

What is it?

The Volunteer Toolkit is a web-based app that you can access from your desktop, tablet or phone. Focus on fun! Streamline planning and troop management while keeping families in the loop.

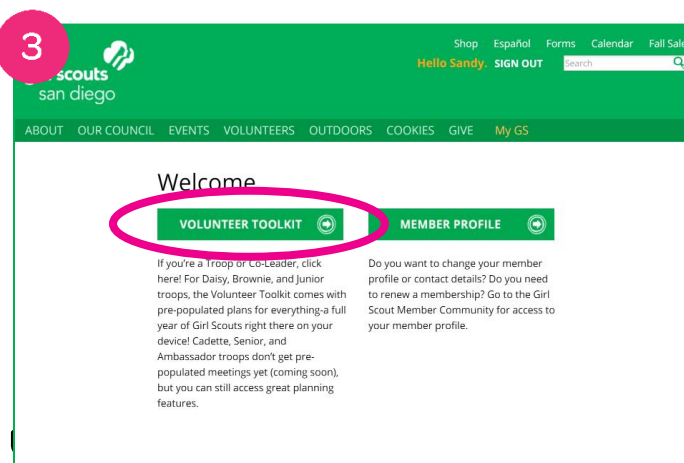
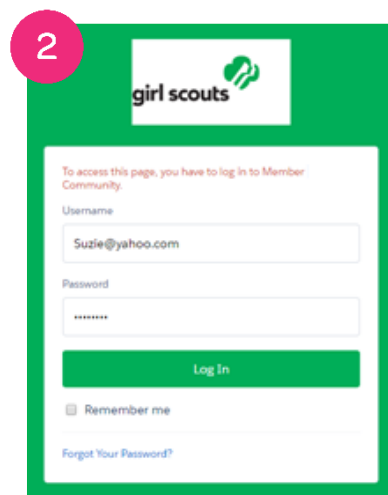
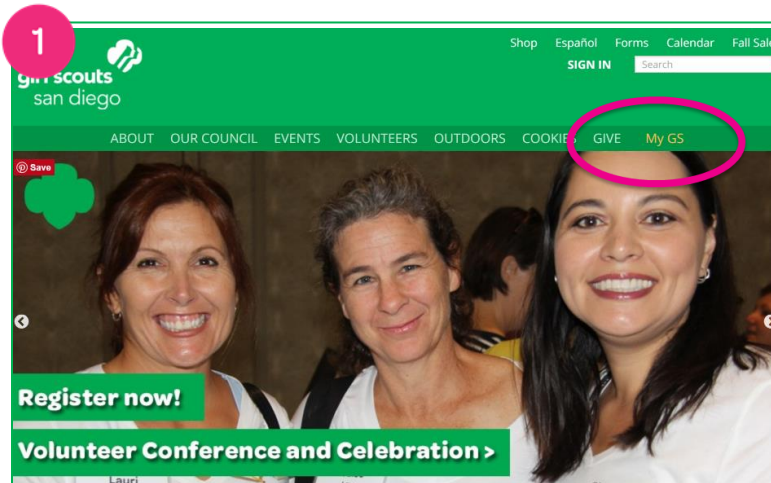
You'll need:

- Current GS membership (renewed for 2017)
- Leader status = “direct primary”

To change these settings, go to MyGS → Member Profile → Troops (scroll down to) → View/Edit Troop Information. Or email customercare@sdgirlscouts.org or call 619-610-0821 for assistance.

Go to:

1. www.sdgirlscouts.org and click “MyGS” then choose “Volunteer Toolkit”
2. Enter your email and password (same as your membership account)
3. Then confirm “Volunteer Toolkit”



If you have more than one troop, you'll be able to toggle back and forth.

New feature: now you can switch to your member profile and back to VTK without logging in again!

MY TROOP	YEAR PLAN	MEETING PLAN	RESOURCES
<ul style="list-style-type: none"> • View and edit roster (click girl name to open) • Edit contact info • See girl achievements and attendance • Renew memberships • Email families 	<ul style="list-style-type: none"> • Specify meeting dates and locations • Add a meeting • Add an activity (custom or council). Be sure to complete registration for council events! • Change meeting order (drag gray box and drop) • Delete, add, replace, or combine meetings (click meeting date) • See past years' plans 	<ul style="list-style-type: none"> • Meeting overview, activity plan and materials lists – download or print, too • Send customized reminders to families • Attendance and achievements • Get/print/add meeting aids • Change agenda order or time allotted • Add or remove agenda item 	<ul style="list-style-type: none"> • Meeting Aids from all levels • Meeting Plans from all levels • VTK tutorial videos (also at www.sdgirlscouts.org/digital) • Various helpful documents; see note below about safety

Things to know:

1. You can't change the past! Once a meeting has occurred, it cannot be deleted or moved to another date, but you can make a few updates (like who attended). And you can send a follow-up email from the meeting plan—a nice way to reinforce what was accomplished! If a meeting didn't happen as scheduled, but you didn't delete it in time, just add a new, duplicate meeting on a new date.
2. To combine meetings, click on any meeting date in the year plan. Click the calendar icon. Click the "combine meeting" tab, then choose the meetings you'd like to combine. Choose the new date. This will result in two meeting episodes on the same date/time. Check your year plan to make sure the view is correct; you may need to drag your intended 2nd meeting into the date. Click/hold the gray bar next to the meeting, and slide it up to the right date.

Three things not to use:

3. In the meeting reminders to families, linked documents are in development. Go to www.sdgirlscouts.org and click/tap "forms" at the upper right.
4. In the Resources Tab, do not use the Safety and Travel links; use www.sdgirlscouts.org/safety and www.sdgirlscouts.org/travel for updated, relevant info.
5. The Finances Tab is under development. You can post info to share with families, but it's not set up to submit your financial records at this time.

Parent/Guardian view:

- See and edit their girl's contact info
- Receive direct emails prompted by leaders
- View year plan but make no changes
- View and download meeting plans and details, but make no changes
- View and download materials lists—so families can help with shopping!
- View and download resources
- Soon: view troop finances

Need help? Contact your troop support specialist or:

- The training team: training@sdgirlscouts.org or Sandy at 619.610.0814
- Customer care team: customer care@sdgirlscouts.org or 619.610.0821

Thanks for your commitment to Girl Scouting!