

Overview of Volunteer Toolkit

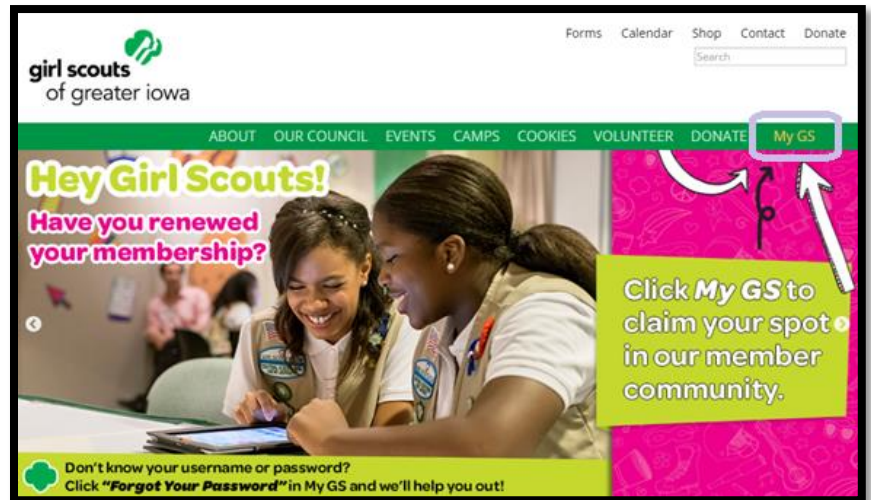


Accessing Volunteer Toolkit (VTK)

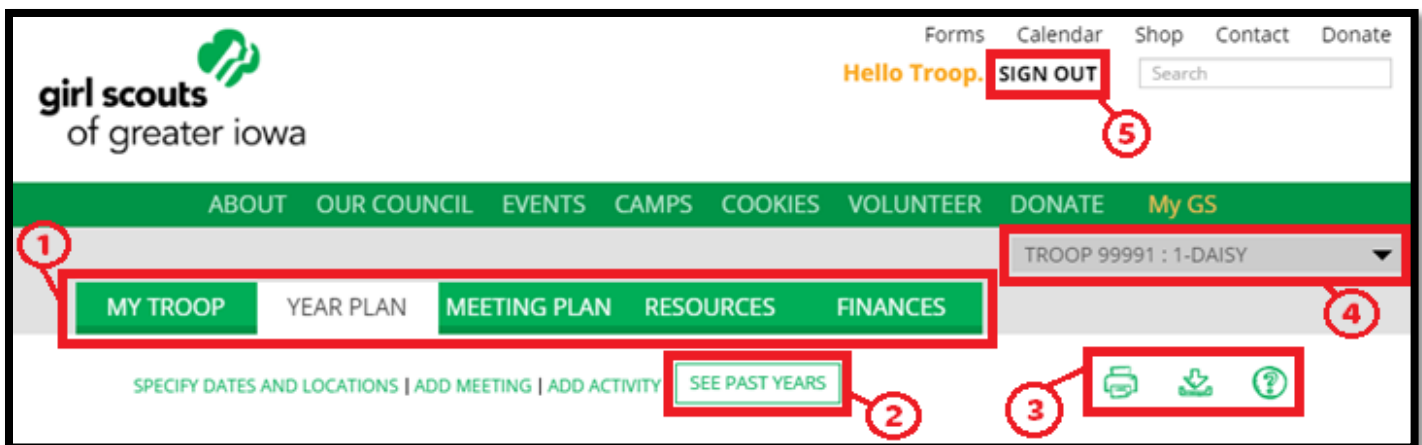
From our GSGI website, simply click yellow “My GS” button on the right side of our green selection bar. Select “Volunteer Toolkit” from the drop-down list to proceed to the log-in screen.

After logging in, you will be asked to select “Volunteer Toolkit” once more.

*Please note that any links in the green selection bar, the top-right corner, the search bar, or the GSGI logo will redirect you to our website. The My GS button will lead you back to your options.



Navigating Volunteer Toolkit



1.) VTK Tabs (descriptions later in overview)

2.) See Past Years

- View archive of previously selected year plans from past membership years.

3.) Options

- Print your current screen or one of the provided options by clicking the green printer icon.
- Download the plan or resource by clicking the green down-arrow bracket icon.
- Seek out additional help by clicking the green circled question mark icon.

