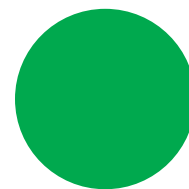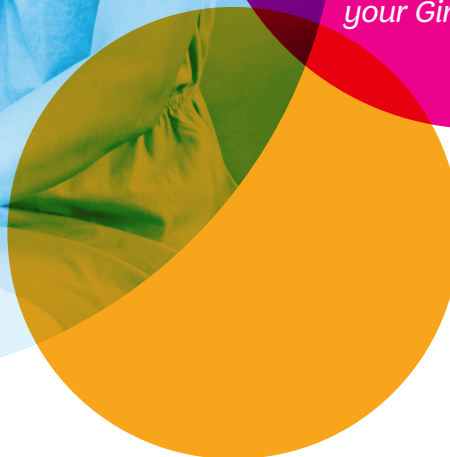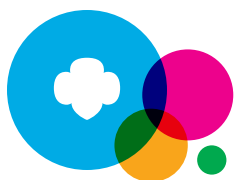**girl scouts**

VOLUNTEER TOOLKIT USER GUIDE:
Troop Volunteer

The Volunteer Toolkit (VTK) is your official source for delivering easy, fun troop meetings year-round! With this step-by-step guide, you can start your troop year strong and spend more time adventuring with your Girl Scouts!

VOLUNTEER TOOLKIT USER GUIDE:
Troop Volunteer

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Who Has Access

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 see 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.

TIP: *If you hold multiple roles*, you'll have a Volunteer Toolkit account for each—all under one login! Look for the grey dropdown box in the upper left-hand corner of your screen to navigate between accounts.

Hello Vanessa. SIGN OUT

TROOP 999105 : 1-DAISY ▼

MEETING PLAN   RESOURCES   FINANCES
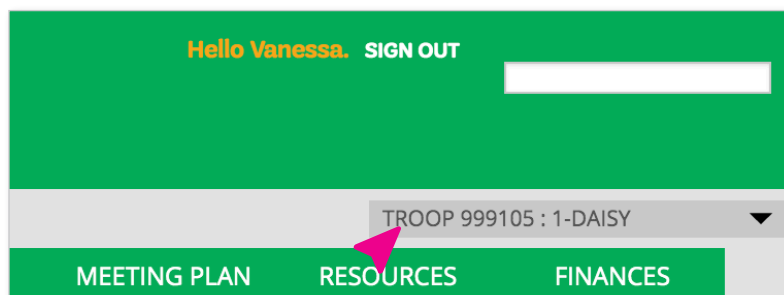
VOLUNTEER TOOLKIT USER GUIDE:
Troop Volunteer

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 **https://www.girlscoutsgcnwi.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 get started and have the best troop year ever!

The Volunteer Toolkit is divided into tabs that each have unique tools to help you plan your 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 tabs beneath.
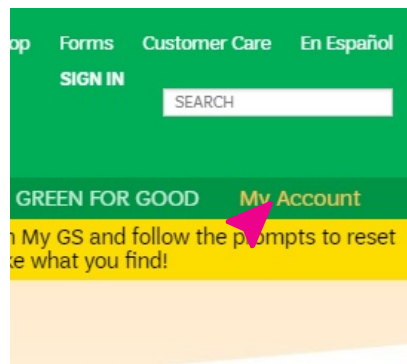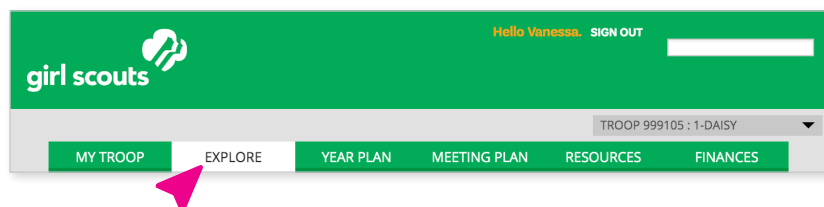
TIP: *Print – Download – Help*

