

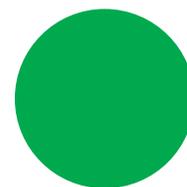


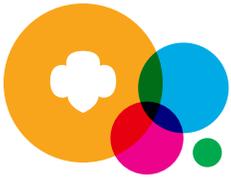
VOLUNTEER TOOLKIT USER GUIDE: Juliette/Individually Registered Member

Updated: Summer 2022



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. They have read-only permission for the meeting schedule, agendas, and resources.

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, 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.

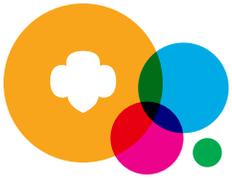
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www.girlscouts.org

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.



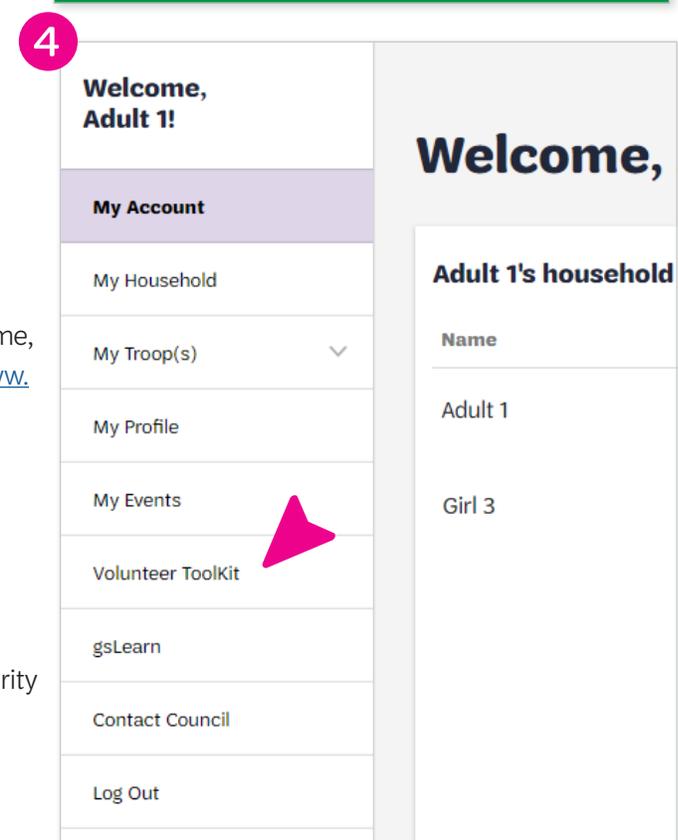
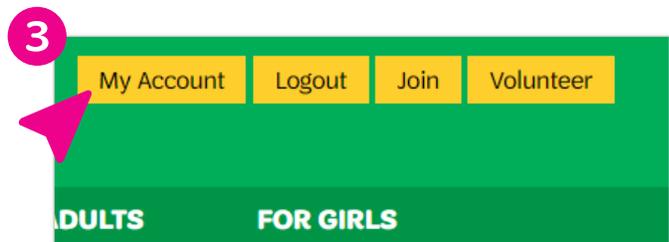
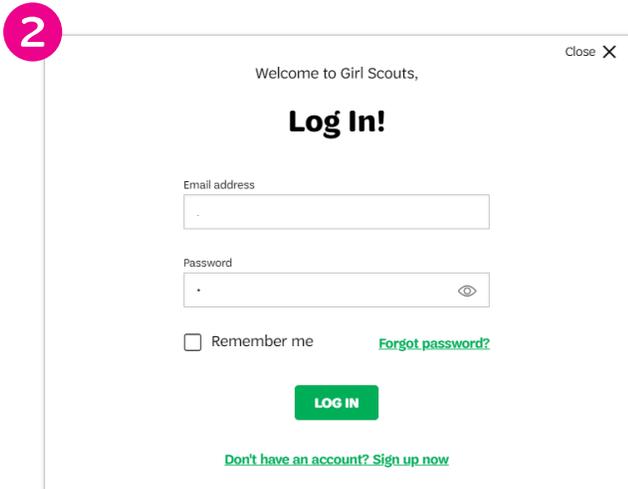
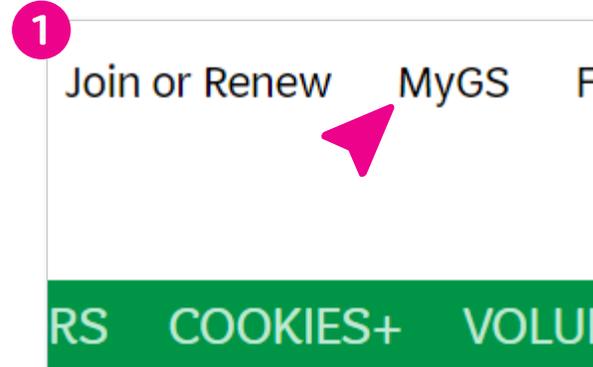


