



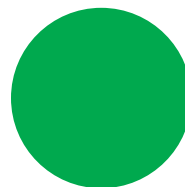
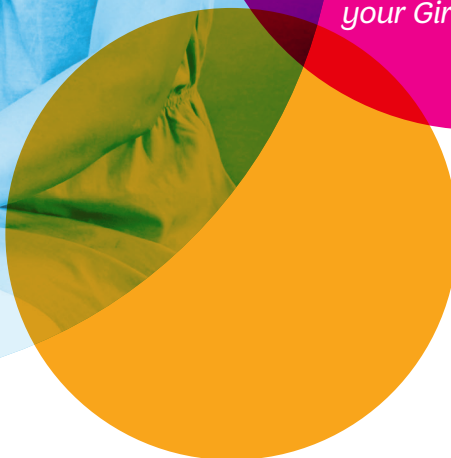
## VOLUNTEER TOOLKIT USER GUIDE:

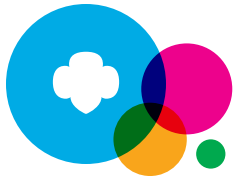
# Troop Leaders & Assistant Troop Leaders

Updated: Summer 2022



*The Volunteer Toolkit (VTK) is your official source for delivering easy, fun troop meetings year-round! With this step-by-step guide, you can start your troop year strong and spend more time adventuring with your Girl Scouts!*





# VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader

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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)

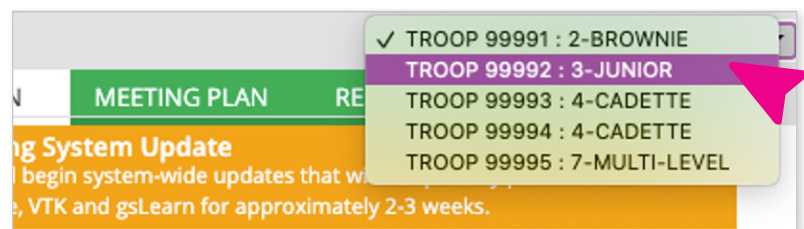
Each primary caregiver of a currently registered Girl Scout who is not part of a troop will get troop leader-like access with their girl(s). Access is granted through the council based on confirmation of individually registered status.

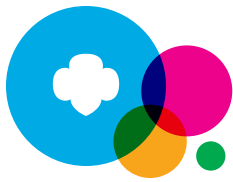
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First published in 2019 by  
Girl Scouts of the United States of America  
420 Fifth Avenue, New York, NY 10018-2798  
[www.girlscouts.org](http://www.girlscouts.org)

