

Volunteer Toolkit User Guide

Individually Registered Member/Juliette

The Volunteer Toolkit

The Volunteer Toolkit (VTK) is your digital portal for easy, fun Girl Scout activities year-round! With this step-by-step guide, you'll discover how you can help your Juliette take her Girl Scout experience to the next level!



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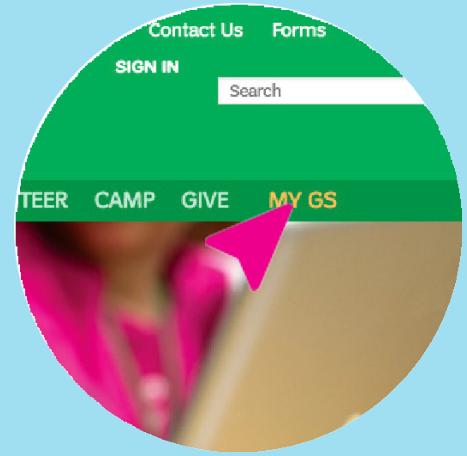
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Where To Find the Volunteer Toolkit

The Volunteer Toolkit (VTK) can be used from any computer, tablet, or smartphone with internet access. For the best results, use a VTK-friendly browser such as Chrome, Firefox, or Edge with a cleared cache and follow the steps below:

1. Visit www.girlscoutsnyc.org.
2. In the upper right-hand corner of your screen, click **MY GS** and log in to your MyGS account.
3. Select **Volunteer Toolkit** from the left panel of your My Account page to log in using the credentials provided by the council.

NOTE: The Volunteer Toolkit does not work on Internet Explorer.



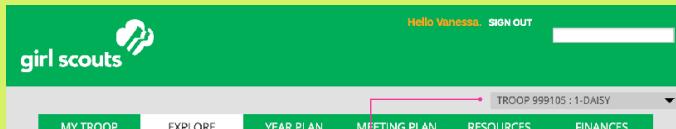
Basic Navigation

Welcome to the Volunteer Toolkit! Here's everything you need to know to get started and have the best Girl Scout year ever.

The Volunteer Toolkit is divided into tabs that have unique tools to help troop leaders plan meetings; these tools will also help your Girl Scout earn awards and help you track her achievements!

If you're on a computer, you'll see the **GREEN TABS** across the top of your browser window.

Mobile users will see a grey dropdown menu at the top of their screen, with each tab beneath.



TIP: Do you have more than one Girl Scout? Access each one from the grey dropdown menu at the top of your screen.

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TIP: Print – Download – Help

You'll notice these three icons on almost every page of the VTK.



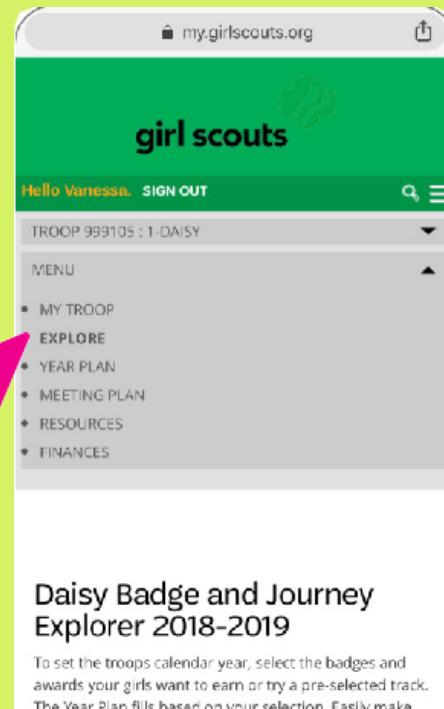
Print your current screen by clicking the green printer icon.



Download the page or resource by clicking the green down-arrow bracket icon.



Seek out additional **help** by clicking the green question mark icon OR by clicking the binoculars next to Take a Guided Tour.



To set the troops calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make

MY TROOP

EXPLORE

YEAR PLAN

MEETING PLAN

RESOURCES

You'll see your Girl Scout's personal information and any awards she's earned under this tab. From here, you can also easily renew her membership.

Wondering where to get started? You can see all the exciting options in the **EXPLORE** tab. You'll be able to:

- Browse prebuilt tracks of badge and Journey activities.
- Create your own activity track with your Girl Scout(s).
- Preview tracks and badge requirements before you add them to your year plan.
- See an overview of all preselected tracks at the bottom of the page. It's even printable, so you can easily review your options!

