

# VOLUNTEER TOOLKIT USER GUIDE

## Caregiver of a Juliette (Individually Registered Girl)

The Volunteer Toolkit is your official source for accessing badges, Journeys, and all the activities you need to earn them throughout your year! With this step-by-step guide, you can start your year strong and spend more time adventuring with your Girl Scout!

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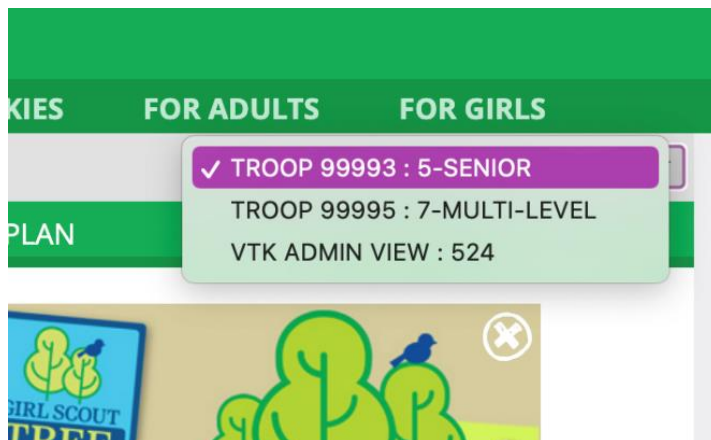
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### WHO HAS ACCESS

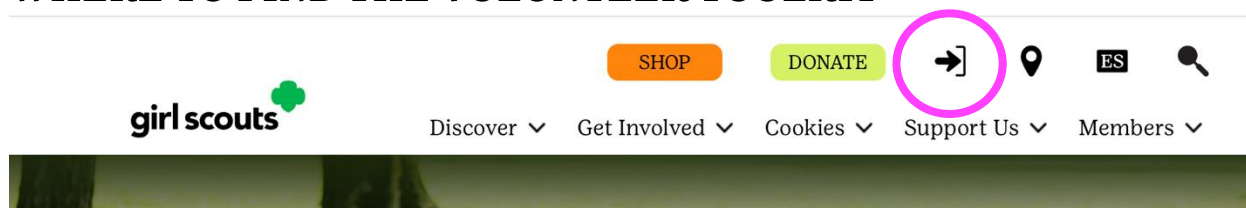
**NOTE:** If you hold multiple roles, you'll have a Volunteer Toolkit account for each—all under one login! Look for the gray drop-down box in the upper-left corner of your screen to navigate between accounts.

#### CAREGIVERS OF INDIVIDUALLY REGISTERED GIRLS, OR JULIETTES

Each primary caregiver of a currently registered Girl Scout who is not part of a troop will get troop-leaderlike access with their Girl Scout(s). Access is granted through the council based on confirmation of individually registered status.



## WHERE TO FIND THE VOLUNTEER TOOLKIT



The Volunteer Toolkit can be used from any computer, tablet, or smartphone with internet access. For best results, use a Toolkit-friendly browser, such as Chrome or Firefox, with a cleared cache, and visit [girlscouts.org](https://girlscouts.org).

In the upper-right corner of your screen, click the arrow & bracket icon to login to myGS using the credentials provided when you registered. Once logged in, from the My Account page, select “Volunteer Toolkit” from the left menu.

## BASIC NAVIGATION

The Volunteer Toolkit is divided into tabs that each have unique tools to help you plan your troop year and manage each meeting with ease. If you’re on a computer, you’ll see the green tabs across the top of your browser window. Mobile users will see a gray drop-down menu at the top with tabs beneath.

