The Volunteer Toolkit (VTK) is your digital portal for easy, fun Girl Scout activities year-round! With this step-by-step guide, you’ll discover how you can help your girl take her Girl Scout experience to the next level!
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Who Has Access

SERVICE UNIT VOLUNTEERS
Volunteers who hold the following service unit roles are granted access: Leader Support Manager (LSM), Membership Support Manager (MSM), and Program Support Manager (PSM).

TROOP LEADERS & ASSISTANT TROOP LEADERS
Active volunteers registered for the current Girl Scout membership year in a troop leadership role. Volunteers in this role have full access to all VTK functionality.

TROOP TREASURERS
Active volunteers registered for the current Girl Scout membership year as the troop treasurer role. This role will only have the ability to edit and submit the finance report found on the Finance tab. All other tabs will be read-only.

CAREGIVERS OF GIRL SCOUTS IN A TROOP
Each primary caregiver has access to see their troop’s VTK account. They have read-only permission for the meeting schedule, agendas, troop finances, and resources. (Caregiver accounts can only be accessed if the troop leader has set up a year plan.)

CAREGIVERS OF GIRL SCOUTS NOT IN A TROOP (JULIETTE/INDIVIDUALLY REGISTERED GIRL MEMBERS)
Each primary caregiver of a currently registered Girl Scout who is not part of a troop will get troop leader-like access with their girl(s). Access is granted through the council based on confirmation of individually registered status.

TIP: If you hold multiple roles, you’ll have a Volunteer Toolkit account for each—all under one login! Look for the grey drop-down box in the upper left-hand corner of your screen to navigate between accounts.
Where To Find the Volunteer Toolkit

The Volunteer Toolkit (VTK) can be used from any computer, tablet, or smartphone with internet access.

1. Go to our website, www.gsnorcal.org, and click the MyGS link at the top of the screen.
2. Log in using the username and password you created when you set up your Girl Scout member account.
3. Once logged in, click My Account in the upper right-hand corner of your screen.
4. Select Volunteer Toolkit from left side menu.

VTK Troubleshooting

For best results, use a VTK-friendly browser such as Chrome, Firefox or other browser with a cleared cache and visit www.gsnorcal.org.

NOTE: Avoid using Internet Explorer.

Steps to resolve VTK access issues on a desktop/laptop
- Clear browser cache and browsing history
- Ensure cookies are enabled
- Add cdns.gigya.com as a safe URL to any privacy/security extensions or settings on your device and/or browser
- Still need assistance? Contact member services at info@gsnorcal.org or call 800-447-4475, ext. 0.
Basic Navigation

Welcome to the Volunteer Toolkit! We’ve outlined everything you need to know to get started and have the best Girl Scout year ever!

The Volunteer Toolkit is divided into tabs that have unique tools to help troop leaders plan meetings; these tools will also help your Girl Scout earn awards and help you track her achievements!

If you’re on a computer, you’ll see the **GREEN TABS** across the top of your browser window.

**Mobile users** will see a grey dropdown menu at the top of their screen, with each tab beneath.

![Volunteer Toolkit screenshot]

**TIP:** Do you have more than one Girl Scout? Access each one from the grey dropdown menu at the top of your screen.

First-Year Troop Leader Experience

After logging in and navigating into the Volunteer Toolkit, you’ll be prompted answer the question, “Is this your first year as a Girl Scout troop leader?” to initiate a guided tour of the VTK. **If you only have an individually registered girl account, just click “I am not a troop leader” to bypass this.** If you would like to have guidance through the VTK, like a troop leader, you can choose “Yes,” and will be guided with recommended steps to navigate the VTK.

If you would like a refresher on the VTK, you can click “Take a Guided Tour” on any of the Volunteer Toolkit tabs to see the same guidance that a new leader would.

![Guided Tour screenshot]

Hello Sue Jones.

Is this your first year as a Girl Scout troop leader?

