Tips for New Leaders
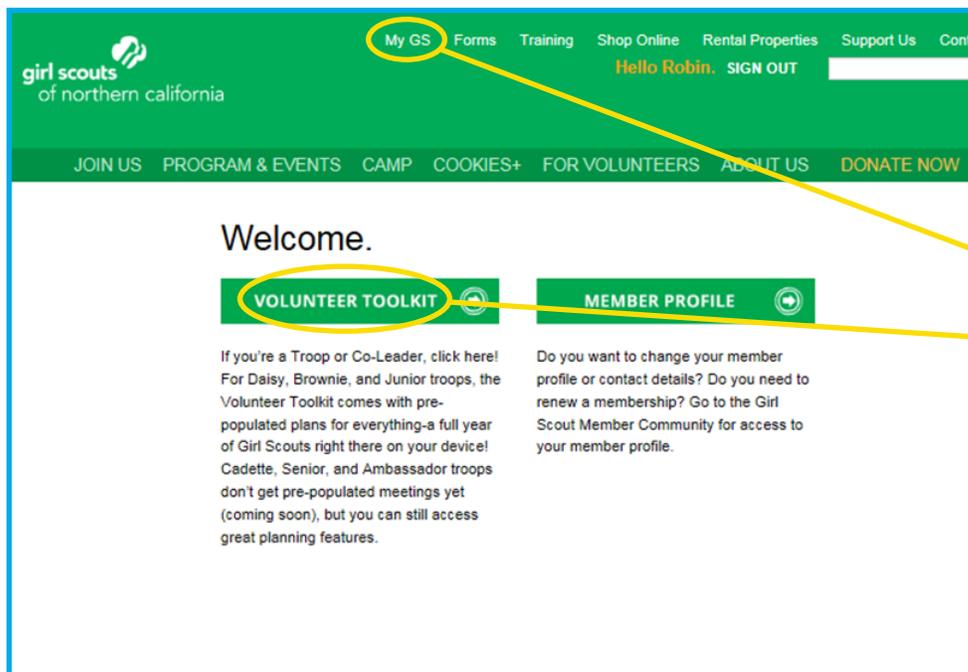## Making the Most of the Volunteer Toolkit!

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!
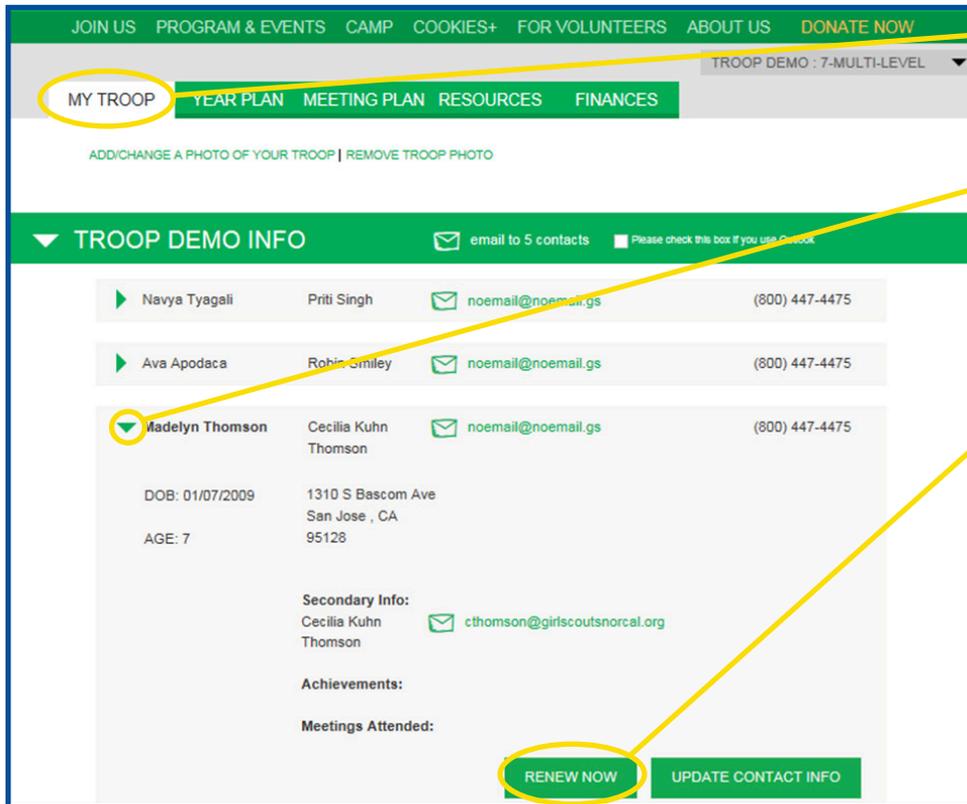
1. How to Access the VTK

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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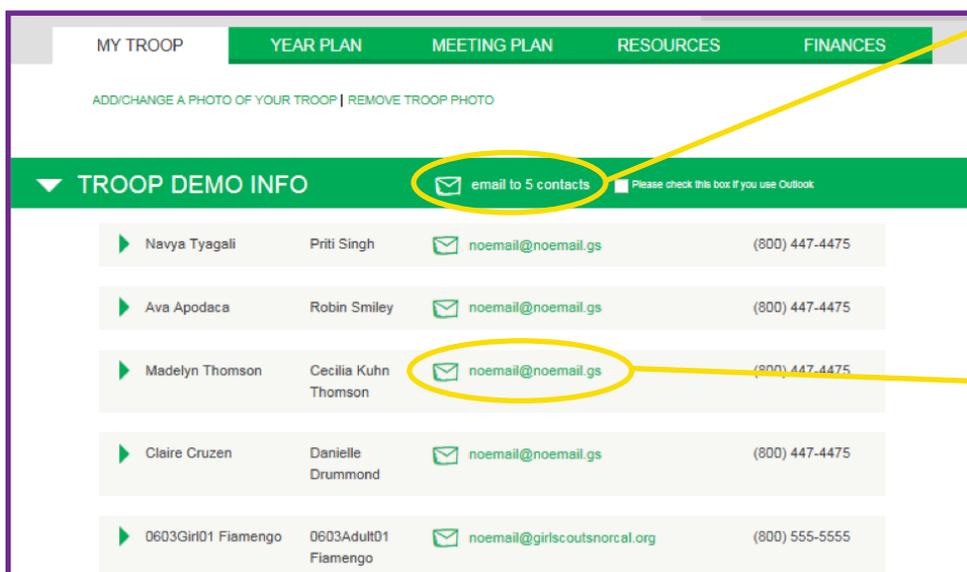## 2. How to View Your Troop Roster

