

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 Treasurer 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.

Troop Product Manager Volunteers

Active volunteers registered for the current Girl Scout membership year in the troop product program role (either Cookies or Fall Product). This role will have access to full troop member details on the My Troop tab including contact information. 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 readonly 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.)

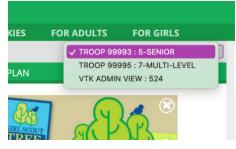
Caregivers Of Individually Registered Members (IRM) You!

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, or have multiple IRM Girl Scouts in your family, 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 <u>www.girlscoutsww.org</u>.

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."

girl scouts	
Hello test Test SIGN OUT	≡
CT DAISIES : 1-DAISY	•
MENU	•
MY TROOP	
• EXPLORE	
YEAR PLAN	
MANAGE CALENDAR	
ADD BADGE / JOURNEY	
MANAGE ACTIVITY	
• DELETE PLAN	
DOWNLOAD CALENDAR	
MEETING PLAN	
RESOURCES	
REPORTS	
• FINANCES	

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.

	OR DEMO	
Becoming Me for Girl Scout Seniors 08/02/2021	hapes in Nature 08/06/2021	Design with Nature 08/06/2021
TROOP 30078 INFO Addison Test13User	VTKScenario3	(555) 777-8622
DOB: 1/4/2007 AGE: 15	Test 3 Fake Street Fake , AK 99997	 Email Opt In Photo Opt In Text Opt In Phone Opt In
GRADE: 10	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 overview of each.

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

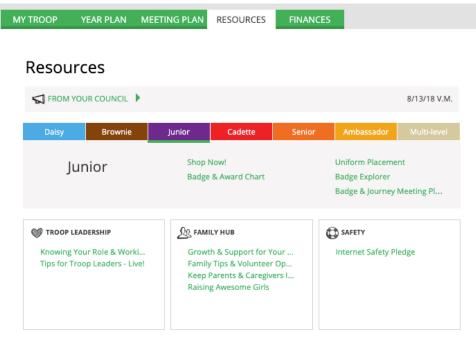
Here you'll find the tools to make each badge, award, and activity a success. We've provided prep information, materials lists, and step-by-step instructions for activities.

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.



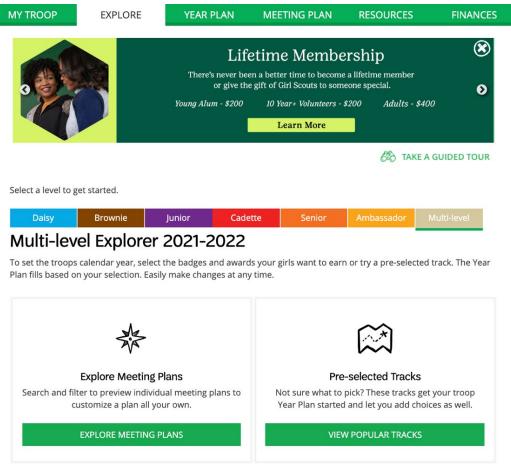
First-Year Troop Leader Experience

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 this is not your first year as an IRM family 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.



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.

