

Volunteer Toolkit User Guide

Caregiver for an Individually Registered Member (IRM)

The Volunteer Toolkit is your official source for accessing badges, Journeys, and all the activities and resources you need to earn them. Start your year strong with this step-by-step guide, and spend more time adventuring with your Girl Scout!

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Who Has Access

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 Volunteer Toolkit.

Troop Finance Volunteers

Active volunteers registered for the current Girl Scout membership year in a troop finance/administration role. This role will only be able to edit and submit the finance report found on the finances tab. All other tabs will be read-only.

Caregivers Of Girl Scouts In A Troop

Each primary caregiver has access to see their troop's Volunteer Toolkit 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 Individually Registered Members (IRM)

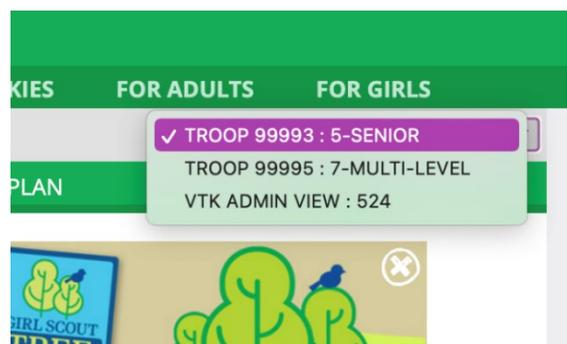
You!

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 Scout(s). Access is granted through the council based on confirmation of individually registered member status.

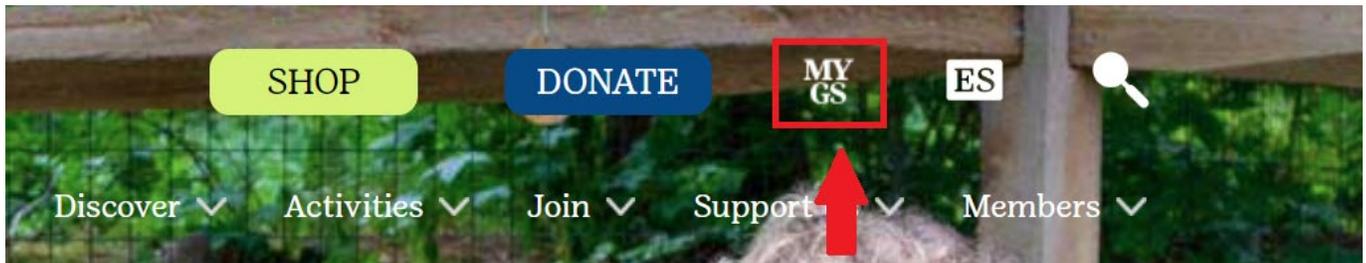
Demo Access

Available for supporting volunteer and staff roles that need access to the Volunteer Toolkit for training purposes. Demo access mirrors troop functionality but does not contain individual or troop information. These users will have two demo accounts under the gray drop-down ("Troop Demo - Troop Leader" and "Demo - Parent") and can see both sides of the troop experience. Access is granted through the council based on placement in designated support roles.

NOTE: If you hold multiple roles, you'll have a Volunteer Toolkit account for each—all under one login! Look for the gray drop-down box in the upper-left corner of your screen to navigate between accounts.



Where To Find The Volunteer Toolkit



The Volunteer Toolkit can be used from any computer, tablet, or smartphone with internet access. For best results, use a Toolkit-friendly browser, such as Chrome or Firefox, with a cleared cache, and visit <https://www.girlscoutsww.org>.

In the upper-right corner of your screen, click myGS and sign into your member account. Once logged in, go to the My Account page and select “Volunteer Toolkit” from the left side-bar menu.