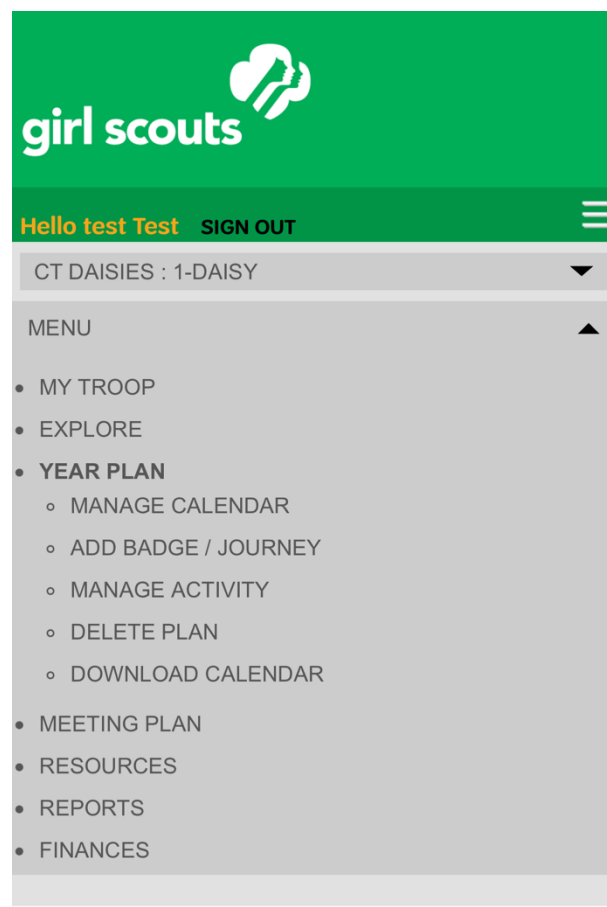


You’ll notice three icons on almost every page of the Volunteer Toolkit:

**Print** allows you to print a copy of your current screen.

**Download** allows you to download calendar appointments (from the Year Plan tab), pages, and resources.

Seek additional **help** by clicking the green question mark icon or by clicking “Take a Guided Tour.”



## BASIC NAVIGATION (Continued)

### My Troop

Here you will find a record of your personal information and achievements when you earn them.

From this tab, you can also download and print your achievement report, renew memberships, and customize the page with a photo.

#### ▼ ACHIEVEMENTS FOR DEMO



Becoming Me for  
Girl Scout Seniors  
08/02/2021



Shapes in Nature  
08/06/2021



Design with  
Nature  
08/06/2021

#### ▼ TROOP 30078 INFO

	Addison Test13User	VTKScenario3 Test	(555) 777-8622
DOB: 1/4/2007	3 Fake Street	<input type="checkbox"/> Email Opt In	<input type="checkbox"/> Photo Opt In
AGE: 15	Fake , AK 99997	<input type="checkbox"/> Text Opt In	<input checked="" type="checkbox"/> Postal Opt In
GRADE: 10		<input type="checkbox"/> Phone Opt In	
Achievements:			
Attendance:			
		RENEW NOW	UPDATE CONTACT INFO

### Explore

You'll find exciting options for your year under the Explore tab, including prebuilt tracks based on each Girl Scout program level. You can also browse individual badges and meeting types to build a plan from scratch. Once you've made a choice, your year plan will be automatically populated. Selecting a year plan is required before other features become available, but you can come back to the Explore tab anytime to add more along the way.

From this tab, you can also preview prebuilt tracks of badge and Journey activities, preview individual badge or award requirements, and download or print an overview of each.

## **Year Plan**

From this tab, you can set a schedule, add or swap out badges or awards, and fine-tune your Girl Scout year. For a walk-through of all the tools at your fingertips, click “Take a Guided Tour” on the Year Plan tab. If you ever want to start all over, use the Delete button to remove all meetings and achievements.\*

From this tab, add more custom and council activities, preview requirements, and view previous years and important milestones from your local area.

**\*Deleting your Year Plan means cannot be undone or recovered.**

## **Meeting Plan**

Here you’ll find the tools to make each badge, award, and activity a success. We’ve provided prep information, materials lists, and even step-by-step instructions for activities.

From this tab, you can also quickly print meeting resources, customize meeting plans, email topic experts to help you with your badge, and check off completed badges and awards.

## **Resources**

Under this tab, you’ll find answers to your pressing questions—like where to put pins or badges on a uniform, which special awards your Girl Scouts can earn, or how to lead well-loved Girl Scout traditions—along with national and local resources by topic.

From this tab you can also gain access to the Girl Scout shop from each program level, download reference documents for all the awards a Girl Scout can earn, and explore tips for troop leaders and other roles. All user types can see this tab and interact with it in the same way.

## **FIRST-YEAR TROOP LEADER EXPERIENCE**

New leaders: need help getting started? We’ve got you. The First-Year Troop Experience supports new leaders with additional guidance to get you acquainted with the Volunteer Toolkit. After logging in and navigating into the Volunteer Toolkit, you’ll be prompted answer the question, “Is this your first year as a Girl Scout troop leader?” If you answer “yes,” you will follow a guided path with recommended steps to simplify your onboarding process.

If you’re not a first-year Girl Scout troop leader but would like to see the guided path, click “Take a Guided Tour” on any of the Volunteer Toolkit tabs to see the same guidance that a new leader would.

