Volunteer Toolkit User Guide

Troop Leader/Co-Leader

The Volunteer Toolkit is your official source for delivering easy, fun troop meetings year-round. Start your troop year strong with this step-by-step guide so you can spend less time planning and more time adventuring with your Girl Scouts!

Table of Contents

Who Has Access

Troop Leaders And Co-Leaders *You!*

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

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.
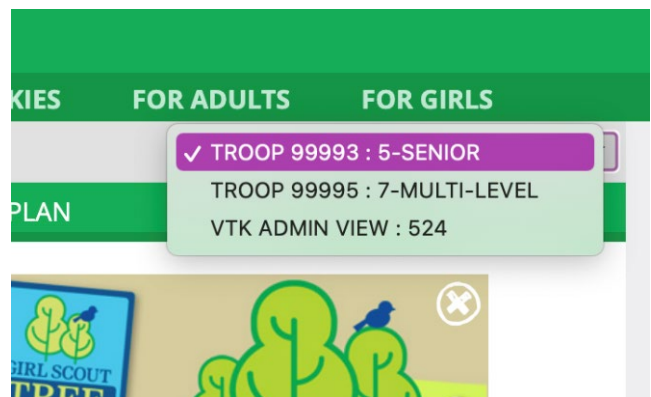
Where To Find The Volunteer Toolkit

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.

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.
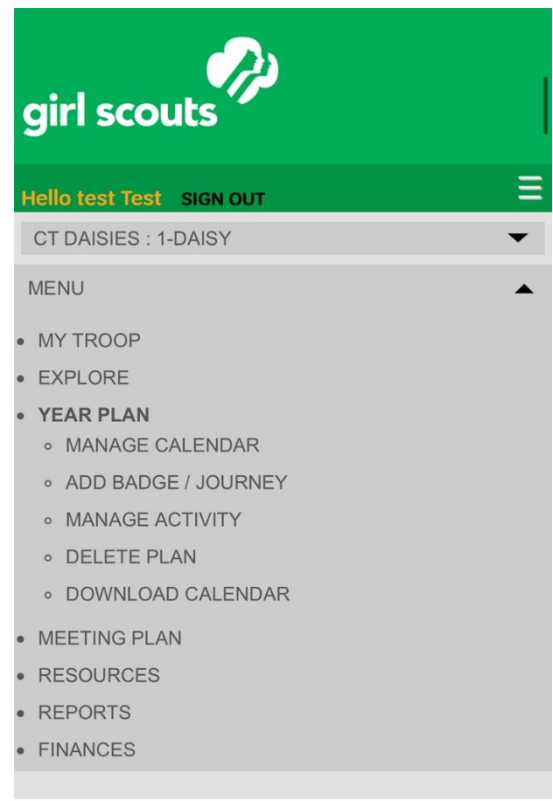

You'll notice three icons on almost every page of the Volunteer Toolkit:

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 a complete troop member roster. Click the green arrow next to each name to expand and see additional information, including family contact information and a snapshot of achievements and attendance.

From this tab, you can also email caregivers, download and print a roster with troop member achievement and attendance information, renew memberships, and customize the page with a troop photo.

NOTE: **Caregivers** and **individually registered members (IRM)** only see their own Girl Scout's information along with a dashboard of their achievements.

Explore

You'll find exciting options for your troop this year under the Explore tab, including prebuilt tracks based on your troop's Girl Scout program level. You can also browse individual badges and meeting types to build a plan from scratch. Once you've made a choice, your year plan will be automatically populated. **Selecting a year plan is required before other features become available**, but you can come back to the Explore tab anytime to make changes and additions.

From this tab, you can also preview prebuilt tracks of badge and Journey activities, preview individual badge and award requirements, and download or print an overview of each preselected track so you can easily review options with your Girl Scouts at your first meeting!

NOTE: **Caregivers** and **finance volunteers** do not see the Explore tab from their Volunteer Toolkit.

Year Plan

From this tab, you can schedule meetings, add or swap out badges or awards, and fine-tune your Girl Scout year. For a walk-through of all the tools at your fingertips, click "Take a Guided Tour." If you ever want to completely start over, use the Delete button to remove all meetings, attendance, and achievements. However, deleting your Year Plan cannot be undone or recovered.

