

Volunteer Toolkit Overview



www.ComGirlScouts.org

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Volunteer Toolkit (VTK)

The Volunteer Toolkit (VTK) is a digital web application designed to help Girl Scout volunteers save time by providing program content, troop management tools, and resources for leaders to manage their troop digitally. With VTK, leaders can create a year's worth of troop meetings in a few simple steps, send updates to girl families, and so much more! VTK runs on your home computer, tablet, or mobile device. All troop leaders and troop treasurers can make changes in VTK, while other troop volunteers and parents can view their troop's plans but not make edits or changes. If you're ready to have everything you need for your Girl Scout year at your fingertips, use this guide to get started on VTK today!

Accessing Volunteer Toolkit

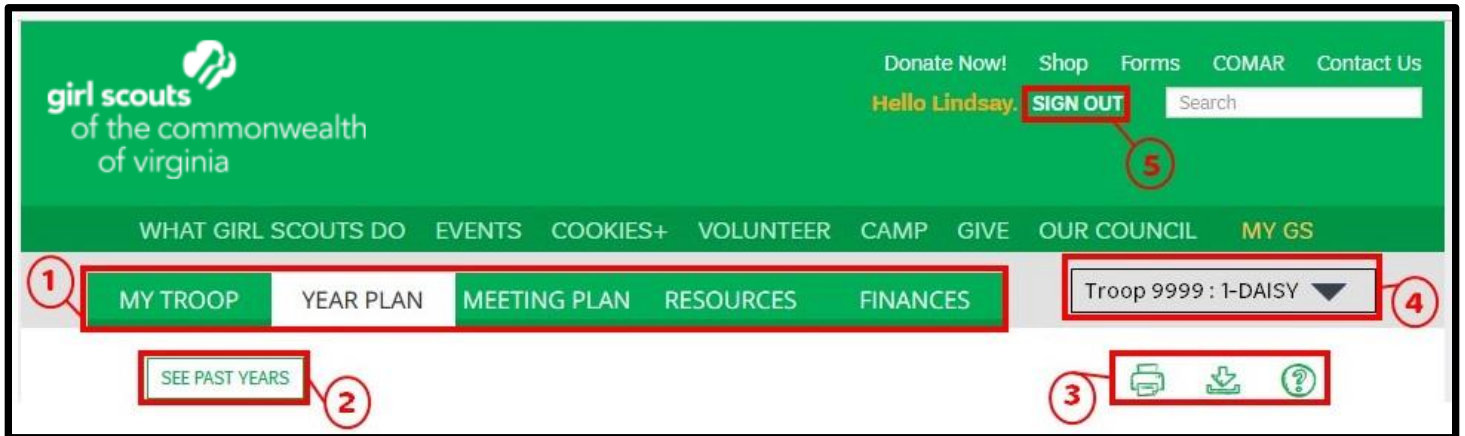
From our GSCV website, simply click the gold "My GS" button on the right side of the green selection bar. Select "Volunteer Toolkit" from the drop-down list to proceed to the log-in screen.

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



VTK works best with the Chrome browser. If you have problems logging in, please clear your cache/cookies.

Navigating Volunteer Toolkit



1.) VTK Tabs (descriptions later in overview)

2.) See Past Years

- View archive of previous 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 the Troop Leader or Troop Treasurer for multiple troops, you will be able to toggle between each of your troops' year plans with this function. It will list each of your troop's numbers & the levels associated with the troops.

5.) Sign Out button

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

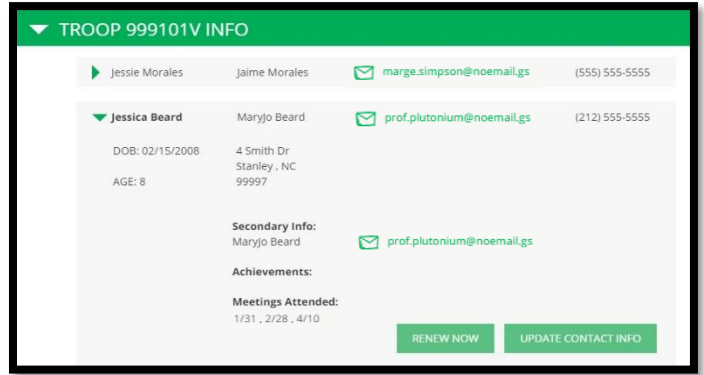
Volunteer Toolkit Tabs

My Troop:

