

# VOLUNTEER TOOLKIT USER GUIDE

## Caregiver of an Individually Registered Girl



The Volunteer Toolkit is your official source for accessing badges, Journeys, and all the activities you need to earn them throughout your year! With this step-by-step guide, you can start your year strong and spend more time adventuring with your Girl Scout!

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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 CO-LEADERS

arning Badges  
entices unbinded



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 FINANCE VOLUNTEERS

Active volunteers registered for the current Girl Scout membership year in a troop finance/administration role. This role will only have the ability to edit and submit the finance report found on the Finance 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(s). Access is granted through the council based on confirmation of individually registered status.

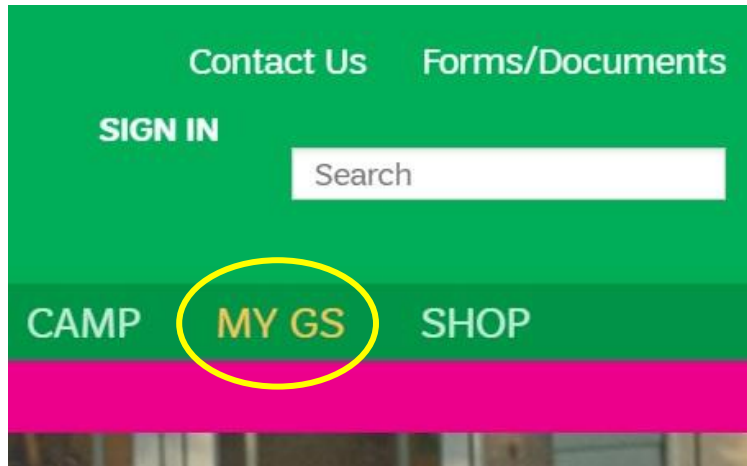
## DEMO ACCESS

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 girl 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

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 [www.girlscoutsnorthernindiana-michiana.org/](http://www.girlscoutsnorthernindiana-michiana.org/). Avoid using Internet Explorer.

In the upper right corner of your screen, click “MY GS.” Then “My Account”. Select “Volunteer Toolkit” to log in using the credentials provided by your council.



## BASIC NAVIGATION

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

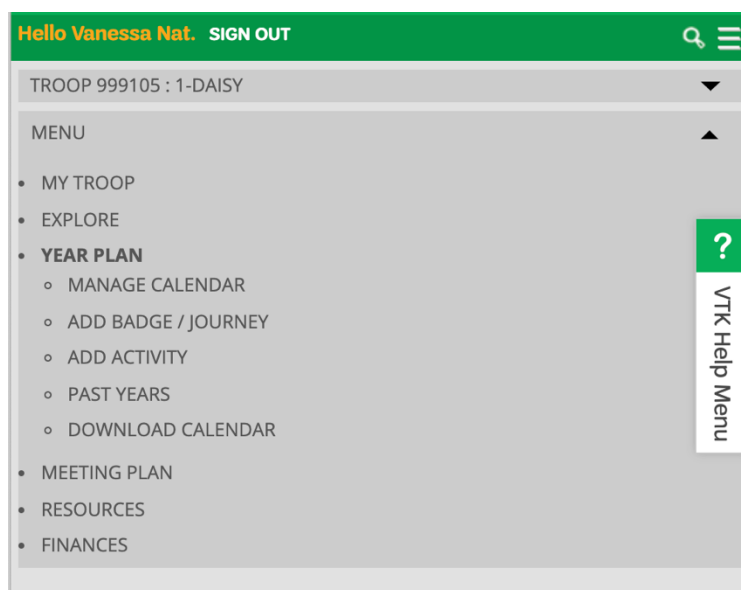
**Download** allows you to download calendar appointments (from the Year Plan tab), pages, and resources.

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

### My Troop

Here you will find a record of your personal information and achievements when you earn them.

From this tab, you can also download and print your achievement report, renew memberships, and customize the page with a photo.



