Local procedure for COVID-19 Extension for Eagle Scout candidates

COVID-19 related changes to the advancement policies of the Boy Scouts of America delegate authority to council executives to grant extensions through September 30, 2020, subject to certain limitations. Following are the procedures for requesting and granting such extensions, as per the provisions set forth in the BSA Guide to Advancement section 9.0.4.1.

1. The Scout, the Scout’s parent or guardian, the unit leader, or a member of the unit committee may file the request for extension.
   a. The request must document the circumstances.
   b. The request must indicate the number of months after the 18th birthday that will be necessary to complete the requirements.
   c. If the candidate’s Eagle Scout service project remains to be completed, an explanation must be provided of what the project entails and when the work is anticipated to be completed. If available, a copy of the Scout’s project proposal should be included with the extension request documentation. An explanation must be provided if a proposal has not been prepared or it is not yet approved.
   d. It is preferred that requests be submitted before the 18th birthday or, if not, the reason for the delay is stated.
   e. It is preferred that the request be made in the form of a letter that is signed and dated by the author. Email communication works well.
   f. Send the request to Erie Shores Council Program Director via email or mail: alan.lepard@scouting.org, or PO Box 8728, Toledo, Ohio 43623. When using email, be sure to copy another adult such as the Scoutmaster.
   g. PLEASE NOTE - All email communication related to a specific Eagle Scout extension must have the following text at the beginning of the subject line: URGENT: Eagle Scout Extension Request Additional text can follow that verbiage, such as the Scout’s name, but the subject line must begin as specified. Communication sent via US Postal Service should have that verbiage written on the front lower left of the envelope. Due to the high volume of email and regular US Mail received every day, failure to adhere to this requirement might result in a delay in processing the request.

2. The Scout should continue to work on any remaining requirements to the best of his or her ability, consistent with current safety regulations. To continue working on any rank requirements past age 18, the candidate must register as an adult (position UP – Unit Participant) in their troop or crew, sign a background check authorization, and complete Youth Protection Training.
3. Council Program Director verifies that the Scout is properly registered, and then initiates the Special Extension Request Form (#512-077) and provides to Council Advancement Chair and two Council Advancement Committee Members selected.

4. Council Advancement Chair notifies the Scout and Scoutmaster that the extension request will be reviewed, and reminds the Scout to continue working on requirements during this process.

5. The two Council Advancement Committee Members selected will then research the request and prepare a summary report for the Council Advancement Committee. They should discuss the details with the Eagle Scout candidate to hear firsthand what requirement(s) might need a time extension and additional helpful details. They should obtain statements from those with knowledge of the case, or interview them and then prepare written summaries (this may include Scoutmaster, beneficiary of service leadership project, and others).

6. The two Council Advancement Committee members selected will complete the Special Extension Request Form (#512-077) with “summary of circumstances preventing completion of requirements”. They should also include:
   a. Their own personal position statements
   b. Summary of interviews held
   c. Letters gathered from people with knowledge of the case.
   d. Recommendation for number of months granted for extension.

7. These items are then shared with the Council Advancement Committee who will discuss the number of months granted for extension. A final summary statement is prepared, including how the extension amount of time granted was calculated. These items are forwarded to the Scout Executive as recommendation for his final approval. Please note that “the extension must not exceed 3 months from the youth’s 18th birthday”.

8. Once approved by the Scout Executive, the Registrar will then notify the Eagle Scout candidate, Scoutmaster, Troop Committee Chair, Council Advancement Chair, and Council Program Director. The Registrar will notate this extension in the Scout’s record.

9. The Scout works to complete all Eagle Scout requirements within the established timeframe, and follows all normal procedures for Scoutmaster Conference, Board of Review, etc.