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



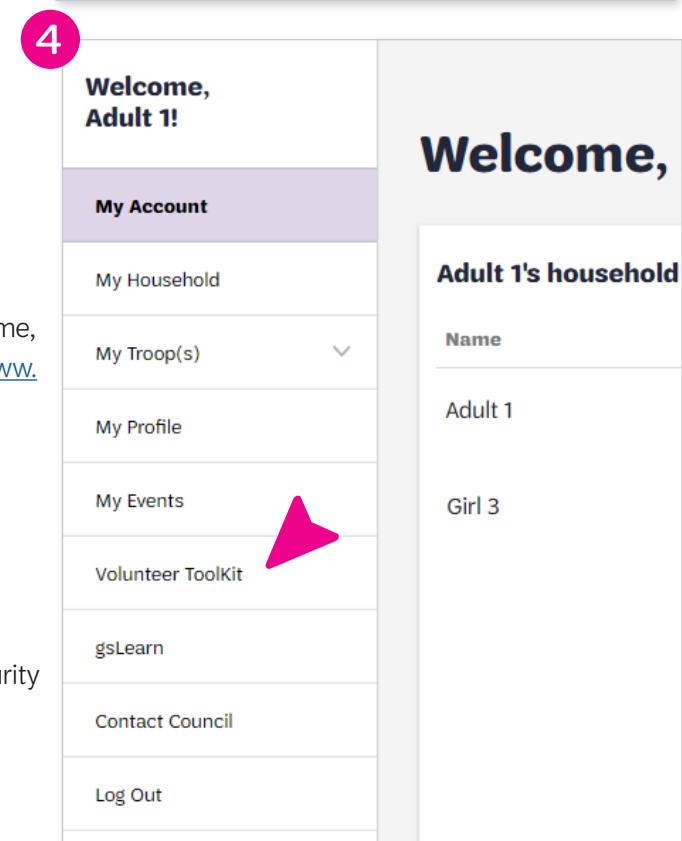
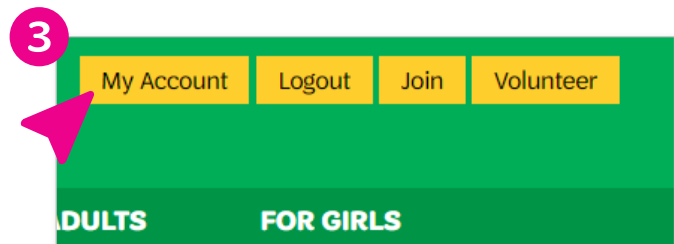
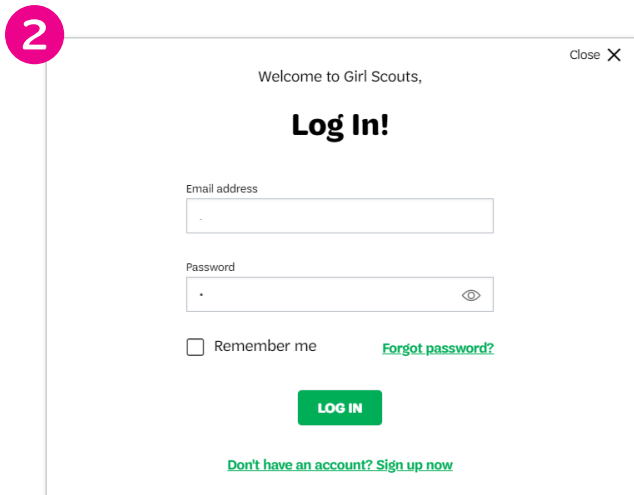
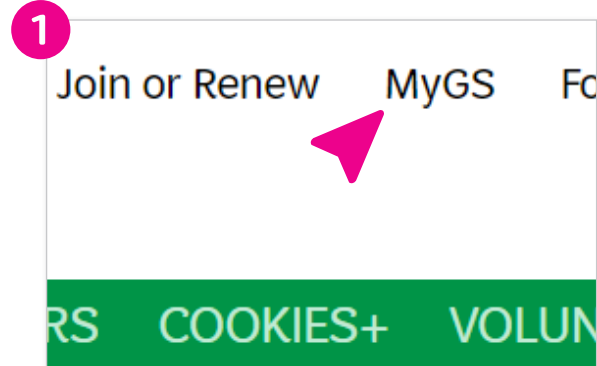


# VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader

## 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](http://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.



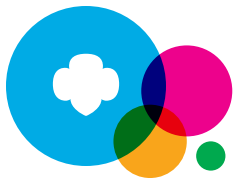
## VTK Troubleshooting

For best results, use a VTK-friendly browser such as Chrome, Firefox, or other browser with a cleared cache and visit [www.gsnorcal.org](http://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](http://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](mailto:info@gsnorcal.org) or call 800-447-4475, ext. 0.

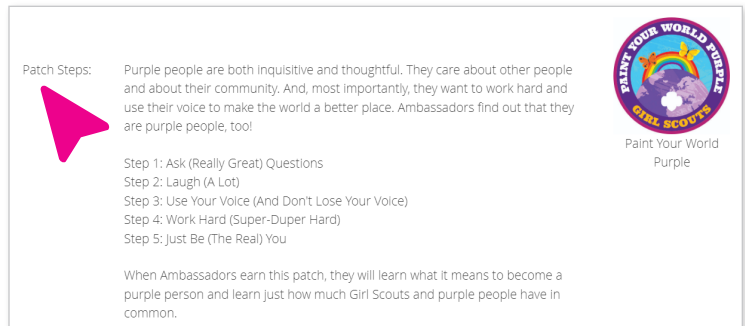


# VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader

## LOOK WHAT'S NEW!

### More than Just Badges...

Starting this Spring, more than just badges and Journeys were available in the Volunteer Toolkit. Programs such as Paint Your World Purple were released, and we needed to update some terminology to match! Now you'll see "patch steps," "patch requirements," along with Award, Challenge, Service Project and much more! Our program team is working hard to bring more types of content to the VTK..