- Yes
- No

I am not a troop leader

by WalkMe
VOLUNTEER TOOLKIT USER GUIDE:

Juliette/Individually Registered Member

MY TROOP

EXPLORE

YEAR PLAN

MEETING PLAN

RESOURCES

Here you will find a record of your personal information and achievements when they are earned. From this tab, you can also download and print your achievement report, renew memberships, and customize the page with a photo of your troop leaders.

WONDERING WHERE TO GET STARTED? You can see all the exciting options in the EXPLORE tab. You'll be able to:

▶ Browse prebuilt tracks of badge and Journey activities for all program levels.
▶ Create your own activity track with your girl(s).
▶ Preview tracks and badge requirements before you add them to your year plan. Don’t worry! You can always change your plan as you go.

Once you've made a choice, your year plan will be automatically populated.

Note: Selecting a year plan is required before other features become available.

From this tab you can:

▶ Schedule meetings
▶ Set meeting dates and locations
▶ Add badges, Journeys, and custom activities to your plan
▶ Preview badge and Journey requirements
▶ View previous years
▶ View important dates from your local council

For a walk-through of all the tools at your fingertips, click “Take a Guided Tour” on the Year Plan tab.

You'll also find exciting Girl Scout partnerships and promotions in the rotating banners at the top of your screen. Tired of seeing them? Just click the “X.”

Make every meeting a success! Here you'll find:

▶ Meeting prep information
▶ Suggested scripts
▶ Material lists
▶ Printables
▶ A customizable meeting agenda

You can also track attendance and check off completed badges and awards she earns along the way.

WHERE TO BADGES BELONG ON HER UNIFORM? Which awards can she earn at the next grade level? If you've got questions, you'll find the answers you need on the RESOURCES tab.

From this tab you can also gain access to the Girl Scout shop from each program level, download reference documents for all the awards a Girl Scout can earn, and explore tips for becoming an expert at the next meeting.

TIP: Print – Download – Help

You'll notice these three icons on almost every page of the VTK. Click the green printer icon to print your current screen. Click the green down-arrow bracket icon to download the page or resource. And click the green question mark icons to seek out additional help or to take a guided tour.
Set Up a Year Plan

When you log in to the Volunteer Toolkit the first time, you'll need to select a year plan before you can activate the Year Plan and Meeting Plan tabs where you can customize meetings or activities. The **EXPLORE** tab displays available prebuilt year plans for you to choose from based on the program level you select.

**IMPORTANT:** Each time you choose a new year plan from the **EXPLORE** tab, it will reset your entire year. Any activities, meeting dates, and customizations will be lost. To add badges and Journeys or edit your existing year plan in any way, use the buttons on the **YEAR PLAN** tab.

**TIP:** Quickly access the Award and Badge Explorer from the bottom of the tab to mix and match potential award options. Use this to come back and create a custom plan as unique as you.

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**Multi-level Explorer 2020-2021**

To set the troop's calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make changes at any time.

**Explore Meeting Plans**

Search and filter to preview individual meeting plans to customize a plan all your own.

**Pre-selected Tracks**

Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.

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Want to explore more before setting up a plan? Check out the Award and Badge Explorer to mix and match badge and Journey choices. Include your Girl Scouts and let them give input as you plan your year.
**EXPLORE MEETING PLANS** allows you to build your year plan from scratch! You can mix and match badges, Journeys, and activities with the interests of your girl(s). As well as, search through all badges and Journeys regardless of program level.

Use the filters to sort through all available programming and the Select Meeting checkboxes to choose which badges and Journeys to add to your year plan.

Once you’re finished, click Add to Year Plan at the bottom.

**TIP:** Click the badge Preview button to see the badge meeting overview, activity plan, materials list, meetings aids, and agenda BEFORE you add it to your year plan. If you like what you see, add it to your Year Plan.

