

# VOLUNTEER TOOLKIT USER GUIDE: Demo



*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!*

# **VOLUNTEER TOOLKIT USER GUIDE**

## Demo Access

The Volunteer Toolkit provides volunteers everything they need to deliver easy, fun troop meetings year-round! With this step-by-step guide, you can start your year strong and spend more time adventuring with your Girl Scouts!

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## WHO HAS ACCESS

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

### TROOP LEADERS AND ASSISTANT 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 Volunteer Toolkit.

### TROOP TREASURERS

Active volunteers registered for the current Girl Scout membership year in a troop treasurer role. This role will only have the ability to edit and submit the finance report found on the Finances tab. All other tabs will be read-only.

### CAREGIVERS OF GIRL SCOUTS IN A TROOP

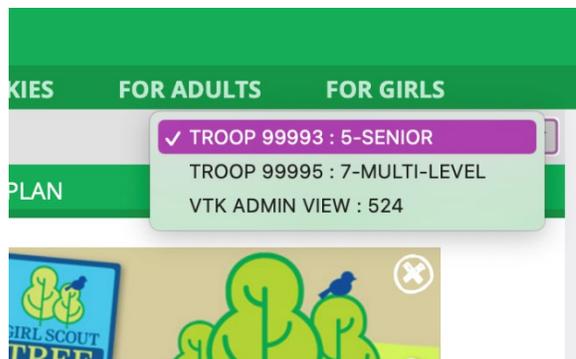
Each primary caregiver has access to see their troop's Volunteer Toolkit account. They have read-only permission for the meeting schedule and agendas, plus additional resources. (Caregiver accounts can only be accessed if the troop leader has set up a year plan.)

### CAREGIVERS OF INDIVIDUALLY REGISTERED GIRLS (JULIETTES)

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

### DEMO ACCESS

Available for supporting volunteer and staff roles that need access to the Volunteer Toolkit for training purposes. Demo access mirrors troop functionality but does not contain individual or troop information. These users will have two demo accounts under the gray drop-down ("Troop Demo - Troop Leader" and "Demo - Parent") and can see both sides of the troop experience. Access is granted through the council based on placement in designated support roles.



# WHERE TO FIND THE VOLUNTEER TOOLKIT



Join or Volunteer Renew Support Shop Forms Customer Care En Español

SIGN IN

SEARCH

ABOUT GS LOCAL FOR GIRLS CAMP COOKIES+ VOLUNTEERS DONATE GREEN FOR GOOD **My Account**

The Volunteer Toolkit can be used from any computer, tablet, or smartphone with internet access. For best results, use a Toolkit-friendly browser, such as Chrome or Firefox, with a cleared cache, and visit [girlscoutsgcnwi.org](http://girlscoutsgcnwi.org). Reference the ‘How to Clear Your Cache’ guide at the end of this document for more information.

In the upper-right corner of your screen, login to My Account using the credentials provided when you registered. Once logged in, from the My Account page, select “Volunteer Toolkit” from the left menu.

## BASIC NAVIGATION

The Volunteer Toolkit is divided into tabs that each have unique tools to help you plan your year and manage each meeting with ease. If you’re on a computer, you’ll see the green tabs across the top of your browser window. Mobile users will see a gray drop-down menu at the top with tabs beneath.

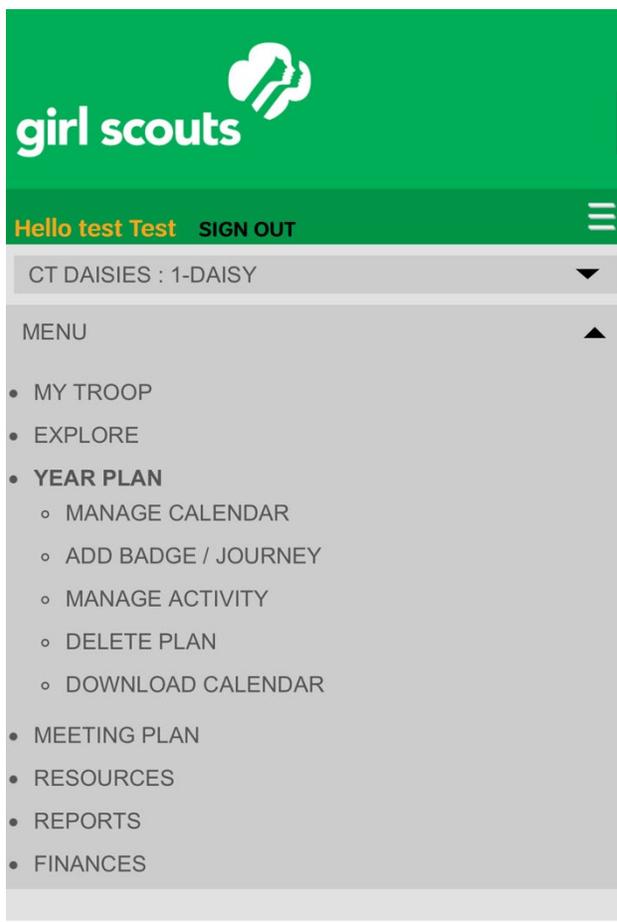


You’ll notice three icons on almost every page of the Volunteer Toolkit:

**Print** allows you to print a copy of your current screen.

**Download** allows you to download calendar appointments (from the Year Plan tab), pages, and resources.

Seek additional **help** by clicking the green question mark icon or by clicking “Take a Guided Tour.”



