

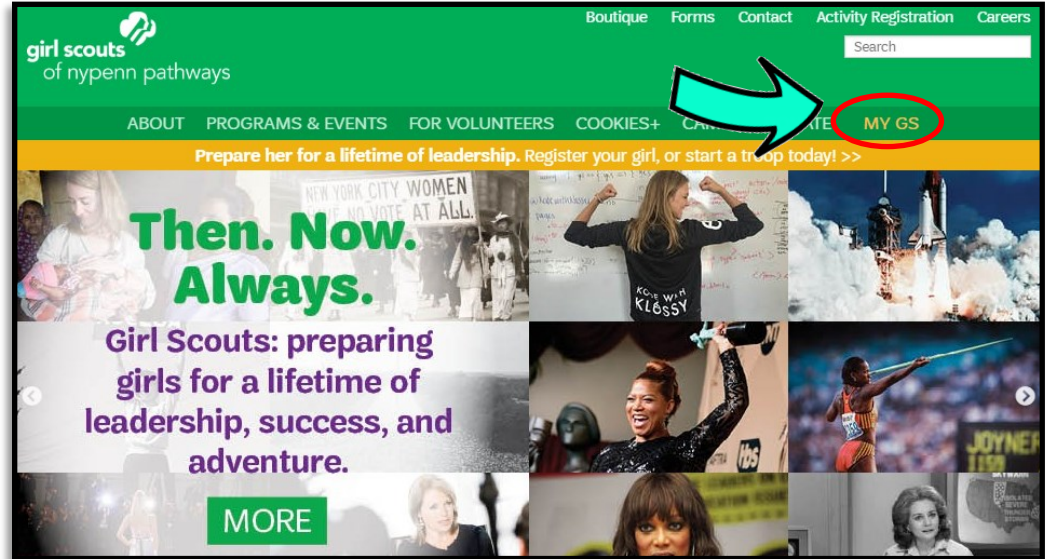
# Volunteer Toolkit Guide

## Accessing Volunteer Toolkit (VTK)

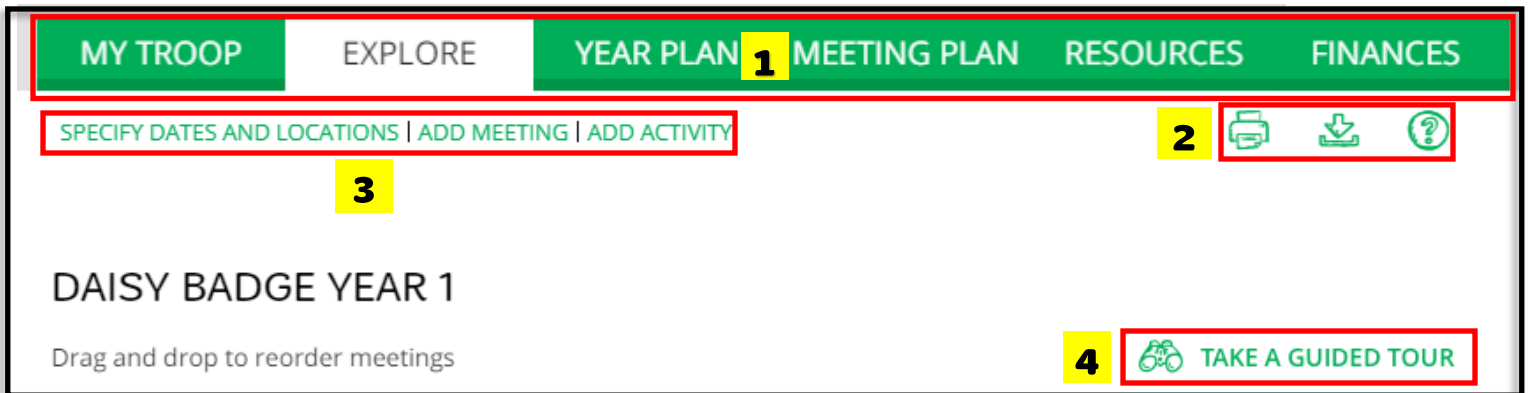
From our GSNYPENN website, click on the yellow “MyGS” button in the top right corner. Select “Volunteer Toolkit” from the drop-down list to log-in.

After logging in, select “Volunteer Toolkit” once more.

