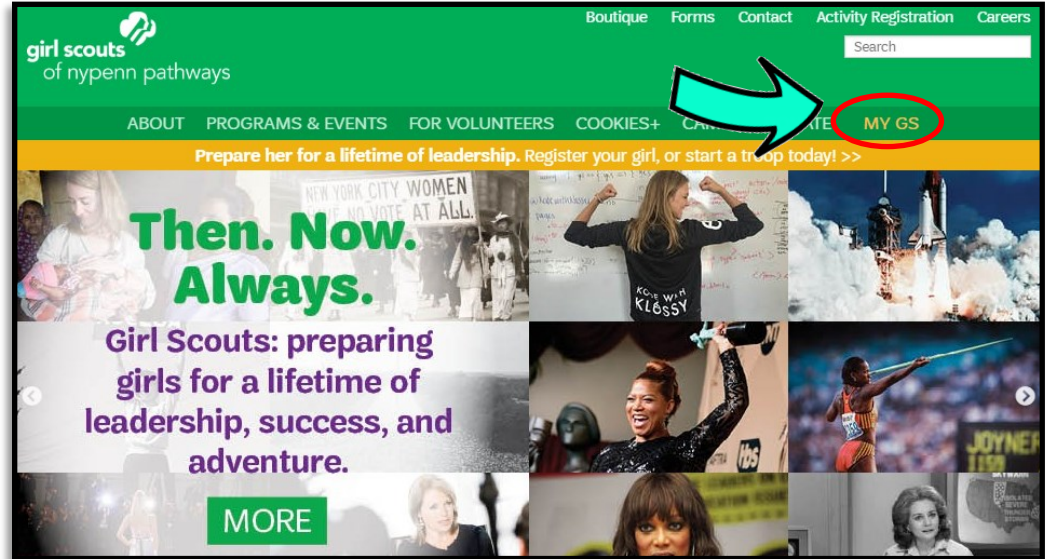# Volunteer Toolkit Guide

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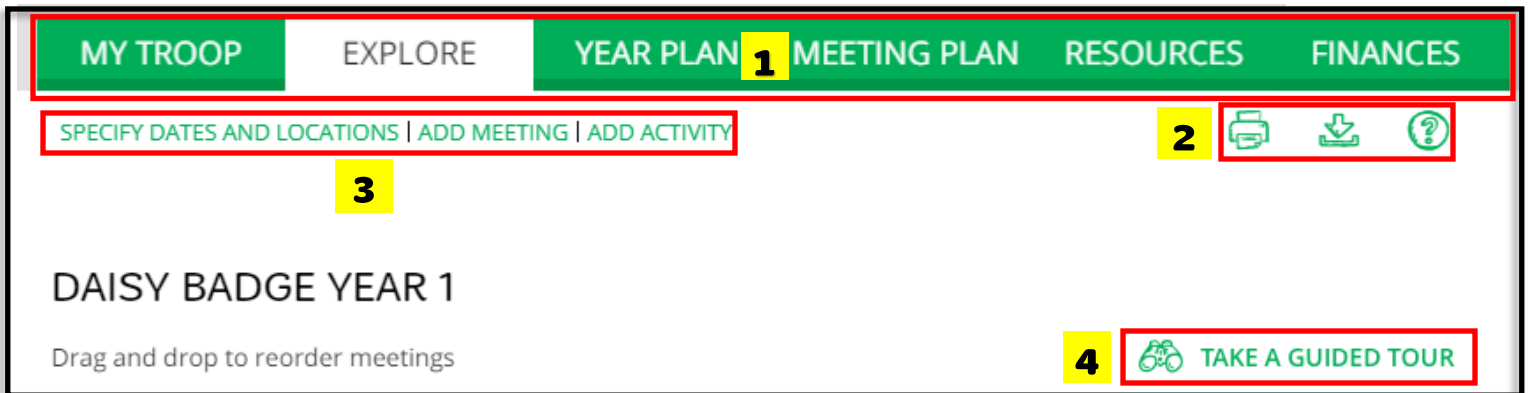
1. **Volunteer Toolkit Tabs** (descriptions later in overview)

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. ⑦

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

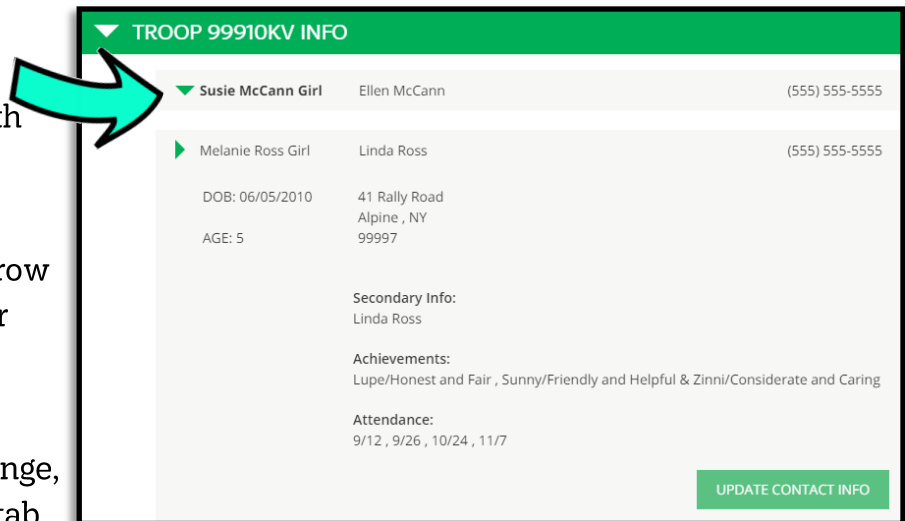4. **Guided Tours** for click by click support on common actions

