



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 displays the 'MY TROOP' section of the Girl Scout Volunteer Toolkit. It features a navigation bar with tabs: MY TROOP, YEAR PLAN, MEETING PLAN, RESOURCES, and FINANCES. Below this, a dropdown menu shows 'TROOP 999101V INFO'. The main content area displays details for a member named Jessie Morales, including her DOB (03/06/2009), AGE (7), and contact information (Jaime Morales, 987 Larry Road, Kingston, NY 99997, (555) 555-5555). It also shows 'Secondary Info: Jaime Morales', 'Achievements', and 'Meetings Attended'. At the bottom of this section are two buttons: 'RENEW NOW' and 'UPDATE CONTACT INFO'. Below this, a list of other troop members is shown, each with a green arrow icon, their name, address, and phone number.

Member Name	Address	Phone Number
Jessie Morales	987 Larry Road, Kingston, NY 99997	(555) 555-5555
Jessica Beard	Maryjo Beard	(212) 555-5555
Testg25april test	testp25april test	(012) 345-6789
Victoria May	Gina May	(555) 555-5555
Alyssa Mani	Elizabeth Mani	(555) 555-5555
Candice Burton	Laya 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 the 'YEAR PLAN' tab selected in a navigation bar. Below the navigation bar, there are icons for printing, downloading, and help. A section titled 'YEAR PLAN LIBRARY' with a dropdown arrow is shown. Below this, a message states: 'To start planning your year, select a Year Plan.' There are four radio button options:

- ☐ **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

At the bottom, there is a green footer bar with the text: '© 2016 Girl Scouts of the United States of America A501(c)(3) Organization. All Rights Reserved' and a link for 'Demo details'.

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 a navigation bar. Below the navigation bar, there are icons for printing, downloading, and help. A section titled 'BROWNIE JOURNEY YEAR: WOW! WONDERS OF WATER' is shown. Below this, there is a list of meetings with a 'Drag and drop to reorder meetings' instruction. The meetings are:

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

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 the 'MEETING PLAN' tab selected in the top navigation bar. Below the navigation bar, there's a section titled 'MEETING : LOVE WATER AWARD PT. 1' with a play button icon. Below this, a description states: 'Girls are introduced to this journey's theme: water. Category: WOW! Wonders of Water'. A 'PLANNING MATERIALS' section lists 'Meeting Overview', 'Activity Plan', and 'Materials List'. A 'MEETING AIDS' section includes 'WOW Water jar information' and 'Dreamin About Water video'. Below this is an 'Add Meeting Aids' button. The 'MEETING AGENDA' section displays 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

The total duration at the bottom right is 1:25.

Resources

Lots of resources to download and print

The screenshot shows the 'RESOURCES' tab selected in the top navigation bar. Below the navigation bar, there's a 'Search For Resources' section with a search bar containing the text 'type in a search word or term here'. Below the search bar is a 'Browse Resources by Category' section with three columns of links:

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)

At the bottom, there's a green footer bar with the text '© 2016 Girl Scouts of the United States of America AS01(c)(3) Organization. All Rights Reserved' and a link 'Demo details'.

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

99997

AGE: 8

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 12:00 AM

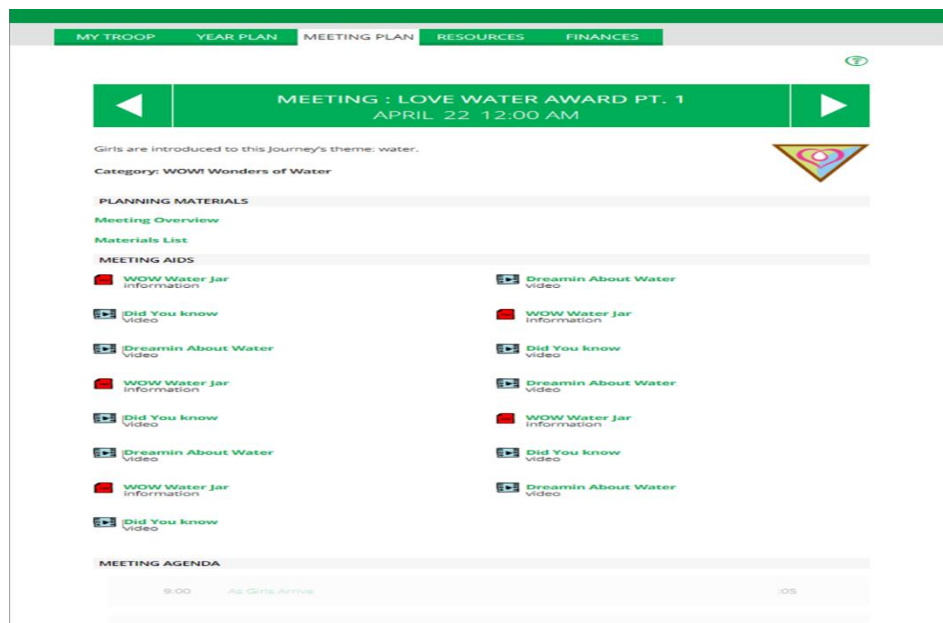
WOW AWARD
WOW! Wonders of Water
Photo essay about WOW! award. Encourage them to share...

For Parents: Meeting Plans

Parent can see agenda of activities

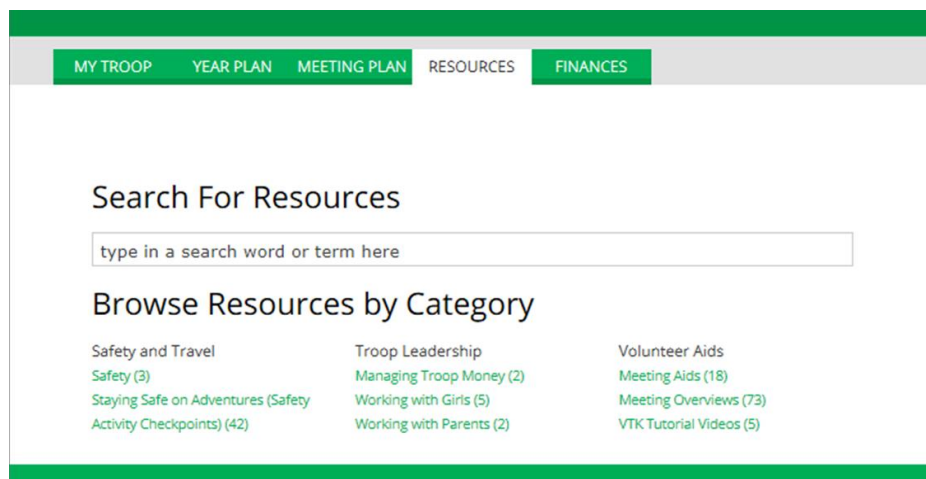
Parent can download meeting aids (helpful to make up meeting if girl is absent)

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.