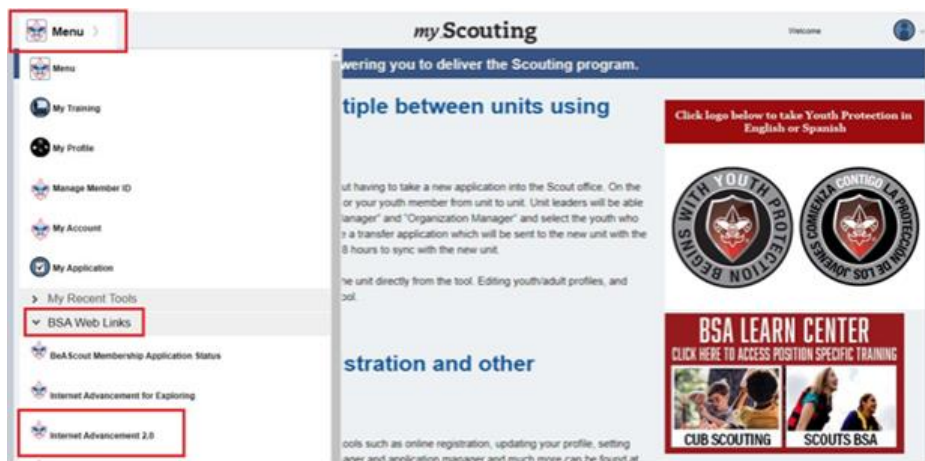


Reporting Scouting for Food Totals

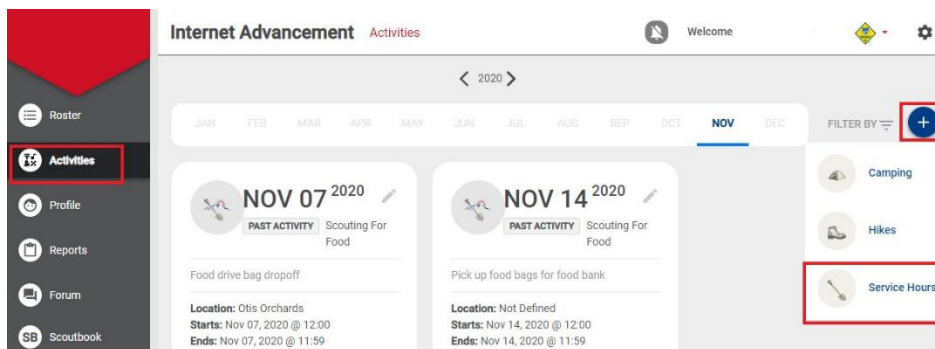
Scouting for Food totals are entered through Internet Advancement 2.0 accessed on the my.scouting website. The Scouting for Food results and totals can be entered by the Unit Leaders, Unit Key 3, Unit Advancement Chairs, and Key 3 Delegates.

For full access to enter this information, you must be the unit leader, Chartering Organization Representative or Committee Chair of your unit on your official roster (not just in Scoutbook.) If not one of these three, you will need to be designated in Organization Security Manager at my.scouting.org as a Key 3 Delegate or an Advancement Chair by someone holding one of the three positions above. To make such a delegation, [see the guide here](https://help.scoutbook.com/knowledge-base/assigning-a-key-3-delegate-or-other-position-in-my-scouting/). For more on Organization Security Manager see: <https://help.scoutbook.com/knowledge-base/assigning-a-key-3-delegate-or-other-position-in-my-scouting/>

Once logged onto my.scouting, go to Menu/BSA Web Links/Internet Advancement 2.0



Next, create the Scouting for Food event: launch Activities/blue Plus symbol/Service Hours



Then choose a date/Create New Activity

Service Projects:

< Nov 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

TODAY

+ CREATE NEW ACTIVITY

For Scouting for Food, be sure to enter the following information:

Project Name: Type "Scouting for Food"

Project Date: Choose the final collection date for your unit

Project Details - Category: select Food

Project Description:

- Total # of items or pounds collected
- Name of Organization receiving the donations

Record the number of non-registered youth and adults and the number of hours they were involved, if any.

Project Details:

Category*:

Project Description

of items or pounds: 300

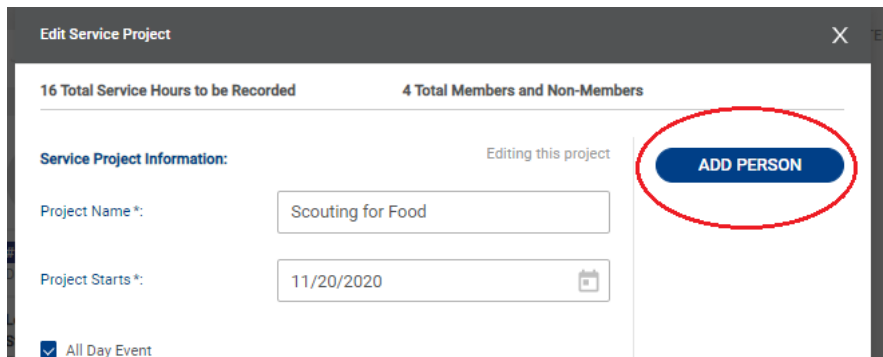
Organization receiving the donations: Dublin Food Pantry

Non-Registered Youth:

Non-Registered Adults:

EDIT AND FINISH

Select the “ADD PERSON” button to add the registered youth and adults.



The screenshot shows a web interface titled "Edit Service Project". At the top, it displays "16 Total Service Hours to be Recorded" and "4 Total Members and Non-Members". Below this, the "Service Project Information:" section includes a text input for "Project Name *" containing "Scouting for Food" and a date input for "Project Starts *" containing "11/20/2020". A checkbox labeled "All Day Event" is checked. To the right of the form, a blue button labeled "ADD PERSON" is circled in red. The text "Editing this project" is visible above the button.

Select the green “Record and Finish” button at the bottom of the screen when finished.

More information for Recording an Activity for My Unit can be found here:
<https://help.scoutbook.com/knowledge-base/how-do-i-record-a-unit-activity-using-internet-advancement-ia/>