girl scouts

VOLUNTEER TOOLKIT USER GUIDE:

Caregiver/Parent

Updated: Summer 2022

The Volunteer Toolkit (VTK) is your digital key to all the amazing things your girl will experience this year! With this step-by-step guide, you'll stay up to date with your girl's achievements and discover how you can make an impact!
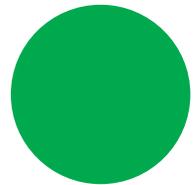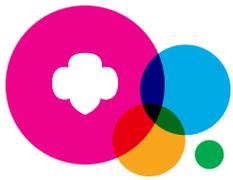
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Who Has Access

SERVICE UNIT VOLUNTEERS

Volunteers who hold the following service unit roles are granted access: Leader Support Manager (LSM), Membership Support Manager (MSM), and Program Support Manager (PSM).

TROOP LEADERS & ASSISTANT TROOP LEADERS

Active volunteers registered for the current Girl Scout membership year in a troop leadership role. Volunteers in this role have full access to all VTK functionality.

TROOP TREASURERS

Active volunteers registered for the current Girl Scout membership year as the troop treasurer role. They have read-only permission for the meeting schedule, agendas, and resources.

CAREGIVERS OF GIRL SCOUTS IN A TROOP

Each primary caregiver has access to see their troop's VTK account. They have read-only permission for the meeting schedule, agendas, and resources. (Caregiver accounts can only be accessed if the troop leader has set up a year plan.)

CAREGIVERS OF GIRL SCOUTS NOT IN A TROOP (JULIETTE/INDIVIDUALLY REGISTERED GIRL MEMBERS)

Each primary caregiver of a currently registered Girl Scout who is not part of a troop will get troop leader-like access with their girl(s). Access is granted through the council based on confirmation of individually registered status.

TIP: *If you hold multiple roles,* you'll have a Volunteer Toolkit account for each—all under one login! Look for the grey dropdown box in the upper left-hand corner of your screen to navigate between accounts.
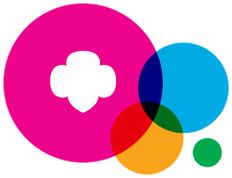
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Where To Find the Volunteer Toolkit

The Volunteer Toolkit (VTK) can be used from any computer, tablet, or smartphone with internet access.

