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What is the Volunteer Toolkit (VTK)?

- The VTK is a digital resource that supports troop leaders and makes the process of running a troop easier and more efficient.
- The VTK provides resources and program content to deliver the Girl Scout Leadership Experience easily to the girls in your troop.
- The VTK is fully customizable and digitally responsive so volunteers can plan and prepare practically everywhere.
- The VTK is also a tool for families to follow along on their Girl Scout’s experience and see a calendar of troop activities.

GSEP has developed this reference guide to help Troop Co-Leaders navigate the VTK. In addition, GSEP has a short VTK Training Video on our website. These two resources can be used separately or together to enhance the use of the VTK.

Accessing the VTK

The Volunteer Toolkit is accessible from a computer, tablet, or smart phone. We recommend using Google Chrome, but it should function in any browser.

How to Log In:

- From the GSEP website, www.gsep.org, click on MY GS in the green tool bar
- Then select “VOLUNTEER TOOLKIT” from the drop-down menu
- You will be asked to sign in and after logging in, you will be asked to select “VOLUNTEER TOOLKIT” once more.
Choose between “TROOP LEADER” and “PARENTS”. Users may need to select a grade level from the dropdown menu.

Daisy, Brownie, Junior, Cadette, Senior, Ambassador, K-5 Multi-Level, and 6-12 Multi-Level all have content in VTK. For leaders, the content is digitally responsive. Families have view only access.
Tabs

Five Tabs Are Visible:

- My Troop
- Explore
- Year Plan
- Meeting Plan
- Resources
The Explore Tab

Using the “EXPLORE” tab, leaders can “SELECT YOUR OWN” (to build/create their own Year Plan) or use the “PRE-SELECTED TRACKS” to jump start the Year Plan for their troop.

Pre-selected Tracks selection

There are options for several badge and journey tracks and some are noted as NEW.
Pre-Selected Tracks have done all the work for you. There are tracks for each Journey, making it even easier to complete a Journey. Badge tracks offer a year plan that includes 5-6 different badges. All pre-selected tracks can be personalized by adding other badges or activities.

“PREVIEW” allows leaders to see what the year plan would look like before selecting it.
At the bottom of the page showing the optional tracks is a link to printable PDFs which also include images of the awards. These can be taken to a meeting to allow girls to make decisions on what they would like to do.
Once a pre-selected track is selected and added to the year plan, the page will look like this:

**BROWNIE BADGE YEAR 3**

Drag and drop to reorder meetings

**MEETING 1**

**BROWNIE INTRO MEETING**
Getting Started
Welcome Parents, Caregivers and Girls.

**MEETING 2**

**JUMP INTO JOURNEYS/BADGES**
Getting Started
Brownies decide what they want to do during their Brownie year.

**MEETING 3**

**ECO FRIEND 1**
Outdoor, Badges 2018-2019
As they begin working on their Eco Friend badges, Brownies practice being kind to nature.

Badge and award visuals let leaders see what the girls will earn and what steps are involved.

**REQUIREMENTS**

**Eco Friend Badge**

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
What if you choose “SELECT YOUR OWN”?

This selection allows a user to search for any badge you would like (regardless of the age level chosen originally). You can search by a badge name or a general key word, for example: Bugs
Filters can also be used to search for badges.

For “BADGES/PETALS”, there will be other options.
When a list of badges/awards are decided on, a leader should choose “SELECT MEETING”. Leaders are also able to select multiple meetings and add them all to their year plan.
The Year Plan Tab

Once a selected track has been chosen or have selected multiple meetings from the badge/award list, the year plan should look like this:

---

**CREATIVE EXPRESSION: A WORLD OF GIRLS**

Drag and drop to reorder meetings

**MEETING 1**
**BROWNIE INTRO MEETING**
Getting Started
Welcome Parents, Caregivers and Girls.

**MEETING 2**
**JUMP INTO JOURNEYS/BADGES**
Getting Started
Brownies decide what they want to do during their Brownie year.

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The next thing a leader may want to do, is update her meeting dates. This is done by clicking on “SPECIFY DATES AND LOCATIONS”.

Here, leaders can choose their meeting start date, indicate meeting time and meeting frequency, and choose holidays to avoid scheduling meetings on those dates.

The meeting location and address can also be added.
Once users create their calendar and location, meetings are updated with dates, times, and locations. In addition, leaders can drag and drop meetings to move them around as needed.

Once Dates are scheduled, leaders can easily click on the meeting date and make schedule adjustments using the calendar widget.
Leaders can add Meeting Plans from the Meeting Plan library as another way to customize their year (e.g. maybe a Brownie troop is working from the Think Like an Engineer Journey Year Plan, but they love the outdoors and want to earn the Hiker Badge).

When a leader selects “ADD MEETING”, the search option will appear, so they can search for other badges/awards. Remember, filters can also be used.

The last option in the Year Plan Tab, is “ADD ACTIVITY”.
Currently the only option at GSEP is the “CUSTOM ACTIVITY.” Our Activity Registrations are via the Program/Event Registration System.

Leaders can “ADD ACTIVITIES” to their Year Plan such as troop field trips.

Now activity is in the year plan calendar.
The Meeting Plan Tab

Leaders can also get to the “MEETING PLAN” Tab by clicking on a meeting in your “YEAR PLAN”.

This is what the top of the “MEETING PLAN” page looks like when in a meeting:

Girls look at the circles, or “worlds” they belong to.

CATEGORY: A World of Girls
There are four sections to a “MEETING PLAN”.

Let’s look at each section....

