

safety concerns. As with any Scouting activity, the *Guide to Safe Scouting* and all current Scouting America safety policies apply. See www.scouting.org/health-and-safety/guidelines-policies for current resources.

See “Service Projects,” 4.2.3.3, for general guidelines on service project safety requirements and for information about related documents from the national Safe Scouting Support Committee.

9.0.2.15 Insurance and Eagle Scout Service Projects

Scouting America’s General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance.

Every council has the opportunity to participate in the Scouting America Accident and Sickness insurance program. It provides some insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, units may contract for it. In some cases chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage and are limited to registered youth and adults and those interested in becoming members.

9.0.2.16 Eagle Scout Service Projects and Messengers of Peace

Any Scout or Scouter who participates in a service project—Eagle Scout, Summit, and Quartermaster service projects included—that has a significant impact on the community in any one of the following three dimensions may qualify as a “Messengers of Peace” and wear the Messengers of Peace ring patch available from Scout shops.

1. The personal dimension: harmony, justice, and equality
2. The community dimension: peace as opposed to hostility or violent conflict
3. Relationships between humankind and its environment: security, social and economic welfare, and relationship with the environment

Since Eagle Scout service projects are conducted for religious institutions, schools, or the community—and would thus directly or indirectly impact one of the three dimensions—almost all Eagle projects would certainly qualify as Messengers of Peace projects.

For more information about Messengers of Peace, please visit www.scouting.org/messengersofpeace.

9.0.3.0 About Eagle Palms

Scouts or qualified Venturers and Sea Scouts may earn Palms after they have achieved the Eagle Scout rank. The requirements can be found at www.scouting.org/programs/scouts-bsa/advancement-and-awards/. All of the requirements, other than the Eagle Board of Review, must be completed before age 18 unless a Scout has been granted an extension to work on Eagle Scout rank. See topics 9.0.4.0, 9.0.4.1 and 9.0.4.2. Merit badges earned at any time since becoming a registered Scouts BSA member, or qualified Venturer, or Sea Scout, may be used. Palms are not considered ranks, but rather degrees of the Eagle Scout rank.

9.0.4.0 Time Extensions

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 for a limited time extension. See “Process for Requesting and Reviewing a Time Extension,” 9.0.4.1. The application must be sufficiently detailed that it can be reviewed without any other information. These should be granted very rarely and are reserved only for Life Scouts working on Eagle. Under no circumstances are time extensions available to Scouts who have not earned the rank of Life Scout, thus only Life Scouts are eligible to apply. All time extensions expire on the date of the Scout’s Eagle board of review or the approved extension expiration date, whichever comes first. No further youth advancement or awards may be earned thereafter. **When a time extension is requested, the Scout should continue working on the requirements until a final decision is delivered.** In most cases, unless the National Council has issued other direction, a request must meet the three tests listed below to be approved.

Sea Scouts or Venturers who foresee that due to no fault or choice of their own, it will be impossible to complete the Quartermaster or Summit requirements before age 21, must use the same tests, process, and form described in topics 9.0.4.0, 9.0.4.1, and 9.0.4.2 to request a limited time extension. In these topics, for Quartermaster or Summit extensions, age 21 or 21st birthday are used in place of age 18 or 18th birthday, and references to Eagle are to be substituted with Quartermaster or Summit.

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.

One consideration is whether the situation or condition prevented the Scout from attending school for a substantial amount of time. For example, an accumulation of hospital stays or quarantine periods for cancer treatment could qualify, even though any one short-term stay would not.

Test 3 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.

A time extension is rarely the best remedy for a Scout with a special need or disability. Nearly all barriers to advancement can be overcome by applying routine accommodations, or obtaining permission for modifications of rank requirements and alternative merit badges as explained in Section 10. For disabilities that significantly slow progress in general, registration beyond the age of eligibility (RBAE) is the better solution, as it allows work to continue on any rank and not just Eagle Scout rank.

Misinformation from adults in positions of authority. Since we teach obedience as one of the Scout Laws, it follows that guidance and direction from an adult leader carries significant weight. Adults who are misinformed about advancement requirements and timing have, at times, created circumstances that necessitated extensions. Councils must consider the circumstances of each case. If it can be established that a Scout followed

incorrect guidance and direction in good faith, then Test 2—as it relates to the actions of others—may be considered fulfilled, even though the Scout has a handbook and should have read it.