Basic Navigation

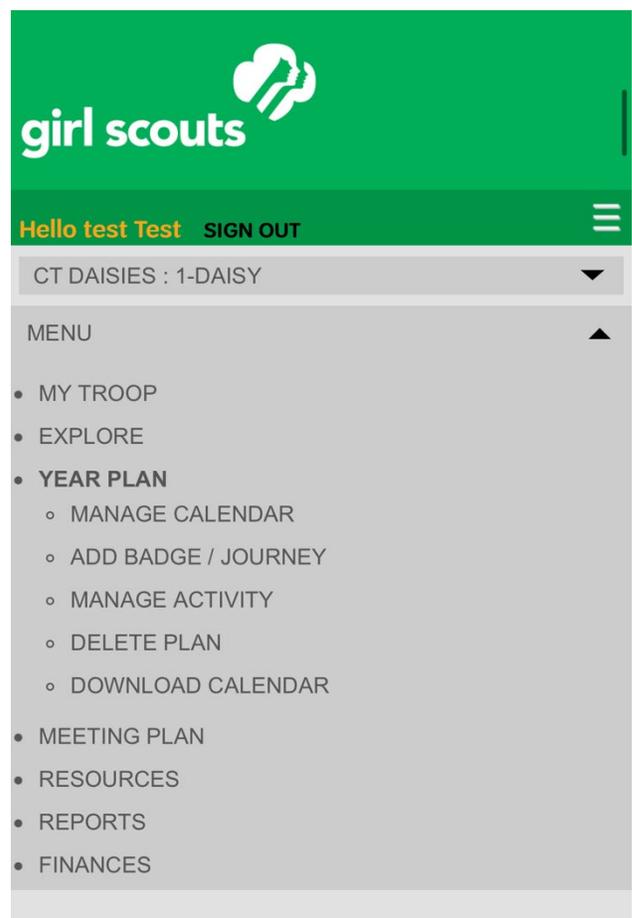
The Volunteer Toolkit is divided into tabs that each have unique tools to help you plan your year and manage each meeting with ease. If you’re on a computer, you’ll see the green tabs across the top of your browser window. Mobile users will see a gray drop-down menu at the top with tabs beneath. You’ll notice three icons on almost every page of the Volunteer Toolkit:



Print allows you to print a copy of your current screen.

Download allows you to download calendar appointments (from the Year Plan tab), pages, and resources.

Seek additional **help** by clicking the green question mark icon or by clicking “Take a Guided Tour.”



My Troop

Here you will find a record of your personal information and any earned Girl Scout achievements.

From this tab, you can also download and print your achievement report, renew memberships, and customize the page with a photo.

ACHIEVEMENTS FOR DEMO



Becoming Me for
Girl Scout Seniors
08/02/2021



Shapes in Nature
08/06/2021



Design with
Nature
08/06/2021

TROOP 30078 INFO

	Addison Test13User	VTKScenario3 Test	(555) 777-8622
DOB: 1/4/2007	3 Fake Street	<input type="checkbox"/> Email Opt In	<input type="checkbox"/> Photo Opt In
AGE: 15	Fake , AK 99997	<input type="checkbox"/> Text Opt In	<input checked="" type="checkbox"/> Postal Opt In
GRADE: 10		<input type="checkbox"/> Phone Opt In	
Achievements:			
Attendance:			
		RENEW NOW	UPDATE CONTACT INFO

Explore

You'll find exciting options for your year under the Explore tab, including prebuilt tracks based on each Girl Scout program level. You can also browse individual badges and meeting types to build a plan from scratch. Once you've made a choice, your year plan will be automatically populated. Selecting a year plan is required before other features become available, but you can come back to the Explore tab anytime to add or change your plan as you go.

From this tab, you can also preview prebuilt tracks of badge and Journey activities, preview individual badge or award requirements, and download or print an overviews.

Year Plan

From this tab, you can set a schedule, add or swap out badges and awards, and fine-tune your Girl Scout year. For a walk-through of all the tools at your fingertips, click “Take a Guided Tour” on the Year Plan tab. If you ever want to start all over, use the Delete button to remove all meetings and achievements. However, deleting your Year Plan cannot be undone or recovered.

From this tab, add more custom and council activities, preview requirements, and view previous years and important milestones from your local area.

Meeting Plan

Here you’ll find the tools to make each badge, award, and activity a success. We’ve provided prep information, materials lists, and step-by-step instructions for activities.

From this tab, you can also print meeting resources, customize meeting plans, email topic experts to help with your badge, and check off completed badges and awards.

Resources

Under this tab, you’ll find answers to your pressing questions—like where to put pins and badges on a uniform, which special awards your Girl Scouts can earn, or how to lead well-loved Girl Scout traditions—along with resources by topic from GSUSA and Girl Scouts of Western Washington.

From this tab, you can also gain access to the Girl Scout shop from each program level, download reference documents for all the awards a Girl Scout can earn, and explore tips for troop leaders and other roles. All user types can see this tab and interact with it in the same way.

