



# Volunteer Toolkit Resource Guide

## Accessing Volunteer Toolkit (VTK)

Open Google Chrome and Navigate to our website, [girlscoutsgcnwi.org](http://girlscoutsgcnwi.org). Click the yellow **MY GS** button on the right side of the green selection bar or click sign in.




Select **Volunteer Toolkit** from the drop-down list to proceed to the log-in screen.

After logging in, you will be asked to select **Volunteer Toolkit** once more.



## Navigating Volunteer Toolkit



1. **VTK Tabs** (descriptions later in overview)
2. **See Past Years**
  - View archive of previously selected Year Plans from past membership years.
3. **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 question mark icon.
4. **Drop-Down Menu for Multiple Troops**
  - If you are listed as the troop co-leader for multiple troops, you will have access to toggle between your troops' Year Plans with this function. It will list your troop number and the level associated with the troop.

# Volunteer Toolkit Tabs

## MY TROOP

This tab holds your complete girl roster with primary parent/guardian, email address, and phone number.

On each girl record, click the green triangle prior to their name to display attendance and earned achievements that you've marked in meeting plans.

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

You can also download or print your girls roster, which includes attendance and achievements.



## EXPLORE TAB

You can choose Select Your Own or Pre-selected Tracks (by program level) to jump start the Year Plan for your troop. Year Plan Overviews link to printable PDFs that can be taken to a meeting to allow girls to make decisions on what they would like to do (including photos of the awards). **Preview** lets you see what it would look like before you commit to selecting. Once you select a track, it will appear in your **Year Plan** tab.

## YEAR PLAN

### Orange bars: Milestones

- Reminders of important dates set by GSGCNWI.

### Gray boxes: Past Meetings and Activities

### Orange box: Next Meeting

### Green boxes: Future Meetings

### Blue boxes: Added Activities (field trips)

## MEETING PLAN

You will find details about each meeting here, such as a meeting overview, activity plan, materials list, and printable meetings aids.

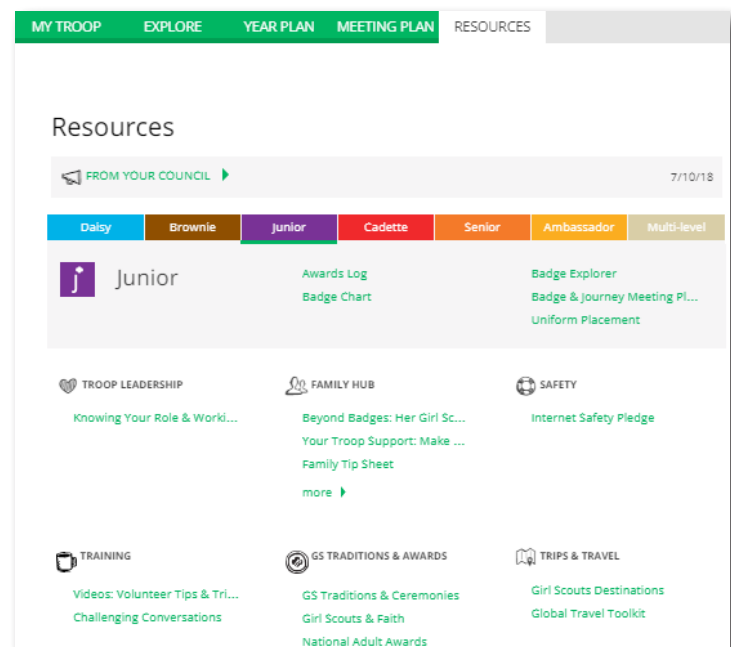
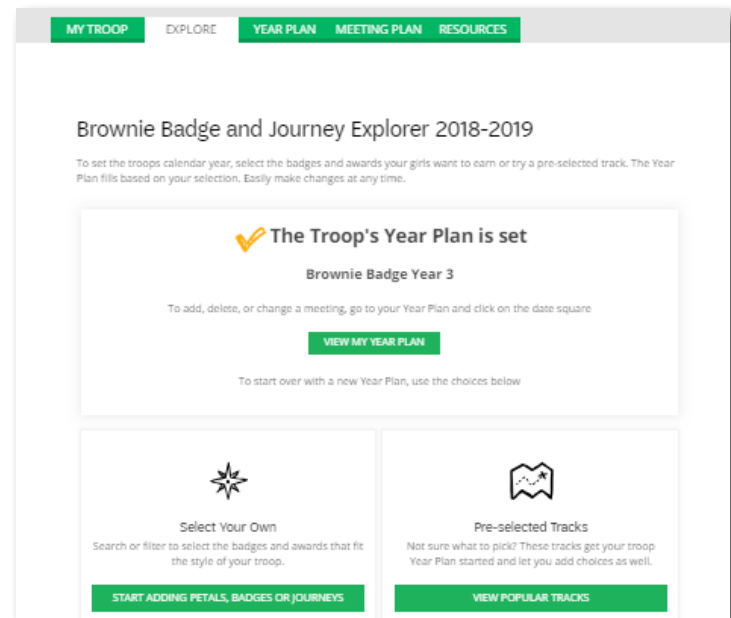
You can review and send a meeting reminder email, track girl attendance or achievements, and customize your meeting agenda. This tab can also be accessed by clicking any meeting on the **Year Plan** tab.