“PLANNING MATERIALS” Section:
The “MEETING OVERVIEW” gives a high-level overview of the entire meeting at a glance for the leader.
The “ACTIVITY PLAN” is the “meat” of the meeting. It includes turn-key step-by-step instructions for the leader to facilitate the meeting (“say this...” for example). Outcomes language is embedded in the Activity Plans!

### PLANNING MATERIALS
- Meeting Overview
- Activity Plan
- Materials List

### ACTIVITY PLAN

#### Activity 1: As Girls Arrive

**Materials**
- Paper
- Pens, pencils, markers
- Picture Books and/or comic books

**Steps**
As girls arrive, have them sit down and draw one of the characters they met in story they may have been thinking about. Or, instead, girls can look through the books and find characters they like.

#### Activity 2: Opening Ceremony: Girls in My World

**Materials**
- None

**Steps**
Girls gather in a circle.

**SAY:**
- Let’s each name one thing you like to do with other girls, whether one friend, member of larger group of girls.

When you’ve gone around the whole circle, **SAY:**
The “MATERIALS LIST” lists all the materials needed for the meeting in one place.

**MATERIALS LIST**

**Activity 1: As Girls Arrive**

**Materials**

- Paper
- Pens, pencils, markers
- Picture Books and/or comic books

**Activity 2: Opening Ceremony: Girls in My World**

**Materials**

- None

**Activity 3: Team Passport**

**Materials**

- Art supplies - paper, cardboard boxes, markers, crayons, colored pencils, glue, glue sticks, whatever you have at hand or is easy to get! Bring something to cover the table with (wipes, paper towels, etc.).

**Activity 4: Overlapping Worlds**

**Materials**

- Five or six jump ropes (or more, depending upon the size of your troop)
Each Meeting Plan comes with a templated email that is customizable. This will help the troop leader to easily communicate with parents about what their girls are working on in Girl Scouts and the value of the GSLE. Also, it’s an opportunity to encourage and increase family involvement.

**MANAGE COMMUNICATIONS**

<table>
<thead>
<tr>
<th>Edit/Sent Meeting Reminder Email</th>
<th>Record Attendance &amp; Achievements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(0 present, 0 achievements)</td>
</tr>
</tbody>
</table>

**REMINDER EMAIL**

Reminder Meeting #4 Fri Oct 19, 2018 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 2-Brownie Meeting #4 Fri Oct 19, 2018 04:00 PM - 05:30 PM

Hello Girl Scout Families,

Here are the details of our next meeting:

**Date:** Fri Oct 19, 2018 04:00 PM - 05:30 PM

**Location:**

**Topic:** Hear a Story Award pt. 2

The Brownies see how they belong to many circles, or worlds, of girls.

- Explore how stories of women and girls often hold clues about actions they can take to make the world better.
- Earn their Hear a Story Award
Leaders can track meeting attendance and awards earned for each meeting too!

### MANAGE COMMUNICATIONS

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<tbody>
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<td></td>
<td>(0 present, 0 achievements)</td>
</tr>
</tbody>
</table>

### ATTENDANCE AND ACHIEVEMENTS

**Hear a Story Award pt. 2**

<table>
<thead>
<tr>
<th>Name</th>
<th>Attendance</th>
<th>Achievement Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>JESSIE MORALES</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>JESSICA BEARD</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>TESTG25APRIL TEST</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>VICTORIA MAY</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>ALYSSA MANI</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>CANDICE BURTON</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>
“MEETING AIDS” Section

Under the Meeting Aids section in the Meeting Plan, leaders will find all the tools that are referenced throughout the Activity Plan and in the Materials List for that specific meeting, such as links to videos, activity handouts, and more!

Leaders can also add other Meeting Aids.
Meeting Agendas are pre-populated with agenda items that correlate to the Activity Plan (the step-by-step instructions). Leaders can drag and drop agenda items if he/she would like to change their order.

Leaders can add their own agenda items and personalized details or notes that pertain to the meeting under Meeting Notes at the bottom of the agenda.

Agenda items should be clicked on to See more details.
A Leader can also adjust the timeframe needed for each activity, he/she can delete an agenda item altogether, or he/she can add completely new agenda item.

If a user selects to delete an agenda from the meeting it also removes the supplies from the Materials List and the activity from the Activity Plan.
The My Troop Tab

Here troop leaders can:

• Access their troop roster
• Manage girl and family contact information (email, phone, address)
• View girls’ date of birth
• Communicate directly with parents individually or as a group via email (although you can’t see the email icons/links in the demo environment).
• This is also where the tracked attendance and awards earned for each girl appear and leaders can download that info into an excel doc.
• Renew Now button appears when eligible for renewal, goes away when she’s active/renewed for the year

Click on “UPDATE CONTACT INFO” to be taken to the MYGS Roster to update information or renew membership.
The Resources Tab

On the Resources tab, leaders and families can access GSUSA and local council resources for a specific grade level under topics such as: Family Hub, Camp and Outdoors, Training, and Safety.

Grade levels are at the top. Click on an age level top see appropriate age level resources.
Help and Tips

On most pages, especially in your year plan or meeting plans, you will see three options in the right corner. Leaders can print, download, and receive help tips in the VTK.

Throughout the VTK, there will be a bar on the right side to access the “VTK Help Menu”.

Leaders can take a “GUIDED TOUR” as well.
The “GUIDED TOUR” will walk you through everything step by step.
While in the VTK, should you open a separate box, be sure to close out of it or you will be taken back to the beginning page.

Most “MEETING AIDS” will open in a separate tab or window in the browser.

**Congratulations!!**

You are now an experienced VTK User!

The VTK will make planning and running your meetings easier so you can spend more time doing what you do best, working with the girls!

If you need any further assistance, please email memberservices@gsep.org and put “VTK help” in the subject line. You can also watch our VTK training video on our website, www.gsep.org.