girl scouts
of south carolina
mountains to midlands

# Overview of the Volunteer Toolkit



Leave the stack of books behind.
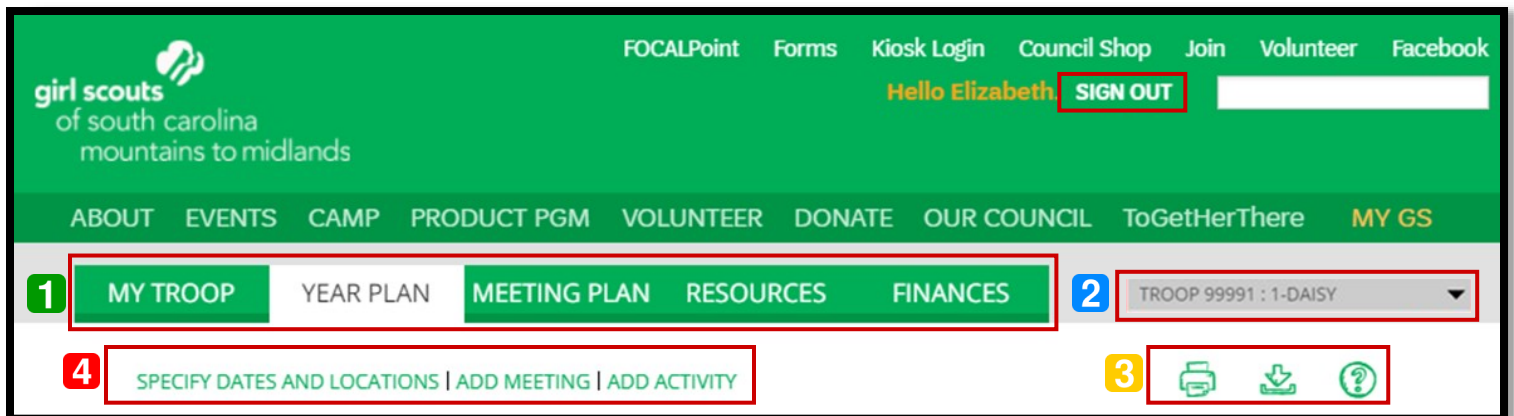
# ACCESSING VOLUNTEER TOOLKIT (VTK)

From our GSSC-MM website, simply click the yellow "My GS" button (blue arrow) on the right side of green selection bar. Select "Volunteer Toolkit" from the drop-down list to proceed to the log-in screen.

After logging in, you will be asked to select "Volunteer Toolkit" once more.

*Please note that any links in the green selection bar, the top-right corner, the search bar, or the GSSC-MM logo will redirect you to our council website. The My GS button will lead you back to your options.
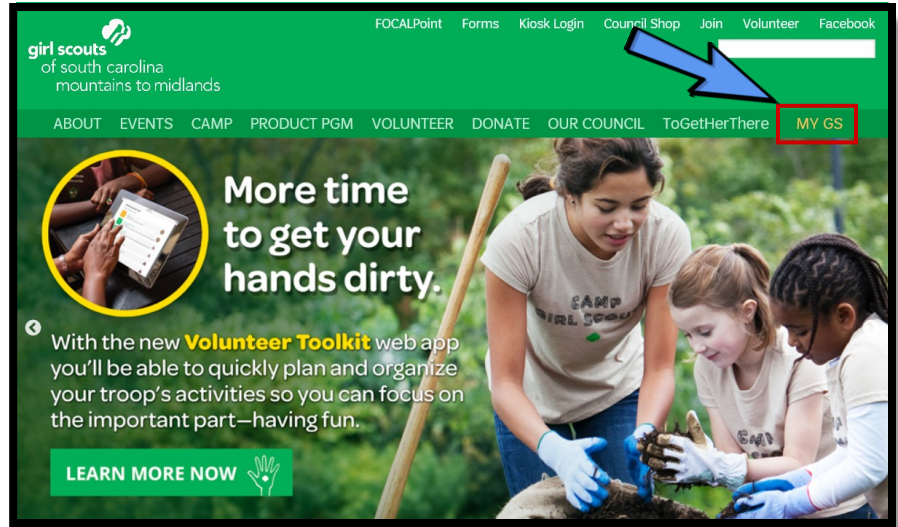
# NAVIGATING VOLUNTEER TOOLKIT

1. **Volunteer Toolkit Tabs** (descriptions later in overview)

2. **Drop-Down Menu for Multiple Troops**
If you are listed as the Troop Leader for multiple troops, you will have access to toggle between your troops' year plans with this function. It will list your troop number and the level associated with the troop.