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:
Troop Volunteer

MY TROOP

This tab houses your complete girl roster along with each girl's primary caregiver's name and contact information. Click the **green arrow** next to each name to expand and see her personal information and a snapshot of achievements and attendance.
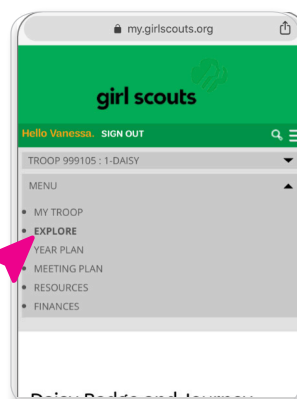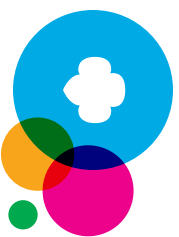
From this tab you can also:

▼ Email caregivers

▼ Print a troop roster with achievement and attendance information

▼ Renew memberships

▼ Customize the page with a troop photo

NOTE: *Do you have more than one troop?* Access each one from the dropdown menu at the top of your screen.

EXPLORE

Wondering how to get started? You can see all the exciting options for your troop year in the **EXPLORE** tab. You'll be able to:

▼ Browse prebuilt tracks of badge and Journey activities

▼ Create your own activity track with your girls

▼ Preview tracks and badge requirements before you add them to your 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 with your girls at your first meeting!

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

Once you've made a choice, your year plan will be automatically populated. A year plan is required in the VTK 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

Setting up your year plan allows caregivers to see their side of the VTK, 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 that you can rearrange or add and delete meetings

You can also track attendance at each meeting and check off completed badges and awards. Caregivers can see all these details, too!

RESOURCES

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

FINANCES

Use this tab to submit your annual troop finance report(AFR). The data in this tab is available until September 30 each year when it archives and resets for the new membership year. Parents can also view the annual troop financials once published by the leader.
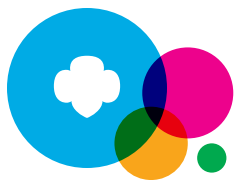
Set Up Your Year Plan

The first time you log in to the Volunteer Toolkit, you'll need to start a year plan before you can customize meetings or activities.

If you aren't seeing the correct grade level for your troop, please contact Customer Care at **customercare@girlscoutsgcnwi.org**.

TIP: *Start your year plan* by exploring options under the **EXPLORE** tab.

| MY TROOP | EXPLORE | YEAR PLAN | MEETING PLAN | RESOURCES | FINANCES |

Daisy Explorer 2020-2021

TAKE A GUIDED TOUR

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.

Explore Meeting Plans

Search and filter to preview individual meeting plans to customize a plan all your own.

EXPLORE MEETING PLANS

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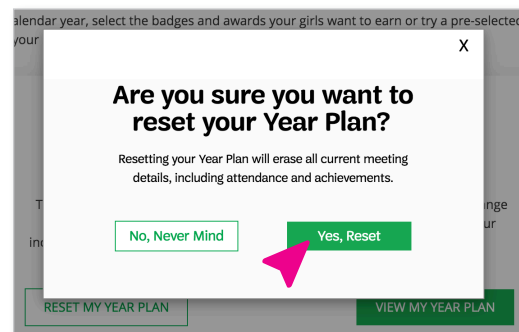
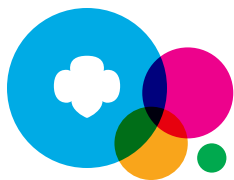Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.

VIEW POPULAR TRACKS

Want to explore more before setting up a plan? Check out the Award and Badge Explorer to mix and match badge and Journey choices. Include your Girl Scouts and let them give input as you plan your year.

▶ **IMPORTANT:** *Each time you choose a new year plan from the* **EXPLORE** *tab, your entire year will be reset.* Any activities added, meeting dates, and customizations will be lost. To add badges and Journeys to your existing year plan, use the buttons at the top of the **YEAR PLAN** tab.