\*Please note all links in the green bar at the top of the screen will redirect you to our council website. The MyGS button will leader you back to your options.






## Navigating Volunteer Toolkit



1. **Volunteer Toolkit Tabs** (descriptions later in overview)

2. **Options**—

- Print your current screen or one of the provided options by clicking the green printer icon. 
- Download the plan or resource by clicking the green down-arrow bracket icon. 
- Seek out additional help by clicking the green circled questions mark icon. 

3. **Customization Options for Year Plans** (descriptions later in overview)

4. **Guided Tours** for click by click support on common actions

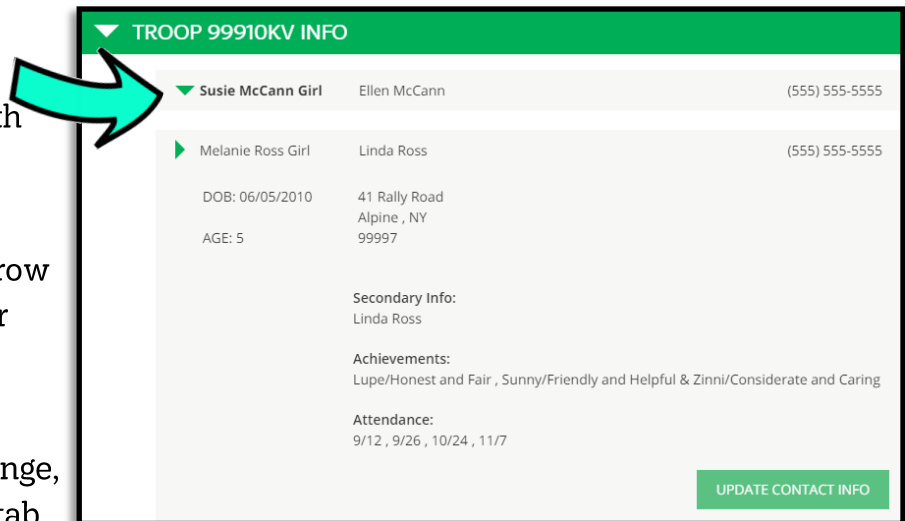
# Volunteer Toolkit Tabs

## My Troop:

This tab holds your complete girl roster with primary guardian information including contact information.

For each girl, you will click on the green arrow next to the name to expand the girl field for specific details including attendance and earned achievements.

You can email parents, as well as add, change, or remove a troop photo to customize this tab.



**TROOP 99910KV INFO**

▼ Susie McCann Girl	Ellen McCann	(555) 555-5555
▶ Melanie Ross Girl	Linda Ross	(555) 555-5555

DOB: 06/05/2010    41 Rally Road  
Alpine, NY  
99997

AGE: 5

Secondary Info:  
Linda Ross

Achievements:  
Lupe/Honest and Fair, Sunny/Friendly and Helpful & Zinni/Considerate and Caring

Attendance:  
9/12, 9/26, 10/24, 11/7

[UPDATE CONTACT INFO](#)

