

# VOLUNTEER TOOLKIT

YOUR DIGITAL ASSISTANT

**SEND  
PARENT  
EMAILS**

**ADD  
CUSTOM  
EVENTS**

**UPDATE GIRL  
ACHIEVEMENTS**

**ACCESS  
MEETING  
PLANS**

**MANAGE  
TROOP  
FINANCES**

**SEE  
TROOP  
ROSTER**

**RECORD  
ATTENDANCE**


## User Manual


# Volunteer Toolkit (VTK) Introduction

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.





## Plan quickly. Save time. Stay organized.

The Volunteer Toolkit (VTK) gives Troop Leaders the tools and features they need for troop management and program delivery. Parents have their own view of VTK as well.

TROOP LEADER	PARENTS
<p>Key Features:</p> <ul style="list-style-type: none"><li>◦ Pre-populated Year Plans with meeting content.</li><li>◦ Add your own troop activities or council event.</li><li>◦ View your troop roster.</li><li>◦ Email meeting reminders to parents.</li><li>◦ Track girls' attendance and achievements.</li></ul>	<p>Key Features:</p> <ul style="list-style-type: none"><li>◦ View troop plans and content (read only)</li><li>◦ See your girl's achievements.</li><li>◦ Review your contact information.</li><li>◦ Download meeting aids and resources.</li></ul>
<p><b>Start the demo by selecting a grade level</b></p> <div>GIRL SCOUT GRADE LEVELS ▼</div>	<p><b>Start the demo by selecting a grade level</b></p> <div>GIRL SCOUT GRADE LEVELS ▼</div>

# Accessing the VTK

Troop leaders, their co-leaders, parents, Individual Registered Members (IRM girls), Service Unit Teams, and GSMISTS staff can access the VTK.

## Troop Leaders and Co-Leaders:

- **Who**
  - All grade level troop leaders, including multi-level have access to every feature in the VTK (i.e. a Brownie troop will see Brownie badge and Journey content)
  - More than one troop: If a leader or co-leader has a Brownie troop and a Daisy troop, s/he may access both troops, one at a time.
- **How**
  - The troop's campaign record in GSMISTS registration system drives their access to the VTK.

## Parents:

Parents can view a read-only version of what the volunteers use.

Program and meetings in the Troop's Year Plan and safety resources can be seen, but other girl's contact information remains hidden.

## Service Teams:

Service Unit Team Members can access VTK and have access to:

- Plan a Year
- Explore Tab
- Resource Tab
- Finance Tab- with no submission tab. Service Unit Treasurers will still need to use 90 + Service Unit to complete and submit Finance Report
- Access to all Girl Scout Levels

## Individual Registered Members (IRM):

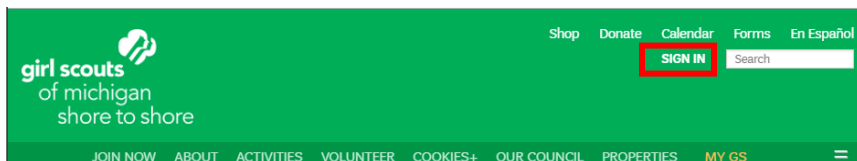
Parents of IRMs can access VTK just as a Troop Leader or Co-Leader would as long as they are registered members of Girl Scouts.

Access to:

- My Troop Tab- with IRM's information
- Plan a Year
- Explore Tab
- Resource Tab
- Access to all Girl Scout Levels

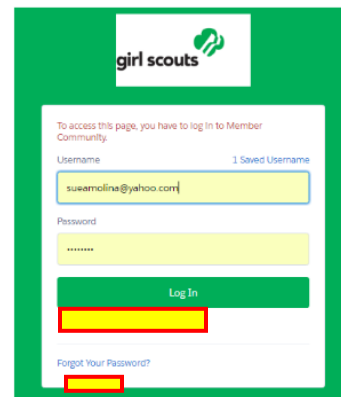
# Signing in to the VTK

Open Google Chrome or Safari and navigate to the GSMISTS website, [www.gsmists.org](http://www.gsmists.org). Click **SIGN IN** in the top right corner of the page.



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 [customercare@gsmists.org](mailto:customercare@gsmists.org).



After logging in, click the **Volunteer Toolkit** button to access the VTK.