▶ **First-Year Troop Leader Experience:** Need help getting started? We've got you. The First-Year Troop Experience supports new leaders with additional guidance to get you acquainted with the Volunteer Toolkit. After logging in and navigating into the Volunteer Toolkit, you'll be prompted answer the question, "Is this your first year as a Girl Scout troop leader?" If you answer "Yes" you will follow a guided path with recommended steps to simplify your on-boarding process.

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

PRESELECTED TRACKS

▲ **BUILD YOUR OWN** allows you to build your year plan from scratch! You can mix and match badges, Journeys, and activities with the interests of your girl(s). **Build Your Own** also allows you to search through all badges and Journeys regardless of grade level.

Use the filters to sort through all available programming, and the **Select Meeting** checkboxes to choose which badges and Journeys to add to your year plan. Once you're finished, click **Add to 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 Your 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 the **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**
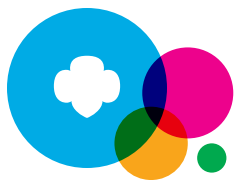
[CANCEL]   [VIEW LIST]

TIP: *View Past Year Plans*

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. Please download a copy of this information for your records.

📅 Manage Calendar   🔍 Add Badge / Journey   🚩 Add Activity   Past Years   🖨   ⬇   ❓

7

Edit Meeting Dates and Times

Click the calendar date 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 to combine meetings. To combine meetings, select the two meetings you'd like to combine, then select the new date on which you would like that meeting to occur. After you've made changes, click "Save" and your year plan will be updated. If you go back to Manage Calendar, to the right of each meeting date 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.
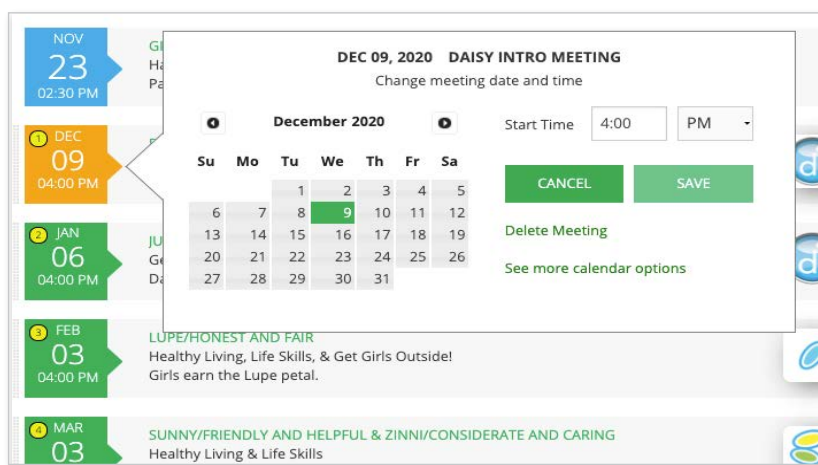
Once you've set this up, when you use the **Manage Calendar** link again, you'll notice it looks entirely different! Now you can customize each individual meeting, add the location, or even reset the entire schedule.

VOLUNTEER TOOLKIT USER GUIDE:
Troop Volunteer

EDIT MEETINGS. 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.

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**.

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

Add Activities to Your Year Plan

Meetings and badges are only one part of a go-getting Girl Scout's troop year! You can add things like field trips, service projects, or cookie booth sales to your year plan as well. 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. Remember: caregivers will see this information too, so be sure event details are clear and any special instructions are included here.

▼ **NOTE: *GCNWI does not use the* COUNCIL ACTIVITY *tab.***

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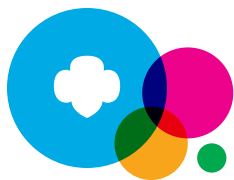
Milestones

You might see orange bars across your Year Plan tab in chronological order with your other meetings and activities. These are important dates, events, or updates your local Girl Scout staff want you to know about. These may also include links to additional information that relates to the date and title of the milestone.

② DEC 02 04:00 PM	AUTOMOTIVE DESIGN 2 STEM,Badges for 2020-2021 Brownies sketch and sculpt a vehicle and earn the Automotive Design badge.	⚠️

01/04/21 TEST- COOKIES START!

