How to Report your community service hours

Website: http://tinyurl.com/ServiceHourReportingPTAC

1. First-time users will need to create a profile using the above information and their personal information.

2. Select if you want to:
   - Review previously submitted projects
   - Enter a new service project
   - Enter an Eagle Scout service project

3. Select the type of Service Project (Picture 1)

4. Enter the service project information: (Picture 2)
   - Enter date, via calendar.
   - Enter # of registered youth who participated.
   - Enter # of non-scout youth who participated. (siblings, friends, other non-registered youth)
   - Enter # of Adult leaders who participated.
   - Enter # of non-Adult Leaders who participated. (grandparents, community members, other non-registered Adults)
   - Enter in the total # of hours worked by all youth and adults.
   - Enter # of items collected, if applicable.
   - List the partner organization. If none, select none.
   - List who benefited from the service (Organization name, if a family or individual, list individual)
   - Provide a brief description of the project.

5. Click Submit and review the data.

You have completed the process!

Thank you!