## My Troop

<i>Demo – Troop Leader View</i>	<i>Demo – Parent View</i>
<p>Here you will see sample information for placement only, which is not tied to any specific troop or individual. Click the green arrow next to each name to expand and see additional information, including a snapshot of achievements and attendance.</p> <p>From this tab, you can also see examples of how a troop leader can email caregivers, download, and print a roster with individual achievement and attendance information, renew memberships, and customize the page with a troop photo.</p>	<p>Here you will only see the information for a specific Girl Scout associated with this parent or caregiver, just like a caregiver in a real troop. Click the green arrow next to the name to expand and see a snapshot of achievements and attendance.</p> <p>A dashboard of images will show for each achievement (badge, Journey, award), once they have been earned and marked in the Volunteer Toolkit.</p>

### ▼ TROOP 30078 INFO

▶ Addison Test13User
VTKScenario3  
Test
(555) 777-8622

DOB: 1/4/2007

AGE: 15

GRADE: 10

3 Fake Street  
Fake , AK  
99997

Email Opt In

Text Opt In

Phone Opt In

Photo Opt In

Postal Opt In

**Achievements:**

**Attendance:**

RENEW NOW

UPDATE CONTACT INFO

### ▼ ACHIEVEMENTS FOR DEMO



Becoming Me for  
Girl Scout Seniors  
08/02/2021



Shapes in Nature  
08/06/2021



Design with  
Nature  
08/06/2021

## Explore

<i>Demo – Troop Leader View</i>	<i>Demo – Parent View</i>
<p>You'll find exciting options under the Explore tab, including prebuilt tracks for all program levels. You can also browse individual badges and meeting types to build a plan from scratch. Once you've made a choice, your year plan will be automatically populated. Selecting a year plan is required before other features become available, but don't worry—you can always change your plan as you go, one meeting at a time.</p> <p>From this tab, you can also preview prebuilt tracks of badge and Journey activities, preview individual badge or award requirements, and download or print an overview of each preselected track.</p>	<p>Under this view you will not see the Explore tab.</p>

## Year Plan

<i>Demo – Troop Leader View</i>	<i>Demo – Parent View</i>
<p>From this tab, you can set a meeting schedule, add or swap out badges or awards, and fine-tune your Girl Scout year. For a walk-through of all the tools at your fingertips, click "Take a Guided Tour" on the Year Plan tab.</p> <p>From this tab, you can also change individual meeting dates and locations, add more custom and council activities, preview requirements, and view previous years and important milestones (in orange) from your local area.</p>	<p>This view will show a read-only version of the year plan once it has been set up from the Demo – Troop Leader view.</p>

## Meeting Plan

<i>Demo – Troop Leader View</i>	<i>Demo – Parent View</i>
<p>Here you'll find the tools to make each badge, award, meeting, and activity a success. We've provided meeting prep information, materials lists, and even suggested scripts for many activities.</p> <p>From this tab, you can also find virtual meeting resources, customize meeting schedules, track attendance, and check off completed badges and awards.</p>	<p>This view will show a read-only version of the meeting plan that has been set up on the Demo – Troop Leader view.</p>

## Resources

Under this tab, you'll find answers to your pressing Girl Scout questions—like where to put pins or badges on a uniform, which special awards can be earned, or how to lead well-loved Girl Scout traditions—along with national and local resources by topic.

From this tab you can also gain access to the Girl Scout Shop from each program level, download reference documents for all the awards a Girl Scout can earn, and explore tips for troop leaders and other volunteers. All user types can see this tab and interact with it in the same way.

## Finance

<i>Demo – Troop Leader View</i>	<i>Demo – Parent View</i>
From this tab, you can see an example of the troop finance report that can be submitted at the end of the year. You can also simulate adding receipts or other attachments to your form and sending them directly to your council. You <b>cannot submit</b> a report—only sample how the form works up to submission.	This view will show a message that the troop leader has not yet submitted the finance report. This will not change, because the Demo – Troop Leader view does not allow real submission.

**Troop leaders** will have full access to edit and submit this tab for their troop.

**Troop caregiver users** will see a read-only version of the final report once it is submitted.

**Troop Treasurer** will have full access to edit and submit this tab for their troop.

**Individually registered girl/Juliette users** will not see this tab.

## FIRST-YEAR TROOP LEADER EXPERIENCE

The First-Year Troop Experience supports new leaders with additional guidance to get them acquainted with the Volunteer Toolkit. After logging in, you'll be prompted to follow a guided path with recommended steps to simplify the onboarding process.