4.) Drop-Down Menu for Multiple Troops

- If you are listed as the Troop Leader for multiple troops, you will have access to toggle between your troops' year plans with this function. It will list your troop number & the level associated with the troop.

5.) Sign Out button

- Once you are done working in VTK, you can sign out, and it will redirect you back to our GSGI website.

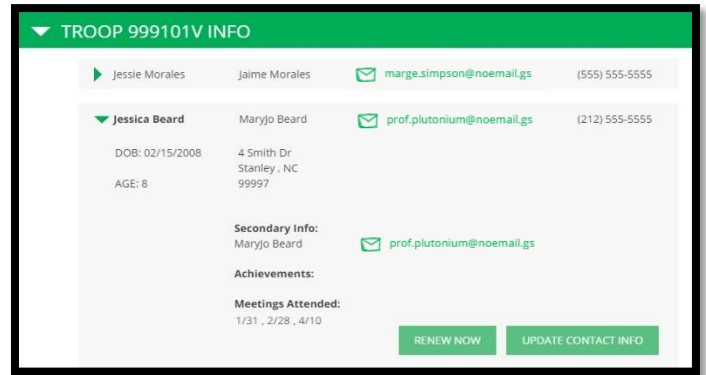
Volunteer Toolkit Tabs

My Troop:

This tab holds your complete girl roster with primary parent/guardian, e-mail address, and phone number.

On each girl, you will click the green > prior to their name to drop down the details, including attendance & earned achievements that you've marked in meeting plans.

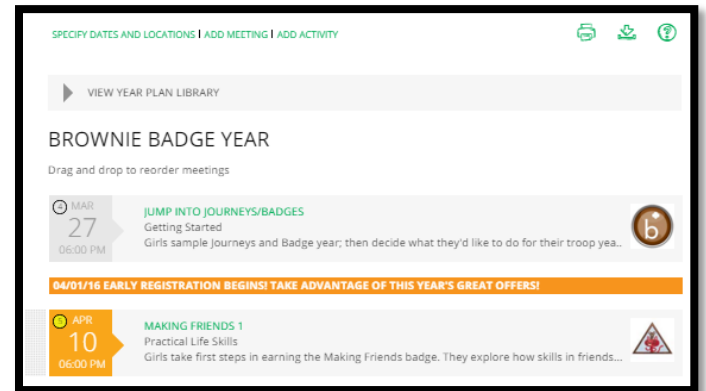
You can e-mail parents, as well as add, change, or remove a troop photo to customize this tab.



Year Plan:

This tab appears first each time when you sign in. You can select your year plan applicable for your level or create your own year plan to fit your schedule.

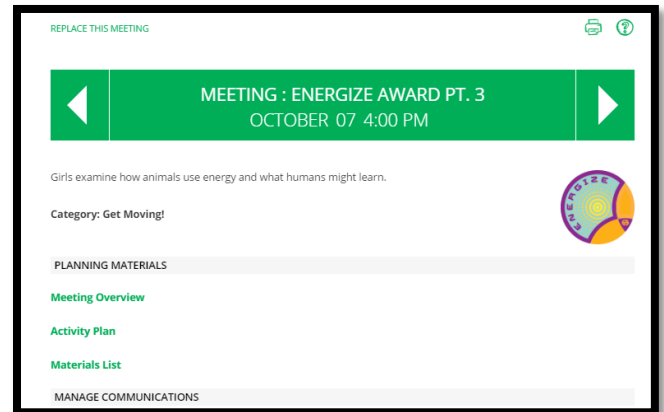
- *Orange bars:* "Milestones" set up by GSGL to remind troops of important dates in the GS year
- *Gray boxes:* Past meetings & activities
 - Past events cannot be moved or edited.
- *Orange box:* Next meeting
- *Green boxes:* Future meetings
 - Upcoming meetings can be moved using the bar in front to drag & drop into new place.
- *Blue boxes:* Added activities (custom or council)



Meeting Plan:

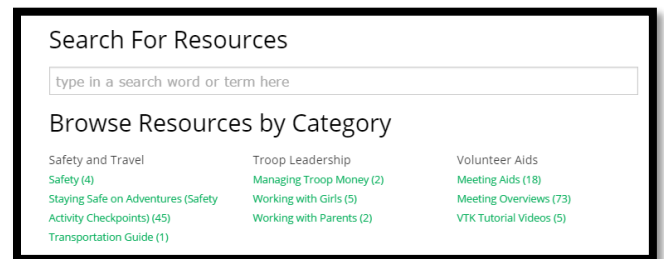
This tab delivers a pre-set layout for each meeting with a meeting overview, activity plan, materials list, and printable meetings.

