

Susquehanna Council Information sheet: Applying for an extension of time to complete Eagle Scout requirements

It is important to first understand National's intent, expectations, tests, and process for submission and review of a request, before considering submission of a request or reviewing a request for an extension to complete the Eagle Scout rank requirements after a Scout turns 18. National's policies and guidelines provide the foundation and framework for consideration of a request.

A request for extension of time to complete rank requirements beyond the 18th birthday for the Eagle Scout rank are reviewed by the Council Advancement Committee for a recommendation to approve or disapprove the request, then presented to the Council Scout Executive for the final decision on the request.

National's criteria to request an extension, selected extracts (the Guide To Advancement, Section 9.0.4.0 and 9.0.4.1). The full contents of the updated version of both sections are at this link: <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/resources/>.

*"If a Scout foresees that due to no fault or choice of his or her own, it will be impossible to complete the Eagle Scout rank requirements before age 18 may apply to the local council for a limited time extension. ... These should be granted only when necessary and are reserved only for work on Eagle. **When a time extension is requested, the Scout should continue working on the requirements** until a final decision is delivered. ..., a request must meet the three tests ... to be approved."*

"Councils have the authority to grant Scouts only enough time to complete the requirements, but not more than a total of six months after the 18th birthday. Under most circumstances, however, three to four months has proven sufficient."

The tests :

Test #1: The member joined or rejoined (or became active again after a period of inactivity, or became refocused on advancement after a period of inattention) in time to complete all requirements before turning 18.

Test #2: Through no fault or choice of the Scout, an unforeseen circumstance or life changing event with severe consequences has come to exist that now precludes completion of the requirements before the deadline. Examples might include, but are not limited to, a hospital stay, disabling injury, significant personal or family incident or issue, natural disaster, severe unseasonable weather, or the actions of others (see Section 9.0.4.0, "Misinformation from adults in positions of authority). If the circumstance is health related, it should have been unforeseen and of recent onset, or a complication or intensification of an ongoing issue.

Test #3: The circumstance is beyond the control of the Scout, could not have been anticipated or planned for, and was not or cannot be resolved in time to complete the requirements.

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Further explanation of Test #2 and #3:

“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.”

“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.”

“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. ... “

National’s Process for Submitting and Evaluating an Extension Request

“ ...

Since council-granted extensions expire no more than six months after the Scout’s 18th birthday, it is wise to submit requests before a Scout turns 18. For the same reason, Scouts should be encouraged to continue work on advancement throughout the extension request process.

Requests must (a) explain why or how the circumstances necessitate an extension, (b) indicate the number of months believed to be necessary to complete the requirements, (c) explain how that period of time was determined, and (d) include documentation of the circumstances. (See “Time Extensions,” 9.0.4.0.) If a cause is health related, a statement from a health professional must be provided. All documentation and supporting evidence submitted must be dated and include the name of the author.”

Further explanation:

“A Scout, his or her parent or guardian, unit leader, or members of the unit committee may file such requests.”

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.

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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.

Upon turning 18, the Scout must submit a completed adult application and successfully complete YPT; their participant code will now be UP for SBSA

Step-by step guidance for submission of a request in the Susquehanna Council

1. The Scout should still do everything they can to complete the requirements before turning 18, they must give completion a priority in their life – the saying “give it their everything” comes to mind. After all, part of the journey to Eagle is overcoming trials/obstacles. They should not sit back expecting or waiting on approval of the extension.
2. The submission of a request requires the submission of “packet” with multiple supporting documents described in the following steps. Contact the District or Council Advancement Committee if you have questions or need help.
3. Download the “Request for Extension of Time to Earn the Eagle Scout Rank” (Form 512-077). Available at this link:
<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/resources/>.
 - a. Note who can submit (sign) the request. Suggest the unit leadership be involved regardless who submits/signs the request.
 - b. Carefully read all of the instructions on the back of the form.
 - c. Determine if the Scout’s situation meets the three tests.
 - d. Completely fill out the request form. This form is the “cover sheet” for a request packet.
 - e. Ask for an extension of only as much time as needed, given point 1.
4. Supporting documentation as part of the request packet.
 - a. A letter from the petitioner.
 - 1) Address the letter to “Susquehanna Council Advancement Committee”.
 - 2) In the body of the letter, provide as many specifics as possible, such as individuals involved, dates when events transpired, and what specifically happened. The more details the better – it will help make the review and determination go more quickly.
 - 3) The letter should include a chronology of events that describes what the Scout did towards completion of the requirement before and after the disruption, such as his planning and preparation for a project.
 - a) The chronology can be in the body of the request or an attached document.
 - b) Include in the chronology, if the service project has been approved, the date the project was approved by the District representative and who approved it.

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- 4) Also, include in the letter a full explanation of the reasons for the requested number of months for the extension beyond the 18th birthday.
- b. Provide supporting documents:
 - 1) especially statements from individuals directly involved,
 - 2) corroborating documents to support events in the chronology,
 - 3) if cause is health related, a statement from a health professional.
5. All documentation submitted must be dated and include the name of the author and contact information for the author (such as an email address).
6. Once all of the documentation is completed and collected together, submit the complete request packet to the Council Service Center. Suggest arranging in-person delivery.
7. Submit the request packet as soon as possible.
8. The Council Service Center will provide the complete request packet to the Council Advancement Committee for their review. Upon receipt of the request and all supporting documents, the Council Advancement Committee's reps reviewing the request will likely need to interview the Scout and possibly others as a part of making their determination.
9. Note: The ability to overcome procrastination is within the control of the Scout. Thus, procrastination or the lack of planning does not qualify as a severe circumstance.
10. Have questions or need assistance/advice, please call Steve Guthrie, 570-768-4170.