

# Unit Tips for Success

## Recording Service Hours

You will need your unit ID (five to 11 digits) and your unit number (four digits, no letters). You can get this information by calling your council service center.

Go to our website at [www.scouting.org/Awards/JourneyToExcellence](http://www.scouting.org/Awards/JourneyToExcellence). 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 MyScouting 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.”

## **How can an Eagle Scout record his service hours?**

There are 2 ways for Eagle project information to be entered.

1. The preferred method is to let the council registrar enter the project date and number of service hours as part of the Eagle Application verification process that is done when the Life Scout has completed all requirements and the application is submitted to the service center for “verification” before the Eagle board of review.
2. The second method is data entry by someone with the unit login and password and the Eagle Scout’s BSA member ID number. Follow the instruction below for this method:  
You will need to have the Eagle Scout project workbook handy. Input the data requested:
3. The applicant’s full name
4. The project completion date
5. Number of Scouts working on the project
6. Number of non-Scout youth working on the project
7. Number of leaders working on the project
8. Number of other adults working on the project
9. Total hours worked on the project (number of people times the length of time they worked)
10. Cost of materials required to complete the project
11. Project category (selected from the drop-down box)
12. Type of group benefiting from the project
13. The specific group that benefited from the project

## **How does an Order of the Arrow lodge record their service hours?**

Each local council has an OA lodge ID that can be used to log Order of the Arrow service hours. Anyone from the lodge can create an account and record hours with that lodge ID. All OA units are “Lodge” unit type. The unit number is a 1, 2 or 3 digit number that matches the council number. Council 1 OA unit number is 1, council 212 OA number is 212. If the council has units with the same number as the council number, that is not a problem because the unit ID will help the computer differentiate between the various accounts. Follow the same instructions for units recording their service hours.

## **How do Lone Scouts record their service hours?**

There are two options available, and Lone Scouts should contact the local council to determine the best option.

One option is to find a unit in the area and ask them to report your service hours along with theirs. Lone Scouts can also report their hours through the local Order of the Arrow

lodge. Each local council has an OA lodge ID that can be used to log Lone Scout service hours. In order to track Lone Scout hours, it is suggested that in the area to list partners, you type in "Lone Scout."