The screenshot displays the 'Resources' section of the Girl Scout Volunteer Toolkit. At the top, a navigation bar includes tabs for 'MY TROOP', 'YEAR PLAN', 'MEETING PLAN', 'RESOURCES', and 'FINANCES'. The 'RESOURCES' tab is active. Below the navigation bar, the 'Resources' title is followed by a 'FROM YOUR COUNCIL' section with a date of '8/13/18 V.M.'. A horizontal menu lists program levels: Daisy, Brownie, Junior, Cadette, Senior, Ambassador, and Multi-level. The 'Junior' level is selected, showing links for 'Shop Now!', 'Uniform Placement', 'Badge & Award Chart', 'Badge Explorer', and 'Badge & Journey Meeting Pl...'. Below this, three main resource categories are shown: 'TROOP LEADERSHIP' with 'Knowing Your Role & Worki...' and 'Tips for Troop Leaders - Live!'; 'FAMILY HUB' with 'Growth & Support for Your ...', 'Family Tips & Volunteer Op...', 'Keep Parents & Caregivers I...', and 'Raising Awesome Girls'; and 'SAFETY' with 'Internet Safety Pledge'.

First-Year Troop Leader Experience

New to leading your IRM Girl Scout experience and need help getting started? We've got you. The First-Year Troop Experience supports new leaders or IRM caregivers with additional guidance to get you acquainted with the Volunteer Toolkit. After logging into myGS and navigating to the Volunteer Toolkit, you'll be prompted to answer the question, "Is this your first year as a Girl Scout troop leader?" If you answer "yes," you will follow a guided path with recommended steps to simplify your onboarding process.

If you're not a first-year Girl Scout troop leader but would like to see the guided path, click "Take a Guided Tour" on any of the Volunteer Toolkit tabs to see the same guidance that a new leader would.

Set Up Your Year Plan

The first time you log into the Volunteer Toolkit, you'll be taken to the Explore tab. From here, you can visit the My Troop, Resources, or Finances tabs, but to activate the Year Plan and Meeting Plan tabs you need to first make a selection under the Explore tab.

The screenshot shows the top navigation bar with tabs: MY TROOP, EXPLORE, YEAR PLAN, MEETING PLAN, RESOURCES, and FINANCES. Below the navigation is a banner for "Lifetime Membership" with a photo of two women. The banner text reads: "There's never been a better time to become a lifetime member or give the gift of Girl Scouts to someone special." Below this, it lists prices: "Young Alum - \$200", "10 Year+ Volunteers - \$200", and "Adults - \$400". A "Learn More" button is present. At the bottom right of the banner is a "TAKE A GUIDED TOUR" button with a bicycle icon.

Select a level to get started.

A row of seven colored buttons for selecting a level: Daisy (blue), Brownie (brown), Junior (purple), Cadette (red), Senior (orange), Ambassador (yellow), and Multi-level (green).

Multi-level Explorer 2021-2022

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

Two white boxes with green buttons. The first box has a star icon and is titled "Explore Meeting Plans". It says "Search and filter to preview individual meeting plans to customize a plan all your own." and has a green button labeled "EXPLORE MEETING PLANS". The second box has a map icon and is titled "Pre-selected Tracks". It says "Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well." and has a green button labeled "VIEW POPULAR TRACKS".

Want to explore more before setting up a plan? Check out the [Award and Badge Explorer](#) to mix and match badge and Journey choices. Include your Girl Scouts and let them give input as you plan your year.

Explore Meeting Plans

Build a year plan that’s completely customized to their interests! You can mix and match meeting plans that work toward the badges, Journeys, and activities that excite your Girl Scout(s). You can also search through all badges and Journeys, regardless of program level. Use the available filters, or search for specific meetings, and select the ones you’d like to use in your year plan. Each year you can use the “New for [Insert Year]” filter to find all the new programming released in the summer. Once you’re finished, click “Add to Year Plan” at the bottom to move forward in the system.