1. Go to our website, **www.gsnorcal.org**, and click the **MyGS** link at the top of the screen.

2. Log in using the username and password you created when you set up your Girl Scout member account.

3. Once logged in, click **My Account** in the upper right-hand corner of your screen.

4. Select **Volunteer Toolkit** from left side menu.
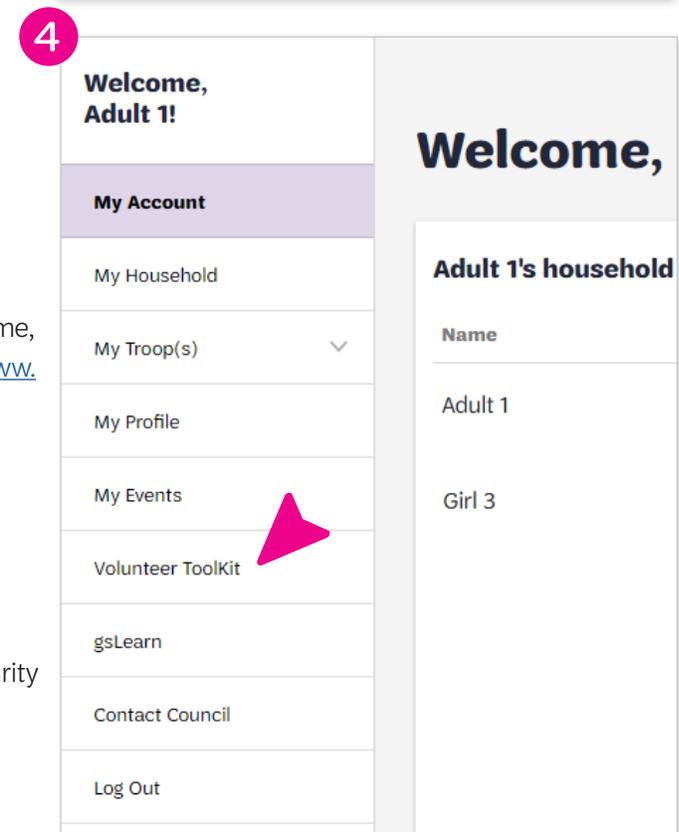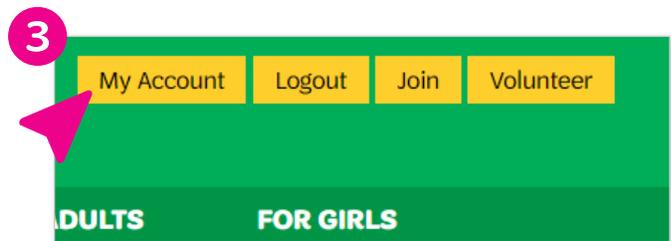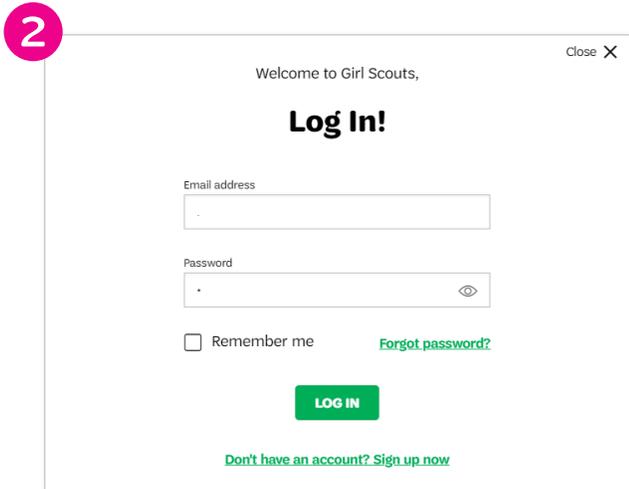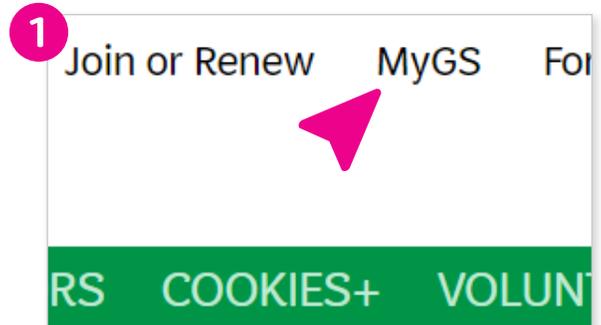
VTK Troubleshooting

For best results, use a VTK-friendly browser such as Chrome, Firefox, or other browser with a cleared cache and visit www. gsnorcal.org.

NOTE: *Avoid using Internet Explorer.*

Steps to resolve VTK access issues on a desktop/laptop

▶ Clear browser cache and browsing history

▶ Ensure cookies are enabled

▶ Add cdns.gigya.com as a safe URL to any privacy/security extensions or settings on your device and/or browser

▶ Still need assistance? Contact member services at info@gsnorcal.org or call 800-447-4475, ext. 0.
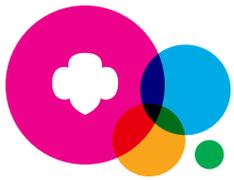
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Navigating the Volunteer Toolkit

Welcome to the Volunteer Toolkit! Your girl is about to take part in tons of exciting activities and new experiences this year—and we've outlined everything you need to know to keep up with the fun.

The Volunteer Toolkit is divided into tabs to help you see what's happening in your troop meetings. If you're on a computer, you'll see the **GREEN TABS** across the top of your browser window.

You'll also find exciting Girl Scout partnerships and promotions in the rotating banners at the top of your screen. Tired of seeing them? Just click the "X."

Mobile users will see a grey dropdown menu at the top of their screen, with tabs beneath.

Before we get started: The caregiver/parent view of the VTK only works if the troop leader has set up a year plan. If they haven't, when you log in you'll see this message: *Hello! Your girl's troop leader has not yet set up the troop's year plan. Please contact the troop leader for more info on their use of the Volunteer Toolkit.*

First-Year Troop Leader Experience

The First-Year Troop Experience supports new leaders with additional guidance to get them acquainted with the Volunteer Toolkit. After logging in, you'll be prompted to follow a guided path with recommended steps to simplify your onboarding process.