3. **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.
- Seek out additional help by clicking the green circled question mark icon.

4. **Customization Options for Year Plans** (descriptions later in overview)

After logging in, you will be asked to select "Volunteer Toolkit" once more.

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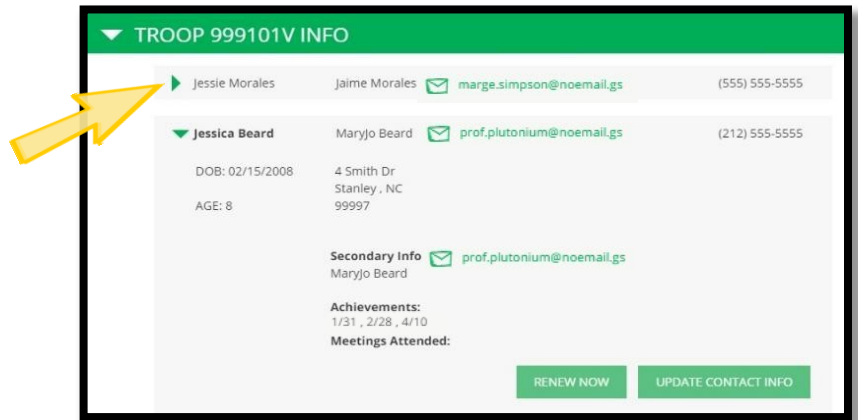
# VOLUNTEER TOOLKIT TABS

## My Troop:

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

For each girl, you will click the green ▶ prior to the name to drop down the girl-specific details including attendance and earned achievements that you have marked in the meeting plans.

You can email parents, as well as add, change, or remove a troop photo to customize this tab.

▼ **TROOP 999101V INFO**

▶ Jessie Morales — Jaime Morales — ✉ marge.simpson@noemail.gs — (555) 555-5555

▼ **Jessica Beard** — MaryJo Beard — ✉ prof.plutonium@noemail.gs — (212) 555-5555

DOB: 02/15/2008 — 4 Smith Dr, Stanley , NC 99997
AGE: 8

Secondary Info ✉ prof.plutonium@noemail.gs
MaryJo Beard

Achievements:
1/31 , 2/28 , 4/10
Meetings Attended:

RENEW NOW — UPDATE CONTACT INFO

## Year Plan:

This tab appears first each time when you sign in. The year plan options displayed will appear based on the way your troop is categorized on the council level. If incorrect, then please contact Customer Care. Your troop will pick the year plan that best suits their interests, and the pre-populated plans can be customized once a plan is initially chosen. You can explore the Year Plan Library once your plan has been chosen; however, if you choose another year plan at that time, then all your saved meeting information will be deleted.

