

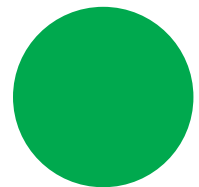
# VOLUNTEER TOOLKIT USER GUIDE:

## Troop Leader/Assistant Leader/Treasurer

August 2023



*The Volunteer Toolkit 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 Leader/Assistant Leader/Troop Treasure**

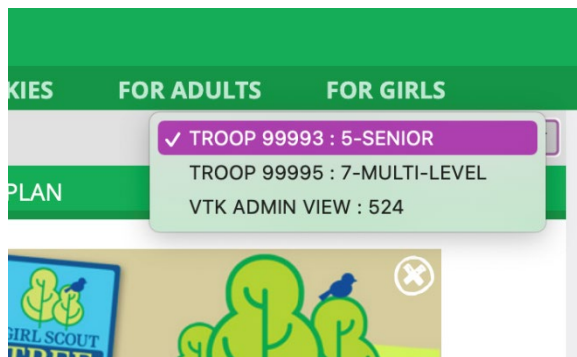
The Volunteer Toolkit is your official source for delivering easy, fun troop meetings year-round! With this step-by-step guide, you can start your troop year strong and spend more time adventuring with your Girl Scouts!

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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.

### PRODUCT PROGRAM VOLUNTEERS

Active volunteers registered for the current Girl Scout membership year in a Troop Fall Product Manager or Troop Cookie Manager role. This role will have the full detailed view of the My Troop tab so that they may contact families and coordinate their respective programs. All other tabs will be read-only.

### CAREGIVERS OF GIRL SCOUTS IN A TROOP

Each primary caregiver has access to view 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.)

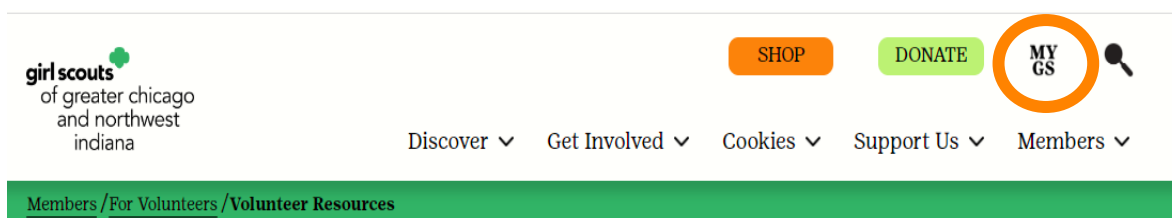
### CAREGIVERS OF INDIVIDUALLY REGISTERED GIRLS, OR JULIETTES

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.

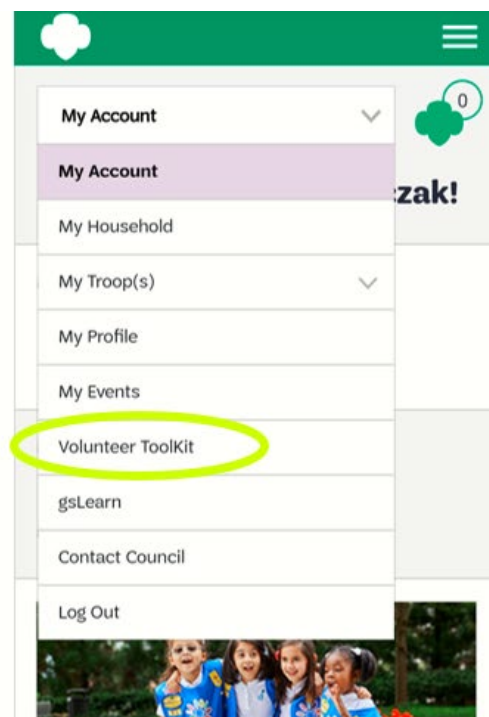
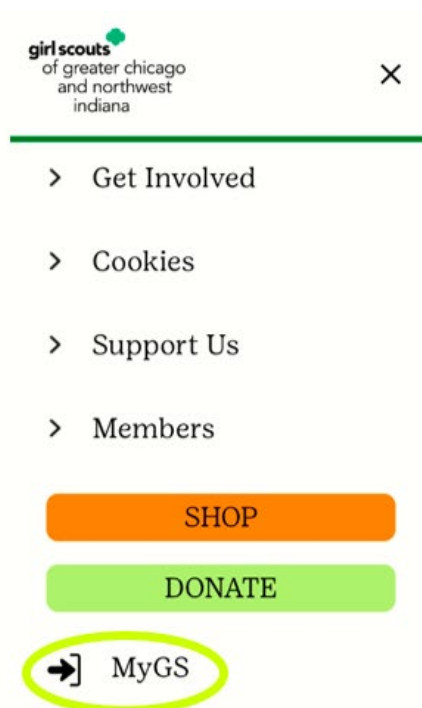
## WHERE TO FIND THE VOLUNTEER TOOLKIT

