



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. 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:

- The applicant's full name
- The project completion date
- Number of Scouts working on the project
- Number of non-Scout youth working on the project
- Number of leaders working on the project
- Number of other adults working on the project
- Total hours worked on the project (number of people times the length of time they worked)
- Cost of materials required to complete the project
- Project category (selected from the drop-down box)
- Type of group benefiting from the project
- The specific group that benefited from the project