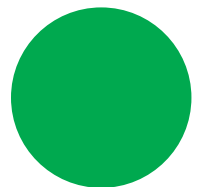




VOLUNTEER TOOLKIT USER GUIDE: Individually Registered Member/Juliette



The Volunteer Toolkit (VTK) is your digital portal for easy, fun Girl Scout activities year-round! With this step-by-step guide, you'll discover how you can help your girl take her Girl Scout experience to the next level!





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Who Has Access

CAREGIVERS OF GIRL SCOUTS NOT IN A TROOP (I.E., INDIVIDUALLY REGISTERED MEMBERS- JULIETTES)

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.

TROOP LEADERS AND CO-LEADERS

Active volunteers registered for the current Girl Scout membership year and who hold 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 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.)

SERVICE UNIT/ADMINISTRATIVE VOLUNTEERS

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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 girlscoutsindiana.org

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

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

NOTE: *The Volunteer Toolkit 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 Girl Scout year ever!

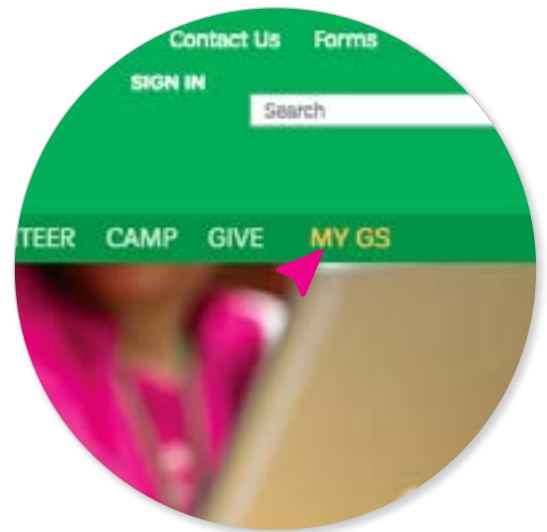
The Volunteer Toolkit is divided into tabs that have unique tools to help troop leaders plan meetings; these tools will also help your Girl Scout earn awards and help you track her achievements!

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 each tab beneath.



TIP: Do you have more than one Girl Scout? Access each one from the grey dropdown menu at the top of your screen.



TIP: *Print – Download – Help*

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



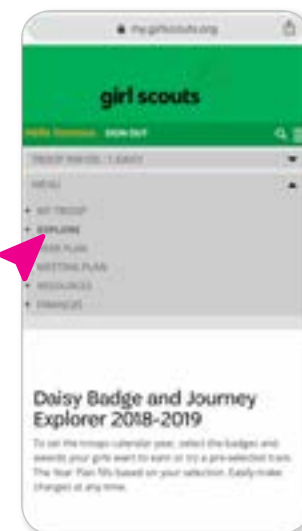
Print your current screen by clicking the green printer icon.



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.





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MY TROOP

You'll see your Girl Scout's personal information and any awards she's earned under this tab. From here, you can also easily renew her membership.

EXPLORE

Wondering where to get started? You can see all the exciting options in the **EXPLORE** tab. You'll be able to:

- ▶ Browse prebuilt tracks of badge and Journey activities
- ▶ Create your own activity track with your girl(s)
- ▶ Preview tracks and badge requirements before you add them to your year plan
- ▶ See an overview of all preselected tracks at the bottom of the page. It's even printable, so you can easily review your options!

Don't worry! You can always add, remove, or change your plan as you go, one meeting at a time.

Once you've made a choice, your year plan will be automatically populated. Note that a year plan is required in the Volunteer Toolkit before other features become available.

YEAR PLAN

From this tab you can:

- ▶ Set meeting dates and locations
- ▶ Add badges, Journeys, and activities to your plan
- ▶ Preview badge and Journey requirements

You'll also find exciting Girl Scout partnerships and promotions in the rotating banners at the top of your screen. Tired of seeing them? Just click the "X."

MEETING PLAN

Make every meeting a success! Here you'll find:

- ▶ Suggested scripts
- ▶ Material lists
- ▶ Printable meeting aids
- ▶ A customizable meeting schedule

Here you can also track achievements she earns along the way.

RESOURCES

Where do badges belong on her uniform? Which awards can she earn at the next grade level? If you've got questions, you'll find the answers you need on the **RESOURCES** tab.



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Set Up a Year Plan

When you log in to the Volunteer Toolkit the first time, you'll need to select a year plan before you can customize meetings or activities. The **EXPLORE** tab displays available prebuilt year plans for you to choose from based on the grade level you select.

► **IMPORTANT:** Each time you choose a new year plan from the **EXPLORE** tab, it will reset your entire year. Any activities, meeting dates, and customizations will be lost. To add badges and Journeys or edit your existing year plan in any way, use the buttons on the **YEAR PLAN** tab.