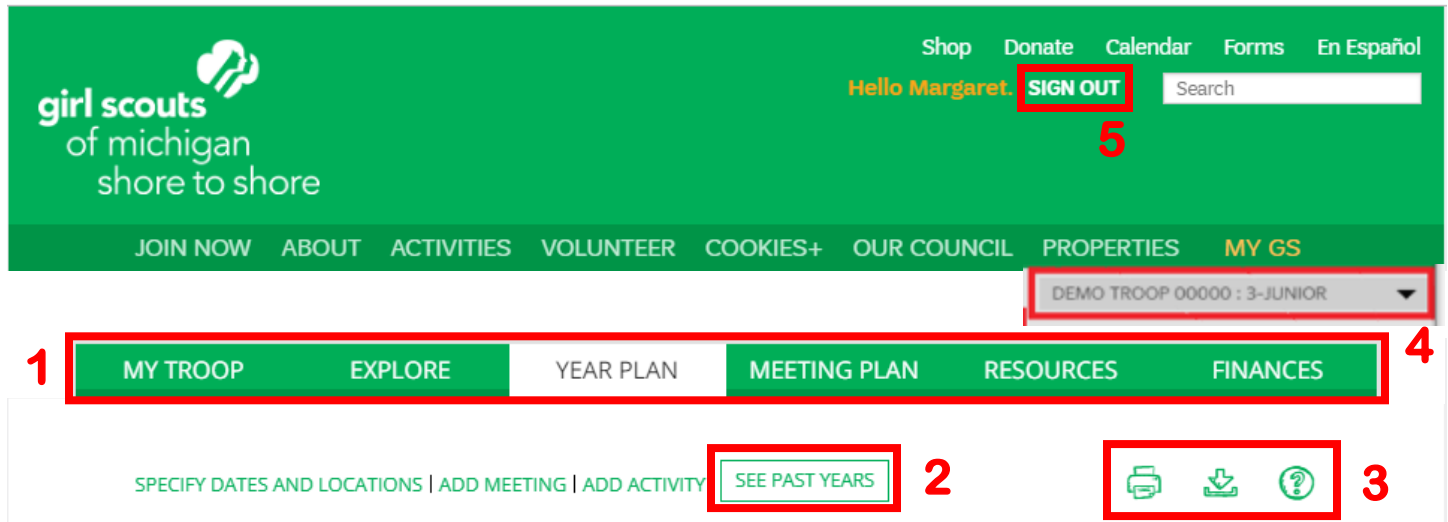
\* Please note:

At this point, any links in the green selection bar (About Us, Activities, etc.), the top-right corner, the search bar, or the GSMISTS logo will redirect you back to our main website, [www.gsmists.org](http://www.gsmists.org).

The My GS button will lead you back to the Volunteer Toolkit and Member Profile selection screen.



# Navigating the Volunteer Toolkit






## 1.) VTK Tabs (descriptions later in overview)

### 2.) See Past Years

- View an archive of previously selected year plans from previous membership years.

### 3.) 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 question mark icon.

### 4.) Drop-Down Menu for Multiple Troops

- If you are listed as the Troop Leader for multiple troops, you will have access to toggle between your troops' year plans with this function. It will list your troop number and the level associated with the troop.

### 5.) Sign Out button

- Once you are done working in the VTK, you can sign out, and it will redirect you back to the GSMISTS website, [www.gsmists.org](http://www.gsmists.org).

The first time you log in to the VTK, you will need to select a year plan before you can begin to customize any meetings or activities. The Year Plan Library displays all available pre-built years plans based on the Program Grade Level of your troop.

## VTK Content

The VTK's content falls into two distinct categories: Troop Management and Program



## Troop Management

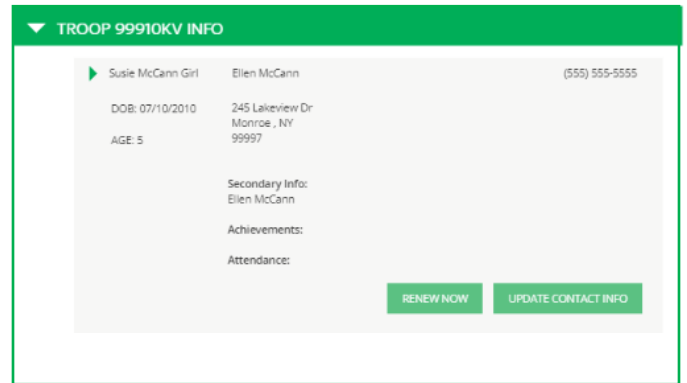
Troop Management content is comprised of the logistics of the troop year: meeting dates and times, girl rosters, and parent e-mails. It is divided into two tabs, My Troop and Finance.

### 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.



The screenshot shows a web interface for 'TROOP 99910KV INFO'. It displays a profile for 'Susie McCann Girl' with a green arrow icon. The profile includes the following information:

Field	Value
DOB	07/10/2010
AGE	5
Address	245 Lakeview Dr Monroe, NY 99997
Phone	(555) 555-5555
Secondary Info	Ellen McCann
Achievements	
Attendance	

At the bottom right of the profile, there are two green buttons: 'RENEW NOW' and 'UPDATE CONTACT INFO'.

### Finance Tab:

The Finance Tab allows the volunteer to report the troop's incomes and expenses. The Finance Tab should be completed by the approved, registered adult who manages the finances of the troop. Although this can be any approved, registered adult listed to the troop, the 01- Leader will ultimately be responsible for the submission of this report. The Finance Tab must be complete and submitted by June 1<sup>st</sup>. Please note that if you do *not* complete and submit your finance report on time you will need to renew your GSUSA membership to access VTK after July 1<sup>st</sup>. This is when the system resets and only members with "current" memberships can access the finance report through the VTK. If this happens and you *are* returning for the next membership year, please log into MY GS, renew your membership and then log back into the VTK. If you are *not* returning for the next membership year, due to disbandment, etc. please contact your Community Membership Manager for assistance.

