

Tips for New Leaders

Making the Most of the Volunteer Toolkit!

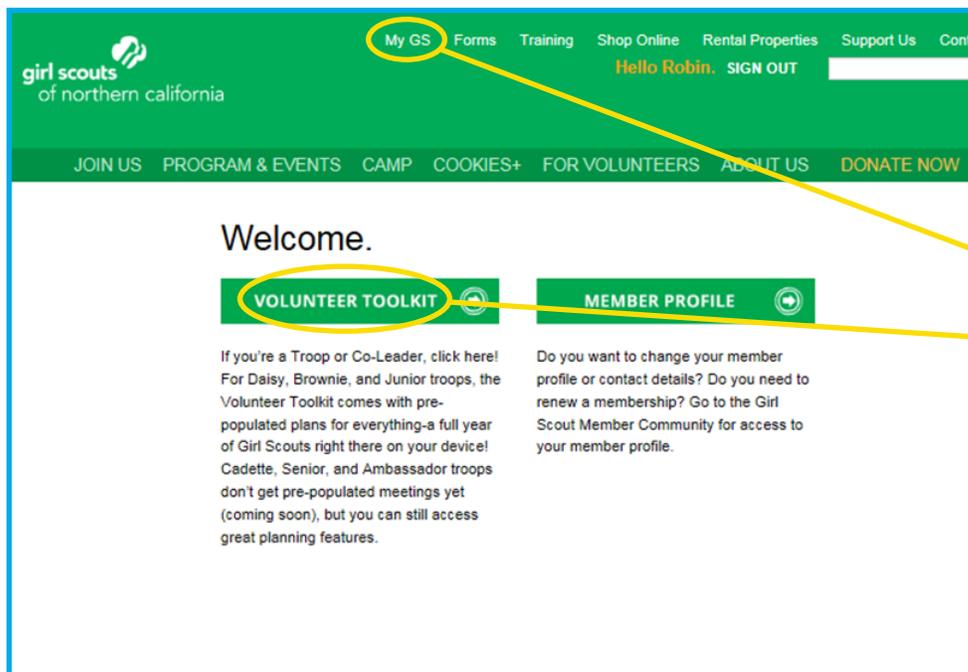
Welcome to the Volunteer Toolkit (VTK)! We think it's a great way to manage troop communication and membership! New leaders will also appreciate learning how to work with girls in their troop who are exploring Journeys, Daisy petals, or legacy badges, as well as ideas for how to Get Girls Outside. This short introduction to the VTK's most useful features has five sections:

- 1 **How to Access the VTK**
- 2 **How to View Your Troop Roster**
- 3 **How to Send Emails via VTK**
- 4 **How to Select a Year Plan**
- 5 **How to Plan a Meeting**

Please note that this national tool is updated frequently. We encourage you to not print this resource but rather access it digitally. We will keep it up-to-date with material changes quarterly!

