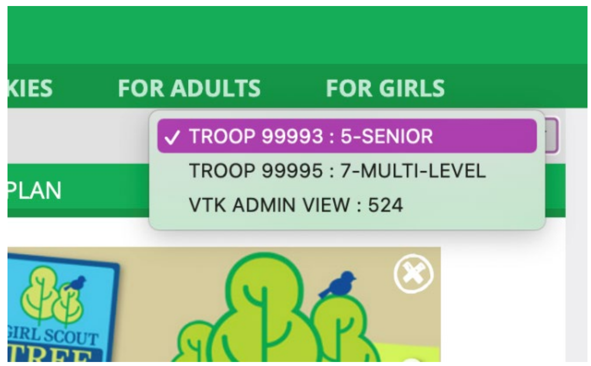
VOLUNTEER TOOLKIT USER GUIDE FOR TROOP TREASURERS

The Volunteer Toolkit (VTK) is your troop leader's official source for delivering easy, fun troop meetings year-round! With this step-by-step guide, you can start your troop year strong and stay up to date on all things Girl Scouts for your troop!

WHO HAS VTK ACCESS

NOTE: If you have multiple troops, 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.



TROOP LEADERS AND CO-LEADERS

Active volunteers registered for the current Girl Scout membership year in a troop leadership role. There should be at least two volunteers with access to the same troop account in the Volunteer Toolkit.

TROOP TREASURERS

Active volunteers registered for the current Girl Scout membership year in a troop treasurer role. This role can only edit and submit the finance report found on the Finances tab. All other tabs will be read-only.

CAREGIVERS OF GIRL SCOUTS IN A TROOP

Each primary caregiver has access to see their troop's Volunteer Toolkit account. They have read-only permission for the meeting schedule and agendas, plus additional resources. (Caregiver accounts can only be accessed if the troop leader has set up a year plan.)

CAREGIVERS OF INDIVIDUALLY REGISTERED GIRLS

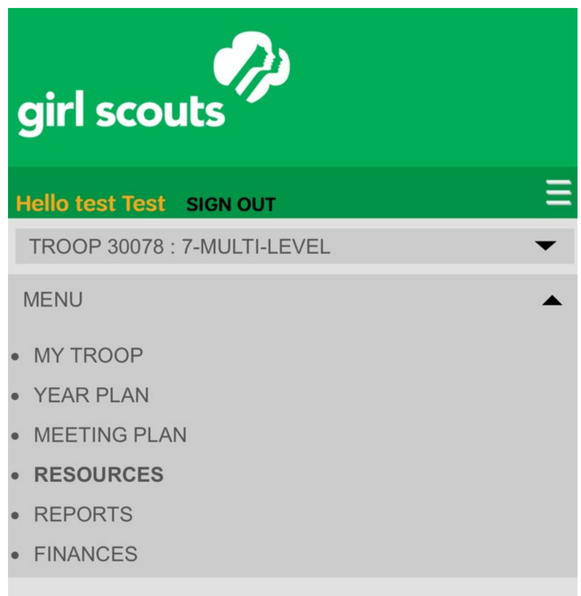
Each primary caregiver of a currently registered Girl Scout who is not part of a troop will get troop-leaderlike access with their Girl Scout(s). Access is granted through the council based on confirmation of individually registered status.

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 gshnj.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.”

Submitting Your Troop's Annual Finance Report on the VTK

As the troop treasurer, you have full access to the Finances Tab so you can easily submit your troop's annual troop finance report and other necessary information to wrap up the troop year. Girl Scouts Heart of New Jersey will publish the annual troop finance report each spring.

What is the Troop Finance Report?

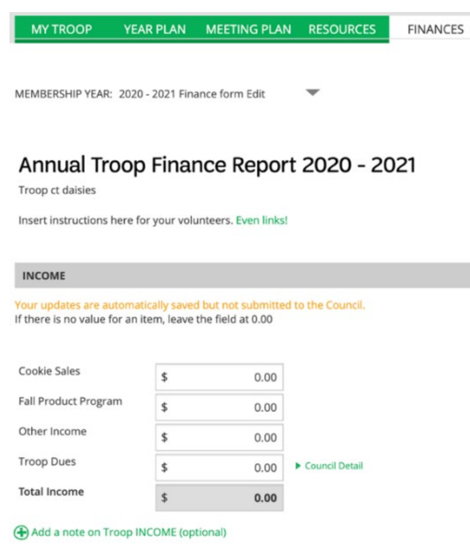
The Troop Finance Report provides a snapshot of your troop's finances.

Why is the Troop Finance Report important?

Submitting your annual Troop Finance Report:

- Helps us maintain proper records of funds for audit purposes;
- Protects the interest of the troop and you, as volunteers;
- And provides helpful information to new volunteers assuming leadership of an existing group.

When is it due? Submit your Troop Finance Report on the Volunteer Toolkit Finances Tab no later than July 31st each year.



How do we submit our Troop Finance Report?

1. Organize your finances using the Troop Finance Worksheet.
2. Next, input the information from your worksheet into the Volunteer Toolkit Finances Tab, making sure to attach the troop's latest bank statement.
3. Click "Send to Council" and you're done!

You'll be sent a confirmation email with a copy of the report as well. Once you or your troop leader has submitted the annual finance report, all caregivers in your troop can see your troop's financial summary.

Questions about submitting your troop's annual finance report? Reach out to info@gshnj.org.