

## 9.0.4.1 Process for Requesting and Reviewing a Time Extension

Local councils have the authority to grant limited extensions of time to complete Eagle requirements. These are available only to youth who qualify according to the three tests listed in “Time Extensions,” 9.0.4.0. A Scout, his or her parent or guardian, unit leader, or members of the unit committee may file such requests. The council advancement committee must research and evaluate requests and recommend decisions to the Scout executive.

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 18<sup>th</sup> birthday. Under most circumstances, however, three to four months has proven sufficient. If a council denies a request or the Scout needs more than six months, an appeal process is discussed in “Appealing a Time Extension Denial,” 9.0.4.2.

### Definition of a month

Note as stated on page 2 of the *Guide to Advancement* a month is a month regardless how many days it has. It is not defined as 30 days or four weeks. For example, the maximum extension of six months means the time period beginning on the Scout’s 18<sup>th</sup> birthday up to the corresponding day six months later, for example, February 2 up to August 2 or August 30 up to February 28 (or 29<sup>th</sup> if leap year). In essence, the extension expiration date acts like a pseudo 18<sup>th</sup> birthday, prior to which all requirements must be fulfilled. Six months does not mean 180 days.

### 1. Requesting an extension

Requests for time extensions must be submitted to a council’s service center in person, electronically, or by mail to the attention of the staff advisor for advancement or other council designated advancement administrator. The form, “Request for Extension of Time to Earn the Eagle Scout Rank” (see Appendix, 11.2.0.0) may be used for this purpose. Since council-granted extensions expire no more than six months after the Scout’s 18<sup>th</sup> 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.

### 2. The council’s role in evaluating extension requests

Time is of the essence. Members of the council advancement committee are expected to thoroughly review and discuss the case, vote on it, and provide a recommendation to the Scout executive as quickly as possible. Since Scouts should not be required to wait more than four

weeks for a decision, it may be necessary to give extension requests special attention outside a council's regular meeting schedule.

A request for extension must be investigated by selected adults who are registered and familiar with Scouts BSA advancement. These investigators should interview as many people with knowledge of the case as possible and obtain detailed written statements from them or prepare written summaries of what was said. A thorough review would suggest the Scout must be included in this process. This effort must also include any adults who committed errors or provided misinformation and who are reasonably available. The results of the investigation are then reported to the council advancement committee to deliberate and vote on a recommendation to the Scout executive. All documentation, statements, notes, and any other information collected should be retained in the event of a denial and subsequent appeal. See item #5 below, "In the event of denial."

### **3. The Scout executive's role**

If after receiving the recommendation of the council advancement committee, the Scout executive approves an extension, a letter is sent to the Scout, his or her parent or guardian, the unit leader, and the petitioner who initially submitted the request. A copy of the letter is placed in the council's unit file.

The letter must include the following: (a) the date the extension expires—no later than six months after the 18<sup>th</sup> birthday (see above, "Definition of a month"), (b) a statement that the Scout must complete the requirements prior to that expiration date, and (c) a requirement that a copy of this letter must be attached to the Eagle Scout application when it is submitted to the council.

The board of review and submission of the Eagle application and other paperwork may take place after the expiration date. The Eagle application is entered into the BSA system according to the registrar's manual.

In the event the Scout executive disagrees with the council advancement committee's recommendation—whether about approval, the length of an extension, or denial—the Scout executive is encouraged to consult with the committee chair or designee. It may be that the disagreement stems from a misunderstanding of advancement policies and procedures or that the recommendation requires more supporting evidence. If agreement is not reached, the Scout executive's decision stands.

### **4. Extensions of more than six months**

A six-month extension allows for completion of time-oriented requirements such as position of responsibility, active participation, and those found in some required merit badges. Historically, less than five percent of Scouts have needed more than six months. In the unlikely event a Scout requires more than six months, the council must deny the request.

### **5. In the event of denial**

If a Scout is denied an extension, a letter is prepared and sent to the Scout, his or her parent or guardian, the unit leader, and the petitioner who initially submitted the request. The letter must explain the reason for the decision and how to appeal it to the National Council. See

“Appealing a Time Extension Denial,” 9.0.4.2. A copy of the letter is placed in the council’s unit file. Only the Scout or his or her parent or guardian may initiate an appeal of an extension denial.