Volunteer Toolkit Overview
Accessing Volunteer Toolkit

From our GSCI website, simply click yellow “My GS” button on the right side of our green selection bar. Select “Volunteer Toolkit” from the drop-down list to proceed to the log-in screen.

After logging in, you will be asked to select “Volunteer Toolkit” once more.

*Please note that any links in the green selection bar, the top-right corner, the search bar, or the GSCI logo will redirect you to our website. The My GS button will lead you back to your options.

Navigating Volunteer Toolkit

1.) VOLUNTEER TOOLKIT Tabs (descriptions later in overview)
2.) See Past Years
   - View archive of previously selected year plans from past membership years.
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.) 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 & the level associated with the troop.
5.) Sign Out button
   - Once you are done working in VOLUNTEER TOOLKIT, you can sign out, and it will redirect you back to our GSCI website.
Volunteer Toolkit Tabs

**My Troop:**
This tab holds your complete girl roster with primary parent/guardian, e-mail address, and phone number. On each girl, you will click the green > prior to their name to drop down the details, including attendance & earned achievements that you’ve marked in meeting plans.

You can e-mail parents, as well as add, change, or remove a troop photo to customize this tab.

**New this year!** Download and/or print your troop roster and their achievements and see roster of volunteers.

**Year Plan:**
This tab appears first each time when you sign in. Before selecting your year plan, you can preview each option. There is also a link – Year Plan Overview – which summarizes all options for your grade level. You can select your year plan applicable for your level or create your own year plan to fit your schedule.

- **Orange bars:** “Milestones” set up by GSCI to remind troops of important dates in the GS year
- **Gray boxes:** Past meetings & activities
  - Past events cannot be moved or edited.
- **Orange box:** Next meeting
- **Green boxes:** Future meetings
  - Upcoming meetings can be moved using the bar in front to drag & drop into new place.
- **Blue boxes:** Added activities (custom or council)
**Meeting Plan:**
This tab delivers a pre-set layout for each meeting with a meeting overview, activity plan, materials list, and printable meetings.

By dragging and dropping you can rearrange your meeting into the order that works for your troop. Don’t need snack? Delete that part of the agenda; the meeting will update automatically and readjust the amount of time you have in your meeting. You can also add agenda items or notes.

Additionally, you can review & send a meeting reminder e-mail, track girl attendance or achievements, and customize your meeting agenda. This tab can also be accessed by clicking any meeting on the Year Plan tab.

**Resources:**
This tab provides several sections of GSUSA resources based upon category, including adult-to-girl supervision ratio chart. The search bar allows you to search based on the title of meeting aids through all program levels.

**Finances: New this fall!**
After October 1, the finance tab be active for this membership year. It will help you compile troop expenses and income. The tab updates in real-time. So, add that receipt, file it and move on! When you return, all previous information will be there ready for more. Then, at the end of the year, complete the rest of the information for the Troop Annual Report. All troops must submit this report by June 30. NOTE: Once you hit submit, you’ve submitted your troop annual report and cannot add anything more to it. It’s important not to submit the report until you are completely done.
DAISY YEAR PLAN

Available Daisy Year Plans for this year, there are nine year plan options to choose from on the Volunteer Toolkit. A year plan can be structured as a Petals/Leaves Year, a Journey Year or a Create Your Own plan. **LEADER TIP: In the Volunteer Toolkit is a Year Plan Overview document which details all 9 year plans. Use the information and pictures to talk with your troop about which options they’d like earn this year.**