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](https://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 MyGS using the credentials provided when you registered. Once logged in, choose My Account page, select "Volunteer Toolkit" from the left menu.

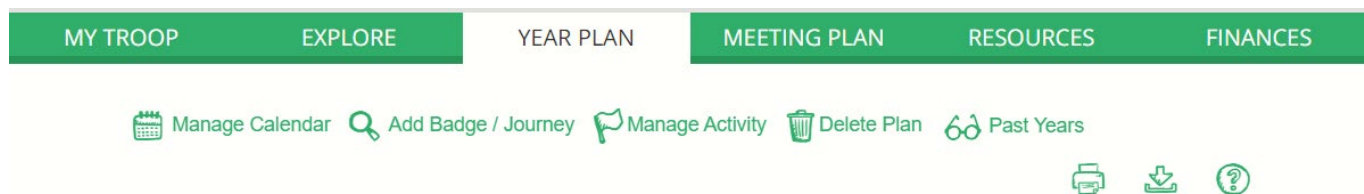


Mobile users access MyGS from the three lines in the upper-right corner of your screen. Scroll down to see MyGS. Login using the credentials provided when you registered. Once logged in, use the dropdown arrow and select **Volunteer Toolkit** from the menu.

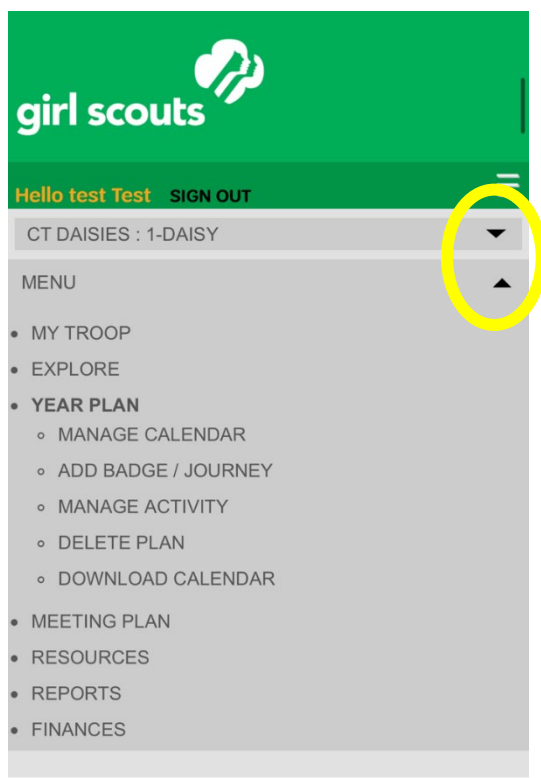


## BASIC NAVIGATION

The Volunteer Toolkit is divided into tabs that each have unique tools to help you plan your troop 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."

