



Volunteer Essentials Volunteering

Volunteer Toolkit

GSUSA and GSNorCal have launched The Girl Scout Volunteer Toolkit (VTK) which is a comprehensive digital tool accessible on your computer, smartphone and/or tablet that is the primary support resource for troop leaders. This means that we have a new resource with a transformative purpose: to save our volunteers precious time and frustration so you can spend less time navigating our many available resources as you plan, organize, and manage your troop year with the girls and more time doing the things that you imagined when you volunteered: changing girls' lives through amazing experiences!

My Troop—Troop Information

Manage roster and contact information for girls and parents/caregivers

Renew now button will not show if member is registered

The screenshot shows a web interface for managing troop information. At the top, there is a navigation bar with tabs: MY TROOP, YEAR PLAN, MEETING PLAN, RESOURCES, and FINANCES. Below this is a section titled 'TROOP 999101V INFO'. The main content area displays details for a member named Jessie Morales, including her name, phone number (555) 555-5555, date of birth (03/06/2009), age (7), and address (987 Larry Road, Kingston, NY 99997). It also shows secondary info (Jaime Morales), achievements, and meetings attended. There are two buttons: 'RENEW NOW' and 'UPDATE CONTACT INFO'. Below this, a list of other members is shown with their names, phone numbers, and a right-pointing arrow icon.

Name	Phone Number
Jessie Morales	(555) 555-5555
Jessica Beard	(212) 555-5555
Testg2Sapril test	(012) 345-6789
Victoria May	(555) 555-5555
Alyssa Mani	(555) 555-5555
Candice Burton	(555) 555-5555

Year Plan Library

Different year plans are given. All year plans start with the same first two meetings. The first introduces girls to Girl Scouting, and the second helps them to choose their year plan.

The screenshot shows a navigation bar with tabs for MY TROOP, YEAR PLAN, MEETING PLAN, RESOURCES, and FINANCES. Below the navigation bar are icons for print, download, and help. A dropdown menu for 'YEAR PLAN LIBRARY' is open, showing a list of year plans with radio buttons for selection. The options are:

- Brownie Journey Year: A World of Girls**
On this Journey, Brownies learn about girls around the world and how stories can give them ideas for helping others, whether in their own communities or in other countries. In addition to 8 meeting sessions based on A World of Girls, Brownies can earn 3 badges.
- Brownie Journey Year: WOW! Wonders of Water**
On this Journey, Brownies learn how to protect the waters of our planet. Girls can earn four awards that recognize what they learned about water and how they took action to save it.
- Brownie Badge Year**
This Brownie year plan is laid out in 15 meeting sessions to engage girls in a fun and exciting Brownie year with options to earn 5 badges and a Take Action project.
- Create Your Own Year Plan**
Choose this option to create your own year plan using meetings from our meeting library

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Year Plan—Troop Year Overview and Plans

Full year view for meetings and activities

Add/update activities and events

Move/Add Meetings during the year

Specify meeting dates, times and locations

The screenshot shows the 'MEETING PLAN' tab selected in the navigation bar. The page title is 'BROWNIE JOURNEY YEAR: WOW! WONDERS OF WATER'. Below the title, there is a list of meetings with their respective details and icons:

MEETING	DESCRIPTION	ICON
1	INTRO Getting Started Girls learn Promise, Law, and about one another.	Brownie badge icon
2	JUMP INTO JOURNEYS/BADGES Getting Started Girls sample Journeys and Badge year; then decide what they'd like to do for their troop ye...	Brownie badge icon
3	LOVE WATER AWARD PT. 1 WOW! Wonders of Water Girls are introduced to water theme of journey.	Water award icon
4	LOVE WATER AWARD PT. 2 WOW! Wonders of Water Girls learn about cycle of water.	Water award icon
5	SAVE WATER AWARD PT. 1	Water award icon

Meeting Plan—Detailed Plans for Meetings

Review Activity Details—activities with steps, materials, time required

Meeting Aids—Downloads and videos

Manage Agenda—change duration, delete or add your own activities

Download or print materials list, meeting overview, activity plans

The screenshot shows a web interface for a meeting plan. At the top, there are navigation tabs: MY TROOP, YEAR PLAN, MEETING PLAN (selected), RESOURCES, and FINANCES. Below the tabs, there's a header for the meeting: "MEETING : LOVE WATER AWARD PT. 1". A description states: "Girls are introduced to this journey's theme: water. Category: WOW! Wonders of Water". There are sections for "PLANNING MATERIALS" with links for Meeting Overview, Activity Plan, and Materials List. The "MEETING AIDS" section includes "WOW Water Jar Information" and "Dreamin About Water video". Below that is an "Add Meeting Aids" button. The "MEETING AGENDA" section is a table with 6 items:

