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:

- o What is the date of birth of the first girl listed on the My Troop tab: _____

- o On the Explore tab, view the Pre-Selected Tracks and select a Year Plan of your choice
- o On the Year Plan tab, set up your calendar (Hint: click on Specify Dates and Locations)
- o 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.
- o From the Year Plan tab, when you click on the date of the new STEM badge you added, what are you able to do:
    - o Change the meeting date?   Yes   No
    - o Change the meeting time?   Yes   No
    - o Delete the meeting?   Yes   No
    - o Change the meeting location?   Yes   No
- o Find a meeting with a Meeting Aid. What is the name of the Meeting and Meeting Aid you found: _____

- o Lengthen the closing ceremony from 5 min to 10 min. (Hint: scroll to the bottom of the agenda of a Meeting Plan)
- o On the Year Plan tab add a field trip (Hint: click on Add Activity)
- o 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)
- o Open a "Reminder Email" from a Meeting to tell parents what to expect. What does the "Subject" line say: _____
- o Switch the order of two activities on any Meeting Agenda (Hint: drag and drop)
- o Go into any Meeting and add a customized agenda item (e.g. Celebrate Sally's birthday)
- o Explore the Resources tab to find the Outdoor Progression Chart. Is the 3rd 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 (list "training" in the subject line).