

VOLUNTEER TOOLKIT USER GUIDE

Demo Access

The Volunteer Toolkit provides volunteers everything they need to deliver easy, fun troop meetings year-round! With this step-by-step guide, you can start your year strong and spend more time adventuring with your Girl Scouts!

TABLE OF CONTENTS

Who Has Access	2
Where to Find the Volunteer Toolkit	3
Basic Navigation	3
First-Year Troop Leader Experience	7
Set Up Your Year Plan	7
Set Up Your Calendar	10
Adding Meetings and Activities	11
View Past Year Plans	13
Milestones	14
Tools for Planning Your Meeting	14
Resources	16
Finances	17

WHO HAS ACCESS

NOTE: If you hold multiple roles, 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 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 finance/administration role. This role will only have the ability to 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

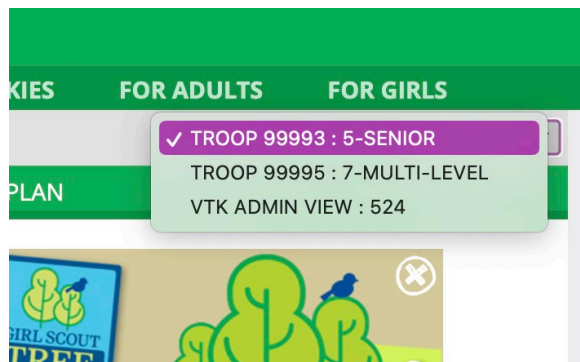
Each primary caregiver has access to see their troop's Volunteer Toolkit account. They have read-only permission for the meeting schedule and agendas, plus additional resources. (Caregiver accounts can only be accessed if the troop leader has set up a year plan.)

CAREGIVERS OF INDIVIDUALLY REGISTERED GIRLS (IRG)

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.

DEMO ACCESS

Available for supporting volunteer and staff roles that need access to the Volunteer Toolkit for training purposes. Demo access mirrors troop functionality but does not contain individual or troop information. These users will have two demo accounts under the gray drop-down ("Troop Demo - Troop Leader" and "Demo - Parent") and can see both sides of the troop experience. Access is granted through the council based on placement in designated support roles.



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 gsdakotahorizons.org.

In the upper-right corner of your screen, click MyGS and login 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 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.

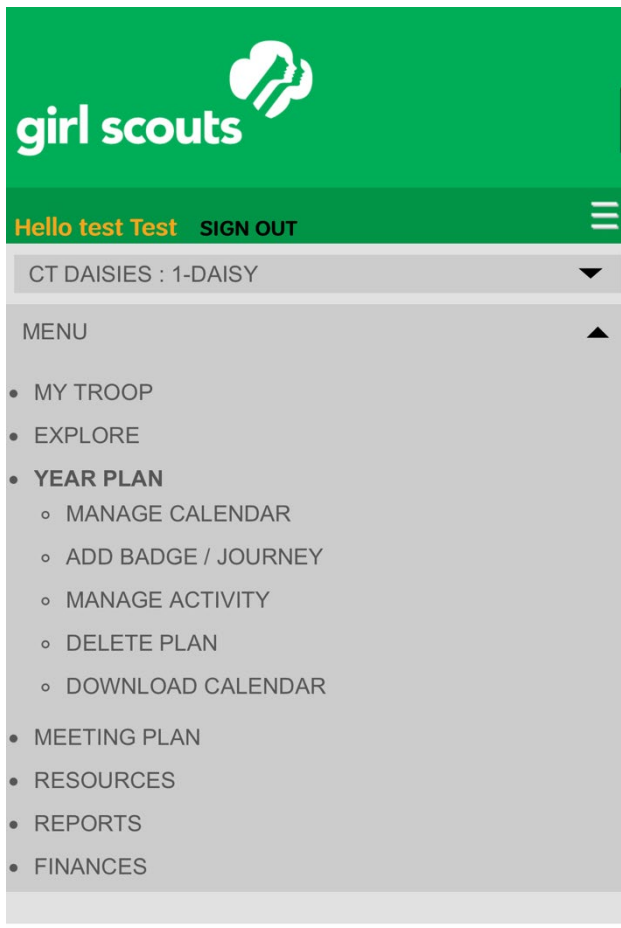


You’ll notice three icons on almost every page of the Volunteer Toolkit:

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.”



