# Volunteer Toolkit Training Manual

# What is the Volunteer Toolkit (VTK)?

The Volunteer Toolkit is the digital planning tool for Girl Scouts that gives volunteers resources and program content to get the year started—and keep it going smoothly! Fully customizable, the toolkit is digitally responsive so volunteers can plan and prepare practically anywhere.

# Accessing the Volunteer Toolkit (VTK)

The VTK is accessible from a computer, a tablet, or from a smart phone. **We recommend using Google Chrome**, but it should function in any browser.

From the Girl Scouts of Black Diamond website, www.bdgsc.org, simply click the yellow, "MY GS/VTK LOGIN" button on the right side of the green selection bar. Select "Volunteer Toolkit" from the drop-down list to proceed to the log-in screen. If you have forgotten your password, you can select "Forgot Your Password?" to reset it. Your username is usually the email that you used to complete your membership. If you do not know your username, you can contact Customer Care at 304-345-7722 or email customercare@bdgsc.org to get your username. After logging in, you will be asked to select "Volunteer Toolkit" once more.



# Navigating the Volunteer Toolkit



1.  Volunteer Toolkit Tabs (descriptions later in overview)

2.  Drop Down menu for multiple troops—If you are listed as the troop leader for multiple troops, you will have access to toggle between your troops' year plans with this function. It will list your troop number and the level associated with the troop.

3.  Options-

    - Print your current screen or one of the provided options by clicking the green printer icon.

    - Download the plan or resource by clicking the green down arrow/bracket icon.

    - Seek out additional help by clicking the green circled question mark icon.

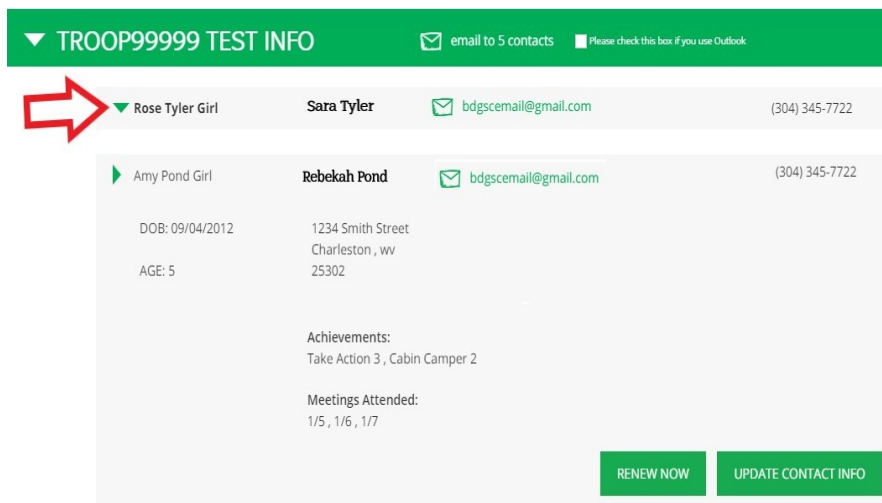4. Customization Options for Year Plans ( Descriptions later in overview).

# Volunteer Toolkit Tabs

## My Troop:

This tab holds your complete girl roster with primary parent/guardian information including email address and phone number.

For each girl, you will click the green arrow in front of their name to drop down the girl-specific details including attendance and earned achievements that you have marked in the meeting plans.