## RESOURCES

Resources are grouped here by category or grade level. Click on the title of the subject you are looking for.

## FINANCES

Use this tab to submit your annual troop finance report. 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 co-leader.



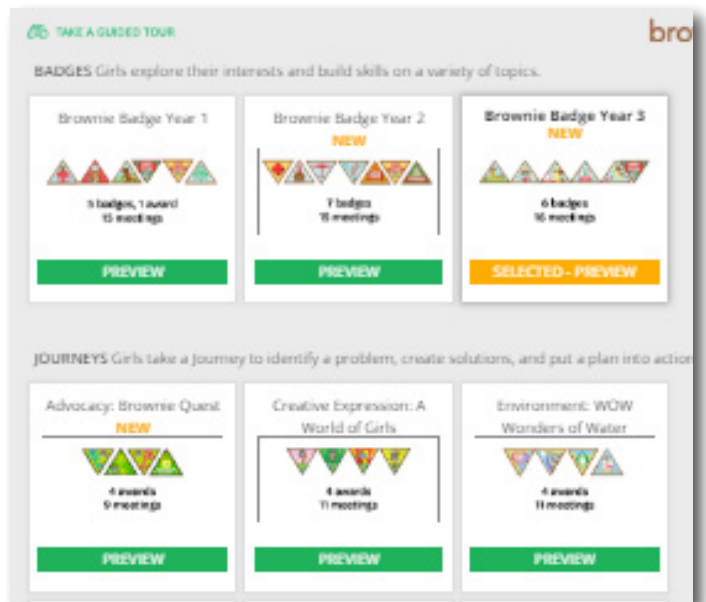


## Choosing a Year Plan

The first time you log in to VTK you will need to select a Year Plan before you can customize meetings or activities. The **Explore** tab displays all available pre-built Year Plans based on the program grade level of your troop. Click the **Select Your Own** or **Pre-Selected** buttons to view the meetings in a Year Plan and decide with your girls which plan to follow. Or download the **Pre-selected Tracks** overview link at the bottom of the **Explore** tab.

If you aren't seeing the correct program choices for your troop, contact Customer Care at [customercare@girlscoutsgcnwi.org](mailto:customercare@girlscoutsgcnwi.org) or **855-456-8347 ext. 6700** and they will update your troop to the correct level.

**Note:** If you make customizations to a Year Plan, and then change to a different Year Plan, any customizations you made will be erased.



## Also Available: Select Your Own Year Plan

The **Select Your Own Year Plan** option will allow you to mix and match the Girl Scout Leadership Experience to fit your troop's interests. You can access all meeting content for all levels!

First, you'll select the troop's program level(s), the type of meeting, and the applicable Journey or badge category. As you find their favorite badges or Journey awards, check the **SELECT MEETING** box on each. Once you're done with the category, scroll down to the bottom, and click **ADD TO YEAR PLAN**.

**Note:** There are many resources to help guide you including, the VTK Help Menu, Take a Guided Tour, or Help icon features.

