



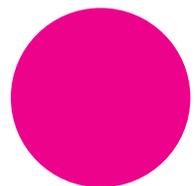
VOLUNTEER TOOLKIT USER GUIDE:

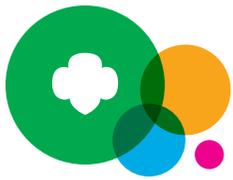
# Service Unit Volunteer

Updated: Summer 2022



*The Volunteer Toolkit (VTK) helps troop leaders deliver easy, fun troop meetings year-round! With this step-by-step guide, you'll discover how your volunteers can take their troop experience to the next level!*





# VOLUNTEER TOOLKIT USER GUIDE: Service Unit Volunteer

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## Who Has Access to the Volunteer Toolkit?

### 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.

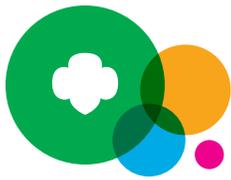
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**TIP:** *If you hold multiple roles*, you'll have a Volunteer Toolkit account for each—all under one login! Look for the grey drop-down box in the upper left-hand corner of your screen to navigate between accounts.



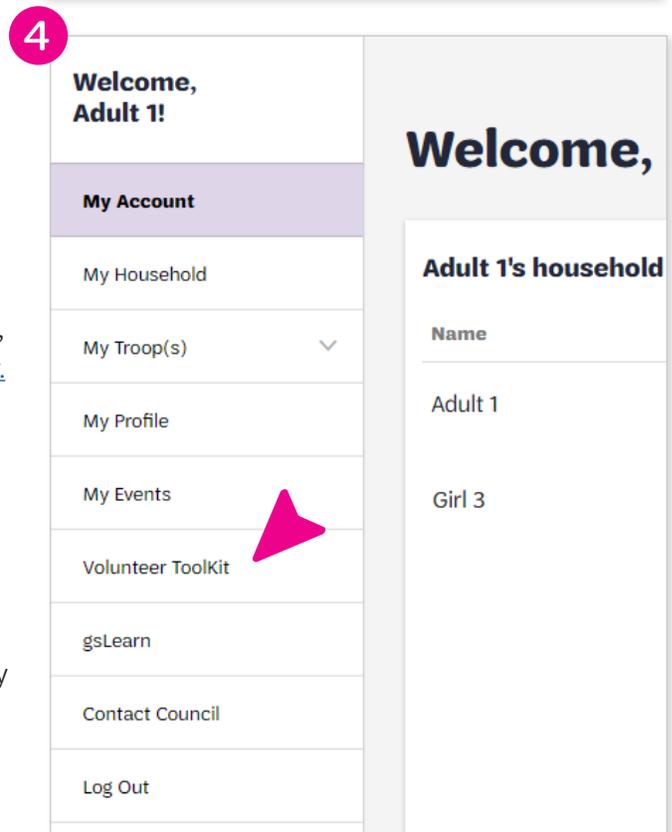
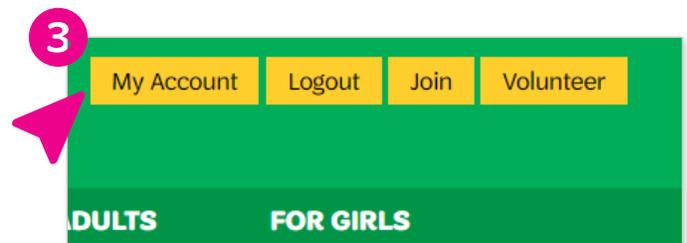
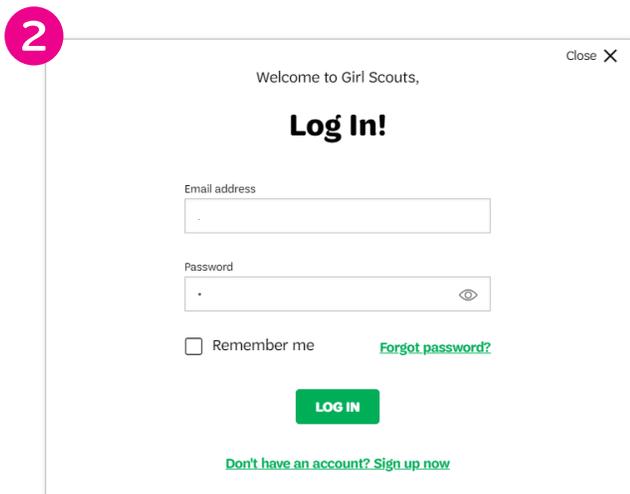
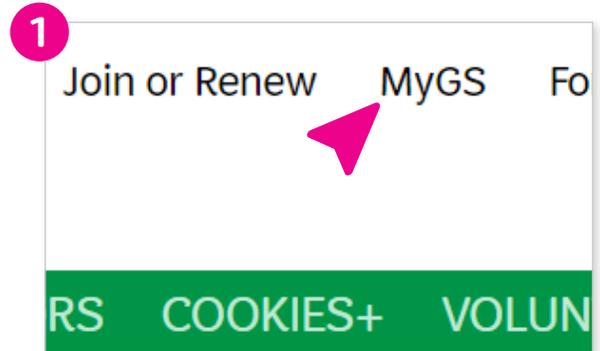