You can download or print your girl roster from this tab using the [download icon] and [print icon] icons.
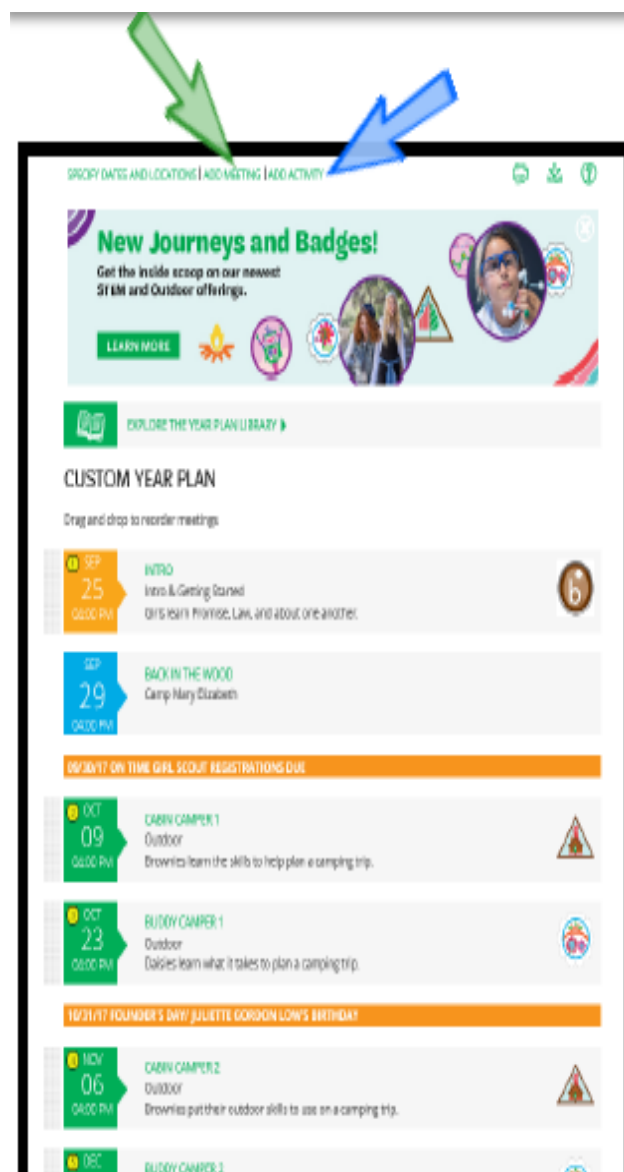


## Year Plan:

This tab appears first each time when you sign in. The year plan options displayed will appear based on the way your troop is categorized on the council level. If incorrect, please contact Customer Care at customercare@bdgsc.org. Your troop will pick the year plan that best suits their interests, and the pre-populated plans can be customized once a plan is initially chosen. You can explore the Year Plan Library once your plan has been chosen; however, if you choose another year plan at that time, then all your saved meeting information will be deleted.

- **Orange Boxes**– Next scheduled meeting.

- **Blue Boxes**– Activities that were added by your specific troop. The blue arrow indicates where troops can add customized activities to the plan.

- **Orange Bars**– Milestones set up by the council to remind troops of important dates in the GS year, and they cannot be deleted on the troop level.

- **Green Boxes**– Future meetings that can be moved using the bar in front of the date box to drag and drop into a new place in the year plan. If you wish to add additional meetings during the year, then you can click "Add Meeting" to view the filterable Meeting Library. Click "Select Meeting" once you find the desired badge or award. "Add to Plan" will save it and add it at the end of your year plan for you to drag and drop into your preferred order. (Green arrow).

- **Grey Boxes**– Past meetings and activities—Cannot be moved or edited.



You can add a meeting or activity at the top. (green and blue arrows).

## Choosing a Year Plan:



The first time you log in to the VTK, you will need to select a year plan before you can begin to customize any meetings or activities. You can choose a custom year, or see the pre-selected year plans based on the Program Grade Level (yellow circle) of your troop. You can click the PREVIEW button to view the meetings in a year plan and decide with your girls which plan to follow. You can also download the pre-selected tracks overview document at the bottom of this page.

- If you are not seeing the correct program choices for your troop, please contact customercare@bdgsc.org and they will be able to update your troop level to the accurate level.

- Please note that if you make customizations to a year plan and then change to a different year plan, the customizations you have made will be erased.

## Creating Your Own Custom Year Plan:

For all levels, the Create Your Own Year Plan option will allow you to mix and match the Girl Scout Leadership Experience to fit your troop's interests. This means that you are now able to access all meeting content for all levels!