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Number of Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daisy Petals, Leaves and Badges</td>
<td>Girls learn how to keep the Girl Scout Promise by living the Girl Scout Law, and earn 10 petals that make the Daisy Flowers.</td>
<td>15</td>
</tr>
<tr>
<td>Welcome to the Daisy Flower Garden</td>
<td>Advocacy. Girls learn about the Girl Scout Promise and Law while planning a mini garden. They then use their new skills to help others or to improve their community.</td>
<td>15</td>
</tr>
<tr>
<td>Creative Expression: 5 Flowers, 4 Stories, 3 Cheers for Animals!</td>
<td>Daisies learn what animals need, how to care for animals and how that care is similar to taking care of themselves.</td>
<td>15</td>
</tr>
<tr>
<td>Environment: Between Earth and Sky</td>
<td>Daisies travel the country living the values of the Girl Scout Law; the Flower Friends explore the natural world around them, learning what’s local and why that’s important.</td>
<td>15</td>
</tr>
<tr>
<td>Outdoor – NEW!</td>
<td>Daisies learn all about the outdoors – while creating colorful outdoor art and going on a camping trip with their families or Girl Scout friends.</td>
<td>15</td>
</tr>
<tr>
<td>Outdoor: Think Like a Citizen Scientist NEW!</td>
<td>Daisies practice the scientific method of doing a citizen science project focused on the outdoors.</td>
<td>15</td>
</tr>
<tr>
<td>Think Like an Engineer NEW!</td>
<td>Daisies learn how to think like an engineer by participating in hands-on design challenges.</td>
<td>15</td>
</tr>
<tr>
<td>Think Like a Programmer</td>
<td>Daisies learn how programmers solve problems through fun activities and games.</td>
<td>15</td>
</tr>
<tr>
<td>Create Your Own!</td>
<td>Create your own customized Year Plan by selecting this option in the Volunteer Toolkit. Then, build your meetings with a combination of your choosing! Select from badge and Journey meeting organized by topic, as well as intro/closing and award earning meetings.</td>
<td>What works for you and the troop!</td>
</tr>
</tbody>
</table>
**BROWNIE YEAR PLAN**

For this year, Brownie troops can choose from eight year plan options. A year plan can be structured as a Brownie Badge Year, A Journey Year or a Create Your Own Plan. **LEADER TIP: In the Volunteer Toolkit is a Year Plan Overview document which details all 9 year plans. Use the information and pictures to talk with your troop about which options they’d like earn this year.**

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Number of Meetings</th>
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<tbody>
<tr>
<td>Brownie Badge Year</td>
<td>This preset plan is laid out to engage girls in a fun and exciting year with options to earn 5 badges and a Take Action project.</td>
<td>15</td>
</tr>
<tr>
<td>Creative Expression: A World of Girls</td>
<td>Brownies learn about girls around the world and how stories can give them ideas for helping others, whether in their own communities or in other countries. In addition to 8 meetings based on the journey, girls can earn 3 badges.</td>
<td>15</td>
</tr>
<tr>
<td>Environment: WOW Wonders of Water</td>
<td>Brownies learn how to protect the waters of our planet. Girls can earn four awards as well as three badges.</td>
<td>15</td>
</tr>
<tr>
<td>Outdoor – NEW!</td>
<td>Brownies learn about the outdoors – going on hikes, investigating bugs and sleep under the stars on a troop camping trip. Girls can earn 6 badges in this Journey.</td>
<td>15</td>
</tr>
<tr>
<td>Outdoor: Think Like a Citizen Scientist NEW!</td>
<td>Brownies practice the scientific method of doing a citizen science project focused on the outdoors. Girls also complete a Take Action Project.</td>
<td>15</td>
</tr>
<tr>
<td>Think Like an Engineer NEW!</td>
<td>Brownies learn how to think like an engineer by participating in hands-on design challenges.</td>
<td>15</td>
</tr>
<tr>
<td>Think Like a Programmer NEW!</td>
<td>Brownies learn how programmers solve problems through fun activities and games. Girls also complete a Take Action Project.</td>
<td>15</td>
</tr>
<tr>
<td>Create Your Own!</td>
<td>Create your own customized Year Plan by selecting this option in the Volunteer Toolkit. Then, build your meetings with a combination of your choosing! Select from badges (9) and Journey meeting organized by topic, as well as intro/closing and award earning meetings.</td>
<td>What works for you and the troop</td>
</tr>
</tbody>
</table>

