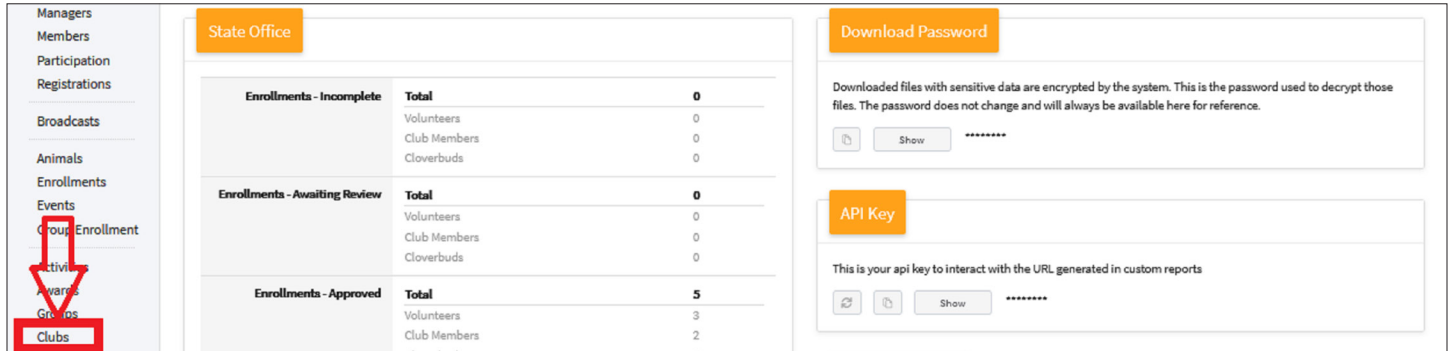


The charter letter (certificate) will be available in PDF format in that club's chartering documents if the charter application was approved for the current 4-H program year.

- Click the Clubs link in the navigation pane on the left side of the screen.



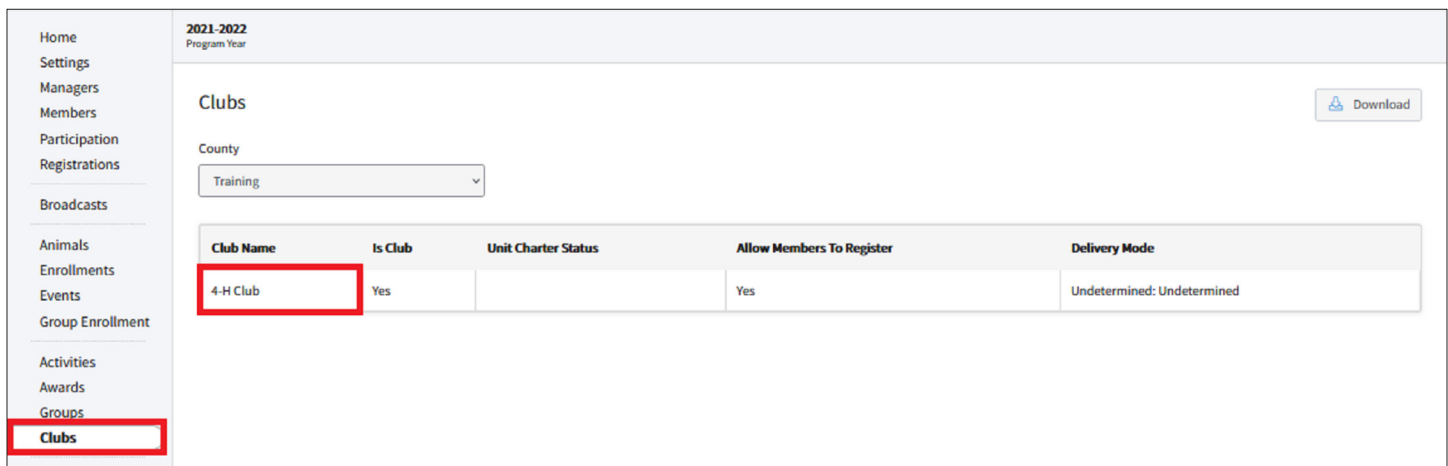
The screenshot shows the dashboard with a navigation pane on the left. The 'Clubs' link is highlighted with a red box and a red arrow. The main content area shows 'State Office' enrollment statistics:

Enrollments - Incomplete	Total	0
Volunteers		0
Club Members		0
Cloverbuds		0

Enrollments - Awaiting Review	Total	0
Volunteers		0
Club Members		0
Cloverbuds		0

Enrollments - Approved	Total	5
Volunteers		3
Club Members		2

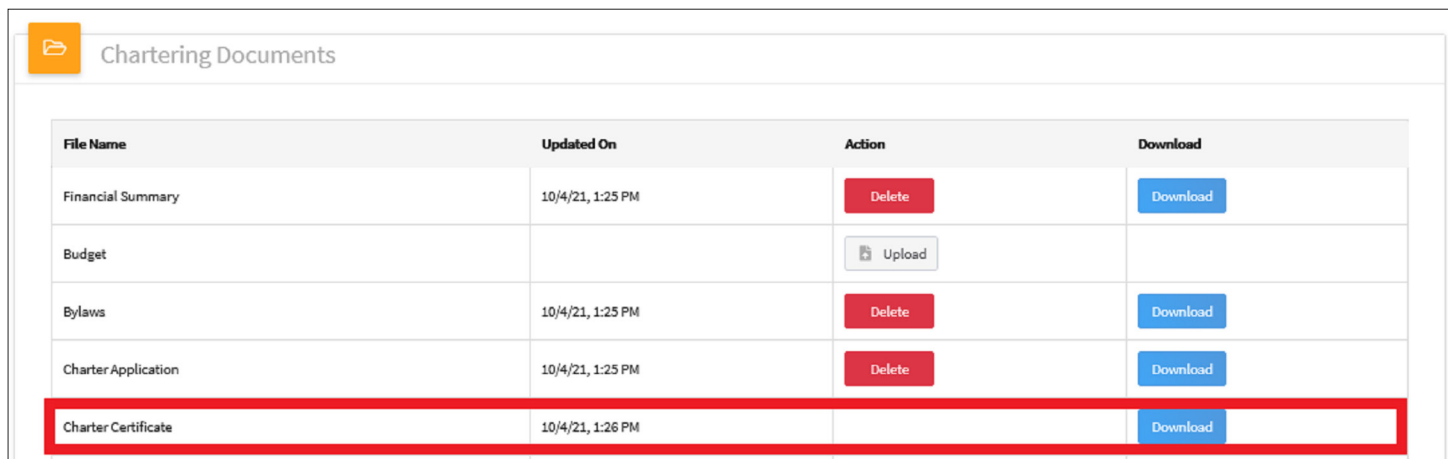
- Click the club name from the list.



The screenshot shows the 'Clubs' page for the 2021-2022 program year. A 'Download' button is visible in the top right. A dropdown menu for 'County' is set to 'Training'. A table lists clubs:

Club Name	Is Club	Unit Charter Status	Allow Members To Register	Delivery Mode
4-H Club	Yes		Yes	Undetermined: Undetermined

- Scroll down to the Chartering Documents section of the club screen.
- Click the blue Download button beside the Charter Certificate row.



The screenshot shows the 'Chartering Documents' section. A table lists documents with 'Delete' and 'Download' buttons:

File Name	Updated On	Action	Download
Financial Summary	10/4/21, 1:25 PM	Delete	Download
Budget		Upload	
Bylaws	10/4/21, 1:25 PM	Delete	Download
Charter Application	10/4/21, 1:25 PM	Delete	Download
Charter Certificate	10/4/21, 1:26 PM		Download

The file will download to the computer/device or prompt you to save to a file location. How this download functions will depend on how your computer/device is setup to receive downloads.