My Troop

<i>Demo – Troop Leader View</i>	<i>Demo – Parent View</i>
<p>Here you will see sample information for placement only, which is not tied to any specific troop or individual. Click the green arrow next to each name to expand and see additional information, including a snapshot of achievements and attendance.</p> <p>From this tab, you can also see examples of how a troop leader can email caregivers, download and print a roster with individual achievement and attendance information, renew memberships, and customize the page with a troop photo.</p>	<p>Here you will only see the information for a specific Girl Scout associated with this parent or caregiver, just like a caregiver in a real troop. Click the green arrow next to the name to expand and see a snapshot of achievements and attendance.</p> <p>A dashboard of images will show for each achievement (badge, Journey, award), once they have been earned and marked in the Volunteer Toolkit.</p>

▼ TROOP 30078 INFO

	Addison Test13User	VTKScenario3 Test	(555) 777-8622
DOB: 1/4/2007	AGE: 15	GRADE: 10	3 Fake Street Fake , AK 99997
<input type="checkbox"/> Email Opt In <input type="checkbox"/> Text Opt In <input type="checkbox"/> Phone Opt In		<input type="checkbox"/> Photo Opt In <input checked="" type="checkbox"/> Postal Opt In	
Achievements: Attendance:			
RENEW NOW		UPDATE CONTACT INFO	

▼ ACHIEVEMENTS FOR DEMO

 <p>Becoming Me for Girl Scout Seniors 08/02/2021</p>	 <p>Shapes in Nature 08/06/2021</p>	 <p>Design with Nature 08/06/2021</p>
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Explore

<i>Demo – Troop Leader View</i>	<i>Demo – Parent View</i>
<p>You'll find exciting options under the Explore tab, including prebuilt tracks for all program levels. You can also browse individual badges and meeting types to build a plan from scratch. Once you've made a choice, your year plan will be automatically populated. Selecting a year plan is required before other features become available, but don't worry—you can always change your plan as you go, one meeting at a time.</p> <p>From this tab, you can also preview prebuilt tracks of badge and Journey activities, preview individual badge or award requirements, and download or print an overview of each preselected track.</p>	<p>Under this view you will not see the Explore tab.</p>

Year Plan

<i>Demo – Troop Leader View</i>	<i>Demo – Parent View</i>
<p>From this tab, you can set a meeting schedule, add or swap out badges or awards, and fine-tune your Girl Scout year. For a walk-through of all the tools at your fingertips, click “Take a Guided Tour” on the Year Plan tab.</p> <p>From this tab, you can also change individual meeting dates and locations, add more custom and council activities, preview requirements, and view previous years and important milestones (in orange) from your local area.</p>	<p>This view will show a read-only version of the year plan once it has been set up from the Demo – Troop Leader view.</p>

Meeting Plan

<i>Demo – Troop Leader View</i>	<i>Demo – Parent View</i>
<p>Here you'll find the tools to make each badge, award, meeting, and activity a success. We've provided meeting prep information, materials lists, and even suggested scripts for many activities.</p> <p>From this tab, you can also find virtual meeting resources, customize meeting schedules, track attendance, and check off completed badges and awards.</p>	<p>This view will show a read-only version of the meeting plan that has been set up on the Demo – Troop Leader view.</p>

Resources

Under this tab, you'll find answers to your pressing Girl Scout questions—like where to put pins or badges on a uniform, which special awards can be earned, or how to lead well-loved Girl Scout traditions—along with national and local resources by topic.

From this tab you can also gain access to the Girl Scout Shop from each program level, download reference documents for all the awards a Girl Scout can earn, and explore tips for troop leaders and other volunteers. All user types can see this tab and interact with it in the same way.

Finance

<i>Demo - Troop Leader View</i>	<i>Demo - Parent View</i>
From this tab, you can see an example of the troop finance report that must be submitted at the end of the year. You can also simulate adding the required check register and bank statement to your form and sending them directly to your council. You cannot actually submit a report—only sample how the form works up to submission.	This view will show a message that the troop leader has not yet submitted the finance report. This will not change, because the Demo - Troop Leader view does not allow real submission.

Troop Co-Leaders will have full access to edit and submit this tab for their troop.

Troop caregiver users will see a read-only version of the final report once it is submitted.

Troop treasurer users will have full access to edit and submit this tab for their troop.

Individually registered girl users will not see this tab.

FIRST-YEAR TROOP LEADER EXPERIENCE

The First-Year Troop Experience supports new leaders with additional guidance to get them acquainted with the Volunteer Toolkit. After logging in, you'll be prompted to follow a guided path with recommended steps to simplify the onboarding process.