## **SET UP YOUR YEAR PLAN**

The first time you log into the Volunteer Toolkit, you’ll be taken to the Explore tab. From here, you can visit the My Troop, Resources, or Finances tabs, but to activate the Year Plan and Meeting Plan tabs you need to first make a selection under the Explore tab.

MY TROOP
EXPLORE
YEAR PLAN
MEETING PLAN
RESOURCES
FINANCES

Select a level to get started.

Daisy
Brownie
Junior
Cadette
Senior
Ambassador
Multi-level

## Multi-level Explorer 2021-2022

To set the troops calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make changes at any time.

### Explore Meeting Plans

Search and filter to preview individual meeting plans to customize a plan all your own.

EXPLORE MEETING PLANS

### Pre-selected Tracks

Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.

VIEW POPULAR TRACKS

Want to explore more before setting up a plan? Check out the [Award and Badge Explorer](#) to mix and match badge and journey choices. Include your Girl Scouts and let them give input as you plan your year.

## Explore Meeting Plans

Build a year plan that's completely customized to their interests! You can mix and match meeting plans that work toward the badges, Journeys, and activities that excite your Girl Scout(s). You can also search through all badges and Journeys, regardless of program level. Use the available filters, or search for specific meetings and simply select the ones you'd like to use in your year plan. Each year you can use the "New for [Insert Year]" filter to find all the new programming released in the Summer. Once you're finished, click "Add to Year Plan" at the bottom to move forward in the system.

Brownie

DESIGN WITH NATURE 1

Brownies calculate the age of natural objects and learn about tessellations and bees.

PREVIEW

DESIGN WITH NATURE 2

Brownies build a bird feeder, make bird food, and go bird-watching.

PREVIEW

BECOMING ME FOR GIRL SCOUT BROWNIES 1


Brownies start the Becoming Me program by finding their voice and envisioning their future selves.

PREVIEW

BECOMING ME FOR GIRL SCOUT BROWNIES 2

Brownies finish the Becoming Me program series by reflecting on the program themes and the things that shape who they are and what they will become.

PREVIEW



DESIGN WITH NATURE 1

Brownies calculate the age of natural objects and learn about tessellations and bees.

PREVIEW

X

Badge Overview

Meeting Overview

Meeting Plan

Materials List

Meeting Planner

1	Arrival and Opening Ceremony	00:15
2	Select an activity	00:20


## Preselected Tracks

Not sure where to start? You can also choose from collections of badges and awards with the preselected tracks option instead. Click “View Popular Tracks” to preview each combination of awards and download them if needed. Once you’ve decided, click “Select Track,” and your year plan will be created. You’ll automatically be taken to the Year Plan tab. You can bundle Preselected Tracks too by returning to the Explore tab and adding another one to your plan.



### Junior Explorer 2020-2021


To set the troops calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make changes at any time.



**Explore Meeting Plans**


Search and filter to preview individual meeting plans to customize a plan all your own.

EXPLORE MEETING PLANS




**Pre-selected Tracks**

Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.



**BADGES** Girls explore their interests and build skills on a variety of topics.


Engineer Your World **NEW**



7 BADGES  
14 MEETINGS

PREVIEW


Junior Badges Option 1



5 badges, 1 award  
15 meetings

PREVIEW

Junior Badges Option 2



5 BADGES  
13 MEETINGS

PREVIEW

## SET UP YOUR CALENDAR

You're almost ready to unlock everything the Volunteer Toolkit has to offer—your last step is setting up dates. While individual Girl Scouts might not have meeting dates like a troop would, you'll still need to set this up to move forward. Once you're on the Year Plan tab, click "Manage Calendar," select a start date, and choose the frequency as well as a start time. Dates and times can be changed meeting by meeting after this step; simply select any combination to get started.

MEETING DATE AND LOCATIONS

CALENDAR LOCATION ACTIVITIES

Start Date 04:00 PM biweekly

November 2020

10/12/2020 Indigenous Peoples' Day 11/11/2020 Veteran's Day

12/25/2020 Christmas Day 01/01/2021 New Year's Day

02/15/2021 Presidents' Day 05/31/2021 Memorial Day

06/19/2021 Juneteenth 07/04/2021 Independence Day

UPDATE CALENDAR

### Location

Location is another tool that is typically used by a troop, but is accessible for individual Girl Scouts too. Add a physical address or virtual meeting link to each meeting or make them all the same. You can change the location for a meeting in multiple ways—by clicking on a date in your year plan, changing a date quickly, or selecting "See More Calendar Options," and also on the Meeting Plan tab.

