# VOLUNTEER TOOLKIT USER GUIDE

## Caregiver of a Juliette (Individually Registered Member)

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

## TABLE OF CONTENTS

# WHO HAS ACCESS

**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.
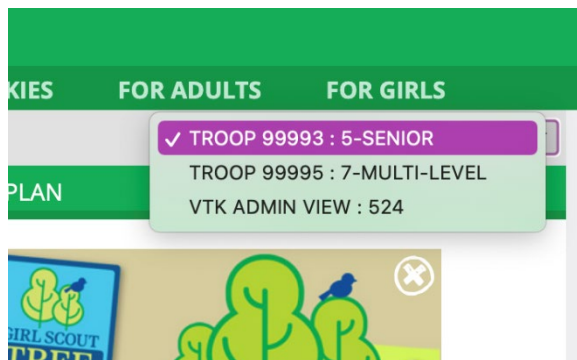
### TROOP LEADERS AND CO-LEADERS

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 have the ability 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 view 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 JULIETTES

Each primary caregiver of a currently registered Girl Scout who is not part of a troop will get troop-leaderlike access with their Girl Scout(s). Access is granted through the council based on confirmation of Juliette 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.

# 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 www.gsutah.org.

In the upper-right corner of your screen, click the MYGS icon to login to myGS using the credentials provided when you registered. Once logged in, from the My Account page, select "Volunteer Toolkit" from the left menu.

# BASIC NAVIGATION

The Volunteer Toolkit is divided into tabs that each have unique tools to help you plan your troop 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.
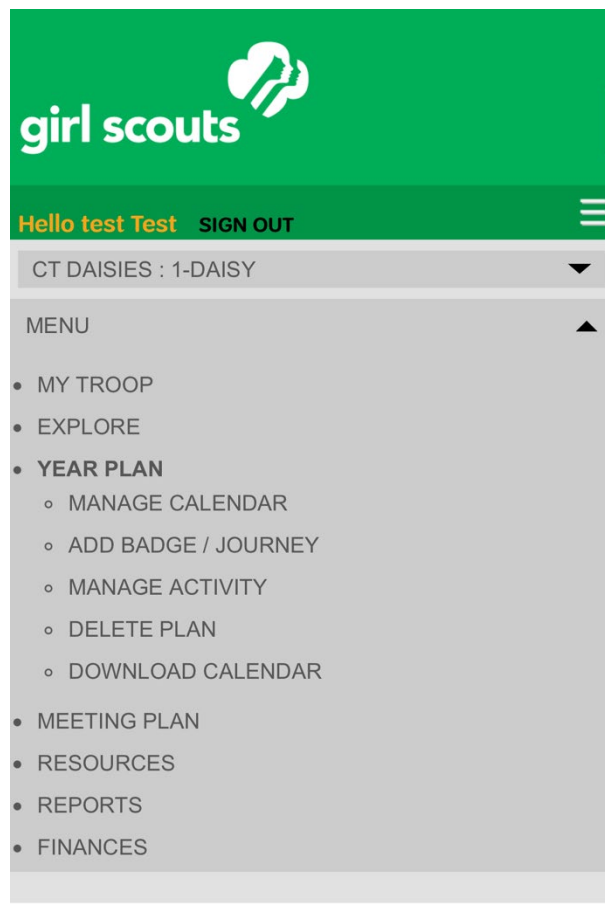


You'll notice three icons on almost every page of the Volunteer Toolkit:

**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."

# BASIC NAVIGATION (Continued)

**My Troop**

Here you will find a record of your personal information and achievements when you earn them.

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



**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 more along the way.

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 or 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.*

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

**\*Deleting your Year Plan means cannot be undone or recovered.**

**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 even step-by-step instructions for activities.

From this tab, you can also quickly print meeting resources, customize meeting plans, email topic experts to help you 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 or badges on a uniform, which special awards your Girl Scouts can earn, or how to lead well-loved Girl Scout traditions—along with national and local resources by topic.