If you're an experienced troop leader who needs a refresher or would like to simulate this experience, click "Take a Guided Tour" on any of the Volunteer Toolkit tabs to see the same guidance that a new leader would. To skip this question, just select "I am not a Troop Leader."

SET UP YOUR YEAR PLAN

When you log into the Volunteer Toolkit, you'll always go to your Demo – Troop Leader view first. The first time you log in, you'll be taken to the Explore tab. From here you can visit the My Troop, Resources, or Finances tabs, but to activate the Year Plan and Meeting Plan tabs, you need to first make a selection under the Explore tab.





Select a level to get started.



Multi-level Explorer 2021-2022

To set the troops calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make changes at any time.

 <p>Explore Meeting Plans</p> <p>Search and filter to preview individual meeting plans to customize a plan all your own.</p> <p>EXPLORE MEETING PLANS</p>	 <p>Pre-selected Tracks</p> <p>Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.</p> <p>VIEW POPULAR TRACKS</p>
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Want to explore more before setting up a plan? Check out the [Award and Badge Explorer](#) to mix and match badge and Journey choices. Include your Girl Scouts and let them give input as you plan your year.

Before setting up a year plan, you can also check out the Award and Badge Explorer from the bottom of the tab to mix and match potential award options in a PDF and to share or make girl-led decisions. Once they've decided, you can always come back to build out the schedule for those badges and awards.

Explore Meeting Plans

Build a year plan that’s completely customized to your troop’s interests! You can mix and match meeting plans that work toward the badges, Journeys, and activities that excite your troop. You can also search through all badges and Journeys for all program levels. Use the available filters, or search for specific meetings and simply select the ones you’d like to use in your year plan. Each year you can use the “New for [Insert Year]” filter to find all the new programming released in the Summer. Once you’re finished, click “Add to Year Plan” at the bottom to move forward in the system.


Brownie



DESIGN WITH NATURE 1

Brownies calculate the age of natural objects and learn about tessellations and bees.


PREVIEW



DESIGN WITH NATURE 2

Brownies build a bird feeder, make bird food, and go bird-watching.


PREVIEW



BECOMING ME FOR GIRL SCOUT BROWNIES 1

Brownies start the Becoming Me program by finding their voice and envisioning their future selves.


PREVIEW



BECOMING ME FOR GIRL SCOUT BROWNIES 2

Brownies finish the Becoming Me program series by reflecting on the program themes and the things that shape who they are and what they will become.

PREVIEW



DESIGN WITH NATURE 1

Brownies calculate the age of natural objects and learn about tessellations and bees.

PREVIEW

X

Badge Overview ▲

Meeting Overview ▲

Meeting Plan ▲

Materials List ▲

Meeting Planner ▼

1	Arrival and Opening Ceremony	00:15
2	Select an activity	00:20

July 2022


8

Preselected Tracks

You can also choose from a preset collection of meetings with the preselected tracks option instead. First, select a program level from the multicolored options at the top. Then, click “View Popular Tracks” to preview each combination of awards and download them, if needed. Once you’ve decided, click “Select Track,” and your year plan will be created. You can bundle Preselected Tracks too by returning to the Explore tab and adding another one to your plan.

Junior Explorer 2021-2022


To set the troops calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make changes at any time.



Explore Meeting Plans

Search and filter to preview individual meeting plans to customize a plan all your own.



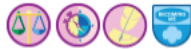
EXPLORE MEETING PLANS



Pre-selected Tracks

Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.

BADGES Girls explore their interests and build skills on a variety of topics.

<p>Great for Your First Year NEW</p>  <p>3 BADGES 17 MEETINGS</p> <p style="background-color: #28a745; color: white; padding: 5px; margin-top: 10px;">PREVIEW</p>	<p>Engineer Your World NEW</p>  <p>7 BADGES 17 MEETINGS</p> <p style="background-color: #28a745; color: white; padding: 5px; margin-top: 10px;">PREVIEW</p>	<p>Becoming Me NEW</p>  <p>3 BADGES, 1 PATCH 8 MEETINGS</p> <p style="background-color: #28a745; color: white; padding: 5px; margin-top: 10px;">PREVIEW</p>
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New for 2022-2023: You can come back to the Explore tab throughout the year to add more meetings, or even combine pre-selected tracks without resetting your whole plan! The delete button has been moved to the year plan, and you have even more access to Explore and build a plan as unique as your Troop!

