

VOLUNTEER TOOLKIT USER GUIDE:

Caregiver/Parent



The Volunteer Toolkit (VTK) is your digital key to all the amazing things your girl will experience this year! With this step-by-step guide, you'll stay up to date with your girl's achievements and discover how you can make an impact!

VOLUNTEER TOOLKIT USER GUIDE

Caregiver/Parent

The Volunteer Toolkit is your Troop Leader’s official source for delivering easy, fun troop meetings year-round! With this step-by-step guide, you can start your troop year strong and stay up to date on all things Girl Scouts for your troop!

TABLE OF CONTENTS

Who Has Access	2
Where To Find the Volunteer Toolkit	3
Basic Navigation	4
First-Year Troop Leader Experience	10
View Past Year Plans	10
Milestones	10
Clear Cache and Cookies	11

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.)

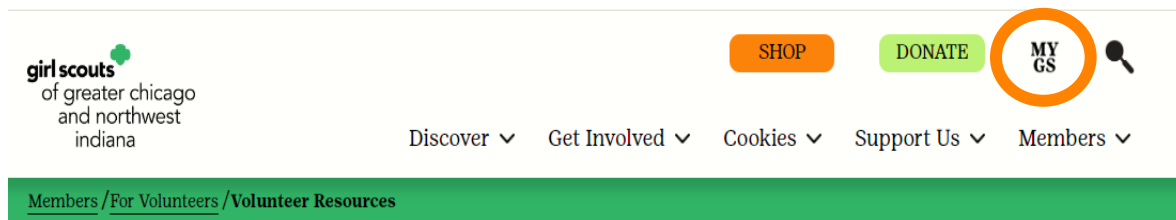
CAREGIVERS OF INDIVIDUALLY REGISTERED GIRLS, OR JULIETTES

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.

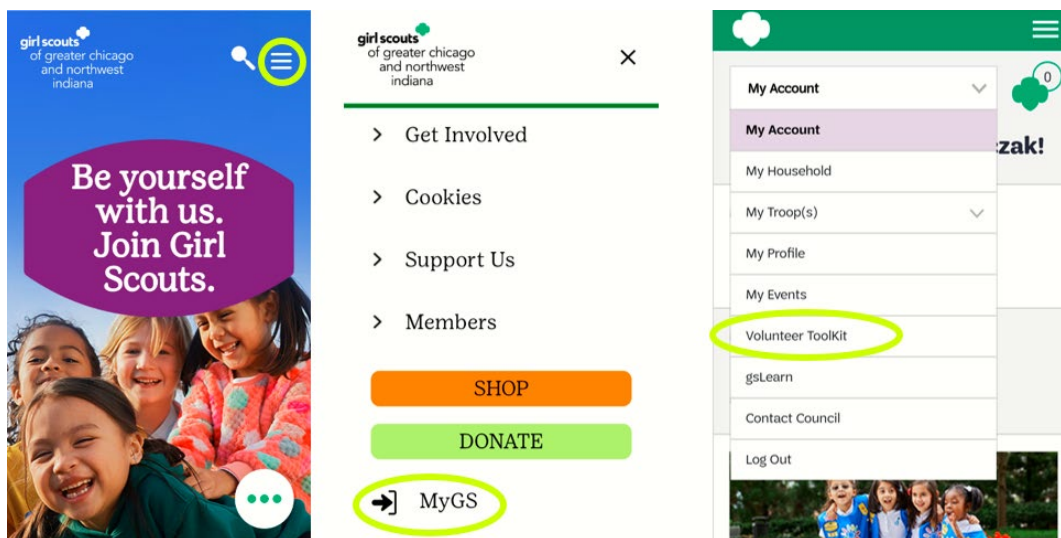
WHERE TO FIND THE VOLUNTEER TOOLKIT

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 clear cache, and visit girlscoutsgcnwi.org. Reference the 'Clear 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.

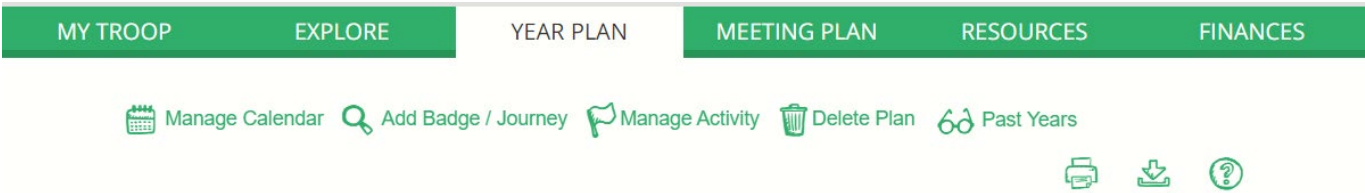


Mobile users' access MyGS from the three lines in the upper-right corner of your screen. Scroll down to see MyGS. Login using the credentials provided when you registered. Once logged in, use the dropdown arrow and select **Volunteer Toolkit** from the menu.