**ADD A PETAL, BADGE OR JOURNEY**

**Search to Add a Petal, Badge or Journey Meeting**

**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 ☐ Intro

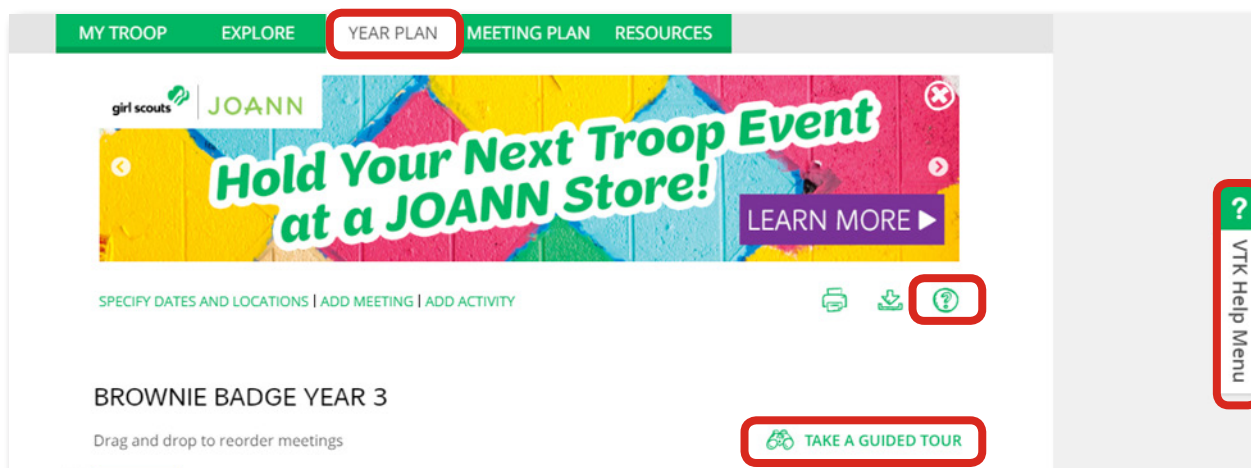
☐ Journey

**3. Select your categories**

☐ Badges for 2017-2018 ☒ Badges for 2018-2019 **NEW** ☐ Citizenship ☐ Cookie Business

☐ Entrepreneurship ☐ Healthy Living ☐ Life Skills **NEW** ☐ Outdoor **NEW**

☐ STEM **NEW**



## Editing Your Year Plan

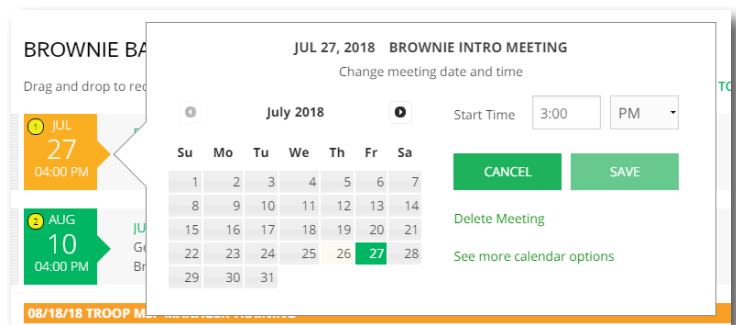
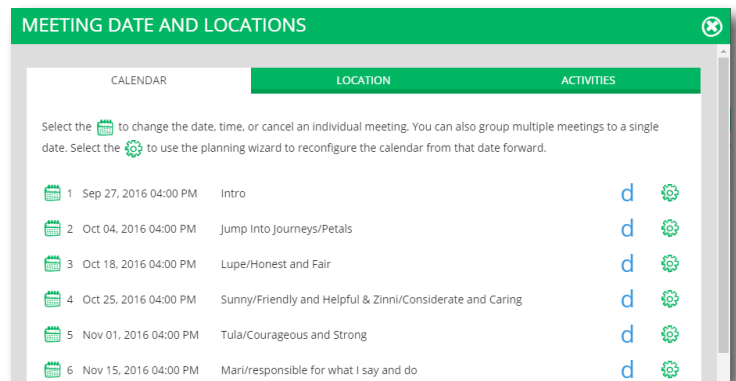
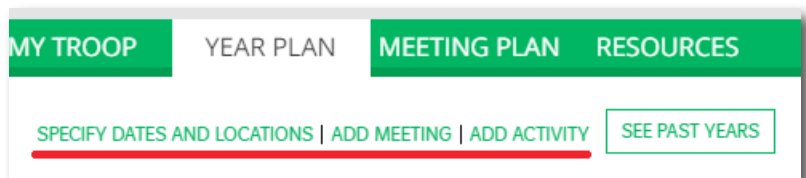
Most options for editing your Year Plan are found at the top of the Year Plan page as seen here.

