



Special Needs Designation & Advancement Procedures

For Scouts BSA & Venture Scouts

Introduction¹:

Youth with physical and/or developmental or cognitive disabilities are most certainly welcome in the Scouting program. These youth do not need to join a special unit oriented to serving members with disabilities, although those units exist and may be beneficial in some cases. As outlined in this document, various accommodations exist to facilitate advancement.

Members must meet all requirements for merit badges, all ranks, and Eagle Palms. It is important to remember that the advancement program is meant to challenge our Scouts; however, not all of them can achieve they might want to due to a disability(s) being a barrier(s) to meet the requirements. It is for this reason Scouts are required to meet all the requirements for advancement and Merit Badges.

A degree of accommodations and modifications in rank advancements may be necessary to mainstream as many Scouts with disabilities as possible. Thus, a Scout with a permanent physical or mental disability who is unable to complete all the requirements for Tenderfoot, Second Class, and First Class ranks may, with a parent or guardian and the unit leader or member of the unit committee, submits a request to the Council Advancement Committee to complete alternate requirements.

Simple modifications very close to the requirement need not be approved. Allowing more time and the use of special aids are ways leaders can help Scouts with disabilities progress. Modifications, however, must be a very similar challenge and learning experience.

A Scout and his or her family can choose to be designated as Scout with special needs or not. If the Scout wants to enjoy the Scouting program without the designation and the accompanying documentation outlined below, s/he is most certainly free to do so. However, if the Scout has disabilities that create barriers to his completion of Rank Advancements and Merit Badges requirements and wishes to move up in the ranks of Scouts BSA or Venture Scouting, then the designation and advancement procedures outlined below must be followed in order for District and/or Council Advancement Committees to approve reasonable accommodations to requirement(s) barriers.

Procedural Outline:

Two procedures need to be completed in order for the Scout to be designated as a Scout with Special Needs and authorization to use alternative requirements. These procedures are outlined below.

¹ Source: B.S.A. Guide to Advancement, 2019 edition, Section 10, Advancement for Members with Special Needs.

Procedures for Special Needs Designation²:

- 1. Obtain documentation of the disability:
 - Medical assessment through the use of B.S.A. Medical Form Parts A, B, and C.
 - A written statement from a qualified heath professional related to the nature of the
 disability. This may be, for example, a qualified health professional such as a physician,
 neurologist, psychiatrist, psychologist, etc., or when appropriate, an educational administer
 in special education. Statements must describe the disability(s); cover the Scout's
 capabilities, limitation(s), and prognosis; and outline what requirements cannot be
 completed.
 - Supporting letter from the unit leader, documenting the Scout's strengths and limitations.
 - Supporting letter from the parent(s), documenting the Scout's strengths and limitations.
 - Supporting letter from the Scout (if possible).
 - Additional information such as Individual Education Plans, provided to parents by schools, and various treatment summaries and reports, may help an advancement committee make an informed decision.
 - Keep copies of all documents for yourself.
- 2. Mail in all the above information to: Registrar, Denver Area Council, 10455 West 6th Avenue, Ste.125, Denver, CO 80215.

Procedures for Applying for Alternate Rank Requirements for Advancement:3

- 1. Before applying for alternative requirements, Scouts must complete as many as the existing requirements as possible. Once they have done their best to the limit of their abilities and resources, the unit leader or a unit committee member submits to the Council Advancement Committee a written request for alternative rank advancements for Tenderfoot, Second Class, and First Class ranks. It must show what is completed and suggest the alternates for those requirements the Scout cannot do. This same procedure is applicable to Eagle requirements as well.
- 2. The Scout, parents, unit leader, and other resource individuals craft proposed Alternate Requirement(s), using the Individual Scout Advancement Plan (ISAP). Attached.
- 3. Submit all documents, including copies of the documents you previously sent to the Council Registrar, to your District Advancement Committee.
 - Your District Advancement Committee will review the documents and send back to your unit for any edits or changes, or upon approval by this committee, forwards the documents to the Denver Area Council Advancement Committee.
 - The Council Advancement Committee evaluates the request and either returns the request back to your unit with an explanation or authorizes use of alternate requirements and notifies the Scout and the Scoutmaster, Advisor, or Coach.
 - Upon authorization, the Scout may now use the alternate requirements.
 - The Council Advancement Committee submits their decision to the Denver Area Council Executive Board. The Denver Area Council Scout Executive documents Executive Board approval.

