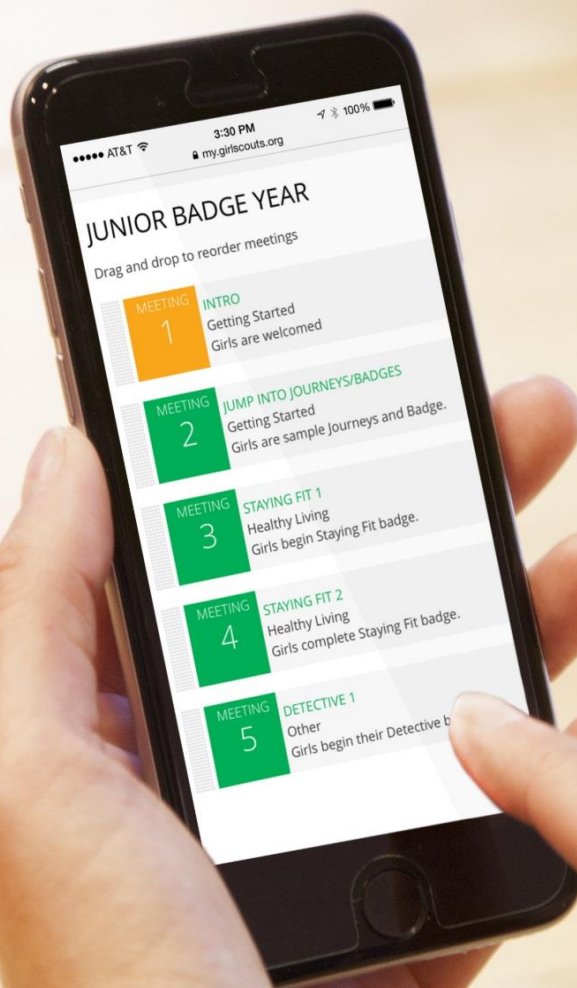




Volunteer Toolkit Guide

Your Digital Assistant





Volunteer Toolkit Overview

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

Who can Access the Volunteer Toolkit(VTK)?

All registered troop co-leaders and parents can access VTK. Co-leaders can use VTK for troop management and meeting planning. Parents can view their child’s information and meeting plans only. Co-leaders are encouraged to log in and get familiar with the functionality and available materials. It will make it much easier to manage your troop and engage parents.

Questions?

If you need assistance accessing the VTK, contact USAGSO at:

Email- overseascustomercare@girlscouts.org

Phone- 1-800-467-0070

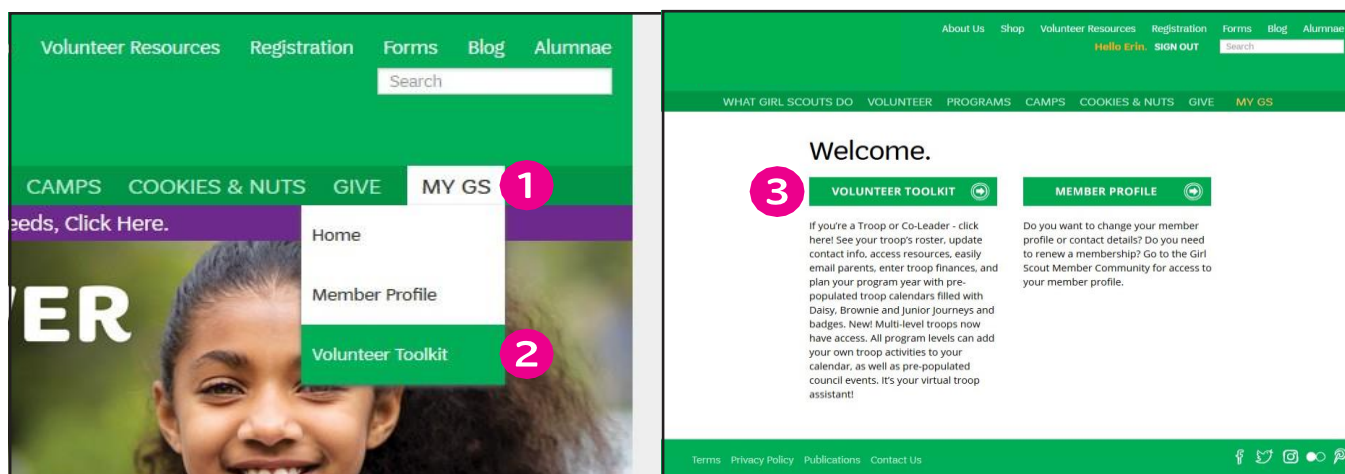
Monday–Friday 9am to 5pm (JST) & 9am to 5pm (CET)