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 leaders: need help getting started? We've got you. The First-Year Troop Experience supports new leaders with additional guidance to get you acquainted with the Volunteer Toolkit. After logging in and navigating into the Volunteer Toolkit, you'll be prompted 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.

## 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 simply 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.

## 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*

**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 Troop!

# 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; simply select any combination to get started.
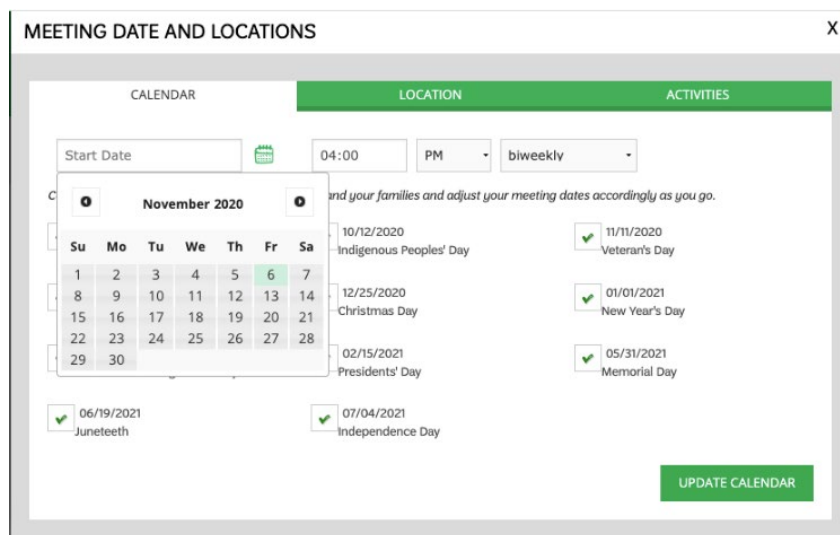
### Location

Location is another tool that is typically used by a troop, 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," and also on the Meeting Plan tab.
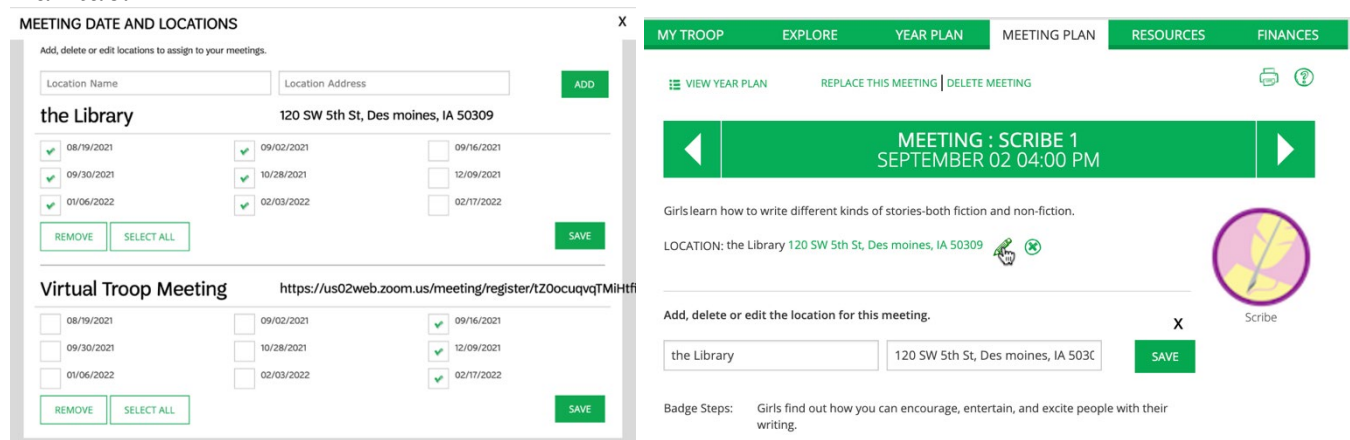
# ADDING MEETINGS AND ACTIVITIES

## 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, and 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 your council website and gsEvents so you can browse and add local 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."

