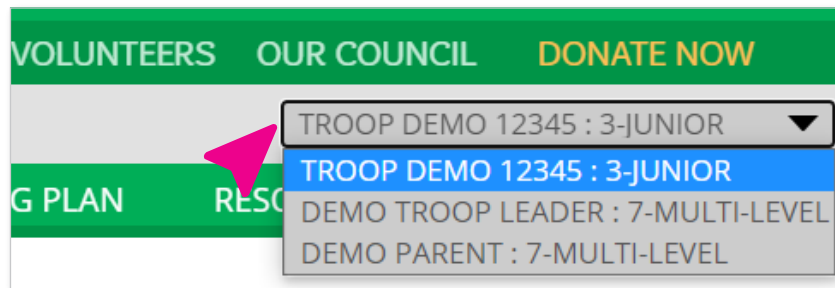


VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader

LOOK WHAT'S NEW!

Demo Access

Available for supporting volunteer and staff roles that need access to the Volunteer Toolkit (VTK) for training purposes. Demo access mirrors troop functionality but does not contain girl or troop information. These users will have two demo accounts under the gray drop-down— “Troop Demo – Troop Leader” and “Demo – Parent”—and can see both sides of the troop experience. Access is granted through the council based on placement in designated support roles.



Troop Leader View: Troops that you are affiliated with show up first. Troop Leader view provides full access to all VTK functionality. This is where you will set your year plan, troop meetings, and manage your troop roster and communications.

Demo Troop Leader: 7 – Multi-Level View: This view is available so that troop leaders have easy access to program materials and troop meeting content for all program levels. Note: This is the same view that service units, Individually Registered Girls (IRGs), and multi-level troops see.

Demo Parent: 7 – Multi-Level View: This view is available so that troop leaders can see and experience the Parent View in VTK. Note: This view is linked to the Demo Troop Leader: 7 – Multi-Level view and you will need to set a year plan in the Demo Troop Leader: 7 – Multi-Level in order to see the Demo Parent: 7 – Multi-Level.

First-Year Troop Leader Experience

New leaders: need help getting started? We've got you. The First-Year Troop Experience supports new leaders with additional guidance to get you 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 answer “Yes” you will follow a guided path with recommended steps to simplify your on-boarding process.

If you're not a first year Girl Scout troop leader, but would like to see the guided path, click “Take a Guided Tour” on any of the Volunteer Toolkit tabs to see the same guidance that a new leader would.