- **Orange box**—Next scheduled meeting
- **Blue boxes**—Activities that were added by your specific troop. The blue arrow indicates where troops can add customized activities to the plan.
- **Orange bars**—Milestones set up by the council to remind troops of important dates in the GS year, and they cannot be deleted on the troop level.
- **Green boxes**—Future meetings that can be moved using the bar in front of the date box to drag & drop into a new place in the year plan. If you wish to add additional meetings during the year, then you can click "Add Meeting" to view the filterable Meeting Library. Click "Select Meeting" once you find the desired badge or award. "Add to Plan" will save it and add it at the end of your year plan for you to drag & drop into your preferred order (green arrow).
- **Gray boxes** (not pictured)—Meetings that have already occurred in your year plan.
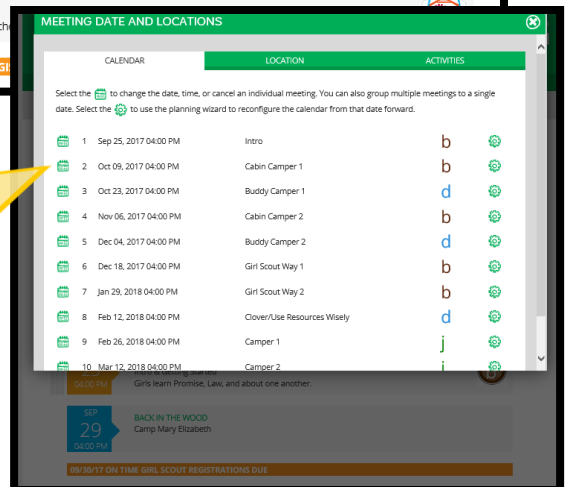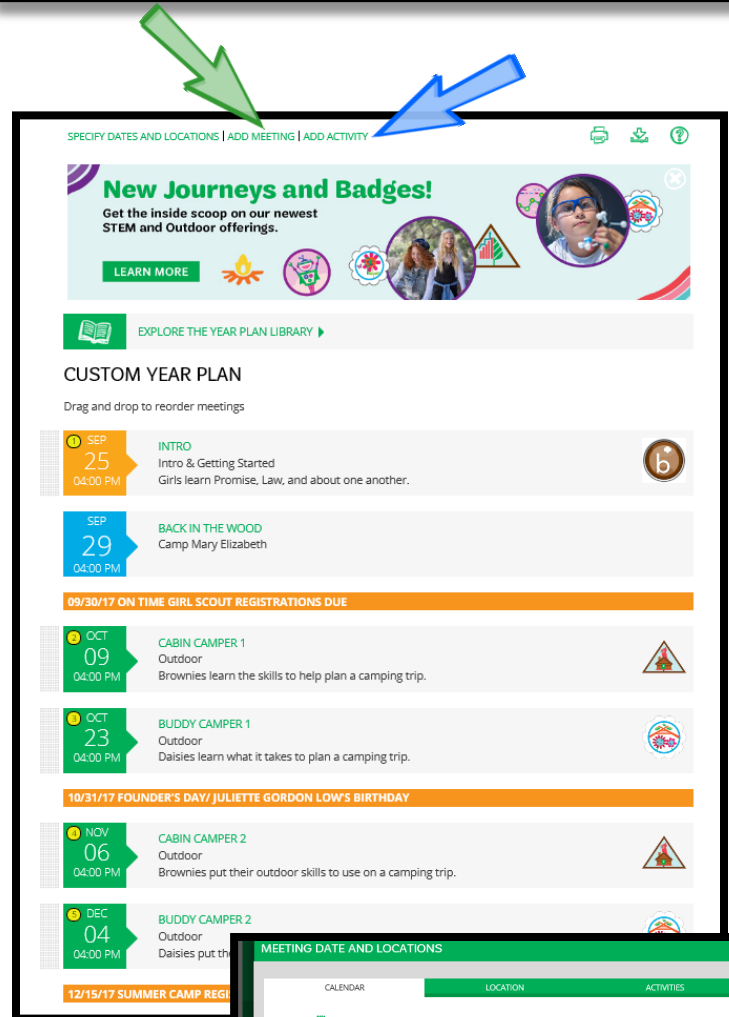
If you have a troop with multiple Girl Scout grade levels and you would like to schedule two badges for the same meeting date, then you can click on "Specify Dates and Locations" to get the screen shown at the bottom right of the page. Once on this screen, you will have the opportunity to combine meetings by clicking on the calendar icon 📅 on the left beside the numbers. After combining meetings, your year plan calendar will automatically update in chronological order.

SPECIFY DATES AND LOCATIONS | ADD MEETING | ADD ACTIVITY

**New Journeys and Badges!**
Get the inside scoop on our newest STEM and Outdoor offerings.
LEARN MORE

EXPLORE THE YEAR PLAN LIBRARY ▶

**CUSTOM YEAR PLAN**

Drag and drop to reorder meetings

SEP 25 04:00 PM — **INTRO** — Intro & Getting Started — Girls learn Promise, Law, and about one another.

SEP 29 04:00 PM — **BACK IN THE WOOD** — Camp Mary Elizabeth

**09/30/17 ON TIME GIRL SCOUT REGISTRATIONS DUE**

OCT 09 04:00 PM — **CABIN CAMPER 1** — Outdoor — Brownies learn the skills to help plan a camping trip.

OCT 23 04:00 PM — **BUDDY CAMPER 1** — Outdoor — Daisies learn what it takes to plan a camping trip.

**10/31/17 FOUNDER'S DAY/ JULIETTE GORDON LOW'S BIRTHDAY**

NOV 06 04:00 PM — **CABIN CAMPER 2** — Outdoor — Brownies put their outdoor skills to use on a camping trip.

DEC 04 04:00 PM — **BUDDY CAMPER 2** — Outdoor — Daisies put the...