Tools for Planning Your Meeting

Set yourself—and your troop—up for success at each meeting! The **MEETING PLAN** tab has a robust collection of tools and information to help you plan an engaging meeting every time. If at any time you want to replace or delete a meeting, just use the respective links at the top of the meeting plan.

:= VIEW YEAR PLAN   REPLACE THIS MEETING | DELETE MEETING

◄ MEETING : GIRL SCOUT WAY 1 ►

Girls learn all about the Girl Scout legacy and how to share the Girl Scout way.

CATEGORY: Life Skills

⊕ Add a meeting location

REQUIREMENTS: Girls find out how they can share the Girl Scout legacy.

Girl Scout Way

see more

PLANNING MATERIALS

Meeting Overview

Activity Plan

Materials List

VIRTUAL & IN-PERSON SAFE RESOURCES

How to Plan a Virtual Meeting

Digital Icebreakers and Games

Easy Badge and Journey Adaptations

Virtual Bridging Resources

In-Person Safe Guidelines

MANAGE COMMUNICATIONS

Edit/Sent Meeting Reminder Email

Record Attendance & Achievements
(0 present, 0 achievements)

MEETING AIDS

Girl Scout Promise and Law
promise and law

Benefits of a Multi-Level Troop
volunteer resource

Tips for Working with Girls at Different Levels
volunteer resource

Activity Choice Descriptions
volunteer resource

↳ Special Guest: Songs to Start Your Girl Scout Journey with Melinda Caroll
event

Create a Story Play, or Puppet Show
activity demonstration

⊕ Add Meeting Aids

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).

Virtual and In-Person Safe Meeting Resources. Holding meetings over video or virtual platforms? These specially designed resources offer guidance on how to adapt activities, add more social time, and handle materials at home. Caregivers can also access these resources.

MANAGE COMMUNICATIONS. Send emails to caregivers to remind them of meetings and keep them up to date on what's happening. 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 screen before sending.

You can also **Record Attendance and Achievements** 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 you need for each meeting! Some are geared toward the adult supporting the meeting and some are for girls completing the activities. You can find more information on how to use these resources in the Activity Plan.
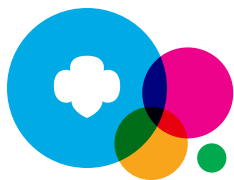
VOLUNTEER TOOLKIT USER GUIDE:
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AGENDA

1	Preparing for a Virtual or In-Person-Safe Meeting	00:05 ▾	⊗
2	As Girls Arrive: Snack	00:05 ▾	⊗
3	Opening Ceremony	00:05 ▾	⊗
▶ 📶 4	Select an activity	00:35 ▾	
▶ 5	Select an activity	00:35 ▾	
6	Choose Your Activities	00:05 ▾	⊗
7	Closing Ceremony	00:05 ▾	⊗
		1:35	

⊕ **Add Agenda Item**

ADDITIONAL RESOURCES

↪ **Girl Scout Way Booklet & Badge**
merchandise

🔴 **Multi-Level Approach to Girl Scout Way Badges**
volunteer resource

⊕ **Add Additional Resources**

📝 **Your Opinion Matters!** Help us improve this meeting.   **TAKE SURVEY**

MEETING NOTES

💬 **Add A Note**

⬇️ 🖨️

Don't forget, 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.

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

▶ Use the drop-down arrow to change the amount of time allotted for that activity.

▶ Drag and drop activities to reorder in the agenda.

▶ Delete an activity by clicking the "X" to the right of the activity. Heads up: if you accidentally delete a required activity for earning an award, you won't be able to add that activity back without first deleting the meeting.

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

▶ Add a note at the end to remind yourself and/or other troop leaders about important things to remember for each meeting.

Additional Resources. Take your meeting topic to the next level with these additional resources! These include videos, documents, or suggested events that go beyond the required steps for a badge or award, and they can help your girls do a deeper dive into the content they're most excited about. Here you'll also find links to the Girl Scout Shop to purchase printed award booklets or the award themselves. Finally, you can also save your own links here as well as long as they have a URL. These materials connect to the Manage Communication email templates, so you can share them with families.