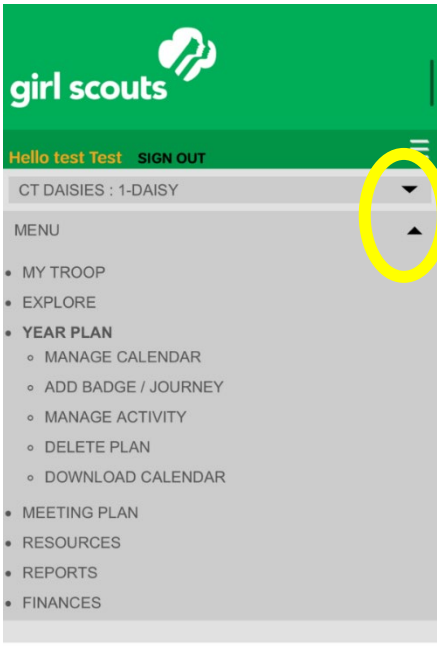


BASIC NAVIGATION

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.”

My Troop

Here you will find information for your Girl Scout(s) and their achievements. Click the green arrow next to each name to expand and see each girl's personal information, plus a snapshot of achievements and attendance.

From this tab, you can also see the images of any achievements she's earned, download, and print a report with her achievement and attendance information and renew membership. This information is not archived each year.

MY TROOP

YEAR PLAN


MEETING PLAN

RESOURCES

FINANCES

TAKE A GUIDED TOUR

▼ ACHIEVEMENTS FOR VTKGIRL24TROOP



▼ CT JUNIORS INFO

▼ VTKGirl24Troop

VTKScenario24
Test

- DOB: 1/1/2010
- AGE: 10
- 24 Fake Street
Fake , AK
99999

Achievements:
Staying Fit 2 , Detective 2

Attendance:
12/12 , 1/9 , 2/6 , 3/6 , 4/3 , 4/17

UPDATE CONTACT INFO

Troop Leaders will see this information for all girls in the troop.

Year Plan

From this tab, you can see the schedule of meetings your Troop Leader has set up along with the badges, Journeys and awards your girl(s) will work on during their troop year. You'll be able to click on each meeting to see more information in the Meeting Plan tab. Meetings and badges are only one part of a go-getting Girl Scout's troop year! You'll also see things like field trips, service projects, events, or cookie booth sales on your year plan as well, based on what your Troop Leader adds. Any activity that isn't a regular meeting will appear in blue and show up chronologically.

The screenshot shows the 'YEAR PLAN' tab selected in a navigation bar. Below the navigation bar are icons for printing, downloading, and help. The main content area is titled 'JUNIOR BADGES OPTION 1'. It displays a calendar with several events:

- 10/10/20 OPEN SHOP HOURS!** (Orange bar)
- 10/31/20 JULIETTE GORDON LOW'S BIRTHDAY** (Orange bar)
- DEC 12 04:00 PM** (Green arrow icon): **JUNIOR INTRO MEETING** (Getting Started). Welcome Parents, Caregivers and Girls. (Purple circular icon with a 'J')
- 12/31/20 TEST VTK 1** (Orange bar)
- 01/04/21 TEST- COOKIES START!** (Orange bar)
- JAN 09 04:00 PM** (Green arrow icon): **JUMP INTO JOURNEYS/BADGES** (Getting Started). Juniors decide what they want to do during their Junior year. (Purple circular icon with a 'J')
- FEB 06 04:00 PM** (Green arrow icon): **STAYING FIT 1** (Healthy Living & Get Girls Outside!). Girls begin Staying Fit badge. (Pink circular icon with a smiley face)

From this tab, you can also **preview requirements** of a badge, or award by clicking on its image and **view previous year plans** and important milestones from your local area.

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 find the location for a specific meeting (whether it be virtual or in person).

The screenshot shows the 'Meeting Plan' interface for the 'Staying Fit' badge. At the top, there is a green navigation bar with a 'VIEW YEAR PLAN' link on the left and a printer icon and a question mark icon on the right. Below this is a green header bar with a left arrow, the text 'MEETING : STAYING FIT 1', and a right arrow. The text 'FEBRUARY 06 04:00 PM' is also present. Below the header, there is a description: 'Girls begin Staying Fit badge by exploring everyday activities to stay active and healthy.' followed by 'CATEGORY: Healthy Living & Get Girls Outside!'. Below that is a 'REQUIREMENTS' section: 'Girls will figure out what fitness, food, and fun they need to stay strong for' followed by a 'see more' link. To the right of the requirements is a circular icon with a pink heart and the text 'Staying Fit'. Below the requirements is a 'PLANNING MATERIALS' section with two links: 'Meeting Overview' and 'Materials List'. Below this is a 'MEETING AIDS' section with four links: 'Girl Scout Promise and Law promise and law', 'Benefits of a Multi-Level Troop volunteer resource', 'Tips for Working with Girls at Different Levels volunteer resource', and 'Girl Scout Internet Safety Pledge volunteer resource'.





Planning Materials: High-level resources show you from start to finish what your girls will achieve during the meeting, what you'll do and say (Activity Plan), and the meeting aids plus the materials you'll need (Material List).