1. How to Access the VTK

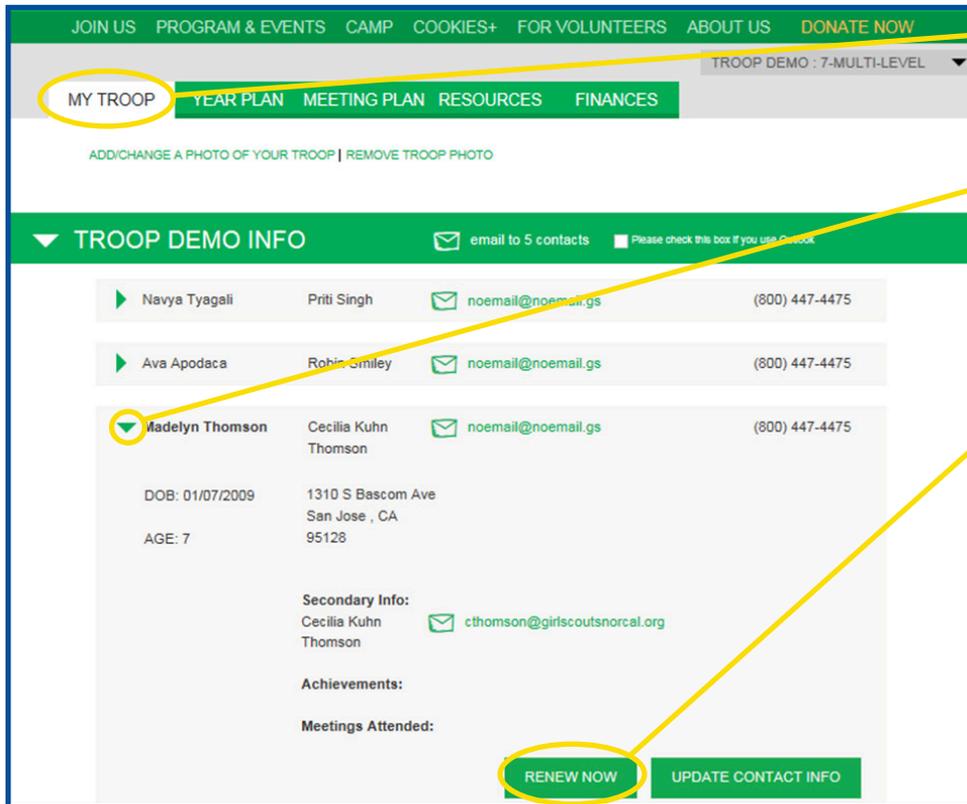
Find the Volunteer Toolkit on the Girl Scouts of Northern California website, www.gsnorcal.org. Click on **My GS** in the top navigation menu and log in with your Member Community username and password. Then click on **Volunteer Toolkit** and log in with the username and password that you created when you registered.



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2. How to View Your Troop Roster

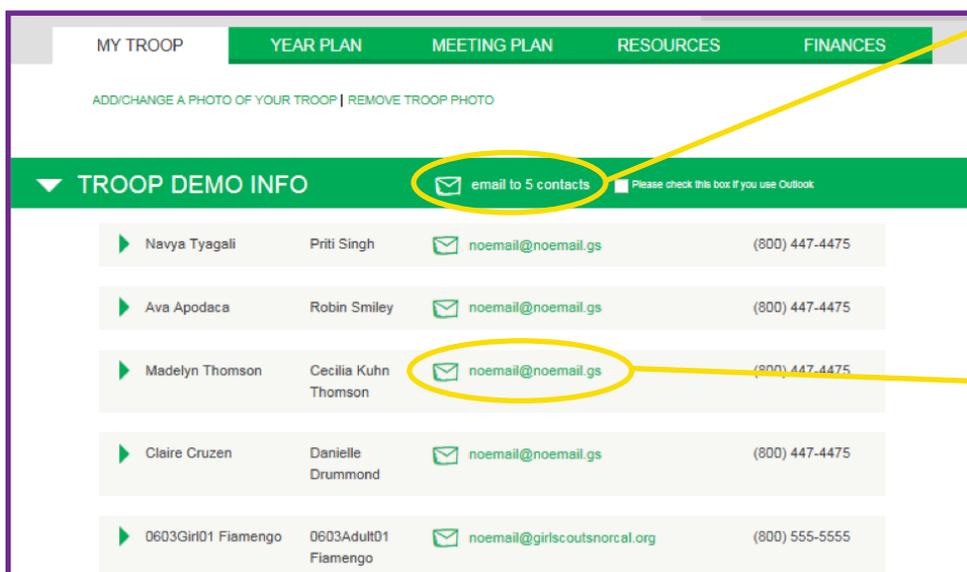
The Volunteer Toolkit lets you view a roster of the currently registered girls in your troop. Click on the **My Troop** tab to view the girls' names, parent/guardian email addresses, and phone numbers. You can also renew girls in your troop in this section.