▶Add a note at the end to remind yourself and/or other troop leaders about important things to remember for each meeting.

Questions?

Contact Customer Care at **customercare@girlscoutsgcnwi.org**.

Volunteer Toolkit (VTK) FAQ

What is Volunteer Toolkit (VTK)?

The Volunteer Toolkit, or the VTK, is a robust web application offering digital, accessible support to Troop Co-Leaders in both managing a troop year-round and delivering easy, fun troop meetings. The VTK provides clear, step-by-step instructions that walk you through each troop meeting with your girls. Included are sample scripts, shopping lists, time allotments for each activity, and more. Deliver the meeting as it is or customize the agenda to create a meeting all your own.

Who can use the VTK?

Troop Co-leaders have access to MANAGE their troop in the VTK. Parents and other troop volunteers have access to VIEW the troop plans. Now, the VTK is available for service unit/administrative volunteers as well as Juliettes/individually registered girls.

How do I access the VTK?

You can access the Volunteer Toolkit by logging into **My Account** from our council website girlscoutsgcnwi.org.   Your username is the email address you use for Girl Scouts. (Clear your browser cache BEFORE logging in to ensure that you have the most recent system updates. Reference the 'How to' guide at the end of this document for more information.)

What technology do I need to access the VTK?

The VTK is web-based and can be accessed using a computer, laptop, smart phone, or tablet that has internet. The VTK is most compatible with **Google Chrome.** The VTK does not work in Internet Explorer.

What is the email address used by the VTK?

Please add **girlscouts@amsmail.adobecqms.net** to your safe sender email list. And inform your parent to do the same. It is the email used by the VTK.   When a Leader is sends a Meeting Reminder from the Meeting Plan tab, the email address that email is sent from will be this email address. When a leader receives their copy of the finance report, it will come from this email.

Where can I find VTK training, tutorials, or guides?

On our council website under Volunteers there are four short tutorial videos focused on the Volunteer Toolkit. There are more detailed videos and guides in the GCNWI Learning Portal.

Volunteer Toolkit (VTK) FAQ

I don't know my login or password for MYGS. How do I get a new one?
Your username is the email address you use to register for Girl Scouts. If you have not yet set up a password or don't know it, click **Forgot** My **Password.** An email will be sent to you with instructions to set up a password. If you are still unable to access the VTK please contact CustomerCare at 855-456-8347 or customercare@girlscoutsgcnwi.org.

When will the Finance Tab be available?
The Finance tab is a way for troop leaders to submit their end-of-year financial report to their council. Parents have a "read only" view of this data. Beginning October 1, our council staff works to ensure that the annual finance report on the VTK Finance Tab is up to date, accurate, and as easy to use as possible. While we can't change the functions of the tab, we do take some time to review the content, troop finance resources and make needed edits. We strive to publish the Finance Tab as soon as possible in the fall.

There are more detailed videos and guides on how to fill out the Finance Report in the GCNWI Learning Portal.

If you have questions about troop finances or the troop annual finance report, please contact your local Service Unit Manager or Regional Support Manager.

Does the primary caregiver of the IRM have to be registered to get access to the VTK?
No, just the girl.

What if an IRM gets placed in a troop after setting up their VTK?
The family needs to download any information they would like to keep, such as achievement records or their Year Plan. Once they are moved into the troop, access to their IRM account in VTK will be disabled.

What will administrative volunteers have access to in the VTK?
Administrative volunteers; Council Trainer, SU Data Reporter, IRM Mentor, SU Assistant Manager, SU Delegate, SU Cookie Manager, SU Fall Product Manager, SU Registrar, SU Secretary, SU Team Member, SU Treasurer, and SU Troop Organizer positions have access to the VTK. Each volunteer will have their own VTK account that cannot be edited by anyone else. For more information regarding access to the VTK, volunteers on service unit teams, who are not troop leaders, can contact their Regional Support Manager.

