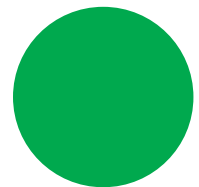




# VOLUNTEER TOOLKIT USER GUIDE: Caregiver/Parent



*The Volunteer Toolkit (VTK) is your digital key to all the amazing things your girl will experience this year! With this step-by-step guide, you'll stay up to date with your girl's achievements and discover how you can make an impact!*



# **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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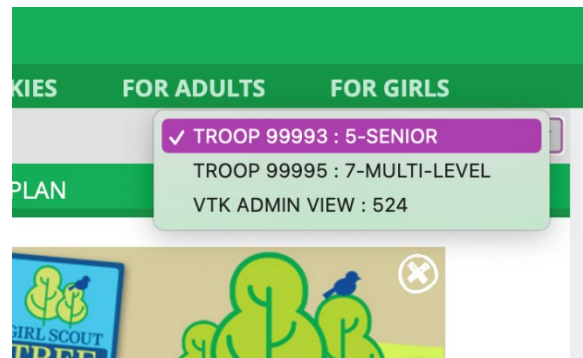
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## WHO HAS ACCESS

**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.

### TROOP PRODUCT PROGRAM VOLUNTEERS

Active volunteers registered for the current Girl Scout membership year in a troop product program role. This role will have access to full troop member details on the My Troop tab including contact information. 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.)

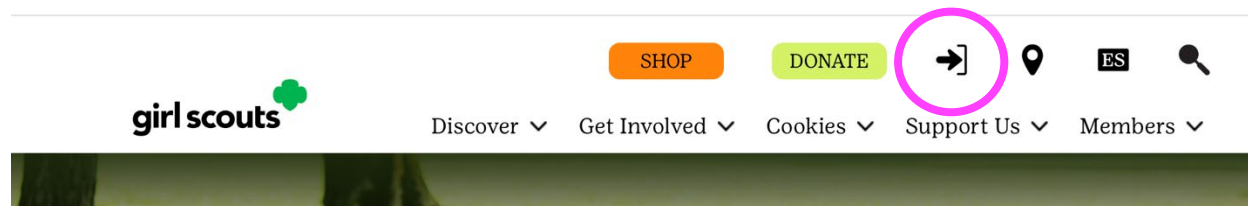
### CAREGIVERS OF INDIVIDUALLY REGISTERED GIRLS (JULIETTES)

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 [girlscoutshcc.org](https://girlscoutshcc.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. 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.

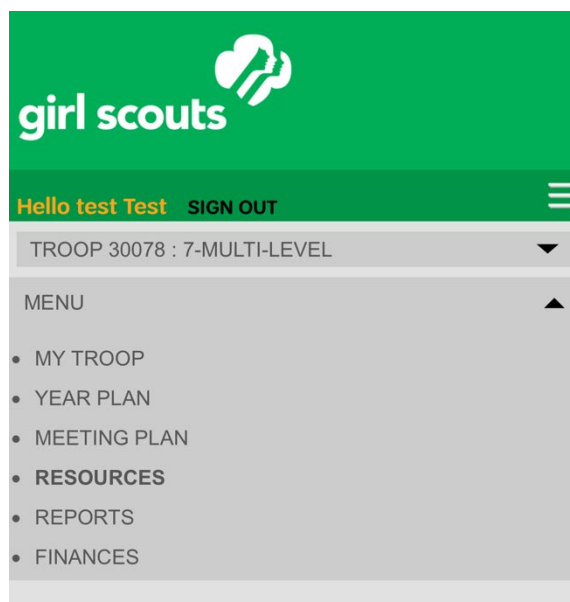
You’ll notice three icons on almost every page of the Volunteer Toolkit:



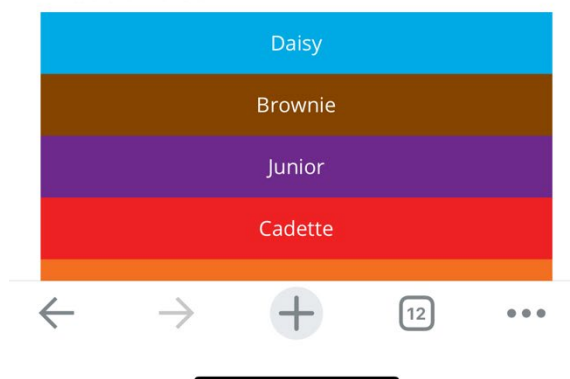
**Print** allows you to print a copy of your current screen.

**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  
Fake , AK  
99997

AGE: 15

GRADE: 10

☐ Email Opt In

☐ Text Opt In

☐ Phone Opt In

☐ Photo Opt In

☒ Postal 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.

The screenshot shows the 'YEAR PLAN' tab selected in a navigation bar with other tabs: 'MY TROOP', 'MEETING PLAN', 'RESOURCES', and 'FINANCES'. Below the tabs are icons for printing, downloading, and help. The main content area is titled 'JUNIOR BADGES OPTION 1' and displays a chronological list of events:

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

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).

VIEW YEAR PLAN

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 ▲

Eco Friend

PRINT

What would you like to print?

☒ Badge/Award Overview

☒ Meeting Overview

☒ Meeting Plan

☒ Material List

CANCEL

PRINT

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

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

☐ Take a Hike

☐ Play a Game or Sing a Song

☐ Design a Poster

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.


July 2022









6






## 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. 

**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

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

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



## 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.

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

## 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.