



Volunteer Toolkit

FAQs

If you're new to the Volunteer Toolkit (VTK), you probably have some questions. We've put together a list of frequently asked questions to help you get started. Don't see what you're looking for? Contact our Customer Care team at customercare@girlscoutsww.org or 800.541.9852 with additional questions.

What is the VTK?

The Volunteer Toolkit (VTK) was designed to support K-5 troop leaders in planning and delivering a troop meeting to girls. The intent was to consolidate resources into one digital tool to save troop leaders time and assist them with year plans, meeting agendas, and troop management.

Why don't administrative volunteers, including service units, have access to the VTK?

The VTK was designed to support K-5 troop leaders in planning and delivering a troop meeting to girls. VTK access is granted at the troop level because it is intended for troop leaders.

Can I register for programs, camp, etc. through the VTK?

No. You can only register or renew membership through the "MYGS Member Profile" function. To register for camp, programs, and learning opportunities, visit our [Calendar](#) for access to all of our upcoming events.

Can VTK users view program content for grade levels besides their own? Older girls need to see younger girl content, especially for LIA.

Yes. VTK users can access digital program content on the VTK for all Daisy, Brownie, and Junior levels. Go to "YEAR PLAN," click "ADD MEETING," and you'll be prompted to search categories.

Why does the VTK only include year plans for K-5 troops?

In order to use their resources wisely, GSUSA had to narrow their focus when initially implementing the VTK. Since older girls have more experience making decisions and planning their own meetings, they chose to implement the K-5 meeting plans first. Older girl troops can still use the VTK to communicate with families and plan meetings with the "Create Your Own Year Plan" function. Additional resources for older girl troops will be rolled out in the future.

How does the VTK access differ for K-5, 6-12, and multi-level troops?

Grade K-5 troops (Daisy, Brownie, and Junior) have individual age level badge and Journey activities to choose from, as well as the option to "Create Your Own Year Plan". K-5 multi-level troops have 3 STEM Journey options and the "Create Your Own Year Plan" to choose from. Grade 6-12 troops (Cadette, Senior, and Ambassador) will have Outdoor Journeys available in a PDF format. They can use "Create Your Own Year Plan" and the "ADD ACTIVITY" functions to add in their own meetings. Additionally, they can also use "ADD MEETING" to add younger girl meetings to work on leadership awards (VIT, PA, LIA).

What are some additional resources in the VTK for multi-level troops?

If your troop is listed as a multi-level troop in our registration system, you are now able to access multi-level content. If your troop is listed as a specific level (Daisy, Brownie, or Junior), you are able to access all meeting plans and add meetings from other program levels by clicking **“ADD MEETING”** from the **“YEAR PLAN”** tab. To combine two meetings of different levels into one meeting date: ensure your meeting schedule has been set. Add your desired meetings to the year plan. Next, open **“SPECIFY DATES AND LOCATIONS”** in your **“YEAR PLAN”** tab. Click on the calendar symbol by one of the applicable meetings, select **“COMBINE MEETINGS,”** and check the meetings you wish to combine. By clicking **“CONTINUE,”** you will select the new date for the applicable meetings & save your selection.

When will year plans and meeting plans for Cadette, Senior, and Ambassador (C,S,A) troops be available on the VTK?

GSUSA is in the process of identifying the best way to support volunteers and girls at the CSA levels. In the meantime, all CSA troop leaders have access to the VTK. They can still use the troop management features. Outdoor Journeys are now available as a PDF on the VTK and Robotics and Engineering will be available Summer 2018.

Will there be a calendar option in the VTK for older girl leaders to populate themselves?

All volunteers, including CSA, can add a custom activity to the Year Plan. It is shown in a list view rather than a calendar view.

Are volunteers able to upload their own resources to VTK?

No. Volunteers can't upload their own resources to VTK. However, they can add a custom activity to the year plan. For example, a field trip to the fire station or a council event, can be added to the troop year plan by clicking **“ADD ACTIVITY”** from the **“YEAR PLAN”** tab. Troop leaders can also edit and customize an existing meeting plan as needed. For example, if they wanted to add additional meeting aids available in the VTK or adjust the time needed for various agenda items, they are able to do that.

What is not in the VTK?

Council activities are not presently integrated into the VTK. *It's Your World Journey* series year plans are not available in the VTK for Brownies and up; refer to the adult Journey guides. Financial tracking is not available at this time. Continue to access troop financial forms from our website. Information on Highest Awards, bridging, safety awards, and additional badges and awards are not included in the VTK. Refer to the *Girls' Guide to Girl Scouting*.

Will a Journey leader guide be printed for the new program content, or do they have to use VTK?

There are no printed leader guides for the new Journeys. Volunteer resources supporting the new Journeys are available in the VTK and for purchase through our council and online stores.

Why can't I view my year plan for the upcoming membership year? Example: My troop bridged from Brownie to Junior and now I want to view/add the Junior Year Plan options.

Year plan change over in the VTK is around July 1, depending on where in the week the date falls. At that time, Year Plans for 2017–2018 will be archived and the 2018–2019 year plans will become

available. Archived plans can still be viewed by troop leaders; they cannot be edited, however. You must be registered for the next membership year to access the VTK after July 1st.

Can VTK be used for someone who leads 3 different troops?

Yes! The troop leader can toggle between troop accounts.

Can co-leaders of the same troop access the VTK?

Yes! VTK access is granted at the troop level, so all troop leaders/co-leaders have access to the same account. Because this is at the troop level, any edits/changes made by one leader will apply to and be visible by all the other leaders—so coordination between leaders is important.

If I have a Multi-level troop, can all leaders view the VTK?

Yes. VTK defaults to the program level identified at the time of registration; it's based on the troop number. If one large troop is working in patrols at the grade level with just one troop number, one VTK account is to be shared amongst all troop leaders.

What can parents/guardians view in the VTK?

Parents/guardians can log in to their online account using the “**MY GS**” tab on our website and view parts of the VTK, although they cannot make any changes. They can view the year plan, most of the meeting plans, and view and search for resources. Using the Troop tab, parents can view membership, but cannot see other girls' information. They can also view their girl's attendance and achievements, if the troop leader is tracking it. Parents/guardians can use their online account to make changes to their Girl Scout's information (contacts, membership, family profile), but cannot change the troop information.

If I don't have internet at my home and/or meeting place, how will I access the VTK?

If you don't have internet at home, libraries are great resources— you can print meeting plans or download them onto an electronic device (computer, tablet, smartphone) to use without internet access at your meeting.

What badges/Journeys are being developed?

Beginning Summer 2018, Engineering and Robotics badges will be available for Juniors and up. Cybersecurity badges will be available in Summer 2018 (D, B, J) and 2019 for (C, S, A).

How do I find out all the badges and Journeys available for my troop?

The award logs and badge charts for all grade levels have been updated to include all the newly released badges and Journeys. You can print out the newly updated award logs and badge charts to replace the existing logs and charts in your *Girl's Guide to Girl Scouting*. This is a quick and easy way to view all the badges and Journeys available for your grade level.

How do we involve girls in planning their year while using the VTK?

Leaders will still be able to keep their troop girl led by involving girls in the decision making process. Discuss and share all the options with your girls. Once they have made a decision you can select their chosen year plan in the VTK.