



Unit Administration

Service Hour Logging

How-To Guide

Logging Service Hours are entered online at <https://servicehours.scouting.org/>. You can access the URL directly or there is a menu item in My.Scouting.org under Legacy Tools.

The screenshot shows a web browser window with the address bar displaying "https://servicehours.scouting.org/UI/Security/Login.aspx". The page has a red header bar with the text "Return to Service Hours Reporting Information Page" and a link "Click here for Help". The main content area contains a paragraph about service projects, a login form with fields for "Username:" and "Password:", a "Login" button, and a link "Click Here to Lookup your Password." for forgotten passwords. The footer includes copyright information for 2011 and a TRUSTe Certified Privacy logo.

Welcome to Service Hours x

Secure | <https://servicehours.scouting.org/UI/Security/Login.aspx>

[Return to Service Hours Reporting Information Page](#) [Click here for Help](#)

A service project is a special Good Turn that puts Scout spirit into action. Some Good Turns are big—saving a life, helping out after floods or other disasters, recycling community trash, working on conservation projects. But Good Turns are often small, thoughtful acts—helping a child cross a busy street, going to the store for an elderly neighbor, cutting back brush that is blocking a sign, doing something special for a brother or sister, or welcoming a new student to your school. Anyone can get involved in a Good Turn. If you would like to participate in a service project to benefit your community, contact your local Scouting office.

To report information about a service project in which your unit/group participated, enter your username and password.

[New Users Click Here](#)

Username:

Password:

Forgot your password?
[Click Here to Lookup your Password.](#)

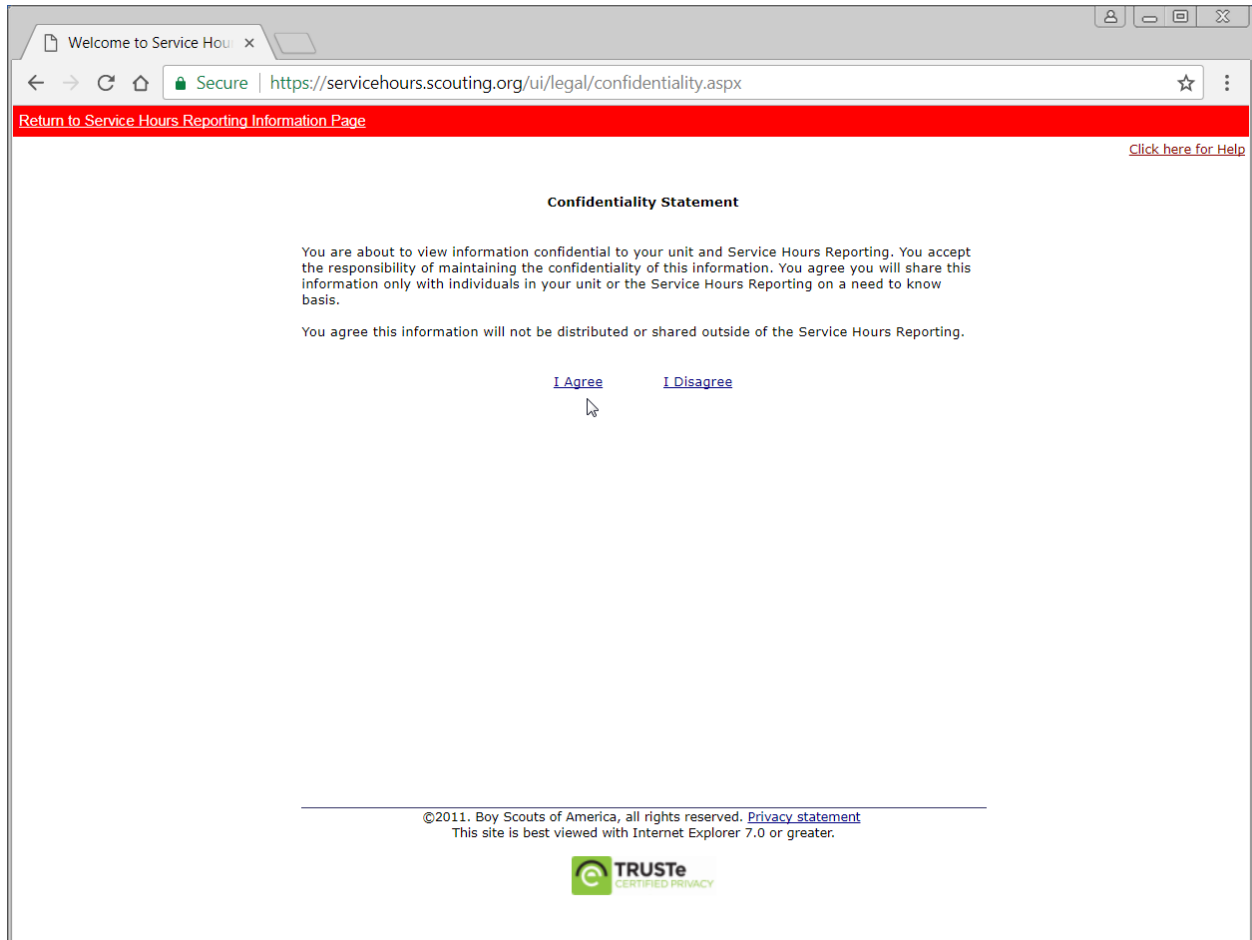
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This site is best viewed with Internet Explorer 7.0 or greater.