### SPECIFY DATES AND LOCATIONS

After you select your Year Plan option, you will view the preset options without any dates. To set up meetings to follow your troop schedule, click

**SPECIFY DATES AND LOCATIONS** on the **Year Plan** tab.

- **CALENDAR**—VTK will request your meeting start date (must be in the future), start time, and frequency. It will also provide checkboxes to avoid scheduling the week of major holidays. Click **UPDATE CALENDAR** to match the Year Plan to your meeting schedule
- **LOCATION**—You can add, delete, or edit location names and addresses for your meetings.
- **CALENDAR WIDGET**
  - » **Change or Cancel**—Change the date/time or cancel a meeting by clicking the calendar symbol next to the corresponding meeting.
  - » **Combine Meeting Dates**—This option is also available by clicking the calendar (📅) symbol. **Combine Meetings** offers you the opportunity to merge two or more meetings of content into one meeting date. If you add meetings of different program levels, you can merge those meetings as well.
  - » If the regular schedule changes, click the gear (⚙️) symbol to update your calendar from that date forward.



### ADD MEETING

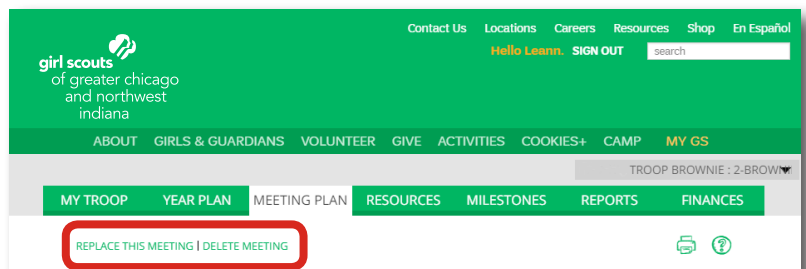
To add additional meetings, go to the **Year Plan** tab, and click **ADD MEETING** to view the filterable Meeting Library. Click **SELECT MEETING** once you find the desired badge or award. Click **ADD TO YEAR PLAN** to save it and add it at the end of your Year Plan. You can drag and drop into your preferred order.

### ADD ACTIVITY

Use this to add additional troop activities such as field trips. Start by going to the **YEAR PLAN** tab, click **ADD ACTIVITY**, and go to the Custom Activity tab and add field trip details.

### REPLACE THIS MEETING/DELETE MEETING

Click on the **Meeting Plan** tab. Once the meeting plan opens, click **REPLACE THIS MEETING**. Next, click **Select Meeting** to make the change, and click **Add to Year Plan** to save it. To delete a meeting, click **Delete Meeting** and click **Yes**.



# Meeting Plan Tools and Features

## Planning Materials

**Meeting Overview** shows a summary of your meeting including: notes for volunteers, ideas to prepare ahead, how to get help from friends and family, award connections, and meeting length.

**Activity Plan** will provide the following for each activity: time estimate, recommended materials, steps, tips or notes for volunteers, and scripting suggestions. For some activities it will offer variations to better fit your troop.

**Materials List** shows materials needed by activity, such as craft supplies and printed meeting aids.

## Manage Communications

**Edit/Sent Reminder Email** will open a pop-up box with a scripted email template relaying information from the meeting's overview or the event's details. You can choose the recipients, customize the email, attach council forms or meeting aids, and send the email directly from the pop-up box.

- There is an option to email contacts as a group or individually. Go to the **MY TROOP** tab to see each girl's family contact information. Each name should include a hyperlink. When you click on the name a new email window automatically opens.

Click on **Record Attendance and Achievements** to record when a girl was present and/or earned a badge or award at a meeting.