SET UP YOUR CALENDAR

You're almost ready to unlock everything the Volunteer Toolkit has to offer—your last step is setting up your meeting dates. On the Year Plan tab, click “Manage Calendar,” select a start date for your meeting cadence to begin, and choose the frequency of your meetings and a general start time. Dates and times can be changed meeting by meeting after this step; simply select any combination to get started. Changing the calendar and location is only available to the Troop Leader and won't be available in parent view.

Location

Now that your dates are set, you can add a physical address or virtual meeting link to all meetings. If you're meeting in different locations or a combination of in-person and virtual meetings, add each address or link, then connect them to the appropriate meeting(s) using the checkboxes. Click “Assign” or “Apply,” and then close out of the window. You can change the location for a meeting in multiple ways—by clicking on a date in your year plan, quickly changing a date, selecting “See More Calendar Options,” or going through the Meeting Plan tab.

In the DEMO – Parent view, you will see the locations you have added and can click on them to access virtual links or physical address maps; however, locations cannot be edited from this view.

ADDING MEETINGS AND ACTIVITIES

Add or Change Meetings to Your Year Plan

Girl Scouts are ready for whatever comes their way—and that includes changes in meetings or their year plan. Start by using the green “Add Badge/Journey” link at the top of the year plan or the “Search to Add Meetings” link at the bottom of the year plan. Use the search feature or filters to sort through available meeting types and choose which ones to add to your year plan. Meeting titles with numbers at the end are part of a series, and you’ll want to add all of these to meet the requirements for the award. Meetings already in your plan will be clearly marked. Once you’ve made your selections, click “Add to Year Plan.”

ADD A PETAL, BADGE OR JOURNEY

Search to Add a Petal, Badge or Journey Meeting

Search for a badge or journey award by name

Or Use Filters

1. Select your Girl Scout Level(s)

Daisy Brownie Junior Cadette

Senior Ambassador Multi-level

2. Select the type of meeting plan you want

Journey Journey: Cadettes - Ambassadors Journey: Daisies - Juniors Award Earning

Badges Petals Closing/Bridging Intro/Family Meeting

Edit Meeting Dates and Times

Select the green calendar icon to the left of each meeting date to change the date or time of that specific meeting. You can also choose to cancel one or more meetings, or to combine meetings. To combine meetings, select the two meetings you’d like to combine, then select the new date on which you would like that meeting to occur. After you’ve made changes, click “Save” and your year plan will be updated. After you’ve clicked the date of the meeting to the right, you’ll see a green gear icon. This takes you back to the original view of the Meeting Date and Location widget, where you can reset the entire cadence of your meetings, if needed.

SEP 02, 2021 SCRIBE 1

Change meeting date and time

September 2021

Start Time 4:00 PM

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

CANCEL SAVE

DELETE SEE MORE

Adding Other Types of Activities

Meetings and badges are only part of a go-getting Girl Scout's troop year! You can add things like field trips, service projects, or cookie booth sales to your year plan as well. The Volunteer Toolkit connects to your council website and gsEvents so you can browse and add local council events, too. Any activity you add will appear in blue and show up chronologically. At the top of the year plan, click "Add Activity."

Custom Activity

Add your activity name, date, time, location, and details to your year plan. Remember: caregivers will see this information too, so be sure that event details are clear and any special instructions are included here.

The screenshot shows a web interface titled "MANAGE ACTIVITIES" with a close button (X) in the top right. There are three tabs: "CUSTOM ACTIVITY", "COUNCIL ACTIVITY", and "MANAGE ACTIVITIES". The "CUSTOM ACTIVITY" tab is active. The form contains the following fields:

- Activity Name: "Going to the Zoo"
- Date: "08/07/202" with a calendar icon
- Time: "04:30" with a dropdown menu set to "PM"
- End Time: "06:00" with a dropdown menu set to "PM"
- Location: "Blank Park Zoo" and "3208 SW 34th St"
- Details: "20.00" and "Behind the scenes tour." with a text area and a small icon in the bottom right corner.
- Button: "ADD ACTIVITY" (green)

Council Activity

Search or filter through council events and add them to your year plan. This feature does not register you or your group for the event; it only adds the event to your year plan.