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BUILD YOUR OWN

Search to Add a Petal, Badge or Journey Meeting

Search for a badge or journey award by name

Use Filters | Add a custom filter

CANCEL VIEW LIST

12 Meeting Plans

Avatar		
ENERGY AWARD PT 2 Girls look at photos/videos.	<input type="checkbox"/> SELECT MEETING	
ANIMATE AWARD PT 2 The girls carry out a creative project.	<input type="checkbox"/> SELECT MEETING	
INVENTORS AWARD PT 2 Girls conduct energy audit.	<input type="checkbox"/> SELECT MEETING	
ENERGY AWARD PT 1 Girls explore different kinds of energy.	<input type="checkbox"/> SELECT MEETING	
GET MOVING PT 2 Girls investigate how animals use energy according to their needs.	<input type="checkbox"/> SELECT MEETING	
GET MOVING PT 3 Girls explore energy use in buildings.	<input type="checkbox"/> SELECT MEETING	
GET MOVING PT 1 Girls are introduced to the GET MOVING Journey.	<input type="checkbox"/> SELECT MEETING	
GET MOVING PT 4 Girls complete their reusable project.	<input type="checkbox"/> SELECT MEETING	

CANCEL CLEAR SELECTED MEETINGS ADD TO YEAR PLAN

▲ **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

Junior Explorer 2019-2020

To set the image calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fits based on your selection. Easy make changes at any time.

Build Your Own
Search or filter to select the badges and awards that fit the style of your track.

Pre-selected Tracks
Not sure what to pick? These tracks get your track year then started and let you add choices as well.

START ADDING PETAL, BADGES OR JOURNEYS

BADGES Girls explore their interests and build skills on a variety of topics.

Junior Badge Year 1	Junior Badge Year 2	Junior Badge Year 3
4 badges, 1 award 15 MEETINGS	4 badges, 1 award 14 MEETINGS	4 badges, 1 award 14 MEETINGS

Coding and Outdoors
4 BADGES, 1 AWARD
15 MEETINGS

Space Science and Outdoor Adventure
4 BADGES, 1 AWARD
14 MEETINGS

JOURNEYS Girls take a journey to identify a problem, create solutions, and put a plan into action.

STEM Outdoor Think Like a Clean Scientist	Outdoor	STEM Think Like an Engineer
2 awards 9 MEETINGS	3 badges, 1 award 14 MEETINGS	2 awards 9 MEETINGS

STEM Think Like a Programmer

Advocacy Agent of Change

Artists

2 awards
9 MEETINGS

3 awards
9 MEETINGS

1 award
13 MEETINGS

▲ **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.



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Add Badges, Journeys, and Awards

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 use **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.

ADD A PETAL, BADGE OR JOURNEY

Search to Add a Petal, Badge or Journey Meeting

Search for a badge or journey award by name

Or Use Filters

1. Select your Girl Scout Level(s)

Daisy Brownie Junior Cadette

Senior Ambassador Multi-level

2. Select the type of meeting plan you want

Award earning Judges Petals Closing/Bridging Involuntary Meeting

Journey

3. Select your categories

It's Your Planet - Learn It's Your Story - Tell it It's Your World - Change it Outdoor

etc.

CANCEL **VIEW LIST**

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.



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Add Dates and Locations

As an individually registered Girl Scout, you may not need to set dates for meetings, but to continue planning your year, the system requires that you set meeting dates for your year plan.



At the top, click the green **Manage Calendar** link. Using the pop-up widget, choose a date and time for meetings to start and set the cadence for your meetings. Click **Update Calendar** when finished. Don't worry, you can still make changes after this!

CALENDAR LOCATION ACTIVITIES

Start Date: [calendar icon] 04:00 PM biweekly

August 2019

10/14/2019 Columbus Day
10/25/2019 Christmas Day
01/18/2020 Washington's Birthday
07/04/2020 Independence Day

11/11/2019 Veterans Day
01/01/2020 New Year's Day
05/25/2020 Memorial Day

UPDATE CALENDAR

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.

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.

CALENDAR	LOCATION	ACTIVITIES
1 Sep 16, 2019 04:00 PM	Coding Basics 1	b
2 Sep 30, 2019 04:00 PM	Coding Basics 2	b
3 Oct 28, 2019 04:00 PM	Digital Game Design 1	b
4 Dec 09, 2019 04:00 PM	Digital Game Design 2	b
5 Jan 25, 2020 04:00 PM	Top Development 1	b



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CALENDAR: To edit the schedule, 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.