MEETING DATE AND LOCATIONS

Add, delete or edit locations to assign to your meetings.

Location Name Location Address ADD

the Library 120 SW 5th St, Des moines, IA 50309

08/19/2021 09/02/2021 09/16/2021

09/30/2021 10/28/2021 12/09/2021

01/06/2022 02/03/2022 02/17/2022

REMOVE SELECT ALL SAVE

Virtual Troop Meeting https://us02web.zoom.us/join/120ocuqvqTMHtHf

08/19/2021 09/02/2021 09/16/2021

09/30/2021 10/28/2021 12/09/2021

01/06/2022 02/03/2022 02/17/2022

REMOVE SELECT ALL SAVE

MY TROOP EXPLORE YEAR PLAN MEETING PLAN RESOURCES FINANCES

VIEW YEAR PLAN REPLACE THIS MEETING DELETE MEETING

MEETING : SCRIBE 1 SEPTEMBER 02 04:00 PM

Girls learn how to write different kinds of stories—both fiction and non-fiction.

LOCATION: the Library 120 SW 5th St, Des moines, IA 50309

Add, delete or edit the location for this meeting.

the Library 120 SW 5th St, Des moines, IA 50309 SAVE

Badge Steps: Girls find out how you can encourage, entertain, and excite people with their writing.

## ADDING MEETINGS AND ACTIVITIES

### Add or Change Meetings to Your Year Plan

Girl Scouts are ready for whatever comes their way—and that includes changes in meetings or their year plan. Start by using the green "Add Badge/Journey" link at the top of the year plan or the "Search to Add Meetings" link at the bottom of the year plan. Use the search feature or filters

July 2022



to sort through available meeting types and choose which ones to add to your year plan. Meeting titles with numbers at the end are part of a series, and you'll want to add all of these to meet the requirements for the award. Meetings already in your plan will be clearly marked. Once you've made your selections, click "Add to Year Plan."

ADD A PETAL, BADGE OR JOURNEY

Search to Add a Petal, Badge or Journey Meeting

Or Use Filters

1. Select your Girl Scout Level(s)

☐ Daisy
☒ Brownie
☒ Junior
☐ Cadette

☐ Senior
☐ Ambassador
☒ Multi-level

2. Select the type of meeting plan you want

☒ Journey
☐ Journey: Cadettes - Ambassadors
☐ Journey: Daisies - Juniors
☐ Award Earning

☒ Badges Petals
☐ Closing/Bridging
☐ Intro/Family Meeting

## Edit Meeting Dates and Times

Click the calendar date to the left of each meeting date to change the date or time of that specific meeting. You can also choose to cancel one or more meetings, or to combine meetings. To combine meetings, select the two meetings you'd like to combine, then select the new date on which you would like that meeting to occur. After you've made changes, click "Save" and your year plan will be updated. If you go back to "Manage Calendar," you'll see a green gear icon to the right of each meeting date. This takes you back to the original view of the Meeting Date and Location widget, where you can reset the entire cadence of your meetings, if needed.

