

## SVMBC Time Extension Request Process

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 they may apply to the local council for a limited time extension (see Guide to Advancement 9.0.4.0).

### Requesting an Extension

- Requests for time extensions must be submitted to the council electronically by mail to the Council Advancement Committee at [advancement@svmbc.org](mailto:advancement@svmbc.org). They should use form 11.2.0.0 “Request for Extension of Time to Earn the Eagle Scout Rank” for this purpose. Since council granted extensions expire no more than six months after the Scout’s 18th birthday, it is wise to submit a request as soon as it is identified that it will not be possible to complete the Eagle rank requirements before the Scout turns 18. After submitting the request for an extension the Scout should continue working on the requirements until a final decision is determined. **Note: Once a Scout turns 18 they are required to complete Youth Protection Training (YPT) and submit an adult registration form using “UP” as the position code to indicate that they are a youth participant still working on advancement.**
- 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.
- The importance of reading *Guide to Advancement* sections 9.0.4.0 and 9.0.4.1 before completing form 11.2.0.0 “Request for Extension of Time to Earn the Eagle Scout Rank” cannot be understated. See the second page of the form 11.2.0.0 for additional instructions for completing the form

### Processing Extension Requests

- Extensions shall only be granted to youths in Scouts BSA who have **already achieved Life rank** and requests must meet the three tests listed below to be approved.
  - 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.
  - 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.
  - 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.
- Upon receipt of a “Request for Extension of Time to Earn the Eagle Scout Rank” form 11.2.0.0 it will be the responsibility of the Council Advancement Committee to review, evaluate and make a recommendation to the Council Executive to either approve or deny the request.
- Councils have the authority to grant Scouts only enough time to complete the requirements, but not more than a total of six months after their 18th birthday. If a Scout is denied an extension, a letter will be prepared and sent to the Scout, his or her parent or guardian, and the unit leader. The letter must explain the reason for the decision and how to appeal it to the National Council.