



JOURNEY TO EXCELLENCE

"Scouting's Journey to Excellence" is the BSA's council performance recognition program designed to encourage and reward success and measure the performance of our units, districts, and councils. It replaced the Centennial Quality Awards Program as a means of encouraging excellence in providing a quality program at all levels of the BSA

On the www.scouting.org/jte website, there is information about all aspects of the Journey To Excellence award.

WHAT JOURNEY TO EXCELLENCE BRINGS TO YOUR UNIT

1.A framework for planning the year.

- The Journey to Excellence standards are based on what successful units do to continually improve.
- If your unit plans to achieve gold or silver Journey to Excellence, you'll have a strong and active program.

2.A method for evaluating your unit.

- Journey to Excellence provides tangible measurements based on things you are likely already tracking, such as how many campouts you have, how many youth are advancing, etc., and uses simple ways to calculate your performance.

3.Guidance in areas where you might do better.

- As you track your performance against the Journey to Excellence standards, you can easily see where you could do better.

4.Specific guidelines and standards of what is considered good performance.

- Journey to Excellence has specific, simple measures to help you. You can easily compare what you are doing against the standards.

5.Early warning of potential problem areas.

- You track any areas where your unit is not performing as you might like and have plenty of time to make corrections.

6.Recognition for good Scouting.

- You can proudly receive your bronze, silver, or gold recognition for your Scouting unit for the year.

7.Benchmarking to get ideas and tips from other good units.

- You can receive help and best practices in areas where other units have met the gold standard.
- In the areas where you are doing well, you can give help and ideas to other units.

The following pages provide specific instructions on how to set up your registration on the Service Hours website, how to log your hours, and how to generate reports for your awards.

By logging your service hours, Atlanta Area Council, your District and your Unit become stronger!

HOW TO LOG SERVICE HOURS FOR JOURNEY TO EXCELLENCE

Go to: www.scouting.org/jte

Scroll down about ¼ of a page and click on First-Time User in the box on the right

First-Time Users – Log In What

you will need:

- Your unit ID (five to 11 digits)
- Your unit number (four digits, no letters – ex. Pack 62 = 0062)
If you do not have this information, call your district or council and they can supply your unit ID.

To register on the site:

1. Place your cursor over the words New Users Click Here and click the left mouse button.
2. Click I agree at the Confidentiality Statement window. If you disagree, you will not be allowed to enter information into the site.
3. Use the unit ID (5 to 11 digit number) and your local unit number (four-digit number) you received from the council to fill in the three fields on the user profile page. In the second field, select the type of unit you are registering. If you have not received your unit's ID number or local unit number, call your local council or your district executive. If you are a volunteer for several units, each unit will have a separate ID and local unit number. (Keep this information somewhere where you can find it, because you will need it to change your user name or password.)
4. Enter your name, address, city, state, zip code, e-mail address.
Type in a user name of your choice. If the user name you typed in is already in use, you will be asked to select another user name. Type in and verify your password. This can be anything you choose between six and 10 characters.
5. Click Register. The home page of the data collection site appears.

If you have problems logging in, contact your district executive to verify your unit ID. Once you have registered successfully, you can use the following instructions to log your unit's service hours.

Returning Users – Log In

Go to www.scouting.org/jte, and click the Service Hours website line in the box ¼ page down. Type the user name and password that you created when you registered at the site.

If you forgot your password, see the next section titled Forgotten Passwords.

- If you forgot your user name, you will need to contact your district executive or the council so that they can give you the user name you registered.
- If you have problems logging in, contact the local council or your district executive to verify your unit ID.

Forgotten Passwords

If you are trying to log in and you have forgotten your password:

1. Click on the words Click here to look up your password.
2. Enter the unit ID that you used when you first registered with the data collection site. If you do not remember the ID, call your local council or your district executive to request it. If you are a volunteer for several units, you must use the unit ID for the unit for which you are submitting the service project data.
3. Enter your e-mail address.
4. Click on Look up password. Your password will be e-mailed to you.

Changing Your Password

After you have logged on to the site:

1. Click the link called Change Password at the top right-hand side of your screen.
2. Type the same unit ID that was used when you first registered with the Web site. If you don't remember the unit ID, call your local council or district executive to request it.
3. Enter your current password.
4. Enter your new password and then verify your new password by retyping it.
5. Left mouse-click on the Change Password button and your password will be changed.

Changing Your User Profile

After you have logged on to the site:

1. Click the link called Change Profile at the top right side of your screen.
2. Type the same unit ID that was used when you first registered with the Web site. If you don't remember the unit ID, call your local council or district executive to request it.
3. Make changes to your profile by typing information in the appropriate field.
4. When you are finished making changes, click Update. A message indicates that the changes have been saved.
5. Click the link named Click here to continue to return to the Home page of the data collection site.

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 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 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. This number should include only 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. You will also be asked 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.

Viewing Previously Recorded Projects

To view a recap of all service projects recorded for your unit, go to the Home page. Click the link called Would you like to view all previously recorded projects? A list of all your unit's projects appears.

Double-click on a specific project to view the information recorded for that project. You can also print a certificate for that project while viewing the information.

Editing Previously Recorded Projects

Only projects recorded since February can be edited.

To edit projects, go to the Home page and click on the link called Would you like to view all previously recorded projects? Open the project that you wish to change. Click on the field you want to change, type the correct information, and press Update.

Printing Service Hours Reporting Certificates

After you submit information for a service project, a message indicates Congratulations, your service project has been recorded. To print a certificate, click the link called Click here to get your Service Hours Reporting certificate. The certificate shows the unit number and the number of people participating in the project. Print this certificate by clicking the Click here to print button at the top of the certificate page.

The certificate looks best if it is printed in the landscape mode. To change this, in your browser menu, select File, Print, and Preferences. Click the Landscape option.

If you did not print the certificate after submitting the data:

1. Click the link on the Home page that asks, Would you like to view all previously recorded projects?
2. Double-click the name of the project from the list of recorded projects.
3. The project information appears. Click the link called Click here to print certificate at the top right side of the screen. A certificate appears.
4. Print the certificate by clicking the Click here to print button at the top of the certificate page.