1 AUG 19 04:00 PM

2 SEP 02 04:00 PM

3 SEP 16 04:00 PM

4 SEP 30 04:00 PM

SEP 02, 2021 SCRIBE 1

Change meeting date and time

September 2021

Su

Mo

Tu

We

Th

Fr

Sa

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

Start Time

4:00

PM

CANCEL

SAVE

DELETE

SEE MORE

## Adding Other Types of Activities

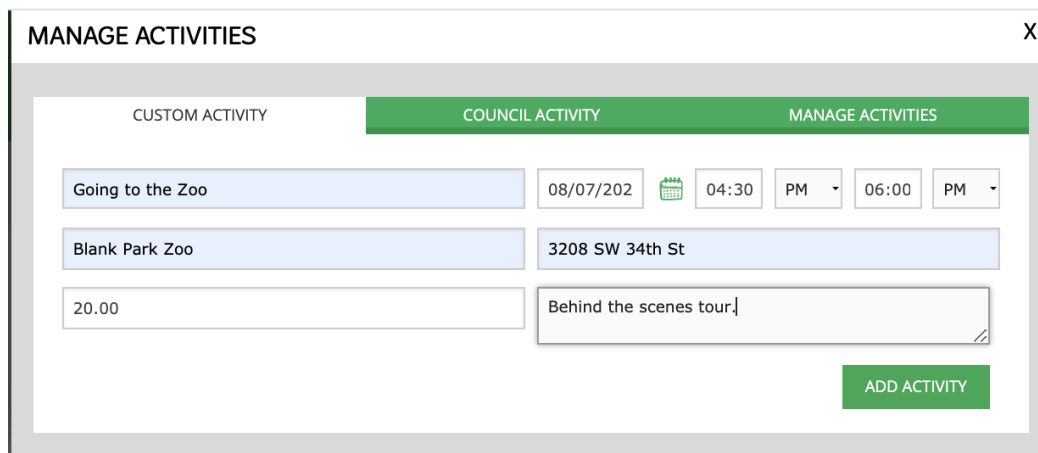
Meetings and badges are only part of a go-getting Girl Scout's year! You can add things like field trips, service projects, or cookie booth sales to your year plan as well. The Volunteer Toolkit connects to your council website and gsEvents so you can browse and add local council events, too.\* Any activity you add will appear in blue and show up chronologically. At the top of the year plan, click "Add Activity."



**\*Adding an event to your year plan does not register you for it. You'll need to follow the instructions on the event to ensure your spot is secured.**

## Custom Activity

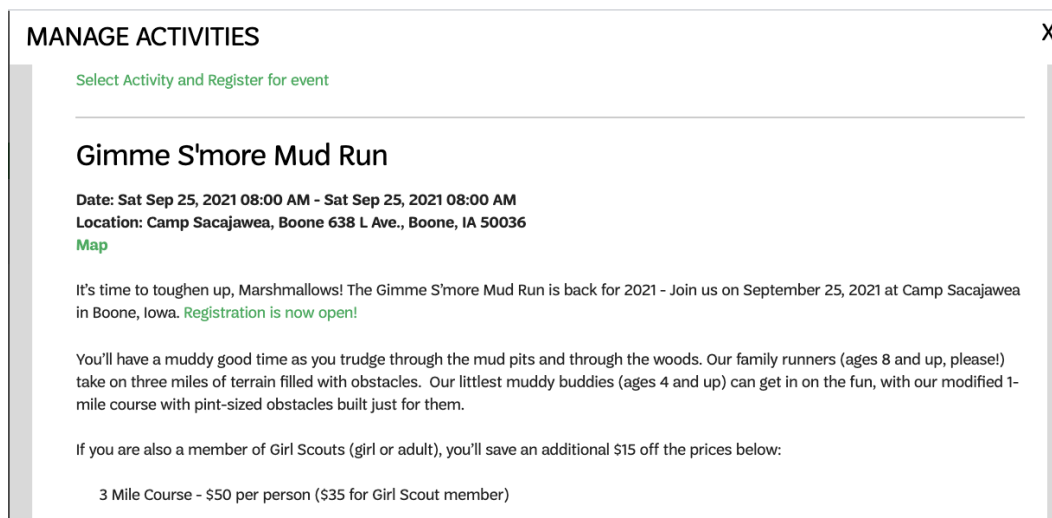
Add your activity name, date, time, location, and details to your year plan. Remember: caregivers will see this information too, so be sure that event details are clear, and any special instructions are included here.



The screenshot shows a web interface titled "MANAGE ACTIVITIES" with a close button (X) in the top right. Below the title is a navigation bar with three tabs: "CUSTOM ACTIVITY", "COUNCIL ACTIVITY", and "MANAGE ACTIVITIES". The "CUSTOM ACTIVITY" tab is selected. The form contains several input fields: a text field for the activity name (containing "Going to the Zoo"), a date field (containing "08/07/202"), a calendar icon, a time field (containing "04:30"), a dropdown for AM/PM (set to "PM"), another time field (containing "06:00"), another dropdown for AM/PM (set to "PM"), a text field for the location (containing "Blank Park Zoo"), a text field for the address (containing "3208 SW 34th St"), a text field for the fee (containing "20.00"), and a large text area for details (containing "Behind the scenes tour."). A green "ADD ACTIVITY" button is located at the bottom right of the form.

