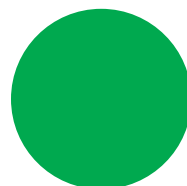


VOLUNTEER TOOLKIT USER GUIDE: Caregiver/Parent of girl in a troop



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!





VOLUNTEER TOOLKIT USER GUIDE: Caregiver/Parent

TABLE OF CONTENTS

- ▶ Who Has Access | **2**
- ▶ Where to Find the Volunteer Toolkit | **3**
- ▶ Navigating the Volunteer Toolkit | **3**
- ▶ Questions? | **5**

Who Has Access

SERVICE UNIT MANAGER

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 viewing access to 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., INDIE GIRL)

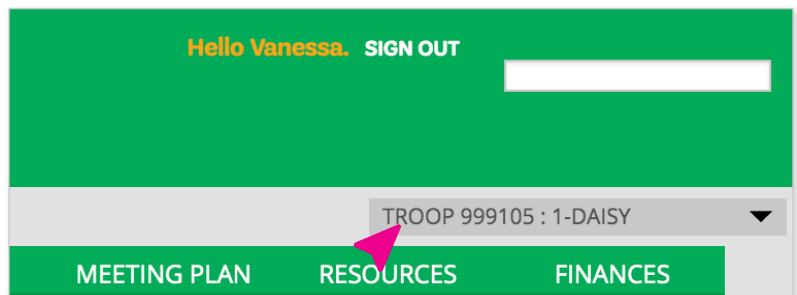
Each primary caregiver of a currently registered Girl Scout who is not part of a troop will get troop leader-like access with their girl(s). Access is granted through the council based on confirmation of individually registered status.

© 2019 Girl Scouts of the USA.

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, electronic or mechanical methods, including photocopying, recording, or by any information storage or retrieval system, now known or hereinafter invented, without the prior written permission of Girl Scouts of the United States of America, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law. For permissions requests, write to Girl Scouts of the United States of America at the address below or visit the www.girlscouts.org website to access permission request forms.

First published in 2019 by
Girl Scouts of the United States of America
420 Fifth Avenue, New York, NY 10018-2798
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 dropdown box in the upper left-hand corner of your screen to navigate between accounts.





VOLUNTEER TOOLKIT USER GUIDE: Caregiver/Parent

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 gswpa.org.

In the upper right-hand corner of your screen, click **MY GS**.

Select Volunteer Toolkit to login using the credentials provided by the council.

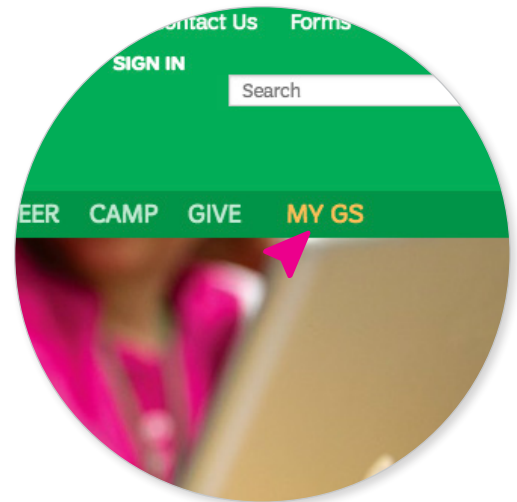
NOTE: *The VTK does not work on Internet Explorer.*

Navigating the Volunteer Toolkit

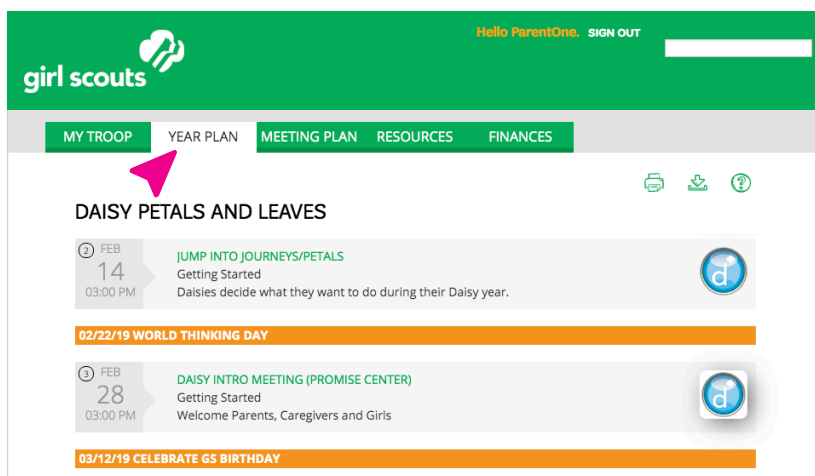
Welcome to the Volunteer Toolkit! Your girl is about to take part in tons of exciting activities and new experiences this year—and we've outlined everything you need to know to keep up with the fun.