From this tab, you can also set meeting dates and locations, add more custom and council activities, preview requirements, and view previous years and important milestones from your local area.

NOTE: **Caregivers** and **troop finance volunteers** will see a read-only version of the year plan their troop leader has built in the Volunteer Toolkit.

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 quickly print meeting resources, customize meeting plans, email families, track attendance, and check off completed badges and awards.

NOTE: **Caregivers** and **finance volunteers** will see a read-only version of the meeting plan their troop leader has added to their year.

Resources

Under this tab, you'll find answers to your pressing questions—like where to put pins or badges on a uniform, which special awards your 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.
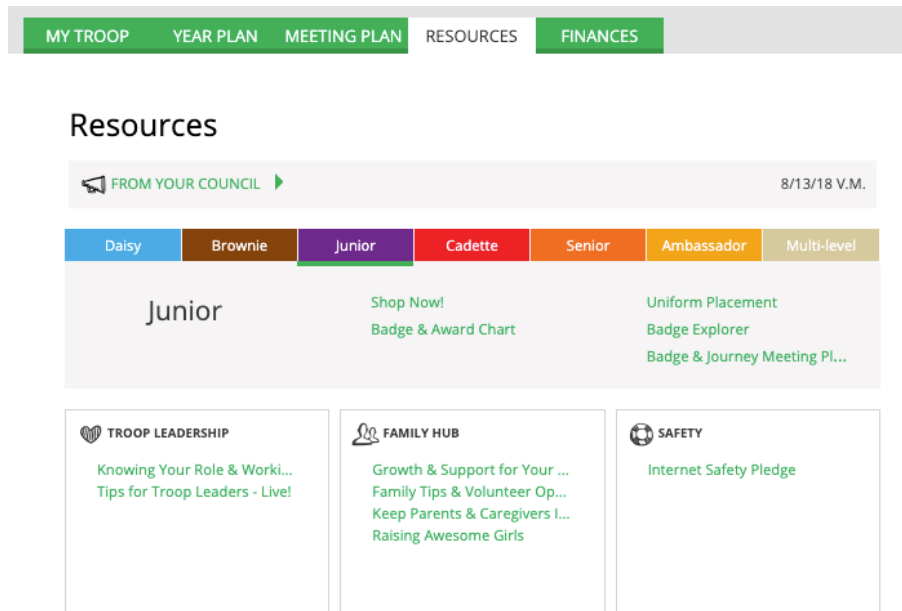
Finances

From this tab, you can share your troop's Annual Troop Finance Report (ATFR) summary and other necessary information to wrap up the troop year. The ATFR is due June 30 of every year and requires your May troop bank account statement. You'll be sent a confirmation email with a copy of the report as well.

NOTE: **Finance volunteers** have full access to this tab and can edit and submit the ATFR for their troop. **Caregivers** will see a read-only version of the summary report once it is submitted, shown below in figure 2.

MY TROOP YEAR PLAN MEETING PLAN RESOURCES **FINANCES**

MEMBERSHIP YEAR: 2020 - 2021 Finance form Edit ▼

Annual Troop Finance Report 2020 - 2021

Troop ct daisies

Insert instructions here for your volunteers. Even links!   💡 Calculator

INCOME

Your updates are automatically saved but not submitted to the Council.
If there is no value for an item, leave the field at 0.00

INCOME LAST UPDATE

Cookie Sales	$	0.00
Fall Product Program	$	0.00
Other Income	$	0.00
Troop Dues	$	0.00	▶ Council Detail
Total Income	$	**0.00**

⊕ Add a note on Troop INCOME (optional)

MY TROOP YEAR PLAN MEETING PLAN RESOURCES **FINANCES**

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

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

Figure 1: Troop Leader Edit View Figure 2: Parent View Once Submitted

First-Year Troop Leader Experience

New leaders: need help getting started? We've got you. The First-Year Troop Experience supports new leaders with additional guidance to get you acquainted with the Volunteer Toolkit. After logging in and navigating into the Volunteer Toolkit, you'll be prompted to answer the question, "Is this your first year as a Girl Scout troop leader?" If you answer "yes," you will follow a guided path with recommended steps to simplify your onboarding process.