Brownie

	<p>DESIGN WITH NATURE 1</p> <p>Brownies calculate the age of natural objects and learn about tessellations and bees.</p>	<input type="checkbox"/>	PREVIEW
	<p>DESIGN WITH NATURE 2</p> <p>Brownies build a bird feeder, make bird food, and go bird-watching.</p>	<input type="checkbox"/>	PREVIEW
	<p>BECOMING ME FOR GIRL SCOUT BROWNIES 1</p> <p>Brownies start the Becoming Me program by finding their voice and envisioning their future selves.</p>	<input type="checkbox"/>	PREVIEW
	<p>BECOMING ME FOR GIRL SCOUT BROWNIES 2</p> <p>Brownies finish the Becoming Me program series by reflecting on the program themes and the things that shape who they are and what they will become.</p>	<input type="checkbox"/>	PREVIEW
	<p>DESIGN WITH NATURE 1</p> <p>Brownies calculate the age of natural objects and learn about tessellations and bees.</p>	<input type="checkbox"/>	PREVIEW

X

Badge Overview ▲

Meeting Overview ▲

Meeting Plan ▲

Materials List ▲

Meeting Planner ▼

1	Arrival and Opening Ceremony	00:15
2	Select an activity	00:20

Preselected Tracks

Not sure where to start? You can also choose from collections of badges and awards with the preselected tracks option instead. Click “View Popular Tracks” to preview each combination of awards and download them if needed. Once you’ve decided, click “Select Track,” and your year plan will be created. You’ll automatically be taken to the Year Plan tab. You can bundle Preselected Tracks, too, by returning to the Explore tab and adding another one to your plan.

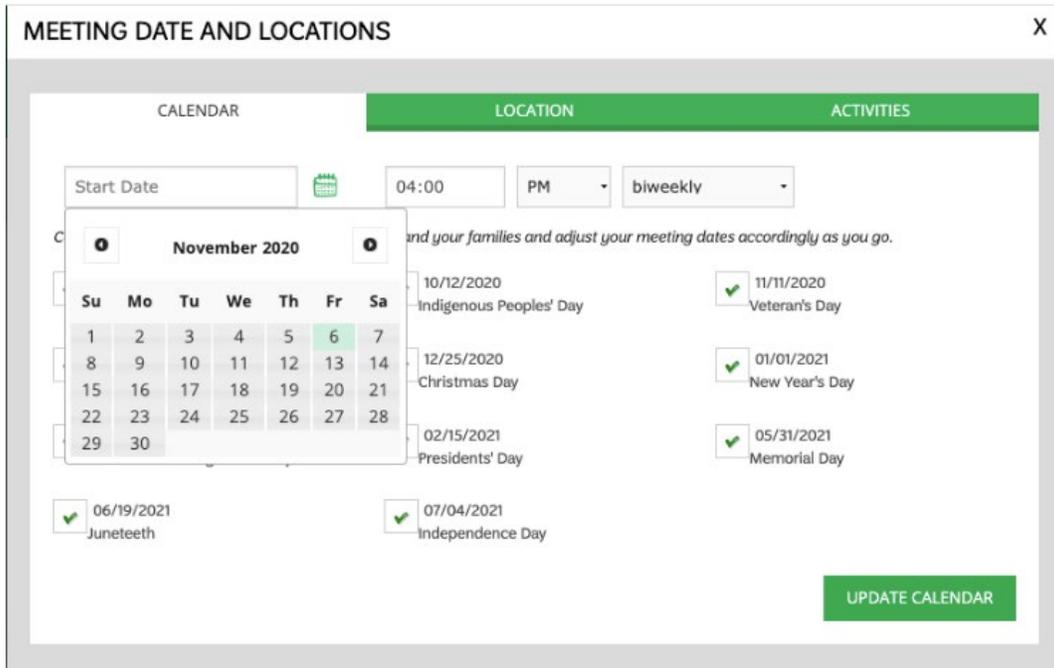
The screenshot shows the 'Junior Explorer 2020-2021' interface. At the top, there are navigation tabs for Daisy, Brownie, Junior (selected), Cadette, Senior, Ambassador, and Multi-level. Below the tabs is the title 'Junior Explorer 2020-2021' and a sub-header 'BADGES'. A paragraph of instructions reads: 'To set the troops calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make changes at any time.' There are two main options: 'Explore Meeting Plans' with a star icon and a green 'EXPLORE MEETING PLANS' button, and 'Pre-selected Tracks' with a map icon and a green 'PREVIEW' button. Below these are three badge options: 'Engineer Your World NEW' (7 BADGES, 14 MEETINGS), 'Junior Badges Option 1' (5 badges, 1 award, 15 meetings), and 'Junior Badges Option 2' (5 BADGES, 13 MEETINGS). Each option has a green 'PREVIEW' button. The 'juniors' logo is in the top right corner.