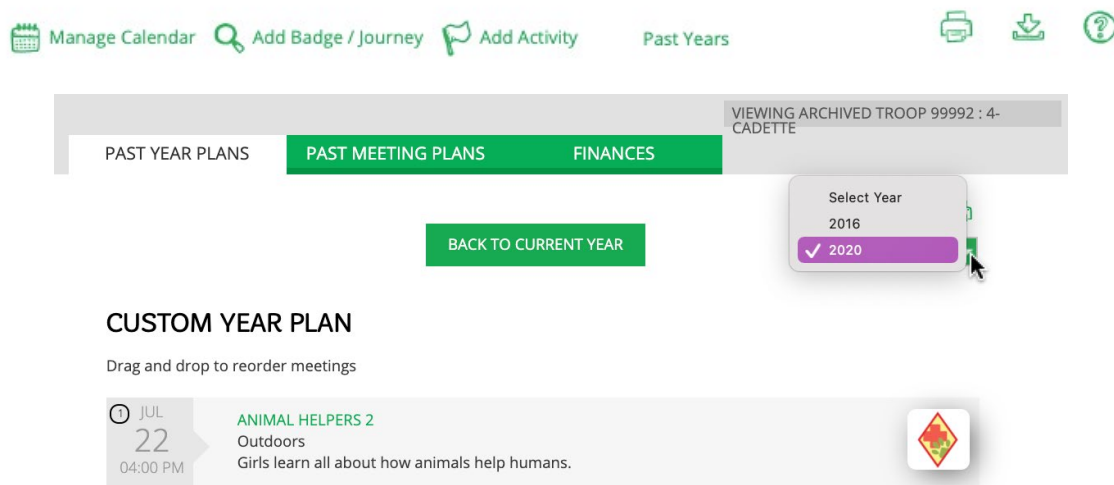
From the DEMO – Parent view, you will see these meetings and activities that are added to the year plan and can open them; however, you will not be able to edit them.

The screenshot shows a web interface titled "MANAGE ACTIVITIES" with a close button (X) in the top right. There are three tabs: "CUSTOM ACTIVITY", "COUNCIL ACTIVITY", and "MANAGE ACTIVITIES". The "COUNCIL ACTIVITY" tab is active. The form displays the following information:

- Link: "Select Activity and Register for event" (green)
- Event Title: "Gimme S'more Mud Run"
- Date: "Sat Sep 25, 2021 08:00 AM - Sat Sep 25, 2021 08:00 AM"
- Location: "Camp Sacajawea, Boone 638 L Ave., Boone, IA 50036"
- Map: "Map" (green)
- Description: "It's time to toughen up, Marshmallows! The Gimme S'more Mud Run is back for 2021 - Join us on September 25, 2021 at Camp Sacajawea in Boone, Iowa. [Registration is now open!](#)"
- Details: "You'll have a muddy good time as you trudge through the mud pits and through the woods. Our family runners (ages 8 and up, please!) take on three miles of terrain filled with obstacles. Our littlest muddy buddies (ages 4 and up) can get in on the fun, with our modified 1-mile course with pint-sized obstacles built just for them."
- Member Discount: "If you are also a member of Girl Scouts (girl or adult), you'll save an additional \$15 off the prices below:"
- Price: "3 Mile Course - \$50 per person (\$35 for Girl Scout member)"