If you're an experienced troop leader who needs a refresher or would like to simulate this experience, click "Take a Guided Tour" on any of the Volunteer Toolkit tabs to see the same guidance that a new leader would. To skip this question, just select "I am not a Troop Leader."

## SET UP YOUR YEAR PLAN

When you log into the Volunteer Toolkit, you'll always go to your Demo – Troop Leader view first. The first time you log in, you'll be taken to the Explore tab. From here you can visit the My Troop, Resources, or Finances tabs, but to activate the Year Plan and Meeting Plan tabs, you need to first make a selection under the Explore tab.

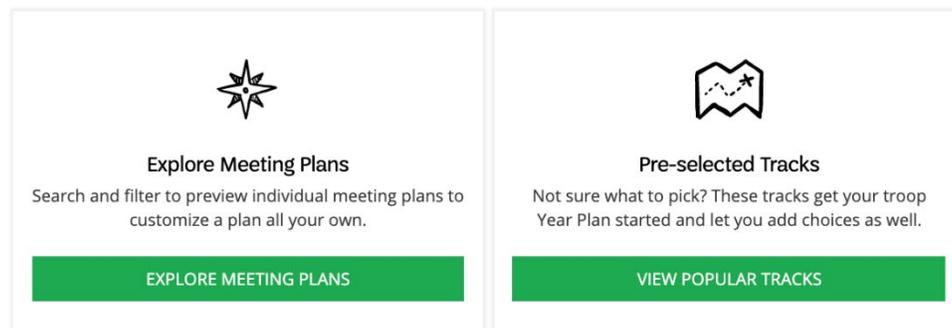


Select a level to get started.



### Multi-level Explorer 2021-2022

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.



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.

Before setting up a year plan, you can also check out the Award and Badge Explorer from the bottom of the tab to mix and match potential award options in a PDF and to share or make girl-led decisions. Once they've decided, you can always come back to build out the schedule for those badges and awards.

## Explore Meeting Plans

Build a year plan that’s completely customized to your troop’s interests! You can mix and match meeting plans that work toward the badges, Journeys, and activities that excite your troop. You can also search through all badges and Journeys for all program levels. Use the available filters, or search for specific meetings and simply select the ones you’d like to use in your year plan. Each year you can use the “New for [Insert Year]” filter to find all the new programming released in the Summer. Once you’re finished, click “Add to Year Plan” at the bottom to move forward in the system.

Brownie



**DESIGN WITH NATURE 1**

Brownies calculate the age of natural objects and learn about tessellations and bees.

PREVIEW



**DESIGN WITH NATURE 2**

Brownies build a bird feeder, make bird food, and go bird-watching.

PREVIEW



**BECOMING ME FOR GIRL SCOUT BROWNIES 1**

Brownies start the Becoming Me program by finding their voice and envisioning their future selves.

PREVIEW



**BECOMING ME FOR GIRL SCOUT BROWNIES 2**

Brownies finish the Becoming Me program series by reflecting on the program themes and the things that shape who they are and what they will become.

PREVIEW



**DESIGN WITH NATURE 1**

Brownies calculate the age of natural objects and learn about tessellations and bees.

PREVIEW

X

Badge Overview ▲

Meeting Overview ▲

Meeting Plan ▲

Materials List ▲

Meeting Planner ▼

1	Arrival and Opening Ceremony	00:15
2	Select an activity	00:20

## Preselected Tracks

You can also choose from a preset collection of meetings with the preselected tracks option instead. First, select a program level from the multicolored options at the top. Then, click “View Popular Tracks” to preview each combination of awards and download them, if needed. Once you’ve decided, click “Select Track,” and your year plan will be created. You can bundle Preselected Tracks too by returning to the Explore tab and adding another one to your plan.

### Junior Explorer 2021-2022

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.

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

<p>Great for Your First Year <b>NEW</b></p>  <p><b>3 BADGES</b> <b>17 MEETINGS</b></p> <p style="background-color: #28a745; color: white; padding: 5px; margin-top: 10px;">PREVIEW</p>	<p>Engineer Your World <b>NEW</b></p>  <p><b>7 BADGES</b> <b>17 MEETINGS</b></p> <p style="background-color: #28a745; color: white; padding: 5px; margin-top: 10px;">PREVIEW</p>	<p>Becoming Me <b>NEW</b></p>  <p><b>3 BADGES, 1 PATCH</b> <b>8 MEETINGS</b></p> <p style="background-color: #28a745; color: white; padding: 5px; margin-top: 10px;">PREVIEW</p>
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**New for 2022-2023:** You can come back to the Explore tab throughout the year to add more meetings, or even combine pre-selected tracks without resetting your whole plan! The delete button has been moved to the year plan, and you have even more access to Explore and build a plan as unique as your Troop!

# SET UP YOUR CALENDAR

You're almost ready to unlock everything the Volunteer Toolkit has to offer—your last step is setting up your meeting dates. On the Year Plan tab, click “Manage Calendar,” select a start date for your meeting cadence to begin, and choose the frequency of your meetings and a general start time. Dates and times can be changed meeting by meeting after this step; simply select any combination to get started. Changing the calendar and location is only available to the Troop Leader and won't be available in parent view.

