

Charter Certificate Printing - FAQ

(Q)

The council has always printed and delivered Unit charter certificates. Why is this being changed?

(A)

In an effort to streamline basic operations and put tools in the hands of volunteers, the BSA has decided to make “self-service” as many membership processes as possible. This change will allow unit Key 3; Committee Chair, Scout or Cub Master and Charter Organization Representative; to print charter certificates timely and when needed for the unit charter presentation ceremony.

(Q)

When is the effective date of this change?

(A)

The effective date is **January 1, 2019**.

(Q)

Will I still be able to order charter certificates to print for units that don't have access to print their certificate?

(A)

No. Charter Certificates will no longer be available to be ordered. There may be some remaining paper stock on-hand at the Council office to print charters as a courtesy. Contact your District Executive assistance is needed.

(Q)

What file format is the certificate in?

(A)

The charter certificate is downloaded as a PDF file. In this way it can be saved and printed when needed.

(Q)

How does a unit print their charter certificate?

(A)

The unit Key 3; Committee Chair, Cub or Scout Master and Charter Organization Representative; have access to print the unit charter certificate. The steps on how to access the Certificate printing capability in My.scouting.org are in the [Charter Certificate Printing- How To](#) section which follows.

(Q)

Who can I contact if I need help, lost my credentials for my.scouting.org or have questions?

(A)

For questions and assistance contact your Unit Commissioner first. If they are not available or able to help contact your District Executive.

(Q)

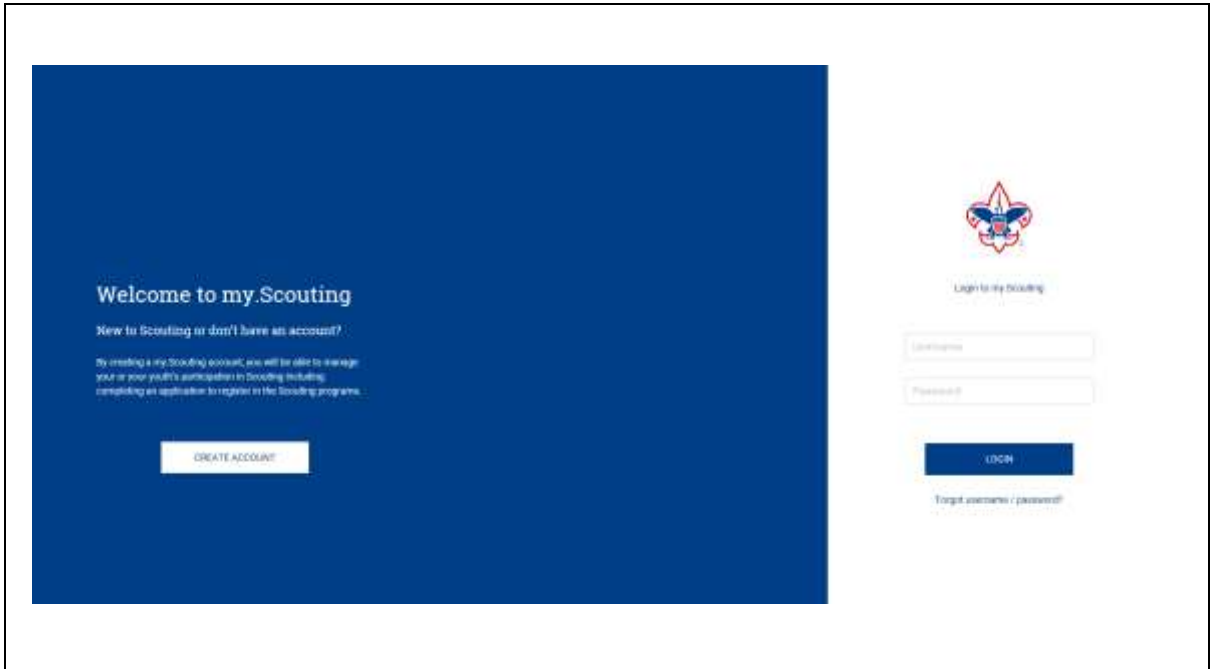
For Exploring Posts and Club, do participation certificates still need to be printed?

(A)

Councils can choose to print Learning for Life and Exploring participation certificates for Exploring posts and clubs, but it is no longer included in the membership validation. Self-service participation certificate printing functionality will be added for Exploring in the future.

Charter Certificate Printing - How To

STEP 1: One of the unit Key 3; Committee Chair, Cub or Scout Master and Charter Organization Representative; logs in to my.scouting.org with their current user ID and password.



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

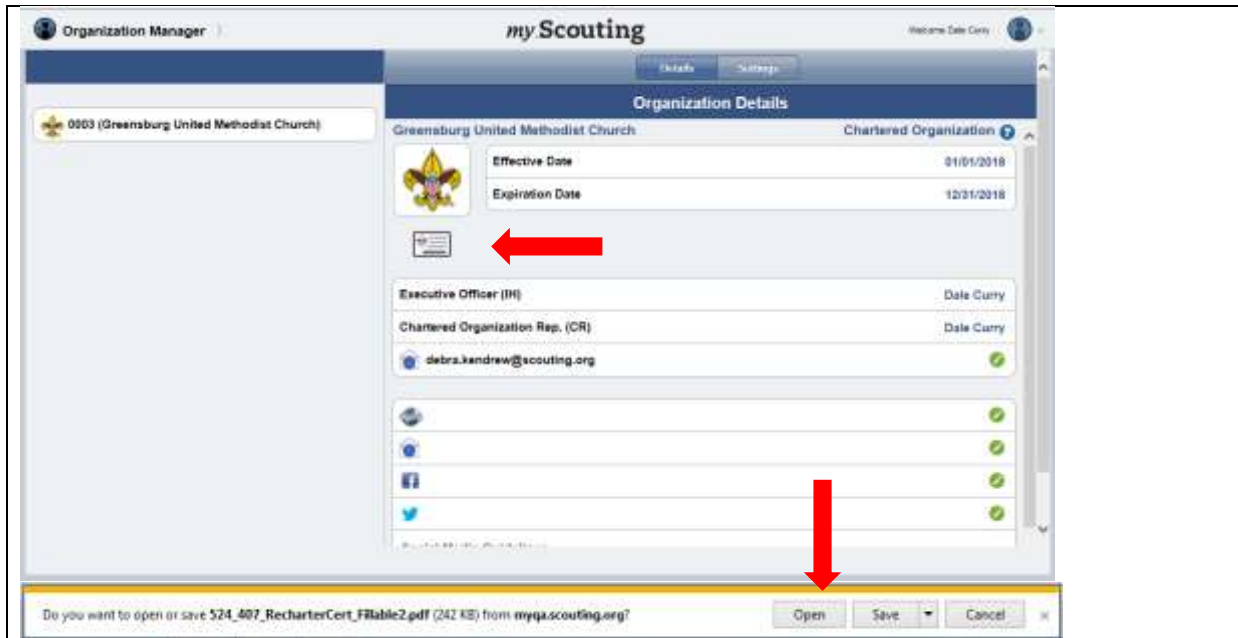


STEP 3: To print the charter certificate, click on the card icon.

A prompt will appear at the bottom of the screen for you to open and print or save an image

Charter Certificate Printing - How To

of the charter certificate. Click Open to display and print the certificate.



SAMPLE IMAGE:

