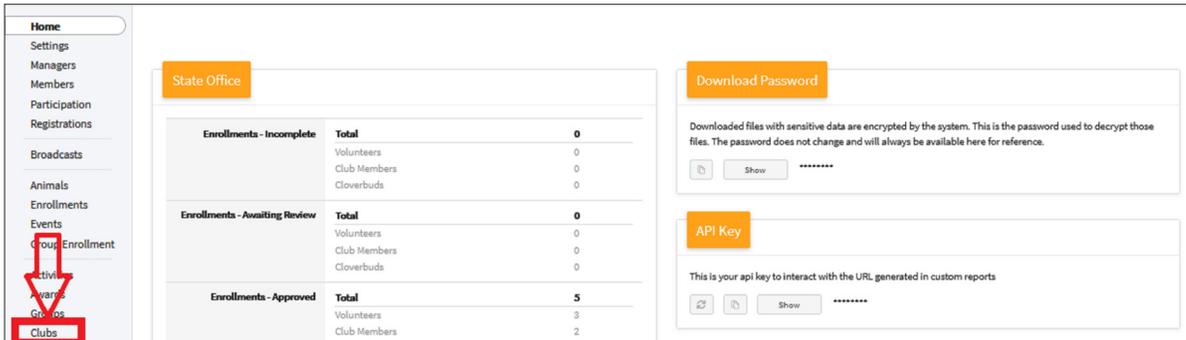


The charter letter (certificate) will be available in PDF format in that club's chartering documents if the charter application was approved for the current 4-H program year.

- Click on the Clubs tab in the navigation pane.



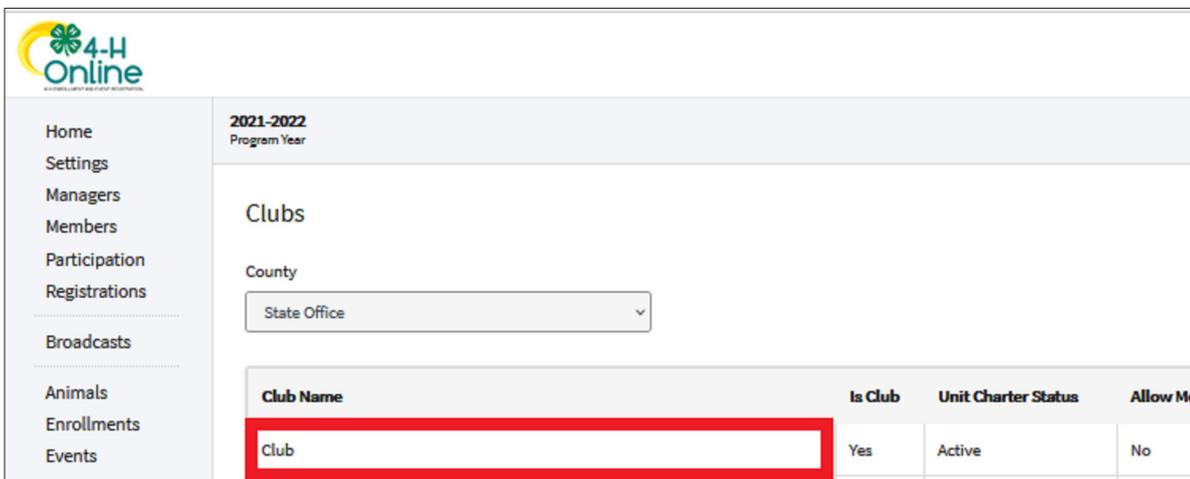
The screenshot shows the Texas 4-H Online Manager interface. On the left is a navigation pane with 'Clubs' highlighted. The main content area shows enrollment statistics for the State Office:

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

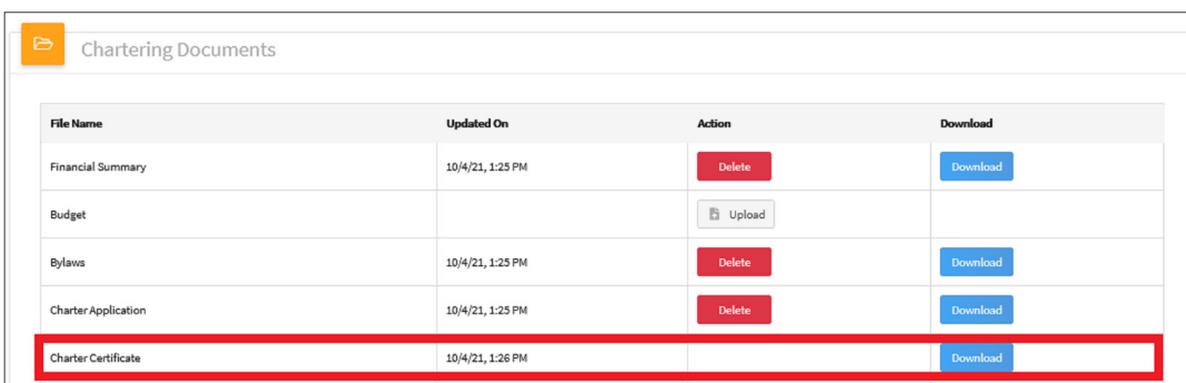
- Click the club name from the list.



The screenshot shows the 'Clubs' page for the 2021-2022 Program Year. A dropdown menu for 'County' is set to 'State Office'. Below is a table of clubs:

Club Name	Is Club	Unit Charter Status	Allow Me
Club	Yes	Active	No

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



The screenshot shows the 'Chartering Documents' section. It contains a table with the following data:

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

Note: You may be asked to download the PDF file to your device/computer or your file may download automatically. Check the settings on your device/computer for the file.