## Location

Now that your dates are set, you can add a physical address or virtual meeting link to all meetings. If you're meeting in different locations or a combination of in-person and virtual meetings, add each address or link, then connect them to the appropriate meeting(s) using the checkboxes. Click “Assign” or “Apply,” and then close out of the window. You can change the location for a meeting in multiple ways—by clicking on a date in your year plan, quickly changing a date, selecting “See More Calendar Options,” or going through the Meeting Plan tab.

In the DEMO – Parent view, you will see the locations you have added and can click on them to access virtual links or physical address maps; however, locations cannot be edited from this view.

# ADDING MEETINGS AND ACTIVITIES

## Add or Change 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” link 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. Meeting titles with numbers at the end are part of a series, and you’ll want to add all of these to meet the requirements for the award. Meetings already in your plan will be clearly marked. Once you’ve made your selections, click “Add to Year Plan.”

ADD A PETAL, BADGE OR JOURNEY

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

Journey  Journey: Cadettes - Ambassadors  Journey: Daisies - Juniors  Award Earning

Badges Petals  Closing/Bridging  Intro/Family Meeting

## Edit Meeting Dates and Times

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 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. After you’ve clicked the date of the meeting 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.

SEP 02, 2021 SCRIBE 1

Change meeting date and time

September 2021

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		

CANCEL SAVE

DELETE SEE MORE

## Adding Other Types of Activities

Meetings and badges are only 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. The Volunteer Toolkit connects to your council website and gsEvents so you can browse and add local council events, too. Any activity you add will appear in blue and show up chronologically. 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 that event details are clear and any special instructions are included here.

MANAGE ACTIVITIES

CUSTOM ACTIVITY COUNCIL ACTIVITY MANAGE ACTIVITIES

Going to the Zoo 08/07/2022 04:30 PM 06:00 PM

Blank Park Zoo 3208 SW 34th St

20.00 Behind the scenes tour.

ADD ACTIVITY

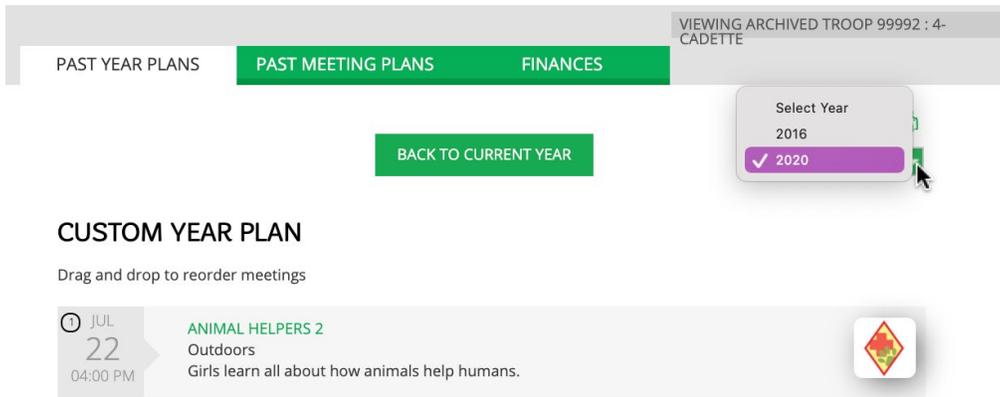
### Council Activity

*Girls Scouts of Greater Chicago and Northwest Indiana does not support this feature.*

