

What is a Short and Snappy?

How long do they take?

- 10 – 15 minutes

Who does the training?

- Council representative
- Service Unit Representative
- Troop Leader

When do they happen?

- Service Unit Meetings,
- Troop Meetings
 - Virtual or In-Person

What do we need?

- Short and Snappy Outline
- FAQ Handout
- Laptop, projector, wifi
- VTK Login

Things to remember

- Stay within your allotted time
- If you do not know the answer, see the correct information from the appropriate support person

Questions? Comments

info@girlscoutsccc.org



Short and Snappy Learning Opportunities for Volunteers

Volunteer Toolkit 10 minutes

Introduction:

The Volunteer Toolkit (VTK) is a web app that works on a computer, tablet or smartphone. It contains Journey and Badge meeting instructions in a simple, easy to deliver format. Also included in the VTK are calendar and year planning tabs, attendance, email and achievement functions and handy resources. Because it is so easy to use, the VTK is the suggested program option for new troops and leaders.

[VTK - Online Support](#)



Getting Started:

- Go to our website – www.girlscoutsccc.org
- Click on MyGS
- Make sure your role is current, even if you are a lifetime member
- Login – don't know your info, contact us at info@girlscoutsccc.org
- You should arrive to your MyGS account
- On the left there is a menu bar with nine choices
- **Choose Volunteer Tool Kit**
- Take the guided tour

This has 6 tabs on the top – lets explore them all

- My Troop
- Explore
- Year Plan
- Meeting Plan
- Recourses
- Finances – will go live December 2021

What Leaders Can Do

Through the Volunteer Toolkit, troop leaders can:

- Plan the troop's calendar year.
- Email parents with one click.
- View the troop roster, renew girls' membership, and update girls' contact information.
- View Daisy through Ambassador Journeys and badges (to plan for troop meetings), including prepopulated tracks for younger and older Multi-Level troop groups (K-5 and 6-12).
- Customize meetings by troop year with other badge and Journey options.
- Explore individual meeting plans that show a breakdown of every meeting, including a list of materials needed and editable time allotments for each activity within a meeting.
- Record girls' attendance at meetings and their badge and Journey achievements.
- Add council or custom troop events to the troop's calendar.
- Enter the troop's finances (depending on the council's process).
- Easily locate resources both national and local council resources, such as *Safety Activity Checkpoints*.

What about Caregivers/Parents?

What can caregivers/parents do?

- Caregivers can now access the Volunteer Toolkit to see what their girl's troop or group is doing (e.g, meeting information and which badges and Journeys she is working on).
- Parents can also view the troop's finances (depending on the council's process).
- Resources Tab has tons of information to help support their girl through the Girl Scout year.

Please note – The caregiver/parent view in the VTK only works if the troop leader has set up a year plan. If they haven't, when you log in you'll see this message:

"Hello! Your girl's troops leader has not yet set up the troop's year plan. Please contact the troop leader for more info on their use of the Volunteer Toolkit"

MY TROOP TAB

This allows you to:

- You can add a Troop Photo
- View your Troop Roster

Connect with your Troop

- Send a group email to your troop
- Send Emails to the adults in the troop
- View phone numbers of your troop members

EXPLORE TAB

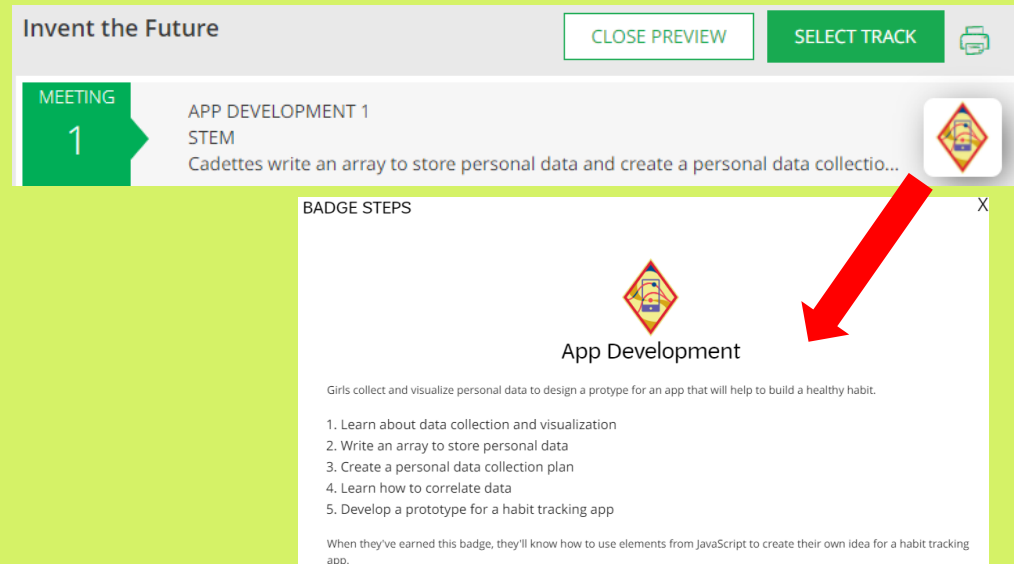
This allows you to:

Explore Meeting Plans

- Select the Year Plan for your Troop Level
- Customize your Year Plan

Pre-Selected Tracks

- View Popular Badges
- Planned meetings per track
 - Click on each meeting for details



You can also search to add a petal, badge or journey meeting

YEAR PLAN TAB

The Year Plan has all your custom meeting plans.

From here you can:

- Manage your Calendar
 - Meeting time/locations
 - Holidays
- Add Badges/Journey
- Preview badge and Journey requirements
- Manage Activities
- View Past Years Plans

MEETING PLAN TAB

Make every meeting success.

Here is what you will find:

- Suggested badge outlines
- Materials lists-supplies you will need
- Printable meeting aids
- A customizable agenda
- Send email reminders to your troop about upcoming meetings
- Track attendance and badge achievements

RESOURCE TAB

This page gives you age level specific information on:

Troop Leadership

- Your Role and Tips

Family Hub

- Getting help from your troop families

Safety

- Internet and Safety Activity Checkpoints

Training

- Videos: Volunteer Tips and Tricks
- Challenging Conversations

GS Traditions and Awards

- My Promise, My Faith
- National Adult Awards
- Girl Scout Bridging Guide

Trips and Travel

- US Travel
- International Travel
- Girl Scout Destinations

FINANCE TAB

Beginning in the 2022 Girl Scout year, troops will be asked to complete their Year End Report via the VTK.

Note:

If you click any of the tabs, or search for something, within these red boxes while in VTK, it will take you out of VTK.