

Volunteer Toolkit Overview

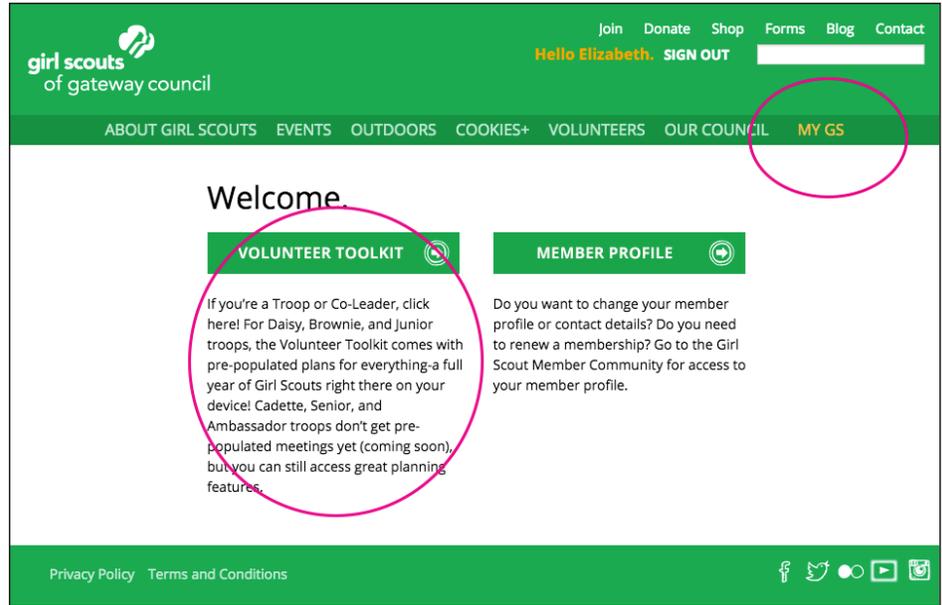


The Girl Scout Volunteer Toolkit is a comprehensive digital tool accessible on your computer, smartphone or tablet. Affectionately called the “Administrative Assistant” to the troop leader, this addition to Girl Scouting will make it easier to help girls put their plans into action!

Accessing the VTK

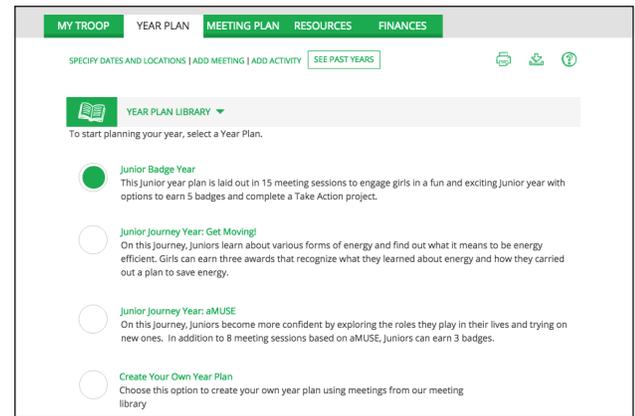
You must be a currently registered adult and an approved Girl Program Mentor or Troop Administrator for your troop to access and make changes to the VTK functions. To access the Volunteer Toolkit, go to www.girlscouts-gateway.org and click on the yellow **MY GS** tab; select Volunteer Toolkit and enter your login credentials.

If you need help logging in, please contact your staff community leader/troop support specialist. The VTK can be used from any computer, smartphone or tablet. You can print meeting plans or download them to your computer.



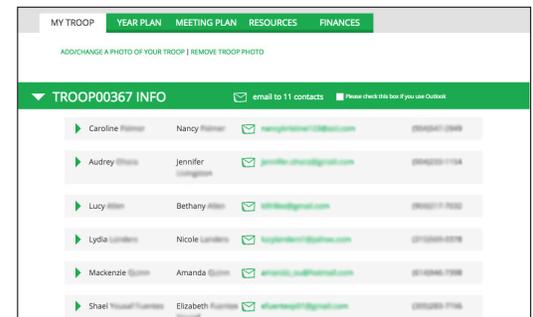
Managing your troop

Daisy- through Junior-level leaders will have access to three full-year plans, including one year of Girl Scout badges and a choice of two Girl Scout Journeys. These plans provide everything you need to get started. You can set your meeting calendar to include locations, dates and times. You can customize activities, delete ones that your girls don't want to do and replace them with new ones. The VTK also allows leaders to keep attendance and track the badges each girl earns. New this year to the VTK are year plans for multi-level troops. Although the Cadette-through Ambassador-level badge and Journey program resources are not currently loaded in the VTK, girls and their advisers can use the “Create Your Own Year Plan” function to plan meetings. Older girl badge and Journey program resources will be available soon. Stay tuned for details.