First, you will select the troop's program level(s), the type of meeting, and the applicable Journey or badge category. As you find their favorite badges or journey awards, check the SELECT MEETING box on each. Once you're done with the category, scroll down to the bottom, and click ADD TO YEAR PLAN.

You can also add custom activities or council activities to your year plan, regardless if you choose custom or pre-selected.

## Editing Your Year Plan:

Most options for editing your year plan are found at the top of the Year Plan page as seen here.

**MY TROOP** | **YEAR PLAN** | **MEETING PLAN** | **RESOURCES**

SPECIFY DATES AND LOCATIONS | ADD MEETING | ADD ACTIVITY | SEE PAST YEARS
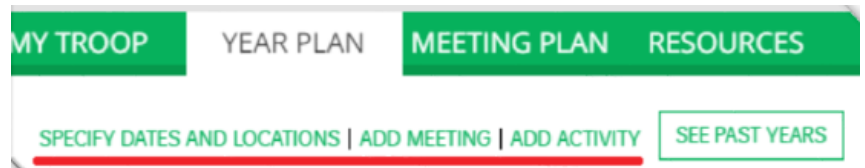
**Specify Dates and Locations:**

After you select your Year Plan option, you will view the preset options without any dates. To set up meetings to follow your troop schedule, click SPECIFY DATES AND LOCATIONS on the Year Plan tab.

- **Calendar**—It will request your meeting start date (must be in the future), start time for meetings, and how often you meet. It will also provide checkboxes to avoid scheduling the week of major holidays. Click UPDATE CALENDAR to match the year plan to your meeting schedule.

- **Location**– You can add, delete, or edit location names and addresses to assign to your meetings.

**MEETING DATE AND LOCATIONS**

| CALENDAR | LOCATION | ACTIVITIES |
| --- | --- | --- |

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

📅 1  Sep 27, 2016 04:00 PM   Intro    d  ⚙
📅 2  Oct 04, 2016 04:00 PM   Jump Into Journeys/Petals    d  ⚙
📅 3  Oct 18, 2016 04:00 PM   Lupe/Honest and Fair    d  ⚙
📅 4  Oct 25, 2016 04:00 PM   Sunny/Friendly and Helpful & Zinni/Considerate and Caring    d  ⚙

Helpful Hint: You are able to change date, change the time, or cancel a specific meeting by clicking the Calendar symbol next to the corresponding meeting.

**MEETING DATE AND LOCATIONS**

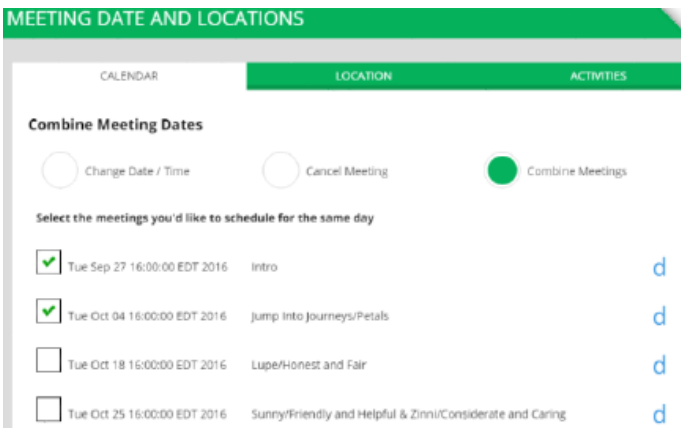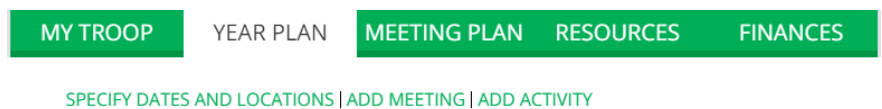| CALENDAR | LOCATION | ACTIVITIES |
| --- | --- | --- |

