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!
Who Has Access

SERVICE UNIT VOLUNTEERS
Volunteers who hold a service unit or administrative role and support troop leaders and families in their respective geographical area. Access is granted through the council based on placement in designated support roles.

TROOP LEADERS AND CO-LEADERS
Active volunteers registered for the current Girl Scout membership year in a troop leadership role. There should be at least two volunteers with access to the same troop account in the VTK.

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 and agendas, plus additional 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 (I.E., INDIVIDUAL 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.
Where To Find the Volunteer Toolkit

The Volunteer Toolkit (VTK) can be used from any computer, tablet, or smartphone with internet access. For best results, use a VTK-friendly browser such as Chrome or Firefox with a cleared cache and visit GirlScoutsNebraska.org.

In the upper right-hand corner of your screen, click MY GS. If using a mobile device, click on the hamburger menu to access MY GS.

Select Volunteer Toolkit to log in using the credentials provided by the council.

NOTE: The VTK does not work on Internet Explorer.

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.

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

NOTE: Not all councils have a FINANCES tab.

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 the page or resource by clicking the green down-arrow bracket icon.

Seek out additional help by clicking the green question mark icon OR by clicking the binoculars next to Take a Guided Tour.
Each year,
your troop
must submit your May bank
statement and send it directly
to the council by June 30 or
later. You can report online at any time with
the Finance Tab. You can also
review your options with your
partner and adjust them as you please.
See an overview of all
your troop’s
revenue and expenses.
Preview badge and Journey
requirements before you
add them to your plan.
You can always
add, remove, or change your
plan as you go. Once you’ve
made a choice, your year plan will be
automatically populated. A
year plan is required in the
VTK before other features
become available.

Troop Co-Leader

Volunteer Toolkit User Guide
Set Up Your Year Plan

The first time you log in to the Volunteer Toolkit, you’ll need to start a year plan before you can customize meetings or activities.

If you aren’t seeing the correct grade level for your troop, please contact Member Support at MemberSupport@girlscoutsnebraska.org or by phone at 800.695.6690.

**TIP:** Start your year plan by exploring options under the **EXPLORE** tab.

► **IMPORTANT:** Each time you choose a new year plan from the **EXPLORE** tab, your entire year will be reset. Any activities added, meeting dates, and customizations will be lost. To add badges and Journeys to your existing year plan, use the buttons at the top of the **YEAR PLAN** tab.
BUILD YOUR OWN

allows you to build your year plan from scratch! You can mix and match badges, Journeys, and activities with the interests of your girl(s). Build Your Own also allows you to search through all badges and Journeys regardless of grade level.

Use the filters to sort through all available programming, and the Select Meeting checkboxes to choose which badges and Journeys to add to your year plan. Once you’re finished, click Add to Year Plan at the bottom.

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. 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.
Add Meetings to Your Year Plan

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**.

**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.

**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. However, you’ll still be able to view the plan through the green **Past Years** link at the top of your **YEAR PLAN** tab.

Achievement and attendance records **DO NOT** archive. Please download a copy of this information for your records.
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 or click on your green first meeting box. Using the pop-up widget, set the cadence for your meetings. Don't worry, you can still make changes after this! Click Update Calendar when finished.

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.
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 cadence 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 checkboxes. Click Assign or Apply and then close out of the window.

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.
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. And the Volunteer Toolkit connects to your council website so you can browse and add council events, too. Any activity you add will appear in blue and show up chronologically.

Back at the top of the year plan, click Add 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.

**COUNCIL ACTIVITY.** Search or filter through council events to register and add them to your year plan. **Important:** this feature does not register you for the event, however, it will take you to the program registration website where you can complete registration.

▼ **NOTE:** Not all councils have a COUNCIL ACTIVITY tab.
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.

**PLANNING MATERIALS.** High-level resources show you from start to finish what your girls will achieve during the meeting (1. Meeting Overview), what you’ll do and say (2. Activity Plan), and the meeting aids plus the materials you’ll need (3. Material List).

**MANAGE COMMUNICATIONS.** Send emails to caregivers to remind them of meetings and keep them up to date on what’s happening. Emails are prepopulated 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.

You can also **Record Attendance and Achievements** in this section. Use the checkboxes 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.

**MEETING AIDS.** These documents and videos 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 more information on how to use these resources in the Activity Plan.

**AGENDA.** Wondering how you’ll kick off your meeting’s activities? Here, you’ll find instructions and details for each activity, materials needed, time it takes to complete, and the recommended sequencing. You’ll also find opening and closing activities to round out your meeting.
There are lots of ways to customize your meeting agenda:

▶ Drag and drop activities to reorder in the agenda.

▶ Use the dropdown on an activity to change the amount of time allotted for that activity.

▶ Delete an activity by clicking the “X” to the right of the activity. Just be careful you aren’t deleting a required activity for earning an award!

▶ Click Add Agenda Item at the bottom to add your own activities!

▶ Add a note at the end to remind yourself and/or other troop leaders about important things to remember for each meeting.

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 these icons at the top of the page.

Questions?

Looking for more Volunteer Toolkit support? Contact Member Support at MemberSupport@girlscoutsnebraska.org or by phone at 800.695.6690.
Volunteer Toolkit FAQs

We’ve put together a list of frequently asked questions to help you get started with the Volunteer Toolkit. Don’t see what you’re looking for? Contact our Member Support team at MemberSupport@girlscoutsnebraska.org, or call 800.695.6690.

