Volunteer Toolkit

Use this troop leader ‘cheat sheet’ to get started and learn more at sdgirlscouts.org/VTK

What is it?
The Volunteer Toolkit (VTK) is a web-based tool that leaders can access from a desktop, tablet, or phone. Use your VTK to focus on fun! Streamline planning and troop management while keeping families in the loop. The VTK is also a great resource to delegate tasks to troop volunteers and help girls lead when they’re ready.

Walk through each troop meeting with VTK’s clear, step-by-step instructions. 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:
- An active Girl Scout membership (for 2019) 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 your setting, email customercare@sdgirlscouts.org or call 619-610-0821.

To get started:
1. Go to sdgirlscouts.org and click “MyGS/VTK” then choose “Volunteer Toolkit.”
2. Enter your email and password (same as your membership account).
3. Confirm “Volunteer Toolkit.”
Did you know?

Leaders who use VTK regularly:
• Are more satisfied with their GS experience and less frustrated
• Spend fewer hours preparing for meetings and managing the cookie program
• Have better parent support, more meaningful activities, and better girl engagement

Source: GS Voices Count survey 2018, compared with non-VTK leaders

Spend less time planning, more time with your troop!

Help families help the troop (and you) with the read-only Parent View:
• **Recruit helpers.** Simple scripts make it easy for anyone to lead part or all of a meeting. Materials lists and meeting overviews allow you to delegate prep tasks.
• **Communicate the Girl Scout Leadership Experience.** Help families know and reinforce the important objectives of troop meetings. A pre-populated email is available for each meeting, so parents will know what their girl did at Girl Scouts.
• **Keep money matters clear.** Families can view basic financials posted on the Finances tab—helpful for keeping everyone informed.
• **Connect to the movement.** The Family Hub tile in the Resources tab invites exploration for everyone!

Need help?

Troubleshooting: Common problems can be solved by using Chrome as your browser. For support, contact your troop support specialist, or Girl Scouts San Diego staff at:
• customercare@sdgirlscouts.org, 619-610-0821
• training@sdgirlscouts.org, 619-610-0814 (Sandy Sultz)