

# Volunteer Toolkit User Guide

## Caregivers

The Volunteer Toolkit is your troop leader’s official source for delivering easy, fun troop meetings year-round! With this step-by-step guide, learn how to stay up to date on all your exciting Girl Scout troop activities throughout the year.

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## Who Has Access

### 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 be able 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.)

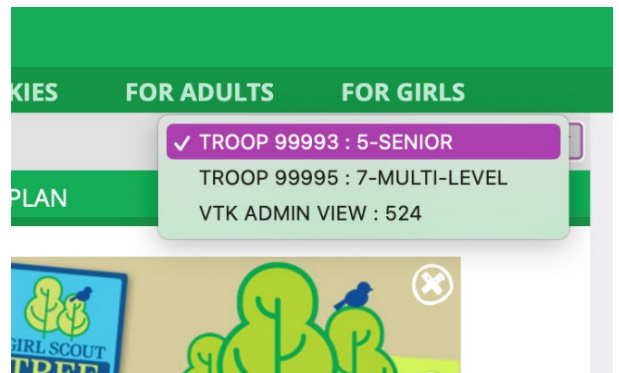
### Caregivers of Individually Registered Members (IRM)

Each primary caregiver of a currently registered Girl Scout who is not part of a troop will get troop leader-like access with their Girl Scout(s). Access is granted through the council based on confirmation of individually registered member status.

### Demo Access – Service Unit Volunteers and Staff

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.

**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.



## 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.girlscoutsww.org](http://www.girlscoutsww.org).

In the upper-right corner of your screen, click myGS and sign into your member account. Once logged in, go to the My Account page and select “Volunteer Toolkit” from the left side-bar menu.

## Basic Navigation

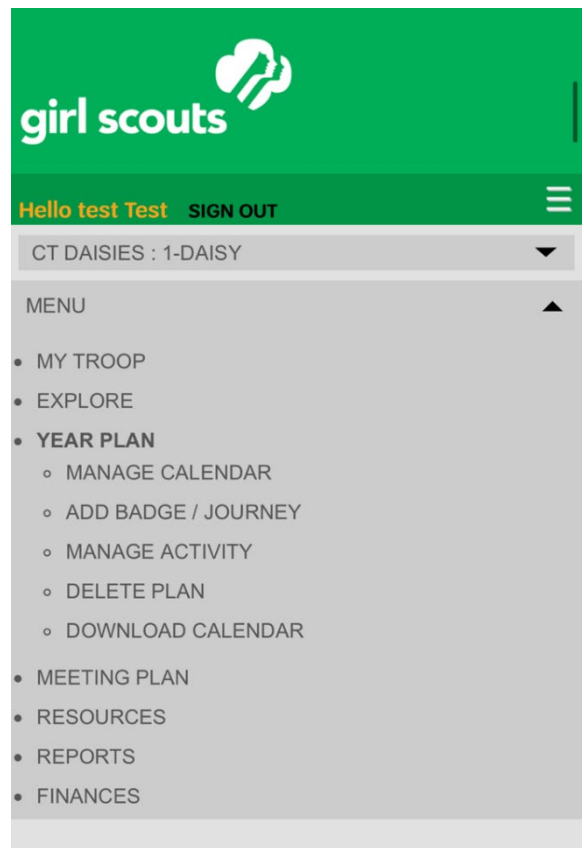
The Volunteer Toolkit is divided into tabs that each have unique tools to help you plan your year and manage each meeting with ease. If you’re on a computer, you’ll see the green tabs across the top of your browser window. Mobile users will see a gray drop-down menu at the top with tabs beneath. You’ll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

From this tab, you can also see the images of any achievements your Girl Scout has earned, download and print a report with their 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 Fake , AK 99997	<input type="checkbox"/> Email Opt In <input type="checkbox"/> Photo Opt In
AGE: 15		<input type="checkbox"/> Text Opt In <input checked="" type="checkbox"/> Postal Opt In
GRADE: 10		<input type="checkbox"/> Phone Opt In
<b>Achievements:</b>		
<b>Attendance:</b>		
		<a href="#">RENEW NOW</a> <a href="#">UPDATE CONTACT INFO</a>

## 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. You'll also see non-meeting activities your troop leader adds to the year plan, including field trips, service projects, events, or cookie booth sales. Any activity that isn't a regular meeting 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 navigation bar are icons for print, download, and help. The main content area is titled "JUNIOR BADGES OPTION 1" and displays a chronological list of activities:

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

From this tab, you can **preview requirements** of a badge, Journey, or award by clicking on its image. You can also **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 about the milestone.

## View Past Year Plans

Each July/August, the Volunteer Toolkit resets and archives all year plans. 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 reach 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 ▲

**PRINT**

What would you like to print?

- Badge/Award Overview
- Meeting Overview
- Meeting Plan
- Material List

CANCEL PRINT

**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.

MEETING AIDS (8)

Sort By  
FileType

- Global Goals Icon Grid and One-Sentence Global Goal Descriptions  
activity material
- Mind Map Sample  
activity material
- Notes on Nutrition  
activity material
- How An Urban Farm In Philadelphia Is Transforming Lives  
activity material
- UNICEF: World's Largest Lesson Live  
activity material
- #WhatDoYouCareAbout: Stories for a Sustainable Future  
activity material
- Nations United: Rebuilding a Better World  
activity material
- Malala Introduces the World's Largest Lesson  
activity material

ADDITIONAL RESOURCES

- Digital Games  
activity material
- Adapt Badges and Journeys  
volunteer resource

Your Opinion Matters! Help us improve this meeting. [TAKE SURVEY](#)

**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 resources by topic from GSUSA and Girl Scouts of Western Washington.

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

FROM YOUR COUNCIL 8/13/18 V.M.

Daisy	Brownie	Junior	Cadette	Senior	Ambassador	Multi-level
<b>Junior</b>						
Shop Now! Badge & Award Chart			Uniform Placement Badge Explorer Badge & Journey Meeting Pl...			
<b>TROOP LEADERSHIP</b> Knowing Your Role & Worki... Tips for Troop Leaders - Live!		<b>FAMILY HUB</b> Growth & Support for Your ... Family Tips & Volunteer Op... Keep Parents & Caregivers L... Raising Awesome Girls		<b>SAFETY</b> Internet Safety Pledge		

## Finances

Once your troop leader has submitted their Annual Troop Finance Report (ATFR), you can view your troop's financial summary and other necessary information to wrap up the troop year. The ATFR is due June 30 of every year.

MEMBERSHIP YEAR: 2020 -2021 Finance form ▼

**Thank you**

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

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**Annual Troop Finance Report 2020 - 2021**  
Troop ct juniors

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.