## Council Activity

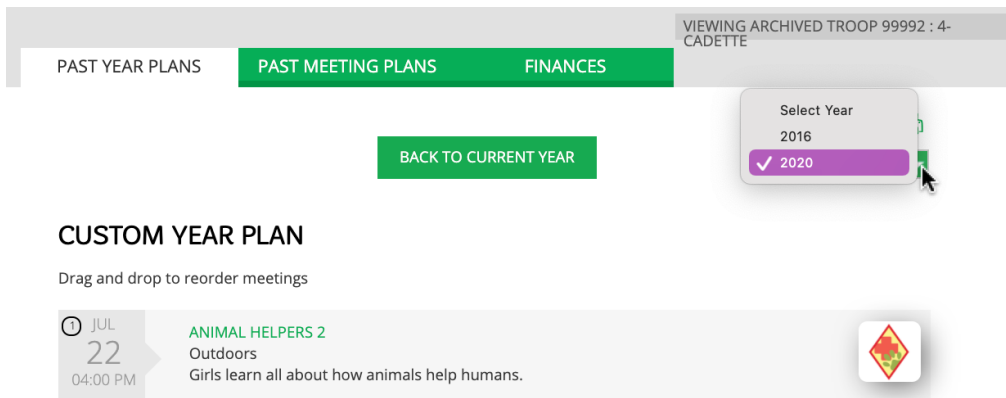
Search or filter through council events and add them to your year plan. **This feature does not register you or your group for the event; it only adds the event to your year plan.**



The screenshot shows a web interface titled "MANAGE ACTIVITIES" with a close button (X) in the top right. Below the title is a navigation bar with three tabs: "CUSTOM ACTIVITY", "COUNCIL ACTIVITY", and "MANAGE ACTIVITIES". The "COUNCIL ACTIVITY" tab is selected. The form displays details for a council event titled "Gimme S'more Mud Run". The event details include the date "Sat Sep 25, 2021 08:00 AM - Sat Sep 25, 2021 08:00 AM", the location "Camp Sacajawea, Boone 638 L Ave., Boone, IA 50036", and a link to a map. The description of the event is: "It's time to toughen up, Marshmallows! The Gimme S'more Mud Run is back for 2021 - Join us on September 25, 2021 at Camp Sacajawea in Boone, Iowa. Registration is now open!". The form also includes a section for pricing: "If you are also a member of Girl Scouts (girl or adult), you'll save an additional \$15 off the prices below: 3 Mile Course - \$50 per person (\$35 for Girl Scout member)".