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

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

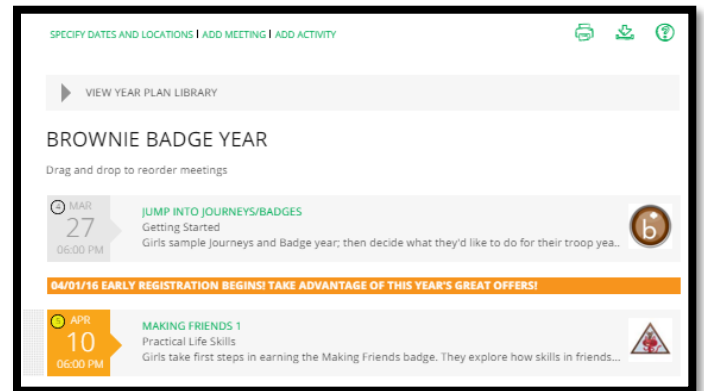
You can e-mail parents, as well as add, change, or remove a troop photo to customize this tab.



Year Plan:

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

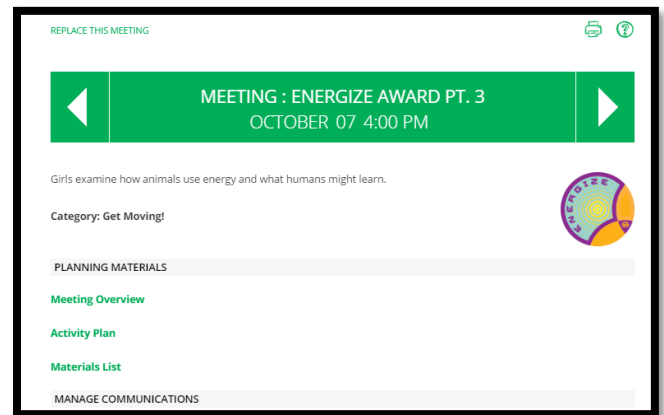
- **Orange bars:** "Milestones" set up by GSCV to remind troops of important dates in the GS year
- **Gray boxes:** Past meetings & activities
 - Past events cannot be moved or edited.
- **Orange box:** Next meeting
- **Green boxes:** Future meetings
 - Upcoming meetings can be moved using the bar in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



Meeting Plan:

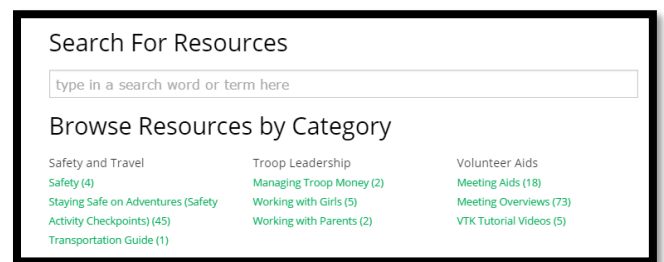
This tab delivers a pre-set layout for each meeting with a meeting overview, activity plan, materials list, and agenda items – and everything is printable!

Additionally, you can review & send meeting reminder emails, track girl attendance and 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 by category, including Safety Activity Checkpoints and an adult-to-girl safety 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. Your troop support specialist will let you know when this tab becomes active.

Available Year Plans for Daisy Troops

Option A: Petals, Leaves, and Badges Year Plan

Petals, Leaves, and Badges

This Daisy Year Plan is laid out in 15 meetings to help girls learn how to keep the Girl Scout Promise by living the Girl Scout Law. Girls will earn their Promise Center and 10 Petals to make the Daisy Flower. Daisies will also earn a Financial Literacy leaf, Cookie Business leaf, and a Take Action Award.

Option B: Journey Year Plan

Welcome to the Daisy Flower Garden

This Daisy Year Plan is laid out in 15 meetings to help Daisies learn about the Girl Scout Promise and Law by planting a mini garden, then use their new skills to help improve their communities. Girls will earn 3 Journey Awards, a Financial Literacy leaf, a Cookie Business leaf, and the Good Neighbor Badge.

5 Flowers, 4 Stories, 3 Cheers for Animals

This Daisy Year Plan is laid out in 15 meetings to help Daisies learn what animals need and how to care for them. They might learn that caring for animals is a lot like caring for themselves. Girls will earn 3 Journey Awards, the My Promise, My Faith Pin, a Financial Literacy leaf, and a Cookie Business leaf.