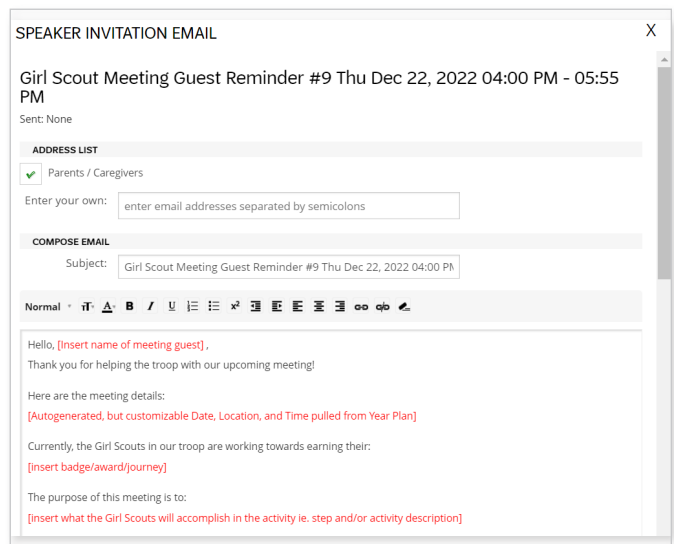
Patch Steps:

- Step 1: Ask (Really Great) Questions
- Step 2: Laugh (A Lot)
- Step 3: Use Your Voice (And Don't Lose Your Voice)
- Step 4: Work Hard (Super-Duper Hard)
- Step 5: Just Be (The Real) You

When Ambassadors earn this patch, they will learn what it means to become a purple person and learn just how much Girl Scouts and purple people have in common.

### Speaker Invitation - Email Template

We know our leaders aren't experts on everything, and the badges available span a wide range of topics. To support our volunteers in asking for help and inviting experts into their troop meetings, we've built a template they can use to invite subject experts to their troop meetings. They can customize the body of the email, but we start with some prompts to get them started. They can also attach meeting aids that might be helpful for the speaker to use or see in advance to prepare.



### Updates to My Troop

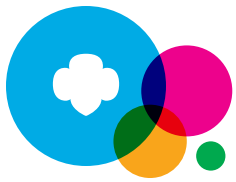
We know the My Troop tab is the one stop shop to all things related to the members of your troop. We're updating the information you have access to on this tab to be even more useful.

- ▶ A member's grade has been added under their Age.
- ▶ Contact and photo preferences have been added and pull directly from their record in MyGS.
- ▶ Issues with phone numbers, emails and secondary contact information have been addressed so that information is filled consistently and accurately.

### Explore Even More, Without Resetting!

The Explore tab is your place to find detailed Meeting Plans before you add them to your Year Plan and to find out the time-saving packages of meetings we've already grouped based on providing variety or a specific program topic. Starting Summer 2022, keep coming back to the Explore tab to add to a year plan WITHOUT resetting it! We've separated the ability to delete (previously known as resetting) from the Explore tab so you can mix and match individual meetings or mix and match groups of meetings to save you time and effort.

Check out [New Badges and Journeys](#) to see the latest badges, Journeys, and awards available in the VTK.



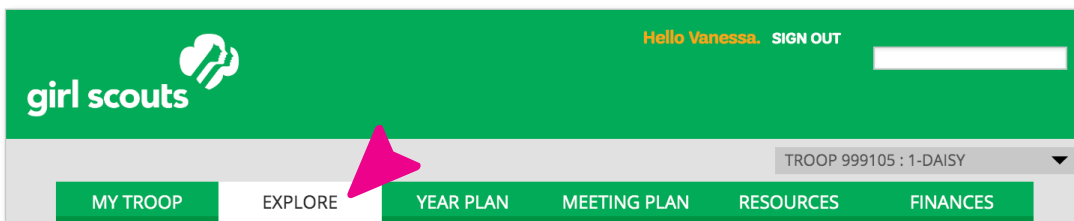
# VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader

## Basic Navigation

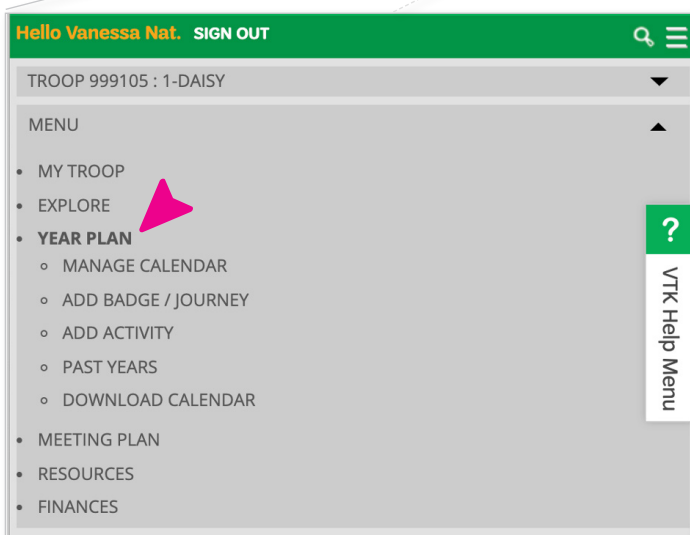
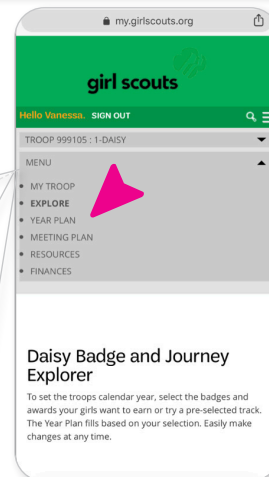
Welcome to the Volunteer Toolkit! We've outlined everything you need to know to get started and have the best troop year ever!