# BASIC NAVIGATION (Continued)

## My Troop

Here you will find a complete troop member roster along with family contact information and achievements. Click the green arrow next to each name to expand and see additional information, including a snapshot of achievements and attendance.

From this tab, you can also email caregivers, download, and print a roster with troop member achievement and attendance information, renew memberships, and customize the page with a troop photo.

▼ 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

☐ Photo Opt In

☐ Text Opt In

☒ Postal Opt In

☐ Phone Opt In

Achievements:


Attendance:

RENEW NOW


UPDATE CONTACT INFO

**Caregivers** will only see their own Girl Scout’s information along with a dashboard of their achievements.


▼ ACHIEVEMENTS FOR DEMO



Becoming Me for  
Girl Scout Seniors  
08/02/2021



Shapes in Nature  
08/06/2021



Design with  
Nature  
08/06/2021

August 2023

5

## Explore

You'll find exciting options for your troop this year under the Explore tab, including prebuilt tracks based on your troop's Girl Scout program level. 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 you can come back to the Explore tab anytime to add more along the way.

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 so you can easily review options with your Girl Scouts at your first meeting! Caregivers and Troop Treasurers will not see the Explore tab.

## Year Plan

From this tab, you can schedule meetings, 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. If you ever want to start all over, use the Delete button to remove all meetings, attendance, and achievements. ***Deleting your Year Plan means it cannot be undone or recovered.***

From this tab, you can also set meeting dates and locations, add more custom and council activities, preview requirements, and view previous years and important milestones from your local area. Caregivers and Troop Treasurers will see a read-only version of the year plan their troop leader has built in the Volunteer Toolkit.

## Meeting Plan

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.

From this tab, you can also quickly print meeting resources, customize meeting plans, email families, track attendance, and check off completed badges and awards. Caregiver users and Troop Treasurers will see a read-only version of the meeting plan their troop leader has added to their year.

## Resources

Under this tab, you'll find answers to your pressing questions—like where to put pins or badges on a uniform, which special awards your 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 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.

## Finances

From this tab, you can easily share your troop's year-end finance report directly to your council to wrap up the troop year. You'll be sent a confirmation email with a copy of the report as well. Parents/Caregivers will see a read-only version of the report once it is submitted. This must be completed by July 30<sup>th</sup> each year.

**Troop Treasurers** are able to edit and submit their Troop Finance Report from this tab.

There are detailed videos and guides on how to fill out the Annual Finance Report in the Managing Troop Finances course on gsLearn. The [Fall Product Program](#) and [Cookie Program](#) pages of our website have information and resources about accessing Troop financial data from the Product Program tools.

## FIRST-YEAR TROOP LEADER EXPERIENCE

New leaders: 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 to 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 onboarding process.

If you're not a first-year Girl Scout troop leader but would like to see the guided path, click "Take a Guided Tour" on any of the Volunteer Toolkit tabs to see the same guidance that a new leader would.

If you don't see the correct grade level for your troop, please contact Customer Care at [customercare@girlscoutsgcnwi.org](mailto:customercare@girlscoutsgcnwi.org) or 855-456-8347.



## SET UP YOUR YEAR PLAN

The first time you log into the Volunteer Toolkit, 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.



### Multi-level Explorer 2023-2024

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.

 <b>Explore Meeting Plans</b> Search and filter to preview individual meeting plans to customize a plan all your own. <a href="#">EXPLORE MEETING PLANS</a>	 <b>Pre-selected Tracks</b> Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well. <a href="#">VIEW POPULAR TRACKS</a>
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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 your 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 decisions with your troop members. 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 Girl Scouts. You can also search through all badges and Journeys, regardless of your troop’s program level. 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.




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

Not sure which badges and awards are right for your troop? You can also choose from a preset collection of meetings with the preselected tracks option instead. 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’ll automatically be taken to the Year Plan tab. You can bundle Preselected Tracks too by returning to the Explore tab and adding another one to your plan.

