

# How to Request an Eagle Scout Time Extension Due to COVID-19

The BSA National Advancement Team has announced a temporary advancement policy change during the current COVID-19 emergency. Until December 31, 2020, local councils will be authorized to directly grant time extensions to Life Scouts who believe that they will be prevented from completing their Eagle Scout rank requirements before their 18th birthday by the COVID-19 disruptions.

**To submit an application** for a time extension for Eagle rank advancement beyond your 18th birthday, get a copy of the application form (Parts A, B and C), read it carefully, fill it in and sign it. Then make copies and send all three parts to the council office. You can do that in either of two ways:

Send by First Class **Mail** to:  
Boy Scouts of America  
Bay Lakes Council Service Center  
ATTN: EAGLE SCOUT TIME EXTENSIONS  
P.O. Box 267  
Appleton, WI 54912-0267

**OR scan** the form (Parts A, B & C)  
and send it by **email** to:  
[Lynne.Moore@Scouting.org](mailto:Lynne.Moore@Scouting.org)  
with **EAGLE SCOUT TIME EXTENSION**  
in the subject line.

You will be notified that your request has been received, and the review of your request will be completed as soon as possible. You'll then be notified by email of the disposition of your request. If it is approved, the extension approval certificate you receive must be attached to your Eagle Scout Rank Application form when it is submitted for your board of review.

All applicants will also need to register as adults when they turn 18 to continue their work on Eagle rank requirements beyond that age. Details will be provided on approval of their time extension.

## Steps in the Process

1. With help from your unit, consider your situation carefully to decide whether an extension will likely be needed for you to complete all Eagle rank requirements before your 18th birthday.
2. If so, check your BSA advancement records, preferably using Scoutbook, to be certain that they are all up to date. If not, request that your leaders update your advancement information.
3. Download the online forms for submitting a request for Eagle time extension. Read the instructions carefully to be sure you are eligible to receive an extension, and that **your request is based entirely on a situation caused by COVID-19 disruptions.**
4. After carefully reading the request statement in Part A, enter your identifying and contact information in the blanks below it. At the bottom of that block, sign and date the request.
5. Next, enter information about your remaining requirements and where you are in the process of completing them. List remaining merit badges and completion plans in Part B (use as many copies as needed) and progress on your service project in Part C. Attach those to Part A.
6. Send the completed request forms to the **Bay-Lakes Council** office, as indicated above.
7. You and your unit will be notified that the request has been received, with the date indicated.
8. While your request is being considered, **you should continue to work on any remaining requirements** to the best of your ability consistent with safety and current regulations.
9. The Council Advancement Committee will evaluate your request and decide whether an extension will be granted. This will be done as quickly as resources will allow.
10. A written response will be sent to the you and your unit to inform you whether the extension has been granted. If so, the effective dates of the time extension will be clearly indicated.
11. The written notification that an extension has been granted must be attached to your Eagle Rank Application Form when it is submitted for your Eagle board of review.
12. If the extension is not granted, a clear explanation will be provided, and your options for recourse will be explained as well.

# **A** Request for an Eagle Scout Time Extension Due to COVID-19

To the **Bay Lakes Council** Advancement Committee:

I am a Life Scout who is currently registered in this council, and I am concerned that the effects of the COVID-19 coronavirus epidemic will prevent me from completing my advancement to the rank of Eagle Scout before my 18th birthday. I am continuing to work on those requirements that can be completed under the current conditions, but some cannot be done without violating the current health guidelines. I have a clear plan for continuing with those requirements when conditions are favorable again, and I will continue to develop that plan.

I am hereby requesting a time extension to finish my advancement to Eagle rank. I understand that if approved, this extension will allow me up to three months after my 18th birthday to finish all requirements for the Eagle rank (not including the board of review). I have filled out and attached Parts B and C to describe the major requirements of my unfinished merits badges and service project that remain to be completed when conditions will permit.

I also understand that when I turn 18, I will need to register with the BSA as an adult Scouter and to complete Youth Protection Training to continue my advancement under this extension.

Please notify me of the result of this request as soon as possible.

PLEASE PRINT CAREFULLY – ACCURACY MATTERS!

Candidate's Full Name		PID Number *	
* YOUR 8-DIGIT PID NUMBER IDENTIFIES YOU UNIQUELY. FIND IT ON YOUR MEMBERSHIP CARD OR IN SCOUTBOOK.			
Council		District	Unit
Date of Birth	Date First Joined Scouts BSA		Life Scout Board of Review Date
Candidate's Email		Parent's Email	Parent's Phone #
Unit Leader's Name		Unit Leader's Email	Unit Leader's Phone #
<input type="radio"/> My online advancement records have been checked and they are completely up to date.			
If any other facts about your Eagle advancement should be considered, please enter them in this space.			
On my Honor as a Scout, I affirm that the information in this request is correct, to the best of my knowledge.			
_____		_____	
Signature of Applicant		Date of Application	

Similar extensions are available for Venturers and Sea Scouts – Contact Bay Lakes Council for details.