The Volunteer Toolkit is divided into tabs that each have unique tools to help you plan your troop year and manage each meeting. 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 drop-down menu at the top of their screen, with tabs beneath.



### 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.



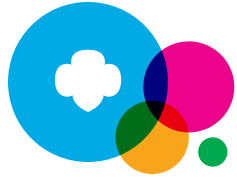
Seek out additional **help** by clicking the green question mark icons



OR



by clicking the binoculars next to **Take a Guided Tour**.



# VOLUNTEER TOOLKIT USER GUIDE:

## Troop Leader & Assistant Troop Leader

### MY TROOP

This tab houses your complete girl roster along with each girl's family contact information. Click the **green arrow** next to each name to expand and see her personal information and a snapshot of achievements and attendance.

From this tab you can also:

- ▶ Email caregivers
- ▶ Download and print a troop roster with achievement and attendance information
- ▶ Renew memberships
- ▶ Customize the page with a troop photo

#### NOTES:

- ▶ Access your **other troops** from the drop-down menu at the top of your screen.
- ▶ **Caregiver users and individually registered girl users** will only see their own Girl Scout information.
- ▶ **Demo users** will see sample information for placement only, which is not tied to any specific troop or girl.

### EXPLORE

You'll find all the exciting options for your troop year in the **EXPLORE** tab. You'll be able to:

- ▶ Browse prebuilt tracks of badge and Journey activities based on your troop's program level
- ▶ Browse individual badges and meeting types to build a plan from scratch
- ▶ Preview individual badge or award requirements
- ▶ Download or print an overview of each preselected track so you can easily review your options with your girls at your first meeting!

Once you've made a choice, your year plan will be automatically populated. Selecting a year plan is required before other features become available, but don't worry--you can always add, remove, or change your plan as you go, one meeting at a time.

- ▶ **Caregiver users and troop treasurers** will not see the Explore tab.

### YEAR PLAN

From this tab you can:

- ▶ Schedule meetings
- ▶ Set meeting dates and locations
- ▶ Add or swap badges, Journeys, or awards
- ▶ Add custom activities
- ▶ Preview badge and Journey requirements
- ▶ View previous years and important dates from your council.

Setting up your year plan allows caregivers to see their side of the VTK, too!

For a walk-through of all the tools at your fingertips, click "Take a Guided Tour" on the **YEAR PLAN** tab.

- ▶ **Caregiver users and troop treasurers** will see a read-only version of the year plan their troop leader has built in the VTK.
- ▶ **Demo users** will be able to see the plan they set up under "Demo-Troop Leader" in Demo-Parent" so they can learn both sides of the system.

### MEETING PLAN

Here you'll find the tools to make each badge, award, meeting, and activity a success. We've provided:

- ▶ Meeting prep information
- ▶ Suggested scripts
- ▶ Materials lists
- ▶ Printable meeting aids
- ▶ Customizable meeting schedule that you can rearrange or add and delete meetings

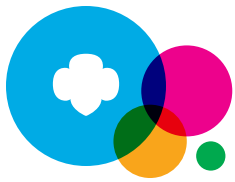
From this tab, you can also:

- ▶ Email families with meeting reminders and information
- ▶ Find virtual meeting resources
- ▶ Track attendance at each meeting
- ▶ Check off completed badges and awards
- ▶ **Caregiver users and troop treasurers** will see a read-only version of the meeting plan their troop leader has added to their year.

### RESOURCES

If you've got questions, you'll find the answers you need in the **RESOURCES** tab. Here you'll find national and local resources by topic, access the Girl Scout shop, and explore tips for leaders. All user types can see this tab and interact with it in the same way.