Accessing the VTK From Your Computer

From our website, **www.usagso.org**, simply click the yellow “MY GS” (1) from the main navigation menu. Select “Volunteer Toolkit” (2) from the drop-down list to proceed to the login screen.

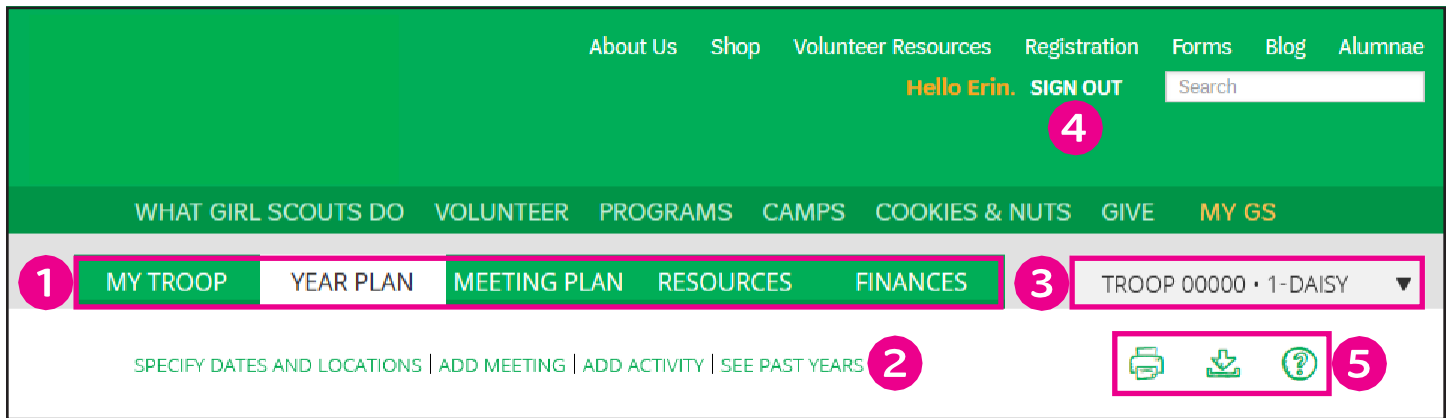
After logging in, you will be asked to select “Volunteer Toolkit” (3) once more.

*Please note that any links in the main navigation menu, the top-right corner, the search bar, or the Girl Scouts logo will redirect you to our website. The “MyGS” button will also lead you back to our website by clicking "



The VTK can be used from any computer or electronic device with internet capability. You can print meeting plans or download them to your personal computer using remote internet access.

Navigating the VTK



1 VTK Tabs- See next page for descriptions

2 See Past Years

- View archives of previously selected year plans from past membership years (if past years were planned in the VTK).
- USAGSO members will be able to view this archive starting in the 2018-2019 Membership Year.

3 Dropdown Menu for Multiple Troops

- If you are listed as the co-leader for multiple troops, you can toggle between your troops' year plans with this function. It will list each troop number and the level associated with the troop.
- If you only have one troop, you will not see this dropdown option.

4 Sign Out Button

- Once you are done working in the VTK, sign out, and you will be redirected to the USA Girl Scouts Overseas website.

5 Options

- Print your current screen or one of the provided options by clicking the green printer icon.
- Download the plan or resource by clicking the green, down-arrow bracket icon.
- Need more help navigating the VTK? Click the "VTK Help Menu" option on the right side of the first page.