The Finance Tab will be the only way that you, as a troop leader, will report your troop finances to GSMISTS every year. Using the VTK Finance Tab has replaced the previous process of submitting your Troop Cover Sheet, Detailed Cash Report, and individual bank statements. The data in this tab is available until submission of completed Finance Report to GSMISTS before it archives. The new tab will be available at the end of the calendar year for the current membership year.

**Getting Started:** The Finance Tab can be found at the top of the page, left-hand side. In preparation, be sure to gather last year's finance report- *the current report should always begin where the last report left off*, any bank statements you have received, receipts from all purchases, all deposit receipts, and your Product Sales reports. You may also want to reference the Finance Report Zippy Tip and How to Use the Troop Finance Tab Webinar, which can be found at <http://www.gsmists.org/en/for-volunteers/online-support-for-volunteers.html>. The Zippy Tip is a snapshot of what the finance report is and what is required, while the Webinar is a step by step training on how to complete and submit the report. These will be useful to any new volunteers and a refresher for veterans!

**Income:** Here you will input any incomes that have been deposited to your troop bank account. Add the incomes in to one lump sum and place in the appropriate category of Membership Fee, Troops Dues, Products Sales, Training, Money Earning, and Trips/Events/Activities. If you are unsure what category a specific income belongs in, please refer to the Council Detail dropdown column, which is located next to each total. The totals from each category will be automatically added and totaled for you in the Total Income box.

## Annual Troop Finance Report 2018 - 2019

Troop staff test troop

INCOME

Your updates are automatically saved but not submitted to the Council.  
If there is no value for an item, leave the field at 0.00

INCOME LAST UPDATE

Membership Fee	\$ 0.00	► Council Detail
Troop Dues	\$ 0.00	► Council Detail
Product Sales	\$ 0.00	► Council Detail
Money Earning	\$ 0.00	► Council Detail
Total Income	\$ 0.00	

⊕ Add a note on Troop INCOME (optional)

If you want to include a note in regards to your troop's income you can click on the green-circled plus sign - Add a note on Troop INCOME (optional) – and you will be able to add a note.

*Please note that we encourage you to update your incomes consistently throughout the year, so totals will be a running total.*

EXPENSES

If there is no value for an item, leave the field at 0.00

EXPENSE LAST UPDATE

Membership Fee	\$ 0.00	► Council Detail
Product Sales	\$ 0.00	► Council Detail
Girl Scout Shop/Outside Patches	\$ 0.00	► Council Detail
Troop Supplies	\$ 0.00	► Council Detail
Community Service/Take Action	\$ 0.00	► Council Detail
Trips/Events/Activities	\$ 0.00	► Council Detail
Fees	\$ 0.00	► Council Detail
Total Expense	\$ 0.00	

⊕ Add a note on Troop EXPENSES (optional)

**Expenses:** Here you will input any expenses that have been made to your troop bank account. Add the expenses in to one lump sum and place in the appropriate category of Membership Fee, Product Sales, Girl Scout Shop/Outside Patches, Troop Supplies, Training, Community Service/Take Action, Trips/ Events/ Activities, and Fees. If you are unsure what category a specific expense belongs in, please refer to the Council Detail dropdown column, which is located next to each total. The totals from each category will be automatically added and totaled for you in the Total Expense box.

If you want to include a note in regards to your troop's expenses you can click on the green-circled plus sign - Add a note on Troop Expenses (optional) – and you will be able to add a note.

*Please note that we encourage you to update your expenses consistently throughout the year, so totals will be a running total.*



**Financial Summary:** Place your starting balance for your troop in the Starting Balance box. If you are a new troop this amount will be zero. If you are a returning troop this amount will be the amount of money you ended the previous year with. The rest of the categories Income, Expenses, and Ending Balance, will be automatically totaled for you based on the data you placed in the above sections.

*Please note your troop's final balance for the year should not exceed \$500. Also, the Service Unit's final balance for the year should not exceed \$5 per girl registered in their Service Unit. Any and all exceptions will be assessed on a case-by-case basis by the troop's/Service Unit's Community Membership Manager.*

*If you want to include a note in regards to your troop's financial summary you can click on the green-circled plus sign - Add a note on Troop Financial Summary (optional) – and you will be able to add a note.*

FINANCIAL SUMMARY	
2018 - 2019	
Starting Balance	\$ 0.00
Income	\$ 0.00
Expenses	\$ 0.00
Ending Balance	\$ 0.00

From the Council  
Please note that GSMIST's policy is:  
-Troops final account balance not exceed \$500.  
-Service Unit final account balance not to exceed \$5 per girl registered starting 2020.  
\*Any exceptions will be assessed by Service Unit/Troop Support Coordinator

[+ Add a note on the Troop's financial summary](#)

Parents see the Troop income, expenses, and financial summary. They do not see your troop notes or any information that appears below. Your information is saved, but has not been submitted to the Council.

