Volunteer Toolkit Guide

*girl scouts* of nypenn pathways

Accessing Volunteer Toolkit (VTK)

- From our GSNYPENN website homepage, click on "MyGS" in the top right corner
- Enter your credentials to access the MyGS dashboard
- To enter VTK, click on "My Account" at the top of the screen
- Select "Volunteer Toolkit" from the left side panel
- Note: MyGS and VTK work best with Google Chrome

Navigating Volunteer Toolkit

1. Volunteer Toolkit Tabs (more details included in Year Plan section)
2. Options
   - Print your current screen or one of the provided options by clicking the green printer icon
   - Download the plan or resource by clicking the green down-arrow bracket icon
   - Seek out additional help by clicking the green circled questions mark icon
3. Customization Options for Year Plans (descriptions later in overview)
4. Guided Tours for click-by-click support on common actions
5. Past Years to access the troop's archived year plans
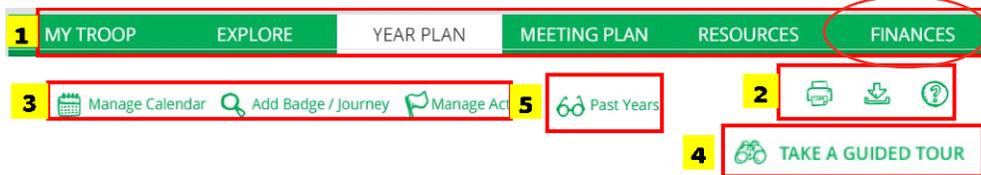
Volunteer Toolkit Tabs

My Troop:

- This tab holds your complete girl roster with primary guardian information including contact information
- For each girl, you will click on the green arrow next to the name to expand the girl field for specific details including attendance and earned achievements
- You can email parents, as well as add, change, or remove a troop photo to customize this tab

Explore:

- This tab guides you through building your troop calendar
- You can select your own badges or choose from a variety of Pre-Selected tracks
- Select Your Own allows you to create a one of a kind plan for the troop
- You can search for meeting plans by keyword or use a variety of filters
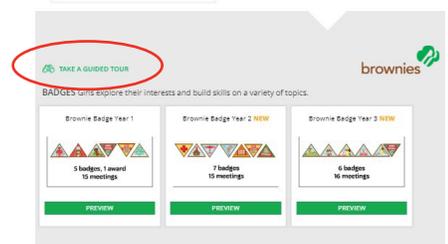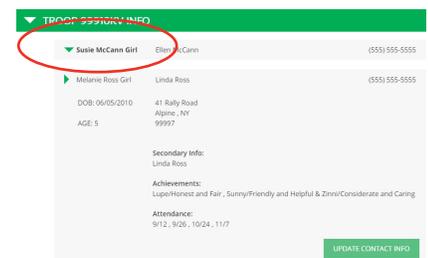
- Pre-Selected Tracks are designed to help girls earn a variety of badges/awards based on a common theme
- Each track includes a picture of all badges or awards that will be earned by completing the whole plan
- Take a Guided Tour to explore how to "Build Your Own" year plan
- The tour will guide you in creating your year, click by click

Year Plan:

This tab will display your created troop calendar, complete with meetings, activities, important dates, and more! This screen will not populate until after your troop has selected their plan from the Explore Tab. To change your plan, go back to the Explore Tab and start over.

