



# Reporting Community Service Hours-Update

NOVEMBER 3, 2019

HELP US COUNT YOUR SERVICE HOURS!

***"Note: This does not apply to Eagle Scout Service Project Hours – these will be entered by our registrar at the time the Eagle Application is processed"***



**Journey to Excellence Resources**

**Let's get the Mayflower Council and its units the recognition they deserve for the time our scouts spend in support of their communities!**

Are your scouts and your unit getting the credit they deserve for the community service you provide? Many units track service hours for scouts to advance in rank, but are unaware that the Council and National offices want to know about your time too! And not just the time scouts and registered leaders contribute, but also the time other community volunteers contribute to your effort.

Follow these simple instructions to enter your hours – town clean-ups, cemetery flag placement, Scouting For Food – whatever the project.

### Recording Service Hours

You will need your unit ID (five to 11 digits) and your unit number (four digits, no letters). This is your Internet Advancement ID#. You can get this information by calling your council service center. Go to our website at <https://www.scouting.org/awards/journey-to-excellence/jte-service-hours-input-and-information/>. Look for the "Service Project" area of the screen. Click on "Enter service hours here." Choose "Click here to log in or create an account." Volunteers with a My.Scouting.org account can also reach the Journey to Excellence service hour website by clicking on the service hours link on the left side of the screen in the "Unit Tools" section.

### First-Time Users

Select "Click Here" to register. Complete your information and create a user name and password. The user name must be unique (you may have to try again). Your e-mail address will be used only if you forget your password.

### Returning Users

Enter your user name and password, then click "Login." Select an option.

### View All Previously Recorded Projects

To select the project you want to view or edit, click on the project name. To edit the project, click on the field, type in the correct information, and press "Update." To print a certificate, press "Print Certificate."

### Report a Service Project

Select one service project type that best describes your project. Input the data requested:

- Date of the project
- Number of registered Scouts participating
- Number of non-Scouts (brothers, sisters, friends)
- Number of adult leaders participating
- Number of other adults participating
- Total hours worked (number of people times the length of time they worked)
- Organizations that joined you on the project
- Who or what organization benefited from the project
- Number of items collected (if applicable)

Click on "Submit." When you submit your information, you will be asked whether you have any additional projects to record. To print a certificate, press "Print Certificate."