- Click on **My Troop** to view names and contact info for your troop.
- Click on the **green arrow** next to each girl's name to open detailed information, including address and date of birth.
- Click on **Renew Now** to renew girls in your troop.
- Press **Ctrl-P** to print out your roster. To include detailed information, click the arrows to open the information for each girl before printing.

3. How to Send Emails via VTK

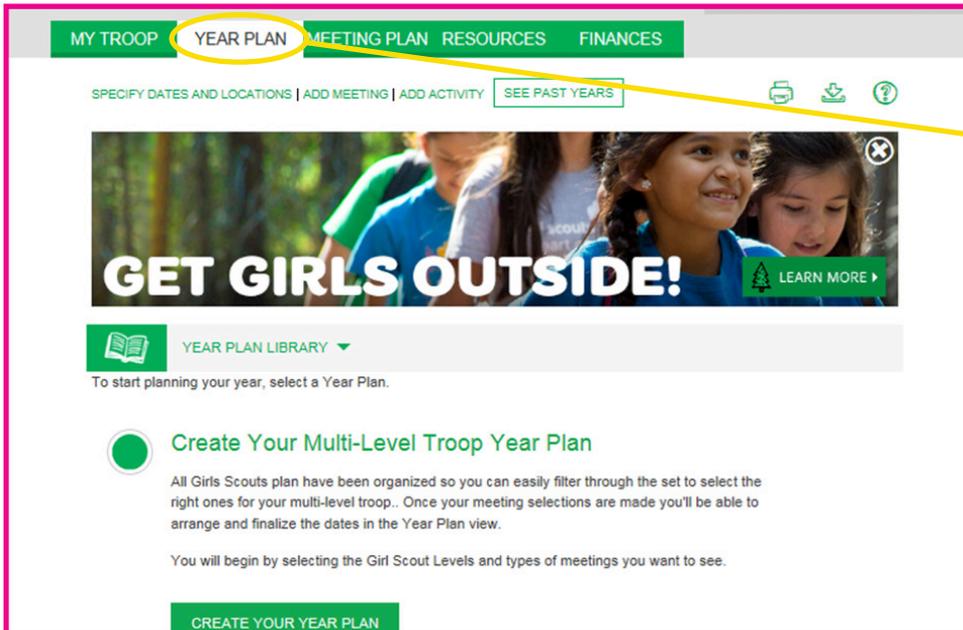
The Volunteer Toolkit makes it easy to communicate with parents about upcoming events, meetings, or any updates about the troop. Emails can be sent to individuals or to the entire group at once.



- Click on **email to # contacts** to send an email to the parents/guardians of all currently registered girls. You will be prompted to select the type of email account you would like to use. Select your email provider and an email template will open.
- Click on an **email address** to send an email directly to an individual parent/guardian.

4. How to Select a Year Plan

Use the Volunteer Toolkit to plan your Girl Scout year! Schedule the dates for your troop meetings, select meeting plans, and guide your troop as they earn petals and badges or complete Journeys.



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

SPECIFY DATES AND LOCATIONS | ADD MEETING | ADD ACTIVITY | SEE PAST YEARS

GET GIRLS OUTSIDE! LEARN MORE

YEAR PLAN LIBRARY

To start planning your year, select a Year Plan.

Create Your Multi-Level Troop Year Plan

All Girls Scouts plan have been organized so you can easily filter through the set to select the right ones for your multi-level troop.. Once your meeting selections are made you'll be able to arrange and finalize the dates in the Year Plan view.

You will begin by selecting the Girl Scout Levels and types of meetings you want to see.