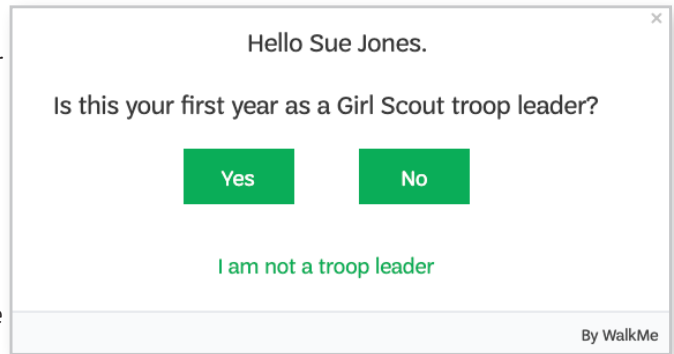


# VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader

## First-Year Troop Leader Experience

New leaders: need help getting started? We've got you. The First-Year Troop Experience supports new leaders with additional guidance to get you acquainted with the Volunteer Toolkit. After logging in and navigating into the Volunteer Toolkit, you'll be prompted answer the question, "Is this your first year as a Girl Scout troop leader?" If you answer "Yes" you will follow a guided path with recommended steps to simplify your on-boarding process.

If you're not a first year Girl Scout troop leader, but would like to see the guided path, click "Take a Guided Tour" on any of the Volunteer Toolkit tabs to see the same guidance that a new leader would.



## Set Up Your Year Plan


The first time you log in to the Volunteer Toolkit, you'll be taken to the **EXPLORE** tab. From here you can visit the My Troop, Resource, or Finance tabs, but **to activate the Year Plan and Meeting Plan tabs** you need to first make a selection to start a year plan, under the Explore tab.

If you aren't seeing the correct grade level for your troop, please contact Member Services at [info@gsnorcal.org](mailto:info@gsnorcal.org).



### Junior Explorer


To set the troops calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make changes at any time.



**Explore Meeting Plans**

Search and filter to preview individual meeting plans to customize a plan all your own.

**EXPLORE MEETING PLANS**



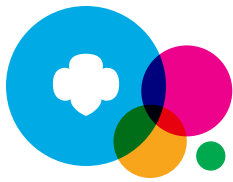
**Pre-selected Tracks**

Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.

**VIEW POPULAR TRACKS**

Want to explore more before setting up a plan? Check out the [Award and Badge Explorer](#) to mix and match badge and Journey choices. Include your Girl Scouts and let them give input as you plan your year.

**TIP:** Quickly access the **Award and Badge Explorer** from the bottom of the tab to mix and match potential award options in a PDF to share and make decisions with your girls. Use this to come back and create a custom plan as unique as your group.



# VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader

## EXPLORE MEETING PLANS

▲ **EXPLORE MEETING PLANS** allows you to build a year plan that's completely customized to your troop's interest! You can mix and match badges, Journeys, and activities that excite your girls. You can also search through all badges and Journeys regardless of your troop's program level.

Use the filters or search for specific meetings and simply check **Select to Add Meeting** next to the badges and Journeys you want to add to your year plan. Once you're finished, click **Add to Year Plan** at the bottom.

**TIP:** Click the badge **Preview** button to see the badge meeting overview, activity plan, materials list, meetings aids, and agenda BEFORE you add it to your year plan. If you like what you see, add it to your Year Plan.

## PRESELECTED TRACKS

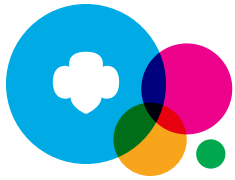
▲ **PRESELECTED TRACKS** are a preset selection of meeting plans for a specific Journey or set of badges. Click **View Popular Tracks**, and from there you can **Preview** each combination of awards. Use the printer icon under each preview to download or print a copy of the Year Plan. Once you've found the right one, click **Select Track** and your year plan will be created.

Once you've made your selection in the **EXPLORE** tab, you'll automatically be taken to the **YEAR PLAN** tab. This is also the tab you'll be brought back to each time you log in.

**TIP:** Click on the badge images to the right. Some meetings will give you an overview of the badge requirements.

Check out [New Badges and Journeys](#) to see the latest badges, Journeys, and awards available in the VTK.





# VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader

## Add Dates and Locations

**CALENDAR:** To continue planning your year, you must set meeting dates for your year plan. What day will your meetings begin and how often will you meet? What time will your meetings generally start?

At the top, click the green **Manage Calendar** link. Using the pop-up widget, select a start date for your meetings to set the order of your meetings. Choose the frequency and a general start time. Don't worry, you can still make changes after this; simply select any combination to get started. Click **Update Calendar** when finished.

Start Date: [Calendar Icon] 04:00 PM biweekly

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

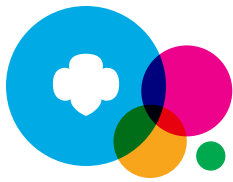
10/14/2019 Columbus Day  
12/25/2019 Christmas Day  
02/18/2020 Washington's Birthday  
07/04/2020 Independence Day  
11/11/2019 Veterans Day  
01/01/2020 New Year's Day  
05/25/2020 Memorial Day

**UPDATE CALENDAR**

Once you've set this up, when you use the **Manage Calendar** link again, you'll notice it looks entirely different! Now you can customize each individual meeting, add the location, or even reset the entire schedule.

