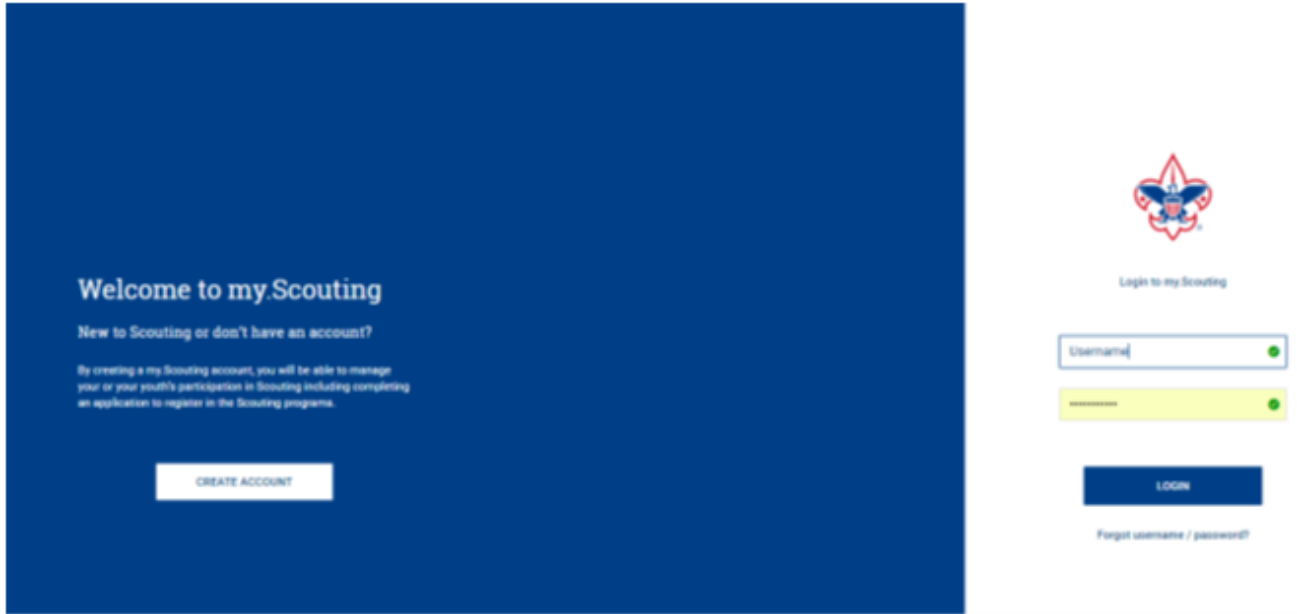


How Units Can Print Charter Certificates

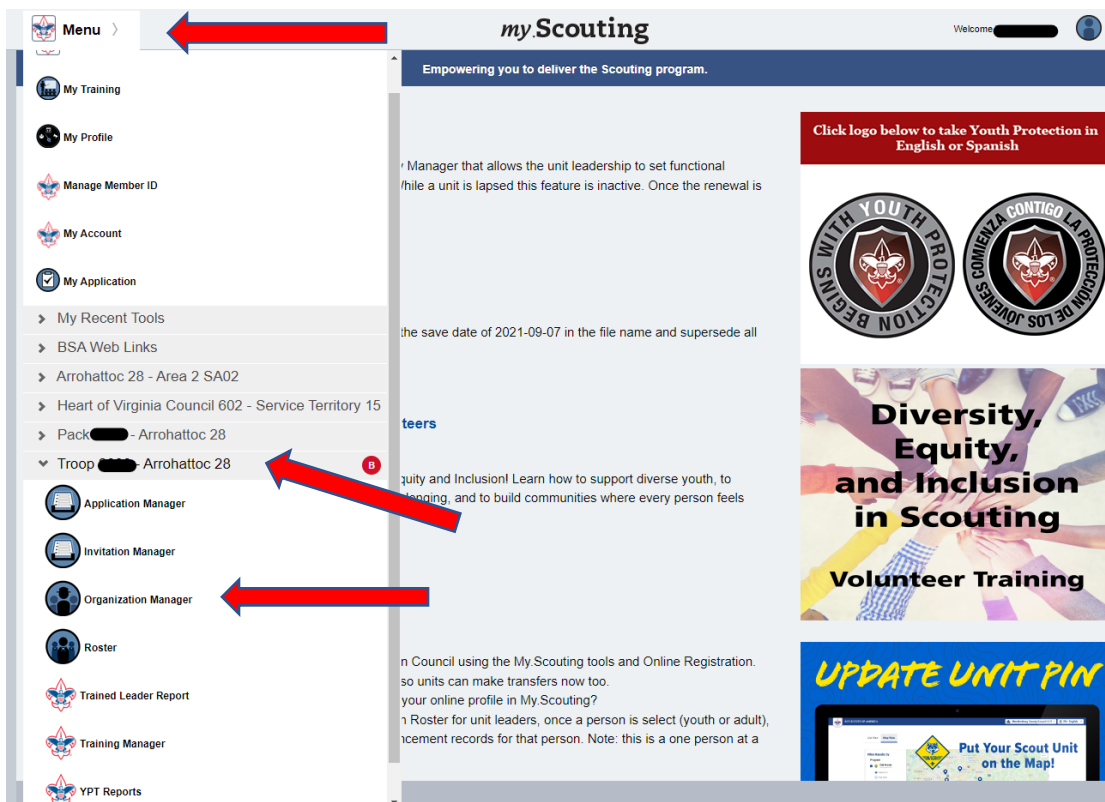
In an effort to streamline basic operations and put tools in the hands of volunteers, effective January 1, 2019 the BSA decided to make “self-service” as many membership processes as possible. This change allows the units to print charter certificates themselves. Only the Unit Key 3 have access to print the unit charter certificate.

The steps on how to do this are:

STEP 1: One of the Unit Key 3 logs in to their My.Scouting account.



STEP 2: In the upper left portion of the screen, click on Menu, then the unit you wish to print a charter certificate for (if you are a registered adult in more than one unit, all units you are registered with will be displayed), then click on Organization Manager.



Step 3: to print the charter certificate, click Download Charter Certificate.

Troop [redacted] United Methodist Church **B**

Key Three Information Download Charter Certificate

Chartered Organization Rep.	Committee Chairman	Scoutmaster
Valerie [redacted]	Melissa [redacted]	Herbert [redacted]

Settings

Please be aware that as of July 1, 2020, online applications may only be paid by debit or credit card.

Membership Application Approval

Select who has the ability to accept (approve) applications for your unit. Note: this applies only to adult applications

Chartered Org Representative Approval Required

Committee Chair Recommendation and Chartered Org Representative Approval Required

Youth Applications

Automatically Accept Youth Applications to this Unit.

Adult Applications

Allow Adult Applications

Step 4: A prompt may appear at the bottom of the screen for you to open and print or save an image of the charter certificate. Click Open to display and print the certificate.

Do you want to open or save 524_407_RecharterCert_Fillable2.pdf (242 KB) from myqa.scouting.org?

Open Save Cancel x