Submit the Troop Finance Report by June 1, 2019

BANK INFORMATION	
Checking Account Required	
Bank Name	
Branch Name	
Last 4 accounts #s	
Signers on Checking Account	
First Name	
Last Name	

[+ Add another bank account](#)

**Bank Information:** In this section you will provide the requested information about your troop's bank account including Bank Name, Branch Name, Last 4 account #'s and the signer's names of who is on the account. We realize the troop bank account may have more than one signer. The name that needs to be listed is the 01- Leader.

**Council Notes and Questions for Troops:** In this section you will provided further details about the status of your troop for the upcoming membership year.

*Please be sure to answer completely all parts of the questions. This will help the GSMISTS staff better serve you and your troop moving forward.*

COUNCIL NOTES AND QUESTIONS FOR TROOPS	
Troop Status Required	
What is the status of Troop staff test troop for the next membership year?	
<input type="radio"/> Returning	<input type="radio"/> Merge With Another Troop
<input type="radio"/> Disbanding	<input type="radio"/> Not Sure
Troop Service Unit	
Service Unit Name	Number
Council Note for all Troops	
Is your troop returning for the 2020 Membership Year? If yes, please be sure to register all leaders and girls for the 2020 Membership year. If no, please be sure to complete Disbanding Troop form linked to this tab.	



Preview and Publish

Preview your finance report as Volunteers will see it and decide if you're ready to publish.

PREVIEW FINANCE REPORT

LAST UPDATE 03/07/2019, 3:50 PM

**Preview Finance Report:** Click the Green **Preview Finance Report** button and you will be able to review your report before your final submission. After you have reviewed your finance report a final time, push the Green **Send to Council** button when you are ready to send in your completed report. The finance report will be saved to your VTK so you may review it at any time and a copy will be sent to your email.

*Please note that “Volunteers” is in reference to anyone that is registered to your troop and how they will see the finance report.*


**Document Attachment:** Once you click the **Send to Council** button you will receive a prompt to upload documents as the final step of submitting your finance report. Required documents include bank statements **October, January, and April**. You will find a link for the Disbanding/Merging Troop Form. Be sure to click on this link and complete the form if your troop will not be continuing for the next membership year or if you are merging with another troop.

*Please note you will only need to provide the bank statements since your troop started. For example, if your troop started in January, you will only need to submit bank statements from January and April.*

Send report to Council: Due June 1, 2019


Person who is sending the report

Name	Mary Maison
Troop	Staff test troop
Report Sent	March 7, 2019

 Check that your information is correct. You cannot change the finance report once it's been sent. If you have a correction, you'll have to contact the Council.

Any documents you want to send can be attached after you select "SEND TO COUNCIL"

SEND TO COUNCIL

Your information is safe 

**What Happens Next?:** Your Finance Report and attached documents will be sent directly to [customercore@gsmists.org](mailto:customercore@gsmists.org) and from there will be sent to your Community Membership Manager for review. If you **do not** receive a confirmation email from [customercore@gsmists.org](mailto:customercore@gsmists.org) stating that a case has been made (meaning that your finance report went through) please contact your Community Membership Manager know right away. Once a case is made and your Community Membership Manager receives your information you will receive an e-mail confirmation that it was received and being reviewed. We encourage you to hold onto this email, along with all bank statements, deposit slips, and receipts for your records. Finance Reports are reviewed over the summer. You will be contacted by your Community Membership Manager with any questions that they may have.

## Program – Choosing a Year Plan

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:

Within each program level, there are several pre-populated Year Plans to choose from. Each Year Plan varies from a total of 10-16 meetings long. Some plans are devoted exclusively to badges, the others outline some of our classic and new Journey program materials.

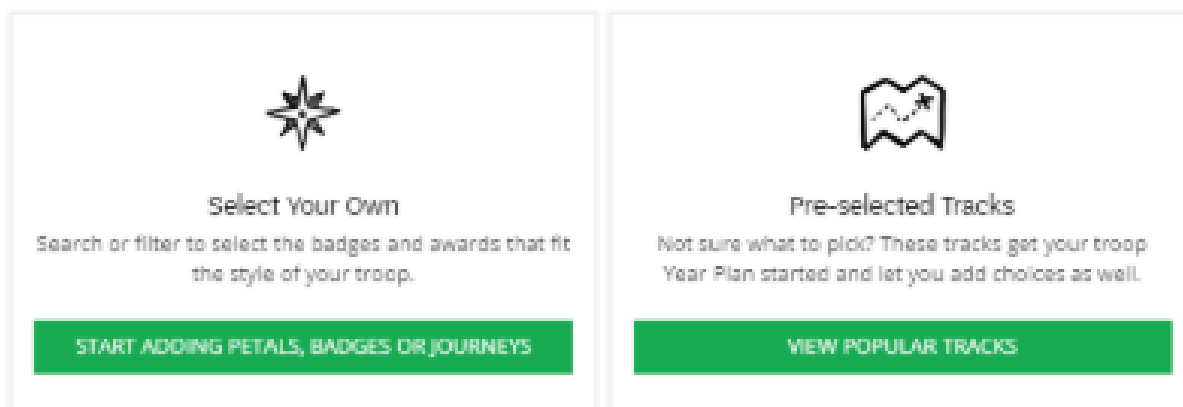
Pre-populated Year Plans are intended to give troop leaders a starting point with girls-however, they are fully customizable!