Select the [Calendar Icon] to change the date, time, or cancel an individual meeting. You can also group multiple meetings to a single date. Select the [Gear Icon] to use the planning wizard to reconfigure the calendar from that date forward.

[Calendar Icon]	1 Apr 08, 2022 04:00 PM	App Development 1	C	[Gear Icon]
[Calendar Icon]	2 Apr 22, 2022 04:00 PM	App Development 2	C	[Gear Icon]
[Calendar Icon]	3 May 06, 2022 04:00 PM	Coding Basics 1	C	[Gear Icon]
[Calendar Icon]	4 May 20, 2022 04:00 PM	Coding Basics 2	C	[Gear Icon]



# VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader



**EDIT MEETINGS:** Select the **green calendar icon** to the left of each meeting date to change the date or time of that specific meeting. You can also choose to **cancel one or more meetings or combine meetings**. Select the two meetings you'd like to combine, then select the new date that meeting will occur. After you've made any changes, click **Save** and your year plan will be updated.



To the right, you'll see a **green gear icon**. This takes you back to the original view of the **Meeting Date and Location** widget, where you can reset the entire order of your meetings if needed.

**LOCATION:** Now that your dates are set, you can connect an address to each one. If you're meeting in multiple locations, add each address then connect it to the appropriate meeting using the check boxes. Click **Assign** or **Apply** and then close out of the window.

**TIP:** You can also get to the **Meeting Date and Location** widget simply by clicking on a date in your year plan. Change a date quickly or select **See More Calendar Options**.

**OCT 07, 2019 ANIMAL HABITATS 1**  
Change meeting date and time

October 2019 Start Time: 4:00 PM

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**ECO CAMPER 1**  
Outdoor  
Juniors learn how to protect the environment while outdoors and camping.

Buttons: CANCEL, SAVE, Delete Meeting, See more calendar options

CALENDAR
LOCATION

Add, delete or edit locations to assign to your meetings.

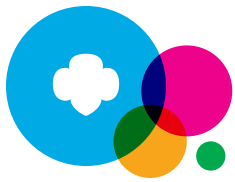
**Fun City Community Center**

124 Park Street

<input checked="" type="checkbox"/> 09/16/2019	<input checked="" type="checkbox"/> 09/30/2019	<input type="checkbox"/> 10/28/2019
<input checked="" type="checkbox"/> 12/09/2019	<input checked="" type="checkbox"/> 01/06/2020	<input checked="" type="checkbox"/> 02/03/2020
<input type="checkbox"/> 03/02/2020	<input type="checkbox"/> 03/16/2020	<input checked="" type="checkbox"/> 03/30/2020
<input checked="" type="checkbox"/> 04/13/2020	<input checked="" type="checkbox"/> 04/27/2020	<input type="checkbox"/> 05/11/2020
<input type="checkbox"/> 06/08/2020	<input type="checkbox"/> 06/22/2020	

**TIP: Virtual Meetings**

Instead of a physical address, you can add links for your virtual meetings here.



# VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader

## Year Plan Tab

The **YEAR PLAN** tab appears first each time you sign in, once your track is chosen. Your typical view will display the following:

**Gray boxes:** Past meetings & activities. Past events cannot be moved or edited.

**Orange bars:** Milestones set by GSNorCal to remind troops of important dates in the Girl Scout year. They may include links to additional information.

**Blue boxes:** Added activities. You can list council, service unit, or troop activities such as cookie booth dates.

**Orange box:** Next meeting.

**Green boxes:** Future meetings. Upcoming meetings can be moved using the bar in front to drag and drop into a new place.

**TIP: View Past Year Plans - Each July the VTK resets.** Your year plan will be archived and you'll no longer be able to make changes. Renewed members will still be able to view plans through the green **Past Years** link, for the past 3 years. **Achievement and attendance records DO NOT archive.** Troop leaders and caregivers can download a copy for records.