TRUSTe
CERTIFIED PRIVACY

If you have an account, simply log in. If no you will need to create an account by clicking on the “New Users Click Here” link:

Creating Account (one time only)

Step one of account creation is to accept the Confidentiality Notice. Read the statement and assuming you agree to the terms, simply click the “I Agree” link:



Enter all the necessary information:

Welcome to Service Hours x

Secure | <https://servicehours.scouting.org/ui/register/register.aspx>

[Return to Service Hours Reporting Information Page](#)

[Click here for Help](#)

To report information about a service project in which your unit/group participated, you must be registered with Service Hours Reporting. Please provide us the following information.

If you do not have your Unit ID or Local Unit Number then please contact your Unit Serving Executive or your Local Council.

Unit ID: 12345

Unit Type: Pack

Local Unit Number: 0033

First Name: Michael

MI Name:

Last Name: Trelease

Address: 1313 Mockingbird Lane

City: Danville

State: Pennsylvania

Zip Code: 17821

E-Mail: mike.trelease@columbiamc

Username: mrtrelease

Passwords must be 6 to 10 characters long.

Password: *****

Verify Password: *****


[Register](#) [Cancel](#)

If you do not know your unit ID, please contact the Council Office.

Enter Your Unit Type and Number. Note: Unit Number should be 4 digits long (padded with zeros)

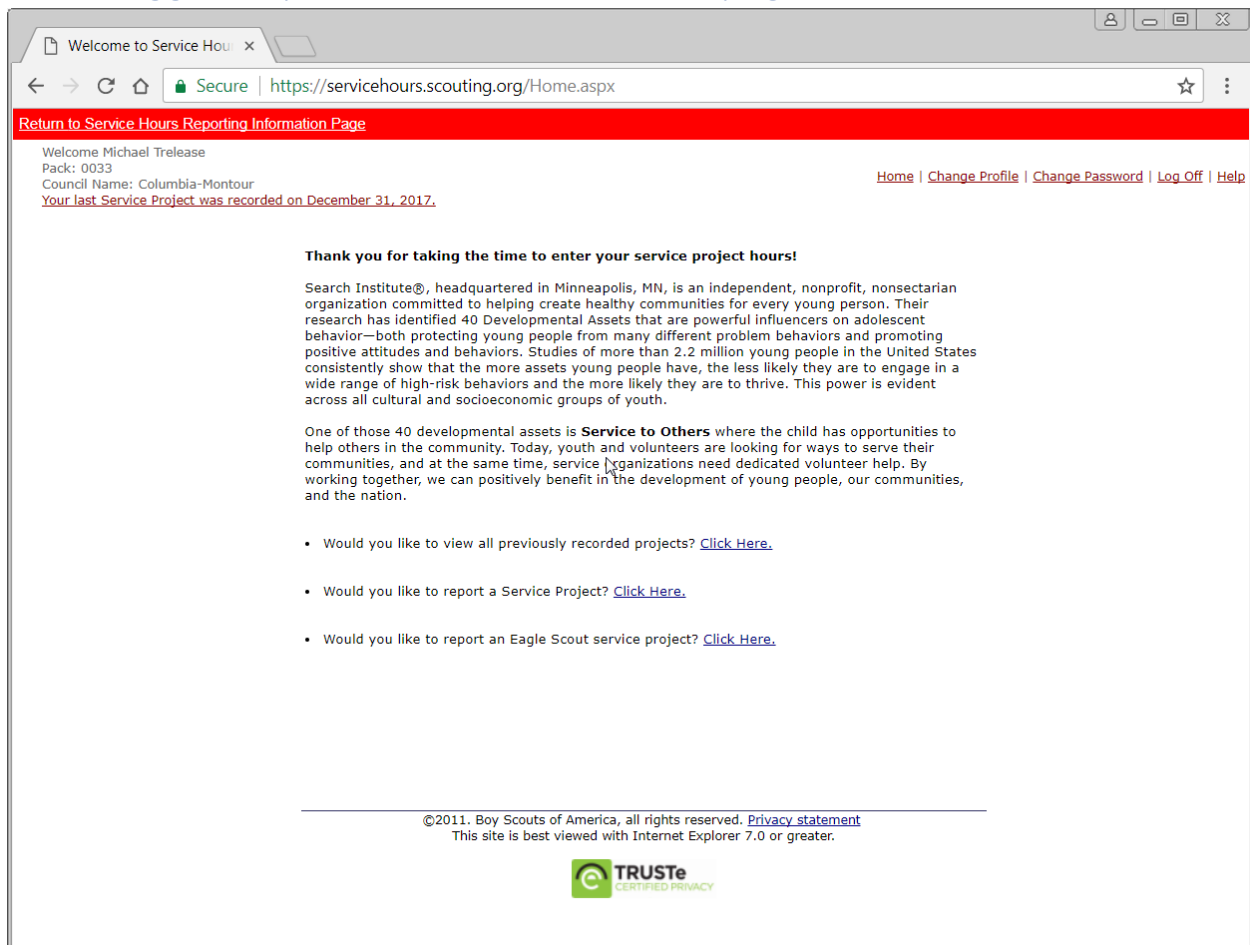
Make Sure You Remember Your User ID / Password

