

## VOLUNTEER TOOLKIT (VTK)

### Overview

The Volunteer Toolkit (VTK) is a great companion to the other resources in your Girl Scout library. Free, online access means you can manage your troop calendar, find resources, meeting guides and additional information the moment you become a troop leader.

As your awesome digital tool, the VTK will help you manage your time and your troop. You can use it to renew troop members, communicate with caregivers, plan your year, track attendance and badges earned, and submit your troop's Financial Report. Consider it your digital assistant! Girl Scouts of the USA maintains this resource and will continue to update content and features to better meet your needs.



### Pearl of Wisdom

Send individual emails or group emails to all parents/caregivers and all adult troop members, including registered troop assistants and co-leaders. Use the pre-populated email template in each meeting or use the option in the My Troop tab to share upcoming information and update families on girls' achievements.



### Activity 1: Volunteer Toolkit Scavenger Hunt

#### Instructions:

Either provide the worksheet below to volunteers a week before the service unit meeting to complete and bring with them to meeting or have volunteers bring wireless devices and complete together at service unit meeting.

#### Facilitator Note:

If you do not have access to the Volunteer Toolkit, please contact your Community Development Manager for instructions on how to get access to our demo site.

## Volunteer Toolkit Scavenger Hunt

### Getting started:

Choose the Troop Leader view, then select Cadette Level

- What is the date of birth of the first girl listed on the My Troop tab: \_\_\_\_\_
- On the Explore Plan tab, view the Pre-Selected Tracks and select a badge Year Plan of your choice.
- On the Year Plan tab, set up your calendar (Hint: click on Specify Dates and Locations)

### Making changes to the Year Plan

- On the Year Plan tab, add one of the available Journey (all required meetings) from the Meeting Library (Hint: click on Add Meeting) \*note this also works when wanting to add additional meetings for multi-levels
- How many total meetings are available for the Journey you chose?
- Those meetings will be added to the end of your current Year Plan, drag, and drop the first of the added Journey meetings to be your third meeting in the year.
- From the Year Plan tab, when you click on the date of the Journey meeting you added and moved which of the following options are available?
  1. Change the meeting date?
  2. Change the meeting time?
  3. Delete the meeting?
  4. Change the meeting location?
- Find a Meeting with a Meeting Aid. What is the name of the Meeting and Meeting Aid you found:  
\_\_\_\_\_
- On the Year Plan tab add a troop trip or event (Hint: click on Add Activity)

### Customize a meeting

- On the Meeting Plan tab, replace the first meeting with a different meeting (Hint: click on “Replace this Meeting”)
- Open a “Reminder Email” from a Meeting to tell parents what to expect. What does the “Subject” line say: \_\_\_\_\_
- In the Agenda, lengthen the closing ceremony from 5 min to 10 min
- Switch the order of two activities on any Meeting Agenda
- Go into any Meeting and add a customized agenda item (e.g. Celebrate Sally’s birthday)
- Explore the resources tab to find the Outdoor Progression Chart. What is the third step in the progression? \_\_\_\_\_

### Bonus Question

- Who has access the VTK?

<input type="checkbox"/> Parents/Caregivers	<input type="checkbox"/> Troop Cookie/Fall Product Managers
<input type="checkbox"/> Troop Leaders	<input type="checkbox"/> IRM (Juliette)
<input type="checkbox"/> Service Unit team members	<input type="checkbox"/> Girl Member

## Activity 2: Matching Game

### Instructions:

Hand out worksheet and have the group match the highlights from the VTK (left side) to how it makes managing your troop easier (right side). Discuss with the group: When using the VTK how have you used these topic areas? If you haven't used, what's something you can do to incorporate them into the troop?

### Answer Key

<b>Organization</b>	The Resource tab is full of resources to provide troop leaders key documents, guidance, and additional tools to help provide girls a successful Girl Scout Leadership Experience through any point in their Girl Scout path. The VTK is a great tool for families to view the troop calendar and find resources to help them support their girl in their Girl Scout experience.
<b>Communication</b>	View and manage your troop roster. Create a calendar by selecting the track that best fits your troop's need whether that is a custom option, a badge track, or a Journey track. Each meeting on your calendar contains resources to help you organize your plans, from material lists, step-by-step meeting guides, communication tools and more.
<b>Resources</b>	Send individual email or group emails to all parents/caregivers and all adult troop members, including registered troop assistants and co-leaders. Use the pre-populated email template in each meeting or use the option in the My Troop tab to share upcoming information and update families on girls' achievements.
<b>Exclusive Content</b>	The VTK is a unique tool and is the only place you can find the STEM and Outdoor Journey meeting guides for all Girl Scout levels.