Between Earth and Sky

On this Journey Daisies “travel the country” living the values of the Girl Scout Law. While they explore the natural world around them, they learn what’s local and why that’s important. Girls will earn 3 Journey Awards, the My Promise, My Faith Pin, a Financial Literacy leaf, and a Cookie Business leaf.

Outdoor

On this Journey, Daisies will learn all about the outdoors by creating colorful outdoor art and going on a troop camping trip. Girls will earn the Outdoor Art Maker Badge, the Buddy Camper Badge, a Take Action Badge, the Clover Petal, a Financial Literacy leaf, and a Cookie Business leaf.

Think Like a Citizen Scientist

On this Journey, Daisies practice the scientific method by doing a citizen science project focused on the outdoors. Girls will earn a Journey Award, a Take Action Badge, and 7 petals.

Think Like an Engineer

On this Journey, Daisies learn how to think like an engineer by taking part in hands-on design challenges. Girls will earn a Journey Award, a Take Action Badge, and 8 petals.

Think Like a Programmer

On this Journey, Daisies learn how programmers solve problems through fun activities and games. Girls will earn a Journey Award, a Take Action Badge, a Cookie Business leaf, and 6 petals.

Option C: Create Your Own Year Plan

Create Your Own Year Plan

Select from any of the available Journeys, Badges, Awards, Intro and Closing meetings to create a custom year plan that is 100% yours! You may want to include one or more of the **NEW Daisy badges** that are not pre-loaded into any other year plan:

[Additional Daisy Badges](#)

- Board Game Design Challenge
- Design a Robot
- How Robots Move
- Model Car Design Challenge
- Roller Coaster Design Challenge
- What Robots Do

Available Year Plans for Brownie Troops

Option A: Badges Year Plan

Badges

This Brownie year is laid out in 15 meeting sessions to engage girls in a fun and exciting Brownie year! Girls will earn 5 Brownie Badges: Making Friends, Home Scientist, Hiker, Money Manager, and Meet My Customers, as well as a Take Action Award.

Option B: Journey Year Plan

A World of Girls

On this Journey, Brownies learn about girls around the world and how stories can give them ideas for helping others in their own communities or across the world. Girls will earn 4 Journey Awards, the Making Friends Badge, the Philanthropist Badge, and the Give Back Badge.

WOW! Wonders of Water

On this Journey, Brownies learn how to protect the water on our planet. Girls will earn 4 Journey Awards, the Hiker Badge, the Philanthropist Badge, and the Give Back Badge.

Outdoor

On this Journey, Brownies will learn all about the outdoors – they'll go on hikes, investigate bugs, and sleep under the stars on a troop camping trip. Girls will earn the First Aid Badge, the Hiker Badge, the Cabin Camper Badge, a Take Action Badge, the Letterboxer Badge, and the Bugs Badge.

Think Like a Citizen Scientist

On this Journey, Brownies practice the scientific method by doing a citizen science project focused on the outdoors. Girls will earn a Journey Award, a Take Action Badge, the Bugs Badge, the Hiker Badge, and the Outdoor Adventurer Badge.

Think Like an Engineer

On this Journey, Brownies learn how to think like an engineer by taking part in hands-on design challenges. Girls will earn a Journey Award, a Take Action Badge, the Inventor Badge, the Home Scientist Badge, and the Letterboxer Badge.

Think Like a Programmer

On this Journey, Brownies learn how programmers solve problems through fun activities and games. Girls will earn a Journey Award, a Take Action Badge, the Computer Expert Badge, the Making Games Badge, and the Money Manager Badge.

Option C: Create Your Own Year Plan

Create Your Own Year Plan

Select from any of the available Journeys, Badges, Awards, Intro and Closing meetings to create a custom year plan that is 100% yours! You may want to include one or more of the **Brownie badges** that are not pre-loaded onto any other year plan:

Additional Brownie Badges

- Celebrating Community
- Dancer
- Designing Robots
- Fair Play
- Fling Flyer Design Challenge
- GS Way
- Household Elf
- Leap Bot Design Challenge
- My Best Self
- My Family Story
- My Great Day
- Outdoor Art Creator
- Painting
- Pets
- Programming Robots
- Race Car Design Challenge
- Senses
- Showcasing Robots
- Snacks

Available Year Plans for Junior Troops

Option A: Badges Year Plan

Badges

This Junior year is laid out in 15 meeting sessions to engage girls in a fun and exciting Junior year! Girls will earn 5 Junior Badges: Staying Fit, Detective, Camper, Savvy Shopper, and Customer Insights, as well as a Take Action Award.