If you're not a first-year Girl Scout troop leader but would like to see the guided path, click "Take a Guided Tour" on any of the Volunteer Toolkit tabs to see the guidance.

Set Up Your Year Plan

The first time you log into the Volunteer Toolkit, you'll be taken to the Explore tab. From here, you can visit the My Troop, Resources, or Finances tabs, but to activate the Year Plan and Meeting Plan tabs you need to first make a selection under the Explore tab.

If you aren't seeing the correct grade level for your troop, please contact Customer Care at customercare@girlscoutsww.org or 1-800-541-9852.

Before setting up your year plan, you can also check out the Award and Badge Explorer from the bottom of the tab to mix and match potential award options in a PDF and to share or make decisions with your troop members. Once they've decided, you can always come back to build out the schedule for those badges and awards.

Explore Meeting Plans

Build a year plan that's completely customized to your troop's interests! You can mix and match meeting plans that work toward the badges, Journeys, and activities that excite your Girl Scouts. You can also search through all badges and Journeys, regardless of your troop's program level. Use the available filters, or search for specific meetings and select the ones you'd like to use in your year plan. Each year you can use the "New for [Insert Year]" filter to find all the new programming released in the Summer. Once you're finished, click "Add to Year Plan" at the bottom to move forward in the system.

Brownie

DESIGN WITH NATURE 1

Brownies calculate the age of natural objects and learn about tessellations and bees.

PREVIEW

DESIGN WITH NATURE 2

Brownies build a bird feeder, make bird food, and go bird-watching.

PREVIEW

BECOMING ME FOR GIRL SCOUT BROWNIES 1

Brownies start the Becoming Me program by finding their voice and envisioning their future selves.

PREVIEW

BECOMING ME FOR GIRL SCOUT BROWNIES 2

Brownies finish the Becoming Me program series by reflecting on the program themes and the things that shape who they are and what they will become.

PREVIEW

DESIGN WITH NATURE 1

Brownies calculate the age of natural objects and learn about tessellations and bees.

PREVIEW

X

Badge Overview ▲

Meeting Overview ▲

Meeting Plan ▲

Materials List ▲

Meeting Planner ▼

1   Arrival and Opening Ceremony   00:15

2   Select an activity   00:20

Preselected Tracks

Not sure which badges and awards are right for your troop? You can also choose from a preset collection of meetings with the preselected tracks option instead. Click "View Popular Tracks" to preview each combination of awards and download them, if needed. Once you've decided, click "Select Track," and your year plan will be created. You'll automatically be taken to the Year Plan tab. You can bundle Preselected Tracks by returning to the Explore tab and adding another one to your plan.

Preselected Tracks 1

New for 2022-2023: You can come back to the Explore tab throughout the year to add more meetings or combine pre-selected tracks without resetting your whole plan. The delete button has been moved to the year plan, and you have even more access to explore and build a plan as unique as your troop!

Set Up Your Calendar

You're almost ready to unlock everything the Volunteer Toolkit has to offer—your last step is setting up your meeting dates. On the Year Plan tab, click "Manage Calendar," select a start date for your meeting cadence to begin, and choose the frequency of your meetings and a general start time. Dates and times can be changed meeting by meeting after this step; simply select any combination to get started. Changing the calendar and location is only available to troop leaders and won't be available in parent view.

Location

Now that your dates are set, you can add a physical address or virtual meeting link to all meetings. If you're meeting in different locations or a combination of in-person and virtual meetings, add each address or link, then connect them to the appropriate meeting(s) using the checkboxes. Click "Assign" or "Apply," and then close out of the window. You can change the location for a meeting in multiple ways—click on a date in your year plan, select "See More Calendar Options," or go through the Meeting Plan tab.