² Sources: B.S.A. Guide to Advancement, 2019 edition, Section 10, Advancement for Members with Special Needs; B.S.A. College of Commissioner Science CED 713, Working with Scouts with Special Needs – ADVANCEMENT.

³ Source: B.S.A. Guide to Advancement, 2019 edition, Section 10, Advancement for Members with Special Needs.

4. Once the initial documentation of the disability has been submitted to the Council Registrar and the documentation of the disability and the initial ISAP to the Council Advancement Committee, additional alternative requirements can be documented and submitted to your District Advancement Committee and then on to the Council Advancement Committee through the use of the ISAP Addendum. The ISAP Addendum procedure can be used several times as the Scout advances through his/her ranks.

Procedure for Registering Beyond the Age of Eligibility⁴

Introduction:

Youth and adults who are developmentally disabled, or youth with severe physical challenges, may be considered for registration beyond the age of eligibility for their program: age 11 or older for a Cub Scout, 18 or older for a Scouts BSA member, or 21 or older as a Venturer or Sea Scout. It is not necessary for Scouts to wait until reaching the end of the age eligibility for their program to submit the request. An adult of any age who has developmental disabilities, for example, may be considered for youth membership and join Scouting if a qualified medical professional is able to correlate cognitive abilities to less than the upper limit of an eligibility age. Members approved to be so registered are indicated in the system with a disability code.

A disability, to qualify an individual for registration beyond the age of eligibility, must be permanent and so severe that it precludes advancement even at a rate significantly slower than considered normal. If ranks can be achieved under accommodations already provided in official literature or with modifications as outlined below, then the disability probably does not rise to the level required.

This is often the case in considering advancement potential for youth who have only moderate learning disabilities or such disorders as ADD/ADHD. If ranks can be earned, but it just takes somewhat longer, registration beyond the age of eligibility is not warranted.

Note that registration beyond the age of eligibility is intended as a permanent arrangement to allow ongoing participation as a youth member in the Scouting program. This is different from a "time extension," which is available to a youth working toward the Eagle Scout rank should circumstances not due to the youth's choice or fault arise that preclude achievement before the youth's birthday. Extensions of time are available only for the Eagle Scout and Quartermaster ranks, and for the Venturing Summit Award. Extensions have specific end dates and they may or may not involve disabilities. See "Time Extensions," 9.0.4.0 in the BSA Guide to Advancement.

Possible Criteria for Registering Beyond Age of Eligibility:

In considering registration beyond the age of eligibility, members with conditions such as those listed below may meet the severity requirement, but every case must be considered individually. If members are able to take advantage of the flexibility already built into Scouting advancement and participate in essentially the same way as typical youth, then they must not be registered beyond the age of eligibility.

Examples of conditions that, if severe, may be criteria that qualify a youth for registration beyond the age of eligibility include these:

⁴ Source: B.S.A. Guide to Advancement, 2019 edition, Section 10, Advancement for Members with Special Needs.

- 1. Autism spectrum disorders
- 2. Blind or sight-impaired
- 3. Deaf or hard of hearing
- 4. Cognitive disability
- 5. Developmental delay
- 6. Down syndrome
- 7. Emotional or behavioral disorder
- 8. Physically disabled
- 9. Traumatic brain injury
- 10. Multiple coexisting disabilities

"Multiple coexisting disabilities" refers to a diagnosis of two or more disabilities, none of which alone may be significant enough to warrant registration beyond the age of eligibility but when considered in combination may qualify. For example, a youth with a moderate learning disorder or ADHD, alone, may not be approved to register as a Scout after age 18. If another disability also exists, however, the cumulative impact including that from medication can be significant.

How to Register a Member Beyond Age of Eligibility:

To register a person who will participate as a youth member beyond the age of eligibility, the following documents must be assembled and submitted to the local council. The Request for Registration Beyond the Age of Eligibility, No. 512-935, found in the appendix and at www scouting.org/advancement, should be used in this process.