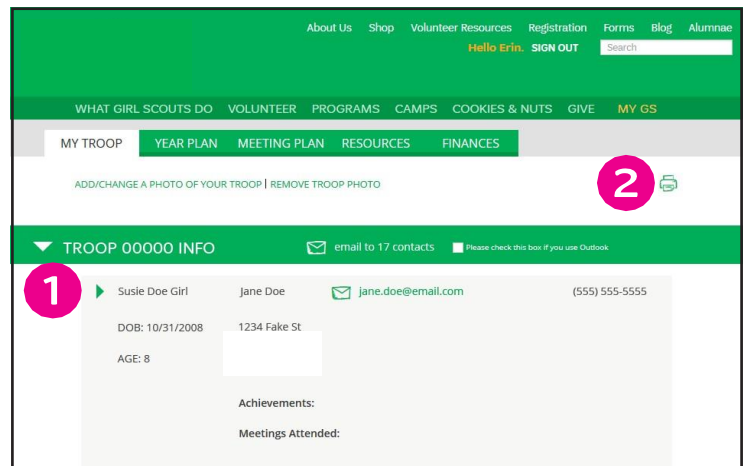
VTK Tabs

MyTroopTab

This tab holds your complete girl roster with primary parent/guardian's email address and phone number information.

On each girl, click the green arrow (1) prior to her name to drop down the details, including attendance and earned achievements that you've marked in meeting plans.

You can email parents, as well as add, change, or remove a troop photo to customize this tab. You can also use the printer icon (2) to print your troop roster.



YearPlanTab

This is the default tab when you sign in. You can select a year plan applicable for your level or create your own year plan to fit your schedule.

Gray Boxes – Past meetings and activities.

- Past events cannot be moved or edited.

Orange Bars – "Milestones" (set up by the USAGSO) of important dates in the Girl Scout year.

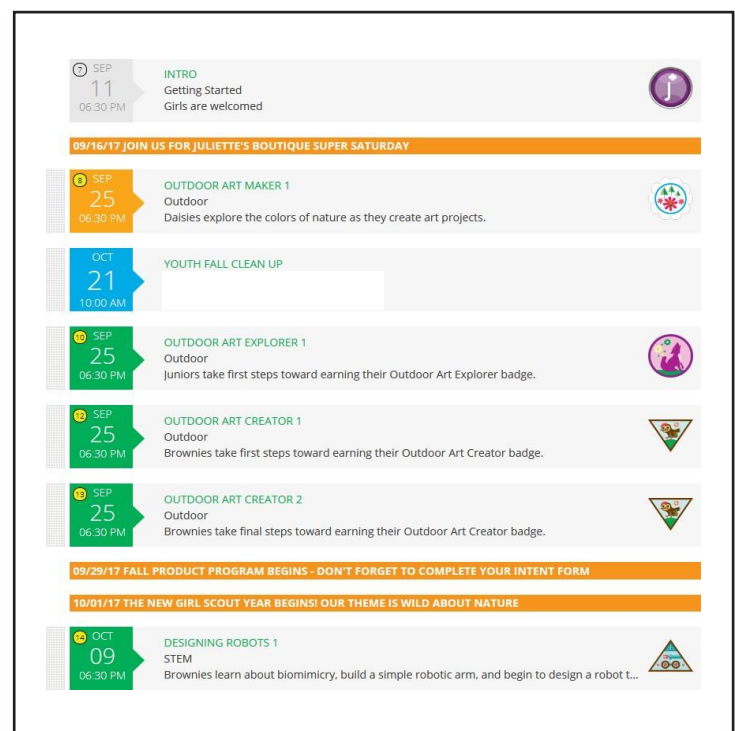
Orange Boxes – Next meeting.

Blue Boxes – Added activities.

- You can list community or troop activities. Older girls can use "Add Activity" to create their own year plan.

Green Boxes – Future meetings.