**B**

## Merit Badge Details for Eagle Scout Time Extension Request

In the current epidemic situation, you may have difficulty in passing some of the requirements you need to earn merit badges needed for the Eagle rank. This could be for many reasons, including access to certain areas or equipment, availability of materials, ability to work with other people, or availability of a merit badge counselor.

In the spaces below, enter each merit badge and specific requirement that would likely be difficult to complete in the conditions expected in this epidemic situation, such as isolation from other people and closing of facilities that that would normally be available. Briefly explain how these situations can be expected to prevent you from passing those needed requirements.

Also estimate how much extra time is likely to be needed when conditions improve.

Use as many copies of part B as you need to explain these serious merit badge barriers.

Item #___ – Merit Badge:	Requirement #:
Briefly tell how the coronavirus situation has prevented your timely completion of this requirement:	
Before this situation, on what date did you plan to complete this requirement?	
How many extra days will you need to complete it when that is possible?	

Item #___ – Merit Badge:	Requirement #:
Briefly tell how the coronavirus situation has prevented your timely completion of this requirement:	
Before this situation, on what date did you plan to complete this requirement?	
How many extra days will you need to complete it when that is possible?	

Item #___ – Merit Badge:	Requirement #:
Briefly tell how the coronavirus situation has prevented your timely completion of this requirement:	
Before this situation, on what date did you plan to complete this requirement?	
How many extra days will you need to complete it when that is possible?	



## Merit Badge Details for Eagle Scout Time Extension Request

Item #___ – Merit Badge:	Requirement #:
Briefly tell how the coronavirus situation has prevented your timely completion of this requirement:	
Before this situation, on what date did you plan to complete this requirement?	
How many extra days will you need to complete it when that is possible?	

Item #___ – Merit Badge:	Requirement #:
Briefly tell how the coronavirus situation has prevented your timely completion of this requirement:	
Before this situation, on what date did you plan to complete this requirement?	
How many extra days will you need to complete it when that is possible?	

Item #___ – Merit Badge:	Requirement #:
Briefly tell how the coronavirus situation has prevented your timely completion of this requirement:	
Before this situation, on what date did you plan to complete this requirement?	
How many extra days will you need to complete it when that is possible?	

Item #___ – Merit Badge:	Requirement #:
Briefly tell how the coronavirus situation has prevented your timely completion of this requirement:	
Before this situation, on what date did you plan to complete this requirement?	
How many extra days will you need to complete it when that is possible?	

## Service Project Details for Eagle Scout Time Extension Request

In the current epidemic situation, you may have difficulty in getting your Eagle Scout Service Project completed on time. This could be for many reasons, including access to certain areas or equipment, availability of materials and tools, ability to work with other people, or availability of a service project coach.

In the spaces below, indicate your progress through the phases of service project completion, including fundraising if that will be necessary. Also estimate how much extra time is likely to be needed when conditions improve.

If there are any other facts about your service project that you need to explain, please use the additional space at the end of this block.

Have you completed an Eagle service project? <input type="radio"/> YES <input type="radio"/> NO If so, has the project been approved? <input type="radio"/> YES <input type="radio"/> NO If approved, attach a copy of the signature page of your Project Report and <b>skip</b> the remaining questions.
Have you submitted a project proposal that has been approved? <input type="radio"/> YES <input type="radio"/> NO Approval Date:
Do you plan to work with a service project coach? <input type="radio"/> YES <input type="radio"/> NO
Do you plan to use the Project Plan section of the Workbook? <input type="radio"/> YES <input type="radio"/> NO
Do you have commitments for funding of your service project? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> NOT SURE
Will you need to do fundraising to complete your project? <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> NOT SURE
If you plan to do fundraising, how much money do you need to raise? \$ <input type="text"/> <input type="radio"/> NOT SURE
Before this situation, on what date did you plan to complete your project?
What aspects of your project were not able to be completed due solely to COVID 19 restriction (be very specific)? Were alternate processes or activities considered?
How many extra days will you need to complete your project when that is possible?
If you have not yet begun work on a project proposal, be sure to download and use the latest version of the Eagle Scout Service Project Workbook from <a href="https://www.scouting.org/advancement">scouting.org/advancement</a> . Be sure to record all time you and everyone else have put into planning and preparation for your project.
If there are any other facts about your Eagle service project that should be considered, please enter them in the space below.

### Using the Workbook

If you haven't had a service project approved, remember that you must use the *Eagle Scout Service Project Workbook* (# 512-927) to complete your project. You can download it from <https://www.scouting.org/advancement>. Remember to read the entire workbook.