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Where To Find the Volunteer Toolkit

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.



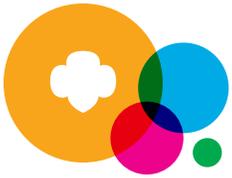
VTK Troubleshooting

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 cdnjs.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.



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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.

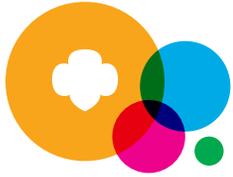
Mobile users will see a grey dropdown menu at the top of their screen, with each tab beneath.

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

Desktop View: The interface shows a green header with the Girl Scouts logo and user information. Below the header are green tabs for navigation: MY TROOP, EXPLORE, YEAR PLAN, MEETING PLAN, RESOURCES, and FINANCES. A dropdown menu is visible above the tabs, showing the selected troop: TROOP 999105 : 1-DAISY.

Mobile View: The interface shows a grey dropdown menu with the same navigation options: MY TROOP, EXPLORE, YEAR PLAN, MEETING PLAN, RESOURCES, and FINANCES. A 'VTK Help Menu' is also visible.

Tip Box: Daisy Badge and Journey Explorer 2018-2019. To set the troops awards your girls... idges and... selected track. The Year Plan fills based on your selection. Easily make changes at any time.



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MY TROOP

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.

EXPLORE

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.
- ▶ Download and print an overview of each preselected track so you can easily review options!

Once you've made a choice, your year plan will be automatically populated. Don't worry! You can always add, remove, or change your plan as you go, one meeting at a time.

Note—selecting a year plan is required before other features become available.

YEAR PLAN

From this tab you can:

- ▶ Schedule meetings
- ▶ Set meeting dates and locations
- ▶ Add badges, Journeys, awards, 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."

MEETING PLAN

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

- ▶ Meeting prep information
- ▶ Suggested scripts
- ▶ Material lists
- ▶ Printable meeting aids
- ▶ A customizable meeting agenda
- ▶ Virtual meeting resources

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

RESOURCES

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.

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 troop leaders and other roles. All user types can see this tab and interact with it in the same way.

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 calendar appointments, pages, or resources by clicking the green down-arrow bracket icon.



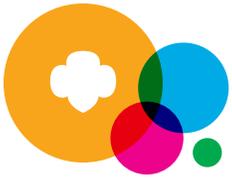
Seek out additional **help** by clicking the green question mark icons



OR



by clicking the binoculars next to **Take a Guided Tour.**

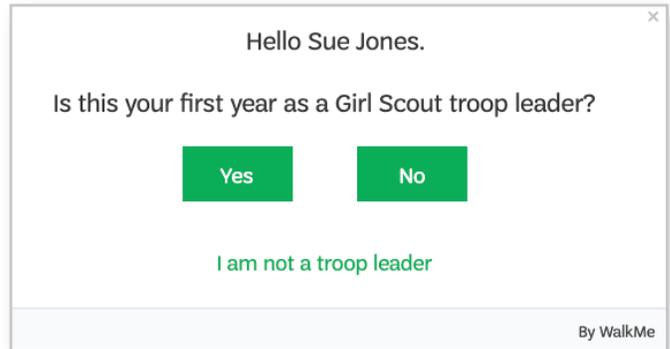


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First-Year Troop Leader Experience