Troop leaders always have the option of creating a Custom Year Plan.



## Brownie Badge and Journey Explorer 2018-2019

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.



### Pre-selected Tracks:

Pre-selected Tracks are an easy way to get your Yearly Plan started. Once you have selected a track, it can be customized.

Choose a track by selecting Preview.  
A Year Plan will display; you may select that plan or close the preview and choose another.  
If you choose to select the track, a pop-up will ask you to verify your selection.  
Once a selection has been verified, the system will advance to the Year Plan Tab.

This option will take you to a PDF highlighting all the year plans available for the girls that age.

## Select Your Own:



MY TROOP EXPLORE YEAR PLAN MEETING PLAN RESOURCES

### Brownie Badge and Journey Explorer 2018-2019

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.

**Select Your Own**  
Search or filter to select the badges and awards that fit the style of your troop.

**START ADDING PETALS, BADGES OR JOURNEYS**

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

**VIEW POPULAR TRACKS**

To begin planning your year without pre-selected tracks, select Start Adding Petals, Badges or Journeys.

You will be prompted to verify your selection.

**SELECT YEAR PLAN**

You have selected the Year Plan below for Brownie Troop 999101v. Is this correct?

Troop Year Plan Custom Year Plan

**NO, CANCEL** **YES, SELECT**

**CREATE YOUR OWN YEAR PLAN**

### Search to Add a Petal, Badge or Journey Meeting

Search for a badge or journey award by name

**Or Use Filters**

**CANCEL**

You can search or try the filters to see all your options.

**CREATE YOUR OWN YEAR PLAN**

### 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

**CANCEL**

Select the Girl Scout level you want.

**CREATE YOUR OWN YEAR PLAN**

### 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**

☐ Award Earning ☐ Badges/Petals ☐ Closing ☐ Intro

☐ Journey

**CANCEL**

Select the type of meeting plan you want.

**3. Select your categories**

<input type="checkbox"/> Badges for 2017-2018	<input type="checkbox"/> Badges for 2018-2019 <b>new</b>
<input type="checkbox"/> Citizenship	<input type="checkbox"/> Cookie Business
<input type="checkbox"/> Creativity and the Arts	<input type="checkbox"/> Entrepreneurship
<input type="checkbox"/> Healthy Living	<input type="checkbox"/> Life Skills <b>new</b>
<input type="checkbox"/> Other	<input type="checkbox"/> Outdoor <b>new</b>
<input type="checkbox"/> STEM <b>new</b>	

**CANCEL** **VIEW LIST**

Select one or more categories then click view list.

**Brownie**

BUGS 1  
Brownies take first steps toward earning their Bugs badge. ☒ SELECT MEETING

Outdoor, STEM

BUGS 2  
Brownies take final steps toward earning their Bugs badge. ☒ SELECT MEETING

Outdoor, STEM

CABIN CAMPER 1  
Brownies learn the skills to help plan a camping trip. ☐ SELECT MEETING

Outdoor, Badges for 2017-2018

CABIN CAMPER 2  
Brownies put their o ☐ SELECT MEETING

Outdoor, Badges fo

**CANCEL** **CLEAR SELECTED MEETINGS** **ADD TO YEAR PLAN**

As you find the girls favorite badges or Journey awards, check the Select Meeting box on each. Once you are done with the category scroll down to the bottom, and click Add to Year Plan.

**MY TROOP** **EXPLORE** **YEAR PLAN** **MEETING PLAN** **RESOURCES**

**SPECIFY DATES AND LOCATIONS | ADD MEETING | ADD ACTIVITY**

**CUSTOM YEAR PLAN**

Drag and drop to reorder meetings

**MEETING 1** **BUGS 1**  
Outdoors & STEM  
Brownies take first steps toward earning their Bugs badge.

**MEETING 2** **BUGS 2**  
Outdoors & STEM  
Brownies take final steps toward earning their Bugs badge.

**10/31/18 JULIETTE GORDON LOW'S BIRTHDAY**

**11/22/18 HAPPY THANKSGIVING!**

Once you have selected your items, you will advance to the Year Plan Tab.

At the Year Plan Tab, you can:

- Manage Calendar
- Add Badge/Journey
- Add Activities
- Past Years

## Year Plan Tab:

This tab appears first each time you sign in.

- **Orange bars: Milestones**
  - Set by GSMISTS to remind troops of important dates.
- **Gray boxes: Past Meetings & Activities**
  - Past events cannot be moved or edited.
- **Orange box: Next Meeting**
- **Green boxes: Future Meetings**
  - Upcoming meetings can be moved and edited.
- **Blue boxes: Added Activities** (custom or council)

**SPECIFY DATES AND LOCATIONS | ADD MEETING | ADD ACTIVITY**

**VIEW YEAR PLAN LIBRARY**

**BROWNIE BADGE YEAR**

Drag and drop to reorder meetings

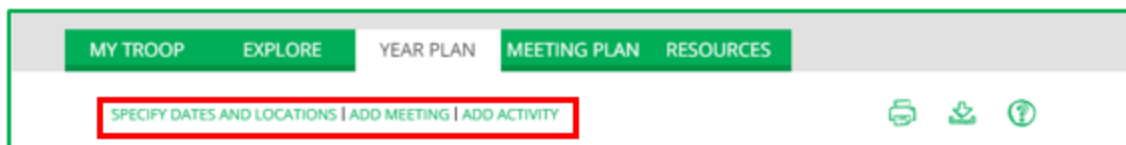
**MAR 27 08:00 PM** **JUMP INTO JOURNEYS/BADGES**  
Getting Started  
Girls sample Journeys and Badge year; then decide what they'd like to do for their troop year.