Preselected Tracks 1

New for 2022-2023: You can come back to the Explore tab throughout the year to add more meetings or even combine pre-selected tracks without resetting your whole plan. The delete button has been moved to the year plan, and you have even more access to explore and build a plan as unique as your Girl Scout(s)!

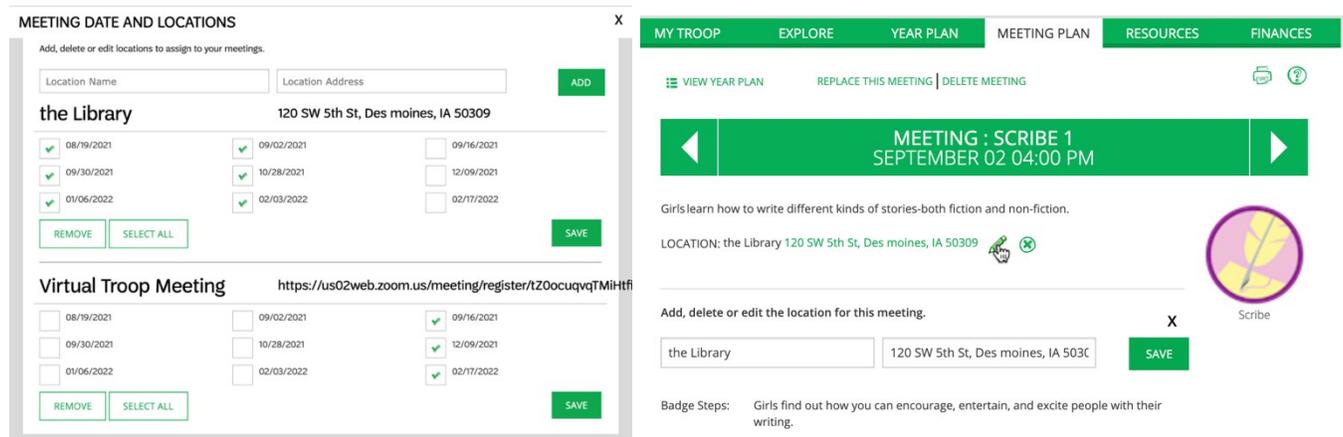
Set Up Your Calendar

You're almost ready to unlock everything the Volunteer Toolkit has to offer—your last step is setting up dates. While individual Girl Scouts might not have meeting dates like a troop would, you'll still need to set this up to move forward. Once you're on the Year Plan tab, click "Manage Calendar," select a start date, and choose the frequency as well as a start time. Dates and times can be changed meeting by meeting after this step. Select any combination to get started.



Location

Location is another tool that is typically used by troops but is accessible for individual Girl Scouts, too. Add a physical address or virtual meeting link to each meeting or make them all the same. You can change the location for a meeting in multiple ways—click on a date in your year plan, select "See More Calendar Options," or go through the Meeting Plan tab.



Adding Meetings And Activities

Add or Change 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” link 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. Meeting titles with numbers at the end are part of a series; you’ll want to add all of these to meet the requirements for the award. Meetings already in your plan will be clearly marked. Once you’ve made your selections, click “Add to Year Plan.”

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

Journey Journey: Cadettes - Ambassadors Journey: Daisies - Juniors Award Earning

Badges Petals Closing/Bridging Intro/Family Meeting

Edit Meeting Dates and Times

SEP 02, 2021 SCRIBE 1

Change meeting date and time

September 2021

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		

CANCEL SAVE

DELETE SEE MORE

Click the calendar date 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 to combine meetings. To combine meetings, select the two meetings you’d like to combine, then select the new date on which you would like

that meeting to occur. After you've made changes, click "Save," and your year plan will be updated. If you go back to "Manage Calendar," you'll see a green gear icon to the right of each meeting date. 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.

Adding Other Types of Activities

Meetings and badges are only the tip of the iceberg for your Girl Scout year! You can add things like field trips, service projects, or cookie booth sales to your year plan as well. The Volunteer Toolkit connects to your council website and gsEvents so you can browse and add local council events, too. **Please note, adding an event to your year plan does not register you for it.** You'll need to follow the instructions on the event to ensure your spot is secured. 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 details to your year plan.

The screenshot shows the 'MANAGE ACTIVITIES' interface with the 'CUSTOM ACTIVITY' tab selected. The form contains the following fields and values:

- Activity Name: Going to the Zoo
- Date: 08/07/2022
- Time: 04:30 PM
- End Time: 06:00 PM
- Location: Blank Park Zoo
- Address: 3208 SW 34th St
- Price: 20.00
- Details: Behind the scenes tour.

