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!
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Who Has Access to the Volunteer Toolkit?

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 in 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 schedules, 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.

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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. 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 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.

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

**TIP:** Do you hold more than one role? If you are a troop leader or parent too, access each account from the 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.**
The tab is available to explore:

MY TROOP tab displays sample girl information for service unit volunteers. This is the space where troop leaders and troop caregivers find their complete girl roster, along with primary caregiver names and contact information. They'll click the green arrow next to each name to view updates on events, badges earned, and more.

From this tab, troop leaders can also email each girl.

EXPLORE tab provides an overview of each badge track. Leaders can also email each girl.

YEAR PLAN tab is where troop leaders will submit their Annual Troop Financial Report to GSNorCal, which is due by May 15th. Enter income and expenses for all troop income and expenses.

The FINANCES tab is where troop leaders will submit their Annual Troop Financial Report to GSNorCal, which is due by May 15th. Enter income and expenses for all troop income and expenses.

RESOURCES tab offers a variety of resources, including badges and awards. This is the space where troop leaders will submit their Annual Troop Financial Report to GSNorCal, which is due by May 15th. Enter income and expenses for all troop income and expenses.

Meet every troop meeting a

Check out all the exciting options for the upcoming troop year on the EXPLORE tab. You'll be able to:

- Browse prebuilt tracks of badge and Journey requirements
- Preview badge and Journey requirements
- Download and print an overview of each preselected track
- Add badges and awards to your plan
- Review badge and Journey requirements
- Add or remove badges and awards from your plan
- Set badge and Journey requirements
- Access the Volunteer Toolkit
- Schedule troop meetings
- View troop meeting aids
- Download and print meeting aids
- Make every troop meeting a success: Here's how:

- Find the answer you need: on the Resources tab, your question is answered by a volunteer.
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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.

▶ 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 your group.

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.
BUILD YOUR OWN

▲ BUILD YOUR OWN allows troop leaders to mix and match badges, Journeys, and activities with the interests of their girls. Build Your Own will also allow 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 badges and Journeys to add to your year plan.

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

PRESELECTED TRACKS

▲ 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.
## 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 (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. However, troop leaders and caregivers will 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. 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**.

**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 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.

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:** 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.**

**CALENDAR**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/16/2019</td>
<td>Fun City Community Center</td>
</tr>
<tr>
<td>12/09/2019</td>
<td>124 Park Street</td>
</tr>
<tr>
<td>03/02/2020</td>
<td>03/16/2020</td>
</tr>
<tr>
<td>04/13/2020</td>
<td>04/27/2020</td>
</tr>
<tr>
<td>06/08/2020</td>
<td>06/22/2020</td>
</tr>
</tbody>
</table>

**LOCATION**

<table>
<thead>
<tr>
<th>Location Name</th>
<th>Location Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fun City Community Center</td>
<td>124 Park Street</td>
</tr>
</tbody>
</table>

**ACTIVITIES**

<table>
<thead>
<tr>
<th>09/30/2019</th>
<th>10/28/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/06/2020</td>
<td>02/03/2020</td>
</tr>
<tr>
<td>03/30/2020</td>
<td>03/10/2019</td>
</tr>
<tr>
<td>04/17/2020</td>
<td>05/11/2020</td>
</tr>
</tbody>
</table>

**TIP: Virtual Meetings**

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

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 the Activity Finder.
Tools for Planning a Meeting

Set yourself—and your troops—up for success at each meeting! The MEETING PLAN tab has a robust collection of tools and information for planning an engaging meeting every time.

**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).

**MANAGE COMMUNICATIONS:** Emails are prepopulated 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 email before sending.

Troop leaders can also record attendance and achievement in this section. Use the checkboxes 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.

**MEETING AIDS:** These documents and videos are the leg-up troop leaders need! Some are geared toward the adult supporting the meeting and some are for each 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 under Planning Materials.

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 remember: 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 of it. 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 too!

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