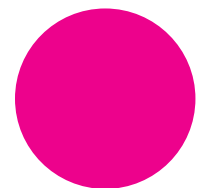girl scouts

VOLUNTEER TOOLKIT USER GUIDE:
Administrative Volunteer

The Volunteer Toolkit (VTK) helps troop leaders deliver easy, fun troop meetings year-round! With this step-by-step guide, you'll discover how your volunteers can take their troop experience to the next level!

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TABLE OF CONTENTS

Who Has Access to the Volunteer Toolkit?

SERVICE UNIT/ADMINISTRATIVE VOLUNTEERS:

Volunteers who hold a service unit or administrative role and support troop leaders and families in their respective geographical area. Access is granted through the council based on placement in designated support roles.

TROOP LEADERS AND CO-LEADERS:

Active volunteers registered for the current Girl Scout membership year in a troop leadership role. There should be at least two volunteers with access to the same troop account in the VTK.

CAREGIVERS OF GIRL SCOUTS IN A TROOP:

Each primary caregiver has access to their troop's VTK account. They have read-only permission for the meeting schedule and agendas, plus additional resources. (Caregiver accounts can only be accessed if the troop leader has set up a year plan.)

CAREGIVERS OF GIRL SCOUTS NOT IN A TROOP (I.E., INDIVIDUALLY REGISTERED MEMBERS):

Each primary caregiver of a currently registered Girl Scout who is not part of a troop will get troop leader-like access with their girl(s). Access is granted through the council based on confirmation of individually registered status.

VOLUNTEER TOOLKIT USER GUIDE:
Administrative Volunteer

Where To Find the Volunteer Toolkit

The Volunteer Toolkit (VTK) can be used from any computer, tablet, or smartphone with internet access. For best results, use a VTK–friendly browser such as Chrome or Firefox with a cleared cache and visit **www.girlscoutshs.org**

In the upper right-hand corner of your screen, click **My GS**.

Select **Volunteer Toolkit** to log in using the credentials provided by the council.

**NOTE:** *The VTK does not work on Internet Explorer.*

Basic Navigation

Welcome to the Volunteer Toolkit! We've outlined everything you need to know to set up your troop volunteers for success!

The Volunteer Toolkit is divided into tabs that feature unique tools to help you plan a troop year and manage each meeting. If you're on a computer, you'll see the **GREEN TABS** across the top of your browser window.

Mobile users will see a grey dropdown menu at the top of their screen, with each tab beneath.

NOTE: *Not all councils have a **FINANCES** tab.*
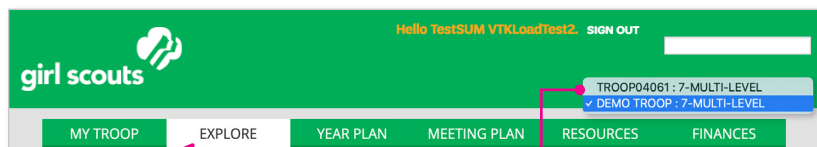
TIP: Do you hold more than one role? If you are a troop leader or parent too, access each account from the dropdown menu at the top of your screen.
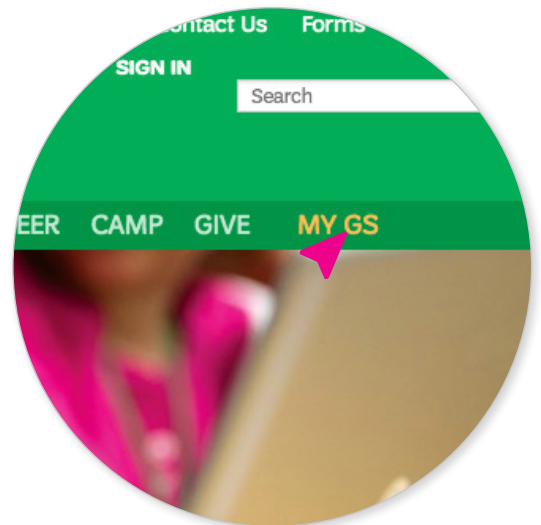
TIP: *Print – Download – Help*

You'll notice these three icons on almost every page of the VTK.

Print your current screen by clicking the green printer icon.

Download the page or resource by clicking the green down-arrow bracket icon.

Seek out additional **help** by clicking the green question mark icon OR by clicking the binoculars next to Take a Guided Tour.