Additionally, you can review & send a meeting reminder e-mail, track girl attendance or achievements, and customize your meeting agenda. This tab can also be accessed by clicking any meeting on the Year Plan tab.



Resources:

This tab provides several sections of GSUSA resources based upon category, including adult-to-girl supervision ratio chart. The search bar allows you to search based on the title of meeting aids through all program levels.



Finances:

This tab is currently not being utilized by our council. To submit your annual Finance Report, please use [this form](#).

Available Daisy Year Plans

Meeting	Daisy Petals Year Plan	It's Your Story – Tell It Year Plan (3 Cheers for Animals)	It's Your Planet – Love It Year Plan (Between Earth & Sky)
1	Intro (Promise Center)	Intro (Promise Center)	Intro (Promise Center)
2	Jump into Journeys/Petals	Jump into Journeys/Petals	Jump into Journeys/Petals
3	Lupe – Honest & Fair	Birdbath Award Pt. 1	Blue Bucket Award Pt. 1
4	Sunny – Friendly & Helpful Zinni – Considerate & Caring	Birdbath Award Pt. 2	Blue Bucket Award Pt. 2
5	Tula – Courageous & Strong	Birdbath Award Pt. 3	Blue Bucket Award Pt. 3
6	Mari – Responsible for What I Say & Do	Red Robin Award Pt. 1	Firefly Award Pt. 1
7	Gloria – Respect Myself & Others Gerri – Respect Authority	Red Robin Award Pt. 2	Firefly Award Pt. 2
8	Clover – Use Resources Wisely	Red Robin Award Pt. 3	Firefly Award Pt. 3
9	Rosie – Make the World a Better Place	Red Robin Award Pt. 4	Clover Award Pt. 1
10	Vi – Be a Sister to Every Girl Scout	Red Robin Award Pt. 5	Clover Award Pt. 2
11	“Money Counts” Financial Literacy Leaf	Tula Award Pt. 1	Clover Award Pt. 3
12	“Count It Up” Cookie Business Leaf	Tula Award Pt. 2	Clover Award Pt. 4
13	Take Action Project 1	My Promise, My Faith Pin	My Promise, My Faith Pin
14	Take Action Project 2	“Making Choices” Financial Literacy Leaf	“Money Counts” Financial Literacy Leaf
15	Sandy – Closing Celebration	“Talk It Up” Cookie Business Leaf	“Count It Up” Cookie Business Leaf

Available Brownie Year Plans

Meeting	Brownie Badges Year Plan	It's Your Story – Tell It Year Plan (A World of Girls)	It's Your Planet – Love It Year Plan (Wonders of Water)
1	Intro	Intro	Intro
2	Jump into Journeys/Badges	Jump into Journeys/Badges	Jump into Journeys/Badges
3	Making Friends 1	Hear a Story Award Pt. 1	Love Water Award Pt. 1
4	Making Friends 2	Hear a Story Award Pt. 2	Love Water Award Pt. 2
5	Home Scientist 1	Change a Story Award Pt. 1	Save Water Award Pt. 1
6	Home Scientist 2	Change a Story Award Pt. 2	Save Water Award Pt. 2
7	Hiker Pt. 1	Change a Story Award Pt. 3	Save Water Award Pt. 3
8	Hiker Pt. 2	Tell a Story Award	Save Water Award Pt. 4
9	Money Manager 1 (Financial Literacy)	Better World for Girls Award Pt. 1	Share Water Award
10	Money Manager 2 (Financial Literacy)	Better World for Girls Award Pt. 2	WOW Award
11	Meet My Customers (Cookie Business)	Making Friends 1	Hiker 1
12	Take Action 1	Making Friends 2	Hiker 2
13	Take Action 2	Philanthropist 1 (Financial Literacy)	Philanthropist 1
14	Take Action 3	Philanthropist 2 (Financial Literacy)	Philanthropist 2
15	Closing (End of Year Celebration)	Give Back (Cookie Business)	Give Back (Cookie Business)