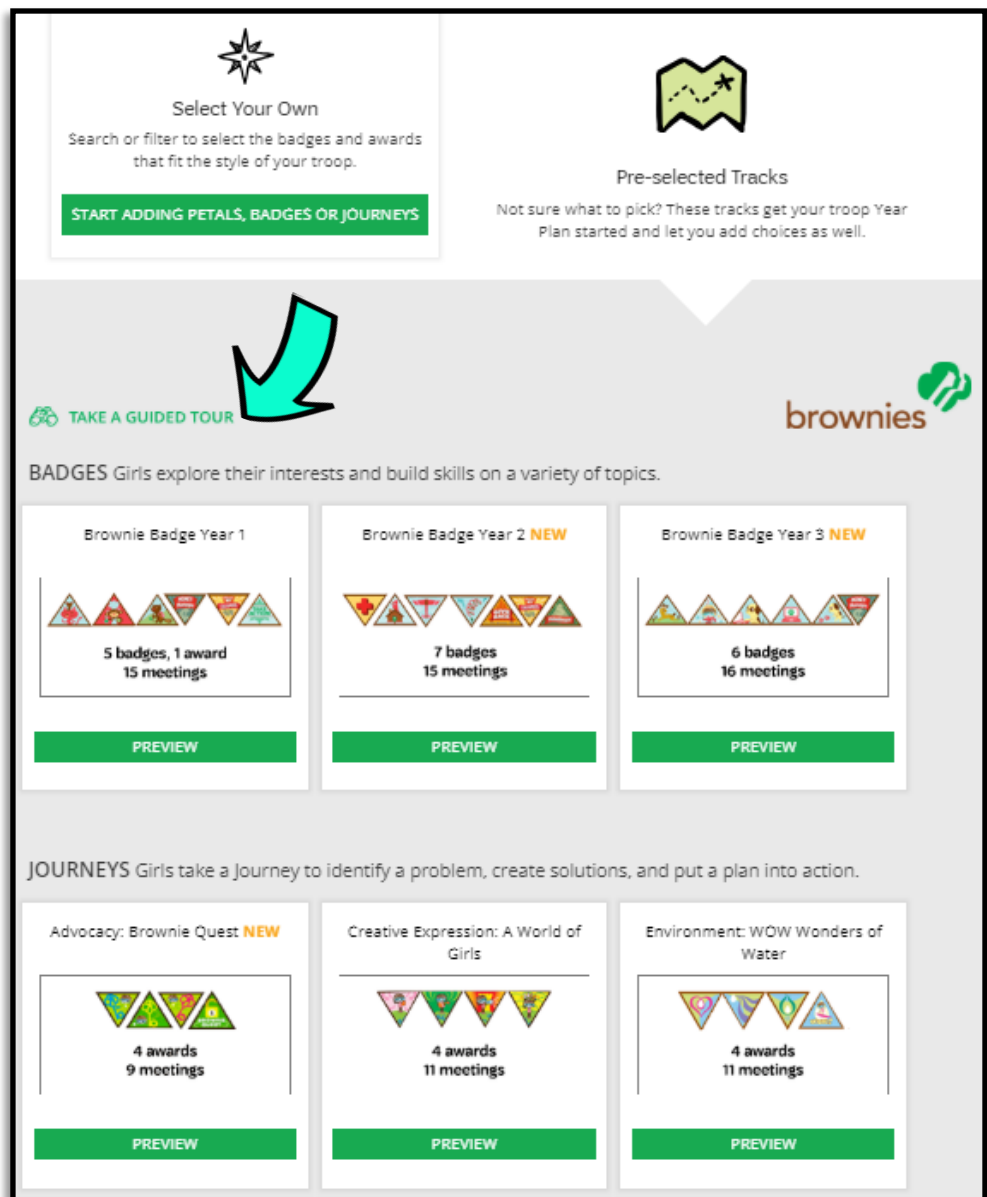
## Explore:

This tab guides you through building your troop calendar. You can select your own badges or choose from a variety of Pre-Selected tracks.

Select Your Own allows you to create a one of a kind plan for the troop. You can search for meeting plans by keyword or use a variety of filters.

Pre-Selected Tracks are designed to help girls earn a variety of badges/awards based on a common theme. Each track includes a picture of all badges/awards that will be earned by completing the whole plan.

Take a Guided Tour to explore this tab. The tour will guide you in creating your year, click by click,



**Select 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.

[TAKE A GUIDED TOUR](#)

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

<b>Brownie Badge Year 1</b> 5 badges, 1 award 15 meetings <a href="#">PREVIEW</a>	<b>Brownie Badge Year 2 NEW</b> 7 badges 15 meetings <a href="#">PREVIEW</a>	<b>Brownie Badge Year 3 NEW</b> 6 badges 16 meetings <a href="#">PREVIEW</a>
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**JOURNEYS** Girls take a Journey to identify a problem, create solutions, and put a plan into action.

<b>Advocacy: Brownie Quest NEW</b> 4 awards 9 meetings <a href="#">PREVIEW</a>	<b>Creative Expression: A World of Girls</b> 4 awards 11 meetings <a href="#">PREVIEW</a>	<b>Environment: WOW Wonders of Water</b> 4 awards 11 meetings <a href="#">PREVIEW</a>
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## Year Plan:

This tab will display your created troop calendar, complete with meetings, activities, important dates, and more! This screen will not populate until after your troop has selected their plan from the Explore Tab. To change your plan, go back to the Explore Tab and start over.