**Combine Meeting Dates**

○ Change Date / Time    ○ Cancel Meeting    ● Combine Meetings

Select the meetings you'd like to schedule for the same day

☑ Tue Sep 27 16:00:00 EDT 2016   Intro    d
☑ Tue Oct 04 16:00:00 EDT 2016   Jump Into Journeys/Petals    d
☐ Tue Oct 18 16:00:00 EDT 2016   Lupe/Honest and Fair    d
☐ Tue Oct 25 16:00:00 EDT 2016   Sunny/Friendly and Helpful & Zinni/Considerate and Caring    d

A **Combine Meetings** option is also available by clicking the Calendar symbol! This allows you the opportunity to merge two or more meetings of content into one meeting date. If you add meetings of different program levels, you can merge those meetings as well! This functionality is perfect for Multi-Level troop planning.

If the regular schedule changes, find the ⚙ SETTINGS symbol to the right in order to update your calendar from that date forward.

**Add Meeting**:  If you wish to add a troop day trip, Service Unit event, or council program, visit your Year Plan tab, and click ADD MEETING to add a pre-built meeting, or ADD ACTIVITY to build a custom activity.

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

SPECIFY DATES AND LOCATIONS | ADD MEETING | ADD ACTIVITY

**Delete Meeting**: If you decide later that you would like to remove a meeting from your year plan, select the intended meeting from within the Year Plan tab. Once the meeting plan opens, click DELETE MEETING as seen to the right. A popup window will ask you to confirm this change, or for past meetings it will tell you that you cannot delete them if you have tracked attendance and/or badges for that meeting.

**MY TROOP** | **YEAR PLAN** | **MEETING PLAN** | **RESOURCES**

DELETE MEETING  ⟵
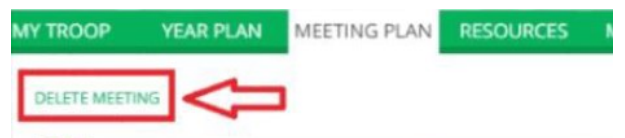
# Volunteer Toolkit Tabs

**Meeting Plan:**

This tab delivers a pre-set layout for each meeting with a meeting overview, activity plan, materials list, and printable meeting aids.

Featured for each meeting plan page:

- Picture of the award/badge/petal related to the specific meeting plan.

- **Meeting Overview**– This is a summary of your meeting as a whole, including: Notes for volunteers, ideas to prepare ahead, how to get help from friends and family, any award connection, and meeting length.

- **Activity Plan**– The guide for all meeting activities. This will provide the following information for each activity: how much time it will take, recommended materials, steps, tips or notes for volunteers, and even occasional scripting suggestions. For some activities, it will also give variation ideas to better fit your troop.

- **Materials List**—This is everything needed for the meeting by activity, such as craft supplies and printed meeting aids.

*Note that the Meeting Overview, Activity Plan, and Materials List must be opened and printed separately.*

- **Manage communications** via email to parents/guardians about that specific meeting and include meeting aids and other necessary forms (green arrow)

- **Meeting agenda** that can be customized and rearranged based on your troop's needs and interests. Items in the pre-set agenda can be easily dragged and dropped using the bar on the left beside the time, and the agenda will automatically adjust the times in the agenda. (purple arrows).

- **Meeting notes** can be added as reminders, and saved notes will be time stamped and labeled with the last user for clarification if multiple troop leaders are accessing the troop's meeting plans.

- **Record Attendance and Achievements** (orange arrow) will open a pop-up box with the girls' names. In the pop-up, you are able to check off that a girl was present and/or earned the badge or award from that meeting. You can go into the MY TROOP tab to view each girl's individual attendance and achievement records. Parents will be able to see their daughters tracking.

# Volunteer Toolkit Tabs

## Resources:

This tab provides GSUSA and Council resources based on program grade level or resource category. Available documents include adult-to-girl supervision ratio chart Bridge Chart, Badge Explorer, Safety Activity Checkpoints along with many other resources.