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Once you create an account you should be logged in.

Once Logged in you should see the home page:



From here, you can do 3 things:

- View Previous Service Projects
- Report a Service Project
- Report an Eagle Scout Service Project

View Previous Service Projects

Welcome to Service Hours

Secure | https://servicehours.scouting.org/ui/projects/projectreviewlisting.aspx

Return to Service Hours Reporting Information Page

Welcome Michael Trelease
Pack: 0033
Council Name: Columbia-Montour
Your last Service Project was recorded on December 31, 2017.


Home | Change Profile | Change Password | Log Off | Help

Click on the project below to view the details of that project.

Project	Recorded On	Total # of Service Hours
Service Project : Messengers of Peace : Community Dimension	12/31/2017 4:25 PM	13.5
Service Project : Other Services : Other	12/31/2017 4:24 PM	48
Service Project : Other Services : Other	12/16/2017 6:28 AM	96
Service Project : Other Services : Other	11/30/2017 2:14 PM	36
Service Project : Other Services : Other	11/30/2017 2:11 PM	38
Service Project : Healthy Living : Litter Cleanup / Beautification	11/30/2017 12:16 PM	16
Service Project : Food : Food Collection	11/30/2017 12:12 PM	190
Service Project : Food : Food Collection	11/30/2017 12:07 PM	164
Service Project : Other Services : Conservation	11/30/2017 12:00 PM	57
Service Project : Other Services : Other	11/30/2017 11:56 AM	62

[Return Home](#)

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From the list of service projects, you can click on any one to view details:

Welcome to Service Hours x

Secure | <https://servicehours.scouting.org/ui/questions/projectreview.aspx?answeruniqueid=10523317311204204626>

[Return to Service Hours Reporting Information Page](#)

Welcome Michael Trelease
Pack: 0033
Council Name: Columbia-Montour
[Your last Service Project was recorded on December 31, 2017.](#)


[Home](#) | [Change Profile](#) | [Change Password](#) | [Log Off](#) | [Help](#)

Community Dimension [Click Here to Print Certificate](#)

Date of Service Project	12/14/2017
Number of youth members participating in the project	3
Number of youth who are not members participating in the project	0
Number of adult leaders participating in the project	2
Number of other adults participating in the project	4
Total unit hours - including members and non-members (example: 10 people worked 2 hours = 20 total unit hours)	13.5
Which of the following organizations did you partner with on the project?	No Partner
What is the name of the local organization with which you worked?	Grandview Nursing Home, Danville, PA
Briefly tell us about your project (Do not use special characters in text)	The kids sang Christmas carols to the residents at Grandview Nursing Home for Christmas.

[Return Home](#)

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From the details of the project, you can print a project certificate



Report a Service Project

Welcome to Service Hours x

Secure | <https://servicehours.scouting.org/ui/projects/serviceprojects.aspx?projectid=1>

[Return to Service Hours Reporting Information Page](#)

Welcome Michael Trelease
Pack: 0033
Council Name: Columbia-Montour
[Your last Service Project was recorded on December 31, 2017.](#)

[Home](#) | [Change Profile](#) | [Change Password](#) | [Log Off](#) | [Help](#)

Click on the category below that best describes the type of service project in which your unit participated. Use "Other Services" for any service project that does not fall into any of the listed categories.