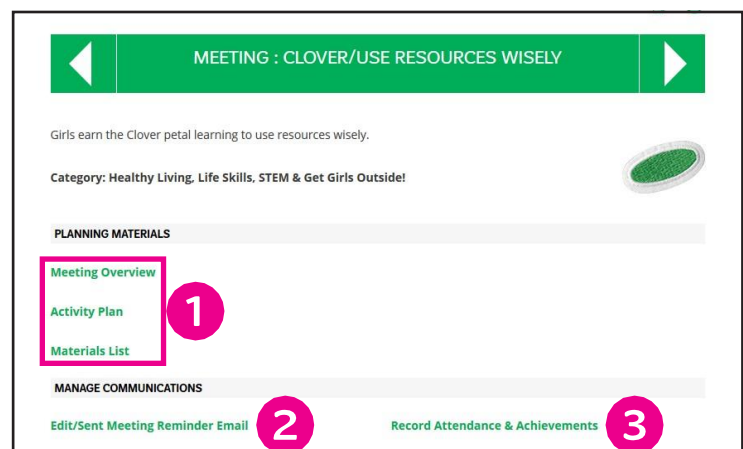
- Upcoming meetings can be moved using the left bar to drag and drop them into a new place.



Meeting Plan Tab

This tab delivers a pre-set layout for each meeting with an overview, activity plan, materials list, and printable documents (1).

Additionally, you can review and send a meeting reminder email (2), track girl attendance and achievements (3), and customize your meeting agenda. This tab can also be accessed by clicking any meeting on the Year Plan tab.



There are 18 pre-designed meetings that offer ideas to get girls outside by using petal/badge activities:

- **Daisy** - one meeting for each of the following petals: Lupe and Clover
- **Brownie** - two meetings for the following badges: First Aid, Making Games, Snacks and Senses.
- **Junior** - two meetings for the following badges: First Aid, Detective, Simple Meals, and Staying Fit.

In each meeting that contains outdoor links, you will see an evergreen tree symbol (4). Click on these trees to choose between doing the activity inside or outside. The activity will be customized to your choice, and the tree will turn green if you choose the outside option.

You can customize your meeting by using the "Add Agenda Item" (5) to add activities (like celebrating Juliette Gordon Low's Birthday).

Add a note (6) to let other troop co-leaders know what changes you have made or to leave them reminders for the meeting. Parents cannot see what co-leaders write in the "Add a Note" section.

All new journey and badge content are added to the VTK. Check out the new Outdoor and Stem Journeys and Badges on your VTK today!

Resources Tab


This tab provides several sections of Girl Scouts of the USA resources based upon category, including the adult-to-girl supervision ratio chart. The search bar allows you to search for meeting aids for all program levels using keywords. For USAGSO-specific resources, visit Volunteer Resources on our website.

Finances Tab

You can now submit your Troop Finance Report online! This tab allows you to add troop finance information at any time.

+ Add Meeting Aids

MEETING AGENDA

1	As Girls Arrive	:05
2	Opening Ceremony	:20
4 	3 Ready, Set, Recycle!	:15
4	Snack Chat & Take Action Pause	:15
5	Closing Ceremony	:05

5 **+ Add Agenda Item**

MEETING NOTES

6 **Add A Note**

[Terms](#) [Privacy Policy](#) [Publications](#) [Contact Us](#)

Search For Resources

type in a search word or term here

Browse Resources by Category

Safety and Travel	Troop Leadership	Volunteer Aids
Safety (4)	Managing Troop Money (2)	Meeting Aids (18)
Staying Safe on Adventures (Safety Activity Checkpoints) (45)	Working with Girls (5)	Meeting Overviews (85)
	Working with Parents (2)	VTK Tutorial Videos (5)

Annual Troop Finance Report
Troop 44393

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

Troop Dues Collected	\$ 0.00	Council Detail
Annual Membership Registrations	\$ 0.00	Council Detail
Cookie Program Deposits	\$ 0.00	Council Detail
Fall Product Deposits	\$ 0.00	Council Detail

INCOME LAST UPDATE



Customize Year Plans

Create Your Own Year Plan

For Daisy, Brownie, Junior and multi-level (K-5) troops, the Create Your Own Year Plan option will allow you to mix and match elements of the Girl Scout Leadership Experience to fit your troop's interests. This means you can now access meeting content for all K-5 levels.