We are uploading Council specific resources here as well, but anything not here yet can be found on our website.
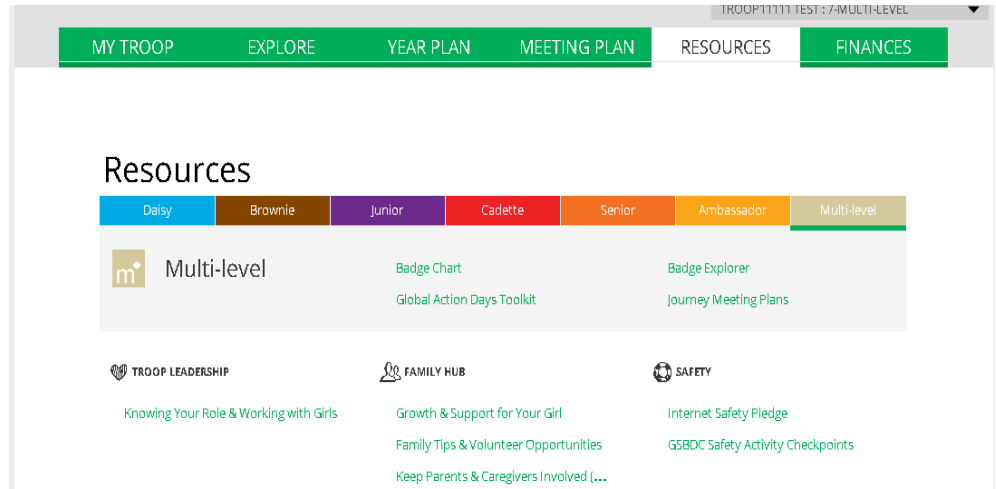


## Finances:

This tab provides troops with the opportunity to track their troop finances online and submit their End of the Year Financial Report electronically.

Functionality includes:

- Income and expense tracking in detailed categories (green arrows).

- View your troop's financial summary, which is automatically calculated based on the information entered by your troop leaders.

- Add detailed notes on your troop's finances.

- Timestamp and autosave information so all troop leaders can both work on the financial report and see who last saved the information (blue arrow).

- Add troop bank account information and track account signers.

- Attach bank statements and other documents as requested by the council.

- Indicate your troop status for the coming year and answer any council specific questions (see sample).

- Submit your end of the year financial report electronically including an upload of your most recent bank statement.
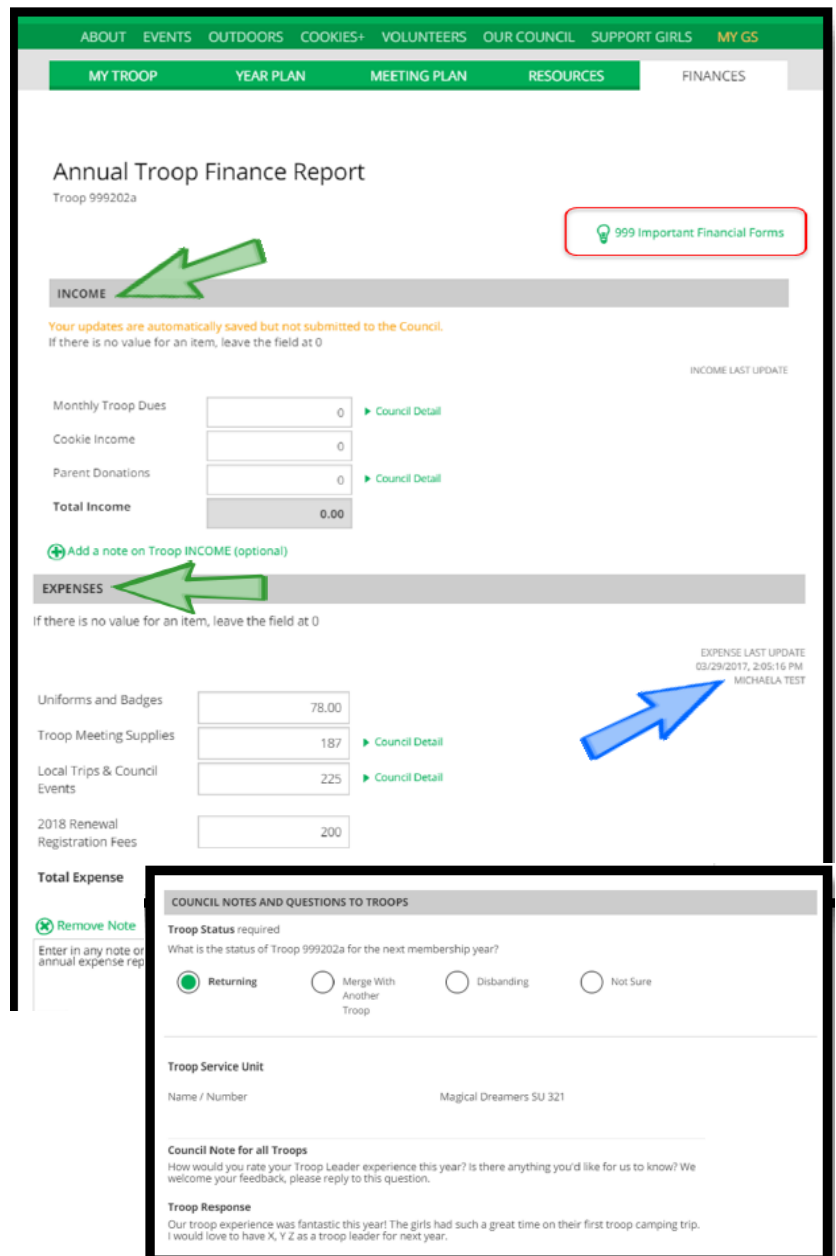
# Volunteer Toolkit Step by Step Guide