An 'ADD ACTIVITY' button is located at the bottom right of the form.

Council Activity

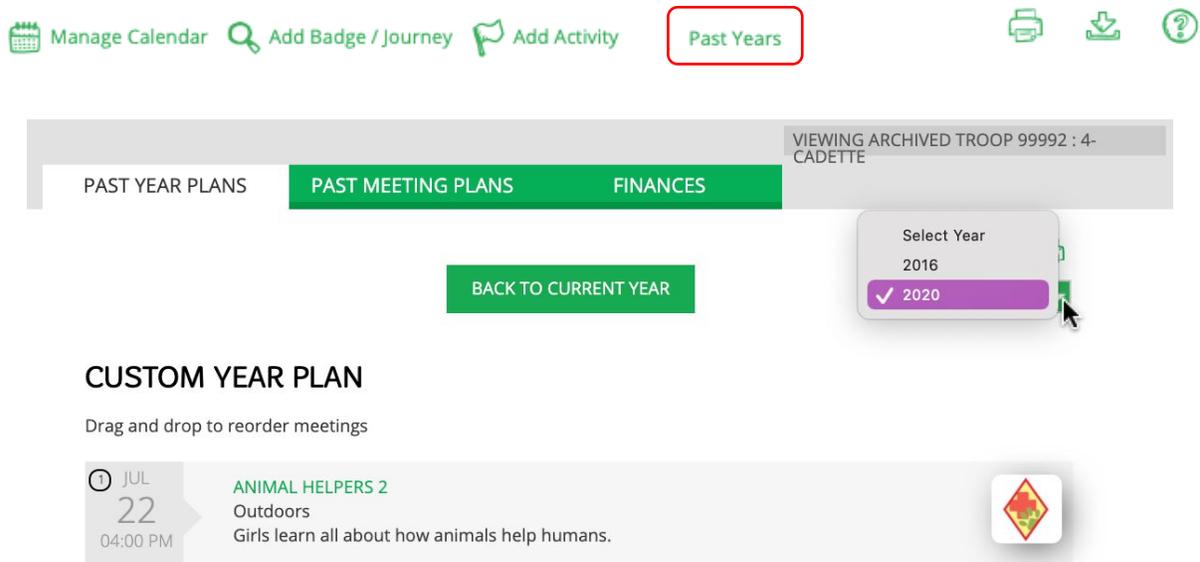
Search or filter through council events and add them to your year plan. **This feature does not register you or your group for the event; it only adds the event to your year plan.**

The screenshot shows the 'MANAGE ACTIVITIES' interface with the 'COUNCIL ACTIVITY' tab selected. The form displays the following details for a council activity:

- Activity Name: Gimme S'more Mud Run
- Date: Sat Sep 25, 2021 08:00 AM - Sat Sep 25, 2021 08:00 AM
- Location: Camp Sacajawea, Boone 638 L Ave., Boone, IA 50036
- Map: [Map](#)
- Description: It's time to toughen up, Marshmallows! The Gimme S'more Mud Run is back for 2021 - Join us on September 25, 2021 at Camp Sacajawea in Boone, Iowa. [Registration is now open!](#)
- Additional Info: You'll have a muddy good time as you trudge through the mud pits and through the woods. Our family runners (ages 8 and up, please!) take on three miles of terrain filled with obstacles. Our littlest muddy buddies (ages 4 and up) can get in on the fun, with our modified 1-mile course with pint-sized obstacles built just for them.
- Registration Info: If you are also a member of Girl Scouts (girl or adult), you'll save an additional \$15 off the prices below:
- Price: 3 Mile Course - \$50 per person (\$35 for Girl Scout member)