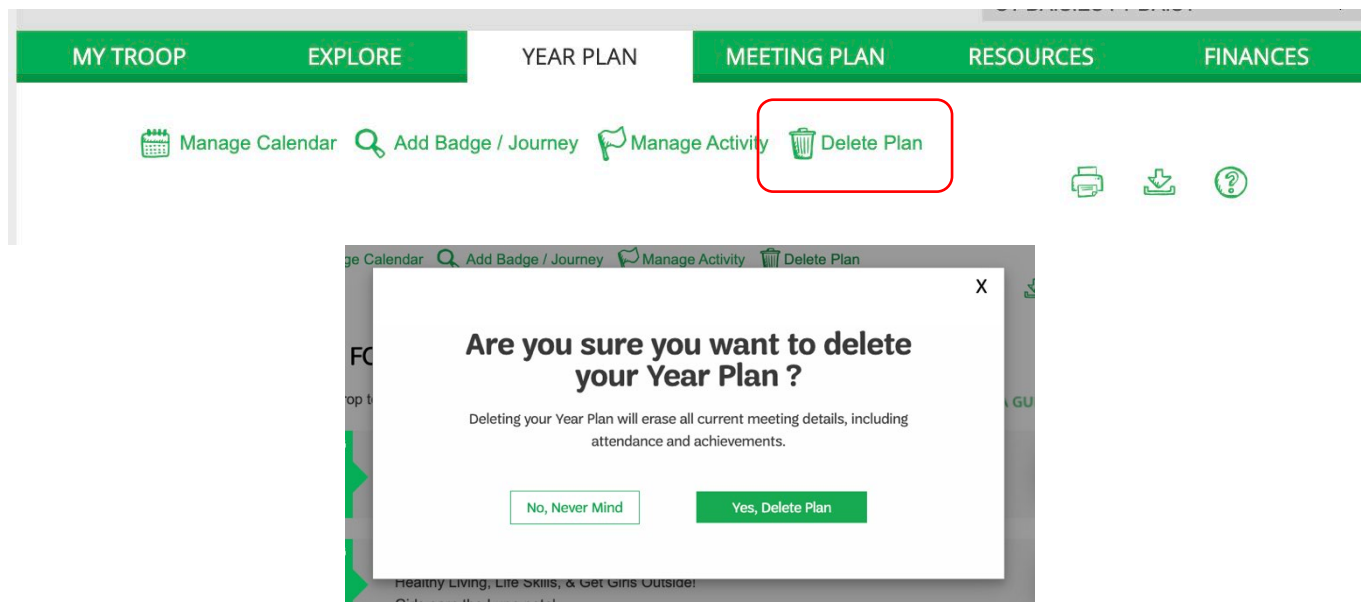
VIEW PAST YEAR PLANS

Each July, the Volunteer Toolkit resets and archives your year plan. At that point, you'll no longer be able to make changes to any of your meetings. However, you'll still be able to view the plan through the green "Past Years" link at the top of your Year Plan tab. **Note that achievement and attendance records do not archive;** please download a copy of this information for your records. You will see "Past Year Plans" in both views. Caregivers can also download a copy of their own Girl Scout's achievements from the My Troop tab.



DELETING THE YEAR PLAN

If you ever need to wipe the slate clean and start fresh, you can use the Delete button at the top of the year plan to do just that! Be careful though, deleting your plan will remove all meetings including the attendance and achievements you've tracked on them. It cannot be undone and is not recoverable, so use it carefully!



MILESTONES

In both views, you might see orange bars across your Year Plan tab in chronological order with your other meetings and activities. These are important dates, events, or updates your local Girl Scout staff members want you to know about. These may also include links to additional information that relates to the date and title of the milestone.

10/10/20 OPEN SHOP HOURS!

1 OCT 28 04:00 PM
STEM CAREER EXPLORATION 1
 STEM,Badges for 2020-2021
 Brownies make a personal collage and play a game to explore STEM careers.

2 DEC 02 04:00 PM
AUTOMOTIVE DESIGN 2
 STEM,Badges for 2020-2021
 Brownies sketch and sculpt a vehicle and earn the Automotive Design badge.

01/04/21 TEST- COOKIES START!

TOOLS FOR PLANNING YOUR MEETING

The Meeting Plan tab has a robust collection of tools and information to help you plan an engaging meeting every time. If at any time you want to replace or delete a meeting, just use the appropriate links at the top of the meeting plan. You can also quickly print or download planning materials using the print icon in the upper-right corner.

Below is a detailed look at the Troop Leader view. Almost everything on the Meeting Plan tab visible in the DEMO – Parent view but cannot be edited.

VIEW YEAR PLAN REPLACE THIS MEETING | DELETE MEETING

MEETING : 2023 GLOBAL ACTION AWARD 1

LOCATION: Central Lee Elementary School 123 Old Hwy 218, Donnellson, IA 52625

Award Steps:

2023 Global Action Award focuses on Goal 12: Responsible Consumption and Production. By exploring this goal, Girl Scouts think twice about the waste we create and how it impacts us and our planet. The goal is to improve the quality of life of all people everywhere on the planet. They'll also find out about their responsibilities for being a global citizen!

1. Explore the Global Goals and Global Action Award.
2. Explore what it means to be a global citizen.
3. Create a global citizen challenge.
4. Explore what responsible consumption means.
5. Create a responsible consumption challenge.

When Girl Scouts earn this award, they'll understand what it means to be a global citizen. They'll also explore how the things we use and the waste we create impacts our planet. They'll create two separate challenges: one for being a global citizen and one for SDG 12: Responsible Consumption and Production.

PRINT

What would you like to print?

- Badge/Award Overview
- Meeting Overview
- Meeting Plan
- Material List

CANCEL PRINT

PRINT: Quickly print a copy of the entire meeting and it's resources.

MEETING LOCATION: Click here to add your meeting location, or if you've already added one, you'll see it linked here. Click the link to access URLs, or get directions to physical locations.