JUNIORYEAR PLAN

For this year, Jr. troops can choose from eight year plan options. A year plan can be structured as a Jr. Badge Year, A Journey Year or a Create Your Own Plan. LEADER TIP: In the Volunteer Toolkit is a Year Plan Overview document which details all 9 year plans. Use the information and pictures to talk with your troop about which options they’d like earn this year.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Junior Badge Year</td>
<td>This preset plan is laid out to engage girls in a fun and exciting year with options to earn 5 badges and a Take Action project.</td>
<td>15</td>
</tr>
<tr>
<td>Creative Expression: aMuse</td>
<td>Juniors become more confident by exploring the roles they play in their lives and trying on new ones. In addition to 8 meetings based on the aMuse journey, Juniors can earn 3 badges</td>
<td>15</td>
</tr>
<tr>
<td>Environment: Get Moving!</td>
<td>Juniors learn about various forms of energy and find out what it means to be energy efficient. Girls earn 3 badges in addition to the Journey awards.</td>
<td>15</td>
</tr>
<tr>
<td>Outdoor – NEW!</td>
<td>Juniors learn about the outdoors – with a focus on caring for the environment. They’ll learn all about flowers and animal habitats, and take an environmentally-friendly camping trip with their troop camping trip.</td>
<td>15</td>
</tr>
<tr>
<td>Outdoor: Think Like a Citizen Scientist NEW!</td>
<td>Juniors practice the scientific method of doing a citizen science project focused on the outdoors. Girls also complete a Take Action Project.</td>
<td>15</td>
</tr>
<tr>
<td>Think Like an Engineer NEW!</td>
<td>Juniors learn how to think like an engineer by participating in hands-on design challenges. Girls also complete a Take Action Project.</td>
<td>15</td>
</tr>
<tr>
<td>Think Like a Programmer NEW!</td>
<td>Juniors learn how programmers solve problems through fun activities and games. Girls also complete a Take Action Project</td>
<td>15</td>
</tr>
<tr>
<td>Create Your Own!</td>
<td>Create your own customized Year Plan. Then, build your meetings with a combination of your choosing! Select from badge and Journey meetings organized by topic, as well as intro/closing and award earning meetings.</td>
<td>15</td>
</tr>
</tbody>
</table>

*Each badge is earned over 2 meetings unless noted.*
MULTI GRADE LEVEL YEAR PLAN

There are four program options available. Each Journey year plan offers 6 preselect meetings. Add more badge and journey meetings to provide a complete troop experience. Choose 1, 2, 3 or Create Your Own Year Plan. LEADER TIP: In the Volunteer Toolkit is a Year Plan Overview document which details all 3 year plans. Use the information and pictures to talk with your troop about which options they’d like earn this year.

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Outdoor: Think Like a Citizen Scientist NEW!</td>
<td>Juniors practice the scientific method of doing a citizen science project focused on the outdoors. Girls also complete a Take Action Project.</td>
<td>6</td>
</tr>
<tr>
<td>Think Like an Engineer NEW!</td>
<td>Juniors learn how to think like an engineer by participating in hands-on design challenges. Girls also complete a Take Action Project.</td>
<td>6</td>
</tr>
<tr>
<td>Think Like a Programmer NEW!</td>
<td>Juniors learn how programmers solve problems through fun activities and games. Girls also complete a Take Action Project.</td>
<td>6</td>
</tr>
<tr>
<td>Create Your Own!</td>
<td>Create your own customized Year Plan. Then, build your meetings with a combination of your choosing! Select from badge and Journey meetings organized by topic, as well as intro/closing and award earning meetings.</td>
<td>What works best for you and your troop</td>
</tr>
</tbody>
</table>

Cadettes, Senior and Ambassadors

Coming this fall! Outdoor Journeys for each grade level. These Journeys will be in PDF format. When girls chose a journey they can create their own meeting structure by selecting Create Your Own Year Plan and weave this new material into their troop traditions. Add meeting plans from other grade levels when earning bridging requirements, helping other troops or earning your LIA (Girl Scout Cadettes).

Also Available: Create Your Own Year Plan

For Daisy, Brownie, Junior and levels, Create Your Own Year Plan option will allow you to mix & 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 3 levels!

First, you’ll 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, & click “Add to Year Plan.”

For our older girls, there is no pre-created content, but you can add custom activities or council activities to your year plan.
Editing Your Year Plan

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

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 & addresses to assign to your meetings.

