

# **VOLUNTEER TOOLKIT USER GUIDE**

## 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!

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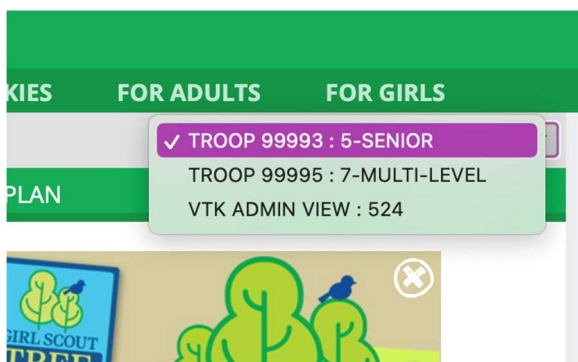
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## WHO HAS ACCESS

**Troop Coordinators, Meeting Coordinators, Finance Coordinators, Caregivers of Girl Scouts in a Troop, Caregivers of Individually Registered Members (Juliettes)**

**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 Finances 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 Scout(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 individual 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 [girlscouts.org](https://girlscouts.org).

In the upper-right corner of your screen, click the arrow & bracket icon to login to myGS using the credentials provided when you registered. [Customize if your site navigation differs.] Once logged in, from the My Account page, select “Volunteer Toolkit” from the left menu.

### 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.

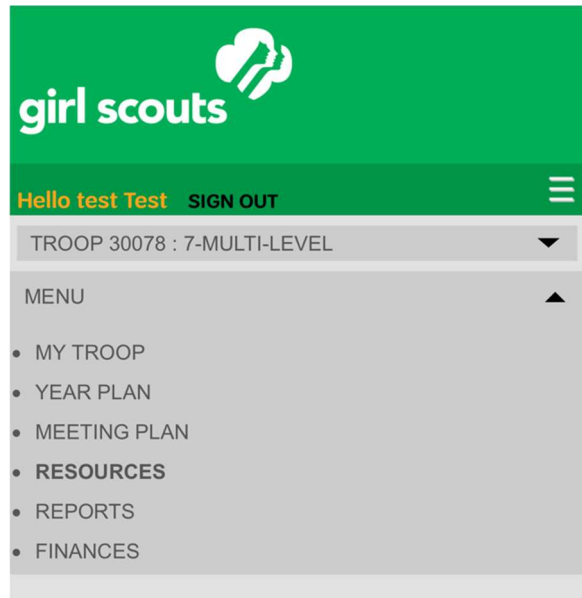
You'll notice three icons on almost every page of the Volunteer Toolkit:



**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.”



### Resources



## 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 everyone's personal information, including 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.



### ▼ ACHIEVEMENTS FOR ADDISON



Becoming Me for  
Girl Scout Seniors  
08/02/2021



Shapes in Nature  
08/06/2021



Design with  
Nature  
08/06/2021

### ▼ TROOP 30078 INFO

▶ Addison Test13User      VTKScenario3 Test      (555) 777-8622

DOB: 1/4/2007

3 Fake Street

Email Opt In

Photo Opt In

AGE: 15

Fake , AK

Text Opt In

Postal Opt In

GRADE: 10

99997

Phone Opt In

**Achievements:**

**Attendance:**

RENEW NOW

UPDATE CONTACT INFO

## 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 Scout(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.

MY TROOP YEAR PLAN MEETING PLAN RESOURCES FINANCES

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.

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.

FEB 06 04:00 PM STAYING FIT 1  
Healthy Living & Get Girls Outside!  
Girls begin Staying Fit badge.

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.

### 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.

### 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.**

# 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).

**PRINT:** Quickly print a copy of the entire meeting and its resources.

**STEPS:** Quickly see the high-level view of what it takes to earn a specific badge or award. You'll see how these steps connect later in the activities, where you'll see subtext showing which activity fulfills which step.

**PLANNING MATERIALS:** A combination of overview and step-by-step resources show you from start to finish what your girls will learn while earning this badge or award (Overview), details specific to planning this meeting. (Meeting Overview), what you'll do (Meeting Plan), the meeting aids plus the materials you'll need (Material List) and virtual meeting resources. (Virtual Meeting Planning)

**MEETING PLAN/NER:** Here you'll find instructions and details for each activity, material lists, estimated time to complete, and recommended sequencing based on the selections your troop leader has made. Download or print the entire plan with just one click of the printer icon.