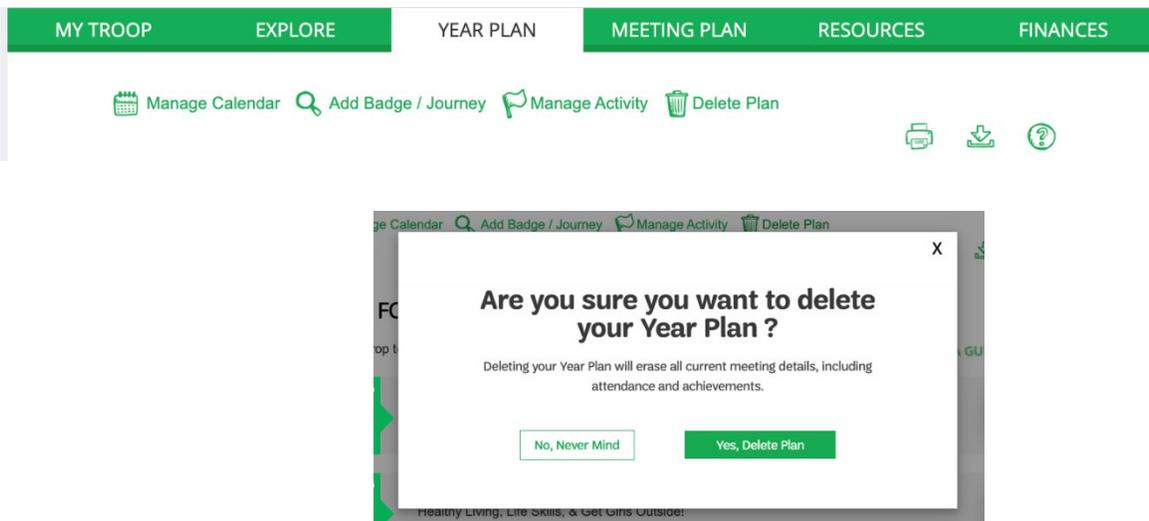
View Past Year Plans

Each summer, the Volunteer Toolkit resets and archives your year plan. At that point, you'll no longer be able to make changes to any of your meetings. However, you'll still be able to view the plan through the green "Past Years" link at the top of your Year Plan tab. Note that achievement records do not archive; **please download a copy of this information** for your records.



Deleting The Year Plan

If you ever need to wipe the slate clean and start fresh, you can use the Delete button at the top of the year plan to do just that. Be careful though: deleting your plan will remove all meetings including the achievements you've tracked on them. Deleting your year plan cannot be undone and is not recoverable, so **use it carefully!**



Milestones

You might see orange bars across your Year Plan tab in chronological order with your other meetings and activities. These are important dates, events, or updates your local council, Girl Scouts of Western Washington, wants you to know about. These may also include links to additional information that relates to the date and title of the milestone.

10/10/20 OPEN SHOP HOURS!

1 OCT
28
04:00 PM

STEM CAREER EXPLORATION 1
STEM,Badges for 2020-2021
Brownies make a personal collage and play a game to explore STEM careers.



2 DEC
02
04:00 PM

AUTOMOTIVE DESIGN 2
STEM,Badges for 2020-2021
Brownies sketch and sculpt a vehicle and earn the Automotive Design badge.



01/04/21 TEST- COOKIES START!

Tools For Planning Your Meeting

The Meeting Plan tab has a robust collection of tools and information to help you plan an engaging meeting every time. If at any time you want to replace or delete a meeting, use the appropriate links at the top of the meeting plan.

VIEW YEAR PLAN
REPLACE THIS MEETING | DELETE MEETING

◀
▶

MEETING : 2023 GLOBAL ACTION AWARD 1

LOCATION: Central Lee Elementary School 123 Old Hwy 218, Donnellson, IA 52625

Award Steps:

2023 Global Action Award focuses on Goal 12: Responsible Consumption and Production. By exploring this goal, Girl Scouts think twice about the waste we create and how it impacts us and our planet. The goal is to improve the quality of life of all people everywhere on the planet. They'll also find out about their responsibilities for being a global citizen!

1. Explore the Global Goals and Global Action Award.
2. Explore what it means to be a global citizen.
3. Create a global citizen challenge.
4. Explore what responsible consumption means.
5. Create a responsible consumption challenge.

When Girl Scouts earn this award, they'll understand what it means to be a global citizen. They'll also explore how the things we use and the waste we create impacts our planet. They'll create two separate challenges: one for being a global citizen and one for SDG 12: Responsible Consumption and Production.

less



2023 Global Action Award

PRINT X

What would you like to print?

- Badge/Award Overview
- Meeting Overview
- Meeting Plan
- Material List

CANCEL
PRINT

PRINT: Quickly print a copy of the entire meeting and it's resources.

MEETING LOCATION: Click here to add your meeting location, or if you've already added one, you'll see it linked here. Click the link to access URLs, or get directions to physical locations.