From the Year Plan tab, select "Get Started Now" at the bottom (1). Then select the troop's program level(s), the type of meeting, and the applicable Journey or badge category. Click "View Meeting Plans" (2) to see all the age level choices.

Then check the "Select Meeting" box on each one of your girls want. Once you're done with the category, scroll down to the bottom and click "Add to Year Plan."

There is no pre-created content for older girls, but you can add custom activities or community activities to your plan.

Edit Your Year Plan

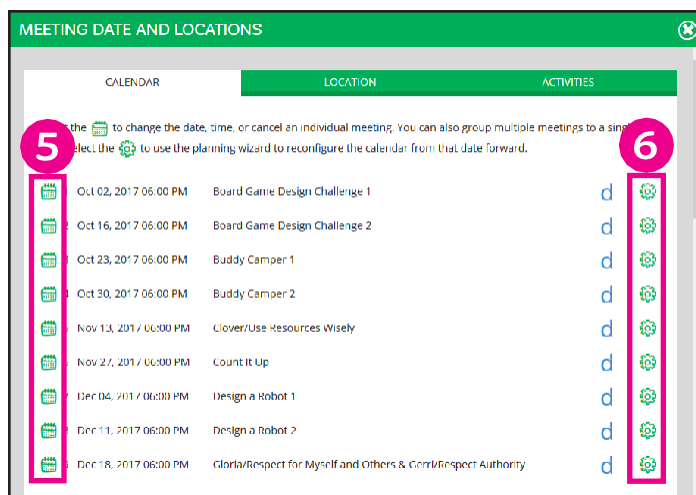
Most options for editing your year plan are found at the top of the Year Plan page.

Specify Dates and Locations

After you select your Year Plan option, you will see the preset options without any dates. To set up your troop schedule, click "Specify Dates and Locations" (3) on the Year Plan tab.

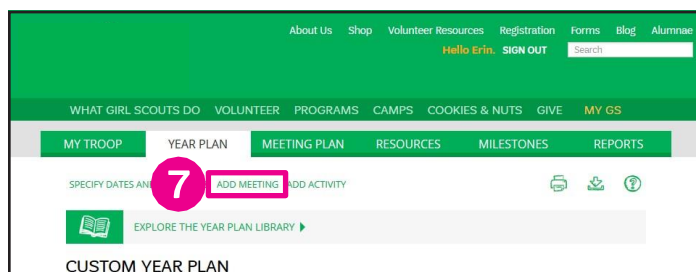
- **Calendar** - The system will request your meeting start date (must be in the future), start time, and frequency. It will also provide checkboxes to avoid scheduling the week of major holidays. Click "Update Calendar" (4) to match the year plan to your meeting schedule.
- **Location** - You can add, delete, or edit location names and addresses for your meetings.

- **Change or Cancel** - You can change the date/ time or cancel a specific meeting by clicking the Calendar symbol (5) next to the corresponding meeting.
- **Combine Meetings** - This option is available by clicking the calendar symbol (5) and offers the opportunity to merge the content of two or more meetings into one date. If you add meetings from different program levels, you can merge those as well.
- If the regular schedule changes, use the gear symbol (6) to the right to update your calendar from that date forward.



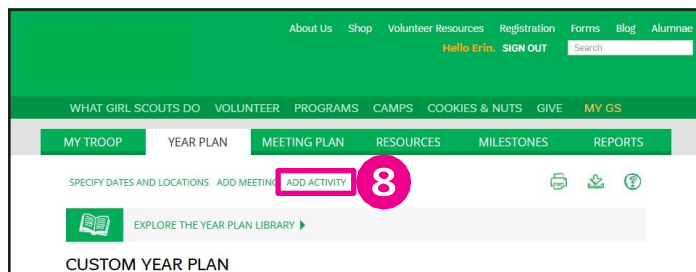
Add Meeting

If you wish to add meetings during the year, visit your Year Plan tab and click "Add Meeting" (7) to view the filterable Meeting Library. Click "Select Meeting" once you find the desired badge or award. "Add to Year Plan" will save it and add it at the end of your year plan for you to drag and drop into your preferred order.