**12/15/17 SUMMER CAMP REGI...**

**MEETING DATE AND LOCATIONS**

| CALENDAR | LOCATION | ACTIVITIES |

Select the 📅 to change the date, time, or cancel an individual meeting. You can also group multiple meetings to a single date. Select the ⚙ to use the planning wizard to reconfigure the calendar from that date forward.

| | # | | | |
|---|---|---|---|---|
| 📅 | 1 | Sep 25, 2017 04:00 PM | Intro | b ⚙ |
| 📅 | 2 | Oct 09, 2017 04:00 PM | Cabin Camper 1 | b ⚙ |
| 📅 | 3 | Oct 23, 2017 04:00 PM | Buddy Camper 1 | d ⚙ |
| 📅 | 4 | Nov 06, 2017 04:00 PM | Cabin Camper 2 | b ⚙ |
| 📅 | 5 | Dec 04, 2017 04:00 PM | Buddy Camper 2 | d ⚙ |
| 📅 | 6 | Dec 18, 2017 04:00 PM | Girl Scout Way 1 | b ⚙ |
| 📅 | 7 | Jan 29, 2018 04:00 PM | Girl Scout Way 2 | b ⚙ |
| 📅 | 8 | Feb 12, 2018 04:00 PM | Clover/Use Resources Wisely | d ⚙ |
| 📅 | 9 | Feb 26, 2018 04:00 PM | Camper 1 | j ⚙ |
| 📅 | 10 | Mar 12, 2018 04:00 PM | Camper 2 | j ⚙ |

Girls learn Promise, Law, and about one another.

SEP 29 04:00 PM — BACK IN THE WOOD — Camp Mary Elizabeth

09/30/17 ON TIME GIRL SCOUT REGISTRATIONS DUE

# VOLUNTEER TOOLKIT TABS

## Meeting Plan:

This tab delivers a pre-set layout for each meeting with a meeting overview, activity plan, materials list, and printable meeting aids.

Features for each meeting plan page:

- **Picture of the award/badge/petal** related to the specific meeting plan
- **Planning materials** including a Meeting Overview, Activity Plan, and Materials List (blue arrow)
- Ability to **manage communications** via email to parents/guardians about that specific meeting and include meeting aids and other necessary forms (green arrow—insert depicts screen that will open)

- **Record troop attendance and achievements** that will reflect under each girl's record on the My Troop tab (orange arrow)
- **Meeting Aids** that will assist the troop in holding a comprehensive meeting (yellow arrow)
- **Pre-set meeting agenda** that can be customized and rearranged based on your troop's needs and interests. Items in the pre-set agenda can be easily dragged & dropped using the bar on the left beside the time, and the agenda will automatically adjust the times in the agenda. (purple arrows—overlay image depicts screen when you Add Agenda Item)
- **Meeting notes** can be added as reminders, and saved notes will be time stamped and labeled with the last user for clarification if multiple troop co-leaders are accessing the troop's meeting plans. (red arrow)

The Meeting Plan tab can also be accessed by clicking any meeting on the Year Plan tab.

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### MEETING : CABIN CAMPER 1
### OCTOBER 09 4:00 PM

Brownies learn the skills important to help plan a camping trip—they find out about the equipment they need, how to prepare a snack, and why camp safety is important.

Category: Outdoor

**PLANNING MATERIALS**

Meeting Overview

Activity Plan

Materials List

**MANAGE COMMUNICATIONS**

Edit/Sent Meeting Reminder Email

Record Attendance & Achievements
(0 present, 0 achievements)

**MEETING AIDS**

Girl Scout Readiness in Camping
volunteer resource

Explaining Leave No Trace
volunteer resource

Think Pair Share
volunteer resource

Benefits of a Mutli-Level Troop
volunteer resource

Tips for Working with Girls at Different Levels
volunteer resource

Taking Your Multi-Level Troop Camping
volunteer resource

Earning Badges with Multi-Level Girls
volunteer resource

Outdoor Progression Chart
volunteer resource

Packing Basics
activity material

Illustrated Leave No Trace Brownie
activity material

⊕ Add Meeting Aids

**MEETING AGENDA**

| 4:00 | Activity 1: As Girls Arrive: Draw Your Gear | :05 |
| 4:05 | Activity 2: Opening Ceremony: Leave No Trace | :15 |
| 4:20 | Activity 3: Camp Planning | :20 |
| 4:40 | Activity 4: Snack Break: Make a No-Cook Camp Meal | :15 |
| 5:25 | Activity 7: Closing Ceremony: Plan a Brownie Kaper Chart | :05 |
| | | 1:30 |

