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!
VOLUNTEER TOOLKIT USER GUIDE:
Juliette/Individually Registered Member

Who Has Access

SERVICE UNIT VOLUNTEERS
Volunteers who hold a service unit role and support troop leaders and families in their respective geographical area. Access is granted through the council based on placement in designated support roles: Leader Support Manager (LSM), Membership Support Manager (MSM), and Program Support Manager (PSM).

TROOP LEADERS
Active volunteers registered for the current Girl Scout membership year and who hold a troop leadership role. There should be at least two troop leaders with access to the same troop account in the VTK.

CAREGIVERS OF GIRL SCOUTS IN A TROOP
Each primary caregiver has access to 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
(I.E., JULIETTE/INDIVIDUALLY REGISTERED 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.

TABLE OF CONTENTS
▶ Who Has Access | 2
▶ Where to Find the Volunteer Toolkit | 3
▶ Basic Navigation | 3
▶ Set Up a Year Plan | 5
▶ Add Badges, Journeys, and Awards | 7
▶ Add Dates and Locations | 8
▶ Add Activities to Your Year Plan | 10
▶ The Meeting Plan Tab | 11
▶ Resource Tab | 13
Where To Find the Volunteer Toolkit

The Volunteer Toolkit (VTK) can be used from any computer, tablet, or smartphone with internet access. For best results, use a VTK–friendly browser such as Chrome or Firefox with a cleared cache and visit www.gsnorcal.org.

In the upper right-hand corner of your screen, click **MyGS**.
Select **Volunteer Toolkit** to log in using the credentials provided by the council.

**NOTE:** The Volunteer Toolkit does not work on Internet Explorer.

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.

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

**TIP: Print – Download – Help**

You’ll notice these three icons on almost every page of the VTK.

- **Print** your current screen by clicking the green printer icon.
- **Download** the page or resource by clicking the green down-arrow bracket icon.
- **Seek out additional help** by clicking the green question mark icons
  OR
  by clicking the binoculars next to **Take a Guided Tour**.
You'll see your Girl Scout's personal information and any awards she's earned under this tab. From here, you can also easily renew her membership.

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
▶ Create your own activity track with your girl(s)
▶ Preview tracks and badge requirements before you add them to your year plan
▶ Download and print an overview of each preselected track so you can easily review options!

Don't worry! You can always add, remove, or change your plan as you go, one meeting at a time.

Once you've made a choice, your year plan will be automatically populated. Note that a year plan is required in the Volunteer Toolkit before other features become available.

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

▶ Suggested scripts
▶ Material lists
▶ A customizable meeting schedule
▶ Printable meeting aids

Here you can also track achievements she earns along the way.

Where do 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.
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 customize meetings or activities. The EXPLORE tab displays available prebuilt year plans for you to choose from based on the grade level you select.

**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.

---

**MY TROOP**  |  **EXPLORE**  |  **YEAR PLAN**  |  **MEETING PLAN**  |  **RESOURCES**  |  **FINANCES**

Select a level to get started.

- Daisy
- Brownie
- Junior
- Cadette
- Senior
- Ambassador
- Multi-level

**Senior Explorer 2019-2020**

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.

**Build Your Own**

Search or filter to select the badges and awards that fit the style of your troop.

START ADDING PETALS, BADGES OR JOURNEYS

**Pre-selected Tracks**

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

VIEW POPULAR TRACKS

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.

**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.
BUILD YOUR OWN

Search to Add a Petal, Badge or Journey Meeting

Search for a badge or journey award by name

Or Use Filters ▶

CANCEL VIEW LIST

Build Your Own 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). Build Your Own also allows you to search through all badges and Journeys regardless of grade 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.

PRESELECTED TRACKS

Brownie Explorer 2019-2020

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 fits based on your selection. Easily make changes at any time.

Build Your Own

Search or filter to select the badges and awards that fit the style of your troop.

Add to Year Plan

Pre-selected Tracks

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

Pre-selected Year Plan Track

In this Brownie badge year, girls will earn seven badges: First Aid, Cabin Camper, Ring Flyer Design Challenge, Leap & Fly Design Challenge, Gooey, and Make My Customers & Philanthropy. They'll go on an overnight camping trip with their troop friends and complete hands-on engineering activities as they use the Design Thinking Process and learn about the science behind their designs.

Brownie badges Options 2

Build Your Own

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.
VOLUNTEER TOOLKIT USER GUIDE:
Juliette/Individually Registered Member

**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. However, you’ll still be able to view the plan 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.

---

### ADD A PETAL, BADGE OR JOURNEY

**Search to Add a Petal, Badge or Journey Meeting**

<table>
<thead>
<tr>
<th>Search for a badge or journey award by name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or Use Filters ↓</td>
</tr>
</tbody>
</table>

1. Select your **Girl Scout Level(s)**
   - Daisy
   - Brownie
   - Junior
   - Cadette
   - Senior
   - Ambassador
   - Multi-level

2. Select the type of meeting plan you want
   - Award Earning
   - Badges Pets
   - Closing/Bridging
   - Hero/Family Meeting
   - Journey

3. Select your categories
   - My Your Planet - Love It
   - My Your Story - Tell It
   - My Your World - Change It
   - Outdoor
   - STD/A不可

---

**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**.

**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 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 and set 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 an address to each one. If you’re meeting in multiple locations, add each address then connect it to the appropriate meeting using the checkboxes. 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.**
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 in the latest version of the Program and Event Guide or on GSNorCal’s website, under Events, click on Activity Finder.
The Meeting Plan Tab

The **MEETING PLAN** tab has a robust collection of tools and information to help you plan engaging activities every time.

**PLANNING MATERIALS:** High-level resources show you from start to finish what your girl(s) 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).

**MANAGE COMMUNICATIONS:** Email people your Girl Scout might collaborate with to earn each badge or award. Emails are prepopulated with relevant information, but you can customize it 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.

You can also **Record Achievements** in this section. Use the checkboxes to mark when she has completed a badge or award. Download a full report of everything she has earned from the **MY TROOP** tab.

You can see the full picture of what your girl has earned on the **MY TROOP** tab, with the option to download.

**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 the girl 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.

And 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:
There are lots of ways to customize your meeting agenda:

▶ Drag and drop activities to reorder in the agenda.

▶ Use the dropdown on an activity to change the amount of time allotted for a certain activity.

▶ Delete an activity by clicking the “X” to the right. Be careful you aren’t deleting a required activity to earn an award though!

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

▶ Add a note at the end to remind yourself about important things to remember for each meeting.
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.