VOLUNTEER TOOLKIT USER GUIDE:
Administrative Volunteer

MY TROOP

The **MY TROOP** tab displays sample girl information for administrative volunteers.

This is the space where troop leaders and troop caregivers find their complete girl roster, along with primary caregiver names and contact information. They'll cl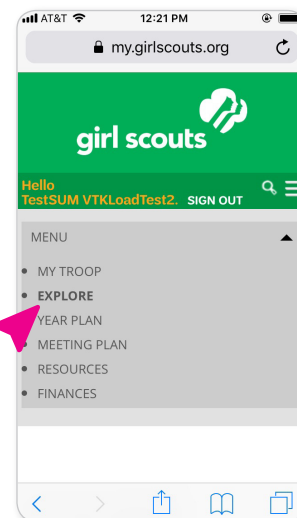ick the green arrow next to each name for a snapshot of achievements and attendance, as well as personal information about each girl.

From this tab, troop leaders can also email caregivers, print a troop roster with achievement and attendance information, and renew memberships!

EXPLORE

Check out all the exciting options for the upcoming troop year on the **EXPLORE** tab. You'll be able to:

▼ Browse prebuilt tracks of badge and Journey activities, and choose a Girl Scout grade level to see all preselected year plans below it

▼ Create your own activity track

▼ Preview tracks and badge requirements before adding them to a year plan

▼ See an overview of all preselected tracks at the bottom of the page (it's even printable, so you can easily review your options!)

Don't worry: you can always add, remove, or change your plan as you go, one meeting at a time.

Once you select a year plan, it will automatically populate the **YEAR PLAN** tab. A year plan is required in the Volunteer Toolkit before other features become available.

YEAR PLAN

From this tab, you can:

▼ Set meeting dates and locations

▼ Add badges, Journeys, and activities to your plan

▼ Preview badge and Journey requirements

FYI, setting up a year plan allows caregivers to see their side of the Volunteer Toolkit, too!

You'll also find exciting Girl Scout partnerships and promotions in the rotating banners at the top of your screen. Tired of seeing them? Just click the "X."

MEETING PLAN

Make every troop meeting a success! Here you'll find:

▼ Suggested scripts

▼ Material lists

▼ Printable meeting aids

▼ A customizable meeting schedule (troop leaders can rearrange, add, and delete meetings)

You can also track attendance at each meeting and check off completed badges and awards.

RESOURCES

Where do badges belong on her uniform? Which awards can girls earn at the next Girl Scout grade level? What's an investiture ceremony? If you've got questions, you'll find the answers you need on the **RESOURCES** tab.

FINANCES

The **FINANCES** tab helps troop leaders easily share financial info with Girl Scout staff. The tab is available to administrative volunteers for demonstrative purposes only; troop volunteers have full functionality, while troop parents/caregivers have a read-only view.

Set Up a Year Plan

When you log in to the Volunteer Toolkit the first time, you'll need to select a year plan before you can customize meetings or activities. The **EXPLORE** tab displays available prebuilt year plans for you to choose from based on the grade level you select.

MY TROOP	EXPLORE	YEAR PLAN	MEETING PLAN	RESOURCES

Select a level to get started.

Daisy	Brownie	Junior	Cadette	Senior	Ambassador	Multi-level

Junior Explorer 2019-2020

To set the troops calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make changes at any time.

Build Your Own

Search or filter to select the badges and awards that fit the style of your troop.

START ADDING PETALS, BADGES OR JOURNEYS

Pre-selected Tracks

Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.

VIEW POPULAR TRACKS

▶ **IMPORTANT:** Each time you choose a new year plan from the **EXPLORE** tab, it will reset your entire year. Any activities, meeting dates, and customizations will be lost. To add badges and Journeys or edit your existing year plan in any way, use the buttons on the **YEAR PLAN** tab.

X

Are you sure you want to reset your Year Plan?

Resetting your Year Plan will erase all current meeting details, including attendance and achievements.