**PRESELECTED TRACKS** are a preset selection of meeting plans for a specific Journey or set of badges. Click View Popular Tracks, and from there you can Preview each combination of awards. Use the printer icon under each preview to download or print a copy of the Year Plan. Once you’ve found the right one, click Select Track and your year plan will be created.

Once you’ve made your selection in the EXPLORE tab, you’ll automatically be taken to the YEAR PLAN tab. This is also the tab you’ll be brought back to each time you log in.

**TIP:** Click on the badge images to the right. Some meetings will give you an overview of the badge requirements.

Check out New Badges and Journeys and see which Badges and Journeys are currently available in the VTK.
Add Dates and Locations

As an individually registered Girl Scout, you may not need to set dates for meetings, but to continue planning your year, the system requires that you set meeting dates for your year plan.

At the top, click the green Manage Calendar link. Using the pop-up widget, choose a date and time for meetings to start, the frequency of meetings, and the order of your meetings. Click Update Calendar when finished. Don’t worry, you can still make changes after this!

Once you’ve set this up, when you use the Manage Calendar link again, you’ll notice it looks entirely different! Now you can customize each individual meeting, add the location, or even reset the entire schedule.
CALENDAR: To edit the schedule, select the green calendar icon to the left of each meeting date to change the date or time of that specific meeting.

You can also choose to cancel one or more meetings or combine meetings. Select the two meetings you’d like to combine, then select the new date that meeting will occur. After you’ve made any changes, click Save and your year plan will be updated.

To the right, you’ll see a green gear icon. This takes you back to the original view of the Meeting Date and Location widget, where you can reset the entire order of your meetings if needed.

LOCATION: Now that your dates are set, you can connect a physical or virtual address to each one. If you’re meeting in multiple locations, add each address then connect it to the appropriate meeting using the check boxes. Click Assign or Apply and then close out of the window.

TIP: Manage Your Meetings

Select the calendar icon to change date or time, or cancel or combine meetings.

Select the gear icon to reconfigure calendar from a specific date forward.

TIP: You can also get to the Meeting Date and Location widget simply by clicking on a date in your year plan. Change a date quickly or select See More Calendar Options.
**Year Plan Tab**

The **YEAR PLAN** tab appears first each time you sign in, once your track is chosen. Your typical view will display the following:

- **Gray boxes**: Past meetings & activities. Past events cannot be moved or edited.
- **Orange bars**: Milestones set by GSNorCal to remind troops of important dates in the Girl Scout year.
- **Blue boxes**: Added activities. You can list council, service unit, or troop activities such as cookie booth dates.
- **Orange box**: Next meeting.
- **Green boxes**: Future meetings. Upcoming meetings can be moved using the bar in front to drag and drop into a new place.

**TIP**: **View Past Year Plans - Each July the VTK resets.** Your year plan will be archived and you'll no longer be able to make changes. Renewed members will still be able to view past plans through the green **Past Years** link at the top of your **YEAR PLAN** tab. Achievement and attendance records **DO NOT** archive. Please download a copy of this information for your records.

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**Add Badges, Journeys, and Awards**

Girl Scouts are ready for whatever comes their way—and that includes changes in meetings or their year plan. Start by using the green **Add Badge/Journey** link at the top of the year plan or use **Search to Add Meetings** at the bottom of the year plan.

Use the search feature or filters to sort through available meeting types and choose which ones to add to your year plan. Meetings already in your plan will be clearly marked.

Once you’ve made your selections click **Add to Year Plan**. Get tips on **choosing and customizing your year plan**.

**TAKE NOTE**: meeting titles with numbers at the end are part of a series and you’ll want to add all of them to meet the requirements for the award.
Add Activities to Your Year Plan

Meetings and badges are only one part of a go-getting Girl Scout’s year! You can also add things like field trips, service projects, and cookie booth sales to your year plan. Any activity you add will appear in blue and show up chronologically.

At the top of the year plan, click **Add Activity**.