# VOLUNTEER TOOLKIT USER GUIDE: Service Unit Volunteer

## 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](http://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](http://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](http://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](mailto:info@gsnorcal.org) or call 800-447-4475, ext. 0



# VOLUNTEER TOOLKIT USER GUIDE: Service Unit Volunteer

## LOOK WHAT'S NEW!

### More than Just Badges...

Starting this Spring, more than just badges and Journeys were available in the Volunteer Toolkit. Programs such as Paint Your World Purple were released, and we needed to update some terminology to match! Now you'll see "patch steps," "patch requirements," along with Award, Challenge, Service Project and much more! Our program team is working hard to bring more types of content to the VTK..

### Speaker Invitation - Email Template

We know our leaders aren't experts on everything, and the badges available span a wide range of topics. To support our volunteers in asking for help and inviting experts into their troop meetings, we've built a template they can use to invite subject experts to their troop meetings. They can customize the body of the email, but we start with some prompts to get them started. They can also attach meeting aids that might be helpful for the speaker to use or see in advance to prepare.

### Updates to My Troop

We know the My Troop tab is the one stop shop to all things related to the members of your troop. We're updating the information you have access to on this tab to be even more useful.

- ▶ A member's grade has been added under their Age.
- ▶ Contact and photo preferences have been added and pull directly from their record in MyGS.
- ▶ Issues with phone numbers, emails and secondary contact information have been addressed so that information is filled consistently and accurately.

### Explore Even More, Without Resetting!

The Explore tab is your place to find detailed Meeting Plans before you add them to your Year Plan and to find out the time-saving packages of meetings we've already grouped based on providing variety or a specific program topic. Starting Summer 2022, keep coming back to the Explore tab to add to a year plan WITHOUT resetting it! We've separated the ability to delete (previously known as resetting) from the Explore tab so you can mix and match individual meetings or mix and match groups of meetings to save you time and effort.

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

Patch Steps: Purple people are both inquisitive and thoughtful. They care about other people and about their community. And, most importantly, they want to work hard and use their voice to make the world a better place. Ambassadors find out that they are purple people, too!

Step 1: Ask (Really Great) Questions  
Step 2: Laugh (A Lot)  
Step 3: Use Your Voice (And Don't Lose Your Voice)  
Step 4: Work Hard (Super-Duper Hard)  
Step 5: Just Be (The Real) You

When Ambassadors earn this patch, they will learn what it means to become a purple person and learn just how much Girl Scouts and purple people have in common.

SPEAKER INVITATION EMAIL

Girl Scout Meeting Guest Reminder #9 Thu Dec 22, 2022 04:00 PM - 05:55 PM

Sent: None

ADDRESS LIST

Parents / Caregivers

Enter your own:

COMPOSE EMAIL

Subject:

Normal · **B** / **U**

Hello, **[Insert name of meeting guest]**.

Thank you for helping the troop with our upcoming meeting!

Here are the meeting details:  
**[Autogenerated, but customizable Date, Location, and Time pulled from Year Plan]**

Currently, the Girl Scouts in our troop are working towards earning their:  
**[Insert badge/award/journey]**

The purpose of this meeting is to:  
**[Insert what the Girl Scouts will accomplish in the activity ie. step and/or activity description]**



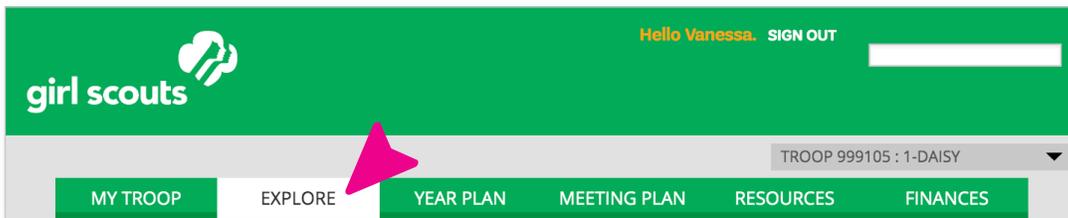
# VOLUNTEER TOOLKIT USER GUIDE: Service Unit Volunteer

