

Crossroads of America Council

How to Request a Summit Award 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 September 30, 2020, local councils are authorized to grant a three-month extension of time to Venturers who are prevented from completing Summit Award requirements before their 21st birthday due solely to COVID-19 disruptions.

Procedure

1. With help from your unit adult leaders, consider your situation carefully to determine if an extension is needed to complete Summit award requirements before your 21st birthday.
2. Check your BSA advancement record to be certain it is up to date. Request that your unit leaders report any past advancement work that has not yet been reported to the council.
3. Use the attached form to request a Summit Award Time Extension Due to COVID-19.
4. After carefully reading the statement in Part A, complete the form and sign/date it.
5. Complete Part B indicating current progress and remaining work on your Summit Award service project.
6. Complete Part C to note any other award requirements that will be delayed due to COVID-19.
7. Scan the entire form (Parts A, B, and C) and email to thbarrin@crossroadsbsa.org and advancement.cac@gmail.com. In the subject line of your email, include "SUMMIT AWARD TIME EXTENSION DUE TO COVID-19 – Your Name".
8. Retain a copy for your records.
9. If you are unable to submit a request electronically, send it by first class mail to Crossroads of America Council, Attn: Summit Award Time Extension, 7125 Fall Creek Road North, Indianapolis, IN 46256. Please understand that there may be a time delay in accessing requests submitted by mail.
10. You will be notified by email that your request has been received.
11. 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.
12. The Council Advancement Committee will evaluate your request and decide whether an extension will be granted. This will be done as quickly as resources allow.
13. A response will be emailed to 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.
14. The notification that an extension has been granted must be attached to your Summit Award Application form when it is submitted to the council before your board of review.
15. To continue working on any requirements, you must maintain current registration as an adult (position UP – Unit Participant), sign a background check authorization, and maintain current Youth Protection Training.
16. If an extension is not granted, a clear explanation will be provided and your options for recourse will be explained.

A Request for Summit Award Time Extension Due to COVID-19

To the Crossroads of America Council Advancement Committee:

I am a Venturer who is currently registered in this council, and I believe that the effects of the COVID-19 coronavirus epidemic will prevent me from completing all requirements for my Summit Award before my 21st 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 allow, and I will continue to develop that plan.

I am hereby requesting a time extension to finish my Summit Award. I understand that if approved, this extension will allow me three months after my 21st birthday to finish all requirements for the award (not including the board of review). I have also filled out and attached Parts B and C to describe the requirements of my unfinished service project and any other items that remain to be completed when conditions permit.

I also understand that I need to maintain current registration as an adult Scouter (position code UP – Unit Participant), sign a background check authorization, and maintain current Youth Protection Training to continue work on my advancement.

PLEASE PRINT CAREFULLY – ACCURACY MATTERS!

Candidate's Full Name		BSA ID Number *	
* YOUR BSA ID NUMBER IDENTIFIES YOU UNIQUELY. SEE YOUR MEMBERSHIP CARD OR ASK YOUR UNIT LEADER.			
Council		District	Unit
Date of Birth	Date First Joined Venturing Crew	Pathfinder Award Board of Review Date	
Candidate's Email		Parent's Name and Email (optional)	Parent's Phone # (optional)
Unit Leader's Name		Unit Leader's Email	Unit Leader's Phone #
<input type="radio"/> My online advancement records have been checked and are completely up to date.			
If any other facts about your Summit Award work should be considered, please enter them in this space.			
On my Honor, 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 Scouts BSA and Sea Scouts. Contact the council for details.

B Service Project Details for Summit Award Time Extension Request

In the current epidemic situation, you may have difficulty getting your Summit Award 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 below.

Have you already completed your Summit Award service project?	<input type="radio"/> YES <input type="radio"/> NO
Has a <u>completed</u> project been approved by the beneficiary and your unit leader?	<input type="radio"/> YES <input type="radio"/> NO
If so, attach the page from your workbook with final approval signatures, and skip the next section.	
Have you submitted a project proposal that has been approved?	<input type="radio"/> YES <input type="radio"/> NO
Do you plan to work with a service project coach?	<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="radio"/> NOT SURE
Before this situation, on what date did you expect to complete your project?	
How many extra days will you need to complete your project when that is possible?	
Explain briefly the scope of your project and the specific reasons it is delayed by current restrictions. Attach a copy of your project proposal if one exists.	



Other Items for Summit Award Time Extension Request

In the current epidemic situation, you may have difficulty completing some other requirements for the Summit Award. This could be for many reasons, including access to certain areas or equipment, availability of materials, ability to work with other members of your crew, or availability of adult mentors.

In the spaces below, enter each requirement that you are unable 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 obstacles prevent you from completing requirements.

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

Use as many copies of part C as you need to explain these barriers.

Item:	Requirement #:
Briefly explain 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:	Requirement #:
Briefly explain 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?	

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