

# The Volunteer Toolkit Leader Tip Sheet

## FAQs

### **What is the Volunteer Toolkit (VTK)?**

The VTK is a robust digital planning tool that helps leaders organize and plan their next year of Girl Scout fun. The VTK provides clear, step-by-step instructions that walk leaders through every troop meeting with sample scripts, shopping lists, timed agendas, and more. Leaders have the option of delivering pre-set year plans or customizing their own.

### **Who can use the VTK?**

Troop Leaders with active troops have access to MANAGE their troop and year plan in the VTK. Troop parents, caregivers, and other troop volunteers have READ-ONLY access to view troop plans.

### **How do I access the VTK?**

You can access the VTK through the MyGS tab on our council website: [www.gshnj.org](http://www.gshnj.org). Your username is the email address you use for Girl Scouts.

### **I don't know my login or password for MyGS. How do I get a new one?**

Your username is the email address you used to register for Girl Scouts. If you have not yet set up a password or don't know it, click FORGOT MY PASSWORD. An email will be sent to you with instructions to set up a password. If you are still unable to access the VTK, contact our Customer Support Team at (908) 518-4400 or [info@gshnj.org](mailto:info@gshnj.org).

### **What technology do I need to access the VTK?**

The VTK is web-based and can be accessed from any computer, tablet, or mobile device with internet. The VTK is most compatible with Google Chrome, Mozilla Firefox, and Safari; Internet Explorer is *not* recommended.

### **I don't have internet access at my troop meeting location. How can I access the VTK during my meeting?**

The VTK allows you to print and download materials. If you prefer to go paperless, you can download materials to any mobile device or tablet to access during your troop meeting. Additionally, you may be able to access the VTK using your mobile broadband or Wi-Fi network.

### **Can two or more troop leaders work in the VTK at once?**

Yes! And better yet, any changes made will automatically save as you work within the VTK.

### **I am a troop leader for more than one troop. Can I manage multiple troops in the VTK?**

Yes! You can toggle between troops using a simple drop-down menu.

### **Can I use the VTK for my multi-level troop?**

Yes! Multi-level troops have several pre-set year plans or you can customize your own, adding in all the badges and awards your Girl Scouts would like to earn.

### **What if I still have questions about the VTK?**

Contact your Membership Specialist to learn more about how you can leverage the power of the VTK this year!

## GETTING STARTED

The very best way to learn how to use the VTK is to jump in and start exploring!

### Follow these simple steps to plan your troop's year in the VTK:

1. Preview Year Plan options under the **EXPLORE** tab. Chat with your girls and decide if you'll use a pre-set track or customize your own.
2. **SELECT** the Year Plan that best fits your girls' interests and goals for the year. This will add the meetings to your Year Plan tab in a default order. You can add in additional meetings by clicking ADD BAGDE/JOURNEY or ADD ACTIVITY.
3. To tailor your troop's meeting calendar, specify dates and locations under the **YEAR PLAN** tab. You can re-order meetings by simply dragging and dropping.
4. Prepare for meetings by reviewing the meeting details under the **MEETING PLAN** tab. Here you'll find:
  - Meeting Overview: A summary of what the girls will learn and do at the meeting.
  - Activity Plan: Detailed instructions, including sample scripts, for each part of the meeting.
  - Materials List: A streamlined supply list for the meeting.
  - Meeting Aids: Anything you'll need for the meeting, like name tags or song lyrics.
5. **CUSTOMIZE** the order of meeting activities by dragging and dropping. You can even add or remove activities with a few easy clicks.
6. After your meeting, track girls' attendance and progress, including earned awards.

## ADDITIONAL RESOURCES

[Set Up Your Year Plan](#)

[Meeting Plan Overview](#)

[Setting Meeting Dates, Times, and Locations](#)

[Customize Your Year Plan](#)

[Using the VTK for Multi-level Troops](#)