Volunteer Toolkit (VTK) FAQ

How can I find the badge and awards requirements without having to read the meeting plans?

We recommend using the GSUSA "Badge and Awards Explorer" website in partnership with the Volunteer Toolkit, the site lets you easily search for the badge and awards requirements you want and then allows you to create a pdf. Print it out or download to share with your girls at your next meeting. There is a link to the Badge Explorer website on the VTK Resources Tab.

What can parents/guardians view in the VTK?

All parents/guardians have a personal **My Account** which allows them to:

    View (not change) troop Year Plan and some of the Meeting Plan

    Make changes to their MY GS account such as their contact information, family profile, and membership status.

Can two or more Troop Leaders work in the VTK at once?

Yes! The VTK has asynchronous capabilities which means that changes made by one person will automatically save and be seen by another.

How do I add troop field trips and other events in the troop calendar?

The VTK conveniently allow you to add council events and troop activities to your year plan. On the year plan tab just click **ADD AN ACTIVITY** where you can add a custom activity or council activity.

I am a Troop Leader for more than one troop. Do I have access to manage each troop in the VTK?

Yes! Troop Leaders for multiple troops have access to each troop in the VTK and can toggle easily between them using a simple drop menu.

Does the VTK work for multi-level troops?

Yes! There are meetings set up just for Multi-level troops in grades K-5 and 6-12, but these troops can also mix and match other content from the Add Badge/Journey library on the Year Plan tab.

If I don't have internet at my meeting place, how can I access VTK?

You can download and save your VTK plans into any digital device; laptop, tablet or smart phone. Or you can print the plans to take to your meeting

Updated Aug. 2020

How can I keep the planning Girl Led?
You can download and save a variety of VTK plans into any digital device; laptop, tablet or smart phone or you can print the plans to take to your meeting. Then the girls can choose the activities for the troop. Or the girls could use the badge explorer to choose find activities that interest them.

What about parents or volunteers who don't have internet access at home?
Libraries and coffee shops are a great resource for those who don't have internet access at home.

How will the new Journeys impact the Summit Award and its prerequisites?
Girls will still earn the Summit Award once they have completed ANY three Journeys for their grade level, including the newer Journeys.

Can VTK users view program content for grade levels besides their own? Older girls need to see younger girl content, especially for LiA.
VTK users can access all program content on the VTK for all levels. Go to the "Year Plan" tab, click on "Add a Meeting," and you'll arrive at a meeting library search and filter.

What is included in the archive that happens in July each year?
The archive includes Year Plan and meeting details (dates, times, and locations) as well as any submitted financial reports. No girl-specific data such as attendance or achievement data will be archived. In order to save this data you will must download all achievement records from the VTK by June 30.

Are there plans to make a VTK app?
VTK is set to be a mobile responsive page so it can easily be viewed on a smart-phone or tablet.

What is included in the archive that happens in July each year?
The archive includes Year Plan and meeting details (dates, times, and locations) as well as any submitted financial reports. No girl-specific data such as attendance or achievement data will be archived.

What is the Get Girls Outside Icon on the VTK?
Some activities feature plans to take the meeting outdoors. This feature is denoted by the tree icon on both the VEAR PLAN and MEETING AGENDA tabs. The icon will turn green if the outdoor plan is selected for that activity.

Updated Aug. 2020

What is the Girls Go Global Icon on the VTK?
Some activities feature plans to approach the activity with a global perspective. This feature is denoted by the globe icon on both the VEAR PLAN and MEETING AGENDA tabs. The icon will turn gray if the global plan is selected for that activity.

What is the Virtual Friendly Icon on the VTK?
Denotes Meeting Plans that are virtual friendly and can be used via any online meeting platform

I'm having trouble using the VTK; I'm receiving error messages.
VTK access is dependent on your troop leader status. You need to have current membership status for the upcoming membership year, as well as having an active (up to date) troop leader role assigned to you. We suggest contacting Customer Care at customercare@girlscoutsgcnwi.org or 855-456-8347 for further support.