No, Never Mind   Yes, Reset

RESET MY YEAR PLAN   VIEW MY YEAR PLAN

BUILD YOUR OWN

Search to Add a Petal, Badge or Journey Meeting

🔍 Search for a badge or journey award by name

Or Use Filters ▶   🔭 TAKE A GUIDED TOUR

CANCEL   VIEW LIST

12 Meeting Plans

Junior

ENERGIZE AWARD PT. 2
Girls look at photosynthesis.
☐ SELECT MEETING

INNOVATE AWARD PT. 2
The girls carry out Innovate project.
☐ SELECT MEETING

INVESTIGATE AWARD PT. 2
Girls conduct energy audit.
☐ SELECT MEETING

ENERGIZE AWARD PT. 1
Girls explore different kinds of energy.
☐ SELECT MEETING

GET MOVING PT. 2
Juniors investigate how animals use energy according to their needs.
☐ SELECT MEETING

GET MOVING PT. 3
Juniors explore energy use in buildings.
☐ SELECT MEETING

GET MOVING PT. 1
Juniors are introduced to the GET MOVING! Journey.
☐ SELECT MEETING

GET MOVING PT. 6
Juniors complete their Innovate project.
☐ SELECT MEETING

CANCEL   CLEAR SELECTED MEETINGS   ADD TO YEAR PLAN

PRESELECTED TRACKS

Junior Explorer 2019-2020

To set the troops calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make changes at any time.

✴
Build Your Own
Search or filter to select the badges and awards that fit the style of your troop.

START ADDING PETALS, BADGES OR JOURNEYS

Pre-selected Tracks
Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.

juniors

BADGES Girls explore their interests and build skills on a variety of topics.

Junior Badge Year 1	Junior Badge Year 2	Junior Badge Year 3
5 badges, 1 award 15 meetings	6 badges 14 meetings	6 badges 14 meetings
PREVIEW	PREVIEW	PREVIEW

Coding and Outdoors NEW	Space Science and Outdoor Adventure NEW
6 BADGES, 1 AWARD 15 MEETINGS	4 BADGES, 1 AWARD 14 MEETINGS
PREVIEW	PREVIEW

JOURNEYS Girls take a journey to identify a problem, create solutions, and put a plan into action.

STEM Outdoor: Think Like a Citizen Scientist	Outdoor	STEM: Think Like an Engineer
2 awards 9 meetings	3 badges, 1 award 12 meetings	2 awards 9 meetings
PREVIEW	PREVIEW	PREVIEW

STEM: Think Like a Programmer	Advocacy: Agent of Change	aMuse NEW
2 awards 9 meetings	3 awards 9 meetings	3 awards 11 meetings

▲ **BUILD YOUR OWN** allows troop leaders to mix and match badges, Journeys, and activities with the interests of their girl(s). **Build Your Own** will also allow you to search through all badges and Journeys regardless of grade level.

Use the filters to sort through all the available programming and the **Select Meeting** checkboxes to choose badges and Journeys to add to your year plan. Once you're finished, click **Add Year Plan** at the bottom.

▲ **PRESELECTED TRACKS** are a preset selection of meeting plans for a specific Journey or set of badges. Click **View Popular Tracks**, and from there you can preview each combination of awards. Once you've found the right one, click **Select Track** and your year plan will be created.

Once you've made your selection in the **EXPLORE** tab, you'll automatically be taken to the **YEAR PLAN** tab. This is also the tab you'll be brought back to each time you log in.

Add Meetings to the Year Plan

Girl Scouts are ready for whatever comes their way—and that includes changes in meetings or their year plan. Start by using the green **Add badge/Journey** link at the top of the year plan or **Search to Add Meetings** at the bottom of the year plan.

Use the search feature or filters to sort through available meeting types and choose which ones to add to your year plan. Meetings already in your plan will be clearly marked.

Once you've made your selections, click **Add to Year Plan**.

TAKE NOTE: meeting titles with numbers at the end are part of a series and you'll want to add all of them to meet the requirements for the award.

ADD A PETAL, BADGE OR JOURNEY   X

Search to Add a Petal, Badge or Journey Meeting

🔍 Search for a badge or journey award by name

Or Use Filters ▼

1. Select your Girl Scout Level(s)

○ Daisy   ● Brownie   ○ Junior   ○ Cadette

○ Senior   ○ Ambassador   ○ Multi-level

2. Select the type of meeting plan you want

○ Award Earning   ○ Badges Petals   ○ Closing/Bridging   ○ Intro/Family Meeting

● Journey

3. Select your categories

☐ It's Your Planet - Love It   ☐ It's Your Story - Tell It   ☐ It's Your World - Change It   ☐ Outdoor**NEW**

☐ STEM**NEW**

CANCEL   VIEW LIST

TIP: *View Past Year Plans*

(Administrative volunteer year plans do not archive. This feature is for troop and caregiver users only.)