Option B: Journey Year Plan

aMuse

On this Journey, Juniors become more confident by exploring the roles they play in their lives and trying on new ones. Girls will earn 3 Journey Awards, the Detective Badge, the Business Owner Badge, and the Cookie CEO Badge.

Get Moving!

On this Journey, Juniors learn about various forms of energy and find out what it means to be energy efficient. Girls will earn 3 Journey awards that recognize what they learned about energy and how they carried out their plan to save energy, as well as the Staying Fit Badge, the Savvy Shopper Badge, and the Customer Insights Badge.

Outdoor

On this Journey, Juniors will have fun in the great outdoors – with a focus on caring for the environment. They'll learn all about animal habitats, discover the secrets of flowers and take an environmentally-friendly camping trip with their troop. Girls will earn the Animal Habitats Badge, the Camper Badge, the Eco Camper Badge, a Take Action Badge, the Geocaching Badge, and the Flowers Badge.

Think Like a Citizen Scientist

On this Journey, Juniors practice the scientific method by doing a citizen science project focused on the outdoors. Girls will earn a Journey Award, a Take Action Badge, the Camper Badge, the Animal Habitats Badge, and the Flowers Badge.

Think Like an Engineer

On this Journey, Juniors learn how to think like an engineer by taking part in hands-on design challenges. Girls will earn a Journey Award, a Take Action Badge, the Product Designer Badge, the Jeweler Badge, and the Digital Photographer Badge.

Think Like a Programmer

On this Journey, Juniors learn how programmers solve problems through fun activities and games. Girls will earn a Journey Award, a Take Action Badge, the Digital Photography Badge, the Entertainment Technology Badge, and the Geocaching Badge.

Option C: Create Your Own Year Plan

Create Your Own Year Plan

Select from any of the available Journeys, Badges, Awards, Intro and Closing meetings to create a custom year plan that is 100% yours! You may want to include one or more of the **Junior badges** that are not pre-loaded onto any other year plan:

Additional Junior Badges

- Designing Robots
- Drawing
- First Aid
- Gardener
- GS Way
- Horseback Riding
- Independence
- Inside Government
- Musician
- Outdoor Art Explorer
- Playing the Past
- Practice With Purpose
- Programming Robots
- Scribe
- Showcasing Robots
- Simple Meals
- Social Butterfly

Available Year Plans for Multilevel Troops

Option A: Journey Year Plan

Think Like a Citizen Scientist	On this 6 session Journey, girls practice the scientific method by doing a citizen science project focused on the outdoors. Girls will earn the Citizen Scientist Journey Award and Take Action Badge for their age level.
Think Like an Engineer	On this 6 session Journey, girls learn how to think like an engineer by taking part in hands-on design challenges. Girls will earn the Think Like an Engineer Journey Award and Take Action Badge for their age level.
Think Like a Programmer	On this 6 session Journey, girls learn how programmers solve problems through fun activities and games. Girls will earn the Think Like a Programmer Journey Award and Take Action Badge for their age level.

Option B: Create Your Own Year Plan

To create a custom Year Plan for your Multilevel Troop, click the *Get Started Now* link next to the Create Your Own Year Plan option, and indicate the level(s) of the girls in your Multilevel Troop.

You will have access to all the Badge, Journey, Award, Intro, and Closing activities for the levels you indicate that you have.

Once you have indicated your troop levels, select from any of the available Journeys, Badges, Awards, Intro and Closing meetings to create a custom year plan that is 100% yours! Know that while you must select one type of meeting initially, (Badges, Journeys, Awards, etc.) you are able to add other types of meetings in later by clicking “Add a Meeting” on the Year Plan tab or “Replace a Meeting” on a specific Meeting Plan tab.

** For our Cadette-Senior-Ambassador level girls, there is no pre-populated content, but you can add custom activities or council activities to your year plan by clicking “Add an Activity” on the Year Plan tab.

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 Multi-level

2. Select the type of meeting plan you want

Award Earning Badges/Petals Closing Intro Journey

Finishing and Editing Your 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 meetings without any dates. To edit the meetings to follow your troop schedule, click “Specify Dates and Locations” on the Year Plan tab.