- Orange box—Next scheduled meeting
- Blue box—Activities that were added by your specific troop. To add an activity click on “Add Activity” on the toolbar. Examples of potential activities include outings, parent meetings, or cookie booths.
- Green box—Future meetings. These can be rearranged by dragging and dropping into the desired order. To add an additional meeting plan click “Add Meeting” on the toolbar. Meetings can be searched using keywords or filters.
- Orange bar—milestones set up by GSNYPENN to remind troops of important dates. These cannot be deleted.
- Grey box—meetings that have already occurred

You can combine two meetings into the same meeting date! Click on “Specify Dates and Locations” to get the screen shown to the right. Once on this screen, you will have the opportunity to combine meetings by clicking on the calendar icon beside the numbers. After combining meetings, your year plan calendar will update in chronological order. This is a great feature for multi-level troops.

SPECIFY DATES AND LOCATIONS | ADD MEETING | ADD ACTIVITY

ADVOCACY: AGENT OF CHANGE

Drag and drop to reorder meetings

TAKE A GUIDED TOUR

07/04/18 INDEPENDENCE DAY

08/01/18 HELLO! TEST!

1 SEP 17 06:00 PM JUNIOR INTRO MEETING  
Getting Started  
Welcome Parents, Caregivers and Girls.

2 OCT 01 06:00 PM JUMP INTO JOURNEYS/BADGES  
Getting Started  
Juniors decide what they want to do during their Junior year.

OCT 15 04:00 PM BRONZE AWARD ACTIVITY  
Helping Hounds

3 OCT 15 06:00 PM POWER OF ONE AWARD PT. 1  
Agent of Change  
Girls discover their own values and individual "powers" by looking at their daily activities a...

4 OCT 29 06:00 PM POWER OF ONE AWARD PT. 2  
Agent of Change  
In the second meeting of the Agent of Change Journey, girls explore power: what it means i...

5 NOV 26 06:00 PM POWER OF ONE AWARD PT. 3  
Agent of Change  
Juniors use a story from their Agent of Change books as a springboard for creating their o...

MEETING DATE AND LOCATIONS

CALENDAR	LOCATION	ACTIVITIES
1 Oct 02, 2018 06:00 PM	Brownie Intro Meeting	b
2 Oct 16, 2018 06:00 PM	Jump Into Journeys/Badges	b
3 Oct 30, 2018 06:00 PM	Making Friends 1	b
4 Oct 30, 2018 06:00 PM	Making Friends 2	b
5 Dec 11, 2018 06:00 PM	Home Scientist 1	b
6 Jan 08, 2019 06:00 PM	Home Scientist 2	b
7 Feb 05, 2019 06:00 PM	Hiker 1	b
8 Mar 05, 2019 06:00 PM	Hiker 2	b

## Meeting Plan:

This tab delivers a pre-set layout for each meeting with a meeting overview, activity plan, materials list, and printable meeting aids.

Features for each meeting plan page:

- Picture of each award/badge/petal related to the plan
- Planning materials including a Meeting Overview, Activity Plan, and Materials List.
- Ability to manage communications via email to guardians about a specific meeting and include meeting aids and other forms.

The screenshot shows the 'MEETING : JUNIOR INTRO MEETING' page for September 17, 2018, at 06:00 PM. The page is divided into several sections:

- MEETING :** JUNIOR INTRO MEETING  
SEPTEMBER 17 06:00 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**
  - About ME Sheet
  - Name Tag Sheet
  - Meeting Aids
    - 6:00 Parent/Caregiver Meeting Agenda (00:30)
    - 6:30 As Girls Arrive: Name Tags and All About ME (00:10)
    - 6:40 Opening Ceremony (00:15)
    - 6:55 Link Game (00:10)
    - 7:05 Girl Scout Law Relay (00:15)

The 'REMINDER EMAIL' interface shows the following details:

- Reminder Meeting #1 Mon Sep 17, 2018 06:00 PM - 08:00 PM
- Sent: None
- ADDRESS LIST**
  - Parents / Caregivers
- Enter your own: enter email addresses separated by semicolons
- COMPOSE EMAIL**
  - Subject: Reminder 3-Junior Meeting #1 Mon Sep 17, 2018 06:00 PM - 08:00
- Normal text formatting options (bold, italic, underline, etc.)
- Body text: Hello Girl Scout Families, Here are the details of our next meeting:
  - Date: Mon Sep 17, 2018 06:00 PM - 08:00 PM
  - Location:
  - Topic: Junior Intro Meeting

- Record troop attendance and achievements that will reflect under each girl's record on the My Troop tab
- Meeting Aids that will assist the troop in holding a comprehensive meeting
- Pre-set meeting agenda that can be customized and rearranged based on your troop's needs and interests. Time allotment for each activity can be altered as needed. Activities can be added or removed too.
- Meeting notes can be added for reminders or clarification of plans (great for multi-level troops). All notes are timestamped.