Communicating with families

Because the VTK is connected to Gateway Council's member registration system, it allows all leaders to manage troop contacts and communicate with families. You can easily generate customized emails that tell families what to expect at each meeting.



USING THE VTK

The following five tabs make up the Volunteer Toolkit:

MY TROOP

Manage troop contacts, track awards and badges, track attendance, and communicate with parents/guardians.

- Click on a girl's name to see detailed information like her address, birthday and phone number.
- You can see a list of awards, badges and attendance in each girl's record.

YEAR PLAN

For Daisy, Brownie and Junior leaders: When logging into the VTK for the first time, you will have four options under the Year Plan library — two Journey Year Plans (It's Your Story and It's Your Planet series), one plan for petals or badges, and one "Create Your Own" Year Plan. Cadette, Senior and Ambassador leaders will only see the "Create Your Own" Year Plan, as badge and Journey program resources are not yet available for these grade levels. Using these tools, girls can be more involved in planning their troop year.

- The petal/badge and Journey Year Plans* are organized by 15 meetings in default order.
- Use the **Specify Dates and Locations** tab to set your meeting dates/times and troop meeting location. Under **Calendar**, you can set meeting dates, frequency, and times (make sure to add in any holidays that will change your regular meeting times). Click "Update Calendar" to save your changes. Under **Location**, you can add your meeting location and address. Click "Add" to save your changes.
- Look for **Milestones** in orange to remind you of upcoming dates for council events, product sales, and other important dates you need to know.
- You can access last year's year plans by clicking on the **See Past Years** tab.

MEETING PLAN

Customize activities, delete ones your girls don't want to do, and replace them with new ones.

- Choose a meeting by clicking on the colored meeting date box. **You must specify your meeting dates and location under the Year Plan tab to see your Meeting Plans.**
- In each meeting you will see:
 - **Overview:** Click on the overview to see a quick summary of the meeting you are viewing.
 - **Activity Plan:** Gives you details of each meeting's activities.
 - **Materials List:** Tells you everything you need for that meeting.
 - **Edit/Send Meeting Email:** Gives you a scripted email for families that you can edit as needed to remind them of what the girls will be doing at that meeting.
 - **Record Attendance and Achievements:** This is where you can keep track of what badges girls have earned and who was at each meeting. It is populated into each girl's information in the My Troop tab.
 - **Meeting Aids:** Includes worksheets, songs and other materials you will need for meeting activities.
 - **Meeting Agenda:** Lists all the activities for the meeting with the recommended times for each activity. You can change the order of activities by dragging and dropping, or delete activities by clicking on the activity title. You can also edit the times allowed for each activity.
 - **Add Activity:** This is where you can customize your meeting by adding additional activities (like celebrating Juliette Low's Birthday) to customize your troop meeting.

RESOURCES

Search the Volunteer Toolkit for meeting aids.

- Search by typing in the name of the resource you are looking for (like a kaper chart) and you can add it to any meeting in your year plan.

FINANCES

The VTK finance tab is not currently used. All the finance forms you will need are located under the Forms & Documents section of our website.

What if I am leading multiple troops or a multi-age troop?

If you manage more than one troop, the Volunteer Toolkit has a tab located above the Finance tab that allows you to switch back and forth between your troops. The VTK resources are currently only set up for troops that serve one age level. Multi-age troop features will be added soon. Stay tuned for details.

USING THE MEMBER PROFILE

As a currently registered adult and an approved Troop Leader, the Member Profile section under the MY GS tab allows you to manage your membership, view troop information, and edit your personal information. The following tabs make up the Member Profile section:

MEMBERSHIP

View your household membership

TROOPS

Renew your role as a leader, view your girl and adult troop members, re-register your troop members and view/edit your troop meeting information.

Edit your personal information, including email preferences.

ACTIVITIES

The Activities tab is not currently available in the Member Profile. To register for camps, programs, events and adult learning opportunities, visit the Events section of www.girlscouts-gateway.org.

MY ACTIVITIES

The My Activities tab is not currently available in the Member Profile. To view and register for activities, visit the Events section of www.girlscouts-gateway.org.

Other resources

Need more detailed guidance to understand the VTK? Visit www.girlscouts-gateway.org/VolunteerResources for several helpful videos that will walk you through all the elements of the Volunteer Toolkit!

You can also sign up for GSLE/VTK training whether you're a brand-new volunteer or you've been working with a troop for many years!

