

# How to log your unit's service hours

Start at: <http://my.scouting.org>

- Login
- Click on "Menu" (top left hand corner)
- Click on "Legacy Web Tools"
- Click on "Service Hours Reporting"

**First time users**, select "[New Users Click Here](#)", then "[I Agree](#)", and fill in the information requested.

Note: In the registration page, you will be prompted to put both your unit ID# and your unit number. Your unit ID# is different than you unit number. The unit ID# comes from council office. Your unit number must be 4 digits (i.e., 669 would be 0669). Contact the Council office to get your unit ID#.

## Entering Service Project Data

1. 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.
2. To enter the date, click the calendar icon to the right of the input box. Select the date using the pop up calendar. Use the arrows on either side of the month name at the top of the calendar to change the month if needed. Click on the day the service project was completed, and the date will automatically be recorded.
3. Enter the number of youth members (Scouts) who participated in the project.
4. 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.
5. Enter the number of adult leaders participating in the project – for this field input registered Scout leaders.
6. 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.
7. 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.
8. If items were collected, enter the number of items collected.
9. Select the organization(s) with which your unit partnered on this project. If your unit did not partner with any organization(s), select none.
10. Input 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.
11. Space has also been provided for you to type in a brief description of the project.
12. Click on Submit Report. Review your answers to ensure that your submission is correct.

### **Entering Eagle Scout Project Data**

Use the Eagle Scout Service Project workbook to fill in the requested information.

1. Enter the applicant's full name in the space provided.
2. 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. Use the arrows on either side of the month name at the top of the calendar to change the month if needed. Click on the day the service project was completed and the date will automatically be recorded in the date box.
3. Enter the number of Scouts who worked on the project.
4. Enter the number of youth who are not registered Scouts who worked on the project.
5. Enter the number of adult Scout leaders who worked on the project.
6. Enter the number of adults who are not registered Scout leaders who worked on the project.
7. Enter the total number of hours that both youth and adults spent working on the project from start to finish.
8. Enter the total cost of materials required to complete the project.
9. From the drop-down box, select the category that best describes the Eagle Scout project. Select only one category. If none of the categories describe the type of Eagle Scout service project, select other.
10. List the type of organization that benefited from the service project. For example, church, synagogue, city, state, county, school, etc.
11. List the specific group benefiting from the project. For example, if a local community organization received donations as a result of the project, type the name of the community organization.
12. Click on Submit Report. Review your answers before you continue.