## Basic Navigation

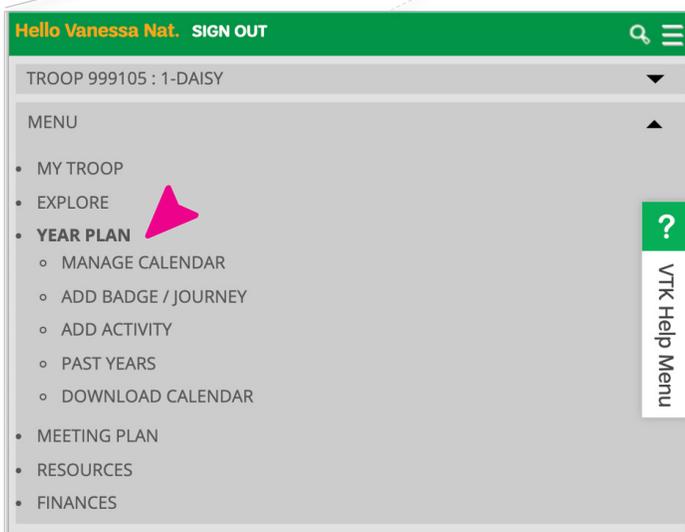
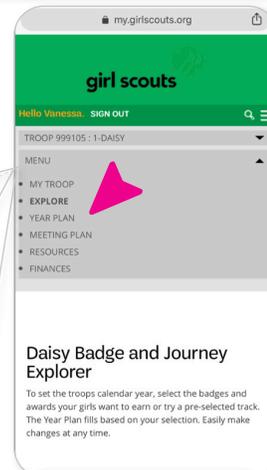
Welcome to the Volunteer Toolkit! We've outlined everything you need to know to set up your troop volunteers for success!

The Volunteer Toolkit is divided into tabs that feature unique tools to help you plan a troop year and manage each meeting. If you're on a computer, you'll see the **GREEN TABS** across the top of your browser window.

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."



**Mobile users** will see a grey drop-down menu at the top of their screen, with tabs beneath.



### 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.



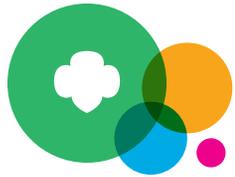
Seek out additional **help** by clicking the green question mark icons



OR



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



# VOLUNTEER TOOLKIT USER GUIDE:

## Service Unit Volunteer

### MY TROOP

The **MY TROOP** tab displays sample girl information for service unit volunteers.

This is the space where troop leaders and caregivers find their complete roster, along with primary caregiver names and contact information.

They'll click the **green arrow** next to each name to expand and see each girl's personal information and a snapshot of achievements and attendance.

Troop Leaders can also:

- ▶ Email caregivers
- ▶ Download and print a troop roster with achievement and attendance information
- ▶ Renew memberships
- ▶ Customize the page with a troop photo

#### NOTES:

- ▶ **Caregiver users and individually registered girl users** will only see their own Girl Scout information.
- ▶ **Demo users** will see sample information for placement only, which is not tied to any specific troop or girl.

### EXPLORE

You'll find all the exciting options for your troop year in the **EXPLORE** tab. You'll be able to:

- ▶ Browse prebuilt tracks of badge and Journey activities based on your troop's program level
- ▶ Browse individual badges and meeting types to build a plan from scratch
- ▶ Preview individual badge or award requirements
- ▶ Download or print an overview of each preselected track so you can easily review your options with your girls at your first meeting!

Once you've made a choice, your year plan will be automatically populated. Selecting a year plan is required before other features become available, but don't worry--you can always add, remove, or change your plan as you go, one meeting at a time.

- ▶ **Caregiver users and troop treasurers** will not see the Explore tab.

### YEAR PLAN

From this tab you can:

- ▶ Schedule meetings
- ▶ Set meeting dates and locations
- ▶ Add or swap badges, Journeys, or awards
- ▶ Add custom activities
- ▶ Preview badge and Journey requirements
- ▶ View previous years and important dates from your council.

Setting up your year plan allows caregivers to see their side of the VTK, too!

For a walk-through of all the tools at your fingertips, click "Take a Guided Tour" on the **YEAR PLAN** tab.