- 1. A letter from a parent or guardian describing the disability and its severity and permanence and petitioning the council for approval of registration beyond the age of eligibility.
- 2. A completed youth membership application or proof of current membership.
- 3. A completed and signed BSA Annual Health and Medical Record form (parts A, B, and C).
- 4. A signed statement from a qualified health professional attesting to the nature of the disability, its severity, and permanent limitations connected with it. For physical disabilities, this must be a licensed physician; for developmental or cognitive issues, a licensed psychologist or psychiatrist, or as appropriate, a neurologist or other medical professional in a specialty related to the disability.
- 5. A letter from the unit leader advocating and supporting the registration.
- 6. Other supporting documentation, such as an Individualized Education Plan (IEP), treatment summaries, etc., which are optional, but can make a difference in the decision.

If done well, and available from the parents, an Individualized Education Plan can give valuable information on how to work with an individual Scout and help the Scout achieve at the best of his or her abilities.

The council executive board must approve requests directly, or delegate action to a council operating committee or other group of responsible volunteers at the council level. This may or may not be the council advancement committee. Individual cases must be deliberated upon. Consideration of registration beyond the age of eligibility shall not be delegated to any district or to any single individual, either professional or volunteer. If granted, the Scout executive prepares an approval letter and sends it to the Scout's parent or guardian and unit leader or committee chair. A copy of the letter is retained in the unit's registration file for as long as the member remains registered. Upon entering the member's data, the council registrar selects the appropriate code based on the nature of the disability and follows any other procedures as outlined in the most current edition of the *Registrar Procedures Manual*. The National Member Care Contact Center is available to assist as needed.

Once the Scout executive's letter is prepared and filed, and the member is entered as registered beyond the age of eligibility, any supporting private information should be returned to its source—the parent or guardian, or the institution that provided it. Should there be questions about its disposition, then the supporting private information should be destroyed.

Members approved for registration beyond the age of eligibility may continue working on advancement, including the Eagle Scout rank and Eagle Palms, for as long as they continue to be so registered. The local council or the National Council, upon uncovering evidence that a youth was improperly registered with a disability code or for whatever reason no longer meets the required level of severity, may make the decision to expire the registration. Registration of an adult as a youth member with a disability code may also be expired if it is determined the registrant has progressed sufficiently to become registered as an adult.

We hope this procedural outline and accompanying forms will be of use to you and we are interested in any comments or suggestions that you may have. Comments, suggestions, or assistance is available through the Special Needs District, Denver Area Council, at 303-455-5522. They will put you in touch with either the District Executive for Special Needs or the Assistant Council Commissioner for Special Needs.

<u>Procedure for When a Parent, Scout Leader, or a Committee Does Not Agree with Given Documents, a Decision, or Understand the BSA Guidelines</u>:⁵

Introduction:

Working with Scouts with special needs is a unique challenge for parents, Scout leaders, and the aforementioned advancement committees. Some Scout leaders and members of the advancement committees may not understand the barriers a Scout with special needs has with completing their requirements for advancement and therefore may not accept the suggested alternative requirements. Conversely, some parents may think since their Scout has a special need, the Scout should get a free pass, eliminating some or many requirements, or modifications to requirements that do not challenge the Scout. Both these schools of thought are extreme but not uncommon.

The Special Needs District of the Denver Area Council was formed in 2006 for the purposes of:

- **HELP RESOLVE** special needs issues by having the necessary knowledge, skills, and abilities to effectively mediate solutions with a leader, parent, and/or Scout.
- **DEVELOP RELATIONSHIPS** with Scouts, parents, leader, units, and advancement committees to answer questions, seek advice, and provide resources that provide the best relationship possible.
- MAKE AWARE aspects of special needs that impact youth, as well as leadership through specialized training seminars at Special Needs District Roundtables, district roundtables, and district and council training forums held by experts in related fields, and interactive websites.
- PROVIDE OPPORTUNITIES to special needs youth in the Denver area to join and participate in Scouting programs.

Note the first, two bulleted purposes highlighted and in caps. Upon request from a leader, committee, or parent, the Special Needs District will assist in resolving and mediating issues that arise between the leader, committees, parents, and/or Scout.