Don't worry! You can always add, remove, or change your plan as you go, one meeting at a time.

Once you've chosen, your year plan will be automatically populated. Note that a year plan is required in the Volunteer Toolkit before other features become available.

From this tab, you can:

- Set meeting dates and locations
- Add badges, Journeys, and activities to your plan
- Preview badge and Journey requirements

You'll also find exciting Girl Scout partnerships and promotions in the rotating banners at the top of your screen. Tired of seeing them? Just click the "X."

Make every meeting a success! Here you'll find:

- Suggested scripts
- Material lists
- Printable meeting aids
- A customizable meeting schedule

Here you can also track the achievements she earns along the way.

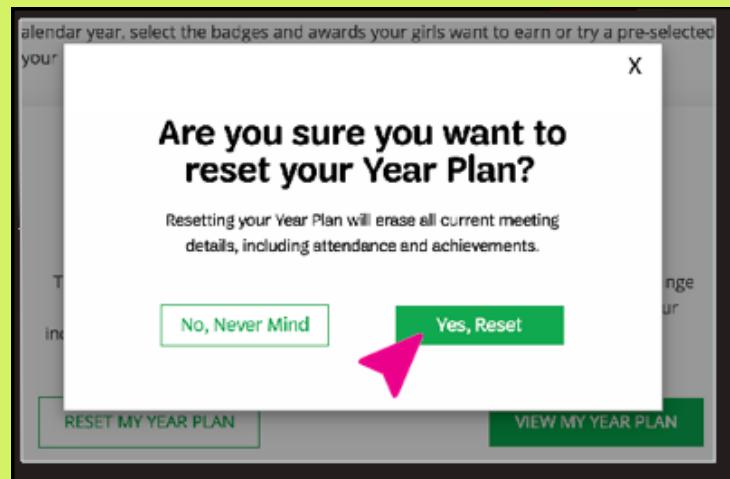


Set Up a Year Plan

When you log in to the Volunteer Toolkit the first time, you'll need to select a year plan before you can customize meetings or activities. The **EXPLORE** tab displays prebuilt year plans for you to choose from based on the grade level you select.

The screenshot shows the 'Explore' tab selected in the top navigation bar. A pink arrow points to the 'Explore' tab. Below it, a message says 'Select a level to get started.' followed by a row of grade level buttons: Daisy (blue), Brownie (brown), Junior (purple), Cadette (red), Senior (orange), Ambassador (yellow), and Multi-level (tan). The 'Junior' button is highlighted. The title 'Junior Explorer 2019-2020' is displayed. A sub-instruction reads: 'To set the troops calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make changes at any time.' Two main options are shown in boxes: 'Build Your Own' with a flower icon and 'Pre-selected Tracks' with a map icon. Each box has a green button at the bottom: 'START ADDING PETALS, BADGES OR JOURNEYS' for the first and 'VIEW POPULAR TRACKS' for the second.

IMPORTANT: Each time you choose a new year plan from the **EXPLORE** tab, it will reset your entire year. Any activities, meeting dates, and customizations will be lost. To add badges and Journeys or edit your existing year plan in any way, use the buttons on the **YEAR PLAN** tab.



Build Your Own

BUILD YOUR OWN allows you to build your year plan from scratch! You can mix and match badges, Journeys, and activities with the interests of your Girl Scout(s). **Build Your Own** also allows you to search through all badges and Journeys regardless of grade level.

Use the filters to sort through all available programming and the **Select Meeting** checkboxes to choose which badges and Journeys to add to your year plan.

Preselected Tracks

PRESELECTED TRACKS are a preset selection of meeting plans for a specific Journey or set of badges.

Click **View Popular Tracks**, and from there you can preview each combination of awards. Once you've found the right one, click **Select Track** and your year plan will be created.

Once you've made your selection in the **EXPLORE** tab, you'll automatically be taken to the **YEAR PLAN** tab. This is also the tab you'll be brought back to each time you log in.



Add Badges, Journeys, and Awards

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 use **Search to Add Meetings** 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. Meetings already in your plan will be clearly marked.

Once you've made your selections click **Add to Year Plan**.

TAKE NOTE:
Meeting titles with numbers at the end are part of a series and you'll want to add all of them to meet the requirements for the award.

ADD A PETAL, BADGE OR JOURNEY

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

Award Earning Badges Petals Closing/Bridging Intro/Family Meeting

Journey

3. Select your categories

It's Your Planet - Love It It's Your Story - Tell It It's Your World - Change It Outdoor^{new}

STEM^{new}

[CANCEL](#) [VIEW LIST](#)

TIP: View Past Year Plans

Each July the VTK resets. Your year plan will be archived and you'll no longer be able to make changes. However, you'll still be able to view the plan through the green **Past Years** link at the top of your **YEAR PLAN** tab.