**04/01/18 EARLY REGISTRATION BEGINS! TAKE ADVANTAGE OF THIS YEAR'S GREAT OFFERS!**

**APR 10 10:00 PM** **MAKING FRIENDS 1**  
Practical Life Skills  
Girls take first steps in earning the Making Friends badge. They explore how skills in friends...

# Editing Your Year Plan

Most options for editing your Year Plan are found at the top of the Year Plan page as seen here.



*\*Please note that if you make customizations to a Year Plan and then change to a different Year Plan any customizations you have made will be erased.*

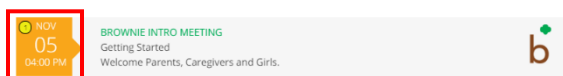
## Specify Dates and Locations:

After you select your Year Plan option, you will view the preset options without any dates. To set up meetings to follow your troop schedule, click **SPECIFY DATES AND LOCATIONS** on the Year Plan tab.

**Calendar** - It will request your meeting start date (must be in the future), start time for meetings, and how often you meet. It will also provide checkboxes to avoid scheduling the week of major holidays. Click **UPDATE CALENDAR** to match the year plan to your meeting schedule.

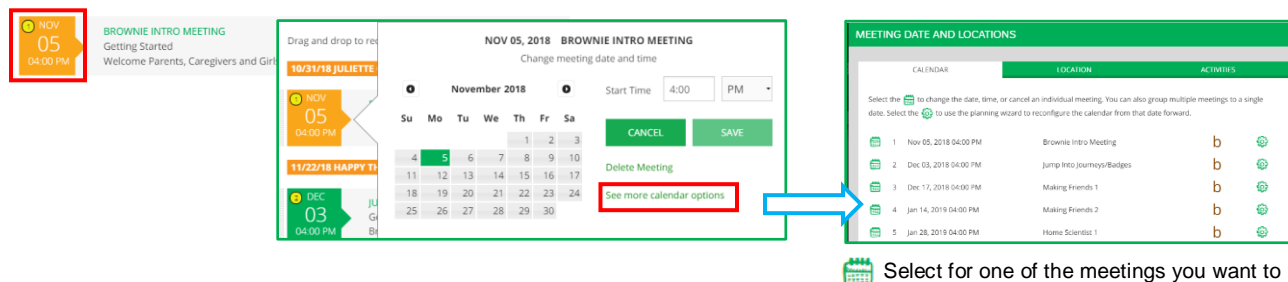
**Location** – You can add, delete, or edit location names and addresses to assign to your meetings.

Helpful Hint: You are able to change date, change time, or cancel a specific meeting by clicking the Calendar symbol next to the corresponding meeting.



A **Combine Meetings** option is also available by clicking the Calendar symbol! “Combine Meetings” offers you the opportunity to merge two or more meetings of content into one meeting date. If you add meetings of different program levels, you can merge those meetings, too! This functionality is perfect for Multi-Level troop planning.

If the regular schedule changes, find the Gear (settings) symbol to the right in order to update your calendar from that date forward.



combine.

Select for one of the meetings you want to

## Combine Meetings continued

MEETING DATE AND LOCATIONS

CALENDAR LOCATION ACTIVITIES

Brownie Intro Meeting

Change Date / Time Cancel Meeting

Click Combine Meetings option

November 2018

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

Change Time:

MEETING DATE AND LOCATIONS

CALENDAR LOCATION ACTIVITIES

Combine Meeting Dates

Change Date / Time Cancel Meeting

Combine Meetings

Select the meetings you'd like to schedule for the same day

Nov 05, 2018 04:00 PM Brownie Intro Meeting b

Dec 03, 2018 04:00 PM Jump Into Journeys/Badges b

MEETING DATE AND LOCATIONS

Combine Meeting Dates

Change Date / Time Cancel Meeting

Combine Meetings

Select a date for the meetings and "Save" your choice.