Procedure:

If you wish assistance from the Special Needs District, please contact Dori Hammer, Assistant Council Commissioner for Special Needs, at 720-878-4171, or by email at dorisshammer@msn.com; or John Peraro, Troop 5280 Committee Chair and Special Needs District Commissioner Service, at 303-979-4683, or by email at jjperaro@comcast.net.

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⁵ Procedure and information unique to the Denver Area Council only.

⁶ Revision pertains only to information unique to the Denver Area Council. BSA guidelines cannot be revised until BSA publishes any new, revised guidelines.

INDIVIDUAL SCOUT ADVANCEMENT PLAN

Why an "Individualized Scouting Advancement Plan"? (ISAP)

Each Scout is different and brings their individual gifts and challenges to the unit. Each will follow a different path in life. Regardless of their personal physical, mental, or emotional attributes each will give to and take something from Scouting. We can only hope to positively affect those contributions.

An ISAP can be a natural follow up to the all-important entry meeting with the youth and family where the leader has an opportunity to meet and learn about the future Scout and explain how Scouting can be part of the youth's life.

The Scouting handbooks and policies cannot address each individual. They merely set guidelines. So, it is often useful to reach an understanding as to how certain goals can be met. The ISAP forms a "contract" or roadmap, which the Scout, his parents and mentors, or other leaders can reference or, if necessary, update.

Particularly in the case of a Scout with disAbilities, an ISAP helps form the support for District and Council staff who do not know the particular Scout except by the record of accomplishments.

INDIVIDUAL SCOUT ADVANCEMENT PLAN

The approval of alternate requirements should be discussed with the Scout, parents, and Scout Leader. An agreement is reached and forwarded for council advancement committee approval BEFORE starting to work on the requirement. This is a sample of an "agreement" that can be reached and then forwarded for approval. This is an individualized achievement plan that is non-threatening and non-judgmental. It begins as a basic "contract" which can be used for all Scouts, and is modified by addendum. The idea is that every Scout sees the "contract" as personal so that no segment is singled out.

INDIVIDUAL SCOUT ADVANCEMENT PLAN AND CONTRACT for:

Scout Name	Date of Birth	
Troop/Team/Crew/Ship District _		
Council		

Statement of Belief: Every boy in Scouting is a candidate for the Eagle Award. The only limitations upon achievement of that award should be that boy's individual desire, focus, and perseverance.

Objective: To provide a safe haven for personal growth free from adversity such as hazing, disrespectful or threatening behaviors by others, but filled with opportunities and challenges.

Methodology: To encourage, and within reasonable guidelines provide, each boy with the opportunity and avenues to achieve his personal goals and chosen level of success.

To remove unreasonable and unnecessary barriers, through creative thinking and actions, which may impede a boy in achieving his personal goals. At the same time the plan will not lessen the relative challenges of the Scouting experience to achieve actual personal growth. Addendums to the Contract may be made to define requirements.

Expectations of Performance: Each boy is expected to do his best.

Note: Above and below forms are condensed replicas and examples of the Individual Scout Advancement Plan. Actual plan to be used by you can found at BSA Scouting form 512-936.

ADDENDUM TO INDIVIDUAL SCOUT ADVANCEMENT PLAN for:

Scout	Name	Date	e of Birth	
Troop	/Team/Crew/Ship	District		_
Counc	il			
which achiev redefi	ndums are required if it is deto are of a permanent nature and rement of the Eagle Award. The ned to maintain the challenge e amended, in the future, by	nd, for reasons beyond he safety of each Scout is but provide an alternati	is control, may create an is part of this consideration	mpediment towards n. Requirements may be
INSTR	UCTIONS:			
1.	Physical or mental disAbilition alternative requirements for	•	• •	e development of
2.	Any limitations leading to al certification by an education	•		•
3.	The Scout shall attempt to c modifications are sought, ar Scout as the regular require	nd any alternative require		
4.	Modifications and alternative Advancement Committee. Tand the Scout leader.			

