

# VOLUNTEER TOOLKIT USER GUIDE

## Parent/Caregiver



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 | 3
- First-Year Troop Leader Experience | 9
- View Past Year Plans | 9
- Milestones | 9

## 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

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.

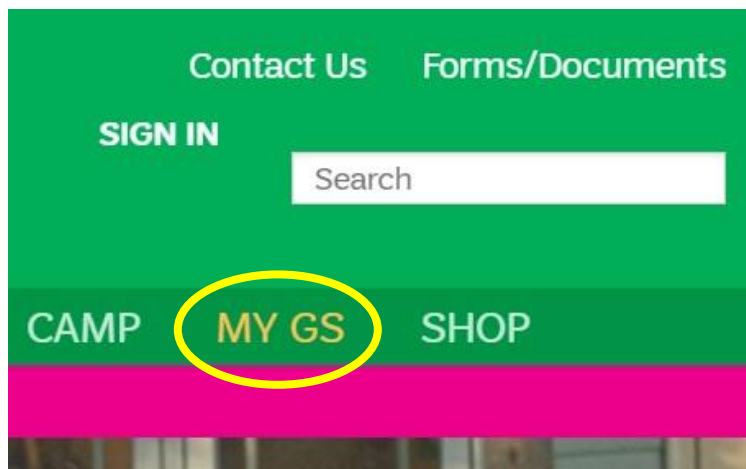
### DEMO ACCESS

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

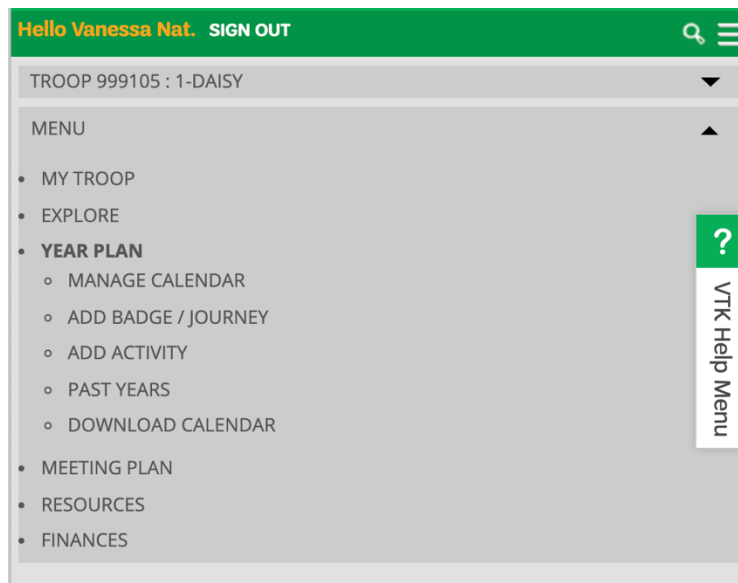
The Volunteer Toolkit is divided into tabs that each have unique tools to help you plan your troop year and manage each meeting with ease. If you’re on a computer, you’ll see the green tabs across the top of your browser window. Mobile users will see a gray drop-down menu at the top, with tabs beneath.

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

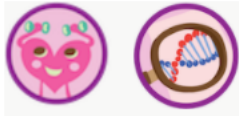
Here you will find information for your Girl Scout(s) and their achievements. Click the green arrow next to each name to expand and see each girl's personal information, plus a snapshot of achievements and attendance.

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.

MY TROOP   YEAR PLAN   MEETING PLAN   RESOURCES   FINANCES

TAKE A GUIDED TOUR

▼ ACHIEVEMENTS FOR VTKGIRL24TROOP



▼ CT JUNIORS INFO

▼ VTKGirl24Troop	VTKScenario24 Test
<ul style="list-style-type: none"><li>• DOB: 1/1/2010</li><li>• AGE: 10</li></ul>	<ul style="list-style-type: none"><li>• 24 Fake Street Fake , AK 99999</li></ul>
Achievements: Staying Fit 2 , Detective 2	
Attendance: 12/12 , 1/9 , 2/6 , 3/6 , 4/3 , 4/17	
<a href="#">UPDATE CONTACT INFO</a>	

**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 a navigation bar with tabs: MY TROOP, YEAR PLAN, MEETING PLAN, RESOURCES, and FINANCES. Below the navigation bar are icons for print, download, and help. The main content area is titled "JUNIOR BADGES OPTION 1" and displays a calendar of events:

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

From this tab, you can also **preview requirements** of a badge, Journey, 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).


[VIEW YEAR PLAN](#)  

**MEETING : STAYING FIT 1**  
FEBRUARY 06 04:00 PM

Girls begin Staying Fit badge by exploring everyday activities to stay active and healthy.

CATEGORY: Healthy Living & Get Girls Outside!

REQUIREMENTS: Girls will figure out what fitness, food, and fun they need to stay strong for ...  
[see more](#)







Staying Fit

**PLANNING MATERIALS**

[Meeting Overview](#)

[Materials List](#)

**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
-  [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 the adult, and some are for girls completing the activities.

#### 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
		<b>1:30</b>

#### 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 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.

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 L...  
Raising Awesome Girls

**SAFETY**  
Internet Safety Pledge

## Finances – available May-September

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 your year plan. 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.

**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!**