Meetings to schedule on the same day:

Brownie Intro Meeting

Jump Into Journeys/Badges

New Date: 11/05/2018

November 2018

4 5 6 7 8 9 10 11 12 13 14 15 16 17

CANCEL CONTINUE CANCEL BACK SAVE

MY TROOP EXPLORE YEAR PLAN MEETING PLAN RESOURCES

SPECIFY DATES AND LOCATIONS | ADD MEETING | ADD ACTIVITY

BROWNIE BADGE YEAR 1

Drag and drop to reorder meetings

TAKE A GUIDED TOUR

10/05/2018 JULIETTE GORDON LOW'S BIRTHDAY

NOV 05 04:00 PM JUMP INTO JOURNEYS/BADGES Getting Started Brownies decide what they want to do during their Brownie year. b

NOV 05 04:00 PM BROWNIE INTRO MEETING Getting Started Welcome Parents, Caregivers and Girls. b

**Add Meeting:** If you wish to add additional meetings during the year, visit your Year Plan tab, and click **ADD MEETING** to view the filterable Meeting Library. Click **SELECT MEETING** once you find the desired badge or award. **ADD TO YEAR PLAN** will save it and add it at the end of your year plan for you to drag and drop into your preferred order.

**Add Activity:** If you wish to add a troop day trip, Service Unit event, or council program, visit your Year Plan tab, and click **ADD ACTIVITY** to build a custom activity or register for a council event. For council activities, it will search our Events Calendar, and clicking **Select Activity and Register for Event** will send you to complete the event registration & add the event to your year plan.

MY TROOP EXPLORE YEAR PLAN MEETING PLAN RESOURCES

SPECIFY DATES AND LOCATIONS | ADD MEETING | ADD ACTIVITY

ADD AN ACTIVITY

CUSTOM ACTIVITY COUNCIL ACTIVITY

Activity Name min/1000yrs 04:00 PM 06:00 PM

Location Name Location Address

Cost Activity Description

ADD ACTIVITY

**Custom Activity:**  
Complete as much information as possible.  
Select "Add Activity" to add to your Year Plan.

ADD AN ACTIVITY

CUSTOM ACTIVITY COUNCIL ACTIVITY

Find Activity by: Keywords Date From To

Program Level

Adult Ambassador Brownie Cadette

Day Junior Senior

Categories

Adult Training Community Partner Council Event Girl Training

Outdoor STEM

VIEW ACTIVITIES

**Council Activity:**  
Must select at least one filter item.  
Selecting just a date range will display all calendar events in that range regardless of grade level or category.  
Select "View Activities" to view list.  
Click "Select Activity and Register for event" to complete activity registration and add the event to your Year Plan.



# Meeting Plan Tools & Features

## Meeting Plan Tab:

This tab shows the breakdown of every meeting including: a Meeting Overview, Activity Plan and Materials List all of which can easily be e-mailed to parents.

Leaders can record attendance, which feeds into tracking girl's achievements for the parent view.

Agenda content, times and order of activities are customizable.

There is also a Meeting Notes section where leaders can enter information that is helpful to them for that particular meeting, such as, "Jane bringing the markers and snacks!"

*This tab can also be accessed by clicking any meeting on the Year Plan tab.*

## Planning Materials:

**Meeting Overview** is the summarization of your meeting as a whole, including notes for volunteers, ideas to prepare ahead, how to get help from friends & family network, any award connection, and meeting length.

**Activity Plan** is the guide for all meeting activities. It will provide the following information for each activity: how much time it will take, recommended materials, steps, tips or notes for volunteers, and even occasional scripting suggestions. For some activities, it will also give variation ideas to better fit your troop.

**Materials List** tells you everything needed for the meeting by activity, such as craft supplies & printed meeting aids.

*\*Meeting Overviews, Activity Plans and Materials Lists may be printed and/or downloaded.*

## Manage Communications:

**Edit/Sent Reminder E-mail** will open a pop-up box with a scripted e-mail template relaying information from the meeting's overview or the event's details. You can choose who the recipients are, customize the e-mail to match the troop's needs (such as adding reminders or information to parents), attach council forms or meeting aids, and send the e-mail directly from the pop-up.

- ✓ There is also an option to e-mail contacts as a group or individually for additional communications. You can go to the **MY TROOP** tab to see each girl's family contact information. The e-mail address is a hyperlink, which automatically links directly with many e-mail services.

The screenshot displays the 'MEETING - JUMP INTO JOURNEYS/BADGES' interface for November 17, 2016, at 02:00 PM. It includes a description of the meeting, category, location, and planning materials. The agenda lists activities like 'As Girls Arrive', 'Opening Ceremony', and 'Introduction to the Brownie Choices'. The meeting notes section is also visible.

**MEETING - JUMP INTO JOURNEYS/BADGES**  
NOVEMBER 17 02:00 PM

This meeting will introduce girls to the Girl Scout Leadership Journeys and the Brownie badges, and will lead them through the process of deciding what they want to do during their Brownie year.