Location Name	Location Address	Add
Fun City Community Center	124 Park Street	

Date	Assigned	Date	Assigned	Date	Assigned
09/14/2019	<input checked="" type="checkbox"/>	09/29/2019	<input checked="" type="checkbox"/>	10/28/2019	<input type="checkbox"/>
10/06/2019	<input checked="" type="checkbox"/>	01/06/2020	<input checked="" type="checkbox"/>	10/19/2020	<input checked="" type="checkbox"/>
09/03/2020	<input type="checkbox"/>	02/16/2020	<input type="checkbox"/>	09/30/2020	<input checked="" type="checkbox"/>
04/12/2020	<input checked="" type="checkbox"/>	04/27/2020	<input checked="" type="checkbox"/>	05/19/2020	<input type="checkbox"/>
06/08/2020	<input type="checkbox"/>	06/22/2020	<input type="checkbox"/>		

ASSIGN TO CHECKED LOCATIONS APPLY TO ALL MEETINGS REMOVE

TIP: Manage Your Meetings



Select the calendar icon to change date or time, or cancel or combine meetings.



Select the gear icon to reconfigure calendar from a specific date forward.

OCT 07, 2019 ANIMAL HABITATS 1
Change meeting date and time

October 2019 Start Time: 4:00 PM

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

CANCEL SAVE

Delete Meeting

See more calendar options

TIP: 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**.



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Add Activities to Your Year Plan

Meetings and badges are only one part of a go-getting Girl Scout's year! You can also add things like field trips, service projects, and cookie booth sales to your year plan. 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.

At the top of the year plan, click **Add Activity**.

CUSTOM ACTIVITY: Add your activity name, date, time, location, and any details or special instructions to your year plan.



CUSTOM ACTIVITY	COUNCIL ACTIVITY
<input type="text" value="Activity Name"/>	<input type="text" value="mm/dd/yy"/> <input type="text" value="04:00"/> <input type="text" value="PM"/> <input type="text" value="06:00"/> <input type="text" value="PM"/>
<input type="text" value="Location Name"/>	<input type="text" value="Location Address"/>
<input type="text" value="Cost"/>	<input type="text" value="Activity Description"/>
	<input type="button" value="ADD ACTIVITY"/>

COUNCIL ACTIVITY: Register for council events on our website under the Events tab. Then, add you events to your year plan as activities.



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The Meeting Plan Tab

The **MEETING PLAN** tab has a robust collection of tools and information to help you plan engaging activities every time.

The screenshot displays the Meeting Plan tab interface. At the top, there are navigation tabs: MY TROOP, EXPLORE, YEAR PLAN, MEETING PLAN (selected), and RESOURCES. Below the tabs, there are options for 'VIEW YEAR PLAN', 'REPLACE THIS MEETING', and 'DELETE MEETING'. The main heading is 'MEETING: JUMP INTO JOURNEYS/BADGES' for 'SEPTEMBER 23 04:00 PM'. A description states: 'This meeting will introduce girls to the Girl Scout Leadership Journeys and the Junior badges, and will lead them through the process of deciding what they want to do during their junior year.' The category is 'Getting Started'. There are three main sections: 'PLANNING MATERIALS' with links for Meeting Overview, Activity Plan, and Materials List; 'MANAGE COMMUNICATIONS' with 'Send Meeting Reminder Email' and 'Record Achievements (0 achievements)'; and 'MEETING AIDS' with links for 'Clove Knot Knot How To' (activity material), 'Junior Activity Plans' (volunteer resource), 'Junior Activity Choices' (volunteer resource), and 'Girl Scout Trefoil Template' (activity material). Below this is an 'AGENDA' section with a table of items: 4:00 'As Girls Arrive: Paper Chart' (00:05), 4:05 'Opening Ceremony: Our Big Adventure' (00:05), 4:10 'Introduction to the Junior Choices' (00:10), and 5:25 'Closing Ceremony' (00:05). There are also 'Add Meeting Aids' and 'Add Agenda Item' buttons. At the bottom, there is a 'MEETING NOTES' section with an 'Add A Note' button.

PLANNING MATERIALS: High-level resources show you from start to finish what your girl(s) 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. Email people your Girl Scout might collaborate with to earn each badge or award. Emails are prepopulated with relevant information, but you can customize it 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 Achievements** in this section. Use the checkboxes to mark when she has completed a badge or award. Download a full report of everything she has earned from the **MY TROOP** tab.

You can see the full picture of what your 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 the girl 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 recommended sequencing.

You'll also find suggested opening and closing activities that are part of typical troop meetings.



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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 a certain activity.
- ▶ Delete an activity by clicking the “X” to the right. Be careful you aren’t deleting a required activity to earn an award, though!
- ▶ Click **Add Agenda** Item at the bottom to add your own activities!
- ▶ Add a note at the end to remind yourself 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.

And 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 [Customer Care](#) at **317.924.6800**

Want more information?

View our short [Volunteer Toolkit videos](#) located on our website