

If you're new to the Volunteer Toolkit (VTK), you probably have some questions. We've put together a list of frequently asked questions to help you get started. Don't see what you're looking for? Contact our Member Services team at info@girlscoutsnorcal.org or 800.447.4475 ext. 0 between 9am and 5pm Monday through Friday, with additional questions.

What is the VTK?

The Volunteer Toolkit (VTK) is designed to support all grade levels, k-12, in planning and delivering a troop meeting to girls. The intent was to consolidate resources into one digital tool to save troop leaders time and assist them with year plans, meeting agendas, and troop management.

What program levels can access the VTK?

The VTK has pre-selected or select your own track options for all program levels, grades k-12.

Why don't administrative volunteers, including service units, have access to the VTK?

The VTK access is granted at the troop level because the VTK is intended for Troop Leaders. To help service units support troops with VTK, you may request access to GSNorCal's VTK Demo Site by contacting your Volunteer Development Manager (VDM).

Can I register for programs, camp, etc. through the VTK?

No. You can only register or renew membership through the "MYGS Member Profile" function. To register for camp, programs, and learning opportunities, visit gsnorcal.org, click on the "PROGRAM & EVENTS" tab, and use the Activity Finder to find and register for the program or camp that you would like to register for.

Can VTK users view program content for grade levels besides their own? Older girls need to see younger girl content, especially for LIA.

Yes. VTK users can access digital program content on the VTK for all program levels. Go to "YEAR PLAN," click "ADD MEETING," and you'll be prompted to search categories.

What are some additional resources in the VTK for multi-level troops?

If your troop is listed as a multi-level troop in our registration system, you are now able to access multi-level content. If your troop is listed as a specific level (Daisy, Brownie, Junior, Cadette, Senior, Ambassador), you are able to access all meeting plans and add meetings from other program levels by clicking "ADD MEETING" from the "YEAR PLAN" tab. To combine two meetings of different levels into one meeting date: ensure your meeting schedule has been set. Add your desired meetings to the year plan. Next, open "SPECIFY DATES AND LOCATIONS" in your "YEAR PLAN" tab. Click on the calendar symbol by one of the applicable meetings, select "COMBINE MEETINGS," and check the meetings you wish to combine. By clicking "CONTINUE," you will select the new date for the applicable meetings & save your selection.

Are volunteers able to upload their own resources to VTK?

No. Volunteers can't upload their own resources to VTK. However, they can add a custom activity to the year plan. For example, a field trip to the fire station or a council event, can be added to the troop year plan by clicking **"ADD ACTIVITY"** from the **"YEAR PLAN"** tab. Troop leaders can also edit and customize an existing meeting plan as needed. For example, if they wanted to add additional meeting aids available in the VTK or adjust the time needed for various agenda items, they are able to do that.

What is not in the VTK?

Council activities are not presently integrated into the VTK. Continue to use the [Activity Finder](#) on our website or [The Guide](#) for more info. Financial tracking is not available at this time, but will be available 2019. Continue to access troop financial forms from our website. Information on Highest Awards, bridging, safety awards, and additional badges and awards are not included in the VTK. Refer to the *Girls' Guide to Girl Scouting*.

Will a Journey leader guide be printed for the new program content, or do they have to use VTK?

There are no printed leader guides for the new Journeys. Volunteer resources supporting the new Journeys are available in the VTK and for purchase through our council and online stores.

Why can't I view my year plan for the upcoming membership year? Example: My troop bridged from Brownie to Junior and now I want to view/add the Junior Year Plan options.

Year plan change over in the VTK is around July 1, depending on where in the week the date falls. At that time, Year Plans for 2017–2018 will be archived and the 2018–2019 year plans will become available. Archived plans can still be viewed by troop leaders; they cannot be edited, however. You must be registered for the next membership year to access the VTK after July 1st.

Can VTK be used for someone who leads 3 different troops?

Yes! The troop leader can toggle between troop accounts.

Can co-leaders of the same troop access the VTK?

Yes! VTK access is granted at the troop level, so all troop leaders/co-leaders have access to the same account. Because this is at the troop level, any edits/changes made by one leader will apply to and be visible by all the other leaders—so coordination between leaders is important.

If I have a Multi-level troop, can all leaders view the VTK?

Yes. VTK defaults to the program level identified at the time of registration; it's based on the troop number. If one large troop is working in patrols at the grade level with just one troop number, one VTK account is to be shared amongst all troop leaders.

What can parents/guardians view in the VTK?

Parents/guardians can log in to their online account using the “**MY GS**” tab on our website and view parts of the VTK, although they cannot make any changes. They can view the year plan, most of the meeting plans, and view and search for resources. Using the Troop tab, parents can view membership, but cannot see other girls’ information. They can also view their girl’s attendance and achievements, if the troop leader is tracking it. Parents/guardians can use their online account to make changes to their Girl Scout’s information (contacts, membership, family profile), but cannot change the troop information.

If I don’t have internet at my home and/or meeting place, how will I access the VTK?

If you don’t have internet at home, libraries are great resources– you can print meeting plans or download them onto an electronic device (computer, tablet, smartphone) to use without internet access at your meeting.

How do I find out all the badges and Journeys available for my troop?

The award logs and badge charts for all grade levels have been updated to include all the newly released badges and Journeys. You can print out the newly updated award logs and badge charts to replace the existing logs and charts in your *Girl’s Guide to Girl Scouting*. This is a quick and easy way to view all the badges and Journeys available for your grade level.

How do we involve girls in planning their year while using the VTK?

Leaders will still be able to keep their troop girl led by involving girls in the decision making process. Start by downloading the [Badge Chart](#) from our website to see what’s available. Learn more specific details about each badge by using [GSUSA’s Badge Explorer](#). View the [VTK Tip Sheet: New Journeys and Badges](#) to learn what’s new and the [VTK Tip Sheet: Choosing and Customizing Your Year Plan](#) to learn how to involve girls in this decision. Discuss and share all the options with your girls. Once they have made a decision you can select their chosen year plan in the VTK.