- ▶ **Caregiver users and troop treasurers** will see a read-only version of the year plan their troop leader has built in the VTK.
- ▶ **Demo users** will be able to see the plan they set up under "Demo-Troop Leader" in Demo-Parent" so they can learn both sides of the system.

### MEETING PLAN

Here you'll find the tools to make each badge, award, meeting, and activity a success. We've provided:

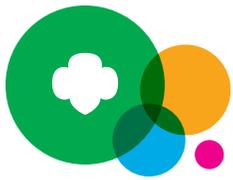
- ▶ Meeting prep information
- ▶ Suggested scripts
- ▶ Materials lists
- ▶ Printable meeting aids
- ▶ Customizable meeting schedule that you can rearrange or add and delete meetings

From this tab, you can also:

- ▶ Email families with meeting reminders and information
- ▶ Find virtual meeting resources
- ▶ Track attendance at each meeting
- ▶ Check off completed badges and awards
- ▶ **Caregiver users and troop treasurers** will see a read-only version of the meeting plan their troop leader has added to their year.

### RESOURCES

If you've got questions, you'll find the answers you need in the **RESOURCES** tab. Here you'll find national and local resources by topic, access the Girl Scout shop, and explore tips for leaders. All user types can see this tab and interact with it in the same way.

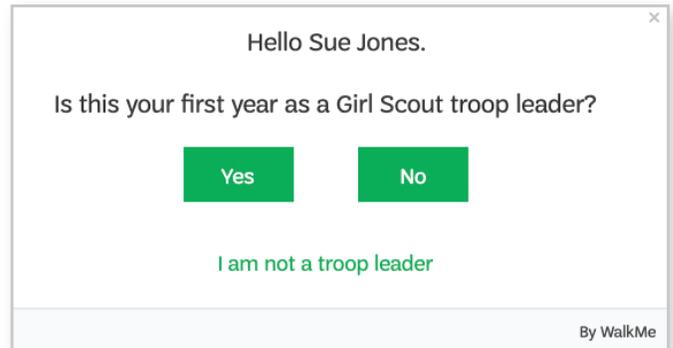


# VOLUNTEER TOOLKIT USER GUIDE: Service Unit Volunteer

## First-Year Troop Leader Experience

The First-Year Troop Experience supports new leaders with additional guidance to get them acquainted with the Volunteer Toolkit. 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?" **If you only have a service unit account, just click "I am not a troop leader" to bypass this.** If you answer "Yes" you will follow a guided path 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 customize meetings or activities. The **EXPLORE** tab displays available prebuilt year plans for you to choose from based on the grade level you select.

MY TROOP EXPLORE YEAR PLAN MEETING PLAN RESOURCES

Select a level to get started.

Daisy Brownie Junior Cadette Senior Ambassador Multi-level

### Multi-level Explorer

To set the troops 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.

EXPLORE MEETING PLANS

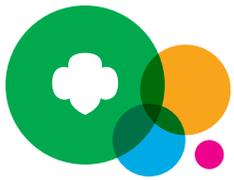
#### Pre-selected Tracks

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.

**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 your group.



# VOLUNTEER TOOLKIT USER GUIDE: Service Unit Volunteer

## 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 troop leaders to mix and match badges, Journeys, and activities with the interests of their girls. 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** check boxes 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...

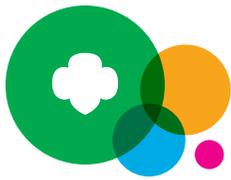
**MEETING 9** PROGRAMMING ROBOTS 1  
STEM  
Juniors learn about robots through simple machines and computer programming.

▲ **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. .



# VOLUNTEER TOOLKIT USER GUIDE: Service Unit Volunteer

## Add Dates and Locations

As a service unit volunteer, 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, simply select any combination to get started.

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

Manage Calendar   Add Badge / Journey   Manage Activity   Delete Plan   Past Years

CALENDAR   LOCATION

Start Date: 04:00 PM, biweekly

August 2019

Su	Mo	Tu	We	Th	Fr	Sa	10/14/2019 Columbus Day	<input checked="" type="checkbox"/> 11/11/2019 Veterans Day
4	5	6	7	8	9	10	12/25/2019 Christmas Day	<input checked="" type="checkbox"/> 01/01/2020 New Year's Day
11	12	13	14	15	16	17	02/18/2020 Washington's Birthday	<input checked="" type="checkbox"/> 05/25/2020 Memorial Day
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

07/04/2020  
Independence Day

**UPDATE CALENDAR**

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   LOCATION

Select the to change the date, time, or cancel an individual meeting. You can also group multiple meetings to a single date. Select the to use the planning wizard to reconfigure the calendar from that date forward.