STEPS: Quickly see the high-level view of what it takes to earn a specific badge or award. You'll see how these steps connect later in the activities, where you'll see subtext showing which activity fulfills which step.

PLANNING MATERIALS

- 2023 Global Action Award Overview
- Meeting Overview
- Meeting Plan
- Materials List
- Virtual Meeting Planning

MANAGE COMMUNICATIONS

- Edit/Send Reminder
- Edit/Send Follow-Up
- Edit/Send Speaker Invitation
- Record Attendance & Achievements (0 present, 0 achievements)

MEETING PLANNER

1	Arrival and Opening Ceremony	00:15	
2	Select an activity	00:30	
	<input type="radio"/> Play the Go Goals! Game Fulfills Step 1		
	<input type="radio"/> Make a Global Goals Paper Chain Fulfills Step 1		
	<input type="radio"/> Imagine Your Superpower Fulfills Step 1		

PLANNING MATERIALS: A combination of overview and step-by-step resources show you from start to finish what your girls will learn while earning this badge or award (Overview), details specific to planning this meeting. (Meeting Overview), what you'll do and say (Meeting Plan), the meeting aids plus the materials you'll need (Material List) and virtual meeting resources. (Virtual Meeting Planning)

MANAGE COMMUNICATIONS: Send templated emails to caregivers to remind them of meetings and keep them up to date on what's happening. Use the Speaker Invitation to bring guests to your meeting and prepare them ahead of time with relevant information for the badge or award you're working on. You can attach meeting aids or other documents from your council website at the bottom of the email before sending.

ATTENDANCE AND ACHIEVEMENTS: Here you can use the checkboxes to mark who attended each meeting and if they earned a badge or award. You can see the full list of what each girl earned on the My Troop tab, with the option to download the report.

MEETING PLAN/NER: Here you'll find instructions and details for each activity, material lists, estimated time to complete, and recommended sequencing. Download or print the entire plan with just one click of the printer icon.

MEETING PLANNER

1	Arrival and Opening Ceremony	00:15	
2	Select an activity	00:30	
	<input type="radio"/> Play the Go Goals! Game Fulfills Step 1		
	<input type="radio"/> Make a Global Goals Paper Chain Fulfills Step 1		
	<input type="radio"/> Imagine Your Superpower Fulfills Step 1		
3	Select an activity	00:30	
4	Create a Global Citizenship Challenge Fulfills Step 3	00:30	
5	Closing Ceremony	00:10	
6	Follow Up with Families	00:10	
		2:05	

Add to Meeting

MEETING PLANNER (Cont.): Find opening and closing activities to round out a meeting, along with activity choices for each step. There are a lot of ways to customize your meeting planner.

- Drag and drop activities to reorder.
- Use the drop-down on an activity to change the amount of time allotted for that activity.
- Delete an activity by clicking the "X" to the right of the activity.
 - **Heads up:** if you accidentally delete a required activity for earning an award, you won't be able to add that activity back without first deleting the meeting.
- Click "Add to Meeting" to add your own activities.

MEETING AIDS (8)

Sort By
FileType

- Global Goals Icon Grid and One-Sentence Global Goal Descriptions
activity material
- Mind Map Sample
activity material
- Notes on Nutrition
activity material
- How An Urban Farm In Philadelphia Is Transforming Lives
activity material
- UNICEF: World's Largest Lesson Live
activity material
- #WhatDoYouCareAbout: Stories for a Sustainable Future
activity material
- Nations United: Rebuilding a Better World
activity material
- Malala Introduces the World's Largest Lesson
activity material
- Add Meeting Aids

ADDITIONAL RESOURCES

- Digital Games
activity material
- Adapt Badges and Journeys
volunteer resource
- Add Additional Resources

MEETING NOTES

Add A Note

MEETING AIDS: Once expanded using the green drop-down arrow, you'll see documents, videos, and links are the leg up you need to complete the activities in each meeting! Some are geared toward the adult supporting the meeting, and some are for girls completing the activities. You can find more information on how to use these resources in the activity plan.

Click "Add Meeting Aids" to add your own meeting aids.

ADDITIONAL RESOURCES: Take your meeting to the next level! These videos, documents, or suggested events go beyond the required steps for a badge or award, and they can help your troop take a deeper dive into the topics they're most excited about. You'll also find links to the Girl Scout shop to purchase booklets and awards. These materials connect to the Manage Communications email templates, so you can share them with families.

Click "Add Additional Resources" to save your own links here using a URL.