Additional Brownie Options (each 2 meetings unless noted): Bugs, Celebrating Community, Computer Expert, Dancer, Fair Play, First Aid, Girl Scout Way, Household Elf, Inventor, Letterboxer, Making Games, My Best Self, My Family Story, My Great Day, My Promise My Faith Pin (1 meeting only), Outdoor Adventurer, Painting, Pets, Senses, Snacks

**Each badge is earned over 2 meetings unless noted.*

Available Junior Year Plans

Meeting	Junior Badges Year Plan	It's Your Story – Tell It Year Plan (aMUSE)	It's Your Planet – Love It Year Plan (Get Moving!)
1	Intro	Intro	Intro
2	Jump into Journeys/Badges	Jump into Journeys/Badges	Jump into Journeys/Badges
3	Staying Fit 1	Reach Out Award Pt. 1	Energize Award Pt. 1
4	Staying Fit 2	Reach Out Award Pt. 2	Energize Award Pt. 2
5	Detective 1	Reach Out Award Pt. 3	Energize Award Pt. 3
6	Detective 2	Speak Out Award Pt. 1	Investigate Award Pt. 1
7	Camper 1	Speak Out Award Pt. 2	Investigate Award Pt. 2
8	Camper 2	Speak Out Award Pt. 3	Innovate Award Pt 1
9	Savvy Shopper 1 (Financial Literacy)	Try Out Award Pt. 1	Innovate Award Pt 2
10	Savvy Shopper 2 (Financial Literacy)	Try Out Award Pt. 2	Innovate Award Pt 3
11	Customer Insights (Cookie Business)	Detective 1	Staying Fit 1
12	Take Action 1	Detective 2	Staying Fit 2
13	Take Action 2	Business Owner 1 (Financial Literacy)	Savvy Shopper 1 (Financial Literacy)
14	Take Action 3	Business Owner 2 (Financial Literacy)	Savvy Shopper 2 (Financial Literacy)
15	Closing Celebration	Cookie CEO (Cookie Business)	Customer Insights (Cookie Business)

Additional Junior Options: Digital Photographer, Entertainment Technology, First Aid, Flowers, Gardener, Geocacher, Girl Drawing, Girl Scout Way, Horseback Riding, Independence, Inside Government, Jeweler, Musician, My Promise My Faith Pin (1 meeting only), Playing the Past, Practice with Purpose, Product Designer, Scribe, Simple Meals, Social Butterfly

**Each badge is earned over 2 meetings unless noted.*

Also Available: Create Your Own Year Plan

CREATE YOUR OWN YEAR PLAN
✕

Look through the meeting library and pick the ones that best complete your multi-level Year Plan

🔍
FILTER MEETINGS BY TOPIC ▶

1. Select your Girl Scout Level(s)

Daisy Brownie

Junior

2. Select the type of meeting plan you want

Award Earning Badges/Petals

Closing Intro

Journey

CANCEL

VIEW MEETING PLANS

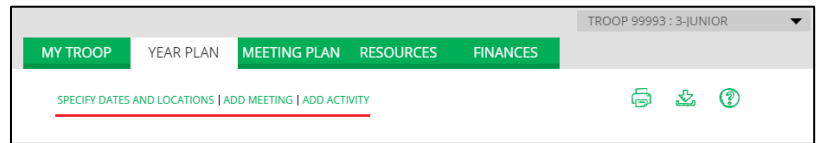
For Daisy, Brownie, and Junior levels, Create Your Own Year Plan option will allow you to mix & match the Girl Scout Leadership Experience to fit your troop's interests. This means that you are now able to access all meeting content for all 3 levels!

First, you'll select the troop's program level(s), the type of meeting, and the applicable Journey or badge category. As you find their favorite badges or journey awards, check the "Select Meeting" box on each. Once you're done with the category, scroll down to the bottom, & click "Add to Year Plan."

For our older girls, there is no pre-created content, but you can add custom activities or council activities to your year plan.

Editing Your Year Plan

Most options for editing your year plan are found at the top of the Year Plan page as seen here.



Specify Dates and Locations: After you select your Year Plan option, you will view the preset options without any dates. To set up meetings to follow your troop schedule, click “Specify Dates and Locations” on the Year Plan tab.

