

Volunteer Toolkit Troop Leader Guide

VOLUNTEER TOOLKIT USER GUIDE

Troop Leader/Assistant Leader

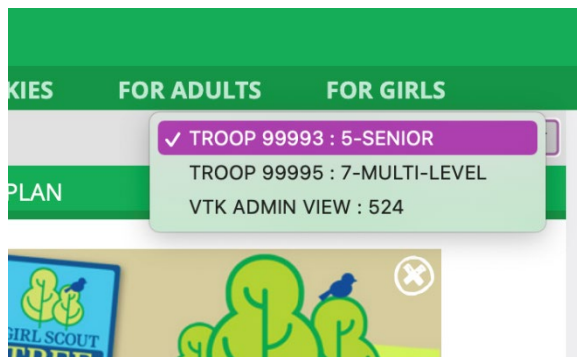
The Volunteer Toolkit is your official source for delivering easy, fun troop meetings year-round! With this step-by-step guide, you can start your troop year strong and spend more time adventuring with your Girl Scouts!

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WHO HAS ACCESS

Tip: 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 LEADERS AND ASSISTANT 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 FINANCE VOLUNTEERS

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 Finance tab. All other tabs will be read-only.

CAREGIVERS OF GIRL SCOUTS IN A TROOP

Each primary caregiver has access to view 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.

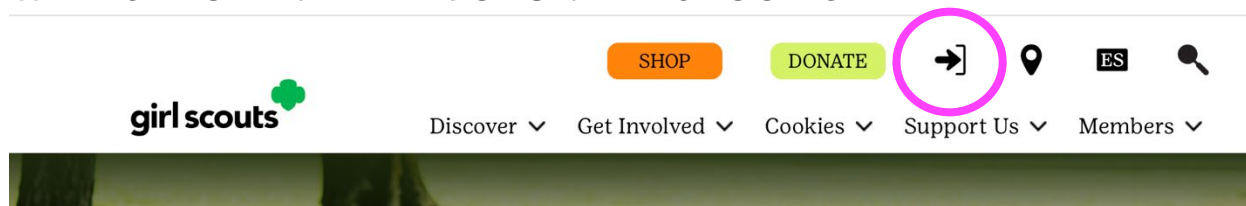
CAREGIVERS OF INDIVIDUALLY REGISTERED GIRLS, OR JULIETTES

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 www.gsmists.org.

In the upper-right corner of your screen, click the arrow & bracket icon to login to MY GS 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 troop 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.

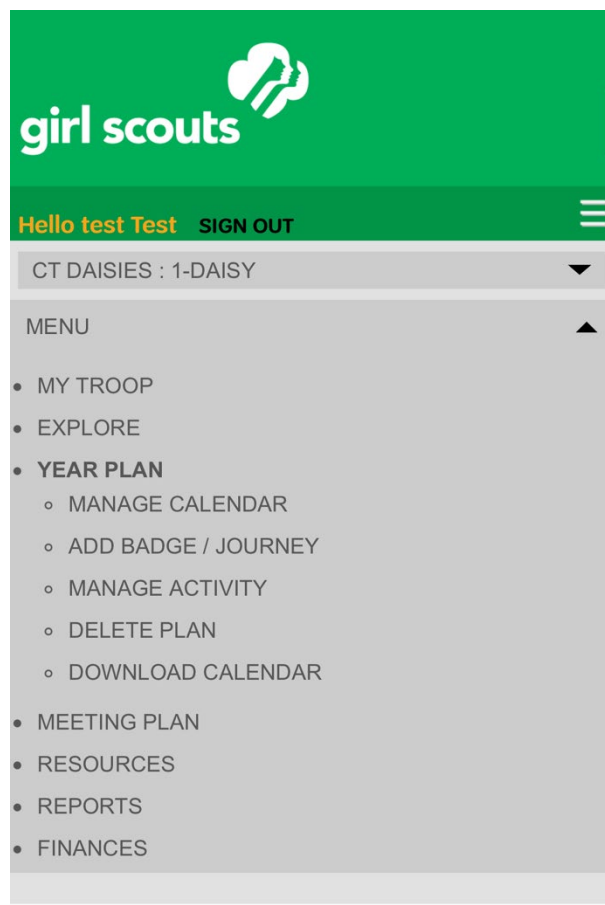


You’ll notice three icons on almost every page of the Volunteer Toolkit:

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.”



BASIC NAVIGATION (Continued)

My Troop Tab

Here you will find a complete troop member roster along with family contact information and achievements. Click the green arrow next to each name to expand and see additional information, including a snapshot of achievements and attendance.

From this tab, you can also email caregivers, download, and print a roster with troop member achievement and attendance information, renew memberships, and customize the page with a troop photo.