ADD A PETAL, BADGE OR JOURNEY

Search to Add a Petal, Badge or Journey Meeting

Search for a badge or journey award by name

Or Use Filters

1. Select your Girl Scout Level(s)

Daisy  Brownie  Junior  Cadette

Senior  Ambassador  Multi-level

2. Select the type of meeting plan you want

Award Earning  Badges Petals  Closing/Bridging  Intro/Family Meeting

Journey

3. Select your categories

It's Your Planet - Love It  It's Your Story - Tell It  It's Your World - Change It  Outdoor<sup>new</sup>

STEM<sup>new</sup>

CANCEL VIEW LIST

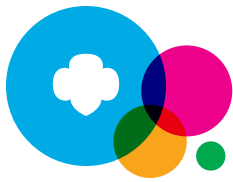
## Add Badges, Journeys, and Awards

Girl Scouts are ready for whatever comes their way—and that includes changes in meetings or their year plan. Start by using the green **Add Badge/Journey** link at the top of the year plan or the **Search to Add Meetings** at the bottom of the year plan.

Use the search feature or filters to sort through available meeting types and choose which ones to add to your year plan. Meetings already in your plan will be clearly marked.

Once you've made your selections, click **Add to Year Plan**. Get tips on [choosing and customizing your year plan](#).

**TAKE NOTE:** meeting titles with numbers at the end are part of a series and you'll want to add all of them to meet the requirements for the award.



# VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader

## Add Activities to Your Year Plan

Meetings and badges are only one part of a go-getting Girl Scout's troop year! You can add things like field trips, service projects, or cookie booth sales to your year plan as well. Any activity you add will appear in blue and show up chronologically.

At the top of the year plan, click **Manage Activity**.

**CUSTOM ACTIVITY:** Add your activity name, date, time, location, and details to your year plan. Remember: caregivers will see this information too, so be sure event details are clear and any special instructions are included here.

MY TROOP   EXPLORE   **YEAR PLAN**   MEETING PLAN   RESOURCES   FINANCES

Manage Calendar   Add Badge / Journey   **Manage Activity**   Delete Plan   Past Years   [Print]   [Download]   [Help]

**CUSTOM ACTIVITY**   COUNCIL ACTIVITY   MANAGE ACTIVITIES

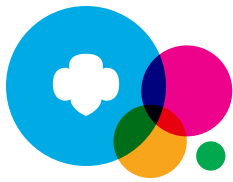
Activity Name   mm/dd/yy   [Calendar]   04:00   PM   06:00   PM

Location Name   Location Address

Cost   Activity Description

**ADD ACTIVITY**

**COUNCIL ACTIVITY:** GSNorCal does not use this tab. You can view all GSNorCal's Activities and events on GSNorCal's website, under *Events*, click on [Events Calendar](#) or go to [events.gsnorcal.org](https://events.gsnorcal.org)




# VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader

## Tools for Planning Your Meeting

Set yourself—and your troop—up for success at each meeting! The **MEETING PLAN** tab has a robust collection of tools and information to help you plan an engaging meeting every time.

If at any time you want to **replace** or **delete** an entire meeting, just use the respective links at the top of the meeting plan.

Don't forget, if at any time you want to download or print your year plan or meeting plan, look for the  icon throughout the page.

**MEETING LOCATION:** Click here to add your meeting location, or if you've already added one, you'll see it linked here. Click the link to access URLs, or get directions to physical locations.

**STEPS:** Quickly see the high-level view of what it takes to earn a specific badge or award. You'll see how these steps connect later in the activities, where you'll see subtext showing which activity fulfills which step.

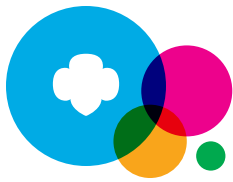
**PLANNING MATERIALS:** High-level resources show you from start to finish what your girls will achieve during the meeting (Meeting Overview), what you'll do and say (Meeting Plan), the meeting aids plus the materials you'll need (Material List), and virtual meeting resources (Virtual Meeting Planning).

**MANAGE COMMUNICATIONS:** Send templated emails to caregivers to remind them of meetings and keep them up to date on what's happening. Use the Speaker Invitation to bring guests to your meeting and prepare them ahead of time with relevant information for the badge or award you're working on. Emails are pre-populated with relevant meeting information, but you can customize them based on your needs. You can even attach meeting aids or other relevant documents from your council website at the bottom of the screen before sending.

**ATTENDANCE AND ACHIEVEMENTS:** Here you can also record attendance and achievements. Use the check boxes to mark who's at the meeting—and if it's a meeting where you're finishing a badge or award, you can mark that too.

You can see the full picture of what a girl has earned on the **MY TROOP** tab, with the option to download the report.