## **Explore**

You'll find the exciting options for your year under the Explore tab, including prebuilt tracks. 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.

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!

## **Year Plan**

From this tab, you can set a 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.

From this tab, add more custom and council activities, preview requirements, and view previous years 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 virtual meeting resources, customize meeting schedules, and check off completed badges and awards.

## **Resource**

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 to 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 Girl Scout Shop from each program level and download reference documents for all the awards a Girl Scout can earn. All user types can see this tab and interact with it in the same way.

# FIRST-YEAR TROOP LEADER EXPERIENCE

The First-Year Troop Experience supports new leaders with additional guidance to get you 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. If you only have an Individually Registered Girl account, just click "I am not a troop leader" to bypass this.

If you're an experienced troop leader who needs a refresher, this is for you, too! Click "Take a Guided Tour" on any of the Volunteer Toolkit tabs to see the same guidance that a new leader would.

# 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, Resource, or Finance 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 2020-2021


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.

 <p><b>Explore Meeting Plans</b></p> <p>Search and filter to preview individual meeting plans to customize a plan all your own.</p> <p><a href="#">EXPLORE MEETING PLANS</a></p>	 <p><b>Pre-selected Tracks</b></p> <p>Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.</p> <p><a href="#">VIEW POPULAR TRACKS</a></p>
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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.

## Explore Meeting Plans

Build a year plan that's completely customized to her interests! You can mix and match meeting plans that work toward the badges, Journeys, and activities that excite your girl. You can also search through all badges and Journeys, regardless of 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. Once you're finished, click "Add to Year Plan" at the bottom to move forward in the system.

CLOSE PREVIEW  
SELECT TO ADD MEETING

### ANIMAL HABITATS 1

Girls learn about wild animals and how to protect them.

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Meeting Overview ▲

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Activity Plan ▲

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Materials List ▲

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Meeting Aids ▲

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Agenda ▼

1	Preparing for a Virtual or In-Person-Sa...	00:05
2	As Girls Arrive/Snack	00:05
3	Opening Ceremony	00:05
4	Select an activity	00:25
	Observe a Pet or Tame Animal	
	Make a Skit About the Wild Animals	
	List Wild Animals Near Your Home, M...	
5	Select an activity	00:25
	Visit a Zoo or Animal Sanctuary	
	Explore an Animal Habitat Near Wher...	
	Make a Habitat Collage	

## Preselected Tracks

Not sure which meeting plans are right for your Girl Scout? 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. This is also the tab you’ll be brought back to each time you log in from now on.

The screenshot shows the top navigation bar with tabs for Daisy, Brownie, Junior, Cadette, Senior, Ambassador, and Multi-level. Below this is the heading "Junior Explorer 2020-2021" and a sub-heading "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."

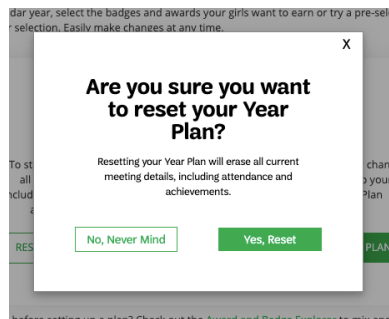
Two main options are presented:

- Explore Meeting Plans:** Search and filter to preview individual meeting plans to customize a plan all your own. Includes a green button labeled "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.

Below these options is a section titled "BADGES Girls explore their interests and build skills on a variety of topics." with the "juniors" logo. It features three badge options:

- Engineer Your World NEW:** 7 BADGES, 14 MEETINGS. Includes a green "PREVIEW" button.
- Junior Badges Option 1:** 5 badges, 1 award, 15 meetings. Includes a green "PREVIEW" button.
- Junior Badges Option 2:** 5 BADGES, 13 MEETINGS. Includes a green "PREVIEW" button.