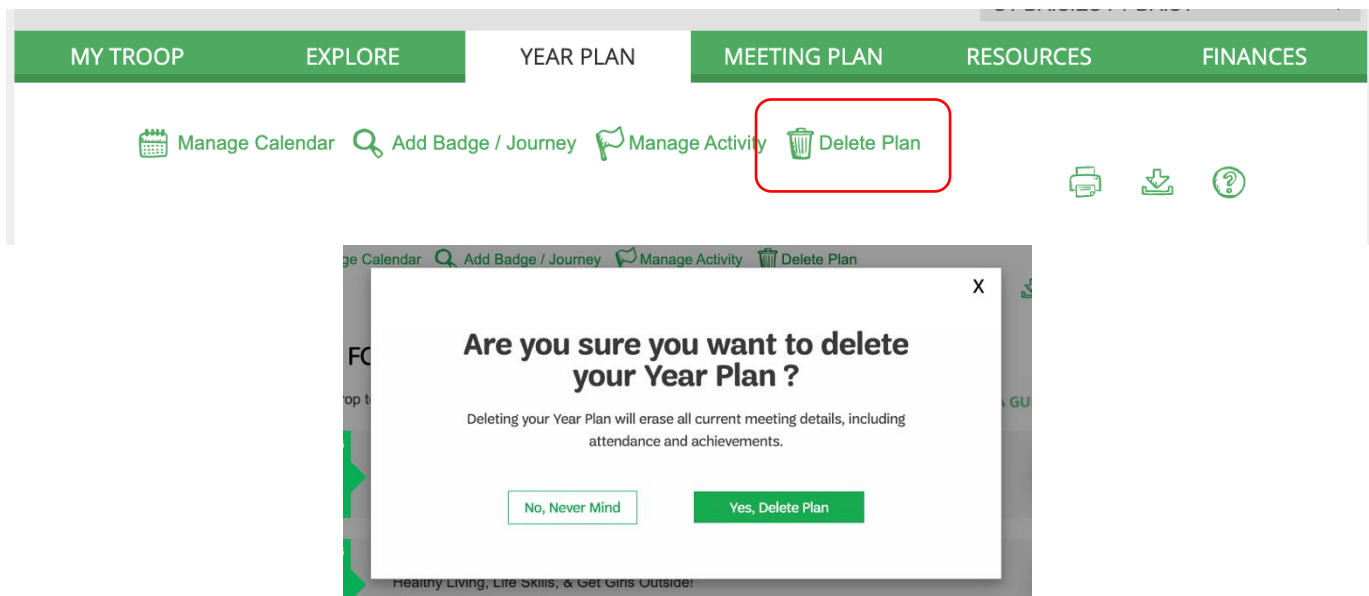
## VIEW PAST YEAR PLANS

Each summer, the Volunteer Toolkit resets and archives your year plan. At that point, you'll no longer be able to make changes to any of your meetings. However, you'll still be able to view the plan through the green "Past Years" link at the top of your Year Plan tab. Note that achievement records do not archive; **please download a copy of this information** for your records.



## DELETING THE YEAR PLAN

If you ever need to wipe the slate clean and start fresh, you can use the Delete button at the top of the year plan to do just that! Be careful though, deleting your plan will remove all meetings including the achievements you've tracked on them. It cannot be undone and is not recoverable, so **use it carefully!**



## MILESTONES

You might see orange bars across your Year Plan tab in chronological order with your other meetings and activities. These are important dates, events, or updates your local Girl Scout staff want you to know about. These may also include links to additional information that relates to the date and title of the milestone.

10/10/20 OPEN SHOP HOURS!

1 OCT  
28  
04:00 PM

### STEM CAREER EXPLORATION 1

STEM, Badges for 2020-2021

Brownies make a personal collage and play a game to explore STEM careers.



2 DEC  
02  
04:00 PM

### AUTOMOTIVE DESIGN 2

STEM, Badges for 2020-2021

Brownies sketch and sculpt a vehicle and earn the Automotive Design badge.



01/04/21 TEST- COOKIES START!

## TOOLS FOR PLANNING YOUR MEETING

The Meeting Plan tab has a robust collection of tools and information to help you plan an engaging meeting every time. If at any time you want to replace or delete a meeting, just use the appropriate links at the top of the meeting plan.

[VIEW YEAR PLAN](#)

[REPLACE THIS MEETING](#) | [DELETE MEETING](#)

### MEETING : 2023 GLOBAL ACTION AWARD 1

LOCATION: Central Lee Elementary School 123 Old Hwy 218, Donnellson, IA 52625  

**Award Steps:** 2023 Global Action Award focuses on Goal 12: Responsible Consumption and Production. By exploring this goal, Girl Scouts think twice about the waste we create and how it impacts us and our planet. The goal is to improve the quality of life of all people everywhere on the planet. They'll also find out about their responsibilities for being a global citizen!

1. Explore the Global Goals and Global Action Award.
2. Explore what it means to be a global citizen.
3. Create a global citizen challenge.
4. Explore what responsible consumption means.
5. Create a responsible consumption challenge.

When Girl Scouts earn this award, they'll understand what it means to be a global citizen. They'll also explore how the things we use and the waste we create impacts our planet. They'll create two separate challenges: one for being a global citizen and one for SDG 12: Responsible Consumption and Production.

[less](#) 



**PRINT** X

What would you like to print?

- ☒ Badge/Award Overview
- ☒ Meeting Overview
- ☒ Meeting Plan
- ☒ Material List

[CANCEL](#) [PRINT](#)

**PRINT:** Quickly print a copy of the entire meeting and its resources.

**MEETING LOCATION:** Click here to add your meeting location, or if you've already added one, you'll see it linked here. Click the link to access URLs, or get directions to physical locations.

**STEPS:** Quickly see the high-level view of what it takes to earn a specific badge or award. You'll see how these steps connect later in the activities, where you'll see subtext showing which activity fulfills which step.

**PLANNING MATERIALS**

2023 Global Action Award Overview

Meeting Overview

Meeting Plan

Materials List

Virtual Meeting Planning

**MEETING PLANNER**

1	Arrival and Opening Ceremony	00:15	
2	Select an activity	00:30	
	<input type="radio"/> Play the Go Goals! Game Fulfills Step 1		
	<input type="radio"/> Make a Global Goals Paper Chain Fulfills Step 1		
	<input type="radio"/> Imagine Your Superpower Fulfills Step 1		

**PLANNING MATERIALS:** A combination of overview and step-by-step resources show you from start to finish what your girls will learn while earning this badge or award (Overview), details specific to planning this meeting. (Meeting Overview), what you'll do and say (Meeting Plan), the meeting aids plus the materials you'll need (Material List) and virtual meeting resources. (Virtual Meeting Planning)

**MANAGE COMMUNICATIONS:** Send templated emails to caregivers to remind them of meetings and keep them up to date on what's happening. Use the Speaker Invitation to bring guests to your meeting and prepare them ahead of time with relevant information for the badge or award you're working on. You can attach meeting aids or other documents from your council website at the bottom of the email before sending.

