

The Volunteer Toolkit, or the VTK, is a web application offering digital, accessible support to new and returning volunteers in both managing a troop year-round and delivering easy, fun troop meetings.

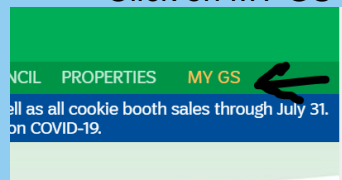
The VTK is available on all desktop and mobile devices. Google Chrome and Safari are the best browsers to use.

With the parent view, leaders and parents can now communicate easily about upcoming meetings, what girls will be doing/learning, attendance, and any help needed for the troop meeting.

Log-In to VTK

Visit our website at www.gsmists.org

- Click on MY GS



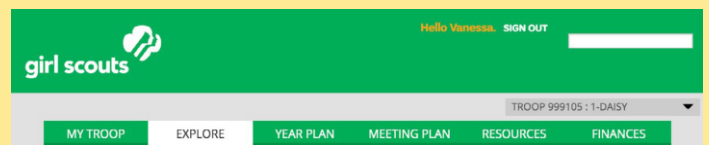
- This will bring you to the log in screen. Enter your e-mail and password to proceed.
- If you do not know your e-mail/password please contact customer care@gsmists.org

Basic Navigation

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Welcome to the Volunteer Toolkit! We've outlined everything you need to know to get started and have the best troop year ever!



The Volunteer Toolkit is divided into tabs that each have unique tools to help you plan your troop year and manage each meeting. If you're on a computer, you'll see the **GREEN TABS** across the top of your browser window.



My Troop Tab

The My Troop Tab is where a troop photo can be added. The girl roster with contact information, birthdates, each girl's attendance record and her achievements lives in this tab.

It also houses the e-mail-to-parents functionality with just one click, as well as the ability to easily update contact information and renew each girl's membership.

You can also download or print your girl roster from this tab using the  and  icons

Planning Your Year

The VTK program content centers on the badges and Journeys for all grade levels – Daisy through Ambassador – in addition to multi-level Year Plan content for both K-5 and 6-12 grades. The VTK comprises the foundational elements of *Volunteer Essentials* and *Safety Activity Checkpoints* throughout. All of this content is nested under one of three tabs: Year Plan, Meeting Plan and Resources.

Explore Tab

- Allows you to select your own troop meeting plans or choose pre-selected tracks.

Year Plan Tab

- Allows you to plan each meeting and customize activities.

Meeting Plan Tab

- Shows a breakdown of every meeting including; Meeting Overview, Activity Plan and Materials List.
- Keep track of attendance.
- Use the Meeting Notes section to keep track of reminders.
- Manage communications with parents.

Finance Tab allows the volunteer to report the troop's incomes and expenses. The Finance Tab will be the only way that you, as a troop leader, will report your troop finances to GSMISTS every year. Troop Finance Reports are due June 1st.

Resources Tab:

This tab provides several GSMISTS and GSUSA resources grouped by category, including the adult-to-girl supervision ratio chart. You can find ideas for ceremonies, awards, product programs, etc.

For more details on how to optimize the VTK please read the GSMISTS Volunteer Tool Kit User Manual. Follow the link below:

<https://www.gsmists.org/en/for-volunteers/online-support-for-volunteers.html>