### Worksheet:

### Instructions:

Match the highlights from the VTK (left side) to how it makes managing your troop easier (right side).

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## Activity 3: Camp Planning from the Junior Eco Camper Badge

### Instructions:

Divide into small groups. Hand out the worksheet.

### VTK Usage Worksheet

#### Instructions:

Below is an activity pulled directly from the VTK, this is an example of what you will see. With your group, work to complete this activity, so you will be able take these practices back to your troop and facilitate with your girls.

**Time Allotment:** 20 Minutes

#### Materials:

- Paper
- Pencils
- White board or poster board with “camping questions” and “camping plan” written on top
- Under camping questions, write: Where will you go? When will you go? How will you get there? What kind of gear will you bring? How will you wash and get water? What kind of activities will you do when you get there? What will you eat? How much will the trip cost, and how will your group pay for it?

#### Steps:

- Show Juniors the two columns on the board; explain they will break into teams to do some planning.
- Break Juniors into teams of three to four each.
- Have them discuss and write up a plan for their camping trip using the questions as a guide.
- When they finish, gather girls to go over their camping trip goals and plan as a group.

#### SAY:

*How many of you have been camping? (Show of hands.) Tell us about it. Were you with your family and friends? Where did you camp? How long did you go for? What did you bring?*

*Whether or not you have been camping before, knowing what you need and how to pack the right gear is part of planning ahead.*

*Can anyone say what principle in Leave No Trace “planning ahead” is? (Answer: Principle 1: Know Before You Go.)*

Point to the board and the column “Camping Questions.”

#### SAY:

*Your gear is part of camping planning: **What will you bring?** We will talk more about gear later, so you skip that question.*

*For now, break up into teams and come up with answers to the other questions and we will share when you are done.*

When Juniors are done, write their answers on the board as they volunteer their suggestions. Come up with a group decision about where to go. Do not worry about getting into details about a menu plan, or about the campsite--it is more of an overall planning session to find out what type of trip the Juniors want to have.

Give Juniors a chance to talk about the ideas they like (or do not like).

If Juniors are divided between a few ideas, ask them to choose one top idea and keep the others as backups. You can also have them vote--just make sure that anyone whose idea was not chosen knows that it was a good idea and that it might be used later.

Juniors may reach an agreement quickly. If they do not, note the top 2 or 3 ideas and facilitate an agreement using "fist to five":

*If you are holding up 5 fingers, you love it!*

*4 fingers--it is good.*

*3 fingers--you are OK with the idea.*

*2 fingers--you are OK with it but perhaps want to make a little change.*

*1 finger--you would like to talk about making more changes.*

*And a closed fist--no fingers--you really do not like it!*



## S'more Info

- [youtube.com](https://www.youtube.com/watch?v=...)> [Girl Scouts of USA](https://www.gsw.org/)> [Playlists](https://www.gsw.org/)> [Volunteer Toolkit Tutorials](https://www.gsw.org/)
- [gsw.org](https://www.gsw.org/)> [Volunteer](https://www.gsw.org/)> [Online Support for Volunteers](https://www.gsw.org/)> [Volunteer Toolkit](https://www.gsw.org/)> [Volunteer Toolkit FAQ's & Login Instructions](https://www.gsw.org/)
- [gsw.org](https://www.gsw.org/)> [Volunteer](https://www.gsw.org/)> [Forms and Docs](https://www.gsw.org/)> [VTK Finance Tab FAQ](https://www.gsw.org/)
- [gsw.org](https://www.gsw.org/)> [Volunteer](https://www.gsw.org/)> [Forms and Docs](https://www.gsw.org/)> [Planning Your First Two Months](https://www.gsw.org/)
- [gsw.org](https://www.gsw.org/)> [Volunteer](https://www.gsw.org/)> [Forms and Docs](https://www.gsw.org/)> [Guiding Your Troop Meeting Plan](https://www.gsw.org/)

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