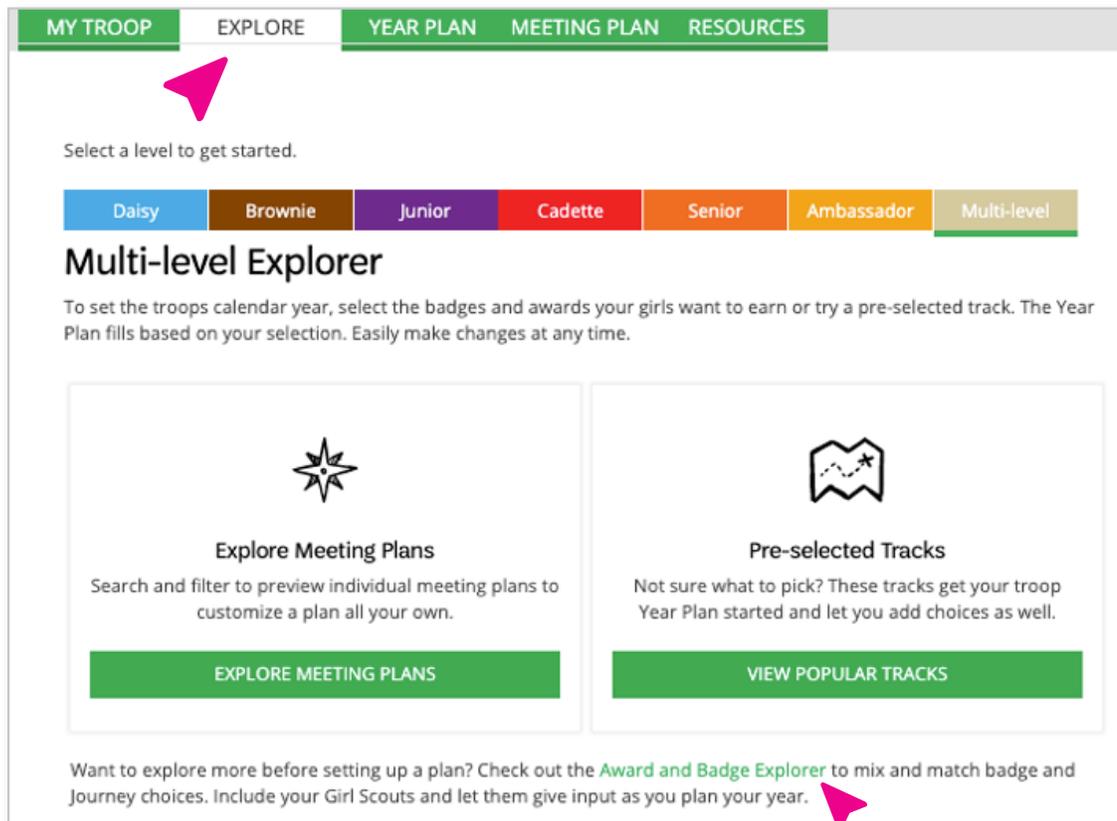
After logging in and navigating into the Volunteer Toolkit, you'll be prompted answer the question, "Is this your first year as a Girl Scout troop leader?" to initiate a guided tour of the VTK. **If you only have an individually registered girl account, just click "I am not a troop leader" to bypass 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.

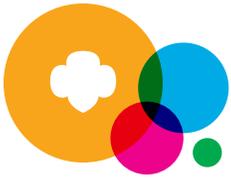


Set Up a Year Plan

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.



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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EXPLORE MEETING PLANS

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.

EXPLORE MEETING PLANS

VIEW POPULAR TRACKS

Search to Add a Petal, Badge or Journey Meeting

Search for a badge or journey award by name

Or Use Filters ▶

CANCEL

VIEW LIST

158 Meeting Plans

Junior

JUNIOR TRAIL ADVENTURE 1
Juniors decide whether to go trail running or hiking, then plan and prepare for their adventure.