Why can't I view my Year Plan for the upcoming membership year? Example: My troop bridged from Brownie to Junior and now I want to view/add the Junior Year Plan options.
There are many reasons you might not be seeing the correct Year Plan options on the Explore Tab. Some initial things you can do to correct this are:

- Ensure that you are using Chrome as your internet browser.
- Check that your registration and volunteer role are renewed for 2020-21.
- Review the "Troops" section of your member profile and check that the troop's grade level is correct.
- Clear your browser cache BEFORE logging in to ensure that you are have the most resent system updates. Reference the 'How to' guide at the end of this document for more information.

We suggest contacting Customer Care at customercare@girlscoutsgcnwi.org or 855-456-8347 for further support.

Volunteer Toolkit (VTK) FAQ

How to clear your browser cache

Whether you are a new or experienced Volunteer Toolkit user, there may be times when your internet or device has trouble connecting with the Volunteer Toolkit. Many factors can contribute to this happening. There are a few things you can do!

1. Use a VTK-Friendly internet browser. Google Chrome is the preferred browser of the Volunteer Toolkit. Mozilla Firefox, Microsoft Edge, and Mac Safari also work well. Internet Explorer will not work.

2. Clear the internet browser's cache and cookie history, ensure cookies are enabled, add **cdns.gigya.com** as a safe URL to any privacy/security extensions or settings on your device and/or browser

Where to find the browser settings.

Google Chrome
Press Ctrl + H
Choose "Clear Browser history" at the left side of the screen
In the pop-up, ensure the cache and cookie options are marked. Click "Clear Data."

Mozilla Firefox
Choose the first icon in the upper right-hand corner:
Choose "History"
Choose "Clear Recent History"
In the pop-up, ensure the cache and cookie options are marked. Click "Clear Now."

If you use another browser or would like further guidance, Indiana University has a website that gives instructions about this process for most internet browsers. Visit: https://kb.iu.edu/d/ahic

If you are still experiencing issues, contact Customer Care at customercare@girlscoutsgcnwi.org or 855-456-8347 for further support.

Volunteer Toolkit Virtual Meeting Activities

Badge	Activity
Ambassador	
Democracy for Ambassadors	Judge a Case
College Knowledge	Explore Your Options
Entrepreneur Accelerator	Build a Prototype
Think Like an Engineer Journey	Take the Mobility Device Design Challenge
Space Science Master	Design a Habitat for an Alien World
Cybersecurity Safeguards	Guard Your Movements
Think Like a Citizen Scientist Journey	Jump into Citizen Science
Programming Robots	Create A Program to Guide A Robot Through A Maze
Survival Camper	Make a Box Oven
Water	Celebrate Water Art and Create Your Own
Eco Advocate	Become an Advocate for the Environment
Trail Adventure	Use Mental Imagery to Train for Your Next Trail Adventure
Senior	
Senior Trail Adventure	Use Mental Imagery to Train For Your Next Trail Adventure
Eco Explorer	Investigate a Global Ecosystem Issue
Adventure Camper	Make a Buddy Burner
Programming Robots	Create A "Paper Program" To Help A Robot Make A Sandwich
Think Like a Citizen Scientist Journey	Jump into the Scientific Method
Cybersecurity Basics	Identify Functions and Privileges
Space Science Expert	Make a Stardust Self-Portrait
Think Like an Engineer Journey	Take the Harmless Holder Design Challenge
Business Startup	Brainstorm a Business
Democracy for Seniors	Federal Spending
First Aid	Use Everyday Objects to Make Splints