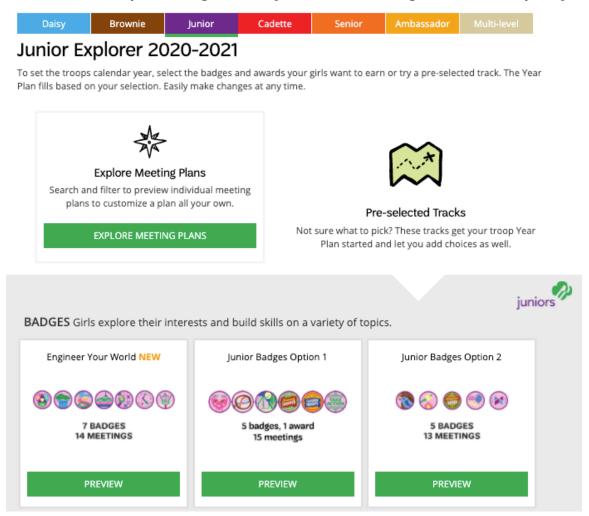
Explore Meeting Plans

Build a year plan that's completely customized to your Girl Scout's interests! You can mix and match meeting plans that work toward the badges, Journeys, and activities that excite your Girl Scout. 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		
	DESIGN WITH NATURE 1 Brownies calculate the age of natural objects and learn about tessellations and bees.	PREVIEW
V	DESIGN WITH NATURE 2 Brownies build a bird feeder, make bird food, and go bird-watching.	PREVIEW
BECOMING	BECOMING ME FOR GIRL SCOUT BROWNIES 1 Brownies start the Becoming Me program by finding their voice and envisioning their future selves.	PREVIEW
	BECOMING ME FOR GIRL SCOUT BROWNIES 2 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. DESIGN WITH NATURE 1 Brownies calculate the age of natural objects and learn about tessellations and	PREVIEW
v	bees.	PREVIEW
Badge Overview		
Meeting Overview		A
Meeting Plan		A
Materials List		
Meeting Planner		▼
1 2 Select an	Arrival and Opening Ceremony 00:15 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.



Preselected Tracks 1

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.

		(ALEN	DAK			_	LOCATION	ACTIVITIES
Start Date		1	04:00 PM • biweek	v -					
	0		Nove	mber	2020		0	and your families and adjust your meeting	dates accordingly as you go.
	Su	Мо	Tu	We	Th	Fr	Sa	. 10/12/2020 Indigenous Peoples' Day	Veteran's Day
	1	2	3	4	5	6	7		
	8	9	10	11	12	13	14	. 12/25/2020	• 01/01/2021
	15	16	17	18	19	20	21	Christmas Day	New Year's Day
	22	23	24	25	26	27	28	02/15/2021	05/31/2021
	29	30						Presidents' Day	Memorial Day
~		19/202 teeth	1					07/04/2021 Independence Day	UPDATE CALENDAR

Location

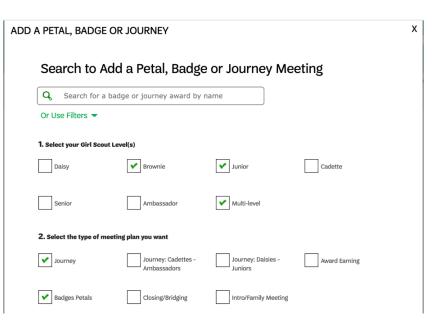
Location is another tool that is typically used by troops but is accessible for individual Girl Scouts, too. Add a physical address or virtual meeting link to each meeting or make them all the same. You can change the location for a meeting in multiple ways— by clicking on a date in your year plan, changing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

EETING DATE AND LOCATION Add, delete or edit locations to assign to you			x	MY TROOP	EXPLORE	YEAR PLAN	MEETING PLAN	RESOURCES	FINANCES
Location Name	Location Address		ADD	E VIEW YEAR PLA	N REPLACE	THIS MEETING DELETE	MEETING		i
the Library	120 SW 5th St, I	Des moines, IA 50309				MEETING			
08/19/2021 09/30/2021	 09/02/2021 10/28/2021 	09/16/2021				MEETING SEPTEMBER	02 04:00 PM		
OV SALCE OV SALCE OV SALCE REMOVE SELECT ALL	 ✓ 1072072021 ✓ 02/03/2022 	02/17/2022	SAVE			s of stories-both fiction Des moines, IA 50309	and non-fiction.	(
Virtual Troop Meeting	g https://us02we	b.zoom.us/meeting/registe	er/tZ0ocuqvqTMiHtf		t the location for tl	his meeting.		(Scribe
09/30/2021	02/03/2022	 ✓ ✓ 12/09/2021 ✓ ✓ 02/17/2022 		the Library		120 SW 5th St, D	es moines, IA 5030	SAVE	
REMOVE SELECT ALL			SAVE		Sirls find out how yo vriting.	ou can encourage, ente	rtain, and excite peopl	e with their	