SELECT TO ADD MEETING

PREVIEW

CLOSE PREVIEW

SELECT TO ADD MEETING

JUNIOR TRAIL ADVENTURE 1
Juniors decide whether to go trail running or hiking, then plan and prepare for their adventure.

Meeting Overview ▲

Activity Plan ▲

Materials List ▲

Meeting Aids ▲

Agenda ▲

CLOSE PREVIEW

▲ **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

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.

EXPLORE MEETING PLANS

Pre-selected Year Plan Track

They explore different jobs in STEM, focusing on ones that make a difference for people, animals, and the environment.

Engineer Your World

CLOSE PREVIEW

SELECT TRACK

MEETING 1
STEM CAREER EXPLORATION 1
STEM,Badges for 2020-2021
Juniors play "Interest BINGO" and connect what they like to do with different STEM...

MEETING 2
STEM CAREER EXPLORATION 2
STEM,Badges for 2020-2021
Juniors imagine their STEM future as they brainstorm next steps and create a visio...

MEETING 3
AUTOMOTIVE DESIGN 1
STEM,Badges for 2020-2021
Juniors learn vehicle parts and create the design criteria for a vehicle that helps a c...

MEETING 4
AUTOMOTIVE DESIGN 2
STEM,Badges for 2020-2021
Juniors sketch and sculpt a vehicle and earn the Automotive Design badge.

MEETING 5
AUTOMOTIVE ENGINEERING 1
STEM,Badges for 2020-2021
Juniors fuel the future as they create a plan to build an alternative fuel vehicle.

MEETING 6
AUTOMOTIVE ENGINEERING 2
STEM,Badges for 2020-2021
Juniors build and test their alternative fuel vehicles and earn the Automotive Engin...

MEETING 7
AUTOMOTIVE MANUFACTURING 1
STEM,Badges for 2020-2021
Juniors take on a challenge and manufacture rainbow bracelets to learn about ma...

MEETING 8
AUTOMOTIVE MANUFACTURING 2
STEM,Badges for 2020-2021
Juniors look at process innovation as they build vehicles, check them for quality, a...

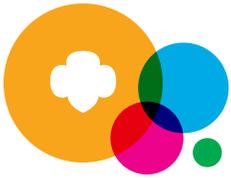
MEETING 9
PROGRAMMING ROBOTS 1
STEM
Juniors learn about robots through simple machines and computer programming.

▲ **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.

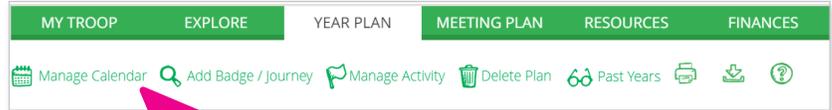
Check out [New Badges and Journeys](#) to see the latest badges, Journeys, and awards available in the VTK.



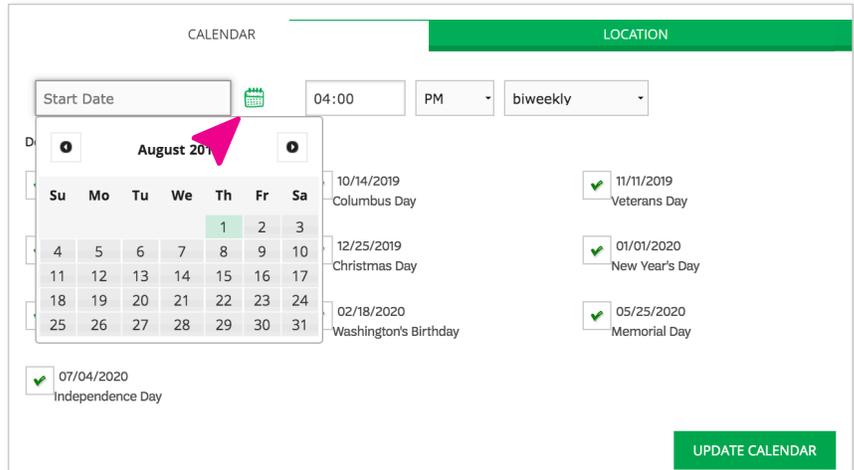
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Add Dates and Locations

