

# Presidential Service Award Volunteer Account

You must have your own e-mail address and be 14 years old or older to record hours as an individual. If you are under 14, a parent or guardian may supervise your on-line log. A family or group can record and submit under the same e-mail address. Individuals may set up their own account later, but their group hours will not be added from the original account.

On your search engine, go to: [www.presidentialserviceawards.gov/](http://www.presidentialserviceawards.gov/)

To set up your account- click on the "Track Your Hours" bar in the band towards the top of the page.

Follow the instructions to fill in the boxes:

Step 1: Enter a username

Step 2: Create a password and re-enter the password (at least 6 characters long)

Step 3: Enter your first name, last name, and age (if you are under 14, type 14)

Note: the screen says this is optional, but to submit hours under Camp Fire USA Orca Council, it is required.

Step 4: Click on "Create My Record of Service"

You will now be logged on.

Click on "Profile" tab

In the box next to "Your Certifying Organization" type the code: PMC-5627.

Then scroll down and click the "Update Profile" box.

Click on "My Service" tab

Click on "Create New Record"

Complete the following required fields:

Service activity

Don't forget to categorize into Presidential Priority Service Area

Start date—you must click on the calendar symbol to choose a date.

End date—you must click on the calendar symbol to choose a date.

Hours

Remaining fields are optional

Click "Add this Activity" to include into your record.

If you make a mistake, you may edit or delete a record from the "My Service" screen.

Remember to logout after each session.

Hours are currently recorded by the standard calendar year (January 1-December 31). Your hour log can be accessed from the Orca Council's login where they will be submitted as is in January.

If you recorded hours you would like to submit for the Orca Council Service Award- you must log those on the Orca Council Service Award log sheet and delete those hours from your Presidential Service hour log. Once the council certifies your Presidential Service Award, you may not make changes. No exchange of hours can be done after certification.

