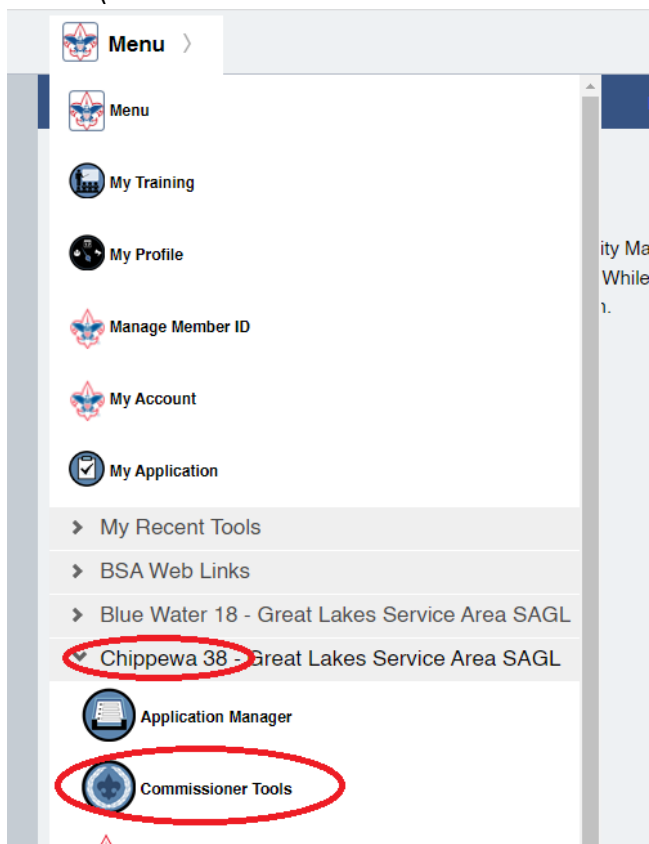




# Print Charter Certificate – For Commissioner and Professionals

A unit has had its charter approved and you would like to present a copy to the unit at your next interaction. This document will walk you through that simple process.

1. Log into **my.scouting.org**
2. Click **Menu** and scroll to your unit's section. Choose **Commissioner Tools** from under your District (this does NOT work from the Council level Commissioner Tools).



3. Click **Contacts** on the left hand menu (see image on next page). Find the Unit for which you want to print the Charter and click the circle next to it.





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4. Click **Print**, and then choose **Charter**. The Charter in PDF format should begin to download.

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Create New Contact

Search

Print View History

Program	Gender	Unit Number	Chartered O	Last C	
<input checked="" type="radio"/>		F	Pack 0017	Beck Family	2022-
<input type="radio"/>		F	Pack 0026	Deerfield Elementary PTO	2022-
<input type="radio"/>		F	Pack 0071	St Peters Catholic Church	2022-
<input type="radio"/>		F	Pack 0077	Switzer Parent Teacher Organization	2022-

5. Find the download and print as desired. That's it! You are all set.