Item	Activity	Duration
1	As Girls Arrive	:05
2	Opening Ceremony: Snack and Favorite Water Activities	:15
3	Starting a Team WOW Collage	:10
4	Water Around the World	:30
5	Making Rainbows	:20
6	Closing Ceremony: A Great Place	:05

At the bottom right of the agenda table, it says "1:25".

Resources

Lots of resources to download and print

The screenshot shows the "Resources" page. At the top, there are navigation tabs: MY TROOP, YEAR PLAN, MEETING PLAN, RESOURCES (selected), and FINANCES. Below the tabs, there's a "Search For Resources" section with a search input field containing the placeholder text "type in a search word or term here". Below the search field is a "Browse Resources by Category" section with three columns of categories and their counts:

Category	Count
Safety and Travel	
Safety	(3)
Staying Safe on Adventures (Safety Activity Checkpoints)	(42)
Troop Leadership	
Managing Troop Money	(2)
Working with Girls	(5)
Working with Parents	(2)
Volunteer Aids	
Meeting Aids	(18)
Meeting Overviews	(73)
VTK Tutorial Videos	(5)

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For Parents: My Troop

Parent can renew self and/or daughter, change contact info

MY TROOP YEAR PLAN MEETING PLAN RESOURCES FINANCES

▼ TROOP 999101V INFO

▼ Victoria May Gina May (555) 555-5555

DOB: 02/22/2008 32 Kings Cross Way
Kingston, NY
AGE: 8 99997

Achievements:
Meetings Attended:

RENEW NOW UPDATE CONTACT INFO

For Parents: Year Plan

Parent can see dates, times and locations for meetings

Parent can see planned activities (and can know what to sign up for)

Special reminders for parents, such as renewal information

MY TROOP YEAR PLAN MEETING PLAN RESOURCES FINANCES

BROWNIE JOURNEY YEAR: WOW! WONDERS OF WATER

APR 08 12:00 AM INTRO
Getting Started
Girls learn Promise, Law, and about one another.

APR 15 12:00 AM JUMP INTO JOURNEYS/BADGES
Getting Started
Girls sample Journeys and Badge year; then decide what they'd like to do for their troop ye...

APR 22 12:00 AM LOVE WATER AWARD PT. 1
WOW! Wonders of Water
Girls are introduced to water theme of Journey.

APR 29 12:00 AM LOVE WATER AWARD PT. 2
WOW! Wonders of Water
Girls learn about cycle of water.

MAY 06 12:00 AM SAVE WATER AWARD PT. 1
WOW! Wonders of Water
Girls pick two favorite reasons to love water.

MAY 13 12:00 AM SAVE WATER AWARD PT. 2
WOW! Wonders of Water
Girls brainstorm their Take Action project.

MAY 20 12:00 AM SAVE WATER AWARD PT. 3
WOW! Wonders of Water
Girls practice their talking points for their project.

MAY 27 12:00 AM SAVE WATER AWARD PT. 4
WOW! Wonders of Water
Girls do their Take Action SAVE project.

05/31/16 RENEW YOUR GIRL'S MEMBERSHIP, TODAY!

JUN 03 12:00 AM SHARE WATER AWARD
WOW! Wonders of Water
Girls begin educating others about loving and saving water.