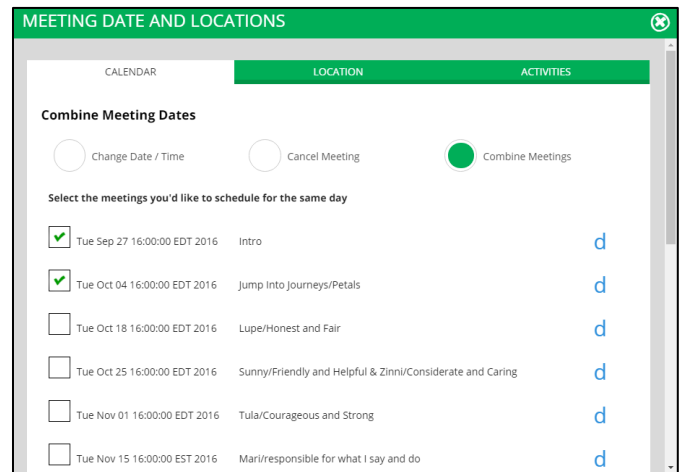
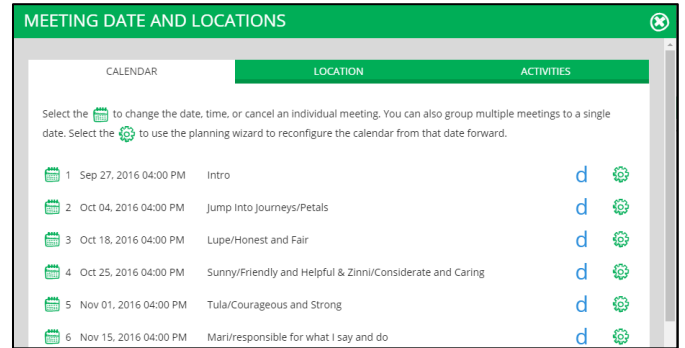
Calendar - It will request your meeting start date (must be in the future), start time for meetings, and how often you meet. It will also provide checkboxes to avoid scheduling the week of major holidays. Click “Update Calendar” to match the year plan to your meeting schedule.

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

****Helpful Hint:** You can change dates, change times, or cancel a specific meeting by clicking the Calendar symbol next to the corresponding meeting.

Combine Meetings - This 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.

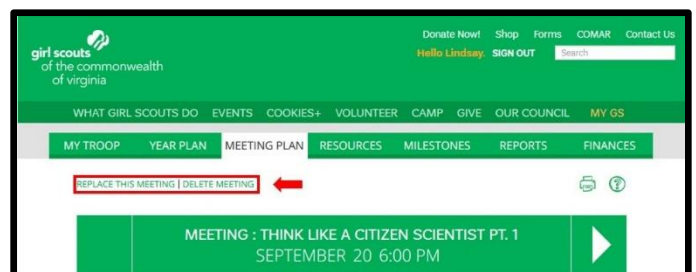
If the regular schedule changes, find the Gear (settings) symbol to the right to update your calendar from that date forward.



Add Meeting: If you wish to add additional meetings to your Year Plan during the year, visit the Year Plan tab, and click “Add Meeting” to view the 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.

Replace or Delete 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 to view other options, click “Select Meeting” to make the change, and click “Add to Year Plan” to save it. You may also choose to Delete a Meeting.



Meeting Plan Tools & Features

Planning Materials

Meeting Overview is the summarization of your entire meeting, including notes for volunteers, ideas to prepare ahead, how to get help from friends & family, 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/Send 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 reference materials you can 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 minutes.

The Get Girls Outside Tree next to some agenda items will give you two options for meeting activities: either an inside meeting or an outside meeting. If your troop meeting place has a safe place for girls to learn outside, take advantage of the outside meeting plans!

Frequently Asked Questions about Volunteer Toolkit

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

- Program and camp registration will continue to be accessed through COMAR at this time.

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 the VTK. 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 is not in the VTK?

- There is no Year Plan for the *It's Your World* Journey series for Brownies and Juniors. Refer to the adult Journey guides for those materials.
- We are currently not utilizing the Finances tab. Continue to access troop financial forms from our website. Eventually, troop finance reports will be submitted through this tab.
- Information on Highest Awards, bridging, safety awards, and additional awards are not included in VTK. Refer to the *Girls' Guide to Girl Scouting*.

4. 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, they can view their girl's membership & contact details but cannot view other girls.
- Parents/guardians can use their online account to make changes to their Girl Scout's information (contacts, membership, family profile), but cannot change the troop information.

5. 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.

6. 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 Help Desk at gshelper@comgirlscouts.org with any additional questions.