Applying the three tests. Whether a request for extension meets the three tests above requires the exercise of carefully considered and debated judgement. If the council advancement committee is unsure, the National Council encourages local councils to find in favor of the Scout, or reach out to the National Program Committee or its designee at Advancement.Team@scouting.org for advice.

Scouts with disabilities—extension or registration beyond the age of eligibility. In most cases, Scouts are expected to overcome life’s ordinary trials. To justify an extension, an extraordinary and unexpected circumstance is required. Known special needs or disabilities that the Scout has coped with for many years should not suddenly become an issue shortly before the Scout’s 18th birthday. However, if the Scout’s disabilities are not severe enough or permanent enough to qualify for registration beyond the age of eligibility (described in Section 10, “Advancement for Members With Special Needs”), council advancement committees might grant extensions to Scouts with significant disabilities that essentially preclude advancement within the time frame allowed. There is no restriction on the type, nature, or combination of disabilities that the council advancement committee may consider. Scouts registered beyond the age of eligibility do not need to request an extension.

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 18th 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.

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” (see Appendix, 11.2.0.0) may be used for this purpose. Since

Definition of a month: 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 18th birthday up to the corresponding day six months later, for example, February 2 up to and including August 1, or August 31 up to and including February 28 (or 29 if leap year) are examples of six-month periods. In essence, the extension expiration date acts like a pseudo 18th birthday, prior to which all requirements must be fulfilled. Six months does not mean 180 days.

council-granted extensions expire no more than six months after the Scout's 18th 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 the advancement program. 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 18th birthday (see above, "Definition of a month"), (b) a statement that the expiration date becomes the Scout's pseudo 18th birthday where the time constraints regarding boards of review apply, (c) a statement explaining that the time extension expires on the date of the Scout's Eagle board of review or the approved expiration date, whichever comes first, (d) a statement that the Scout must complete the requirements prior to that expiration date, and (e) 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 Scout application and other paperwork may take place after the expiration date. The rank application is entered into the Scouting America 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 is not permitted to approve the request. The Scout can then appeal to the National Council, as described in Section 9.0.4.2.
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 their parent or guardian may initiate extension denial appeals. Appeals are only available to Life Scouts working on Eagle requirements. **Scouts who do not earn the rank of Life prior to their 18th birthday are not eligible for time extensions. There are no exceptions to this policy.**

The three tests a council is to apply in evaluating a request for an extension are covered in the Guide to Advancement, 9.0.4.0. The process for investigating and approving or denying them are discussed in 9.0.4.1.

9.0.4.2 Appealing a Time Extension Denial

Only the Scout or his or her parent or guardian may appeal the denial of a request for an extension of time to earn the Eagle, Quartermaster, or Summit rank. An appeal may be initiated by notifying the local council staff advisor for advancement or other council designated advancement administrator via letter or email. The council advancement committee is then obligated to assist and coordinate the appeal effort.

There are two reasons for a council to deny an extension request: (1) if it cannot be established that an extension is warranted according to the three tests covered in 9.0.4.0, or (2) if a Scout who meets the three tests requires more than six months. Note that council authority is limited to six months because it has been established that only rarely do circumstances warrant a longer extension.

The council’s role. Members of the council advancement committee, in conjunction with the Scout executive, complete the form, “Appeal of Extension Request Denial” (see Appendix, 11.2.1.0). The form calls for the following:

- ☐ A statement from the Scout or their parent or guardian explaining why the council’s decision should be reversed and the extension granted.
- ☐ Copy of fully completed form “Request for Extension of Time.” See *Guide to Advancement*, Appendix, 11.2.0.0 (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 above form.
- ☐ 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.
- ☐ Statement explaining the council’s reason for denial.
- ☐ Copy of denial letter sent to Scout.
- ☐ Printout of the current Scouting America Person Listing for the Scout.

Timing. Timing is critical. Councils should submit appeals to the National Council within two weeks of receiving notification of the appeal. Scouts should not be expected to wait for long periods of time while council advancement administrators support the appeal effort.

Signing, formatting and submitting appeal to the National Council. The Scout executive or designee must review the Scout’s case along with the form, “Appeal of Extension Request Denial,” and any accompanying documentation. The Scout executive then signs the form, either on paper or digitally, certifying it is complete and correct according to what is known about the case. This certification may be provided electronically as long as it can be verified that it is the Scout executive who is sending it.

The entire appeal packet must be combined into one PDF document and emailed to advancement.team@scouting.org.