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.
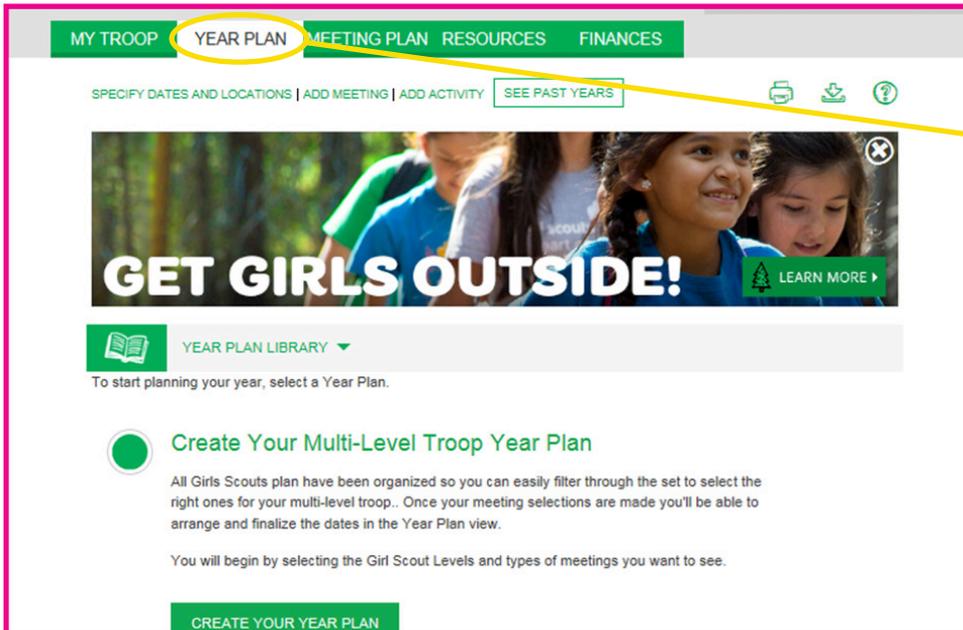
3. How to Send Emails via VTK

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.
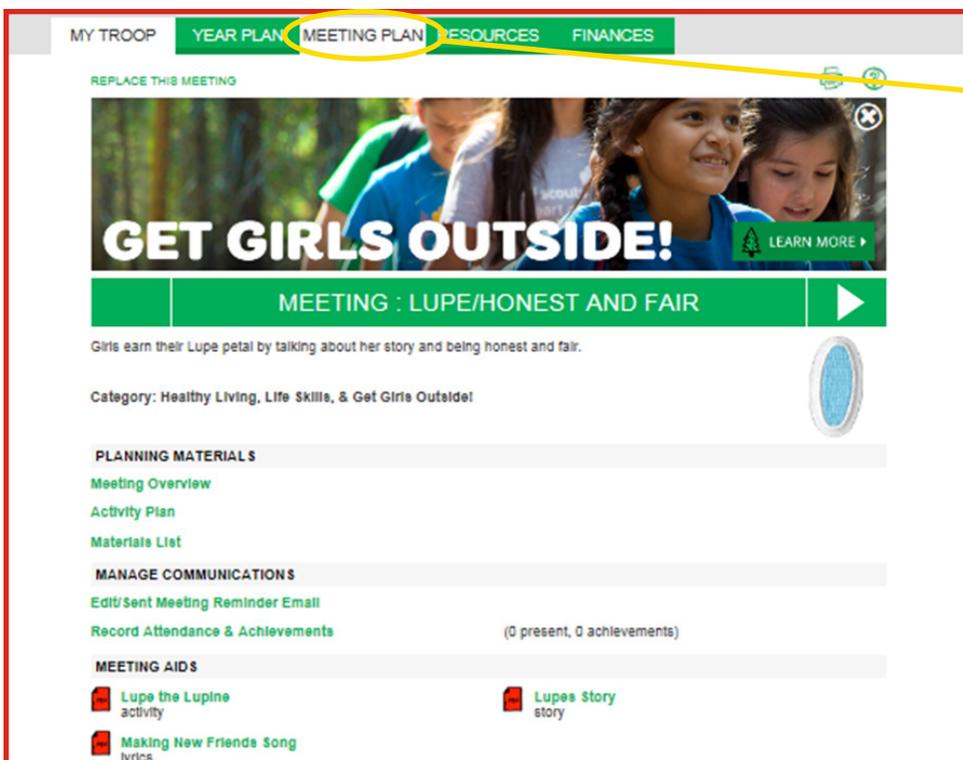

- Click on **Year Plan**—you will have the option to choose a petal or badge Year, Journey Year, or Create Your Own Year Plan.
(The **Year Plan** tool is currently only available for Daisy–Junior troops)

- 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.

- Click on **Meeting Plan** to access the Meeting Overview, Activity Plan, and Materials List, along with instructions for fullfilling 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.