CATEGORY: Getting Started

LOCATION: Grand Rapids Service Center 3275 Walker Ave. NW, Grand Rapids, MI

**PLANNING MATERIALS**

Meeting Overview  
Activity Plan  
Materials List

**MANAGE COMMUNICATIONS**

Edit/Sent Meeting Reminder Email  
Record Attendance & Achievements (0 present, 0 achievements)

**MEETING AIDS**

The Girl Scout Promise and Law  
How to Build a Tepee Fire  
Morse Code Handout  
Brownie Elf Kaper Chart Template  
Brownie Activity Choices  
Brownie Activity Plans  
Add Meeting Aids

**AGENDA**

Time	Activity	Duration	Icon
2:00	As Girls Arrive: Brownie Elf Kaper Chart	00:05	📄
2:05	Opening Ceremony: Our Big Adventure	00:05	📄
2:10	Introduction to the Brownie Choices	00:10	📄
2:20	Choice 1	00:20	📄
2:40	Choice 2	00:20	📄
3:00	Choice 3	00:20	📄
3:20	It's Your Brownie Adventure - Choose 10Snack	00:05	📄
3:25	Closing Ceremony	00:05	📄
		1:30	

Add Agenda Item

**MEETING NOTES**

Add A Note

**REMINDER EMAIL**

Reminder Meeting #5 Mon Sep 26, 2016 04:00 PM - 05:30 PM

Sent: None

**ADDRESS LIST**

Parents / Caregivers

Enter your own:

**COMPOSE EMAIL**

Subject: Reminder 2-Brownie Meeting #5 Mon Sep 26, 2016 04:00 PM - 05:30 PM

Normal

Hello Girl Scout Families,

Here are the details of our next meeting:

Date: Mon Sep 26, 2016 04:00 PM - 05:30 PM

Location: Downtown Public Library  
123 Main St

Topic: Home Scientist 1

Note to Volunteers: The excitement and fun part of running troop meetings for the first time can sometimes leave us tongue tied. For this reason, a script is included for guiding you through a meeting. These "lines" are under the heading "SAF" however, you're the expert. If you feel you don't need the script, we will never send it to you and your girls.

See Ahead

See how helpful you are about what they will do at this meeting.

**Record Attendance & Achievements** will open a pop-up box with the girls' names. In the pop-up, you are able to check off that a girl was present and/or earned the badge or award from that meeting.

- ✓ You can go into the **MY TROOP** tab to view each girl's individual attendance and achievements record, as shown earlier and it will download as part of your girl roster. Parents can view their daughter's tracking.

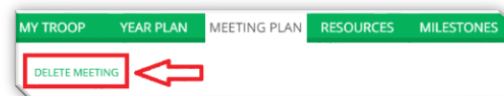
ATTENDANCE AND ACHIEVEMENTS	
Brownie Intro Meeting	
JESSIE MORALES	<input type="checkbox"/>
JESSICA BEARD	<input checked="" type="checkbox"/>
TESTIG25APRIL TEST	<input checked="" type="checkbox"/>
VICTORIA MAY	<input type="checkbox"/>
ALYSSA MANI	<input checked="" type="checkbox"/>
CANDICE BURTON	<input checked="" type="checkbox"/>
SAVE	

## Other Sections:

**Meeting Aids** include worksheets, songs, and other types of PDF reference materials you will need to print for the meeting activities.

**Meeting Agenda** lists all of the activities for the meeting with the planned times for each activity. You can add your own pieces to the agenda, such as snack time or troop government time, by clicking **Add Agenda Item** below the agenda. You can change the order of activities by dragging and dropping or delete activities by clicking on the activity title & selecting **DELETE THIS AGENDA ITEM**. You can also edit the times allowed for each planned activity if more or less time is desired in 5-minute increments up to 30 min.

**Delete Meeting:** If you decide later that you would like to remove a meeting from your year plan, select the intended meeting from within the Year Plan tab. Once the meeting plan opens, click **DELETE MEETING** as seen to the right. A popup window will ask you to confirm this change, or for past meetings will prevent the deletion if you have tracked attendance and/or badges for that meeting.



**Get Girls Outside!** – Some activities feature alternate plans that can be selected to take the meeting outdoors. The tree icon on both the Year Plan view and in the Meeting Agenda denotes this feature. It will turn green if the outdoor plan is selected for that activity.



**Global Button-** The Global Button on VTK offers girls and their leaders the option to approach an activity with a global perspective.

**Resources Tab:**

This tab provides several GSUSA resources grouped by category, including the adult-to-girl supervision ratio chart. You can search the resources based on the title of meeting aids through all program levels.

Resources

Daisy

Browse

Junior

Cadette

Senior

Ambassador

Multi-level

Daisy

Awards Log

Badge Chart

Global Action Days Toolkit

Badge Explorer

Badge & Journey Meeting Pl...

Uniform Placement

TROOP LEADERSHIP

Knowing Your Role & Worki...

PARENT HUB

Growth & Support for Your ...

Family Tips & Volunteer Op...

Keep Parents & Caregivers I...

Raising Awesome Girls

SAFETY

Internet Safety Pledge

TRAINING

Videos: Volunteer Tips & Tri...

Challenging Conversations

GS TRADITIONS & AWARDS

GS Traditions & Ceremonies

Girl Scouts & Faith

National Adult Awards

TRIPS & TRAVEL

Guide to U.S. Travel

Girls Global Travel Toolkit

Adult Global Travel Toolkit

Girl Scouts Destinations

FALL PRODUCT PROGRAM

COOKIE PROGRAM

GSUSA Cookie FAQs

Practical Tips for Parents

Cookie Activity Pin

CAMP OR OUTDOORS

Outdoor Progression Chart

Outdoor Skill Building Videos