



BOY SCOUTS OF AMERICA®
DENVER AREA COUNCIL



Special Needs Designation Checklist

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 health 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 administrator 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 at least three copies of all documents for yourself. You will need a second set of documents for other, additional submissions.

Mail in all the above information to: Registrar, Denver Area Council, 10455 West 6th Avenue, Denver, CO 80215.



Applying for Alternate Requirements Checklist¹

- A written statement from a qualified health 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 administrator 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.
- 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. For Star, Life, and Eagle ranks, use BSA form 512-730.
- Individual Scout Advancement Plan. Use BSA form 512-936.

Keep copies of all documents for yourself.

Send this package of documents to your District Advancement Committee.

¹ Source: BSA Guide to Advancement, Section, 10.2.2.0, 2019 printing



How to Register a Member Beyond the Age of Eligibility² Checklist

To register a person who will remain as a youth member beyond the age of eligibility, the following documents must be assembled and submitted to the local council:

- 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
- A completed youth membership application or proof of current membership
- A completed and signed Annual BSA Health and Medical Record form (parts A, B and C)
- 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, neurologist or other medical professional in a specialty related to the disability.
- A letter from the unit leader advocating and supporting the registration
- Other supporting documentation, such as an Individualized Education Plan (IEP), treatment summaries, etc., which are optional, but can make a difference in the decision
- BSA Form 512-935 - Request for Registration Beyond the Age of Eligibility

Mail in all the above information to: Registrar, Denver Area Council, 10455 West 6th Avenue, Denver, CO 80215.

² Source: BSA Guide To Advancement, Section 10.1.0.2, 2019 Printing