5. Alternate requirements involving physical activity shall have a physician's approval.

Further reference: Guide To Advancement, BSA No. 33088 (Section 10.0.0.0). ADDENDUM TO INDIVIDUAL SCOUT ADVANCEMENT PLAN for: Scout Name Date of Birth **THE STANDARD REQUIREMENT** (State the ranks and the requirement number) MODIFICATIONS AND ALTERNATIVE REQUIREMENT(S) (Describe in detail the modified alternative requirement) NARRATIVE SUMMARY (Why this Scout's circumstances make him unable to complete, in the way normally described, the "standard" requirements) **HEALTH-CARE PROFESSIONAL STATEMENT:** As a result of a thorough examination of ______ on _____ on ______ on _______ I find that he has a permanent mental or physical disability, which is accurately described above, and which will inhibit him from completing the requirements as generally stated. However, I find that he can safely complete the requirements as stated as modified above. Signed _____ (Physician licensed to practice medicine) Physician's Office Address: Physician's Office Telephone Number:

6. The unit leader and any board of review must explain to the Scout that he is expected to do his best up

to the limits of his resources.

Attach additional documents if applicable.

(Use Annual BSA Health Medical Record Form, Parts A, B and C, BSA #680-001)

ADDENDUM TO INDIVIDUAL SCOUT ADVANCEMENT PLAN for:

Scout Name	Date of Birth				
EDUCATIONAL STATEMENT: (if needed)					
As a result of a thorough educational asso	essment of	on	/_	/	I
find that he has a permanent mental or pinhibit him from completing the requiren the requirements as stated as modified a	nents as generally stated. However,				
Signed	(Certificated Educational A	administrator)			
Educator's Office Address:					
Educator's Office Telephone Number:					

Attach additional documents if applicable, e.g. Individualized Education Plan:

ADDENDUM TO INDIVIDUAL SCOUT ADVANCEMENT PLAN for: Scout Name _____ Date of Birth _____ **SCOUT'S STATEMENT:** I, ______, Boy Scout, and Eagle Award candidate, promise that on my honor I will do my best in working towards my personal goals. The above requirements are meant to strengthen me so that I can improve my abilities. I will do my best in completing them as written or as modified. _____(signature) _____ (date) PARENTAL STATEMENT: In view of my son's expressed desire to advance in Scouting, his personal commitment to do his best, and the Scout leaders' commitment to encourage him along that pathway consistent with his abilities, I agree to the requirements as written or modified. If any further modification is deemed warranted, I understand that such can be negotiated. _____(signature) _____ (date) **SCOUT LEADER'S STATEMENT**: I agree with, and support, desire to progress in the paths of Scouting. Any program modifications agreed to are viewed as challenging as those expected of any other Scout. My objective will be to provide opportunities for success consistent with health and safety considerations. _____(signature) _____ (date) APPROVAL OF THE DISTRICT ADVANCEMENT COMMITTEE The District Advancement Committee approves the above modifications for advancement because of the Scout's permanent physical or mental disabilities. ______(signature) ______(date) APPROVAL OF THE COUNCIL ADVANCEMENT COMMITTEE The Council Advancement Committee approves the above modifications for advancement because of the Scout's permanent physical or mental disabilities. (signature) (date)

Notification sent to the Scout/Parents and Scout Leader on _____(date)

The **Eagle Scout** rank may be achieved by a Scout BSA, Varsity Scout, or qualified* Venturer or Sea Scout who has a physical or mental disability

by qualifying for alternative merit badges. This does not apply to individual requirements for merit badges. Merit badges are awarded only when all requirements are met as stated. See the *Guide to Advancement*, topic 10.2.2.3, for details.

The physical or mental disability must be of a permanent rather than of a temporary nature (or a disability expected to last more than two

years or beyond the 18th birthday). This request must include a written statement from a qualified health-care professional related to the nature of the disability. This person may be a physician, neurologist, psychiatrist, psychologist, etc., or an educational administrator as appropriate.

Before applying, he must earn as many of the Eagle-required merit badges as possible. Any alternatives must present the same challenge and learning level as those they replace. Unless the Scout has been approved for registration beyond the age of eligibility, all merit badges must be completed by the 18th birthday (reference *Guide to Advancement*, topic 10.1.0.1–10.1.0.2).

- 1. Obtain a clear and concise statement related to the nature of the disability from a qualified health-care professional.
- 2. The unit leader meets with the candidate and his parent or guardian to determine the alternative merit badges to replace those impeding his progression.
- 3. The unit leader, parent or guardian, and the Scout (if possible) prepare supporting letters to accompany the application.
- 4. The district and council advancement committees, in turn, review the proposed alternative merit badges. They may choose to speak with the Scout, his parent or guardian, or unit leader. If the council advancement committee approves, then the candidate may start work on the merit badges.