MY TROOP	EXPLORE	YEAR PLAN	MEETING PLAN	RESOURCES	FINANCES

⊞ VIEW YEAR PLAN　　　　REPLACE THIS MEETING | DELETE MEETING

◀ MEETING : SCRIBE 1
SEPTEMBER 02 04:00 PM ▶

Girls learn how to write different kinds of stories-both fiction and non-fiction.

LOCATION: the Library 120 SW 5th St, Des moines, IA 50309 ✏ ✖

Scribe

Add, delete or edit the location for this meeting.

the Library	120 SW 5th St, Des moines, IA 5030	**X**	SAVE

Badge Steps:　　Girls find out how you can encourage, entertain, and excite people with their writing.

Location 1

Adding Meetings And Activities

Add or Change Meetings to Your Year Plan

Girl Scouts are ready for whatever comes their way—and that includes changes in meetings or their year plan. Start by using the green "Add Badge/Journey" link at the top of the year plan or the "Search to Add Meetings" link at the bottom of the year plan. Use the search feature or filters to sort through available meeting types and choose which ones to add to your year plan. Meeting titles with numbers at the end are part of a series, and you'll want to add all of these to meet the requirements for the award. Meetings already in your plan will be clearly marked. Once you've made your selections, click "Add to Year Plan."

ADD A PETAL, BADGE OR JOURNEY　　　　　　　　X

Search to Add a Petal, Badge or Journey Meeting

🔍 Search for a badge or journey award by name

Or Use Filters ▾

1. Select your Girl Scout Level(s)

☐ Daisy　　✔ Brownie　　✔ Junior　　☐ Cadette

☐ Senior　　☐ Ambassador　　✔ Multi-level

2. Select the type of meeting plan you want

✔ Journey　　☐ Journey: Cadettes - Ambassadors　　☐ Journey: Daisies - Juniors　　☐ Award Earning

✔ Badges Petals　　☐ Closing/Bridging　　☐ Intro/Family Meeting

Edit Meeting Dates and Times

Click the calendar date to the left of each meeting date to change the date or time of that specific meeting. You can also cancel meetings or combine meetings. To combine meetings, select the two meetings you'd like to combine, then select the new date on which you would like that meeting to occur. After you've made changes, click "Save" and your year plan will be updated. If you go back to "Manage Calendar," you'll see a green gear icon to the right of each meeting date. This takes you back to the original view of the Meeting Date and Location widget, where you can reset the entire cadence of your meetings, if needed.
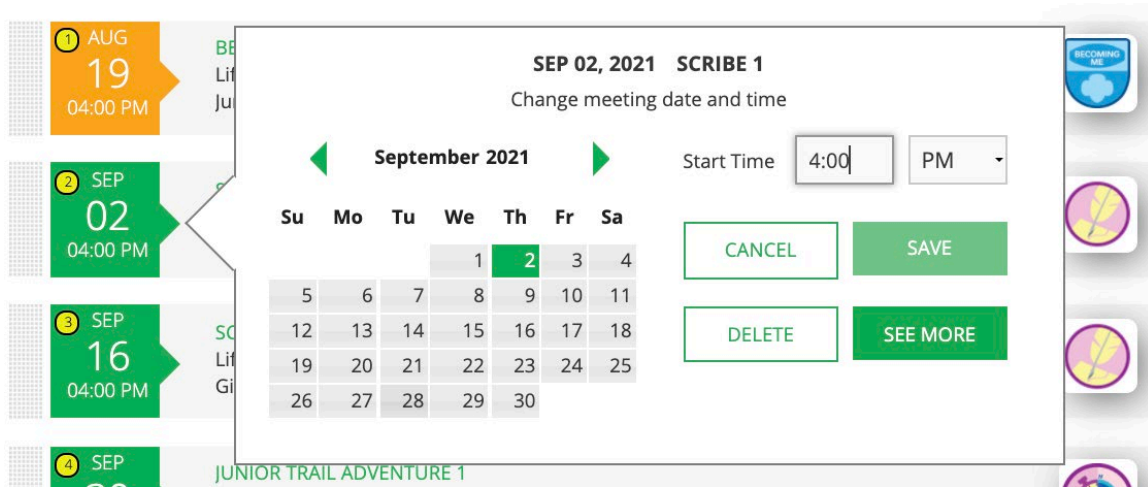
Adding Other Types of Activities

Meetings and badges are only the tip of the iceberg for your Girl Scout year! You can add things like field trips, service projects, or cookie booth sales to your year plan as well. The Volunteer Toolkit connects to your council website and gsEvents so you can browse and add local council events, too. Any activity you add will appear in blue and show up chronologically. At the top of the year plan, click "Add Activity."

