Logging Service Hours for Journey to Excellence

Time Available
10 minutes.

Learning Objectives
At the conclusion of this session, participants will be able to:

• Understand the importance of logging service hours
• Use the service project reporting form
• Log service hours for their unit(s)

Suggested Presenter(s)
Have one or more of the following people present this topic:

• Any Scouter familiar with logging service hours

Presentation Method
Power point walk through – when technology is available

Discussion

BSA Reference Materials

• Journey to Excellence: Service Project Reporting Form (may use as hand out)
• Service Hours

Presentation Content

Why Log Service Hours?
There are many good reasons for logging your units service hours.

• It is part of your Journey to Excellence (JTE)
• When you know how many service hours you have, you can show your Charter Organization exactly what it is you are doing

The Service Hour Reporting Form (hand out form)

• While many will feel this is an unnecessary step, using this from will help you gather the data you need to enter your Units service hours
• Fill the form out as completely as possible. You will use this information to complete the steps to log your service hours

Logging Service Hours
First-Time Users – Log In
You will need

• Your unit ID (five to 11 digits)
• Your unit number (four digits, no letters – ex. Pack 62 = 0062)
• If you do not have this information, call your district or council and they can supply your unit ID.

To register on the site:

• Use the unit ID (five- to 11-digit number) and local unit number (four-digit number) you received from the council to fill in the three fields on the user profile page. In the second field, select the type of unit you are registering. If you are a volunteer for several units, each unit will have a separate ID and local unit number.
• Enter your name, address, city, state, zip code, e-mail address.
• Type in a user name of your choice. If the user name you typed in is already in use, you will be asked to select another user name.
• Type in and verify your password. This can be anything you choose between six and 10 characters.

Returning Users – Log In
• Type the user name and password that you created when you registered at the site.

Entering Service Project Data (the Data on the Service Project Reporting Form)

• Click the service project description that best describes the service project in which your unit participated. Select only one type of service project. Use Other service project for any service project that does not fall into the categories listed.
• To enter the date, click on the calendar icon to the right of the input box. Select the date using the calendar that pops up. Click on the day the service project was completed, and the date will automatically be recorded in the date box.
• Enter the number of youth members (Scouts) who participated in the project.
• Enter the number of youth who are not members who participated in the project. This might include brothers, sisters, friends, or any other youth not currently a Scout.
• Enter the number of adult leaders participating in the project. This number should include only registered Scout leaders.
• Enter the number of other adults who participated in the project. This can include parents, grandparents, or any other adult who is not a registered leader for the unit.
• Enter the total number of hours that members and non-members worked on the service project from start to finish. This number should include the time worked by both adults and youth.
• If items were collected, enter the number of items collected.
• Select the organization(s) with which your unit partnered on this project. If your unit did not partner with any organization(s), select none.
• You will also be asked who benefited from the project or to what organization the items collected were
donated. If the project directly benefited an individual or family, list individual in this space. If the project benefited a local charity, school, or other organization, list the name of the local charity, school, or other organization.

• Space has also been provided for you to type in a brief description of the project. 2000 words or less

• Review your answers to ensure that your submission is correct.

• Click on Submit Report.