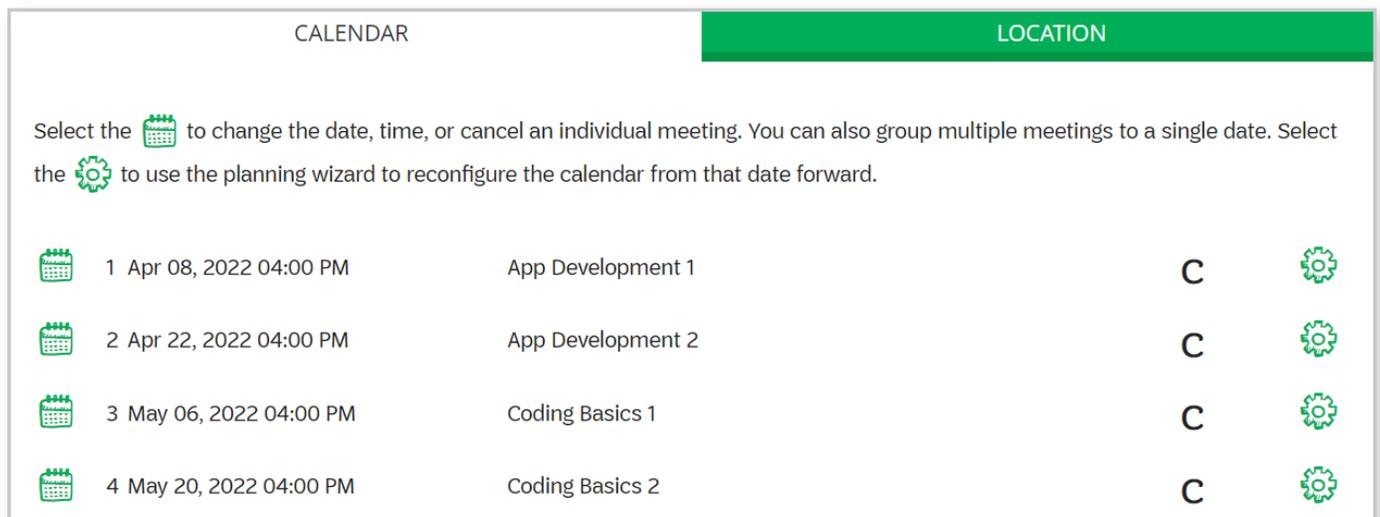
As an individually registered Girl Scout, you may not need to set dates for meetings, but to continue planning your year, the system requires that you set meeting dates for your year plan.

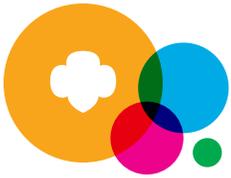


At the top, click the green **Manage Calendar** link. Using the pop-up widget, choose a date and time for meetings to start, the frequency of meetings, and the order of your meetings. Click **Update Calendar** when finished. Don't worry, you can still make changes after this!



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.





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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.

Location Name	Location Address	ADD
Fun City Community Center	124 Park Street	
<input checked="" type="checkbox"/> 09/16/2019	<input checked="" type="checkbox"/> 09/30/2019	<input type="checkbox"/> 10/28/2019
<input checked="" type="checkbox"/> 12/09/2019	<input checked="" type="checkbox"/> 01/06/2020	<input checked="" type="checkbox"/> 02/03/2020
<input type="checkbox"/> 03/02/2020	<input type="checkbox"/> 03/16/2020	<input checked="" type="checkbox"/> 03/30/2020
<input checked="" type="checkbox"/> 04/13/2020	<input checked="" type="checkbox"/> 04/27/2020	<input type="checkbox"/> 05/11/2020
<input type="checkbox"/> 06/08/2020	<input type="checkbox"/> 06/22/2020	

ASSIGN TO CHECKED LOCATIONS APPLY TO ALL MEETINGS REMOVE

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.