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.

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.*



TIP: Print – Download – Help

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



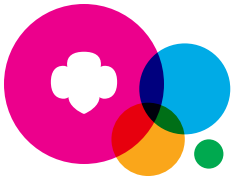
Print your current screen by clicking the green printer icon.



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.

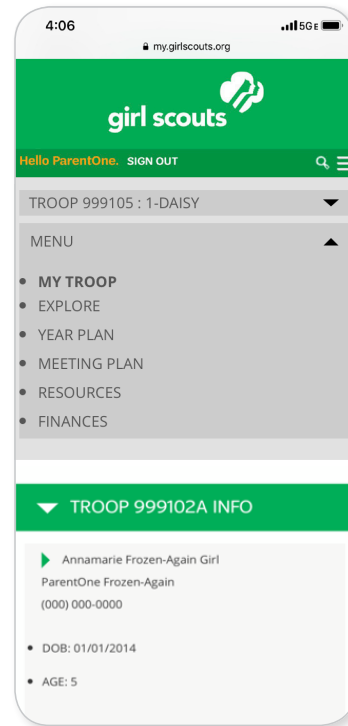


VOLUNTEER TOOLKIT USER GUIDE: Caregiver/Parent

MY TROOP ▶

In this tab, you'll find your Girl Scout's personal information, along with her meeting attendance and all the awards she's earned throughout the year.

NOTE: *Do you have girls in different troops?* Access each one from the gray dropdown menu at the top of your screen.



YEAR PLAN ▶

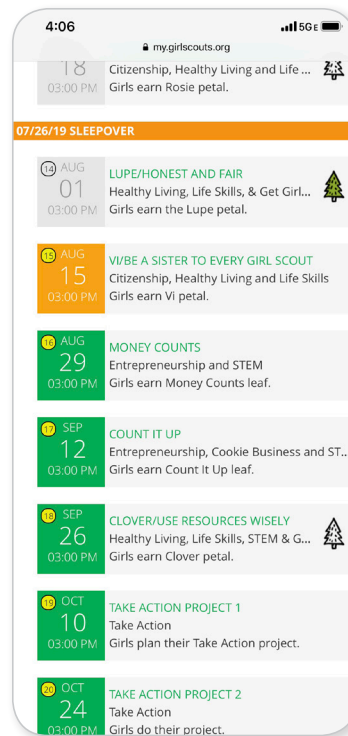
From this tab, you can view meeting dates/locations/topics and preview badge requirements.

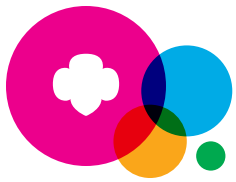
The dates that are in green, yellow, or grey are all regular Girl Scout meetings. Yellow represents the next meeting, and grey shows that a meeting has passed.

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

You'll also see rotating banners on the top of the screen to let you know about Girl Scout partnerships and promotions. Tired of seeing them? Just click the "X."

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.





VOLUNTEER TOOLKIT USER GUIDE: Caregiver/Parent

MEETING PLAN ►

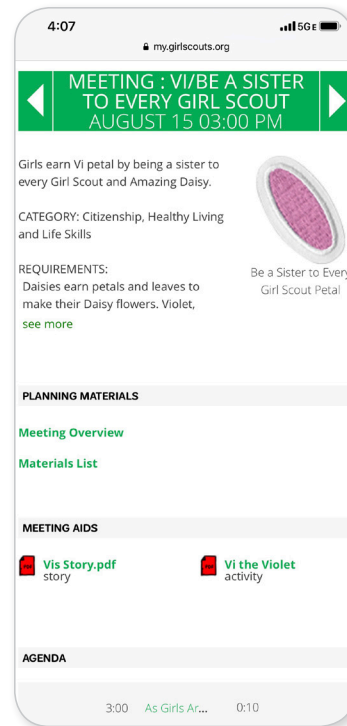
Get the scoop on any meeting throughout her troop year! Here you'll find details like suggested scripts, material lists, printable meeting aids, and a dynamic meeting schedule.

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

The **MEETING PLAN** tab is also a great place to find opportunities to get involved with your girl's troop.

- Do you have a skill or expertise you can share? Look ahead to see how you can help the troop earn a badge or complete an activity.
- Short on time? You might purchase or donate an item on the material list, or even offer to bring a snack that coincides with the meeting's theme.

No matter how you contribute, both your troop leader and your Girl Scout will appreciate your effort!



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. You can also make her experience more meaningful by helping her learn Girl Scout traditions or connecting those traditions to your faith.

FINANCES

This tab will give you a snapshot of troop financials, once they've been submitted.

Questions?

Looking for more Volunteer Toolkit support? Contact Customer Care at customer care@gswpa.org.