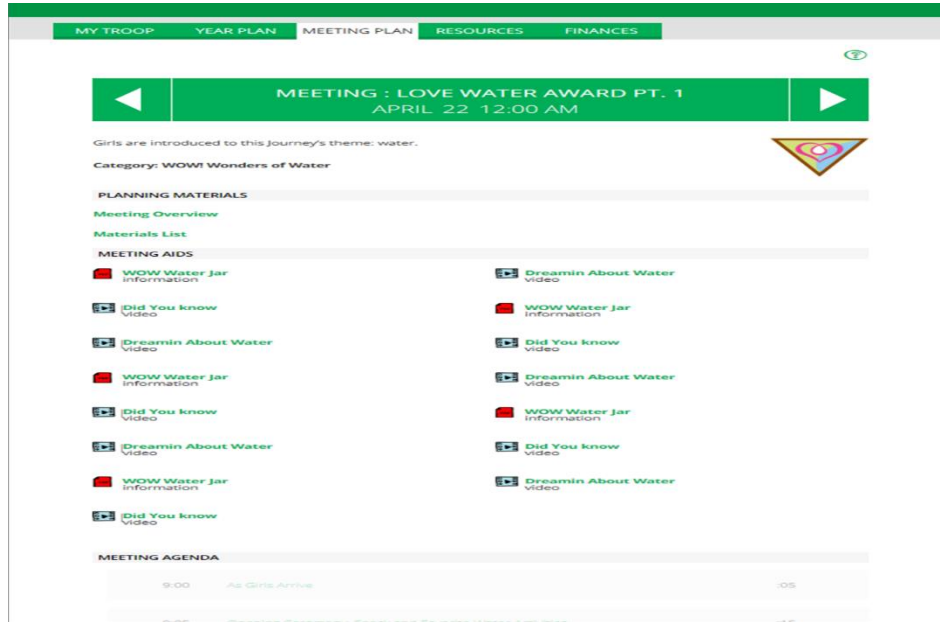
JUN 10 WOW AWARD
WOW! Wonders of Water

For Parents: Meeting Plans

Parent can see agenda of activities

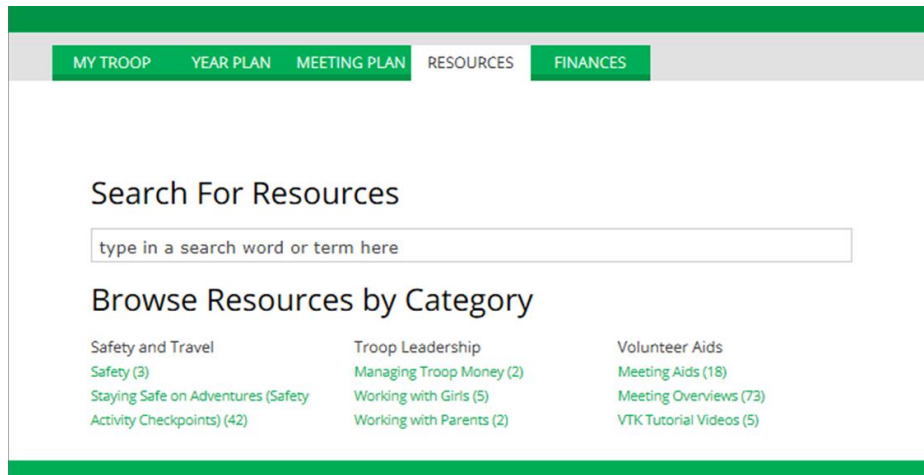
Parent can download meeting aids (helpful to make up meeting if girl is absent)

Parent can be prepared to help at the meeting



For Parents: Resources

Parents can see and download all resources available to the troop leaders



How do I access the Volunteer Toolkit? Click on the My GS tab on the GSNorCal website GSNorCal.org and enter your member login credentials.

Will there be training on how to use the Volunteer Toolkit? The toolkit is designed to be intuitive and require no formal training, however, video tutorials are available in the Volunteer Learning Portal for Daisy, Brownie and Junior troop leaders.

Will all troop leadership have access to the toolkit? All leaders have access to the fantastic administrative tools. K-5 leaders have prepopulated meetings plans, with more added all the time.

Why aren't there meeting plans for older girl troops? In order to use our resources wisely, we had to narrow our focus to a starting point. Stay tuned!

What if I don't have internet access at my meeting place? You can easily download the materials to a laptop or print them to take to your meeting. Also, the VTK can be accessed on a tablet or smart phone, which may expand where it can be used.

What about volunteers who don't have internet access at home? The toolkit can be accessed from any computer or device. Libraries or other public computers are a great resource. Meeting plans can be printed or downloaded.

Why has Girl Scouting decided to go digital? VTK is designed to help cut down the amount of time it takes for a volunteer to manage their troop including planning meetings (in partnership with the girls), communicating with parents, and finding support resources. Now volunteers can easily find resources, access the website, and communicate with parents all in one spot.