**\*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.**

**Custom Activity**

Add your activity name, date, time, location, and details to your year plan. Remember: caregivers will see this information too, so be sure that event details are clear, and any special instructions are included here.



**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.**

# 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.
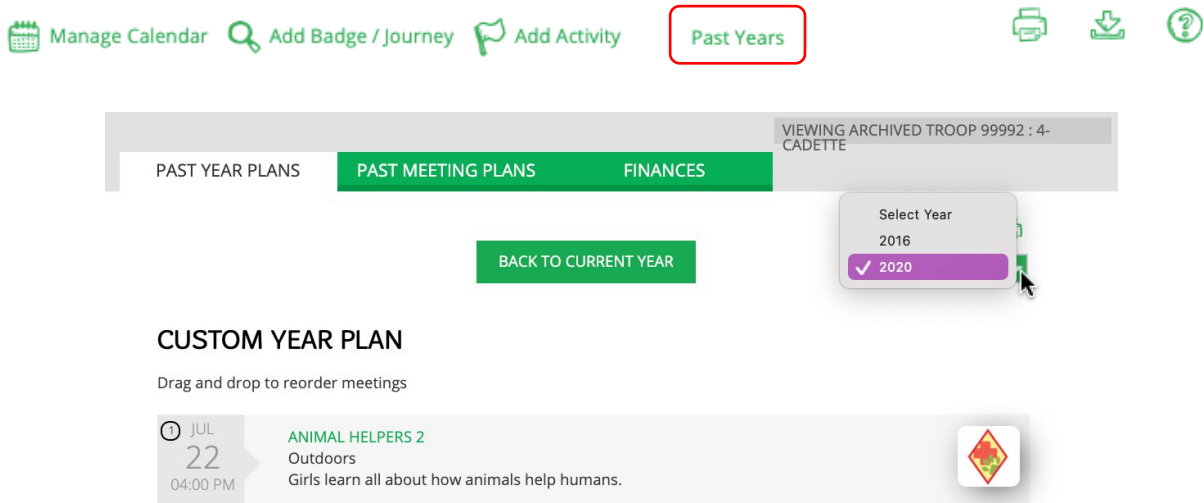


# DELETING THE YEAR PLAN

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. It cannot be undone and is not recoverable, so **use it carefully!**
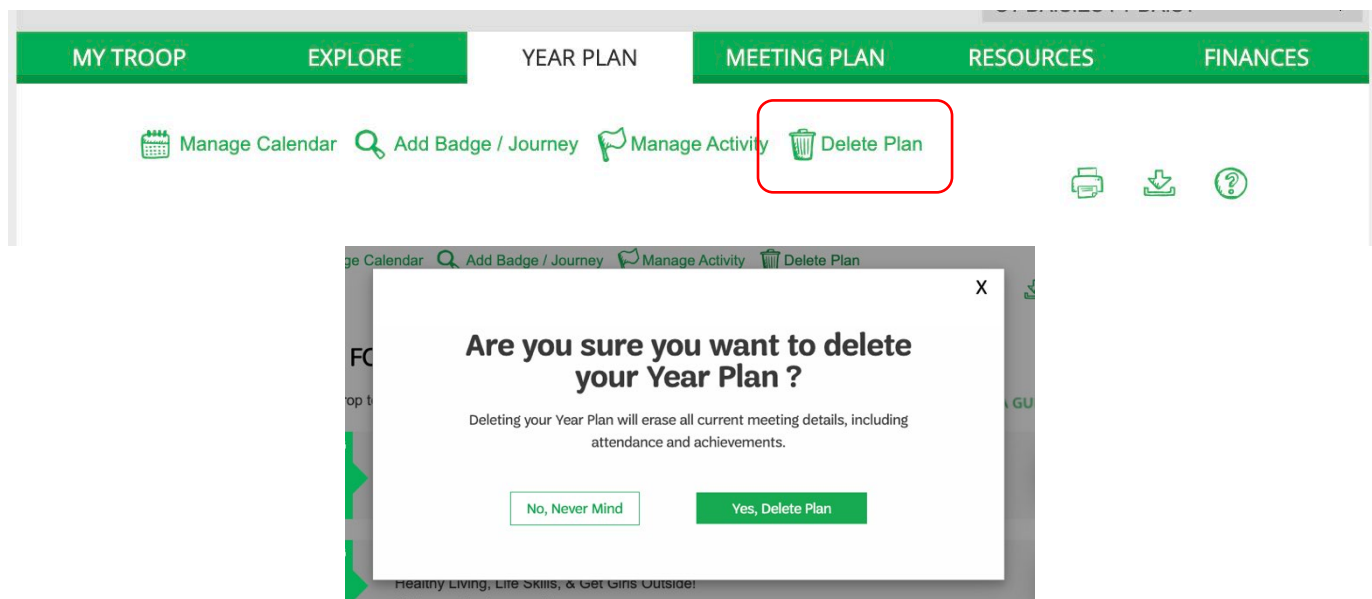
# MILESTONES