- Orange Box—next scheduled meeting
- Blue Box—activities that were added by your specific troop
- To add an activity click on "Add Activity" on the toolbar
- Examples of potential activities include outings, parent meetings, or cookie booths
- Green Box—future meetings
- These can be rearranged by dragging and dropping into the desired order
- To add an additional meeting plan, click "Add Badge/Journey" on the toolbar
- Meetings can be searched using keywords or filters
- Orange Bar—milestones set up by GSNYPENN to remind troops of important dates
- These cannot be deleted
- Grey Box—meetings that have already occurred
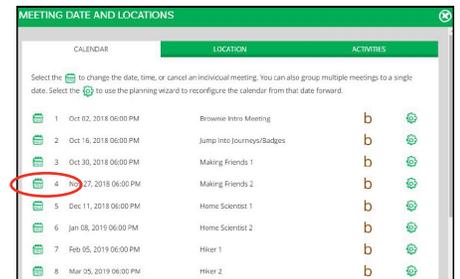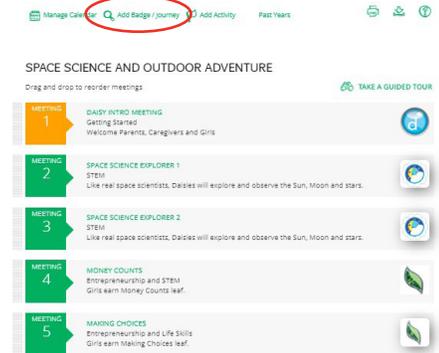
You can combine multiple meetings into the same meeting date! Click on "Manage Calendar" to get the screen shown to the right. Once on this screen, you will have the opportunity to combine meetings by clicking on the calendar icon beside the numbers. After combing meetings, your year plan calendar will update in chronological order. This is a great feature for multi-level troops.

The Volunteer Toolkit now has three different icons within the Meeting Plans tab to assist with troop planning needs. Each icon represents a unique option!

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Indicates when a meeting plan offers outdoor options	Indicates a meeting approaches an activity with a global perspective	Indicates a meeting plan that is easily facilitated virtually

Meeting Plan:

This tab delivers a pre-set layout for each meeting with a meeting overview, activity plan, materials list, and printable meeting aids.

Features for each meeting plan page:

- Picture of each award/badge/petal related to the plan
- Planning materials including a Meeting Overview, Activity Plan, and Materials List
- Ability to manage communications via email to guardians about a specific meeting and include meeting aids and other forms
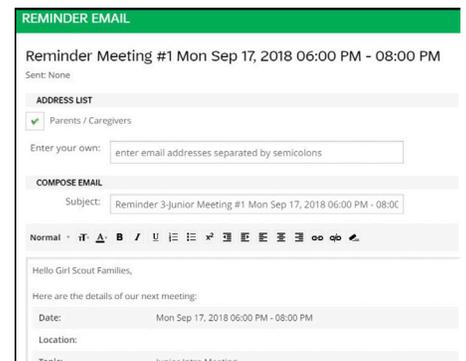
- Record troop attendance and achievements that will reflect under each girl's record on the My Troop tab
- Meeting Aids that will assist the troop in holding a comprehensive meeting
- Meeting agenda that allows options for each badge step, can be customized and rearranged based on your troop's needs and interests
- Time allotment for each activity can be altered as needed
- Activities can be added or removed, too
- Meeting notes can be added for reminders or clarification of plans (great for multi-level troops)
- All notes are timestamped

Please note: If you remove an activity that is required for badge completion be sure to plan to add the activity elsewhere. VTK will not recognize this change.

Resources:

This tab provides a huge combination of resources both for national and GSNYPENN.

- At the top of the page discover program level specific resources
- Badge Explorer: defines how to earn each badge
- Home Section: parents and leaders can also find guidelines for completing the higher awards, badges and more
- Helpful resources for all levels can be found in the main grid on the page
- Browse by category for documents, trainings, forms, links and more
- Be sure to check out this page throughout the year for new updates and resources

Finances:

This tab holds the troop finances where volunteers will submit the Year End Reports electronically.

Features include:

- Income and expense tracking in detailed categories
- View the troop's financial summary, which is automatically calculated based on inputted information
- Add detailed notes
- Timestamp and auto save so all co-leaders can work on the reports and see what last saved information
- Add troop bank account information
- Attach bank statements and other important documents
- Indicate troop status for the upcoming year
- Parents will have a read-only view of the submitted report