**MEETING : ECO FRIEND 1**  
OCTOBER 19 04:00 PM

**Badge Steps:** In this badge, girls learn more about how to treat outdoor spaces with kindness and teach others how they can, too.

1. Think of ways to help the outdoors
2. Observe outdoor spaces
3. Build a safe campfire
4. Take care of wildlife
5. Practice being kind

When a girl has earned this badge, she'll have found new ways to protect our natural world and the living things in it.

It takes two meetings to earn this badge.

less ▲

**PLANNING MATERIALS**

- Meeting Overview
- Materials List
- Virtual Meeting Planning

**MEETING PLANNER**

4:00	As Girls Arrive: Snack	0:05
4:05	Opening Ceremony	0:05
4:10	Select an activity	0:30
	<input type="radio"/> Take a Hike <input type="radio"/> Play a Game or Sing a Song <input type="radio"/> Design a Poster	

## MEETING PLAN (CONT.)

The screenshot shows a web interface for a meeting plan. At the top, there is a section for 'MEETING AIDS (8)' with a dropdown arrow. Below it, a 'Sort By' dropdown is set to 'FileType'. A list of meeting aids follows, each with a document icon and a title: 'Global Goals Icon Grid and One-Sentence Global Goal Descriptions', 'Mind Map Sample', 'Notes on Nutrition', 'How An Urban Farm In Philadelphia Is Transforming Lives', 'UNICEF: World's Largest Lesson Live', '#WhatDoYouCareAbout: Stories for a Sustainable Future', 'Nations United: Rebuilding a Better World', and 'Malala Introduces the World's Largest Lesson'. Below this is an 'ADDITIONAL RESOURCES' section with two items: 'Digital Games' and 'Adapt Badges and Journeys'. At the bottom, there is a yellow banner with a document icon, the text 'Your Opinion Matters! Help us improve this meeting.', and a 'TAKE SURVEY' button.

**MEETING AIDS:** Once expanded using the green drop-down arrow, you'll see 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 meeting, and some are for girls completing the activities. You can find more information on how to use these resources in the activity plan.

**ADDITIONAL RESOURCES:** Take your meeting to the next level! These videos, documents, or suggested events go beyond the required steps for a badge or award, and they can help your troop take a deeper dive into the topics they're most excited about. You'll also find links to the Girl Scout shop to purchase booklets and awards.

**SURVEY:** Have feedback? We'd love to hear it! Share your thoughts after the meeting.

## 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 Girl Scouts can earn, or how to lead well-loved 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

The screenshot shows the 'Resources' page. At the top, there is a 'FROM YOUR COUNCIL' section with a megaphone icon and a date '8/13/18 V.M.'. Below this is a row of program level filters: 'Daisy', 'Brownie', 'Junior' (selected), 'Cadette', 'Senior', 'Ambassador', and 'Multi-level'. Under the 'Junior' filter, there are three main resource categories: 'Shop Now! Badge & Award Chart', 'Uniform Placement Badge Explorer Badge & Journey Meeting Pl...', 'TROOP LEADERSHIP' (with a heart icon), 'FAMILY HUB' (with a family icon), and 'SAFETY' (with a globe icon). Each category has a list of specific resources: 'Knowing Your Role & Worki... Tips for Troop Leaders - Live!' under Troop Leadership; 'Growth & Support for Your ... Family Tips & Volunteer Op... Keep Parents & Caregivers L... Raising Awesome Girls' under Family Hub; and 'Internet Safety Pledge' under Safety.

## FINANCES

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.

The screenshot shows a web interface for Troop Finances. At the top is a navigation menu with tabs: MY TROOP, YEAR PLAN, MEETING PLAN, RESOURCES, and FINANCES. Below the menu, it says "MEMBERSHIP YEAR: 2020 -2021 Finance form" with a dropdown arrow. A "Thank you" message follows, stating: "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". Below this is a horizontal line and the title "Annual Troop Finance Report 2020 - 2021" with the subtitle "Troop ct juniors". A table titled "INCOME" lists the following items:

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 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.

**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.

Please do not submit bank statements as attachments to the Troop Finance Report.