# girl scouts of nypenn pathways Volunteer Toolkit Guide

# 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

Drag and drop	to reorder meetings	GIO TAKE A GUIDED TO
MEETING	DAISY INTRO MEETING	0
	Getting Started	
	Welcome Parents, Caregivers and Girls	<u> </u>
MEETING	SPACE SCIENCE EXPLORER 1	-
2	STEM	· · · · · · · · · · · · · · · · · · ·
	Like real space scientists, Daisies will explore and observe the	e Sun, Moon and stars.
MEETING	SPACE SCIENCE EXPLORER 2	
3	STEM	· · · · · · · · · · · · · · · · · · ·
	Like real space scientists, Dalsies will explore and observe the	e Sun, Moon and stars.
MEETING	MONEY COUNTS	4
4	Entrepreneurship and STEM	
	Girls earn Money Counts leaf.	
MEETING	MAKING CHOICES	A
5	Entrepreneurship and Life Skills	
	Girls earn Making Choices leaf.	4

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CALENDAR		LOCATION	ACTIVITIES	
elect th ate. Sel	e 📻 to change the date, time, or e ect the 🚱 to use the planning wiz	ancel an individual meeting. You can also group ard to reconfigure the calendar from that date f	o multiple meetings to 'orward.	a single
1	Oct 02, 2018 06:00 PM	Brownie Intro Meeting	b	0
2	Oct 16, 2018 06:00 PM	Jump Into Journeys/Badges	b	0
в з	Oct 30, 2018 06:00 PM	Making Friends 1	b	0
4	No 27, 2018 06:00 PM	Making Friends 2	b	0
5	Dec 11, 2018 06:00 PM	Home Scientist 1	b	0
6	Jan 08, 2019 06:00 PM	Home Scientist 2	b	0
7	Feb 05, 2019 06:00 PM	Hiker 1	b	0
8	Mar 05, 2019 06:00 PM	Hiker 2	b	0

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!



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

Reminder M Sent: None	leeting #1 Mon Sep 17, 2018 06:00 PM - 08:00 PM			
ADDRESS LIST				
✔ Parents / Care	givers			
Enter your own:	enter email addresses separated by semicolons			
COMPOSE EMAIL				
Subject:	Reminder 3-Junior Meeting #1 Mon Sep 17, 2018 06:00 PM - 08:00			
Normal · iT· A	₿/⊻ёё×°₫₤₤₤₫œœ¢			
Hello Girl Scout Fa	milies,			
Here are the detail	s of our next meeting:			
Date:	Mon Sep 17, 2018 06:00 PM - 08:00 PM			
Location:				
Topic:	Junior Intro Meeting			

- 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





our updates are automati there is no value for an it	ally saved but not submitte em, leave the field at 0	d to the Council.		
			(	INCOME LAST UPDATE 03/29/2017, 2:02:54 PM MICHAELA TEST
Monthly Troop Dues	48	▼ Council Detail		
		Summary of annual collection of	girl troop dues.	
Cookie Income	1500			
Parent Donations	145	Council Detail		
lotal Income	1693.00			
Remove Note				
Enter in any note or addition annual income reporting ab	al information here that you v	ould like to share with the counci	l about your troop's	
P			143 choctocters	
COUNCIL NOTES AND	OUESTIONS TO TROOPS			_
Troop Status required What is the status of Tr	op 999202a for the next r	nembership year?	Not Sure	LAS

#### Questions? Email info@gsnypenn.org or call 1.315.698.9400 or 1.800.943.4414