## VIEW PAST YEAR PLANS

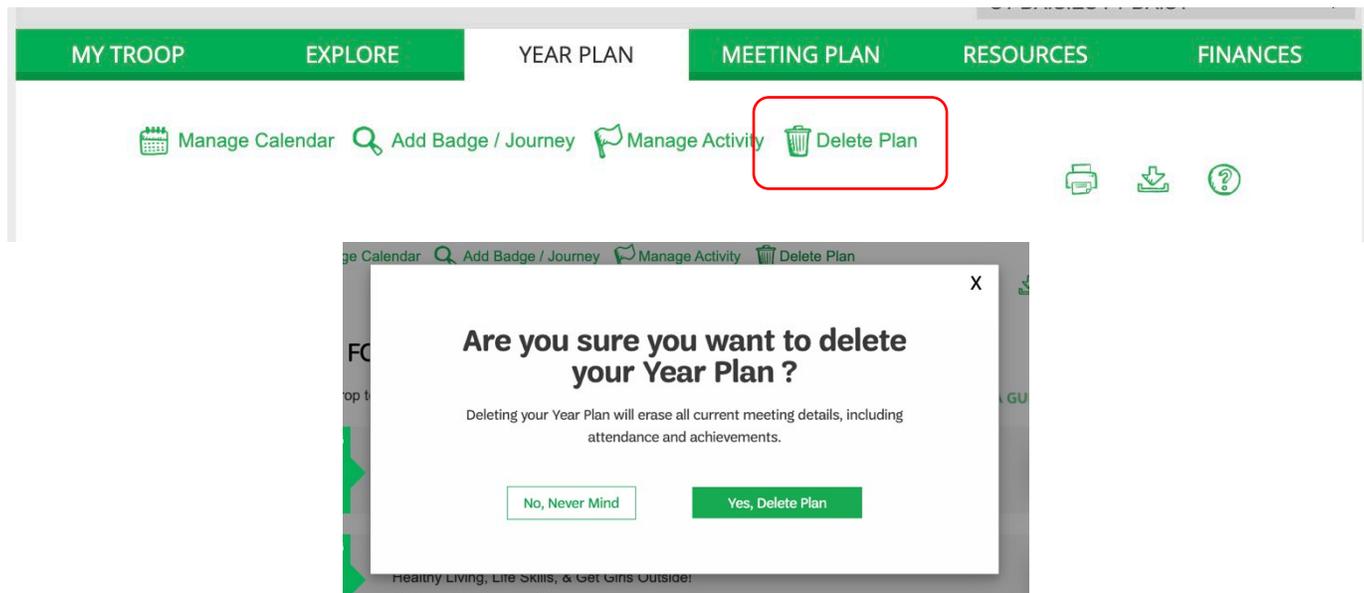
Each July, the Volunteer Toolkit resets and archives your year plan. At that point, you'll no longer be able to make changes to any of your meetings. However, you'll still be able to view the plan through the green "Past Years" link at the top of your Year Plan tab. Three years of data is archived. **Note that achievement and attendance records do not archive;** please download a copy of this information for your records. You will see "Past Year Plans" in both views. Caregivers can also download a copy of their own Girl Scout's achievements from the My Troop tab.





## DELETING THE YEAR PLAN

If you ever need to wipe the slate clean and start fresh, you can use the Delete button at the top of the year plan to do just that! Be careful though, deleting your plan will remove all meetings including the attendance and achievements you've tracked on them. It cannot be undone and is not recoverable, so use it carefully!



## MILESTONES

In both views, 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 members want you to know about. These may also include links to additional information that relates to the date and title of the milestone.

10/10/20 OPEN SHOP HOURS!

1 OCT 28 04:00 PM

STEM CAREER EXPLORATION 1

STEM,Badges for 2020-2021

Brownies make a personal collage and play a game to explore STEM careers.



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

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 appropriate links at the top of the meeting plan. You can also quickly print or download planning materials using the print icon in the upper-right corner.

Below is a detailed look at the Troop Leader view. Almost everything on the Meeting Plan tab visible in the DEMO – Parent view but cannot be edited.

VIEW YEAR PLAN    REPLACE THIS MEETING | DELETE MEETING

MEETING : 2023 GLOBAL ACTION AWARD 1

LOCATION: Central Lee Elementary School 123 Old Hwy 218, Donnellson, IA 52625

Award Steps: 2023 Global Action Award focuses on Goal 12: Responsible Consumption and Production. By exploring this goal, Girl Scouts think twice about the waste we create and how it impacts us and our planet. The goal is to improve the quality of life of all people everywhere on the planet. They'll also find out about their responsibilities for being a global citizen!

1. Explore the Global Goals and Global Action Award.
2. Explore what it means to be a global citizen.
3. Create a global citizen challenge.
4. Explore what responsible consumption means.
5. Create a responsible consumption challenge.

When Girl Scouts earn this award, they'll understand what it means to be a global citizen. They'll also explore how the things we use and the waste we create impacts our planet. They'll create two separate challenges: one for being a global citizen and one for SDG 12: Responsible Consumption and Production.

less ▲

2023 Global Action Award

PRINT

What would you like to print?

- Badge/Award Overview
- Meeting Overview
- Meeting Plan
- Material List

CANCEL    PRINT

**PRINT:** Quickly print a copy of the entire meeting and it's resources.

**MEETING LOCATION:** Click here to add your meeting location, or if you've already added one, you'll see it linked here. Click the link to access URLs, or get directions to physical locations.

**STEPS:** Quickly see the high-level view of what it takes to earn a specific badge or award. You'll see how these steps connect later in the activities, where you'll see subtext showing which activity fulfills which step.

**PLANNING MATERIALS**

- 2023 Global Action Award Overview
- Meeting Overview
- Meeting Plan
- Materials List
- Virtual Meeting Planning

**MANAGE COMMUNICATIONS**

- Edit/Send Reminder
- Edit/Send Follow-Up
- Edit/Send Speaker Invitation
- Record Attendance & Achievements (0 present, 0 achievements)

**MEETING PLANNER**

1	Arrival and Opening Ceremony	00:15	ⓧ
2	Select an activity	00:30	
	<input type="radio"/> Play the Go Goals! Game Fulfills Step 1		
	<input type="radio"/> Make a Global Goals Paper Chain Fulfills Step 1		
	<input type="radio"/> Imagine Your Superpower Fulfills Step 1		

**PLANNING MATERIALS:** A combination of overview and step-by-step resources show you from start to finish what your girls will learn while earning this badge or award (Overview), details specific to planning this meeting. (Meeting Overview), what you'll do and say (Meeting Plan), the meeting aids plus the materials you'll need (Material List) and virtual meeting resources. (Virtual Meeting Planning)

**MANAGE COMMUNICATIONS:** Send templated emails to caregivers to remind them of meetings and keep them up to date on what's happening. Use the Speaker Invitation to bring guests to your meeting and prepare them ahead of time with relevant information for the badge or award you're working on. You can attach meeting aids or other documents from your council website at the bottom of the email before sending.