OCT 07, 2019 ANIMAL HABITATS 1
Change meeting date and time

October 2019 Start Time: 4:00 PM

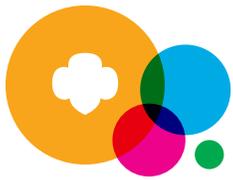
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

CANCEL SAVE

Delete Meeting

See more calendar options

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**.



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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, for the last 3 years. **Achievement and attendance records DO NOT archive.** Please download a copy of this information for your records.

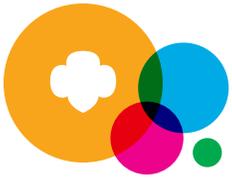
Add Badges, Journeys, and Awards

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.



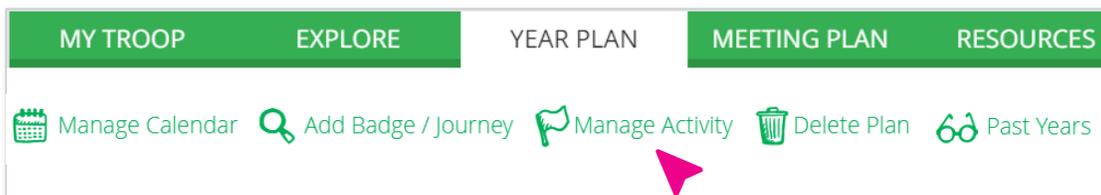
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Add Activities to Your Year Plan

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.

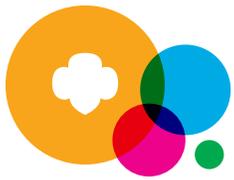
At the top of the year plan, click **Manage Activity**.

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



CUSTOM ACTIVITY	COUNCIL ACTIVITY	MANAGE ACTIVITIES
<input type="text" value="Activity Name"/>	<input type="text" value="mm/dd/yy"/>	<input type="text" value="04:00"/> <input type="text" value="PM"/> <input type="text" value="06:00"/> <input type="text" value="PM"/>
<input type="text" value="Location Name"/>	<input type="text" value="Location Address"/>	
<input type="text" value="Cost"/>	<input type="text" value="Activity Description"/>	
<input type="button" value="ADD ACTIVITY"/>		

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



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Tools for Planning Your Meeting

Set yourself—and your girl—up for success! The **MEETING PLAN** tab has a robust collection of tools and information to help you plan an engaging meeting every time.

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 the  icon throughout the page.

MEETING LOCATION: Click here to add your meeting location, or if you've already added one, you'll see it linked here. Click the link to access URLs, or get directions to physical locations.

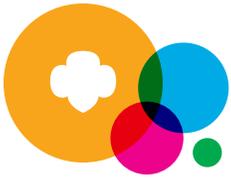
STEPS: Quickly see the high-level view of what it takes to earn a specific badge or award. You'll see how these steps connect later in the activities, where you'll see subtext showing which activity fulfills which step.

PLANNING MATERIALS: High-level resources show you from start to finish what your girls will achieve during the meeting (Meeting Overview), what you'll do and say (Meeting Plan), the meeting aids plus the materials you'll need (Material List), and virtual meeting resources (Virtual Meeting Planning).

MANAGE COMMUNICATIONS: Send templated emails. Use the Speaker Invitation to bring guests to your meeting and prepare them ahead of time with relevant information for the badge or award you're working on. 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. Use the check boxes to mark when a badge is earned. You can see the full picture of what a girl has earned on the **MY TROOP** tab, with the option to download the report.