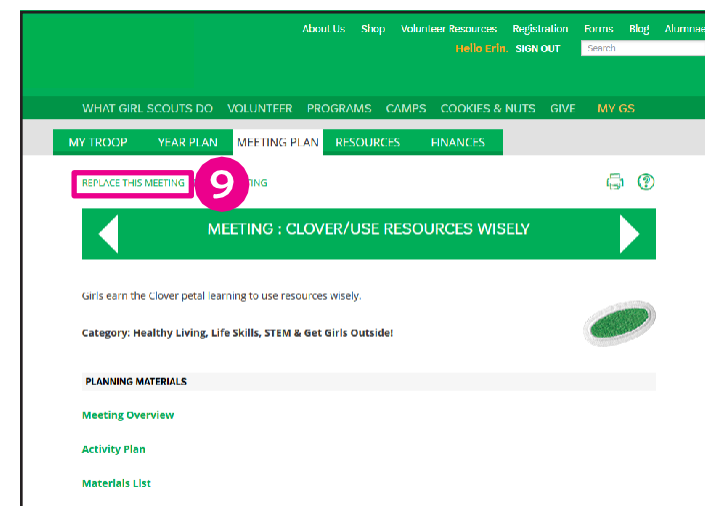
Add Activity

If you wish to add a troop trip, visit your Year Plan tab and click "Add Activity" (8). You can email a reminder to parents just like you can with a meeting. Older girl troops can use this feature to add their own plans in the VTK year plan.



Replace/Delete Meeting*

If you decide to replace a meeting with something else from the Meeting Library, select the intended meeting from within the Year Plan tab. Once the meeting plan opens, click "Replace This Meeting" (9) to view other options, click "Select Meeting" to make the change, and click "Add to Year Plan" to save it. To delete a meeting, just click "Delete Meeting" and click "Yes."



**Please note: If you reset your Year Plan, all past meetings will be lost. Make sure to use the "Add Meetings", "Replace Meetings", and "Add Activity" tools to modify your current year plan.*



Meeting Plan Tools and Features

Planning Materials

- **Meeting Overview** is the summary of your meeting and includes notes for volunteers, ideas to plan ahead, ways to elicit help from your network of friends and family, award connections, and meeting length.
- **Activity Plan** is the guide for all meeting activities. It provides information on how much time activities will take; recommended materials; steps, tips and/or notes for volunteers; and even occasional scripting suggestions. For some activities, it also offers variations to better fit your troop's needs.
- **Materials List** tells you everything needed for the meeting by activity, such as craft supplies and printed meeting aids.

Manage Communication

- **Edit/Send Reminder Email** will open a pop-up box with a scripted email template relaying information from the meeting's overview or the event's details. You can choose who the recipients are, customize the email to match your troop's needs (such as adding reminders or information for parents), attach USAGSO forms or meeting aids, and send the email directly from the pop-up.
 - There is also an option to email contacts as a group or individually. You can go to the "My Troop" tab to see each girl's family contact information. The email address is a hyperlink which automatically links to many email services.
- **Record Attendance and Achievements** will open a pop-up box with the girls' names. In the pop-up, you can check off that a girl was present and/or earned the badge or award from that meeting.
 - You can go into the "My Troop" tab to view each girl's individual attendance and achievements record. Parents can only view their daughter's information.


Other Sections


- **Meeting Aids (1)** include worksheets, songs, PDF reference materials, and/or videos you will need for the meeting activities.
- **Meeting Agenda (2)** lists all activities for the meeting with estimated times for each activity.


You can add your own pieces to the agenda, such as snack time or troop government time, by clicking "Add Agenda Item" below the agenda. You can change the order of activities by dragging and dropping, or delete activities by clicking on the activity title and selecting "Delete This Agenda Item." You can also edit the times allowed for each planned activity in 5-minute increments (up to 30 minutes) if more or less time is desired.


1


MEETING AIDS


 Clovers Story.pdf
story


 Taking the Journeys outside

 How to Leave No Trace Outdoors

 Step by Step- Developing Outdoor Skills in Girls

 Introduction to Fire Building

 Outdoors Songs and Games

 Add Meeting Aids

2

MEETING AGENDA

1


As Girls Arrive

:05

2

Opening Ceremony

:20

 3

Ready, Set, Recycle!