Custom Activity

Add your activity name, date, time, location, and details to your year plan. Remember: caregivers will see this information too, so be sure that event details are clear and include any special instructions.

Council Activity

Search or filter through council events and add them to your year plan. This feature does not register you or your group for the event; it only adds the event to your year plan.

View Past Year Plans

Each summer, the Volunteer Toolkit resets and archives your year plan. At that point, you'll no longer be able to make changes to any of your meetings. 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. Caregivers can also download a copy of their own Girl Scout's achievements from the My Troop tab.
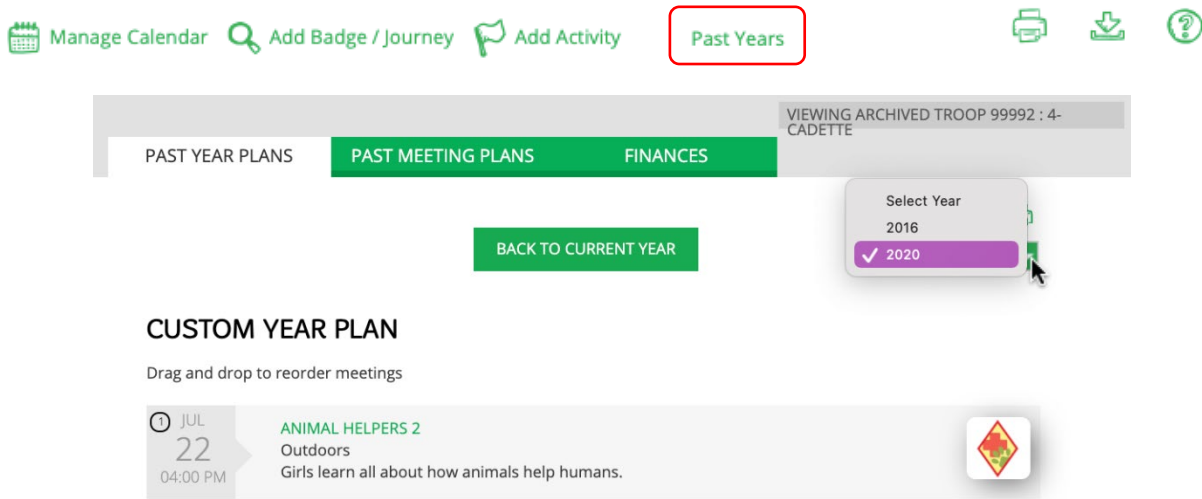
Deleting The Year Plan

If you ever need to wipe the slate clean and start fresh, you can use the Delete button at the top of the year plan. Be careful though: deleting your plan will remove all meetings including any tracked attendance and achievements. Deleting your year plan cannot be undone and is not recoverable, so use it carefully!
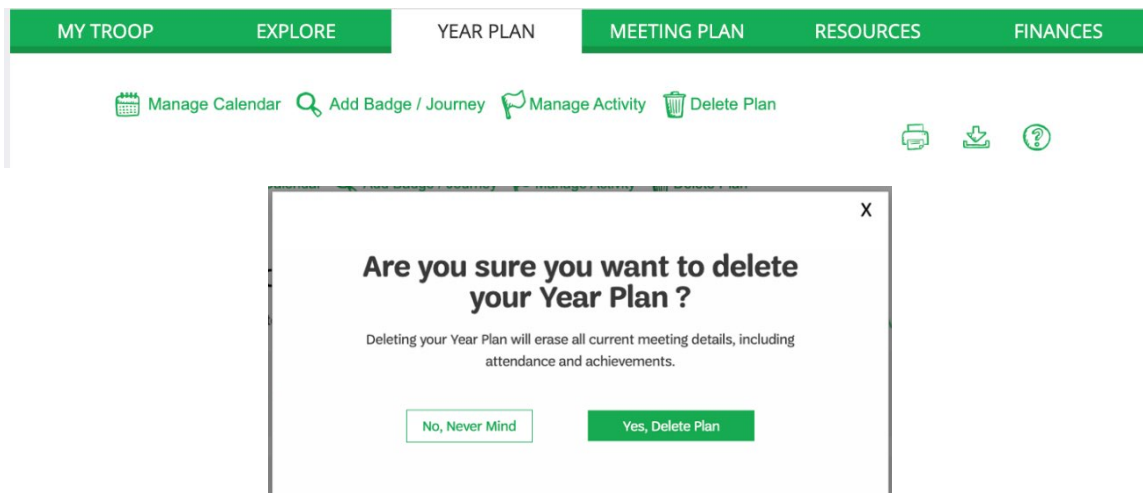
Milestones

