

VOLUNTEER TOOLKIT USER GUIDE

Troop Finance Volunteer



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
- Finance Tab | 8
- First-Year Troop Leader Experience | 8
- 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.

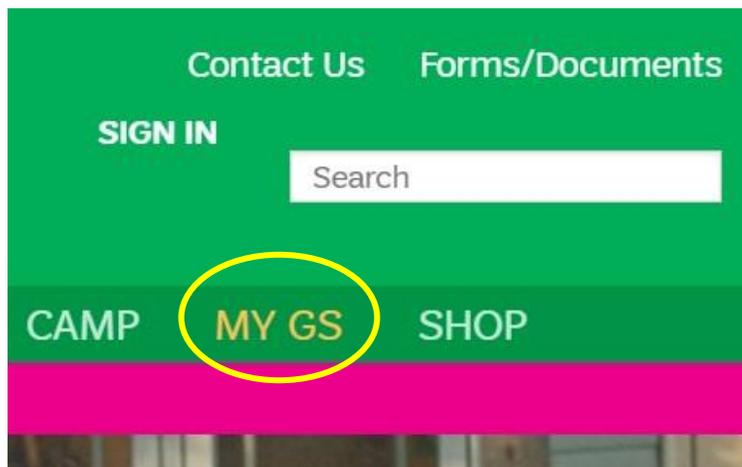
DEMO ACCESS

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/. 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

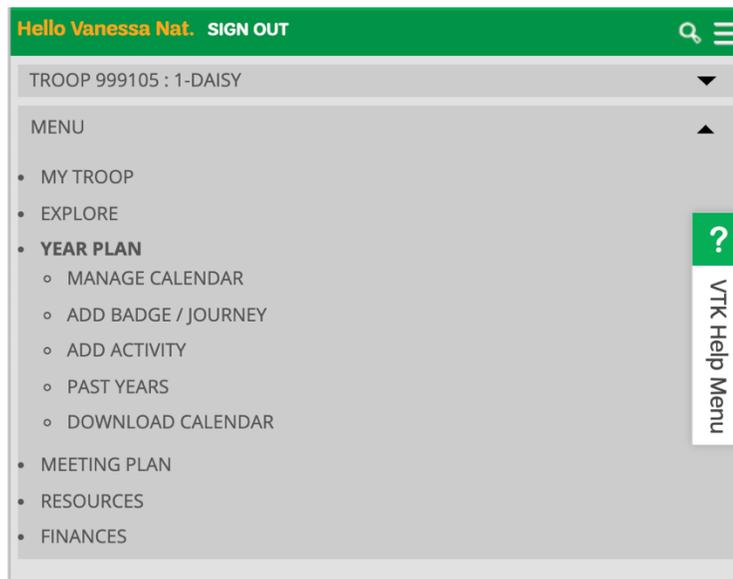
The Volunteer Toolkit is divided into tabs that each have unique tools to help you plan your troop year and manage each meeting with ease. If you’re on a computer, you’ll see the green tabs across the top of your browser window. Mobile users will see a gray drop-down menu at the top, with tabs beneath.

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 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

- 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 meeting schedule 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 (see page 6).

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, based on what your troop leader adds.

Any activity outside of regular meetings 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 tabs are icons for print, download, and help. The main content area is titled "JUNIOR BADGES OPTION 1" and displays a chronological list of events:

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

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

AGENDA

Time	Activity	Duration
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](#)

Planning Materials: High-level resources show you from start to finish what girls will achieve during the meeting, tips for running the meeting (Activity Plan), and the meeting aids plus the materials the troop needs (Materials List).

Meeting Aids: These documents, videos, and links support the activities in each meeting. Some are geared toward the adult, and some are for girls completing the activities.

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 only the troop leader has access to select or edit activities

Additional Resources: Take a meeting topic to the next level with these additional resources! Includes 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 the awards themselves.

Resource Tab

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.

The screenshot shows a navigation bar with tabs: MY TROOP, YEAR PLAN, MEETING PLAN, RESOURCES, and FINANCES. The RESOURCES tab is active. Below the navigation bar, the heading "Resources" is displayed. A sub-section titled "FROM YOUR COUNCIL" includes a date "8/13/18 V.M.". A horizontal menu lists program levels: Daisy, Brownie, Junior (selected), Cadette, Senior, Ambassador, and Multi-level. The "Junior" section is expanded, showing links for "Shop Now!", "Badge & Award Chart", "Uniform Placement", "Badge Explorer", and "Badge & Journey Meeting Pl...". Below this, three content boxes are visible: "TROOP LEADERSHIP" with links like "Knowing Your Role & Worki...", "FAMILY HUB" with links like "Growth & Support for Your ...", and "SAFETY" with the link "Internet Safety Pledge".

Finance Tab – visible May-September

As the troop finance volunteer, you have full access to the Finance Tab so you can easily submit your troop's year-end finance report and other necessary information to wrap up the troop year. You can also add receipts or other attachments to your form and send them directly to your council. You'll be sent a confirmation email with a copy of the report as well.

Once you or your troop leader has submitted their end-of-year finance report, all caregivers in your troop can see your troop's financial summary.

To learn more about submitting the troop's Annual Finance Report check out the trainings on gsLearn.

- 438 Troop Finance Basics
- 438 – VTK Finance Tab Tutorial

MEMBERSHIP YEAR: 2020 - 2021 Finance form Edit

Annual Troop Finance Report 2020 - 2021

Troop ct daisies

Insert instructions here for your volunteers. [Even links!](#)

 Calculator

INCOME

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

INCOME LAST UPDATE

Cookie Sales	\$	0.00	
Fall Product Program	\$	0.00	
Other Income	\$	0.00	
Troop Dues	\$	0.00	► Council Detail
Total Income	\$	0.00	

[+](#) Add a note on Troop INCOME (optional)

FIRST-YEAR TROOP LEADER EXPERIENCE

The First-Year Troop Leader 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.

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. You can also click "I am not a troop leader" to bypass this process.

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!