection at the lower level(s). A majority is sufficient for a decision.

9. If an appeal is rejected at the district level, the Scout or his parent or guardian may appeal to the council advancement committee.

10. If a council-level Eagle Scout board of review or appeal board rejects a candidate, then he or his parent or guardian may appeal to the national Advancement Team.

11. A decision at any level, finding in favor of a Scout, shall be final. Units, districts, and councils may not appeal them. Decisions of rejection delivered through the national Advancement Team are final and may not be appealed.

#### **8.0.4.2 Appeal Board Must Research the Case**

To allow time to research background and facts, appeal-board members must be organized in advance. Written statements or telephone interview summaries are obtained from those with pertinent knowledge of the case. These individuals might include the unit leader and assistants, parent(s) or guardian(s), unit committee members, and, as applicable, a representative of the chartered organization or Eagle service project beneficiary. Every effort should be made to have balanced representation. Only appeal-board members and administrators with a need to know may see the evidence. If a face-to-face meeting with the Scout is impractical, extra care should be taken to collect information from his perspective. After the meeting, any notes are filed with the council and destroyed once the appeal is resolved. A written report setting out the details of the appeal and the reasons for the decision shall be prepared and forwarded to the council Scout executive.

A copy is sent to the Scout who brought the appeal. Appeals to be forwarded to the national Advancement Team are processed through the local council. A designated appeals coordinator combines, into a packet, the Eagle Scout application and service project workbook (if at issue); all letters, statements, and interview summaries; and any reports or minutes from the original board of review and appeal board(s) held.

The packet is covered by a letter from the Scout executive (not designee) briefly summarizing the facts and stating the council's position.

#### **10.1.0.0 Registering Qualified Members beyond Age of Eligibility**

Youth and adults who are developmentally disabled, or youth with severe physical challenges, may be considered for registration beyond the age of eligibility for their program: over age 11 for a Cub Scout, 18 as a Boy Scout or Varsity Scout, or 21 as a Venturer or Sea Scout (see Rules and Regulations of the Boy Scouts of America, article XI, section 3, clause 20, reproduced in the appendix, 11.5.0.0).

A developmentally disabled adult of any age, for example, may be considered for *youth* membership and join scouting if a qualified medical professional is able to correlate cognitive abilities to less than the upper limit of an eligibility age. Members approved to be so registered are indicated in the system with a disability code.

A disability, to qualify an individual for registration beyond the age of eligibility, must be permanent and so severe that it precludes advancement even at a rate significantly slower than considered normal. If ranks can be achieved under accommodations already provided in official literature, or with modifications as outlined below, then the disability probably does not rise to the level required. This is often the case in considering advancement potential for youth with moderate learning disabilities and such disorders as ADD/ADHD. If ranks can be earned, but it just takes somewhat longer, the option is not warranted.

## 11.2.0.0 Request for Extension of Time to Earn Eagle Scout Rank

*"If a youth foresees that, due to no fault or choice of his own, he will be unable to complete the Eagle Scout rank requirements before age 18, he may apply for a limited time extension. These are rarely granted and reserved only for work on Eagle."—Guide to Advancement, 2011*

Before completing this form, please refer to the *Guide to Advancement*, 2011 printing, "Time Extensions," 9.0.4.0. It outlines the circumstances under which an extension may be considered, and the process that must be followed.

Eagle candidate's name \_\_\_\_\_ PID No. \_\_\_\_\_

Date \_\_\_\_\_ Council name or headquarter city \_\_\_\_\_ Council No. \_\_\_\_\_

Date of birth \_\_\_\_\_ Date first joined Boy Scouts \_\_\_\_\_ Life board of review date \_\_\_\_\_

Current unit membership—choose one: TROOP TEAM CREW SHIP Unit No. \_\_\_\_\_

### The following must be included with this application:

The request for extension filed by Scout, his parent or guardian, unit leader, or unit committee member

Council advancement committee position statement

Written statements (or interview summaries) from persons with knowledge of the case

Other evidence and documentation considered by the council advancement committee in preparing the 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 who research a request for extension. Please provide their names and contact information, along with others requested below. They may be contacted as this case is considered.

Position or Relationship	Name	Preferred Phone No.	Email Address
Council advancement chair			
Council advancement staff advisor			
Council advancement committee member			
Council advancement committee 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 of extension recommended \_\_\_\_\_

Denial

Scout executive's signature \_\_\_\_\_ Date request submitted \_\_\_\_\_

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

<b>Email</b> <a href="mailto:Advancement.team@scouting.org">Advancement.team@scouting.org</a>	OR	<b>Fax</b> 972-580-7894	OR	<b>U.S. Postal Service, UPS, Federal Express, etc.</b> S209, 1325 W. Walnut Hill Lane, Irving, TX 75038
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