Each July the VTK resets. Your year plan will be archived and you'll no longer be able to make changes. However, you'll still be able to view the plan through the green **Past Years** link at the top of your **YEAR PLAN** tab.

Achievement and attendance records DO NOT archive. Troop volunteers and caregivers should download a copy of this information for their records.
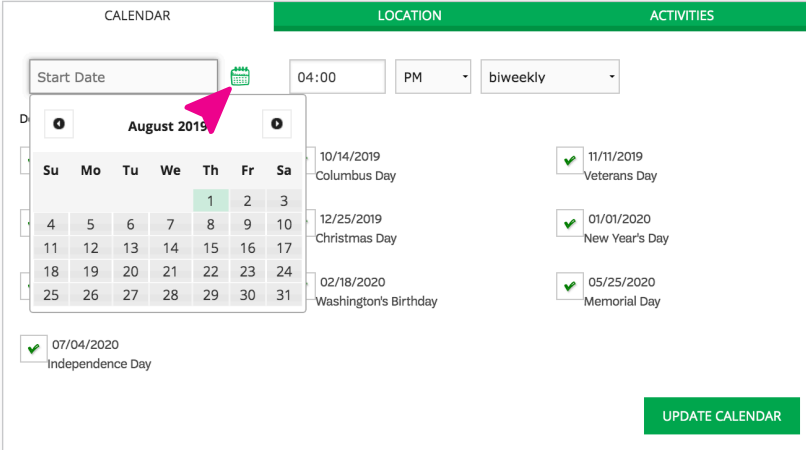
Add Dates and Locations

As an administrative volunteer, you may not need to set dates for meetings, but to continue planning your year, the system requires that you set meeting dates for your year plan.

At the top, click the green **Manage Calendar** link. Using the pop-up widget, choose a date and time for meetings to start and set the cadence for your meetings. Click **Update Calendar** when finished. Don't worry, you can still make changes after this.

Once you've set this up, when you use the **Manage Calendar** link again, you'll notice it looks entirely different! Now you can customize each individual meeting, add the location, or even reset the entire schedule.

CALENDAR: To edit the schedule, select the **green calendar icon** to the left of each meeting date to change the date or time of that specific meeting.

You can also choose to cancel one or more meetings or combine meetings. Select the two meetings you'd like to combine, then select the new date that meeting will occur. After you've made any changes, click **Save** and your year plan will be updated.

To the right, you'll see a **green gear icon**. This takes you back to the original view of the **Meeting Date and Location** widget, where you can reset the entire cadence of your meetings if needed.

LOCATION: Now that your dates are set, you can connect an address to each one. If you're meeting in multiple locations, add each address then connect it to the appropriate meeting using the checkboxes. Click **Assign** or **Apply** and then close out of the window.

TIP: *Manage Your Meetings*

Select the calendar icon to change date or time, or cancel or combine meetings.

Select the gear icon to reconfigure calendar from a specific date forward.

CALENDAR	LOCATION	ACTIVITIES

Add, delete or edit locations to assign to your meetings.

Location Name	Location Address	ADD

Fun City Community Center   124 Park Street

✔ 09/16/2019	✔ 09/30/2019	☐ 10/28/2019
✔ 12/09/2019	✔ 01/06/2020	✔ 02/03/2020
☐ 03/02/2020	☐ 03/16/2020	✔ 03/30/2020
✔ 04/13/2020	✔ 04/27/2020	☐ 05/11/2020
☐ 06/08/2020	☐ 06/22/2020	

ASSIGN TO CHECKED LOCATIONS	APPLY TO ALL MEETINGS	REMOVE

TIP: You can also get to the **Meeting Date and Location** widget simply by clicking on a date in your year plan. Change a date quickly or select **See More Calendar Options**.

OCT 07, 2019   ANIMAL HABITATS 1
Change meeting date and time

October 2019   Start Time 4:00   PM

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

CANCEL   SAVE

Delete Meeting

See more calendar options

② SEP 23 04:00 PM	JU...
③ OCT 07 04:00 PM	
④ OCT 21 04:00 PM	A...

⑤ NOV 04 04:00 PM
ECO CAMPER 1
Outdoor
Juniors learn how to protect the environment while outdoors and camping.