:15

4

Snack Chat & Take Action Pause

:15

5

Closing Ceremony

:05



Member Profile

As a currently registered member and background-screened troop co-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 (1). You can renew your membership, as well as the membership for any family members.

Troops

Renew your role as a co-leader, view girl and adult troop members, re-register troop members, and view/edit troop meeting information (2).

Family Profile

Edit your personal information, including email preferences (3).

My Activities

The Activities tab is not currently functional in the Member Profile. To register for camp, programs, events, and adult training opportunities, visit **www.usagso.org** and select Programs from the main menu.

The screenshot shows the "girl scouts" logo at the top left. The navigation bar includes "MEMBERSHIP" (highlighted with a red circle and the number 1), "TROOPS", "FAMILY PROFILE", "ACTIVITIES", "MY ACTIVITIES", "CHANGE PASSWORD", "LOG OUT", and "MyGS". The main heading is "Doe Household". Below it, a link says "Do you need to change any profile details for members of your household? EDIT PROFILE DETAILS FOR/OF HOUSEHOLD MEMBERS". The "Current Membership Year" is "Oct 1, 2016 to Sept 30, 2017" with a "CURRENT YEAR" dropdown. A table lists household members:

Name	Participation	Status	Renewal Choice
Susie Doe	Troop 00000 Add/Change Troops	Current	
Amy Doe	Troop 00000 Add/Change Troops	Current	

The screenshot shows the "girl scouts" logo at the top left. The navigation bar includes "MEMBERSHIP", "TROOPS" (highlighted with a red circle and the number 2), "FAMILY PROFILE", "ACTIVITIES", "MY ACTIVITIES", "CHANGE PASSWORD", "LOG OUT", and "MyGS". The main heading is "Doe Household". Below it, a link says "Do you need to change any profile details for members of your household? EDIT PROFILE DETAILS FOR/OF HOUSEHOLD MEMBERS". The "Current Membership Year" is "Oct 1, 2016 to Sept 30, 2017" with a "CURRENT YEAR" dropdown. A dropdown menu shows "Troop 00000". Below the dropdown, text says "Select troop members to renew by updating 'Renewal Choice' below. Select 'Continue' to proceed." and "To request financial assistance, please email your local Girl Scout council." A table lists troop members:

Name	Participation	Status	Renewal Choice	
Amanda Schmidt	Troop 00000	Current		Edit
Erin Marshall	Troop 00000	Current		Edit
Lisa Hatt	Troop 00000	Current		Edit

The screenshot shows the "girl scouts" logo at the top left. The navigation bar includes "MEMBERSHIP", "TROOPS", "FAMILY PROFILE" (highlighted with a red circle and the number 3), "ACTIVITIES", "MY ACTIVITIES", "CHANGE PASSWORD", "LOG OUT", and "MyGS". The main heading is "Doe Household". Below it, text says "Select 'Edit' next to the family member whose information you would like to update. Please note that family member info cannot be updated in bulk, and must be edited individually. Thank you!". Two family members are listed:

Susie Doe [Edit](#)
Membership: Parent/Carer: 2018
Parent/Carer: Jane Doe
Date of Birth: 01/01/2010
Address: 1234 Fake St, Anytown, NC, County, USA, 55555-0000
Membership Years: 0
School: ANYTOWN ELEMENTARY
Grade: 5
☒ Email Opt In
☐ Text Opt In

Amy Doe [Edit](#)
Membership: Girl Member: 2018
Parent/Carer: Jane Doe
Date of Birth: 01/01/2010
Address: 1234 Fake St, Anytown, NC, County, USA, 55555-0000
Membership Years: 4
School: ANYTOWN ELEMENTARY
Grade: 3
☒ Email Opt In
☐ Text Opt In



Volunteer Toolkit FAQs

We've put together a list of frequently asked questions to help you get started with the Volunteer Toolkit. Don't see what you're looking for?

Contact our Customer Care team at overseascustomercare@girlscouts.org or call 001-800-467-0070.