**ATTENDANCE AND ACHIEVEMENTS:** Here you can use the checkboxes to mark who attended each meeting and if they earned a badge or award. You can see the full list of what each girl earned on the My Troop tab, with the option to download the report.

**MEETING PLAN/NER:** Here you'll find instructions and details for each activity, material lists, estimated time to complete, and recommended sequencing. Download or print the entire plan with just one click of the printer icon.

**MEETING PLANNER**

1	Arrival and Opening Ceremony	00:15	ⓧ
2	Select an activity	00:30	
	<input type="radio"/> Play the Go Goals! Game Fulfills Step 1		
	<input type="radio"/> Make a Global Goals Paper Chain Fulfills Step 1		
	<input type="radio"/> Imagine Your Superpower Fulfills Step 1		
3	Select an activity	00:30	
4	Create a Global Citizenship Challenge Fulfills Step 3	00:30	ⓧ
5	Closing Ceremony	00:10	ⓧ
6	Follow Up with Families	00:10	ⓧ
		2:05	

**Add to Meeting**

**MEETING PLANNER (Cont.):** Find opening and closing activities to round out a meeting, along with activity choices for each step. There are a lot of ways to customize your meeting planner.

- Drag and drop activities to reorder.
- Use the drop-down on an activity to change the amount of time allotted for that activity.
- 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 to Meeting" to add your own activities.

MEETING AIDS (8)

Sort By  
FileType

- Global Goals Icon Grid and One-Sentence Global Goal Descriptions  
activity material
- Mind Map Sample  
activity material
- Notes on Nutrition  
activity material
- How An Urban Farm In Philadelphia Is Transforming Lives  
activity material
- UNICEF: World's Largest Lesson Live  
activity material
- #WhatDoYouCareAbout: Stories for a Sustainable Future  
activity material
- Nations United: Rebuilding a Better World  
activity material
- Malala Introduces the World's Largest Lesson  
activity material
- Add Meeting Aids

ADDITIONAL RESOURCES

- Digital Games  
activity material
- Adapt Badges and Journeys  
volunteer resource
- Add Additional Resources

MEETING NOTES

- Add A Note

**MEETING AIDS:** Once expanded using the green drop-down arrow, you'll see documents, videos, and links are the leg up you need to complete the activities in 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.

Click "Add Meeting Aids" to add your own meeting aids.

**ADDITIONAL RESOURCES:** Take your meeting to the next level! These videos, documents, or suggested events go beyond the required steps for a badge or award, and they can help your troop take a deeper dive into the topics they're most excited about. You'll also find links to the Girl Scout shop to purchase booklets and awards. These materials connect to the Manage Communications email templates, so you can share them with families.

Click "Add Additional Resources" to save your own links here using a URL.

**MEETING NOTES:** Add a note at the end of a meeting plan with any important reminders or details that you only want troop leaders to see.

## RESOURCES

Under this tab, you'll find answers to your pressing Girl Scout questions—like where to put pins or badges on a uniform, which special awards Girl Scouts can earn, or how to lead well-loved Girl Scout traditions—along with national and local resources by topic.

From this tab you can also gain access to the GCNWI Girl Scout Shop from each program level, download reference documents for all the awards a Girl Scout can earn, and explore tips for troop leaders and other roles. All user types can see this tab and interact with it in the same way.

MY TROOP   YEAR PLAN   MEETING PLAN   RESOURCES   FINANCES

### Resources

FROM YOUR COUNCIL 8/13/18 V.M.

Daisy   Brownie   **Junior**   Cadette   Senior   Ambassador   Multi-level

**Junior**

- Shop Now!
- Badge & Award Chart
- Uniform Placement
- Badge Explorer
- Badge & Journey Meeting Pl...

**TROOP LEADERSHIP**

Knowing Your Role & Worki...  
Tips for Troop Leaders - Live!

**FAMILY HUB**

Growth & Support for Your ...  
Family Tips & Volunteer Op...  
Keep Parents & Caregivers I...  
Raising Awesome Girls

**SAFETY**

Internet Safety Pledge

## Finances

Troop leaders and Finance volunteers have access to submit a year-end report of their finances. Default fields collecting income and expenses are paired with custom questions unique to each council that help you wrap up the year. Shown below

Beginning October 1, our council staff works to ensure that the annual finance report 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.

To complete this form, troop volunteer must attach digital copies of the following.

- a. Troop's latest bank statement
- b. Troop's completed accounting log

HINT: Use the Troop Financial Details Report available on the Troop Leadership section of the Resources tab. It mirrors all the categories and will perform the calculations for you.