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

**NEW! Combine Meetings** option is now also available by clicking the Calendar symbol! “Combine Meetings” offers 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, too!

If the regular schedule changes, find the Gear (settings) symbol to the right in order to update your calendar from that date forward.

**Add Meeting:** If you wish to add additional meetings during the year, visit your Year Plan tab, and click “Add Meeting” to view the filterable Meeting Library. Click “Select Meeting” once you find the desired badge or award. “Add to Year Plan” will save it & add it at the end of your year plan for you to drag and drop into your preferred order.

**Replace Meeting:** If you decide later that you would like to replace a meeting for something else in the Meeting Library, select the intended meeting from within the Year Plan tab. Once the meeting plan opens, click “Replace This Meeting” as seen to the right in order to view other options, click “Select Meeting” to make the change, and click “Add to Year Plan” to save it.

**Take your meeting outside!** Wherever you see the evergreen tree icon, you are provided additional curriculum to take your activity outside. You have the choice of how you want to structure your meeting based on your comfort level, weather, time and girls’ energy. When an outside activity is added to the agenda the evergreen tree icon turns green.

**One last note about the Journeys within the Volunteer Toolkit:** The badges that have been added to the Daisy through Junior Journeys have been suggested enrichments, not required to earn the Journey but to enhance the Girl Scout experience. You can modify and add badges that the girls express interest in and choose to customize it for your troop.
Meeting Plan Tools & Features

Planning Materials

Meeting Overview is the summarization of your meeting as a whole, including: notes for volunteers, idea to prepare ahead, how to help from friends & family network, any award connection, and meeting length.

Activity Plan is the guide for all meeting activities. It 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 tells you everything needed for the meeting by activity, such as craft supplies & printed meeting aids.

Manage Communications

Edit/Send Reminder E-mail will open a pop-up box with a scripted e-mail template relaying information from the meeting’s overview or the event’s details. You can choose who the recipients are, customize the e-mail to match their troop’s needs (such as adding reminders or information to parents), attach council forms or meeting aids, and send the e-mail directly from the pop-up.

✔ There is also an option to e-mail contacts as a group or individually for additional communications. You can go to the “My Troop” tab to see each girl’s family contact information. The e-mail address is a hyperlink which automatically links directly with many e-mail services.

Record Attendance & Achievements 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 achievements record, as shown earlier. Parents can only view their daughter’s tracking.

Other Sections

Meeting Aids include worksheets, songs, and other types of PDF reference materials you will need to print for the meeting activities.

Meeting Agenda lists all of the activities for the meeting with the planned times for each activity. You can add your own pieces to the agenda, such as snack time or troop government time, by clicking “Add Agenda Item” below the agenda. You can change the order of activities by dragging and dropping or delete activities by clicking on the activity title & selecting “Delete This Agenda Item.” You can also edit the times allowed for each planned activity if more or less time is desired in 5 minute increments up to 30 min.
Frequently Asked Questions about Volunteer Toolkit

1. Can I register for programs or camp through Volunteer Toolkit?
   - No. Register for programs, camp and adult learning sessions through our website girlscoutsindina.org. You can then add those events to your troop calendar as an activity and personalize the information to parents.

2. What is not in the Volunteer Toolkit?
   - There is no Year Plan for the It’s Your World Journey series except for Daisies. Refer to the adult Journey guide.
   - Information on Highest Awards, bridging, safety awards, and additional badges & awards are not included in VOLUNTEER TOOLKIT. Refer to the Girls’ Guide to Girl Scouting.

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

4. If I don’t have internet at my meeting place, how can I access Volunteer Toolkit? You can download and save your Volunteer Toolkit plans into any digital device, laptop, tablet, or smartphone.
   - You can also print Volunteer Toolkit plans to take with you to your meeting.

5. What about volunteers who don’t have internet access at home?
   - Volunteer Toolkit can be accessed from any electronic device – tablet, smartphone, or laptop – with internet capability. Libraries and coffee shops are a great resource for those who don’t have access to internet at home. You can print meeting plans or download them onto an electronic device to use without internet access at your meeting.

Don’t see what you’re looking for? Contact your customer engagement manager or email volunteer@girlscoutsindiana.org