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
AGE: 5   99997

Secondary Info:
Linda Ross

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

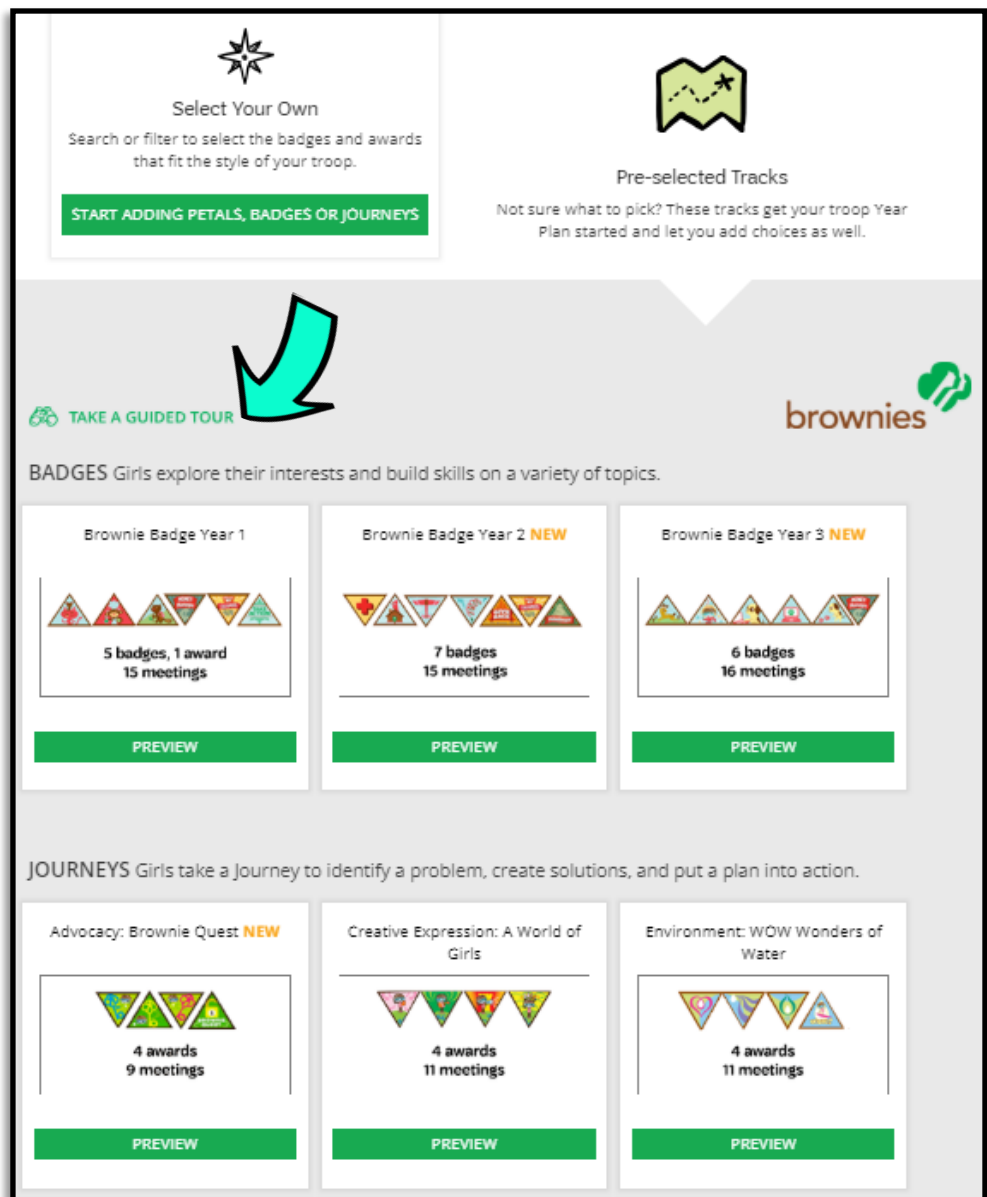Attendance:
9/12 , 9/26 , 10/24 , 11/7

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

brownies

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

Brownie Badge Year 1
5 badges, 1 award
15 meetings
PREVIEW

Brownie Badge Year 2 NEW
7 badges
15 meetings
PREVIEW

Brownie Badge Year 3 NEW
6 badges
16 meetings
PREVIEW

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

Advocacy: Brownie Quest NEW
4 awards
9 meetings
PREVIEW

Creative Expression: A World of Girls
4 awards
11 meetings
PREVIEW

Environment: WOW Wonders of Water
4 awards
11 meetings
PREVIEW

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 sing 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 combing meetings, your year plan calendar will update in chronological order.   This is a great feature for multi-level troops.

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.

- 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.

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

out ME
Sheet

Girl Scout Law
activity

Nametag
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

AGENDA

Add New Agenda Item

Enter Agenda Item Name | Time Allotment | Description

SAVE

2:00

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.

REMINDER EMAIL

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 | iT | A | B | I | U | ≣ | ≣ | x² | ≣ | ≣ | ≣ | ≣ | ≣ | ≣ | ∞ | ⌀ | ✎

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

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.

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.