	1 Apr 08, 2022 04:00 PM	App Development 1	C	
	2 Apr 22, 2022 04:00 PM	App Development 2	C	
	3 May 06, 2022 04:00 PM	Coding Basics 1	C	
	4 May 20, 2022 04:00 PM	Coding Basics 2	C	



# VOLUNTEER TOOLKIT USER GUIDE: Service Unit Volunteer



**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 check boxes. Click **Assign** or **Apply** and then close out of the window.

**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**.

## **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

**ECO CAMPER 1**  
Outdoor  
Juniors learn how to protect the environment while outdoors and camping.

CALENDAR
LOCATION

Add, delete or edit locations to assign to your meetings.

ADD

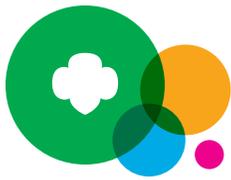
**Fun City Community Center**      124 Park Street

<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: Virtual Meetings**

Instead of a physical address, you can add links for your virtual meetings here.



# VOLUNTEER TOOLKIT USER GUIDE: Service Unit Volunteer

## 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. Some may include links.

**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 (service unit volunteer year plans do not archive. This feature is for troop leader and caregiver users only.) – Each July the VTK resets.** Year plans will be archived and you'll no longer be able to make changes. Renewed troop leaders and caregivers will still be able to view the plan through the green **Past Years**, for the last 3 years. **YEAR PLAN** tab. **Achievement and attendance records DO NOT archive.** Troop leaders and caregivers should download a copy of this information for their records.

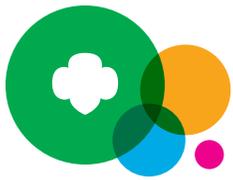
## Add Badges, Journeys, and Awards

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 **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.



# VOLUNTEER TOOLKIT USER GUIDE: Service Unit Volunteer

## Add Activities to the Year Plan

Meetings and badges are only one part of a go-getting Girl Scout's troop year! You can also add things like field trips, service projects, or 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 details to your year plan. From the service unit volunteer view, no one else can see this event.

MY TROOP   EXPLORE   YEAR PLAN   MEETING PLAN   RESOURCES   FINANCES

Manage Calendar   Add Badge / Journey   **Manage Activity**   Delete Plan   Past Years   Print   Download   Help

CUSTOM ACTIVITY   COUNCIL ACTIVITY   MANAGE ACTIVITIES

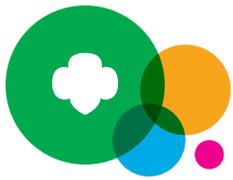
Activity Name   mm/dd/yy!   04:00   PM   06:00   PM

Location Name   Location Address

Cost   Activity Description

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](https://events.gsnorcal.org)



# VOLUNTEER TOOLKIT USER GUIDE: Service Unit Volunteer

## Tools for Planning Your Meeting

Set yourself—and your troops—up for success at each meeting! 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:** Troop Leaders can click here to add a meeting location, or if they've already added one, they'll see it linked here. Click the link to access URLs, or get directions to physical locations.

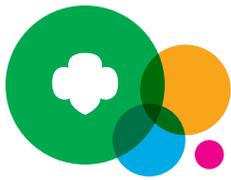
**STEPS:** Quickly see the high-level view of what it takes to earn a specific badge or award. You'll see how these steps connect later in the activities, where you'll see subtext showing which activity fulfills which step.

**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 to caregivers to remind them of meetings and keep them up to date on what's happening. 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.

**ATTENDANCE AND ACHIEVEMENTS:** Troop Leaders can record attendance and achievements. They'll use the check boxes to mark who's at the meeting—and if it's a meeting where you're finishing a badge or award, you can mark that too.

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



# VOLUNTEER TOOLKIT USER GUIDE: Service Unit Volunteer

**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**

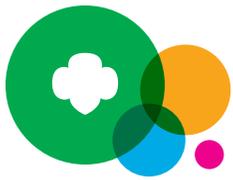
**MEETING PLANNER:** Here, you'll find instructions and details for each activity, opening and closing activities, materials needed, time it takes to complete, and the recommended sequencing. There are lots of ways to customize your meeting agenda:

- ▶ 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, so you can share them with families.

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



# VOLUNTEER TOOLKIT USER GUIDE: Service Unit Volunteer

## 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](mailto:info@gsnorcal.org) or call 800-447-4475, ext. 0 for additional assistance.