

# Volunteer Toolkit: Frequently Asked Questions



The Girl Scout Volunteer Toolkit (VTK) is a comprehensive digital tool accessible on your computer, smartphone or tablet. It is the primary support resource for leaders who work with troops in grades K-5. For volunteers, this resource will replace the adult leader guide for Journeys and the Girl's Guide to Girl Scouting. Girls will still use their books to enhance their experience and serve as a memento of their fun experience.

## 1. What Will I find in the Volunteer Toolkit?

*Five tabs make managing your troop easier:*



### My Troop

Manage troop contacts, track awards and badges, track attendance, and communicate with caregivers/parents.

### Your Plan

When you log into VTK for the first time, you'll have access to three full year plans, including one Girl Scout Badge year, and two Girl Scout Journeys ("It's Your Story – Tell It" and "It's Your Planet – Love It"). These pre-populated plans provide everything you need to get started. At the beginning of each year you'll spend the first two meetings deciding with the girls what they'd like to do. You'll also set your meeting calendar to include locations, dates and times. New content can be added throughout the year.

### Meeting Plan

Customize activities, delete ones that your girls don't want to do and replace them with new ones.

### Resources

This tab provides easy access to Safety Activity Checkpoints and other helpful resources. From here you can add meeting aids to specific meetings in your year plan.

### Finances

Share financial information with parents and submit financial information to the Council. You will still submit your troop bank statement to your service unit, but this tab provides a transparent way to share troop finance information with troop parents. **(Currently Under Construction)**

## Learn More!

- Visit GS of the USA's YouTube channel and search for Volunteer Toolkit videos

# Volunteer Toolkit (FAQ continued)



## 2. How do I access VTK if I have a Two-Level Troop?

You can easily switch back and forth between troops.  
Daisies and Brownie Leaders can switch between each other's VTK.  
Brownie and Junior Leaders can switch between each other's VTK.

## 3. Do all troop leadership and parents have access to the VTK?

Yes. Troop leaders have full access. Parents of girls in troops will also have "read-only" views of the My Troop (excluding contact info), Year Plan, Meeting Plan and Financial tabs.

## 4. Why is Toolkit only for K-5 troops?

Going digital is a new direction for our national organization. In order to use our resources wisely, we had to narrow our focus as a starting point. That doesn't mean that we don't value teen girl program! They will not have Journey, Girl's Guide, or year plan content available, but they do have a "Create Your Own" year plan and still benefit from the organizing utility of the tool.

## 5. If I don't have internet access at my meeting place, how will I access the VTK

You can easily download the materials to your device or print them to take to your meeting. The VTK can be accessed via tablets or smart phones. You can save the material on these devices, or access them using your mobile broadband or Wi-Fi network.

## 6. What about volunteers who don't have internet access at home?

The VTK is a website that can be accessed from any computer or electronic device with internet capability. Libraries are a great resource for those who don't have access to the internet at home. You can print meeting plans or download them to your personal computer using remote internet access.

## 10. Why has Girl Scouts decided to go digital?

The VTK is designed to help cut down the amount of time it takes for you to manage your troops by planning meetings (in partnership with the girls), communicating with parents, and finding support resources. The VTK puts all of this at your fingertips!

