



Advancement Committee's Guidance for Submitting a Request for Extension of Time to Earn Eagle Rank

This memo provides guidance regarding the preparation and submission of a Request for the Extension of Time to Earn the Eagle Scout Rank ("Extension Request") to the Greater Colorado Council's Advancement Committee. This guidance is based on the Council Advancement Committee members' collective experience in preparing, investigating, submitting, reviewing, and discussing dozens of Extension Requests. Nothing in this memo is intended to contradict any express requirements found in the Guide to Advancement or Form No. 512-077.

The Chairperson for each District's Advancement Committee should prepare the Extension Requests for scouts in units located within their district. If the Extension Request has been prepared by someone else, such as a Scout, parent or adult leader, the District Advancement Chairperson should review and revise as necessary to provide the Council Advancement Committee with all the information needed to make an appropriate recommendation. If the Council receives an Extension Request from someone other than the District Advancement Chairperson, the Extension Request will be sent to the appropriate District Advancement Chairperson.

As part of preparing an Extension Request, the District Advancement Chairperson should confirm that the Scout's advancement records in Internet Advancement are current.

Each Extension Request submitted to the Council Advancement Committee should include the following:

1. A completed [Form No. 512-077](#) (current version).
2. A copy of the Scout's updated advancement history.
3. A copy of the [Scout's Eagle project workbook](#) (or relevant portions). If the project workbook is not available, provide a statement explaining the status of the project and provide any available details such as a description of the project and expected completion date.



4. Documents and/or statements identifying all uncompleted Eagle rank requirements (e.g., Eagle service project, specific merit badges, time in rank), and their projected completion dates.
5. Supporting statements sufficient to explain the reason for the delay (e.g., illness, injury, weather problems, family crises, mistakes by adult leaders) in completing Eagle rank requirements. Such statements may include the following:
 1. A statement from the Scout expressing their desire to earn the Eagle rank (and any relevant information in support of the requested extension).
 2. A statement from an adult unit leader supporting the extension (and any relevant information in support of the requested extension).
 3. A statement from the Scout's parent or guardian is not always necessary but often provides helpful information explaining the delay and providing assurance that the Scout has a plan to complete the Eagle rank requirements.
 4. If the Extension Request has been submitted close to or after the Scout's 18th birthday, at least one of the statements should explain the reason for waiting to submit the request.
 5. All supporting statements should include the date and name of the author.
6. If the reason for the delay in completing Eagle rank requirements is health-related, a statement from a health professional may be necessary to explain the health issue and how it impedes or has impeded the Scout's ability to advance. If the health professional's statement is not specific, or has not been submitted, then other documents or statements should be submitted that describe the nature of the health issue and how it affects or has affected the Scout's ability to advance.
 1. Any statements or documents containing personal health information should provide only that information necessary to explain the Scout's delay. Please do not include entire medical reports or personal health information that is not relevant to the extension request.
7. The District Advancement Chairperson should prepare a brief position statement with their findings, recommendation, and explanation for the length of requested extension.



After an Extension Request has been prepared, the District Advancement Chair should submit the Extension Request to the Chairperson of the Council Advancement Committee, who in turn will review the Extension Request and either suggest changes or additions or submit it to the entire Council Advancement Committee for review and recommendation. The Council Advancement Committee's recommendation will be guided by the three-part test described in the Guide to Advancement and Form No. 512-077.

After the members of the Council Advancement Committee have had a sufficient time to review, discuss and make their recommendations, the Chairperson of the Council Advancement Committee will submit the Committee's recommendation to the Greater Colorado Council Scout Executive, who will make the final decision on the Extension Request.

Approved April 22, 2024