For Caregivers: simply click "I am not a troop leader" to bypass this process.
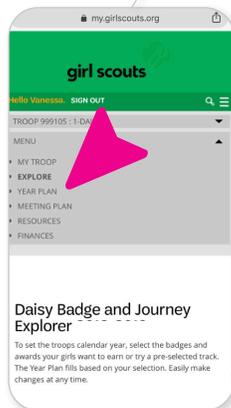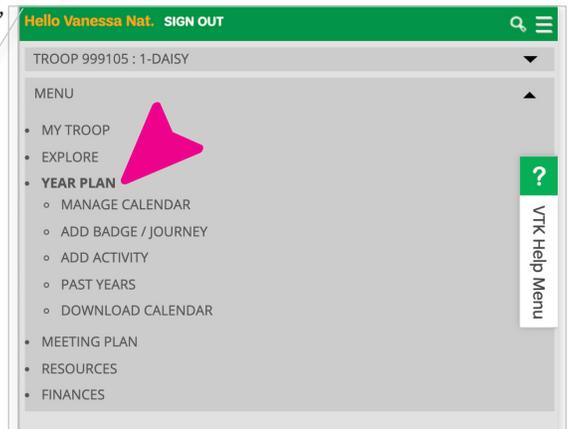
TIP: *Print – Download – Help*

You'll notice these three icons on almost every page of the VTK.

Print your current screen by clicking the green printer icon.

Download calendar appointments, pages, or resources by clicking the green down-arrow bracket icon.

Seek out additional **help** by clicking the green question mark icons

OR

by clicking the binoculars next to **Take a Guided Tour** *(Troop Leader Experience).*

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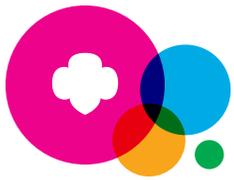
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MY TROOP ▶

Here you will find information for your Girl Scout(s) and their achievements. Click the green arrow next to each name to expand and see each girl's personal information, plus a snapshot of achievements and attendance.

From this tab, you can also see the images of any achievements she's earned, download and print a report with her achievement and attendance information, and renew membership.

Troop Leaders will see all of this information for all girls in the troop.

TIP: Each July, the Volunteer Toolkit resets and archives your year plan. Renewed members will still be able to view the plan through the green Past Years link, for the last 3 years. **Note that achievement and attendance records do not archive; please download a copy of this information for your records.**


YEAR PLAN ▶

From this tab, you can view meeting dates/locations/topics and preview badge requirements.

The dates that are in **green**, **yellow**, or **gray** are all regular Girl Scout meetings. Yellow represents the next meeting, and grey shows that a meeting has passed.

Throughout the year, you'll sometimes see **orange bars** that notify you of council-wide events, Girl Scout shop promotions, and other important dates.

On the **YEAR PLAN** tab, you might also see other types of events and activities that your troop is planning to participate in. These will show up in **blue** on your year plan and represent special events outside of the regular meetings. Click them to find out any details your troop leaders have shared.

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MEETING PLAN ▶

Get the scoop on any meeting throughout her troop year! Here you'll find details like suggested scripts, material lists, printable meeting aids, and a dynamic meeting schedule. From this tab, you can also find the location for a specific meeting (whether it be virtual or in person).

Miss a meeting? You can see what your girl missed and work with her to make up any award requirements.

PLANNING MATERIALS: High-level resources show you from start to finish what your girls will achieve during the meeting, activity plan, and the meeting aids plus the materials needed (Material List).

MEETING PLANNER: Here you'll find instructions and details for each activity, needed materials, time it takes to complete, and recommended sequencing. You will see activity choices as well but won't be able to make choices. Only the Troop Leader has those permissions.

MEETING AIDS: These documents, videos, and links are the leg up you need to complete the activities in each meeting! Some are geared toward the adult supporting the meeting, and some are for girls completing the activities. You can find more information on how to use these resources in the Activity Plan.

ADDITIONAL RESOURCES: Take your meeting topic to the next level with these additional resources! These include videos, documents, or suggested events that go beyond the required steps for a badge or award, and they can help your girls do a deeper dive into the content they're most excited about. Here you'll also find links to the Girl Scout Shop to purchase printed award booklets or the awards themselves.
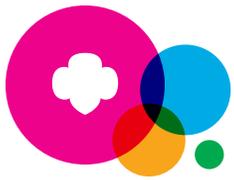
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RESOURCES ▶

The **RESOURCES** tab has tons of information to help you support your girl throughout her Girl Scout year! You'll find helpful tools to show you where to put badges and pins on her uniform, explore awards she might be interested in earning, and even see the exciting things that await her as she progresses in Girl Scouting.

From this tab you can also gain access to the Girl Scout Shop from each program level, download reference documents for all the awards a Girl Scout can earn, and explore tips for troop leaders and other roles. All user types can see this tab and interact with it in the same way.

Questions?

Looking for more Volunteer Toolkit support? Check out the GSNorCal VTK Webpage where we have gathered all the resources you need to learn more about the badges and Journeys available and get the latest news, information, and resources. Contact Member Services at info@gsnorcal.org or call 800-447-4475, ext. 0 for additional assistance.