**Important:** each time you choose a new year plan from the Explore tab, your entire year will be reset. Any activities, meeting dates, and customizations that had been added **will be lost**. To add badges and Journeys to your existing year plan, use the buttons at the top of the Year Plan tab.



## 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. 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.

The screenshot shows the 'MEETING DATE AND LOCATIONS' window with the 'CALENDAR' tab selected. At the top, there are fields for 'Start Date', '04:00', 'PM', and 'biweekly'. Below this is a calendar for November 2020. To the right of the calendar is a list of dates with checkboxes: 10/12/2020 (Indigenous Peoples' Day), 11/11/2020 (Veteran's Day), 12/25/2020 (Christmas Day), 01/01/2021 (New Year's Day), 02/15/2021 (Presidents' Day), 05/31/2021 (Memorial Day), 06/19/2021 (Juneteeth), and 07/04/2021 (Independence Day). An 'UPDATE CALENDAR' button is at the bottom right.

### Location

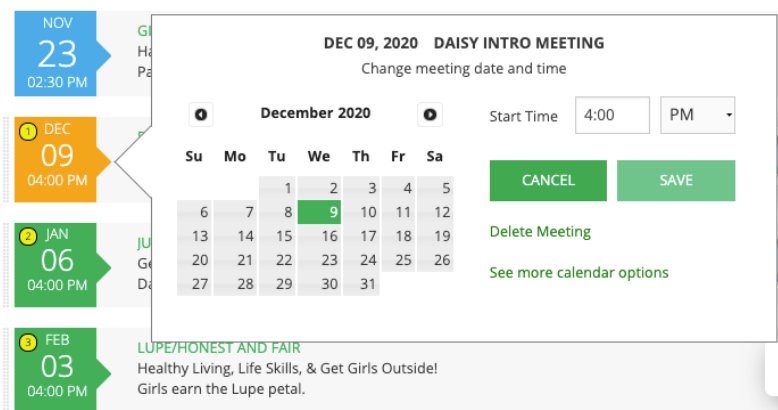
Now that your dates are set, you can add a physical address or virtual meeting link to each. If you're meeting in different locations or a combination of in-person and virtual meetings, add each address or link, then connect them to the appropriate meeting(s) using the checkboxes. Click “Assign” or “Apply,” 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, changing a date quickly, selecting “See More Calendar Options,” or going through the Meeting Plan tab.

The screenshot shows the 'MEETING DATE AND LOCATIONS' window with the 'LOCATION' tab selected. At the top, there is a form to add a location: 'Location Name' (the Library) and 'Location Address' (420 5th St, Middleton, IA). Below this is a grid of dates with checkboxes for assignment: 12/09/2020, 01/06/2021, 02/03/2021, 03/03/2021, 03/17/2021, 03/31/2021, 04/14/2021, 04/28/2021, 05/12/2021, 05/26/2021, 06/09/2021, and 06/23/2021. At the bottom are buttons for 'ASSIGN TO CHECKED LOCATIONS', 'APPLY TO ALL MEETINGS', and 'REMOVE'.



## 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.



## 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 X

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

Or Use Filters ▼

**1. Select your Girl Scout Level(s)**

Daisy  Brownie  Junior  Cadette

Senior  Ambassador  Multi-level

## Adding Other types of Activities

Meetings and badges are only one part of a go-getting Girl Scout's 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."

### ADD AN ACTIVITY X

CUSTOM ACTIVITY COUNCIL ACTIVITY

<input type="text" value="Activity Name"/>	<input type="text" value="mm/dd/yy"/>		<input type="text" value="04:00"/>	<input type="text" value="PM"/>	<input type="text" value="06:00"/>	<input type="text" value="PM"/>
<input type="text" value="Location Name"/>	<input type="text" value="Location Address"/>					
<input type="text" value="Cost"/>	<input type="text" value="Activity Description"/>					

ADD ACTIVITY

### Custom Activity

Add your activity name, date, time, location, and details to your year plan.

### Council Activity

Currently not an option.