Meeting Aids: These documents, videos, and links are what you need to complete the activities in each meeting! Some are geared toward adults, and some are for girls completing the activities.

Email address used by the VTK.

Please add email@email.girlscouts.org to your safe sender email list. 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.

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

AGENDA		
4:00	As Girls Arrive	0:10
4:10	Opening Ceremony	0:15
▶ 4:25	Select an activity	0:20
▶ 4:45	Select an activity	0:20
5:05	Take Action Pause	0:10
5:15	Snack Chat	0:10
5:25	Closing Ceremony	0:05
		1:30
ADDITIONAL RESOURCES		
	The Dos and Don'ts of Backpacking	 Step by Step- Developing Outdoor Skills in Girls
	How to Leave No Trace Outdoors	 Taking the Journeys outside

Agenda: Here you'll find instructions and details for each activity, needed materials, time it takes to complete, and recommended sequencing. You will see activity choices as well but won't be able to make choices. Only the Troop Leader has those permissions.

Additional Resources: Take your meeting topic to the next level with these additional resources! These include videos, documents, or suggested events that go beyond the required steps for a badge or award, and they can help your girls do a deeper dive into the content they're most excited about. Here you'll also find links to the Girl Scout Shop to purchase printed award booklets or the awards themselves.

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 girls can earn, or how to lead favorite 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](#)

Finance

Once your Troop Leader has submitted their end-of-year finance report, you can easily see your troop's financial summary and other necessary information to wrap up the troop year.

[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

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

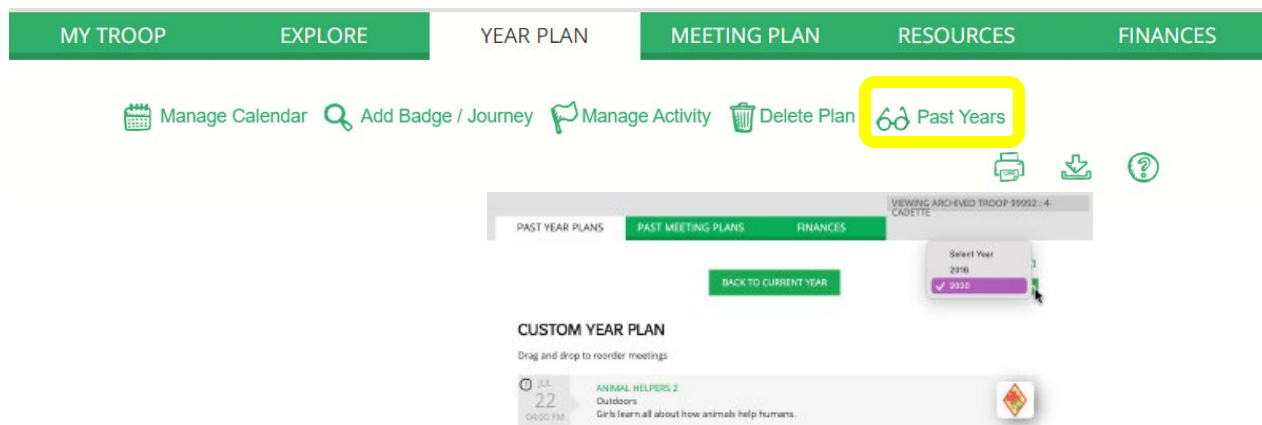
FIRST-YEAR TROOP LEADER EXPERIENCE

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 your onboarding process. **For Caregivers:** simply click "I am not a troop leader" to bypass this process.

If you'd like to see what this experience looks like, click "Take a Guided Tour" on any of the Volunteer Toolkit tabs to see the same guidance that a new leader would.

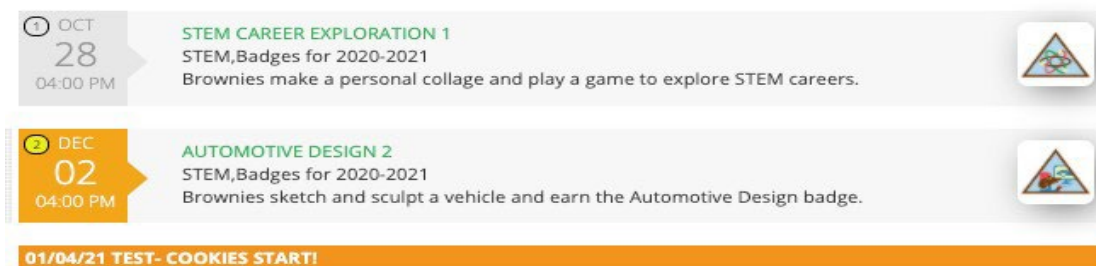
VIEW PAST YEAR PLANS

Each July, the Volunteer Toolkit resets and archives up to three years of year plans. However, you'll still be able to view the plan through the green Past Years link at the top of your Year Plan tab. Note that achievement and attendance records do not archive; **please download a copy of this information for your records.**



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.



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.