

Volunteer Toolkit

Girl Scouts of Gulfcoast Florida, Inc.

www.gsgcf.org

The Girl Scout Volunteer Toolkit (VTK) is a comprehensive digital tool accessible on your computer, smartphone, or tablet. It is the primary support resource for troop leaders and co-leaders. For volunteers, this resource can replace the hard copy adult leader's guide for Journeys and the Girl's Guide to Girl Scouting. Girls will still use their books to enhance their experience and serve as a memento of their fun experiences.

VOLUNTEER TOOLKIT HIGHLIGHTS

Q: What will I find in the Volunteer Toolkit (VTK) and how does it make managing the troop easier?

A: Five tabs make managing your troop easier!

RESOURCES

- Visit GSUSA's YouTube channel to check out videos on the VTK.
- If you are having trouble, contact our customer care team at 800-232-4475.
- Sign up for or view the Volunteer Toolkit webinars on our website.

1 MY TROOP

Plan and organize your troop year. Find and manage your troop roster. Track attendance and girl achievements.

Send group or individual emails to all parents/caregivers and adult troop members.

Renew annual memberships or edit contact information.

2 YEAR PLAN

Create a calendar of meetings and events that includes badge work, Journeys, council program opportunities, troop trips, and more.

3 MEETING PLAN

Communicate with parents, co-leaders, and troop assistants. Share upcoming information and what the girls have achieved with follow-up emails sent from each Meeting Plan. Make notes in meeting agendas as reminders for the troop leaders and parents.



4 RESOURCES

Find a wealth of resources for leaders and parents from tips & best practices, helpful videos, product sales information, Safety Activity Checkpoints, Badge Explorer, uniform placement, and more, all in one convenient location.

5 FINANCES

Use this tab to track your troop finances and submit your annual finance report to council. Caregivers can view a financial summary of the troop's income and expenses.

CUSTOMIZABLE

Use the VTK in a way that makes sense for your troop. Nothing about Girl Scouts is one-size-fits-all, including the Volunteer Toolkit. Use all that the VTK has to offer or choose the features that best fit the needs of your troop. Multi-level troops may find different benefits from single-level troops.

EXCLUSIVE CONTENT

The VTK is home to some exclusive program content. STEM and Outdoor Journey guides are found exclusively on the VTK. There are options for girls of all Girl Scout grade levels and multi-level troops. Select one of these Journeys as the troop Year Plan or add them to your existing plans.



As your awesome digital tool, the VTK will help you manage your time and your troop. You can use it to renew troop members, communicate with caregivers, plan your year, and track attendance and badges earned. Consider it your digital assistant! Girl Scouts of the USA maintains this resource and will continue to update content and features to better meet the needs of our busy Girl Scout volunteers. Parents/caregivers have access to a read-only view of the toolkit by logging into their MYGS account. They can view meeting plans and troop activities, access some helpful resources such as uniform placement, and make up activities from meetings their girl misses.



IMPORTANT!

You must be a currently registered member of Girl Scouts and have chosen a leader role in your troop. If you meet these criteria, follow the steps below to set up access to the VTK.

1.	Go to our council website: www.gsgcf.org . PLEASE NOTE: The VTK is not compatible with Internet Explorer; you must use Google Chrome or Safari as your browser.
2.	Click on "My GS" (in yellow letters on the right).
3.	Click on "Volunteer Toolkit."
4.	Enter your username. The username is the email we have on file for you. If you have several email addresses and are not sure which one was used, please call customer care at 800-232-4475.
5.	After you log in (use the same password as your Member Profile account) you will see several tabs: My Troop , Explore , Meeting Plan , and Resources .
6.	Click on the "My Troop" tab to review your troop's roster, update contact information, or send an email to the caregivers in your troop.

7.	Click on the "Year Plan" tab and click on "Specify Dates and Locations" (in green under the tab) to create a calendar of future meetings and meeting locations. You can choose to not meet on certain holidays, assign meeting locations, and update this information as the year progresses by adding activities or meeting dates.
8.	The "Explore" tab allows you to "Select Your Own" badges, Journeys, and awards to build your troop year plan, or choose "Pre-Selected Tracks" to provide you with an auto-generated path of badges, Journeys, and awards to kick-start your year. Then you can add troop activities as your troop sets goals and makes plans for exciting adventures. You can also search and register for GSGCF program events.
9.	Once you've chosen a year plan, you can click on the "Meeting Plan" tab to access meeting plans, materials, and communications. Click on the arrow on the right of each meeting header to advance to future meeting plans.
10.	You can use the categories listed or the search feature under the "Resources" tab to find badges and activities that are not part of your scheduled meeting plans and access other grade-level, national, and council resources.