## 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. Note that **achievements do not archive**; please download a copy of this information for your records.



Manage Calendar



Add Badge / Journey



Add Activity

Past Years



## 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

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 complete activities towards earning badges and awards. If at any time you want to replace or delete a meeting, just use the respective links at the top of the meeting plan.

VIEW YEAR PLAN
REPLACE THIS MEETING | DELETE MEETING
PRINT ?

◀

**MEETING : THINK LIKE A PROGRAMMER PT. 2**  
JANUARY 09 04:00 PM

▶

Girls learn more about algorithms, programs, variables, and functions by creating a suncatcher.

CATEGORY: STEM

[Add a meeting location](#)

**PLANNING MATERIALS**

- [Meeting Overview](#)
- [Activity Plan](#)
- [Materials List](#)

**MANAGE COMMUNICATIONS**

- [Edit/Sent Meeting Reminder Email](#)

**VIRTUAL MEETING RESOURCES**

- [How to Plan a Virtual Meeting](#)
- [Digital Icebreakers and Games](#)
- [Easy Badge and Journey Adaptations](#)
- [Virtual Bridging Resources](#)

[Record Achievements](#)  
(0 achievements)

### Planning Materials

High-level resources show you from start to finish what will be achieved during the meeting (1. Meeting Overview), what you'll do and say (2. Activity Plan), and the meeting aids plus the materials you'll need (3. Material List).

### Virtual and Safe In-Person Meeting Resources

These specially designed resources offer guidance on how to adapt activities for a virtual space and provide guidance for those activities that may need to happen in person but with specific social distancing guidelines.

### Manage Communications

Emails are pre-populated with relevant meeting information, but you can customize them based on your needs. You can even attach meeting aids or other relevant documents from your council website at the bottom of the screen before sending.

**MANAGE COMMUNICATIONS**

[Edit/Sent Meeting Reminder Email](#) [Record Attendance & Achievements](#)  
(0 present, 0 achievements)

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**MEETING AIDS**

[Girl Scout Promise and Law](#)  
promise and law

[Benefits of a Multi-Level Troop](#)  
volunteer resource

[Tips for Working with Girls at Different Levels](#)  
volunteer resource

[Activity Choice Descriptions](#)  
volunteer resource

[Special Guest: Songs to Start Your Girl Scout Journey with Melinda Carroll](#)  
event

[Create a Story Play, or Puppet Show](#)  
activity demonstration

[Add Meeting Aids](#)

## Achievements

Here you can record achievements. You can see the full list of what a girl has earned on the My Troop tab, with the option to download the report.

## Meeting Aids

These 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 activity, and some are for girls completing the activities. You can find more information on how to use these resources in the Activity Plan.

## Agenda

Here you'll find instructions and details for each activity, needed materials, time it takes to complete, and recommended sequencing. You'll also find opening and closing activities to round out your meeting. There are lots of ways to customize your meeting agenda:

- Drag and drop activities to reorder in the agenda.
- 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 Agenda Item" at the bottom to add your own activities!

**AGENDA**

4:00	Activity 1: As Girls Arrive: Paper Programming	00:10	
4:10	Activity 2: Opening Ceremony: Use Computational Thinking Every Day	00:15	
4:25	Activity 3: Functional Suncatchers	00:30	
4:55	Activity 4: Closing Ceremony: Brainstorming Our Take Action Project	00:10	
			<b>1:05</b>

[Add Agenda Item](#)

**ADDITIONAL RESOURCES**

[Add Additional Resources](#)

**MEETING NOTES**

[Add A Note](#)

## Additional Resources

Take your badge or Journey 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 girl do a deeper dive into the content she's most excited about. Here you'll also find links to the Girl Scout Shop to purchase printed award booklets or the awards themselves. Finally, you can also save your own links here as well as long as they have a URL.

### **Notes**

Add a note at the end of a meeting plan with any important reminders or meeting details for yourself.