

**Charter certificates are no longer printed by local councils.**

- Charter certificates are downloaded as a pdf from my.scouting.org
- Only the Key 3 of the unit have access to print a Charter certificate

### **Printing charter certificates**

- Only a member of the Key 3 has the capability to do this
- Using your current login information login into my.scouting.org
- From MENU select the UNIT you want to print the charter certificate for
- Select ORGANIZATION MANAGER
- Select Download Charter Certificate (upper right side of screen)
- This will download a pdf of the certificate for you to print

**If problems getting the certificate, contact the council for assistance.**