



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.

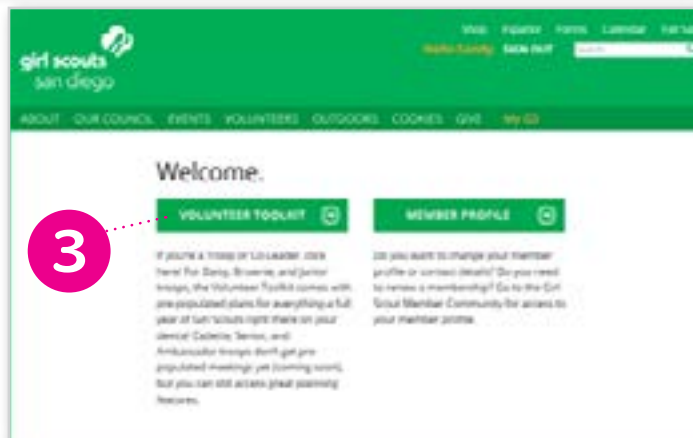
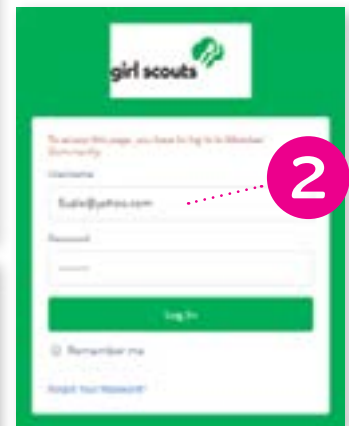
Walk through each troop meeting with VTK's clear, step-by-step instructions. Choose from a list of pre-planned agendas or customize to create a meeting all your own. Included are sample scripts, shopping lists, time allotments for each activity, and more.

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!



Begin here → EXPLORE:

MY TROOP: This tab is a roster. Leaders can email the troop; parents can see their girl's info. Either can renew or edit info.

Pre-selected tracks make it easy to find plans that will suit your girls. Many start with an intro meeting with parents, and a sampler meeting to try new things. You can always adjust later.

YEAR PLAN: Here is your troop calendar tab. Specify meeting dates, times and location so members can see. Add meetings, field trips, or council events. Reorder meeting dates. Add, delete, or combine meetings. Families have a read-only view.

MEETING PLAN:

Meeting overview, activity plans, and materials lists—download or print to share tasks. Send customized meeting reminders and details. Take attendance and track achievements. Get, print or add meeting aids like posters or worksheets. Agenda items can be added, deleted, or adjusted for time.

RESOURCES: Helpful links, forms, and info from GSUSA and Girl Scouts San Diego. Program info is posted for every level. Tiles make it easy to find common info on the Cookie Program, training, camp or travel, and more. A Family Hub tile gets everyone on the same (web) page.

FINANCES:

Tools to keep the troop's financial health transparent. Submit the troop's year-end report here.

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)