## Logging into the Volunteer Toolkit

1. In Google Chrome (Preferred browser), go to www.bdgsc.org, then click MY GS/VTK Login.

2. Enter your email and password (email customercare@bdgsc.org if you do not have one).

3. Click on the Green VOLUNTEER TOOLKIT button.

## Choosing Your Year Plan

1. When you first log into the VTK, you will be presented with the year plan options available to your troop based on their program grade level.

2. Click the PREVIEW button beside a plan to view the meetings it contains. Skim through the plans to become familiar with them.

3. Along with your girls, select a Year Plan.

4. Once you have decided on a year plan, click the SELECT button next to the year plan.

5. If you need to change the Year Plan, click SEE YEAR PLAN LIBRARY and you will be able to view the previews again and select a different year plan.   (* Note that if you change your year plan, any customizations you have made to the current year plan will be erased.)

## View Meeting Plan Details

1. Select a meeting from the Year Plan by clicking its title or click the MEETING PLAN tab and use the forward or back arrows to switch between meetings.

2. Selecting MEETING OVERVIEW gives you a quick description of the meeting, notes about the activities included in the meeting, and ways to involve your friends and family in the meeting.

3. The ACTIVITY PLAN details each of the meeting's activities with materials and steps.

4. The MATERIALS LIST provides a checklist of all the materials needed for a meeting, broken down by activity.

5. The MEETING AIDS are used during the meetings by the girls. They can include worksheets, song lyrics, and other types of reference materials.

6. The MEETING AGENDA lists the activities in a suggested order with default durations. The order can be adjusted by dragging and dropping the agenda items and the duration of each activity can be changed by clicking on the green title of the activity.

## Set Your Troop Year Calendar

1. In the YEAR PLAN tab, click SPECIFY DATES AND LOCATIONS.

2. Select the start date, starting time, and frequency of your meetings.

3. The meetings on your year plan will automatically be assigned to dates based on your selections. (Remember to look for the orange bars, which are council milestones, or date reminders from council. )

## Add Locations for Meetings in your Year Plan

1. In the YEAR PLAN tab, click SPECIFY DATES AND LOCATIONS.

2. Select the LOCATION tab and enter location names and addresses.

3. Select which meetings will occur at each of your locations. Then click the ASSIGN TO CHECKED LOCATIONS button to save the locations to the meetings.