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 Girl Scouts of Western Washington wants you to know about. These may also include links to additional information about the milestone.

Tools For Planning Your Meeting

The Meeting Plan tab has a robust collection of tools and information to help you plan an engaging meeting every time. If at any time you want to replace or delete a meeting, use the appropriate links at the top of the meeting plan.

PRINT: Quickly print a copy of the entire meeting and it's resources.

MEETING LOCATION: Click here to add your meeting location, or if you've already added one, you'll see it linked here. Click the link to access URLs, or get directions to physical locations.

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 and say (Meeting Plan), the meeting aids plus the materials you'll need (Material List) and virtual meeting resources. (Virtual Meeting Planning)

MANAGE COMMUNICATIONS: Send templated emails to caregivers to remind them of meetings and keep them up to date on what's happening. Use the Speaker Invitation to bring guests to your meeting and prepare them ahead of time with relevant information for the badge or award you're working on. You can attach meeting aids or other documents from your council website at the bottom of the email before sending.

ATTENDANCE AND ACHIEVEMENTS: Here you can use the checkboxes to mark who attended each meeting and if they earned a badge or award. You can see the full list of what each girl earned on the My Troop tab, with the option to download the report.

MEETING PLAN/NER: Here you'll find instructions and details for reach activity, material lists, estimated time to complete, and recommended sequencing. Download or print the entire plan with just one click of the printer icon.

MEETING PLANNER

1	Arrival and Opening Ceremony	00:15 ▾	⊗
▼ 2	Select an activity	00:30 ▾	
	○ Play the Go Goals! Game Fulfills Step 1		
	○ Make a Global Goals Paper Chain Fulfills Step 1		
	○ Imagine Your Superpower Fulfills Step 1		
▶ 3	Select an activity	00:30 ▾	
4	Create a Global Citizenship Challenge Fulfills Step 3	00:30 ▾	⊗
5	Closing Ceremony	00:10 ▾	⊗
6	Follow Up with Families	00:10 ▾	⊗
		2:05	

⊕ **Add to Meeting**

MEETING PLANNER (Cont.): Find opening and closing activities to round out a meeting, along with activity choices for each step. There are a lot of ways to customize your meeting planner.

- Drag and drop activities to reorder.
- Use the drop-down on an activity to change the amount of time allotted for that activity.
- Delete an activity by clicking the "X" to the right of the activity.
  - ▪ **Heads up:** if you accidently delete a required activity for earning an award, you won't be able to add that activity back without first deleting the meeting.
- Click "Add to Meeting" to add your own activities.

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

⊕ **Add Meeting Aids**

ADDITIONAL RESOURCES

↪ **Digital Games**   ↪ **Adapt Badges and Journeys**
activity material   volunteer resource

⊕ **Add Additional Resources**

MEETING NOTES

💬 **Add A Note**

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.

Click "Add Meeting Aids" to add your own meeting aids.

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. These materials connect to the Manage Communications email templates, so you can share them with families.

Click "Add Additional Resources" to save your own links here using a URL.

MEETING NOTES: Add a note at the end of a meeting plan with any important reminders or details that you only want troop leaders to see.