

**The Volunteer Toolkit (VTK) is our on-line resource to help leaders access Girl Scout meeting plans and badge requirements, and to manage their troops!  
Learn how to use it by participating in this fun scavenger hunt!**

## **Volunteer Toolkit Scavenger Hunt**

Use the VTK Demo site for this: <http://vtkdemo.girlscouts.org/content/girlscouts-demo/en.html> ;  
password: VTKDemo253

**Choose to view Brownie Level as a Troop Leader, then:**

- What is the date of birth of the first girl listed on the **My Troop** tab:  
\_\_\_\_\_
- On the **Explore** tab, view the **Pre-Selected Tracks** and select a **Year Plan** of your choice
- On the **Year Plan** tab, set up your calendar (Hint: click on **Specify Dates and Locations**)
- On the **Year Plan** tab, add a STEM badge meeting from the Meeting Library (Hint: click on **Add Meeting**), then drag and drop the meeting to be your third meeting of the year.
- From the **Year Plan** tab, when you click on the date of the new STEM badge you added, what are you able to do:
  - Change the meeting date?      Yes      No
  - Change the meeting time?      Yes      No
  - Delete the meeting?      Yes      No
  - Change the meeting location?      Yes      No
- Find a meeting with a **Meeting Aid**. What is the name of the **Meeting** and **Meeting Aid** you found: \_\_\_\_\_
  
- Lengthen the closing ceremony from 5 min to 10 min. (Hint: scroll to the bottom of the agenda of a **Meeting Plan**)
- On the **Year Plan** tab add a field trip (Hint: click on **Add Activity**)
- On the **Meeting Plan** tab, replace the first meeting with a different meeting (Hint: click on **Replace this Meeting** and select something from the meeting library)
- Open a "**Reminder Email**" from a Meeting to tell parents what to expect. What does the "Subject" line say: \_\_\_\_\_
- Switch the order of two activities on any **Meeting Agenda** (Hint: drag and drop)
- Go into any **Meeting** and add a customized agenda item (e.g. Celebrate Sally's birthday)
- Explore the **Resources** tab to find the Outdoor Progression Chart. Is the 3<sup>rd</sup> step in the chart Meet Out, Move Out or Explore Out? \_\_\_\_\_

Still have questions? Register for the Volunteer Toolkit Video Tutorial to go through VTK step by step, or email us at [memberservices@gsep.org](mailto:memberservices@gsep.org) (list "training" in the subject line).