Achievement and attendance records DO NOT archive.
Please download a copy of this information for your records.

Add Dates and Locations

As an individually registered Girl Scout, you may not need to set dates for meetings. However, the system requires that you set meeting dates for your year plan.



At the top, click the green **Manage Calendar** link. Using the pop-up widget, choose a date and time for meetings to start and set the cadence for your meetings. Click **Update Calendar** when finished. You can always change or update this later.

The screenshot shows a calendar interface with a green header bar labeled 'CALENDAR', 'LOCATION', and 'ACTIVITIES'. In the 'CALENDAR' section, there are input fields for 'Start Date' (with a calendar icon), '04:00' (time), 'PM' (dropdown), and 'biweekly' (dropdown). Below these are dropdown menus for 'Day' and 'Month' (set to August 2019). A pink arrow points to the month selection dropdown. To the right of the calendar are several national holidays listed with checkboxes: Columbus Day (checked), Veterans Day (checked), Christmas Day (checked), New Year's Day (checked), Washington's Birthday (checked), and Independence Day (unchecked). At the bottom right is a green 'UPDATE CALENDAR' button.

Once you've set up meeting days and times, you'll notice the **Manage Calendar** looks entirely different. Now you can customize each individual meeting, add the location, or even reset the entire schedule.

The screenshot shows the 'CALENDAR' view after setting up meetings. It includes a descriptive text about changing dates and using the planning wizard. Below is a list of five scheduled meetings with details like date, time, activity name, and leader initials (b) and edit icons:

Date	Time	Activity	Leader	Action
Sep 16, 2019	04:00 PM	Coding Basics 1	b	
Sep 30, 2019	04:00 PM	Coding Basics 2	b	
Oct 28, 2019	04:00 PM	Digital Game Design 1	b	
Dec 09, 2019	04:00 PM	Digital Game Design 2	b	
Jan 26, 2020	04:00 PM	App Development 1	b	



CALENDAR: To edit the schedule, select the **green calendar** icon to the left of each meeting date to change the date or time of that specific meeting.

You can also choose to cancel one or more meetings, or combine meetings. Select the two meetings you'd like to combine, then select the new date that meeting will occur. After you've made changes, click Save and your year plan will be updated.



To the right, you'll see a **green gear icon**. 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.

LOCATION: Now that your dates are set, you can connect an address to each one. If you're meeting in multiple locations, add each address then connect it to the appropriate meeting using the checkboxes.

Click **Assign** or **Apply** and then close out of the window.

TIP: Manage Your Meetings



Select the calendar icon to change the date, cancel or combine meetings.



Select the gear icon to reconfigure the calendar from a specific date forward.

CALENDAR LOCATION ACTIVITIES

Add, delete or edit locations to assign to your meetings.

Location Name	Location Address	ADD
Fun City Community Center	124 Park Street	
<input checked="" type="checkbox"/> 09/16/2019	<input checked="" type="checkbox"/> 09/30/2019	<input type="checkbox"/> 10/26/2019
<input checked="" type="checkbox"/> 12/09/2019	<input checked="" type="checkbox"/> 01/06/2020	<input checked="" type="checkbox"/> 02/03/2020
<input type="checkbox"/> 03/02/2020	<input type="checkbox"/> 03/16/2020	<input checked="" type="checkbox"/> 03/30/2020
<input checked="" type="checkbox"/> 04/13/2020	<input checked="" type="checkbox"/> 04/27/2020	<input type="checkbox"/> 05/11/2020
<input type="checkbox"/> 06/08/2020	<input type="checkbox"/> 06/22/2020	

ASSIGN TO CHECKED LOCATIONS **APPLY TO ALL MEETINGS** **REMOVE**

TIP: You can also get to the **Meeting Date and Location** widget simply by clicking on a date in your year plan.

Add Activities to Your Year Plan

Meetings and badges are only one part of a go-getting Girl Scout's year! You can also add things like field trips, service projects, and cookie booth sales to your year plan. And the Volunteer Toolkit connects to your council website so you can browse and add 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 any details or special instructions to your year plan.