- c. All troop accounts require 2 unrelated signers. Both names must be submitted.
- d. Your three-digit Service Unit (SU) number

## Resources

The screenshot shows a web interface for a Girl Scout council's resources. At the top, there is a header bar with a left arrow, the text "FROM YOUR COUNCIL", a right arrow, and the date "8/7/2020". Below this is a row of seven colored navigation tabs: Daisy (blue), Brownie (brown), Junior (purple), Cadette (red), Senior (orange), Ambassador (yellow), and Multi-level (grey). The "Ambassador" tab is currently selected. Below the tabs is a large grey box with the heading "Ambassador" and a list of links: "Shop Now!", "Badge & Award Chart", "Uniform Placement", "Badge Explorer", "Badge & Journey Meeting Pl...", and "What Ambassadors Do". A "more" link with a right arrow is at the bottom right of this box. Below this are five resource cards arranged in two rows. The first row contains three cards: "TROOP LEADERSHIP" (with a heart icon), "FAMILY HUB" (with a family icon), and "SAFETY" (with a globe icon). The second row contains two cards: "G.S. TRADITIONS & AWARDS" (with a star icon) and "TRIPS & TRAVEL" (with a suitcase icon). Each card lists several resource titles and a "more" link with a right arrow.

Figure 1: Troop Leader Edit View

MEMBERSHIP YEAR: 2021 - 2022 Finance form Edit 

## Annual Troop Finance Report 2021 - 2022

Troop denso ambassadors

To complete this form and be in compliance, you must attach digital copies of the following:

- a. Troop's most recent statement
- b. Troop's completed accounting log

HINT: Use the Troop Financial Detail Report available on the Resources tab. It mirrors all the categories below and will perform the calculations for you.

- c. All troop accounts require 2 unrelated signers. Both names must be submitted.
- d. Your three-digit Service Unit (SU) number

[Troop Finance Resources](#)

**INCOME**

Your updates are automatically saved but not submitted to the Council.  
If there is no value for an item, leave the field at 0.00

INCOME LAST UPDATE:

GSU/SU Membership Dues Collected	\$ 0.00	<a href="#">Council Detail</a>
Troop Dues Collected	\$ 0.00	<a href="#">Council Detail</a>
Activities, Events, & ...	\$ 0.00	<a href="#">Council Detail</a>

Once the finance form is submitted, a snapshot can be viewed by all primary caregivers in the troop when they login to the Volunteer Toolkit.

Figure 2: Parent View Once Submitted

MY TROOP
YEAR PLAN
MEETING PLAN
RESOURCES
FINANCES

MEMBERSHIP YEAR: 2020 -2021 Finance form 

## Thank you

Thank you for submitting your Troop's financial report along with the 2 document(s) that were attached. It was sent on 11/30/2020, 11:02 PM by Test VTKScenario24, Service Unit - 333

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## Annual Troop Finance Report 2020 - 2021

Troop ct juniors

**INCOME**

Cookie Sales	\$	10.00	
Fall Product Program	\$	20.00	
Other Income	\$	5.00	
Troop Dues	\$	1.00	

# Volunteer Toolkit (VTK) FAQ

## **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](mailto: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**.

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

The Finance tab is a way for troop leaders OR treasurers 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 Annual Finance Report in the Managing Troop Finances course on gsLearn. If you still have questions about troop finances or the troop annual finance report, please contact your local Service Unit Manager or Regional Support Manager.

## **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.

## **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.

## **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.

## **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 account such as their contact information, family profile, and membership status.

## 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.

### **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 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 on Sept. 30 each year?**

The archive includes Year Plan and meeting details (dates, times, and locations) as well as any submitted financial reports. Only 3 years of data will be archived. 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 before Sept. 30th.

### **Are volunteers able to upload their own resources to VTK?**

Yes! Volunteers can upload their own resources or meetings aids to individual meeting plans, as well as add additional information in the "Notes" section. Troop leaders can also edit and customize the structure and flow of an existing meeting plan as needed. For example, if they wanted to add an activity for the meeting or adjust the time needed for various agenda items, they are able to do that. Volunteers can also add a custom event to the Year Plan. For example, if there is a field trip to the fire station or they're attending a council event, these items can be added to the troop Year Plan.

### **Can leaders mix Journey and badge meetings? Can Year Plans be customized? Can they add/remove options or rearrange content?**

**New for 2022-2023:** You can come back to the Explore tab throughout the year to add more meetings, or even combine pre-selected tracks without resetting your whole plan!

# Volunteer Toolkit (VTK) FAQ

## 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 **YEAR PLAN** and **MEETING AGENDA** tabs. The icon will turn green if the outdoor plan is selected for that activity.



## 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 **YEAR 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



## Can the VTK be used for someone who leads 3 different troops or has multiple types of volunteer roles?

Yes! The troop leader can toggle between troop accounts using the gray dropdown on the VTK. If a member has different types of roles (such as troop leader and service unit manager) the VTK will also show those accounts in the drop down as well.