⊕ Add Agenda Item

**MEETING NOTES**

💬 Add A Note

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**REMINDER EMAIL**

Reminder Meeting #2 Mon Oct 09, 2017 04:00 PM - 05:30 PM
Sent: None

**ADDRESS LIST**
☑ Parents / Caregivers

Enter your own: [enter email addresses separated by semicolons]

**COMPOSE EMAIL**
Subject: [Reminder about next Girl Scout meeting ✕]

Normal ▾ | 𝗧 | A̲ | B | I | U | ☰ ☰ | x² | ⊟ ⊡ ⊞ ☰ ☲ ☱ | ∞ ⌀ | ✎

Hello Girl Scout Families,

Here are the details of our next meeting:

| Date: | Mon Oct 09, 2017 04:00 PM - 05:30 PM |
| Location: | |
| Topic: | Cabin Camper 1 |

Brownies learn the skills to help plan a camping trip.

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**AGENDA**

Add New Agenda Item

[Enter Agenda Item Name] [Time Allotment] [Description]

SAVE

# VOLUNTEER TOOLKIT TABS

## Resources:

This tab provides several sections of GSUSA resources based upon category, including adult-to-girl supervision ratio chart and Safety Activity Checkpoints along with all the Meeting Aids. The search bar allows you to search based on the title of the meeting aids through all program levels.

For Cadette, Senior, and Ambassador troops, the Outdoor Journey resources can be found under the Resources Tab.

Any council specific forms can be found on our council website under the Our Council tab.

## Finances:

This tab provides troops with the opportunity to track their troop finances online and submit their Year End Financial Report electronically.

Functionality includes:
- **Income and expense tracking** in detailed categories (green arrows)
- View your **troop's financial summary**, which is automatically calculated based on the information inputted by troop leaders
- Add **detailed notes** on your troop's finances
- **Timestamp and autosave** information so troop co-leaders can both work on the financial report and see who last saved the information (blue arrow)
- Add **troop bank account information** and track account signers
- **Attach bank statements** and other documents as requested by the council
- Indicate your **troop status** for the coming year and answer any council specific questions (see insert)
- Allow **parents a read-only view** of troop finances once the financial report has been submitted
- **Submit your end-of-year financial paperwork electronically**

### Search For Resources

type in a search word or term here

### Browse Resources by Category

**Safety and Travel**
Safety (4)
Staying Safe on Adventures (Safety Activity Checkpoints) (45)
Transportation Guide (1)

**Troop Leadership**
Managing Troop Money (2)
Working with Girls (5)
Working with Parents (2)

**Volunteer Aids**
Meeting Aids (18)
Meeting Overviews (85)
VTK Tutorial Videos (5)

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ABOUT    EVENTS    OUTDOORS    COOKIES+    VOLUNTEERS    OUR COUNCIL    SUPPORT GIRLS    MY GS

MY TROOP    YEAR PLAN    MEETING PLAN    RESOURCES    FINANCES

#### Annual Troop Finance Report 2016 - 2017
Troop 999202a

💡 999 Important Financial Forms

**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

INCOME LAST UPDATE

| | | |
|---|---|---|
| Monthly Troop Dues | 0 | ▶ Council Detail |
| Cookie Income | 0 | |
| Parent Donations | 0 | ▶ Council Detail |
| **Total Income** | **0.00** | |

⊕ Add a note on Troop INCOME (optional)

**EXPENSES**

If there is no value for an item, leave the field at 0

EXPENSE LAST UPDATE
03/29/2017, 2:05:16 PM
MICHAELA TEST

| | |
|---|---|
| Uniforms and Badges | 78.00 |
| Troop Meeting Supplies | 187 ▶ Council Detail |
| Local Trips & Council Events | 225 ▶ Council Detail |
| 2018 Renewal Registration Fees | 200 |
| **Total Expense** | **690.00** |

⊗ Remove Note

Enter in any note or additional information here that you would like to share with the council about your troop's annual expense reporting above

#### COUNCIL NOTES AND QUESTIONS TO TROOPS

**Troop Status** required
What is the status of Troop 999202a for the next membership year?

◉ Returning    ○ Merge With Another Troop    ○ Disbanding    ○ Not Sure

**Troop Service Unit**

Name / Number          Magical Dreamers SU 321

**Council Note for all Troops**
How would you rate your Troop Leader experience this year? Is there anything you'd like for us to know? We welcome your feedback, please reply to this question.

**Troop Response**
Our troop experience was fantastic this year! The girls had such a great time on their first troop camping trip. I would love to have X, Y Z as a troop leader for next year.