

Volunteer Toolkit Cheat Sheet

Learn more at www.sdgirlscouts.org/digital

What is it?

The Volunteer Toolkit (VTK) is a web-based app that you can access from your desktop, tablet or phone. Focus on fun! Streamline planning and troop management while keeping families in the loop.

VTK provides clear, step-by-step instructions that walk you through each troop meeting with your girls. Choose from a list of pre-planned agendas, or customize to create a meeting all your own. Included are sample scripts, shopping lists, time allotments for each activity, and more.

You'll need:

- Current GS membership (active for 2018) and a current background screening
- Leader status = “troop leader” or “troop assistant leader” (aka “direct primary”)
- Troop program grade level set at the view you prefer (such as Daisy, or Multi-Level)

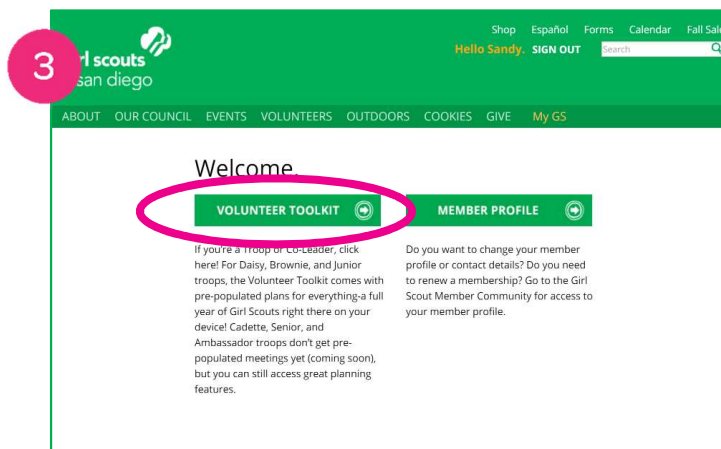
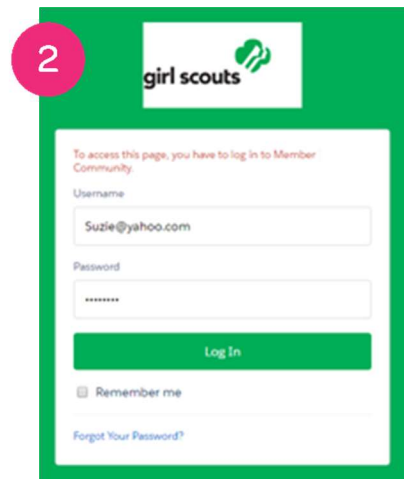
To change these settings, go to MyGS → Member Profile → Troops (scroll down to) → View/Edit Troop Information. Email customercare@sdgirlscouts.org or call 619-610-0821 for assistance.

Go to:

1. www.sdgirlscouts.org and click “MyGS” then choose “Volunteer Toolkit”



2. Enter your email and password (same as your membership account)
3. Then confirm “Volunteer Toolkit”



New Features in 2018:

- Help Menu (live now)
- Finances and Resources Tabs
- Delete past meetings
- More badges and Journeys

Troop Leaders, use tabs for these functions:

MY TROOP	YEAR PLAN	MEETING PLAN	RESOURCES	FINANCES
<ul style="list-style-type: none"> • View and edit roster (click girl name to open) • Download girl roster • Edit contact info • See achievements and attendance • Use the roster with achievements as an award shopping list • Renew memberships • Email families • If you have more than one troop, toggle back and forth 	<ul style="list-style-type: none"> • Specify meeting details • Use new preview to choose pre-organized year plans (many new!) • Add a meeting from ANY level or year plan • Add custom or council activities (Be sure to complete reg.!) • Change meeting order (drag gray box and drop) • Add or combine meeting plans (click meeting date) • See past years' plans 	<ul style="list-style-type: none"> • Meeting overview, activity plan and materials lists – download or print, too • Delete a meeting • Send customized reminders to families • Attendance and achievements • Get/print/add meeting aids • Change agenda order or time allotted • Add or remove agenda item 	<ul style="list-style-type: none"> • Badge charts, awards logs and other troop management tools • Linked resources from GSSD and GSUSA: <ul style="list-style-type: none"> • Troop Leadership • Family Hub • Safety • Training • Traditions & Awards • Trips and Travel • Fall Sale Info • Cookie Program • Camp or Outdoors 	<ul style="list-style-type: none"> • Enter income and expenses as you go. • Share income, expenses and balances with families automatically when entered • Submit year-end report by June 1 (records will start May 1 and end April 30 for all troops) • Read the Annual Troop Finance Report How-to Guide for details

Help families help the troop (and you) with the read-only Parent View:

<ul style="list-style-type: none"> • See daughter's roster info; edit contact info • Renew her membership • See her achievements and attendance 	<ul style="list-style-type: none"> • See meeting dates, locations and holidays • See the year plan the troop has chosen 	<ul style="list-style-type: none"> • See meeting overviews • See basic agenda items • See/download meeting plan and materials list-- makes it easier to help! 	<ul style="list-style-type: none"> • Family Hub and other sections are great for connecting with families, or for doing activities on their own 	<ul style="list-style-type: none"> • See financial info posted by leaders • See financial info submitted to GSSD • Keeps money matters transparent
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Get started at the “Year Plan” tab:

- SPECIFY DATES AND LOCATIONS: Set your first meeting date, meeting frequency, etc.
- EXPLORE THE LIBRARY: See the previews, and ask your girls which one appeals to them the most. Then, choose that year plan. Meeting dates will populate the calendar automatically.
- ADD MEETING or ADD ACTIVITY: Customize your year plan with added meetings from any level. Add activities any time, like troop field trips, council events or service unit activities. They'll show up in the year plan calendar so everyone will have the info at their fingertips.
- GO! Have fun with your troop!

Need help? Contact your troop support specialist or:

- Customer care team: customercare@sdgirlscouts.org or 619.610.0821
- The training team: training@sdgirlscouts.org or Sandy at 619.610.0814