## Reorder Meetings in the Year Plan

1. Drag and drop by using the gray rectangle on the left hand side of the meeting. Moving meetings around will automatically update their date based on your calendar settings.

## Add an Activity

1. In the YEAR PLAN tab, click ADD ACTIVITY.

2. Use the CUSTOM ACTIVITY tab to create a completely custom activity and add it to your troop calendar.

3. Click ADD ACTIVITY when your information is correct to save the event.

## Selecting Additional Meetings from the Meeting Library

There may be times when you and the girls want to add a different meeting to your year plan.

1. In the YEAR PLAN tab, click ADD MEETING.

2. You can browse all available meetings. First select the Program Level, then the meeting type, and click the VIEW MEETING PLANS button.

3. Once you find the meeting(s) you want, check the box beside the meeting, then click the ADD TO  YEAR PLAN button at the bottom of the screen.

4. The new meeting(s) will be placed at the end of your year plan. Drag and drop them to the desired location.

## Change/Cancel a Meeting or Series of Meetings

1. On the YEAR PLAN tab, click SPECIFY DATES AND LOCATIONS.

2. Click the calendar icon next to the meeting that needs to be changed.

3. You can change the date/time for the selected meeting here. Click SAVE to update the meeting.

4. To cancel a meeting, select CANCEL MEETING, then choose the meeting you wish to cancel. Then click SAVE and confirm your choice to cancel the meeting.

5. To merge two or more meetings into one, select COMBINE MEETINGS, then choose the meetings you would like to combine. Click CONTINUE, then select the new date and time for the combined meeting.

6. To make changes to a series of upcoming meetings, click the gear icon next to the first meeting to change. You will then be presented with a screen similar to the initial calendar set up that will update all meetings from the selected meeting forward to new dates and times.

## Managing the Meeting Agenda

1. Switch the agenda order by dragging and dropping the items using the gray boxes to the left of the row.

2. Change the duration of an agenda item by selecting the item, clicking the time drop down in the top right corner,  selecting the desired time, and clicking SAVE.

3. Delete an agenda item from the meeting plan by selecting the item, clicking DELETE THIS AGENDA ITEM near the top right corner, and then click OK.

4. To customize your agenda, click ADD AGENDA ITEM at the bottom of the page. Enter the agenda item details and click SAVE. This new item appears at the bottom of your agenda.  Drag and drop it to the desired time slot.

# Volunteer Tool Kit Frequently Asked Questions

## What age levels can use the VTK?

- The VTK is available to all troop levels, including Multi-level troops! There is currently more content available for younger troops, but there is new older girl content being added all the time!

## Can Multi-Level Troops use the VTK?

- If your troop is listed as a multi-level troop with at least two active Troop Leaders, you are able to create your own year plan. If your troop is listed as a specific level, you are also able to access all meeting plans and add meetings from other program levels by clicking ADD MEETING.

- You can use the COMBINE MEETINGS feature to merge meetings for different levels into one meeting.

## What can parents/guardians view in the VTK?

- All parents/guardians have a personal MyGS account.

- Parents/guardians can log in using this 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. They also have a very limited view of the troop finances.

- Parents/guardians can use their online account to make changes to their Girl Scout's information (contact information, renew membership, and their family profile), but cannot change the troop information.

## If I don't have internet at my meeting place, how can I access the VTK?

- You can download and save your VTK plans into any digital device (laptop, tablet , or smartphone) that opens PDF files. You can also send these to other leaders if they need them and don't have access. Libraries and coffee shops are a great place for those who don't have access to internet at home.

- You can also print VTK plans to take with you to your meeting.

## Who has access to the VTK?

- Any leader or assistant leader that has a current membership, an approved background check, and has been approved to be a leader/assistant leader for your troop has access. If you log in and it says your status is "in progress", then you have not yet been approved as a leader (usually it just needs to have time for the paperwork to be updated).

- Parents have limited access as mentioned above.

- Council reserves the right to log in as a leader in your troop at any time if there is a question or you need technical support.

If you have further questions, please contact customercare@bdgsc.org or call 304-345-7722.