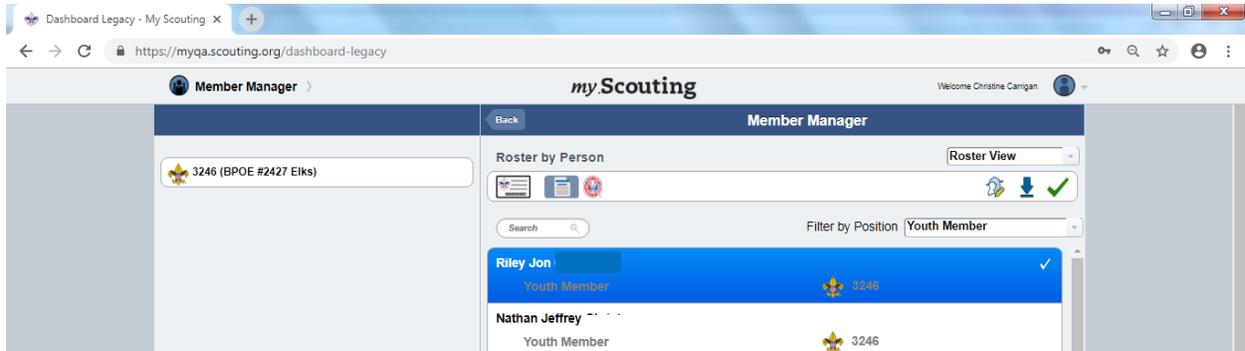


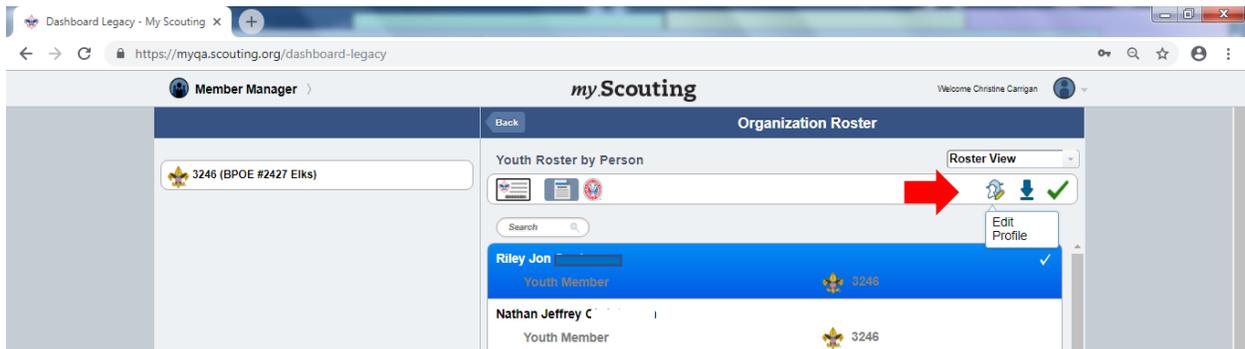
# How to Request an Eagle Extension

Troop Key 3 Leaders (Scoutmaster, Committee Chairman, Chartered Organization Representative), Unit Advancement Chairman and Council Admin will have the ability in Member Manager to indicate if a youth who is age 16 up to 18 and has joined between 2/1/19-12/31/19 to request an Eagle Extension.

Select the Member in the roster by clicking on his/her name



Then click the icon Edit Profile.



This will open a window with the youth's information. Click the edit profile again.



The section for Eagle extension will be available for viewing if the youth is age appropriate to request the extension. It will appear under the box with personal information such as name and gender.

Toggle the Request Eagle Extension to yes. The system will use the date you submitted the request for the extension as the Effective Date and will calculate the Extension Date to allow for the youth to have 24 months from his/her join date to complete his/her Eagle Award.



A report is available at the Troop, the District, and the Council organization levels to reflect who has requested the Extension to complete his/her Eagle requirements.

The report icon appears at the top of Member Manager and looks like the Eagle Award badge.



The report will display the following fields:

Council Organization structure (Council, District, etc. depending on your council), unit type (always Troop), unit number, Troop Chartered Organization Name, Youth Name, Youth Gender, Date of Birth, Date Extension Requested, Expiration Date of the extension.

It is exportable to allow for downloading and printing.



## BOY SCOUTS OF AMERICA® Eagle Extension Report

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Council Longhorn Council 662  
Organization Name Longhorn Council 662  
Report Generated By John Coyte  
Date Report Generated 02/07/2019

Export to CSV

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Records: 1

Council Name	District Name	Sub District Name	Unit Type	Unit Number	Chartered Organization	Name	Gender	Date of Birth	Date Extension Requested	Expiration Date
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