Badge	Activity
Cadette	
Financing My Dreams Badge	Explore Dream Jobs
Business Creator	Spark a New Idea
Screenwriter	Decide What Makes a Good Script Good
Science of Happiness	Test Ways to Be More Joyful
Girl Scout Way	Learn the History of Your Girl Scout Council
Comic Artist	Make Sticky-Note Comics
First Aid	Find Out How to Treat Serious Outdoor Injuries
Finding Common Ground	Get to Know Someone Different from You
Eating for You	Be a Chemical Detective
New Cuisines	Bake over a Campfire
Democracy for Cadettes	Who Represents You?
Think Like an Engineer	Take the Corgi Vest Design Challenge
Space Science Researcher	Construct a Spinner
Cybersecurity Safeguards	Inventory Your Digital Presence
Think Like a Citizen Scientist	Jump into the Scientific Method
Programming Robots	Use A Chess or Checkers Board to Design A Program for A Robot
STEM Career Exploration	Explore the Future
Outdoor Art Apprentice	Explore Art Outdoors
Trees	Design A Tree House
Primitive Camper	Be a Dishwashing Diva
Trail Adventure	First Aid for Hiking and Trail Running

Badge	Activity
Junior	
Savvy Shopper	Explore Your Needs and Wants
Business owner	Explore Businesses Opportunities
Business Jumpstart	Be a Community Hero
Girl Scout Way	Make a Time Capsule
Drawing	Experiment with Different Materials
First Aid	Make Posters Explaining Check, Call, Care
Inside Government	Think About Laws
Staying Fit	Create a Stress-Free Zone
Outdoor Cooking	Create a Delicious Dessert
Democracy for Juniors	Create a Presidential Trivia Contest
Think Like a Programmer	Make Personal Innovations
Space Science Investigator	Make a Mars Rover
Cybersecurity Basics	Roll with Protocols
Think Like a Citizen Scientist	Observe with Detail and Precision
Designing Robots	Artificial Intelligence Scavenger Hunt
Automotive Design	Design a Vehicle
STEM Career Exploration	Explore the Future
Outdoor Art Explorer	Make an Outdoor-Themed Impression
Eco Camper	Plan Meals with a Pizza Box Solar Cooker
Gardener	Design a Dream Garden
Camper	Knots to Know!
Camper	Practice Orienteering and Learn To Read A Compass

Badge	Activity
Brownie	
Trail Adventure	Ten Essential Things You Need For An Outdoor
Hiker	Learn How To Follow Trail Signs
Cabin Camper	Plan A Camping Trip
Cabin Camper	Prepare a Camp Meal
Bugs	Make A Bug Box
Eco Friend	Observe Outdoor Spaces
Outdoor Art Creator	Make a Leaf Rubbing
STEM Career Exploration	Explore The Future
Automotive Design	Create A Vehicle
Designing Robots	Design a Robot
Think Like a Citizen Scientist	Sharpen Your Observation Skills
Coding Basics	Create Algorithms for a Computer that Follow a Sequence
Cybersecurity Basics	Tech Scavenger Hunt
Space Science Adventurer	Make a Moon Art Project
Democracy for Brownies	Make the Capitol Building
My Best Self	Create a "Happy Box"
Celebrating Community	Draw Your State's Symbols
First Aid	Role Play 911
Girl Scout Way	Create a Story, Play, or Puppet Show
My Family Story	Make a Family Crest
Painting	Paint a Still Life
Budding Entrepreneur	Be an Inventor
Inventor	Warm Up Your Inventor's Mind
Philanthropist	Learn What Every Person Needs

Badge	Activity
Daisy	
Trail Adventure	Play A Fun Outdoor Activity
Buddy Camper	Get Ready to Camp
Buddy Camper	Make A Camp Snack
Eco Learner	Keep Living Things Safe When You Walk
Outdoor Art Maker	See the Colors of Nature
Automotive Design	Design a Vehicle
How Robots Move	Play a Robot-Inspired Game
Think Like a Citizen Scientist	Observe Your World
Coding Basics	Create Algorithms for a Computer that Follow a Sequence
Cybersecurity Basics	Protect Your Treasure
Space Science Explorer	Make a Moon Sky Book
Democracy for Daisies	Make the President's House
Tula Petal	Learn About Being Courageous & Strong
Sunny Petal	Learn About Being Friendly & Helpful
Good Neighbor	Make Your Town
Petals	Explore Girl Scout Promise and Law
Toy Business Designer	Design a New Toy
Making Choices Leaf	Find Out the Difference Between Needs and Wants
Money Counts	Understand Different Kinds of Coins