Messengers of Peace <ul style="list-style-type: none">Personal DimensionCommunity DimensionEnvironmental Dimension	Healthy Living <ul style="list-style-type: none">Blood DriveFun Run / Walk / Hike / CycleBike Safety EventChild FingerprintingHealth Fair / Fitness ExpoCPR TrainingTree PlantingLitter Cleanup / Beautification
BSAdopt-a-School <ul style="list-style-type: none">OtherBike Safety EventChild Fingerprinting	Shelter <ul style="list-style-type: none">Home BuildingHome Repair / MaintenancePersonal Care CollectionBlanket CollectionSchool Supply CollectionBook / Magazine Drive
US Military Families <ul style="list-style-type: none">Blue Star FamiliesOther	Other Services <ul style="list-style-type: none">Disaster ReliefConservationMilitary SupportNational Park Service Resource StewardshipOther
Food <ul style="list-style-type: none">Food CollectionMeal DeliveryServing Food	

<https://servicehours.scouting.org/ui/questions/Questions.aspx?projectid=1&serviceprojectid=13&categoryid=48>

Select the Type of Service Project

Enter the details of the project

The screenshot shows a web browser window with the address bar displaying "https://servicehours.scouting.org/ui/questions/Questions.aspx?projectid=1&serviceprojectid=13&categoryid=48". The page has a red header bar with the text "Return to Service Hours Reporting Information Page". Below the header, the user is logged in as "Michael Trelease" with Pack: 0033 and Council Name: Columbia-Montour. A message states "Your last Service Project was recorded on December 31, 2017." Navigation links include Home, Change Profile, Change Password, Log Off, and Help.

Environmental Dimension

To report information about a project, fill out the following information and press the Submit Report button.

Date of Service project: 12/23/2018

Number of youth members participating in the project: 10

Number of youth who are not members participating in the project: 2

Number of adult leaders participating in the project: 3

Number of other adults participating in the project: 2

Total unit hours - including members and non-members (example: 10 people worked 2 hours = 20 total unit hours): 35

Which of the following organizations did you partner with on the project?

Hold down the Ctrl key to select multiple entries.

- U.S. Forest Service
- National Park Service
- Other
- No Partner

What is the name of the local organization with which you worked?

Cleaned up Montour Preserve

Briefly tell us about your project (Do not use special characters in text)

Scoured the area for trash and successfully bagged and tagged it.

Characters available: 1935

Submit Report Cancel

Hit Submit Report

Report an Eagle Scout Service Project

Welcome to Service Hours x

Secure | https://servicehours.scouting.org/ui/questions/questions.aspx?projectId=2&serviceprojectid=5&categoryid=19

Return to Service Hours Reporting Information Page

Welcome Michael Trelease
Pack: 0033
Council Name: Columbia-Montour
[Your last Service Project was recorded on December 31, 2017.](#)

[Home](#) | [Change Profile](#) | [Change Password](#) | [Log Off](#) | [Help](#)

Eagle Scout Service Projects

To report information about a project, fill out the following information and press the Submit Report button.

Applicant's Full Name	<input type="text" value="Imma Scout"/>
Member ID (found on your membership card)	<input type="text" value="123452626"/>
Eagle Project Completion Date	<input type="text" value="12/15/2018"/>
Project Title (limited to 60 characters)	<input type="text" value="Veteran's Memorial Buildout"/>
Number of Scouts working on the project	<input type="text" value="4"/>
Number of other youths working on the project	<input type="text" value="2"/>
Number of Scout leaders working on the project	<input type="text" value="2"/>
Number of other adults working on the project	<input type="text" value="2"/>
Total number of hours spent by everyone working on the project	<input type="text" value="120"/>
Total cost of materials required to complete the project	<input type="text" value="5000"/>
Which of the following categories best describes the Eagle Scout project?	<input type="text" value="Building/construction"/>
What type of group benefits from the project? For example, church, city, state, civic organization, etc. (Do not use special characters in text)	<input type="text" value="Local Veterans"/>
What specific group benefits from the project? For example, First Street Church, Lions Club, City Food Bank, etc. (Do not use special characters in text)	<input type="text" value="All local veterans"/>
Briefly tell us about your project (Do not use special characters in text)	<input type="text" value="Built a veteran's memorial including flag poles and stone work along with benches."/>

Characters available: 1918

Hit Submit