CREATE YOUR YEAR PLAN

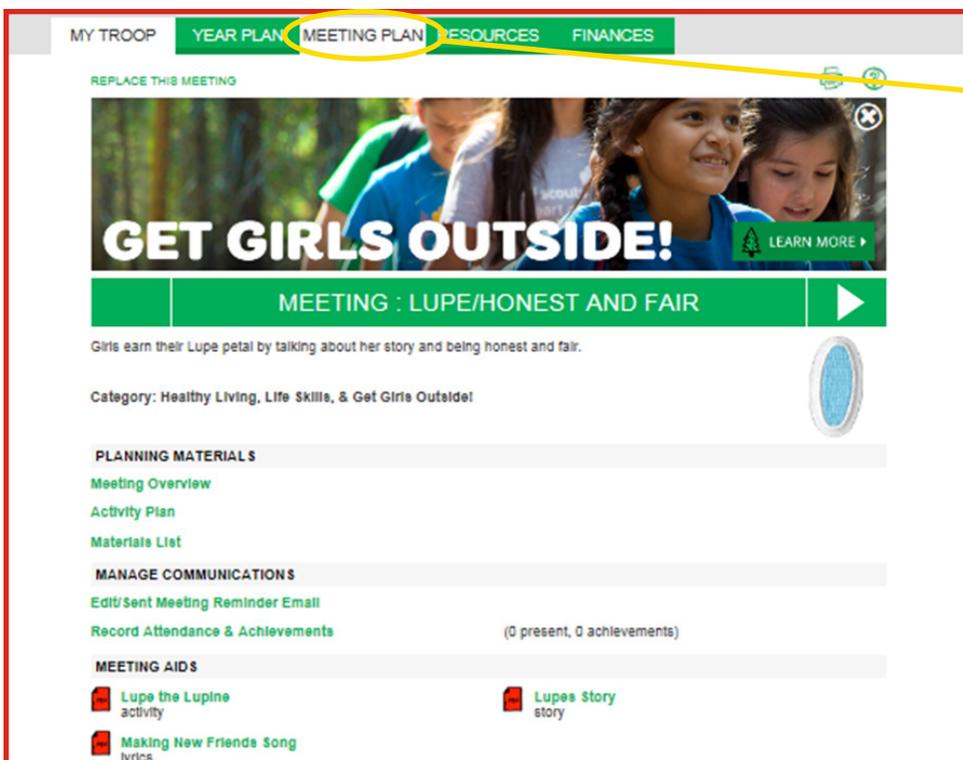
- Click on **Year Plan**—you will have the option to choose a petal or badge Year, Journey Year, or Create Your Own Year Plan.

(The **Year Plan** tool is currently only available for Daisy–Junior troops)

- In this section you can plan the dates for your meetings, and select meeting plans for each date.

5. How to Plan a Meeting

The Volunteer Toolkit helps you plan your meeting agenda, lists resources and materials needed for activities, and provides detailed instructions for fulfilling their petal, badge, and Journey requirements. Meeting plans can be printed or viewed on a mobile device.



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

REPLACE THIS MEETING

GET GIRLS OUTSIDE! LEARN MORE

MEETING : LUPE/HONEST AND FAIR

Girls earn their Lupe petal by talking about her story and being honest and fair.

Category: Healthy Living, Life Skills, & Get Girls Outside!

PLANNING MATERIALS

- Meeting Overview
- Activity Plan
- Materials List

MANAGE COMMUNICATIONS

- Edit/Sent Meeting Reminder Email
- Record Attendance & Achievements (0 present, 0 achievements)

MEETING AIDS

- Lupe the Lupine activity
- Lupe's Story story
- Making New Friends Song lyrics

- Click on **Meeting Plan** to access the Meeting Overview, Activity Plan, and Materials List, along with instructions for fulfilling petal, badge, and Journey requirements.

(The **Meeting Plan** tool is currently only available for Daisy–Junior troops)

GSUSA, our national organization, updates this tool throughout the year using feedback from users like you.

Be sure to check back often and direct any questions or concerns to info@girlscoutsnorcal.org.