## Are there plans to make the VTK an app?

The VTK is set up to be a mobile responsive page so it can easily be viewed on a smartphone or tablet. There are no immediate plans to build a separate app just for the VTK.

## I'm having trouble using the VTK; I'm receiving error messages.

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.

VTK access is dependent on your troop leader status. You need to have current membership status for the membership year, as well as having an active (up to date) troop role assigned to you. We suggest contacting Customer Care at [customercare@girlscoutsgcnwi.org](mailto:customercare@girlscoutsgcnwi.org) or 855-456-8347 for further support.

**I don't know my login or password for My Account.** 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](mailto:customercare@girlscoutsgcnwi.org).

## Does the primary caregiver of the Individually Registered Members (IRM) have to be registered to get access to the VTK?

No, just the girl.

# Volunteer Toolkit (VTK) FAQ

## Clearing cookies on a desktop computer

Whether you are a new or experienced gsLearn user, there may be times when your internet or device has trouble connecting with your account. Many factors can contribute to this happening, so no worries! There are a few things you can do! The following instructions will guide you through clearing cookies on the most popular desktop and mobile browsers (as of Oct. 2021).

Google Chrome is the preferred browser. Mozilla Firefox, Microsoft Edge, and Mac Safari will also work.

- 1. Use an Account-Friendly internet browser**
- 2. Log out of your Account**
- 3. Clear the cache, browsing history, and make sure cookies are disabled.**
- 4. Close your internet browser.**
- 5. Reopen your internet browser and log in to your account.**

### How to clear cookies in Chrome on Windows

1. Start Google Chrome.
2. Click the vertical three-dots icon on the top right-hand corner and then select History— alternatively, press Ctrl+H in Chrome.
3. Click Clear browsing data.
4. Select Cookies and other site data.
5. Select All time in the Time range dropdown menu.
6. Click Clear data to clear cookies in Google Chrome.
7. Click Block all cookies in Cookies and other site data to turn off cookies permanently.

### How to clear cookies in Firefox on Windows

1. Start Firefox.
2. Click the three-lined icon (hamburger menu) on the top right-hand corner and select Options next to the gear icon.

3. Click Privacy & Security and then Cookies and Site Data.
4. Select Cookies and Site Data.
5. Select Cached Web Content.
6. Hit Clear to clear cookies in Firefox.

## How to clear cookies in Edge on Windows

1. Start Microsoft Edge
2. Click the horizontal three-dots icon on the top right-hand corner and select Settings next to the gear icon.
3. Click Privacy, search, and services.
4. Click Choose what to clear under Clear browsing data.
5. Select Browsing history, Download history, Cookies and other site data, and Cached images and files.
6. Hit Clear now to clear cookies in Microsoft Edge.
7. Click Block third-party cookies in Cookies and site preferences to block third-party cookies permanently.

## How to clear cookies in Opera on Windows

1. Start Opera.
2. Click Settings on the top left-hand corner.
3. Click Advanced and then Privacy & Security.
4. Click Clear browsing data. Alternatively, please Ctrl+Shift+Del to open your Clear browsing data options faster.
5. Select Cookies and site data.
6. Hit Clear data to clear cookies in Opera.
7. Click Cookies and site data under Site Settings to find options to block all third-party cookies permanently.

## How to clear cookies in Safari on macOS

1. Start Safari on your Mac.
2. Select Preferences and then click on Privacy.
3. Find Cookies and website data and hit Manage Website Data.
4. Press Remove All and Done to clear cookies in Safari.
5. Click Block all cookies under Manage Website Data and tick Prevent cross-site tracking to turn off cookies permanently.

# Clearing cookies on a mobile device

## How to clear cookies in Chrome for Android

1. Start the Chrome app.
2. Click the vertical three-dots icon on the top right-hand corner and then select History.
3. Click Clear browsing data...
4. Select All time in the Time range drop-down menu.
5. Click clear data to clear cookies in Chrome on an Android device.

## How to clear cookies in Firefox for Android

1. Start the Firefox app.
2. Click the three-dot icon in the corner and hit Privacy.
3. Click Delete browsing data.
4. Select Cookies and click Clear Data.
5. Alternatively, click Clear private data on exit to clear cookies in Firefox on an Android device
6. Click Disabled in Cookies to turn off cookies permanently.

## How to clear cookies in Safari for iOS

1. Click Settings on your iOS device.
2. Find Safari.
3. Click Clear History and Website Data to clear your cookies and history in iOS.
4. Alternatively, click Settings, Safari, Advanced, Website Data, and then hit Remove All Website Data to clear cookies in iOS but keep your history.
5. Click Block All Cookies in Safari to turn off cookies permanently.

## How to clear cookies in Firefox for iOS

1. Start the Firefox app.
2. Click the three-lined icon (hamburger menu) on the lower-right corner.
3. Hit Settings.
4. Select Data Management.
5. Click Clear Private Data to clear cookies in Firefox on iOS.
6. Click Cookies in Data Management to turn off cookies permanently.