Adding Meetings And Activities

Add or Change Meetings to Your Year Plan

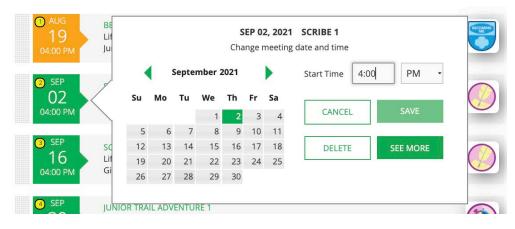
Girl Scouts are ready for whatever comes their way-and that includes changes in meetings or their year plan. Start by using the green "Add Badge/Journey" link at the top of the year plan or the "Search to Add Meetings" link at the bottom of the year plan. Use the search feature or filters to sort through 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."

Edit Meeting Dates and Times

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 part of a go-getting Girl Scout's 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 the Girl Scouts of Western Washington website and gsEvents so you can browse and add 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.

CUSTOM ACTIVITY	COUNCIL ACTIVITY	MANAGE ACTIVITIES				
Going to the Zoo	08/07/202	04:30 PM • 06:00 PM				
Blank Park Zoo	3208 SW 34th St					
20.00	Behind the scenes	s tour.				

Council Activity

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

MAN	IAGE	ACT	IVIT	IES	

Select Activity and Register for event

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

Мар

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!

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.

If you are also a member of Girl Scouts (girl or adult), you'll save an additional \$15 off the prices below:

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.

Manage Calendar 🔍 Ac	dd Badge / Journey 🏾 🏳 Add A	ctivity Past Year	5	ē 2	· ②
PAST YEAR PLANS	PAST MEETING PLANS	FINANCES	VIEWING ARCHIVED TRO CADETTE	OP 99992 : 4-	
	BACK TO CU	JRRENT YEAR	Select Year 2016 ✓ 2020		
CUSTOM YEAR					
22 Outdoo	L HELPERS 2	mans.			

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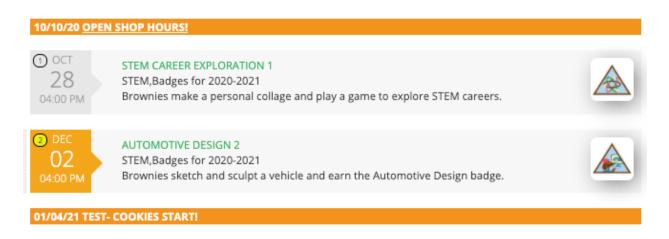
Deleting The Year Plan

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**!

MY TROOP	EXPLORE	YEAR PLAN	MEETING PLAN	RESOURCES	FINANCES
Manage	e Calendar 🤇 Add Bac	lge / Journey 🏳 Manag	e Activity 🍿 Delete Plan	6	Ł (?)
	pe Fi op	c Are you	sure you want to your Year Plan? r Plan will erase all current meeting of attendance and achievements.	details, including	GU

Milestones

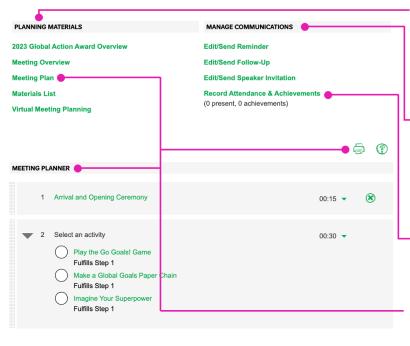
You might see orange bars across your Year Plan tab in chronological order with your other meetings and activities. These are important dates, events, or updates Girl Scouts of Western Washington wants you to know about. These may also include links to additional information that relates to the date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



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.

