Important Changes to Membership Card and Charter Certificate Printing Requirements

The BSA is committed to streamlining basic operations by putting tools in the hands of volunteers. For several years now, individuals and unit key 3 have had access to print membership cards through my.Scouting. In addition, functionality will be added to my.Scouting by January 1, 2019, to enable members of the unit key 3 to print their unit Charter Certificate.

This “self-service” functionality allows volunteers to print membership cards and the unit charter certificate in a timely manner and enhances the onboarding experience for new youth and adults.

Effective January 1, 2019, councils will no longer be required to print and mail membership cards to council and district volunteers and traditional Scouting units. This is a change to the council membership validation requirement. In addition, councils will no longer print and deliver unit charter certificates.

Councils can choose to keep their remaining stock of BSA membership cards and charter certificates on hand to print cards and certificates for individuals and units that have no means to print.

Currently there is no mechanism in place for individuals participating in Learning for Life and Exploring to print cards or participation certificates. Your council can choose to continue to print and distribute cards and certificates for Learning for Life groups, Exploring Posts and Clubs as a courtesy, but as of January 1, 2019, it will no longer be a membership validation requirement.

Councils should begin communicating to volunteers now in preparation for this change. Units should be prepared to print their unit membership cards and charter certificate for the current renewal period.
FAQS AND HOW TO S - Charter Certificate Printing

(Q)
My council has always been required to print and deliver 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 to print charter certificates in a timelier manner.

(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. Councils should start communicating this change to the field now in preparation of the January effective date. Councils can also choose to keep their remaining stock on hand to print charters as a courtesy for units that have no means to print their own.

(Q)
What file format is the certificate in?

(A)
The charter certificate is downloaded as a PDF file.

(Q)
How does a unit print their charter certificate?

(A)
Only the unit Key 3 have access to print the unit charter certificate. The steps on how to do this are as follows:

STEP 1: One of the unit Key 3 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 of the charter certificate. Click Open to display and print the certificate.
Do I still need to print participation certificates for Exploring Posts and Clubs?

Councils can still 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. Participation certificate printing functionality will be added for Exploring in the future.