Add Activities to the Year Plan

Meetings and badges are only one part of a go-getting Girl Scout's troop year! You can also add things like field trips, service projects, or cookie booth sales to your year plan. And the Volunteer Toolkit connects to your council website so you can browse and add council events, too. Any activity you add will appear in blue and show up chronologically.

Back at the top of the year plan, click **Add Activity**.

CUSTOM ACTIVITY: Add your activity name, date, time, location, and details to your year plan. From the administrative volunteer view, no one else can see this event.

📅 Manage Calendar   🔍 Add Badge / Journey   🚩 Add Activity

CUSTOM ACTIVITY	COUNCIL ACTIVITY
Activity Name	mm/dd/yy 📅 04:00 PM ▾ 06:00 PM ▾
Location Name	Location Address
Cost	Activity Description
	ADD ACTIVITY

COUNCIL ACTIVITY. The Council Activity section of the Volunteer Toolkit is not currently active. Visit the council's **event calendar** (**www.girlscoutshs.org/calendar**) to view upcoming events. These can be added the troop's year plan as a Custom Activity.

VOLUNTEER TOOLKIT USER GUIDE:
Administrative Volunteer

Tools for Planning a Meeting

Set yourself—and your troops—up for success at each meeting! The **MEETING PLAN** tab has a robust collection of tools and information for planning an engaging meeting every time.

MY TROOP	EXPLORE	YEAR PLAN	MEETING PLAN	RESOURCES	FINANCES

MEETING : DAISY INTRO MEETING
AUGUST 31 04:00 PM ▶

Parents, Caregivers and Girls are welcomed into Girl Scouting.

CATEGORY: Getting Started

PLANNING MATERIALS
- Meeting Overview
- Activity Plan
- Materials List

MANAGE COMMUNICATIONS

Edit/Sent Meeting Reminder Email

Record Attendance & Achievements
(0 present, 0 achievements)

MEETING AIDS

Daisy Name Tag Template
template

Girl Scout Daisy Flower Friends Template
activity

Girl Scout Family Promise
template

Girl Scout Promise Template
template

⊕ Add Meeting Aids

AGENDA

4:00	Parent Meeting Agenda	00:35 ▾	⊗
4:35	As Girls Arrive: Daisy Name Tag	00:10 ▾	⊗
4:45	Girl Scout Traditions	00:15 ▾	⊗
5:00	Daisy-to-Daisy Game	00:10 ▾	⊗
5:10	Girl Scout Law Concentration / Memory Card Game	00:15 ▾	⊗
5:25	Closing Ceremony: Friendship Circle	00:05 ▾	⊗
		1:30	

⊕ Add Agenda Item

MEETING NOTES

PLANNING MATERIALS. High-level resources show you from start to finish what your girls will achieve during the meeting (1. Meeting Overview), what you'll do and say (2. Activity Plan), and the meeting aids plus the materials you'll need (3. Material List).

MANAGE COMMUNICATIONS. Emails are prepopulated with relevant meeting information, but you can customize them based on your needs. You can even attach meeting aids or other relevant documents from your council website at the bottom of the email before sending.

Troop leaders can also record attendance and achievement* in this section. Use the checkboxes to mark who's at the meeting—and if it's a meeting where you're finishing a badge or award, you can mark that too. You can see the full picture of what a girl has earned on the **MY TROOP** tab, with the option to download.

MEETING AIDS. These documents and videos are the leg-up troop leaders need! Some are geared toward the adult supporting the meeting and some are for each girl completing the activities. You can find more information on how to use these resources in the activity plan under Planning Materials.

AGENDA. Wondering how to kick off your meeting activities? Here, you'll find instructions and details for each activity, including materials needed, time it takes to complete, and recommended sequencing. You'll also find opening and closing activities to round out your meeting.

There are lots of ways to customize your meeting agenda:

▶ Drag and drop activities to reorder in the agenda.

▶ Use the dropdown on an activity to change the amount of time allotted for a certain activity.

▶ Delete an activity by clicking the "X" to the right of it. Be careful you aren't deleting a required activity to earn an award though!

▶ Click **Add Agenda** Item at the bottom to add your own activities too!

▶ Add a note at the end to remind yourself about important things to remember for that meeting.

If at any time you want to **replace** or **delete** an entire meeting, just use the respective links at the top of the meeting plan.

And remember: if at any time you want to download or print your year plan or meeting plan, look for these icons at the top of the page:

Questions?

Looking for more Volunteer Toolkit support? Contact Customer Care at **info@girlscoutshs.org**.