### *Preselected Tracks*

## Junior Explorer 2023-2024


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 & AWARDS


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

Discover & Lead **NEW**




PREVIEW

Take on the Outdoors **NEW**



PREVIEW

Learn New Life Skills **NEW**



PREVIEW

**Note:** 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 calendar dates for your meetings. Once you're 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.

## Location

Now that your dates are set, you can add a physical address or virtual meeting link to each. 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 "Save" and the system will update your meetings automatically. You can change the location for a meeting in multiple ways—by clicking on a date in your year plan, changing a date quickly, or selecting "See More Calendar Options," and on the Meeting Plan tab.

# 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

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,” you’ll see a green gear icon to the right of each meeting date. 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.

DEC 27 04:00 PM

JAN 10 04:00 PM

JAN 24 04:00 PM

FEB 07 04:00 PM

JAN 10, 2024 COURAGEOUS AND STRONG

Change meeting date and time

January 2024

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

31

Start Time 4:00 PM

CANCEL

SAVE

DELETE

SEE MORE

2023 WORLD THINKING DAY 2

Global

Daisies explore the environment's link to peace and security, investigate ways to protect comm...

## 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. 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

X

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 council does not support this feature.*

## VIEW PAST YEAR PLANS

Each summer, 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. Caregivers can also download a copy of their own Girl Scout's achievements from the My Troop tab.

BACK TO CURRENT YEAR

Select Year

2016

✓ 2020

## CUSTOM YEAR PLAN

Drag and drop to reorder meetings

JUL  
22  
04:00 PM

ANIMAL HELPERS 2

Outdoors

Girls learn all about how animals help humans.



## 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!

MY TROOP

EXPLORE

YEAR PLAN

MEETING PLAN

RESOURCES

FINANCES



Manage Calendar



Add Badge / Journey



Manage Activity



Delete Plan



### Are you sure you want to delete your Year Plan ?

Deleting your Year Plan will erase all current meeting details, including attendance and achievements.

No, Never Mind

Yes, Delete Plan

## 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.

**09/22/23 FALL PRODUCT PROGRAM BEINGS SEPTEMBER 22**

4

SEP

22

04:00 PM

**RACE CAR DESIGN CHALLENGE 1**  
STEM  
Brownies learn about speed and friction by designing and building a race car.



5

SEP

29

04:00 PM

**RACE CAR DESIGN CHALLENGE 2**  
STEM  
Brownies race their cars and earn the Race Car Design Challenge badge.



## 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.

[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.

August 2023

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**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.

Resources

FROM YOUR COUNCIL 8/7/2020

Daisy	Brownie	Junior	Cadette	Senior	Ambassador	Multi-level
<p>Ambassador</p> <p>Shop Now! Badge &amp; Award Chart Uniform Placement</p> <p>Badge Explorer Badge &amp; Journey Meeting Pl... What Ambassadors Do</p> <p>more</p>						
<p>TROOP LEADERSHIP</p> <p>Knowing Your Role &amp; Workin... Tips for Troop Leaders - Live! Volunteer Essentials 2021-22</p> <p>more</p>		<p>FAMILY HUB</p> <p>Growth &amp; Support for Your Girl Family Tips &amp; Volunteer Opp... Keep Parents &amp; Caregivers I...</p> <p>more</p>		<p>SAFETY</p> <p>Internet Safety Pledge Safety Activity Checkpoints 2... Additional Insurance</p> <p>more</p>		

## Finances

Troop Leaders, Assistant Troop Leaders, and Troop Treasurers have access to the Finance tab in order to submit a year-end report of their finances. Default fields collecting your income and expenses are paired with custom questions unique to each council that help you wrap up your year. This form must be submitted by July 30<sup>th</sup> of each 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.

When you complete this form, you must attach digital copies of the following.