MEETING NOTES: Add a note at the end of a meeting plan with any important reminders or details that you only want troop leaders to see.

RESOURCES

Under this tab, you'll find answers to your pressing Girl Scout questions—like where to put pins or badges on a uniform, which special awards Girl Scouts can earn, or how to lead well-loved Girl Scout traditions—along with national and local resources by topic.

From this tab you can also gain access to the Girl Scout Shop from each program level, download reference documents for all the awards a Girl Scout can earn, and explore tips for troop leaders and other roles. All user types can see this tab and interact with it in the same way.

MY TROOP YEAR PLAN MEETING PLAN RESOURCES FINANCES

Resources

FROM YOUR COUNCIL 8/13/18 V.M.

Daisy Brownie **Junior** Cadette Senior Ambassador Multi-level

Junior

- Shop Now!
- Badge & Award Chart
- Uniform Placement
- Badge Explorer
- Badge & Journey Meeting Pl...

TROOP LEADERSHIP

Knowing Your Role & Work...
Tips for Troop Leaders - Live!

FAMILY HUB

Growth & Support for Your ...
Family Tips & Volunteer Op...
Keep Parents & Caregivers I...
Raising Awesome Girls

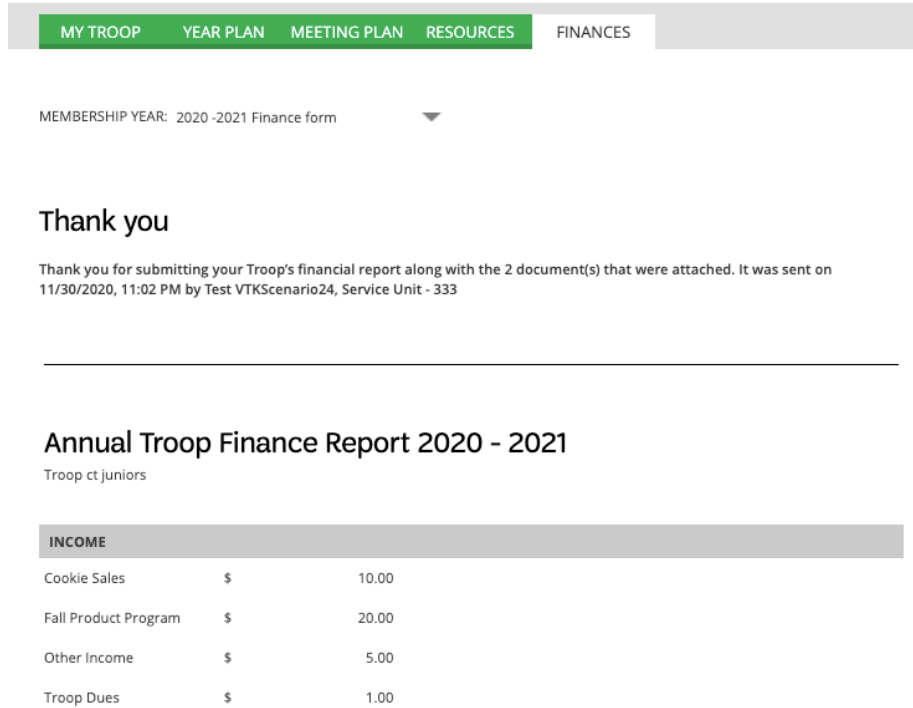
SAFETY

Internet Safety Pledge

FINANCE

Troop co-leaders and troop treasurers have access to submit a year-end report of their finances. Default fields collecting your income and expenses are paired with custom questions unique to each council that help you wrap up your year. Shown below, once you submit your finance form, a snapshot can be viewed by all primary caregivers in your troop when they login to the Volunteer Toolkit.

Demo access provides a sandbox form that you can fill in and test, however it cannot be submitted. The parent view will not see anything under Finance, but below is a snapshot of what a typical parent user would see once a Finance report has been submitted.



MY TROOP YEAR PLAN MEETING PLAN RESOURCES FINANCES

MEMBERSHIP YEAR: 2020 -2021 Finance form ▼

Thank you

Thank you for submitting your Troop's financial report along with the 2 document(s) that were attached. It was sent on 11/30/2020, 11:02 PM by Test VTKScenario24, Service Unit - 333

Annual Troop Finance Report 2020 - 2021

Troop ct juniors

INCOME		
Cookie Sales	\$	10.00
Fall Product Program	\$	20.00
Other Income	\$	5.00
Troop Dues	\$	1.00