What is the Volunteer Toolkit (VTK)?
The Volunteer Toolkit, or the VTK, is a robust web application offering digital support to Troop Co-Leaders in both managing a troop year-round and delivering easy, fun, and impactful troop meetings. The VTK includes Meeting Plans, which provide clear, step-by-step instructions that walk you through each troop meeting with your girls. Included are sample scripts, shopping lists, time allotments for each activity, and more. You can deliver the meeting as is or customize the agenda to create a meeting all your own.

Who can use the VTK?
Troop Co-leaders have access to MANAGE their troop in the VTK. Parents and other troop volunteers have access to VIEW the troop plans.

How do I access the VTK?
You can access the Volunteer Toolkit by logging into your MYGS from our council website girlscoutsoc.org and clicking MYGS VTK in the upper-right-hand-corner of your screen. Your username is the email address you use for Girl Scouts.

What technology do I need to access the VTK?
The VTK is web-based and can be accessed using a computer, laptop, smart phone, or tablet that has internet. The VTK is most compatible with Google Chrome. The VTK does not work in Internet Explorer.

I don’t know my login or password for MYGS. How do I get a new one?
Your username is the email address you used to register for Girl Scouts. If you have not yet set up a password or don’t know it, click Forgot My Password. An email will be sent to you with instructions to set up a password. If you are still unable to access the VTK, please contact customer care at customercare@girlscouts.org.
What will I find inside the VTK?
Six tabs to make managing your troop easy!

<table>
<thead>
<tr>
<th>MY TROOP</th>
<th>EXPLORE</th>
<th>YEAR PLAN</th>
<th>MEETING PLAN</th>
<th>RESOURCES</th>
<th>FINANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>View and download your troop roster</td>
<td>Explore and preview the available year plan tracks for your troop's grade level</td>
<td>Specify meeting dates and locations</td>
<td>View and customize each meeting plan</td>
<td>Access to GSUSA, council, and grade level resources.</td>
<td>Share troop finance information with council and troop families.</td>
</tr>
<tr>
<td>Edit contact info</td>
<td>Explore and preview the available year plan tracks for your troop's grade level</td>
<td>Add a meeting from ANY level or year plan</td>
<td>Each meeting plan includes a supply list, scripts, and step-by-step instructions for Troop Co-Leaders</td>
<td>Categories include:</td>
<td>Each troop is required to submit an Annual Troop Finance Report by June 15 each year through the VTK Finance tab.</td>
</tr>
<tr>
<td>Email caregivers/parents</td>
<td>Add activities, such as troop field trips and events</td>
<td>Add a meeting from ANY level or year plan</td>
<td>Change meeting order (drag and drop)</td>
<td>Troop Leadership</td>
<td></td>
</tr>
<tr>
<td>Renew memberships</td>
<td>Create your own activity track with your girls</td>
<td>Change meeting order (drag and drop)</td>
<td>Edit specific meeting dates or combine meeting plans</td>
<td>Family Hub</td>
<td></td>
</tr>
<tr>
<td>If you have more than one troop, you are able to toggle back and forth from a simple drop down menu</td>
<td>Explore and preview the available year plan tracks for your troop's grade level</td>
<td>View past year plans</td>
<td>View past year plans</td>
<td>Safety</td>
<td></td>
</tr>
</tbody>
</table>

Help Families help their girl, the troop, and you with the read-only Parent View:

<table>
<thead>
<tr>
<th>MY TROOP</th>
<th>YEAR PLAN</th>
<th>MEETING PLAN</th>
<th>RESOURCES</th>
<th>FINANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>See daughter’s roster info and edit if needed</td>
<td>See meeting dates, locations, and holidays</td>
<td>See/download meeting overview and materials list – makes it easy to help at the meeting or help daughter complete activities for a missed meeting to keep her on track!</td>
<td>Family Hub and other sections are great for connecting with families or for doing activities on their own</td>
<td>See financial information posted by Troop Co-Leaders</td>
</tr>
<tr>
<td>Renew her membership</td>
<td>See the year plan the troop has chosen</td>
<td></td>
<td></td>
<td>See financial info submitted to GSOC</td>
</tr>
<tr>
<td>See her achievements and attendance</td>
<td></td>
<td></td>
<td></td>
<td>Keep money matters transparent</td>
</tr>
</tbody>
</table>
I’m logged in, where do I start?
*The system is really easy to use so just jump in and start exploring!*

First go to the **MY TROOP** tab to view your troop roster and contact information.

Then follow the steps below to see how easy it is to implement purposeful and fun girl-led troop meetings using the VTK!

1. **Explore** the available pre-selected year plan tracks on the **Explore** tab and **meet with your girls** to choose one. Would they like to work on a pre-selected year plan track or customize a year plan with badges/Journeys of their choice?

2. **Select** the year plan the girls chose on the **Explore** tab. This will add the meetings to the year plan tab in a default order. You can always add additional meetings throughout the year by clicking **ADD A MEETING**.

3. **Specify** meeting dates and locations on the **Year Plan** tab. You can re-order meetings in the year plan if you need to - simply drag-and-drop.

4. **Prepare** for your meeting by viewing the meeting details on **Meeting Plan** tab. There you will find:
   - **Meeting Overview** – A summary of what the girls will do and learn at the meeting. Also includes some ways parents can help.
   - **Activity Plan** – Detailed instructions for each part of the meeting.
   - **Materials List** – A simple supply list for that meeting.
   - **Meeting Aids** – Anything you will need for that meeting, like name tag templates or song lyrics.

5. **Customize** the order of the meeting activities by simply dragging and dropping, or customize it even further by adding or deleting activities. Just use the 🗑️ to delete an activity and the ✅ Add Agenda Item to add an activity!

6. After the meeting, **record** attendance to keep track of girls’ progress and earned awards.

    **That’s all there is to it. Less planning time = more time for fun!**
I don’t have internet access at my troop meeting location, so how can I access the VTK during my meeting?
You can easily download the materials to your device or print them to take to your meeting. The VTK can be accessed with tablets or smart phones. You can save the materials on these devices, or access them using your mobile broadband or Wi-Fi network.

How do I add our troop field trips and other events in the troop’s calendar?
The VTK conveniently allows you to add council events and troop activities to your year plan. On the year plan tab just click ADD ACTIVITY where you can add a custom activity or council activity.

Can two or more Troop Co-Leaders work in the VTK at once?
Yes! The VTK has asynchronous capabilities, which means that changes made by one person will automatically save (similar to a cloud sharing document, like Google Docs).

I am a Troop Co-Leader for more than one troop. Do I have access to manage each troop in the VTK?
Yes! Troop Co-Leaders for multiple troops have access to each troop in the VTK and can toggle easily between them using a simple drop down menu.

Does the VTK work for multi-level troops?
Yes! Multi-level troops have several different pre-selected year plan tracks or you can choose the custom year plan and add the badges and awards that your girls would like to earn.

Who do I contact if I have more questions about the VTK?
Contact your Troop Support Specialist or Customer Care at customercare@girlscoutsoc.org.