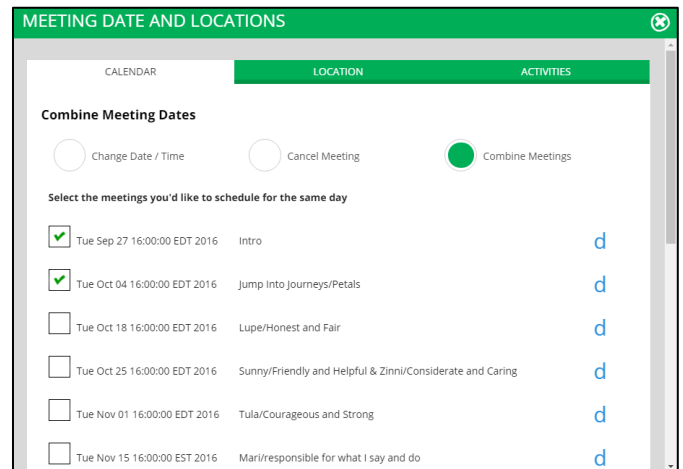
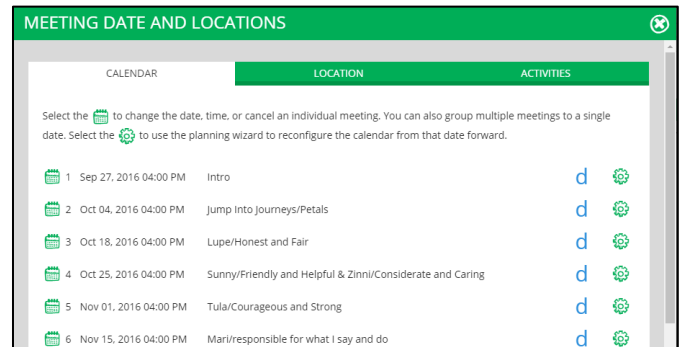
Calendar – It will request your meeting start date (must be in the future), start time for meetings, and how often you meet. It will also provide checkboxes to avoid scheduling the week of major holidays. Click “Update Calendar” to match the year plan to your meeting schedule.

Location – You can add, delete, or edit location names & addresses to assign to your meetings.

Helpful Hint: You are able to change date, change time, or cancel a specific meeting by clicking the Calendar symbol next to the corresponding meeting.

NEW! Combine Meetings option is now also available by clicking the Calendar symbol! “Combine Meetings” offers you the opportunity to merge two or more meetings of content into one meeting date. If you add meetings of different program levels, you can merge those meetings, too!

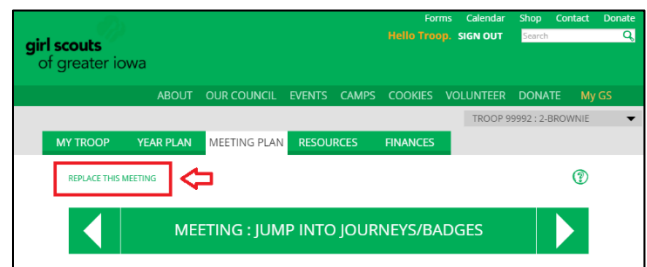
If the regular schedule changes, find the Gear (settings) symbol to the right in order to update your calendar from that date forward.



Add Meeting: If you wish to add additional meetings during the year, visit your Year Plan tab, and click “Add Meeting” to view the filterable Meeting Library. Click “Select Meeting” once you find the desired badge or award. “Add to Year Plan” will save it & add it at the end of your year plan for you to drag and drop into your preferred order.

Add Activity: If you wish to add a troop day trip, Service Unit event, or council program, visit your Year Plan tab, and click “Add Activity” to build a custom activity or register for a council event. For council activities, it will search like our Events Calendar, and clicking “Register Now” will add the event to your year plan & send you to Doubleknott for completing registration.

Replace Meeting: If you decide later that you would like to replace a meeting for something else in the Meeting Library, select the intended meeting from within the Year Plan tab. Once the meeting plan opens, click “Replace This Meeting” as seen to the right in order to view other options, click “Select Meeting” to make the change, and click “Add to Year Plan” to save it.



Meeting Plan Tools & Features

Planning Materials

Meeting Overview is the summarization of your meeting as a whole, including: notes for volunteers, idea to prepare ahead, how to help from friends & family network, any award connection, and meeting length.

Activity Plan is the guide for all meeting activities. It will provide the following information for each activity: how much time it will take, recommended materials, steps, tips or notes for volunteers, and even occasional scripting suggestions. For some activities, it will also give variation ideas to better fit your troop.

