

How to Report your community service hours

4-digit Unit #: _____ (Ex. 123 would be 0123) - Unit ID Number _____ (5-11 digits, same as Internet Advancement ID)

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!

Messengers of Peace

- [Personal Dimension](#)
- [Community Dimension](#)
- [Environmental Dimension](#)

BSAdopt-a-School

- [Other](#)
- [Bike Safety Event](#)
- [Child Fingerprinting](#)

US Military Families

- [Blue Star Families](#)
- [Other](#)

Food

- [Food Collection](#)
- [Meal Delivery](#)
- [Serving Food](#)

Healthy Living

- [Blood Drive](#)
- [Fun Run / Walk / Hike / Cycle](#)
- [Bike Safety Event](#)
- [Child Fingerprinting](#)
- [Health Fair / Fitness Expo](#)
- [CPR Training](#)
- [Tree Planting](#)
- [Litter Cleanup / Beautification](#)

Shelter

- [Home Building](#)
- [Home Repair / Maintenance](#)
- [Personal Care Collection](#)
- [Blanket Collection](#)
- [School Supply Collection](#)
- [Book / Magazine Drive](#)

Other Services

- [Disaster Relief](#)
- [Conservation](#)
- [Military Support](#)
- [National Park Service Resource Stewardship](#)
- [Other](#)

Picture 1: Types of projects

Food Collection

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

Picture 2: Example of service project information entry page

| | |
|--|---|
| Date of service project | <input type="text"/> |
| Number of youth members participating in the project | <input type="text"/> |
| Number of youth who are not members participating in the project | <input type="text" value="0"/> |
| Number of adult leaders participating in the project | <input type="text"/> |
| Number of other adults participating in the project | <input type="text" value="0"/> |
| Total unit hours - including members and non-members (example: 10 people worked 2 hours = 20 total unit hours) | <input type="text"/> |
| Number of food items collected | <input type="text" value="0"/> |
| Which of the following organizations did you partner with on the project? | Hold down the Ctrl key to select multiple entries. <input type="checkbox"/> Messengers of Peace <input type="checkbox"/> BSAdopt-a-School <input type="checkbox"/> US Military Families <input type="checkbox"/> Order of the Arrow Lodge |
| To what organization was the food donated? | <input type="text"/> |
| Briefly tell us about your project (Do not use special characters in text) | <input type="text"/> |
| | Characters available: 2000 |
| <input type="button" value="Submit Report"/> <input type="button" value="Cancel"/> | |