1. Why can’t I register for programs, camp, etc. through the VTK?
Currently, you can only register or renew membership through the VTK. To do so, visit GirlScoutsNebraska.org and click on “MY GS” from the menu to access the Volunteer Toolkit.
To register for camp, programs, and training opportunities, visit GirlScoutsNebraska.org and select Programs from the main menu. Your login information is the same for both systems.

2. What are some additional resources for multi-level troops?
Multi-level troops can choose any K-5 or 6-12 activities using the “Create Your Own Year” plan.
To merge two meetings from different levels into one meeting time: begin by setting a meeting schedule. Add your desired meetings from another level to the Year Plan tab. Next, open “Specify Dates and Locations” on your Year Plan tab. Click on the Calendar symbol by one of the applicable meetings, select “Combine Meetings” and check the meetings you wish to combine. By clicking “Continue,” you will select the new date for the applicable meetings and save your selection.

3. What is not included in the VTK?
Information on highest awards, bridging, safety awards, and additional badges and awards are not included in VTK. Please refer to the “Girls’ Guide to Girl Scouting.”

4. What can parents/guardians view in the VTK?
Parents/guardians can log in to their own MY GS account and view parts of the VTK but they cannot make any changes. They can view the Year Plan, most of the Meeting Plan, and view and search for Resources.
In the Troop tab, parents can view their girl’s membership and contact details but cannot view other girl’s information.
Parents/guardians can use their online account to make changes to their Girl Scout’s information (contacts, membership, family profile) but cannot make changes to troop information.

5. I don’t have internet access at my home and/or meeting place. How can I access VTK?
You can download and save your VTK plans onto any electronic device with internet capability: laptop, tablet or smartphone. You can also print VTK plans to take with you.
Libraries are a great resource for those without internet access at home – you can print meeting plans or download them onto an electronic device.
6. I am selecting my own Year Plan, can I preview badge requirements before I add it to my Year Plan?

Currently, you can preview all of the new badges added in July 2018 before adding them to your Year Plan. GSUSA is working on adding this function to all the other badges.

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**REQUIREMENTS**

*Cybersecurity Basics Badge*

To earn the Cybersecurity Basics badge, Brownies find out what role technology plays in their lives. They explore how to create layers of security and discover how the internet sends and receives messages. They find out how real-life safety rules apply to the cyber world.

**Step One:** Find out how you use technology

**Step Two:** Discover what your technology can do

**Step Three:** Find out how to create layers of security

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7. I am the troop co-leader. Why am I getting this error message?

This error can occur for many reasons:

- You are not a registered member of the current Girl Scout year and/or not background-screened. You can renew your membership in your Member Profile and our Member Support team can resend your background screen link, if needed.

- You have not renewed your co-leader role. You can renew your role in your Member Profile, or contact Member Support to add additional roles to your account.

- We do not have your current troop meeting information in our registration system. Contact Member Support for assistance.

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8. Why are some of my tabs missing? Why doesn't my screen look like the pictures in this guide?

If you are logging into your VTK using Internet Explorer web browser, you will likely have these issues. The VTK works best in Google Chrome. To download this browser, visit: Google.com/chrome/browser/desktop/index.html

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9. What is the VTK Scavenger Hunt? (see page 15)

We created the VTK Scavenger Hunt as a way for volunteers to show them how easily the VTK is to learn and use! Test your skills with scavenger hunt. If you have any questions you can't answer, give us a call and we're happy to help!
VTK Scavenger Hunt

Instructions: Go to GirlScoutsNebraska.org, select the MY GS tab (right) and click Volunteer Toolkit to login.

MY TROOP tab

☐ Check this box if you see the icon to email your whole troop
☐ Check this box if you see the icons to download and print your troop roster

EXPLORE tab

☐ Select VIEW POPULAR TRACKS and scroll down
☐ Check this box if you see year plans for Badges and year plans for Journeys
☐ Click one green box to PREVIEW a year plan
☐ Select CLOSE PREVIEW
☐ Select CLOSE
☐ If you do not already have a Year Plan set up, select one of the POPULAR TRACK

MY YEAR PLAN tab

☐ ADD BADGE/JOURNEY to your year plan (Here’s how: Select ADD BADGE/JOURNEY at top of the year plan. A box will pop up. Click USE FILTERS to narrow your selection for level, type of meeting, and category. Select VIEW LIST button. Select a meeting (or two) and click ADD TO YEAR PLAN button.
☐ EXTRA CREDIT! Combine meetings (Use the VTK Help Menu to guide you.)
☐ EXTRA CREDIT! ADD ACTIVITY to your Year Plan

MEETING PLAN tab

☐ See MEETING PLAN. The next scheduled meeting in your YEAR PLAN will automatically be selected.
☐ Find how to delete the meeting
☐ Select Meeting Overview, browse, and close out
☐ Selected Activity Plan, browse, and close out
☐ Select Materials List, browse, and close out
☐ Select Record Attendance & Achievements, close out
☐ Find the Meeting Aids, how many do you see? __________
☐ Find how to change the allotted time of an activity in the Agenda
☐ Find how to delete an item from the Agenda
☐ Find how to add an item to the Agenda

RESOURCE tab

☐ Select your Girl Scout Level
☐ Look at a document from the “SAFETY” Category
☐ Look at a document from the “GS TRADITIONS & AWARDS” category

Total number of boxes checked

Do you still need help? Check out the VTK Guide on our website under Volunteer > Volunteer Resources > Publications.

Still need help? No worries! Member Support is always here to help you by phone or email, 800.695.6690, membersupport@girlscoutsnebraska.org.