**ATTENDANCE AND ACHIEVEMENTS:** Here you can use the checkboxes to mark who attended each meeting and if they earned a badge or award. You can see the full list of what each girl earned on the My Troop tab, with the option to download the report.

**MEETING PLAN/NER:** Here you'll find instructions and details for each activity, material lists, estimated time to complete, and recommended sequencing. Download or print the entire plan with just one click of the printer icon.

**MEETING PLANNER**

1	Arrival and Opening Ceremony	00:15	
2	Select an activity	00:30	
	<input type="radio"/> Play the Go Goals! Game Fulfills Step 1		
	<input type="radio"/> Make a Global Goals Paper Chain Fulfills Step 1		
	<input type="radio"/> Imagine Your Superpower Fulfills Step 1		
3	Select an activity	00:30	
4	Create a Global Citizenship Challenge Fulfills Step 3	00:30	
5	Closing Ceremony	00:10	
6	Follow Up with Families	00:10	
		2:05	

Add to Meeting

**MEETING PLANNER (Cont.):** Find opening and closing activities to round out a meeting, along with activity choices for each step. There are a lot of ways to customize your meeting planner.

- Drag and drop activities to reorder.
- Use the drop-down on an activity to change the amount of time allotted for that activity.
- Delete an activity by clicking the "X" to the right of the activity.
  - **Heads up:** if you accidentally delete a required activity for earning an award, you won't be able to add that activity back without first deleting the meeting.
- Click "Add to Meeting" to add your own activities.

MEETING AIDS (8)

Sort By  
FileType

- Global Goals Icon Grid and One-Sentence Global Goal Descriptions  
activity material
- Mind Map Sample  
activity material
- Notes on Nutrition  
activity material
- How An Urban Farm In Philadelphia Is Transforming Lives  
activity material
- UNICEF: World's Largest Lesson Live  
activity material
- #WhatDoYouCareAbout: Stories for a Sustainable Future  
activity material
- Nations United: Rebuilding a Better World  
activity material
- Malala Introduces the World's Largest Lesson  
activity material
- Add Meeting Aids

ADDITIONAL RESOURCES

- Digital Games  
activity material
- Adapt Badges and Journeys  
volunteer resource
- Add Additional Resources

MEETING NOTES

Add A Note

**MEETING AIDS:** Once expanded using the green drop-down arrow, you'll see documents, videos, and links are the leg up you need to complete the activities in each meeting! Some are geared toward the adult supporting the meeting, and some are for girls completing the activities. You can find more information on how to use these resources in the activity plan.

Click "Add Meeting Aids" to add your own meeting aids.

**ADDITIONAL RESOURCES:** Take your meeting to the next level! These videos, documents, or suggested events go beyond the required steps for a badge or award, and they can help your troop take a deeper dive into the topics they're most excited about. You'll also find links to the Girl Scout shop to purchase booklets and awards. These materials connect to the Manage Communications email templates, so you can share them with families.

Click "Add Additional Resources" to save your own links here using a URL.

**MEETING NOTES:** Add a note at the end of a meeting plan with any important reminders or details that you only want troop leaders to see.

## RESOURCES

Under this tab, you'll find answers to your pressing Girl Scout questions—like where to put pins or badges on a uniform, which special awards Girl Scouts can earn, or how to lead well-loved Girl Scout traditions—along with national and local resources by topic.

MY TROOP YEAR PLAN MEETING PLAN RESOURCES FINANCES

### Resources

FROM YOUR COUNCIL 8/13/18 V.M.

Daisy	Brownie	Junior	Cadette	Senior	Ambassador	Multi-level
Junior						
Shop Now!			Badge & Award Chart		Uniform Placement	
					Badge Explorer	
					Badge & Journey Meeting Pl...	

**TROOP LEADERSHIP**

Knowing Your Role & Worki...  
Tips for Troop Leaders - Live!

**FAMILY HUB**

Growth & Support for Your ...  
Family Tips & Volunteer Op...  
Keep Parents & Caregivers I...  
Raising Awesome Girls

**SAFETY**

Internet Safety Pledge