STEPS: Quickly see the high-level view of what it takes to earn a specific badge or award. You'll see how these steps connect later in the activities, where you'll see subtext showing which activity fulfills which step.

PLANNING MATERIALS

- 2023 Global Action Award Overview
- Meeting Overview
- Meeting Plan
- Materials List
- Virtual Meeting Planning

MANAGE COMMUNICATIONS

- Edit/Send Reminder
- Edit/Send Follow-Up
- Edit/Send Speaker Invitation
- Record Attendance & Achievements (0 present, 0 achievements)

MEETING PLANNER

1	Arrival and Opening Ceremony	00:15	
2	Select an activity	00:30	
	<input type="radio"/> Play the Go Goals! Game Fulfills Step 1		
	<input type="radio"/> Make a Global Goals Paper Chain Fulfills Step 1		
	<input type="radio"/> Imagine Your Superpower Fulfills Step 1		

PLANNING MATERIALS: A combination of overview and step-by-step resources show you from start to finish what your girls will learn while earning this badge or award (Overview), details specific to planning this meeting. (Meeting Overview), what you'll do and say (Meeting Plan), the meeting aids plus the materials you'll need (Material List) and virtual meeting resources. (Virtual Meeting Planning)

MANAGE COMMUNICATIONS: Send templated emails to caregivers to remind them of meetings and keep them up to date on what's happening. Use the Speaker Invitation to bring guests to your meeting and prepare them ahead of time with relevant information for the badge or award you're working on. You can attach meeting aids or other documents from your council website at the bottom of the email before sending.

ATTENDANCE AND ACHIEVEMENTS: Here you can use the checkboxes to mark who attended each meeting and if they earned a badge or award. You can see the full list of what each girl earned on the My Troop tab, with the option to download the report.

MEETING PLAN/NER: Here you'll find instructions and details for each activity, material lists, estimated time to complete, and recommended sequencing. Download or print the entire plan with just one click of the printer icon.

MEETING PLANNER

1	Arrival and Opening Ceremony	00:15	
2	Select an activity	00:30	
	<input type="radio"/> Play the Go Goals! Game Fulfills Step 1		
	<input type="radio"/> Make a Global Goals Paper Chain Fulfills Step 1		
	<input type="radio"/> Imagine Your Superpower Fulfills Step 1		
3	Select an activity	00:30	
4	Create a Global Citizenship Challenge Fulfills Step 3	00:30	
5	Closing Ceremony	00:10	
6	Follow Up with Families	00:10	
		2:05	

Add to Meeting

MEETING PLANNER (Cont.): Find opening and closing activities to round out a meeting, along with activity choices for each step. There are a lot of ways to customize your meeting planner.

- Drag and drop activities to reorder.
- Use the drop-down 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.
 - **Heads up:** if you accidentally delete a required activity for earning an award, you won't be able to add that activity back without first deleting the meeting.
- Click "Add to Meeting" to add your own activities.

MEETING AIDS (8)

Sort By
FileType

- Global Goals Icon Grid and One-Sentence Global Goal Descriptions
activity material
- Mind Map Sample
activity material
- Notes on Nutrition
activity material
- How An Urban Farm In Philadelphia Is Transforming Lives
activity material
- UNICEF: World's Largest Lesson Live
activity material
- #WhatDoYouCareAbout: Stories for a Sustainable Future
activity material
- Nations United: Rebuilding a Better World
activity material
- Malala Introduces the World's Largest Lesson
activity material
- + Add Meeting Aids**

ADDITIONAL RESOURCES

- Digital Games
activity material
- Adapt Badges and Journeys
volunteer resource
- + Add Additional Resources**

MEETING NOTES

- + Add A Note**

MEETING AIDS: Once expanded using the green drop-down arrow, you'll see documents, videos, and links are the leg up you need to complete the activities in 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.

Click "Add Meeting Aids" to add your own meeting aids.

ADDITIONAL RESOURCES: Take your meeting to the next level! These videos, documents, or suggested events go beyond the required steps for a badge or award, and they can help your troop take a deeper dive into the topics they're most excited about. You'll also find links to the Girl Scout shop to purchase booklets and awards. These materials connect to the Manage Communications email templates, so you can share them with families.

Click "Add Additional Resources" to save your own links here using a URL.

MEETING NOTES: Add a note at the end of a meeting plan with any important reminders or details that you only want troop leaders to see.