The screenshot shows a web-based application for managing activities. At the top, there is a navigation bar with icons for 'Manage Calendar' (calendar icon), 'Add Badge / Journey' (magnifying glass icon), and 'Add Activity' (flag icon). A pink arrow points to the 'Add Activity' button. Below the navigation bar, there are two tabs: 'CUSTOM ACTIVITY' (selected) and 'COUNCIL ACTIVITY'. The 'CUSTOM ACTIVITY' tab contains fields for 'Activity Name', 'mm/dd/yy' (date), '04:00' (start time), 'PM' (time dropdown), '06:00' (end time), 'PM' (end time dropdown), 'Location Name', 'Location Address', 'Cost', and 'Activity Description'. At the bottom right of this section is a green 'ADD ACTIVITY' button.

COUNCIL ACTIVITY: Our system does not currently allow you to search and add council activities to your year plan from the council activity calendar. If you would like to add council activities you have registered for to your year plan, you can use the Custom Activity tab.

The Meeting Plan Tab

The **MEETING PLAN** tab has a robust collection of tools and information to help you plan engaging activities every time.

The screenshot shows the 'MEETING PLAN' tab selected in the top navigation bar. The main content area displays a meeting titled 'MEETING : JUMP INTO JOURNEYS/BADGES' scheduled for 'SEPTEMBER 23 04:00 PM'. A large green button labeled 'REPLACE THIS MEETING' is visible. Below the title, a description states: 'This meeting will introduce girls to the Girl Scout Leadership Journeys and the Junior badges, and will lead them through the process of deciding what they want to do during their Junior year.' A category 'Getting Started' is listed. To the right is a purple circular icon with a white letter 'J' and a small badge symbol. The page is divided into several sections:

- PLANNING MATERIALS:** Includes links to 'Meeting Overview', 'Activity Plan', and 'Materials List'.
- MANAGE COMMUNICATIONS:** Includes 'Edit/Sent Meeting Reminder Email' and 'Record Achievements' (0 achievements).
- MEETING AIDS:** Includes four items: 'Clove Hitch Knot How-To' (activity material), 'Junior Activity Plans' (volunteer resource), 'Junior Activity Choices' (volunteer resource), and 'Girl Scout Trefoil Template' (activity material).
- AGENDA:** A list of activities with times and duration indicators:
 - 4:00 As Girls Arrive: Kaper Chart (00:05)
 - 4:05 Opening Ceremony: Our Big Adventure (00:05)
 - 4:10 Introduction to the Junior Choices (00:10)
 - 5:25 Closing Ceremony (00:05)The total duration is 1:30.
- MEETING NOTES:** Includes a link to 'Add A Note'.

PLANNING MATERIALS: High-level resources show you from start to finish what your Girl (s) will achieve during the meeting (1. Meeting Overview), what you'll do and say (2. Activity Plan), and the meeting aids plus the materials you'll need (3. Material List).

MANAGE COMMUNICATIONS. Email people your Girl Scout might collaborate with to earn each badge or award. Emails are prepopulated with relevant information, but you can customize it based on your needs. You can even attach meeting aids or other relevant documents from your council website at the bottom of the screen before sending.

You can also **Record Achievements** in this section. Use the checkboxes to mark when she has completed a badge or award. Download a full report of everything she has earned from the **MY TROOP** tab.

You can see the full picture of what your Girl has earned on the **MY TROOP** tab, with the option to download.

MEETING AIDS. These documents and videos are the leg-up you need for each meeting! Some are geared toward the adult supporting the meeting and some are for the Girl completing the activities. You can find more information on how to use these resources in the Activity Plan.

AGENDA. Wondering how you'll kick off your meeting's activities? Here, you'll find instructions and details for each activity, materials needed, time it takes to complete, and recommended sequencing.

You'll also find suggested opening and closing activities that are part of typical troop meetings.

There are lots of ways to customize your meeting agenda:

- Drag and drop activities to reorder in the agenda.
- Use the dropdown on an activity to change the amount of time allotted for a certain activity.
- Delete an activity by clicking the “X” to the right. Be careful you aren’t deleting a required activity to earn an award, though!
- Click **Add Agenda Item** at the bottom to add your own activities!
- Add a note at the end to remind yourself about important things to remember for each meeting.

If at any time you want to **replace** or **delete** an entire meeting, use the respective links at the top of the meeting plan.

If you want to download or print your year plan or meeting plan, look for these icons at the top of the page:



Questions?

Looking for more Volunteer Toolkit support?
Contact Customer Care at 212.645.4000 or
customercare@girlscoutsnyc.org. You can also
reach out to your Volunteer Experience Specialist.