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 Girl Scout staff want 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, just use the appropriate links at the top of the meeting plan.



**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 ▾ | |
| | | ◯ Play the Go Goals! Game
Fulfills Step 1 | | |
| | | ◯ Make a Global Goals Paper Chain
Fulfills Step 1 | | |
| | | ◯ 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 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**

| | 1 | Arrival and Opening Ceremony | 00:15 ▾ | ⊗ |

| ▾ | 2 | Select an activity | 00:30 ▾ | |
| | | ◯ Play the Go Goals! Game
Fulfills Step 1 | | |
| | | ◯ Make a Global Goals Paper Chain
Fulfills Step 1 | | |
| | | ◯ 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 accidently 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                          Adapt Badges and Journeys
activity material                      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.

# RESOURCES

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

**MY TROOP**   **YEAR PLAN**   **MEETING PLAN**   RESOURCES   **FINANCES**

# Resources

| Daisy | Brownie | Junior | Cadette | Senior | Ambassador | Multi-level |

### Junior

Shop Now!
Badge & Award Chart

Uniform Placement
Badge Explorer
Badge & Journey Meeting Pl...

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**👑 TROOP LEADERSHIP**

Knowing Your Role & Workin...
Tips for Troop Leaders - Live!

**👥 FAMILY HUB**

Growth & Support for Your Girl
Family Tips & Volunteer Opp...
Keep Parents & Caregivers I...
Raising Awesome Girls
Family Program Release Form
Single Program Release Form

less ▼

**🌐 SAFETY**

Internet Safety Pledge
GSU Safety Activity Checkp...
Volunteer Essentials Handbo...
Girl Emergency Medical Form
Adult Emergency Medical Fo...

less ▼

**🎓 TRAINING**

Videos: Volunteer Tips & Tricks
Challenging Conversations
Daisy Level Training
Older Girls and Volunteer To...
Conflict Resolution Short an...
Recipes for Success: F.A.I.R...

less ▼

**◎ GS TRADITIONS & AWARDS**

GS Traditions & Ceremonies
Girl Scouts & Faith
National Adult Awards
Girl Scout Bridging Guide

**🗺 TRIPS & TRAVEL**

Guide to U.S. Travel
Girls Global Travel Toolkit
Adult Global Travel Toolkit
Girl Scouts Destinations

**🍃 FALL PRODUCT PROGRAM**

**🍪 COOKIE PROGRAM**

Cookie Program Troop Lead...
Cookie Entrepreneur Family ...
Social Media and Cookie Sal...
Girl Scout Troop Cookie Boo...
2018 Cookie Program Dates
Go to the Cookies Page for ...

less ▼

**🌳 CAMP OR OUTDOORS**

Outdoor Progression Chart
Outdoor Skill Building Videos

Administrative Volunteers

Individually Registered Members

**🌐 Global Advocacy**

Global Action Day Toolkit
Open the GATE: Girls' Acces...