

Getting Started on the Volunteer Toolkit

Volunteer Toolkit Highlights

What will I find in the Volunteer Toolkit (VTK), and how does it make managing the troop easier?

My Troop	Explore	Year Plan	Meeting Plan	Resources
You will see your girls' contact information in this tab.	Wondering where to get started? You can see all the exciting options in the Explore tab. You'll be able to:	From this tab you can:	Make every meeting a success! Here you'll find:	Where do badges belong on her uniform? Which awards can she earn at the next grade level? If you've got questions, you'll find the answers you need on the Resources tab
From here you can send emails to the entire troop Download Excel spreadsheet with girls' information and lists of all marked achievements	Browse prebuilt tracks of badge and Journey activities Create your own activity track with your girls Preview tracks and badge requirements before you add them to your year plan See an overview of all preselected tracks at the bottom of the page. It's even printable, so you can easily review your options! Don't worry! You can always add, remove, or change your plan as you go, one meeting at a time	Set meeting dates and locations Add badges, Journeys, and activities to your plan Preview badge and Journey requirements	Suggested badge outlines Material lists—supplies you will need Printable meeting aids A customizable agenda Send email reminders to your troop about upcoming meetings Track attendance and badge achievements	Access GSUSA and GSWO specific resources. Find our GSWO council message with monthly reminders Use the Badge Explorer to find all the available badges for your girls grade level and the steps she needs to do to complete them

Reminder:

You must be a currently registered member of Girl Scouts and have chosen a leader role in your troop to set up your troop's VTK. Remember, each co-leader logs in with their credentials but sees the same information for your troop. Make sure all leaders know when you have made changes to the account!

Questions? Please feel free to contact Customer Care at 888.350.5090 or customercare@gsw.org