Note: In approving the application, the district and council advancement committees must utilize the expertise of a health-care professional involved with youth who have disabilities.

- 5. Upon completion of the Eagle Scout rank requirements, using the alternative merit badges, the candidate appears before a board of review. This approved application must be attached to the Eagle Scout Rank Application.
- 6. Following a successful board of review, the council processes both applications and forwards them to the national Advancement Team. Local council action on alternative merit badges does not require national approval.

The Purpose of the Eagle Scout Award

A recipient of the Eagle Scout Award is a Scout BSA, Varsity Scout, or qualified Venturer or Sea Scout who applies the principles of the Scout Oath and Law in his daily life. He has achieved the qualities below with determination and persistence.

- · Capacity for leadership and a concern for others
- · Ability to help others through skills he has learned
- Ability to live and work cooperatively with others by meeting his responsibility to his unit
- Concern for self by improving his physical fitness to the limits of his resources

Possible alternatives for required merit badges*

* These possible alternatives are merely suggestions that *could* provide **similar learning experiences.** The list is not considered all-inclusive. It is important for unit leaders to use reasonable accommodation and common sense in the application of the alternative merit badge program.

CAMPING Backpacking Canoeing	Rowing Safety Traffic Safety	ENVIRONMENTAL SCIENCE OR SUSTAINABILITY
Kayaking	Wilderness	Energy
Pioneering	Survival	Fish and Wildlife
Rowing	PERSONAL	Management
Search and	FITNESS	Forestry
Rescue	Archery	Nature
Wilderness	Athletics	Oceanography
Survival	Backpacking	Soil and Water
COMMUNICATION	Canoeing	Conservation
S	Climbing	Weather
Cinematography	Golf	
Computers	Horsemanship	
Electronics	Rowing	
Graphic Arts	Skating	
Journalism	Water Sports	
Photography	SWIMMING,	
Programming	HIKING,	
Public Speaking	OR CYCLING	
Radio	Archery	
Salesmanship	Athletics	
EMERGENCY	Canoeing	
PREPAREDNESS	Kayaking	
OR LIFESAVING	Motorboating	
Fire Safety	Rowing	
Motorboating	Small-Boat	
Public Health	Sailing	
Radio	Snow Sports	

To: The District Advancement Committee Council We are submitting this application in behalf of of Unit No. Name of candidate _____ and located in chartered to Community State Because of the disability (see the statement below from a qualified health-care professional), we believe that he is physically or unable to complete the requirements for the following merit badge or badges required for the Eagle Scout rank: Following a personal conference with him and his parent or guardian, I recommend the following alternative merit badge or badges be assigned to him. Please see the attached documentation supporting this recommendation. ______ Date______ Date______ Date______ Signed Unit leader Unit committee chair **Parent or Guardian Statement** In view of the medical or administrative statement attached, and following a conference with our unit leader, I approve the alternative Eagle Scout rank merit badges. My/our letter supporting this recommendation is attached, and also one from our Scout (if possible). ☐ An Individualized Education Plan or other documentation is attached (optional). _____ Date_ ___ Signed Parent or guardian Statement From a Qualified Health-Care Professional As a result of a thorough examination or testing of the above-named Eagle Scout candidate on I have attached a statement describing the disability, the Scout's capabilities, limitations, and prognosis, and outlined why the merit badges to be replaced cannot be completed. Signed Date Title/credentials **District Certification** We have reviewed this application for the above-named Eagle Scout candidate, and in review of the medical or administrative statement, and his excellent record in Scouting, we believe he should follow the alternative Eagle Scout rank merit badge method. We recommend to the council advancement committee that the merit badge or badges indicated be assigned to him as alternatives. Date Signed District advancement committee chair or designee Signed District executive Council Committee Action* We have reviewed the district's recommendations and provide our approval. Date Signed Council advancement committee chair or designee Signed_____ © 2013 Boy Scouts of America 2013 Printing 512-730

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*The local council action on the alternative merit badge(s) for the Eagle Scout rank does not require National Council approval.