





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

Check if this is for extension of time to earn Quartermaster Rank  OR Summit Rank

A Scout, parent or guardian, unit leader, or unit committee member may use this form to petition for an extension of time to earn the Eagle Rank. Before completion, please refer to the *Guide to Advancement*, "Time Extensions," 9.0.4.0, and "Process for Requesting and Reviewing a Time Extension," 9.0.4.1, and additional instructions on the reverse side.

**Date:** *Please print legibly*

Candidate's full name \_\_\_\_\_ PID No. \_\_\_\_\_

Date of 18<sup>th</sup> birthday \_\_\_\_\_ Life board of review date \_\_\_\_\_

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

Petitioner \_\_\_\_\_ *[Scout, parent or guardian, unit leader, or unit committee member]*

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred phone \_\_\_\_\_ Email \_\_\_\_\_

Name of unit leader \_\_\_\_\_ Preferred phone \_\_\_\_\_

Email \_\_\_\_\_

### **Requirements remaining to be completed and projected completion dates**

Position of responsibility — Date requirement will be completed \_\_\_\_\_

Scoutmaster conference — Date conference will be held \_\_\_\_\_

Service project — Projected completion date \_\_\_\_\_

Brief description\* \_\_\_\_\_

*\*Attach description if additional space needed.*

Merit badges — Attach list of merit badges yet to be completed with projected completion dates.

### **Provide brief summary of circumstances causing delay in advancement**

### **Length of extension requested — [the number of months beyond the 18<sup>th</sup> birthday]**

Length of extension: \_\_\_\_\_ months

How was the number of months determined? \_\_\_\_\_

### **Documentation to attach — [Be sure to include names and dates in all attached documentation]**

- Required: Letter that provides details on how each of the three tests listed in the *Guide to Advancement*, "Time Extensions," 9.0.4.0, have been fulfilled. [Include key dates and names of people involved.]
- Statements from people who have knowledge of what caused the delay in advancement.
- If cause is health related, a statement from a health professional.

Submit this form to your council service center in person, electronically, or by mail to the attention of the staff advisor for advancement or other council-designated advancement administrator.

### **Office Use Only**

Council advancement committee recommendation:  Approve  Deny Signed \_\_\_\_\_ Date \_\_\_\_\_

Scout executive action:  Approve  Deny Signed \_\_\_\_\_ Date \_\_\_\_\_

## Additional instructions for completing the form “Request for Extension of Time to Earn the Eagle Scout Rank.”

1. The Scout should continue to work on advancement throughout the extension request process.
2. All documentation must be dated and include the name of the author.
3. The importance of reading *Guide to Advancement* topics 9.0.4.0 and 9.0.4.1 cannot be understated.
4. The “petitioner” is the person submitting the request.
5. The preferred phone number is the one that will be used to contact the petitioner or the unit leader. Alternative phone numbers may be entered in the space below the preferred phone.
6. Note that a Scoutmaster conference should not be a reason for a longer extension. See *Guide to Advancement*, “Unit Leader (Scoutmaster) Conference,” 4.2.3.5.
7. The three tests covered in “Time Extensions,” 9.0.4.0 appear below.

**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 below, “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 did not or cannot be resolved in time to complete the requirements.

8. The length of the requested extension should be stated in the number months after the 18<sup>th</sup> birthday, not the number of months from the date the request is submitted.
9. Note that a month is a month regardless of how many days it has. It is not 30 days or four weeks. For a more complete definition, see “Definition of a month” under 9.0.4.1.
10. The number of months necessary to complete the remaining requirements determines the length of an extension. For example, if after a hospital stay of six months, all a Scout has left to complete is two months in a position of responsibility, two months could be granted.
11. The letter described under “Documentation to attach” is the petitioner’s opportunity to make the case for an extension. To make the best case, it should be based on the three tests listed above.
12. Statements from people who know about what happened to cause the advancement delay are helpful and should be attached. This might include a statement, for example, from an adult in a position of authority who made an error in advising or instructing a Scout.
13. Extensions based on health issues require a health professional’s statement. The statement should be accompanied by an explanation of how the issue leads to the need for an extension. For example, if a doctor’s statement describes an injury, the petitioner must state how this caused the delay in advancement.
14. Note that disabilities, including learning disabilities, may or may not be cause for an extension. For details, see “Scouts with disabilities — extension or registration beyond the age of eligibility?” under 9.0.4.0. It is also helpful to read 10.0.0.0 in Section 10, “Advancement for Members With Special Needs.”

## 11.2.1.0 Appeal of Extension Request Denial

Date: \_\_\_\_\_

*Please print legibly*

Should a Scout or his or her parent or guardian decide to appeal the denial of a request for an extension of time to earn the Eagle, Quartermaster, or Summit rank, the council is responsible for assisting and coordinating the effort. Members of the council advancement committee, in conjunction with the Scout executive, complete this form and then scan it with all the documentation described below into one PDF. This single PDF must be emailed to [advancement.team@scouting.org](mailto:advancement.team@scouting.org).

Scout's full name \_\_\_\_\_ PID# \_\_\_\_\_

Council name \_\_\_\_\_ Council No. \_\_\_\_\_

**Familiarity with the *Guide to Advancement* topics on extensions is essential:**

9.0.4.0 "Time Extensions"

9.0.4.1 "Process for Requesting and Reviewing a Time Extension" *[Pay special attention to items #4 and #5.]*

9.0.4.2 "Appealing a Time Extension Denial"

**Attach the following documentation:**

- Copy of fully completed form "Request for Extension of Time to Earn the Eagle Scout Rank." See *Guide to Advancement*, appendix, 11.2.0.0. This is the nationally recommended form for initiating an extension request. A council's own extension request form may be submitted instead as long as it includes the same information.
- An update on any requirements yet to be completed if additional work on advancement is not reflected on the extension request form referenced in the previous checkbox.
- Copies of all statements, interview notes, and any other information collected throughout the extension request and review process, either from the Scout or from others who have knowledge of the case.
- Detailed statement explaining the council's reason for denial.
- Copy of denial letter sent to Scout.
- Printout of the current BSA Person Listing for the Scout.

**Please provide names and contact information for the following:**

Position or Relationship	Name	Preferred Phone	Email Address
CAC* chair			
CAC staff advisor			
Unit leader			
Parent or guardian			

\*Council advancement committee

**Scout executive certification**

I have reviewed this Scout's case for an appeal, along with this form and accompanying documentation. I certify that it is complete and correct to the best of my knowledge.

Scout executive name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

***Scan all documents into one PDF document and email to [advancement.team@scouting.org](mailto:advancement.team@scouting.org).***