The screenshot shows the 'MEETING PLAN' tab selected in a navigation bar. Below the navigation bar, there are links for 'VIEW YEAR PLAN', 'REPLACE THIS MEETING', and 'DELETE MEETING'. A green header displays the meeting title 'MEETING : DIGITAL MOVIE MAKER 1' and the date 'FEBRUARY 16 04:00 PM'. The 'LOCATION' is set to 'Zoom zoom.us'. Under 'Badge Steps', a list of five steps is shown: 1. Learn digital video basics, 2. Film. Then film some more., 3. Pick the perfect subject, 4. Action!, and 5. Edit and premiere your movie. A 'Digital Movie Maker' badge icon is visible. Below the steps, there is a 'less' link and a green triangle icon. At the bottom, there are two main sections: 'PLANNING MATERIALS' and 'MANAGE COMMUNICATIONS'. 'PLANNING MATERIALS' includes links for 'Meeting Overview', 'Meeting Plan', 'Materials List', and 'Virtual Meeting Planning'. 'MANAGE COMMUNICATIONS' includes links for 'Edit/Send Reminder', 'Edit/Send Follow-Up', 'Edit/Send Speaker Invitation', and 'Record Attendance & Achievements (0 present, 0 achievements)'. There are printer and help icons in the bottom right corner.



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MEETING PLANNER

4:00 Opening Ceremony 00:10

4:10 Select an activity 00:40

- Connect with a Local Expert to Learn Filming Basics
- Take a Class
- Teach Yourself!

4:50 Select an activity 00:30

- Share a Scene from a Book in the Public Domain
- Share a Cause
- Share a Family Story

5:20 Choose Your Activities 00:05

5:25 Closing Ceremony 00:05

1:30

+ Add to Meeting

MEETING AIDS (3)

Sort By
FileType

- Activity Choice Descriptions**
activity resource
- Tips for Working with Girls at Different Levels**
volunteer resource
- Girl Scout Promise and Law**
promise and law

+ Add Meeting Aids

ADDITIONAL RESOURCES

- Digital Games**
activity material
- Adapt Badges and Journeys**
volunteer resource
- Benefits of a Multi-Level Troop**
volunteer resource

+ Add Additional Resources

Your Opinion Matters! Help us improve this meeting. TAKE SURVEY

MEETING NOTES

Add A Note

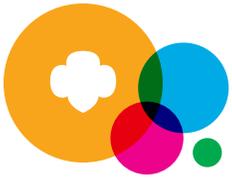
MEETING PLANNER: Here, you'll find instructions and details for each activity, opening and closing activities, materials needed, time it takes to complete, and the recommended sequencing. There are lots of ways to customize your meeting agenda:

- ▶ Select your activity choice for each step.
 - ▶ Drag and drop activities to reorder.
 - ▶ Use the drop-down to change the amount of time allotted for that activity.
 - ▶ Delete an activity by clicking the "X."
- 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 to Meeting** to add your own activities!

MEETING AIDS: These resources 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 all meeting aids to add to your meeting by clicking **Add Meeting Aids**. You can find more information on how to use these resources in the Activity Plan.

ADDITIONAL RESOURCES: Here you'll find 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. You'll find links to the Girl Scout Shop to purchase printed award booklets or the award themselves. You can **Add Additional Resources** if you have a URL. These materials connect to the Manage Communication email templates.

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



VOLUNTEER TOOLKIT USER GUIDE: Juliette/Individually Registered Member

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.

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

Resources

FROM YOUR COUNCIL ▼

Welcome to the VTK Resources Tab! Select your Program level below to see specific resources just for you.

Can't find what you're looking for? Check out our [GSNorCal webpage](#) , [Forms and Resources Index](#) , [Volunteer Essentials](#), and [Volunteer Learning Portal](#) for more!

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

Junior

- Shop Now!
- Badge & Award Chart
- Uniform Placement
- Badge Explorer
- Badge & Journey Meeting Pl...
- Junior Leader Training

more ►

TROOP LEADERSHIP

- Knowing Your Role & Worki...
- New Troop Leader Training
- Troop Resources

more ►

FAMILY HUB

- Growth & Support for Your ...
- Family Tips & Volunteer Op...
- Keep Parents & Caregivers I...

more ►

SAFETY

- Internet Safety Pledge
- Safety Activity Checkpoints
- Volunteer Essentials: Safety

more ►

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.