**CUSTOM ACTIVITY:** Add your activity name, date, time, location, and any details or special instructions to your year plan.

**COUNCIL ACTIVITY:** GSNorCal does not use this tab. You can view all GSNorCal’s Activities and events on GSNorCal’s website, under *Events*, click on *Events Calendar* or go to events.gsnorcal.org.
Tools for Planning Your Meeting

The **MEETING PLAN** tab has a robust collection of tools and information to help you complete activities towards earning badges and awards.

**PLANNING MATERIALS:** High-level resources show you from start to finish what your girls will achieve during the meeting (1. Meeting Overview), what you’ll do and say (2. Activity Plan), and the meeting aids plus the materials you’ll need (3. Material List).

**VIRTUAL AND IN-PERSON SAFE MEETING RESOURCES:** These specially designed resources offer guidance on how to adapt activities for a virtual space and provide guidance for those activities that may need to happen in person but with specific social distancing guidelines.

**MANAGE COMMUNICATIONS:** Emails are pre-populated with relevant meeting information, but you can customize them based on your needs. You can even attach meeting aids or other relevant documents from your council website at the bottom of the screen before sending.

**ACHIEVEMENTS:** Here you can record achievements. You can see the full picture of what a girl has earned on the **MY TROOP** tab, with the option to download the report.

**MEETING AIDS:** These documents and videos are the leg-up you need for each meeting! Some are geared toward the adult supporting the meeting and some are for girls completing the activities. You can find more meeting aids to add to your meeting by clicking **Add Meeting Aids** at the bottom of the section. You can find more information on how to use these resources in the Activity Plan.

If at any time you want to replace or delete an entire meeting, just use the respective links at the top of the meeting plan.

Don’t forget, if at any time you want to download or print your year plan or meeting plan, look for these icons at the top of the page:
VOLUNTEER TOOLKIT USER GUIDE:
Juliette/Individually Registered Member

AGENDA: Here, you’ll find instructions and details for each activity, materials needed, time it takes to complete, and the recommended sequencing.

You’ll also find opening and closing activities to round out your meeting.

There are lots of ways to customize your meeting agenda:

▷ Drag and drop activities to reorder in the agenda.

▷ Use the drop-down on an activity to change the amount of time allotted for that activity.

▷ Delete an activity by clicking the “X” to the right of the activity. Heads up: if you accidentally delete a required activity for earning an award, you won’t be able to add that activity back without first deleting the meeting.

▷ Click Add Agenda Item at the bottom to add your own activities!

ADDITIONAL RESOURCES: Take your meeting topic to the next level with these additional resources! These include videos, documents, or suggested events that go beyond the required steps for a badge or award, and they can help your girls do a deeper dive into the content they’re most excited about. Here you’ll also find links to the Girl Scout Shop to purchase printed award booklets or the award themselves. Finally, you can Add Additional Resources as long you have a URL. These materials connect to the Manage Communication email templates, so you can share them as needed.

NOTES: Add a note at the end of a meeting plan with any important reminders or meeting details for yourself.

Looking for a virtual meeting? Want to get girls outside or think globally? There are several meetings that offer alternate activity options for virtual, outdoor, or global activities. This option is represented by a wi-fi, tree, or globe icon when you choose to Add Badge/Journey. You will find activity options in the agenda, just click on the arrow to see available options. Once you select and activity your planning materials will adjust automatically.
Resources

The RESOURCES tab provides several GSUSA and GSNorCal resources. The resources are grouped by program level and other helpful topics.

**TIP:** Be sure to click on the ▶️ to see additional resources under each section.

Questions?

Looking for more Volunteer Toolkit support? Check out the GSNorCal VTK Webpage where we have gathered all the resources you need to learn more about the badges and Journeys available and get the latest news, information, and resources.

Contact Member Services at info@gsnorcal.org or call 800-447-4475, ext. 0 for additional assistance.