The 'AGENDA' interface includes:

- AGENDA** (with close button)
- Add New Agenda Item
  - Enter Agenda Item Name
  - Time Allotment (dropdown menu)
  - Description
  - SAVE button
- 2:00 (timestamp)
- + Add Agenda Item
- MEETING NOTES**
  - + Add A Note

Please Note: If you remove an activity that is required for badge completion be sure to plan to add the activity elsewhere. VTK will not recognize this change.

## Resources:

This tab provides a huge combination of both national resources and resources specific to GSNYPENN.

At the top of the page discover program level specific resources. Badge Explorer defines how to earn each badge. Parents and leaders can also find guidelines for completing the higher awards,

Helpful resources for all levels can be found in the main grid on the page. Browse by category for documents, trainings, forms, links and more.

The screenshot shows the Daisy website home page with a navigation bar at the top containing tabs for Daisy, Brownie, Junior, Cadette, Senior, Ambassador, and Multi-level. The main content area is a grid of resource categories, each with a list of links and a 'more' button. The categories include:

- TROOP LEADERSHIP:** Knowing Your Role & Work..., How to Get Started Financially, Tax Exempt Form Financially, more ▶
- FAMILY HUB:** Beyond Badges: Her Girl Sc..., Your Troop Support: Make ..., Family Tip Sheet, more ▶
- SAFETY:** Internet Safety Pledge, Safety Activity Checkpoints, Girl/Adult Health History, more ▶
- TRAINING:** Videos: Volunteer Tips & Tri..., Challenging Conversations, Volunteer Training Catalog, more ▶
- GS TRADITIONS & AWARDS:** GS Traditions & Ceremonies, Girl Scouts & Faith, National Adult Awards, more ▶
- TRIPS & TRAVEL:** Girl Scouts Destinations, Global Travel Toolkit, Troop/Group Activity Applic..., Pathways Program Guide
- FALL PRODUCT PROGRAM:**
- COOKIE PROGRAM:** GSUSA Cookie FAQs, Practical Tips for Parents, Cookie Activity Pin, Certificate of Insurance Req...
- CAMP OR OUTDOORS:** Outdoor Progression Chart, Outdoor Skill Building Videos, Pathways Program Guide, Summer Camp Guide 2018

## Finances:

This tab holds the troop finances where volunteers will submit the Year End Reports electronically.

Features include:

- Income and expense tracking in detailed categories
- View the troop's financial summary, which is automatically calculated based on inputted information
- Add detailed notes
- Timestamp and autosave so all co-leaders can work on the reports and see what last saved information
- Add troop bank account information
- Attach bank statements and other important documents
- Indicate troop status for the upcoming year
- Parents will have a read-only view of the submitted report
- All reports are due by June 30 of each year.

The screenshot shows the 'INCOME' reporting form. At the top, it states: 'Your updates are automatically saved but not submitted to the Council. If there is no value for an item, leave the field at 0'. The form includes the following fields:

- Monthly Troop Dues: 48 (with a 'Council Detail' link)
- Cookie Income: 1500
- Parent Donations: 145 (with a 'Council Detail' link)
- Total Income: 1693.00

There is a 'Remove Note' button and a text area for notes: 'Enter in any note or additional information here that you would like to share with the council about your troop's annual income reporting above'. The form also shows 'INCOME LAST UPDATE: 03/29/2017, 2:02:54 PM MICHAELA TEST' and a character count of '143 characters'.

The screenshot shows the 'COUNCIL NOTES AND QUESTIONS' form. It includes a 'Troop Status required' section with the question: 'What is the status of the troop for the next membership year?'. The status options are:

- Returning
- Change With Another Troop
- Disbanding
- Not Sure

Below this is a 'Troop Service Unit' section with a text input field for 'Name / Number'.