Materials List tells you everything needed for the meeting by activity, such as craft supplies & printed meeting aids.

Manage Communications

Edit/Sent Reminder E-mail will open a pop-up box with a scripted e-mail template relaying information from the meeting's overview or the event's details. You can choose who the recipients are, customize the e-mail to match their troop's needs (such as adding reminders or information to parents), attach council forms or meeting aids, and send the e-mail directly from the pop-up.

- ✓ There is also an option to e-mail contacts as a group or individually for additional communications. You can go to the "My Troop" tab to see each girl's family contact information. The e-mail address is a hyperlink which automatically links directly with many e-mail services.

Record Attendance & Achievements will open a pop-up box with the girls' names. In the pop-up, you are able to check off that a girl was present and/or earned the badge or award from that meeting.

- ✓ You can go into the "My Troop" tab to view each girl's individual attendance and achievements record, as shown earlier. Parents can only view their daughter's tracking.

Other Sections

Meeting Aids include worksheets, songs, and other types of PDF reference materials you will need to print for the meeting activities.

Meeting Agenda lists all of the activities for the meeting with the planned times for each activity. You can add your own pieces to the agenda, such as snack time or troop government time, by clicking "Add Agenda Item" below the agenda. You can change the order of activities by dragging and dropping or delete activities by clicking on the activity title & selecting "Delete This Agenda Item." You can also edit the times allowed for each planned activity if more or less time is desired in 5 minute increments up to 30 min.

Frequently Asked Questions about Volunteer Toolkit

1. Can I register for programs or camp through VTK?

- Not only can you renew membership through Volunteer Toolkit (as well as Member Profile), but you can also check out our calendar events by clicking “Add Activity.” When you click “Select Activity and Register Now,” it will add the event to your calendar and re-direct you to Doubleknot for your event registration.

2. Why does VTK only include Year Plans for K-5 troops?

- In order to use resources wisely, GSUSA had to narrow the focus when initially implementing. Since older girls have more experience making decisions and planning their own meetings, it was decided to implement the K-5 meeting plans first.
- Older girl troops can still use VTK to communicate with families and plan activities with the Create Your Own Year Plan option. Additional resources for older girl troops will be rolled out in the future.

3. What about multi-level troops?

- If your troop is listed as a multi-level troop with two active Troop Leaders, you are now able to create your own year plan. If your troop is listed as a specific level (Daisy, Brownie, or Junior), you are also now able to access all meeting plans and add meetings from other program levels by clicking “Add Meeting.”
- To plan two meetings of different levels into one meeting time: ensure your meeting schedule has been set. Add your desired meetings of another level to the Year Plan tab. Next, open “Specify Dates and Locations” on your Year Plan tab. Click on the Calendar symbol by one of the applicable meetings, select “Combine Meetings,” and check the meetings you wish to combine. By clicking “Continue,” you will select the new date for the applicable meetings & save your selection.

4. What is not in the VTK?

- There is no Year Plan for the *It’s Your World Journey* series. Refer to the adult Journey guide.
- We are currently not utilizing the Finances tab. Continue to access troop financial forms from our website.
- Information on Highest Awards, bridging, safety awards, and additional badges & awards are not included in VTK. Refer to the *Girls’ Guide to Girl Scouting*.

5. What can parents/guardians view in the VTK?

- Parents/guardians can log in to their own My GS account and view parts of the VTK, but they cannot make any changes. They can view the Year Plan, most of the Meeting Plan, and view & search for Resources.
- In the **Troop** tab, parents can view their girl’s membership & contact details but cannot view other girls.
- Parents/caregivers can use their online account to make changes to their Girl Scout’s information (contacts, membership, family profile), but cannot change the troop information.

6. If I don’t have internet at my meeting place, how can I access VTK?

- You can download and save your VTK plans into any digital device, laptop, tablet, or smartphone.
- You can also print VTK plans to take with you to your meeting.

7. What about volunteers who don’t have internet access at home?

- VTK can be accessed from any electronic device – tablet, smartphone, or laptop – with internet capability. Libraries and coffee shops are a great resource for those who don’t have access to internet at home. You can print meeting plans or download them onto an electronic device to use without internet access at your meeting.

Don’t see what you’re looking for? Contact our Customer Care team at info@gsiowa.org or (800) 342-8389 with any additional questions.