Why can't I register for programs, camp, etc. through the VTK?

- Currently, you can only register or renew membership through the VTK. To do so, visit www.usagso.org and click on the MY GS tab to access the Volunteer Toolkit.
- To register for camp, programs, and training opportunities, visit www.usagso.org and select Programs from the main menu.
- Your login information is the same for both systems.

How does VTK access differ for K-5, 6-12 and multi-level gradetroops?

- K-5 troops (Daisy, Brownie and Junior) have individual, age-level badge and Journey activities to choose from.
- K-5 multi-level troops have three STEM Journey options and the Create Your Own Year plan library to choose from.
- Grades 6-12 troops (Cadette, Senior and Ambassador) have Outdoor Journeys available in a PDF format. They can use the "Add Activity" function to add them to the VTK year plan. Older girl troops can also use the "Create Your Own Year" plan library to add in younger girl activities to work on leadership awards. Additional older girl resources will be rolled out in the future.

What are some additional resources for multi-level troops?

- Multi-level troops can choose any K-5 activities using the "Create Your Own Year" plan.
- To merge two meetings from different levels into one meeting time: begin by setting a meeting schedule. Add your desired meetings from another level to the Year Plan tab. Next, open "Specify Dates and Locations" on your Year Plan tab. Click on the Calendar symbol by one of the applicable meetings, select "Combine Meetings", and check the meetings you wish to combine. By clicking "Continue," you will select the new date for the applicable meetings and save your selection.

What is not included in the VTK?

- There are no Year Plans for the Brownie and Junior "It's Your World" Journey series. Please refer to the adult Journey guide.
- Information on highest awards, bridging, safety awards, and additional badges and awards are not included in VTK. Please refer to the "Girls' Guide to Girl Scouting."

What can parents/guardians view in the VTK?

- Parents/guardians can log into their own MY GS account and view parts of the VTK but they cannot make any changes. They can view the Year Plan, most of the Meeting Plan, and view and search for Resources.
- In the Troop tab, parents can view their girl's membership and contact details, but cannot view the information of other girls.
- Parents/guardians can use their online account to make changes to their Girl Scout's information (contacts, membership, family profile) but cannot make changes to troop information.

I don't have internet access at my home and/or meeting place. How can I access VTK?

- You can download and save your VTK plans onto any electronic device with internet capability: laptop, tablet, or smartphone. You can also print VTK plans to take with you to your meeting.
- Libraries are a great resource for those without internet access at home – you can print meeting plans or download them onto an electronic device.

Why does the VTK contain mostly K-5th grade troop material?

Going digital is a new direction for our organization, and to use our resources wisely, we had to narrow our focus as a starting point. Because we embrace girls/troops of every age, Girl Scouts of the USA will continuously update and expand the scope of the VTK to include all grade levels.

I am the troop co-leader. Why am I getting this error message?

[MEMBERSHIP](#) **[TROOPS](#)** [FAMILY PROFILE](#) [ACTIVITIES](#) [MY ACTIVITIES](#) [CHANGE PASSWORD](#) [LOG OUT](#) [MyGS](#)

Oops. It looks like you're not currently signed up to lead girls at this time. To renew, head over to the Membership tab. If you would like to volunteer for a leadership position, please proceed to the Membership tab to add a role.

This error can occur for many reasons:

- You are not a registered member of the current Girl Scout year and/or not background-screened. You can renew your membership in your Member Profile and our Customer Care team can resend your background screen link, if needed.
- You have not renewed your co-leader role. You can renew your role in your Member Profile, or our Customer Care team can add additional roles to your account.
- We do not have your current troop meeting information in our registration system. Contact Customer Care and they can add it for you.

Why are some of my tabs missing? Why doesn't my screen look like the pictures in this guide?

- If you are logging into your VTK using Internet Explorer web browser, it is very likely that you will have these issues. The VTK works best in Google Chrome. To download this browser, visit: Google.com/chrome/browser/desktop/index.html



**Girl Scouting
builds girls of
courage, confidence
and character,
who make the world
a better place.**

www.USAGSO.org