- You can go into the **MY TROOP** tab to view each girl's individual attendance and achievements record. It will also download as part of your girl roster. Parents can also view their daughter's tracking.

## Other Sections

**Meeting Aids** include worksheets, songs, and other reference materials.

**Meeting Agenda** lists all the activities for the meeting with planned times for each activity. You can add to the agenda, such as snack time or troop government time, by clicking **Add Agenda Item** below the agenda. You can change the order of activities by dragging and dropping or delete activities by clicking on the activity title and selecting **DELETE THIS AGENDA ITEM**. You can also edit the times allowed for each planned activity, if more or less time is desired, in 5-minute increments up to 60 minutes. Once Agenda Items are modified, both the Materials List and Activity Plan customize to the new plan.

## Get Girls Outside



Some activities feature plans to take the meeting outdoors. This feature is denoted by the tree icon on both the **YEAR PLAN** and **MEETING AGENDA** tabs. The icon will turn green if the outdoor plan is selected for that activity.

# Frequently Asked Questions about Volunteer Toolkit

## 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 GS 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.

## 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 smartphone.
- You can print VTK plans to take to your meeting.

## 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 Juliette's/Individually Registered Members get this information?

We want to be sure our Juliette's get access to all of the great Girl Scout Journey and badge content. Contact our Customer Care team at [customercare@girlscoutsgcnwi.org](mailto:customercare@girlscoutsgcnwi.org) or **855-456-8347 ext. 6700**. They will connect you with the staff.

## Will girls be able to earn the LiA award when working with younger girls on the STEM and Outdoor Journeys?

Yes. There is new information about earning the LiA with the newer Journeys in the Resource section of the Volunteer Toolkit.

## 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.

## Why don't administrative volunteers, including council trainers, have access to the VTK?

The VTK was designed to support troop leaders in planning and delivering a troop meeting to girls. We understand the key role our administrative volunteers also play in supporting our troop leaders and that it's important to equip them with information regarding the VTK. Our council provides administrative volunteers with unique access to this tool and support resources. For more information regarding access to the VTK, volunteers on service unit teams, who are not troop leaders, can contact their Service Unit Support Manager and volunteer trainers can contact [customercare@girlscoutsgcnwi.org](mailto:customercare@girlscoutsgcnwi.org) or **855-456-8347 ext. 6700**.

## 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.

## Is VTK available for Multi-level troops?

Yes. This enhancement went live in Fall 2016. For 2018, multi-level content for older girls in grades 6–12 has also been added.

### **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](mailto:customercare@girlscoutsgcnwi.org) or **800-565-4475** for further support.

### **When will the Finance Tab be available?**

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.

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

### **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 the 2018-19 year.
- Review the "Troops" section of your member profile and check that the troop's grade level is correct.

We suggest contacting customer care at [customercare@girlscoutsgcnwi.org](mailto:customercare@girlscoutsgcnwi.org) or **855-456-8347 ext. 6700** for further support.

### **Will a Journey leader guide or girl books be printed for the new program content, or do they have to use the VTK?**

There are no printed leader guides or girl books for the new Journeys that were released in July 2017, nor will there be for the new Journeys released in 2018. Volunteer resources in support of the new Journeys are available via the VTK.

### **Can VTK be used for someone who leads three different troops?**

Yes! The troop leader can toggle between troop accounts.

### **How can I guide girls who do want to develop Take Action projects that focus on engineering or computer science?**

Check out the Girl Scout Take Action Guide for Think Like an Engineer and Think Like a Programmer. Both are available in the Meeting Aids section on the VTK. They include the following information:

- Take Action: Your Path to Silver and Gold
- How to Make Your Project Sustainable
- Your Take Action Talent Inventory
- Your Take Action Decision Bracket
- Finding Take Action Inspiration
- Take Action Project Examples (This includes 12 project examples; approximately half address STEM issues.)

### **Can girls earn the awards from the new Journeys to fulfill the prerequisite requirement for the Girl Scout Bronze, Silver and Gold Awards?**

Yes! Girls have more options, but the prerequisites for the Highest Awards remain the same. Girl Scout Bronze and Silver Awards = one Journey each; Girl Scout Gold Award = two Journeys *or* having earned the Girl Scout Silver Award and one Journey.