The screenshot shows the 'MEETING PLAN' tab selected in a navigation bar. Below the navigation bar, there are links for 'VIEW YEAR PLAN', 'REPLACE THIS MEETING', and 'DELETE MEETING'. The main content area displays the meeting title 'MEETING : DIGITAL MOVIE MAKER 1' and the date 'FEBRUARY 16 04:00 PM'. Below this, the location is listed as 'Zoom zoom.us'. The 'Badge Steps' section lists five steps for earning the 'Digital Movie Maker' badge. At the bottom, there are two columns of planning tools: 'PLANNING MATERIALS' (Meeting Overview, Meeting Plan, Materials List, Virtual Meeting Planning) and 'MANAGE COMMUNICATIONS' (Edit/Send Reminder, Edit/Send Follow-Up, Edit/Send Speaker Invitation, Record Attendance & Achievements).



# VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader

**MEETING PLANNER**

4:00 Opening Ceremony 00:10

4:10 Select an activity 00:40

- Connect with a Local Expert to Learn Filming Basics
- Take a Class
- Teach Yourself!

4:50 Select an activity 00:30

- Share a Scene from a Book in the Public Domain
- Share a Cause
- Share a Family Story

5:20 Choose Your Activities 00:05

5:25 Closing Ceremony 00:05

1:30

**+ Add to Meeting**

**MEETING AIDS (3)**

Sort By  
FileType

- Activity Choice Descriptions**  
activity resource
- Tips for Working with Girls at Different Levels**  
volunteer resource
- Girl Scout Promise and Law**  
promise and law

**+ Add Meeting Aids**

**ADDITIONAL RESOURCES**

- Digital Games**  
activity material
- Adapt Badges and Journeys**  
volunteer resource
- Benefits of a Multi-Level Troop**  
volunteer resource

**+ Add Additional Resources**

**Your Opinion Matters!** Help us improve this meeting. **TAKE SURVEY**

**MEETING NOTES**

**Add A Note**

**MEETING PLANNER:** Here, you'll find instructions and details for each activity, opening and closing activities, materials needed, time it takes to complete, and the recommended sequencing. There are lots of ways to customize your meeting agenda:

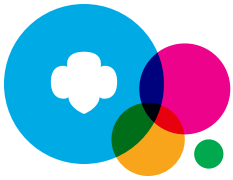
- ▶ Select your activity choice for each step.
  - ▶ Drag and drop activities to reorder.
  - ▶ Use the drop-down to change the amount of time allotted for that activity.
  - ▶ Delete an activity by clicking the "X."
- Heads up:** if you accidentally delete a required activity for earning an award, you won't be able to add that activity back without first deleting the meeting.
- ▶ Click **Add to Meeting** to add your own activities!

**MEETING AIDS:** These resources are the leg-up you need for each meeting! Some are geared toward the adult supporting the meeting and some are for girls completing the activities. You can find all meeting aids to add to your meeting by clicking **Add Meeting Aids**. You can find more information on how to use these resources in the Activity Plan.

**ADDITIONAL RESOURCES:** Here you'll find 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. You'll find links to the Girl Scout Shop to purchase printed award booklets or the award themselves. You can **Add Additional Resources** if you have a URL. These materials connect to the Manage Communication email templates, so you can share them with families.

**NOTES:** Add a note at the end of a meeting plan with any important reminders or meeting details for yourself or other troop leaders.





# VOLUNTEER TOOLKIT USER GUIDE: Troop Leader & Assistant Troop Leader

## Resources

The **RESOURCES** tab provides several GSUSA and GSNorCal resources. The resources are grouped by program level and other helpful topics.

**TIP:** Be sure to click on the ► to see additional resources under each section.

MY TROOP EXPLORE YEAR PLAN MEETING PLAN **RESOURCES** FINANCES

## Resources

FROM YOUR COUNCIL ▼

Welcome to the VTK Resources Tab! Select your Program level below to see specific resources just for you.

Can't find what you're looking for? Check out our [GSNorCal webpage](#) , [Forms and Resources Index](#) , [Volunteer Essentials](#), and [Volunteer Learning Portal](#) for more!

Daisy Brownie **Junior** Cadette Senior Ambassador Multi-level

### Junior

- Shop Now!
- Badge & Award Chart
- Uniform Placement
- Badge Explorer
- Badge & Journey Meeting Pl...
- Junior Leader Training

more ►

**TROOP LEADERSHIP**

- Knowing Your Role & Worki...
- New Troop Leader Training
- Troop Resources

more ►

**FAMILY HUB**

- Growth & Support for Your ...
- Family Tips & Volunteer Op...
- Keep Parents & Caregivers I...

more ►

**SAFETY**

- Internet Safety Pledge
- Safety Activity Checkpoints
- Volunteer Essentials: Safety

more ►

## 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](mailto:info@gsnorcal.org) or call 800-447-4475, ext. 0 for additional assistance.