- Troop's latest bank statement as a PNG, PDF, or JPEG
- Troop's completed accounting log as an Excel, PNG, PDF, or JPEG. Do not use HEIC files.  
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 calculations for you. So, all you have to do is copy the information into this online Annual Troop Finance Report form.
- All troop accounts require 2 unrelated signers. Both names must be submitted.
- Your three-digit Service Unit (SU) number

### Resources

FROM YOUR COUNCIL ► 8/7/2020

Daisy Brownie Junior Cadette Senior Ambassador Multi-level

**Ambassador**

Shop Now!  
Badge & Award Chart  
Uniform Placement

Badge Explorer  
Badge & Journey Meeting Pl...  
What Ambassadors Do  
more ►

**TROOP LEADERSHIP**

Knowing Your Role & Workin...  
Tips for Troop Leaders - Live!  
Volunteer Essentials 2021-22  
Troop Financial Details Report  
Tax Exempt Letters  
Guide to Bridging  
less ▼

**FAMILY HUB**

Growth & Support for Your Girl  
Family Tips & Volunteer Opp...  
Keep Parents & Caregivers I...  
more ►

**SAFETY**

Internet Safety Pledge  
Safety Activity Checkpoints 2...  
Additional Insurance  
more ►

**GS TRADITIONS & AWARDS**

**TRIPS & TRAVEL**

Figure 1: Annual Finance Report Edit View

## Annual Troop Finance Report 2022 - 2023

Troop demo ambassadors

To complete this form and be in compliance, you 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 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

### 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

GSUSA Membership Dues  
Collected

\$ 0.00

[Council Detail](#)

Once you submit your finance form, it can be viewed by all primary caregivers in your troop when they login to the Volunteer Toolkit.

Figure 2: Parent View Once Submitted

MY TROOPEXPLOREYEAR PLANMEETING PLANRESOURCESFINANCES

MEMBERSHIP YEAR: 2022 -2023 Finance form SUBMITTED

Thank you

Thank you for submitting your Troop's financial report along with the 0 document(s) that were attached. It was sent on 08/15/2023, 2:59 PM by Flintstone Demo Wilma, Service Unit - wally

Annual Troop Finance Report 2022 - 2023

Troop demo ambassadors

INCOME

GSUSA Membership Dues Collected	\$	300.00
Troop Dues Collected	\$	300.00
Activites, Events, & Camping Fees	\$	80.00

# 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 [email@email.girlscouts.org](mailto:email@email.girlscouts.org) 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.

- Sender's Name will be the logged in Leader's name (This is not editable)
- Reply to email will be the email of the logged in leader. (This is not editable)
- Replies will go to the individual's person mailbox, not the VTK.
- The emails will have Meeting Aids and Resources linked at the bottom.

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

The Finance tab is a way for Troop Leaders OR Troop Treasurer 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 allows 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 onto any digital device, laptop, tablet, or smart phone. Or you can print the plans to take to your meeting.

**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 onto 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 activities that interest them.

**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 each year?**

The archive includes the 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. To save this data, you must download all achievement records from the VTK before the archive. GSUSA schedules the archive to take place in late July or early August of each Girl Scout year. The council will communicate the date in advance.

**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.

**What can parents/guardians view in the VTK?**

All parents/guardians have a personal account accessed through MyGS 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.

### **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



### **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 have the most recent 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).



## **CLEARING CACHE AND COOKIES**

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! When you clear your browser's cache and temporary internet files regularly, this helps your computer or device run optimally—and doing so can help fix certain problems, like a website loading slowly, or formatting issues on a web page.

The following instructions will guide you through clearing cookies on the most popular desktop and mobile browsers.

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

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

### **Desktop computer**

In all modern Internet browsers, pressing F5 refreshes or reloads the page or document window. When pressing Shift + F5, it forces a complete refresh of the web page, clearing the cache and downloading all contents of the page again.

If you would like more control of the process, on most computer-based web browsers you can press Ctrl-Shift-Delete (Windows) or Command-Shift-Delete (Mac) to open menus used to clear your cache, cookies, and history.

### **Mobile Devices**

#### **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.