II VIE	V YEAR PLAN REPLACE THIS MEETING DELETE MEETING	ē 😕	, [PRINT X	
	MEETING : 2023 GLOBAL ACTION AWARD 1		LI , I	What would you like to print? 월 Badge/Jward Overview 월 Meeting Overview 월 Meeting Plan 월 Material List	PRINT: Quickly print a copy of the entire meeting and it's resources.
LOCATI	 An: Central Lee Elementary School 123 Old Hwy 218, Donnellson, IA 52625 Constant Constant C	2023 Global Action Award		MEETING LOCATION: Clic meeting location, or if you've you'll see it linked here. Clicl URLs, or get directions to ph STEPS: Quickly see the high takes to earn a specific badg how these steps connect late where you'll see subtext sho fulfills which step.	k here to add your e already added one, k the link to access lysical locations. a-level view of what it te or award. You'll see er in the activities,
	less 🔺				



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 reach 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			MEETING PLANNER (Cont.): Find opening
1 Arrival and Opening Ceremony	00:15 💌	۲	 and closing activities to round out a meeting, along with activity choices for each step. The are a lot of ways to customize your meeting planner.
2 Select an activity	00:30 🔻		 Drag and drop activities to reorder.
 Play the Go Goals! Game Fulfills Step 1 Make a Global Goals Paper Chain Fulfills Step 1 Imagine Your Superpower Fulfills Step 1 			 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.
3 Select an activity	00:30 👻		 Heads up: if you accidently delete a required activity for earning an awar you won't be able to add that activity back without first deleting the meeting
4 Create a Global Citizenship Challenge Fulfills Step 3	00:30 💌	()	 Click "Add to Meeting" to add your own activities.
5 Closing Ceremony	00:10 👻	۲	
6 Follow Up with Families	00:10 💌	۲	
	2:05		
Add to Meeting			
EETING AIDS (8) The Type Gibbal Goal Coal Second Goal Coal Descriptions activity material Mind Map Sample activity material Notes on Nutrition activity material	•	 drop links in ea supp comp infor activ 	TING AIDS: Once expanded using the green -down arrow, you'll see documents, videos, and are the leg up you need to complete the activities ch meeting! Some are geared toward the adult orting the meeting, and some are for girls oleting the activities. You can find more mation on how to use these resources in the ity plan.
How An Urban Farm In Philadelphia Is Transforming Lives activity material UNICEF: World's Largest Lesson Live	[Click aids.	"Add Meeting Aids" to add your own meeting
a activity material ∽ S#WhatDoYouCareAbout: Stories for a Sustainable Future			ITIONAL RESOURCES: Take your meeting to
[*] activity material			ext level! These videos, documents, or suggested
Ations United: Rebuilding a Better World			ts go beyond the required steps for a badge or d, and they can help your troop take a deeper
activity material		awar dive also f	d, and they can help your troop take a deeper into the topics they're most excited about. You'll find links to the Girl Scout shop to purchase
activity material		awar dive also f book	d, and they can help your troop take a deeper into the topics they're most excited about. You'll
Add Meeting Aids		awar dive also book Mana	d, and they can help your troop take a deeper into the topics they're most excited about. You'll find links to the Girl Scout shop to purchase lets and awards. These materials connect to the
Activity material Constrained by the World's Largest Lesson Add Meeting Aids Diditional Resources		awar dive also f book Mana share	rd, and they can help your troop take a deeper into the topics they're most excited about. You'll find links to the Girl Scout shop to purchase lets and awards. These materials connect to the age Communications email templates, so you can e them with families.
California Control Co		awar dive also f book Mana share	rd, and they can help your troop take a deeper into the topics they're most excited about. You'll find links to the Girl Scout shop to purchase lets and awards. These materials connect to the age Communications email templates, so you can e them with families.
Add Meeting Aids Comparison Difference of the World's Largest Lesson Add Meeting Aids Comparison Add Meeting Aids Comparison Compa		awar dive also t book Mana share Click links	rd, and they can help your troop take a deeper into the topics they're most excited about. You'll find links to the Girl Scout shop to purchase lets and awards. These materials connect to the age Communications email templates, so you can e them with families.