▼ TROOP 30078 INFO

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

▼ ACHIEVEMENTS FOR DEMO



Becoming Me for
Girl Scout Seniors
08/02/2021



Shapes in Nature
08/06/2021



Design with
Nature
08/06/2021

BASIC NAVIGATION (Continued)

Explore Tab

You'll find exciting options for your troop this year under the Explore tab, including prebuilt tracks based on your troop's Girl Scout program level. 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 you can come back to the Explore tab anytime to add more along the way.

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 so you can easily review options with your Girl Scouts at your first meeting!

Year Plan Tab

From this tab, you can schedule meetings, 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. If you ever want to start all over, use the Delete button to remove all meetings, attendance, and achievements. *

*Deleting your Year Plan means it cannot be undone or recovered.

From this tab, you can also set meeting dates and locations, add more custom and council activities, preview requirements, and view previous years and important milestones from your local area.

Meeting Plan Tab

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.

From this tab, you can also quickly print meeting resources, customize meeting plans, email families, track attendance, and check off completed badges and awards.

Caregiver users and finance users will see a read-only version of the meeting plan their troop leader has added to their year.

Demo users will be able to see the meetings they choose under "Demo – Troop Leader" and in "Demo – Parent" so they can learn both sides of the system.

Individually registered girl/Juliette users will have full access to this tab, similar to a troop leader.

BASIC NAVIGATION (Continued)

Resources Tab

Under this tab, you'll find answers to your pressing questions—like where to put pins or badges on a uniform, which special awards your 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.

Finances Tab

From this tab, you can easily share your troop's year-end finance report and other necessary information to wrap up the troop year. You can also add receipts or other attachments to your form and send them directly to GSMISTS. You'll be sent a confirmation email with a copy of the report as well. More information on the Finances Tab can be found on pages 17 - 18 of this guide.

FIRST-YEAR TROOP LEADER EXPERIENCE

New leaders: need help getting started? We've got you. The First-Year Troop Experience supports new leaders with additional guidance to get you acquainted with the Volunteer Toolkit. After logging in and navigating into the Volunteer Toolkit, you'll be prompted to answer the question, "Is this your first year as a Girl Scout troop leader?" If you answer "yes," you will follow a guided path with recommended steps to simplify your onboarding process.


If you're not a first-year Girl Scout troop leader but would like to see the guided path, click "Take a Guided Tour" on any of the Volunteer Toolkit tabs to see the same guidance that a new leader would.

SET UP YOUR YEAR PLAN

The first time you log into the Volunteer Toolkit, 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.

If you aren't seeing the correct grade level for your troop, please contact Customer Care at customercare@gsmists.org.

MY TROOPEXPLOREYEAR PLANMEETING PLANRESOURCESFINANCES



Lifetime Membership

There's never been a better time to become a lifetime member or give the gift of Girl Scouts to someone special.

Young Alum - \$200 10 Year+ Volunteers - \$200 Adults - \$400

[Learn More](#)


[TAKE A GUIDED TOUR](#)

Select a level to get started.

DaisyBrownieJuniorCadetteSeniorAmbassadorMulti-level

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.



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.





[VIEW POPULAR TRACKS](#)


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.

July 2022

7

Explore Meeting Plans

Brownie		
	DESIGN WITH NATURE 1 Brownies calculate the age of natural objects and learn about tessellations and bees.	<input type="checkbox"/> PREVIEW
	DESIGN WITH NATURE 2 Brownies build a bird feeder, make bird food, and go bird-watching.	<input type="checkbox"/> PREVIEW
	BECOMING ME FOR GIRL SCOUT BROWNIES 1 Brownies start the Becoming Me program by finding their voice and envisioning their future selves.	<input type="checkbox"/> 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.	<input type="checkbox"/> 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	

Preselected Tracks

Not sure which badges and awards are right for your troop? You can also choose from a preset collection of meetings with the preselected tracks option instead. 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’ll automatically be taken to the Year Plan tab. 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.


Great for Your First Year **NEW**



3 BADGES
17 MEETINGS

PREVIEW


Engineer Your World **NEW**



7 BADGES
17 MEETINGS

PREVIEW

Becoming Me **NEW**



3 BADGES, 1 PATCH
8 MEETINGS

PREVIEW

Preselected Tracks 1

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 calendar dates for your meetings. Once you're 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.

Location

Now that your dates are set, you can add a physical address or virtual meeting link to each. 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 "Save" and the system will update your meetings automatically. You can change the location for a meeting in multiple ways—by clicking on a date in your year plan, changing a date quickly, or selecting "See More Calendar Options," and also on the Meeting Plan tab.

Location 1

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

Click the calendar date 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. If you go back to “Manage Calendar,” you’ll see a green gear icon to the right of each meeting date. 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.

1 AUG 19 04:00 PM

2 SEP 02 04:00 PM

3 SEP 16 04:00 PM

4 SEP 30 04:00 PM

SEP 02, 2021 SCRIBE 1

Change meeting date and time

September 2021

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

Start Time 4:00 PM

CANCEL

SAVE

DELETE

SEE MORE

July 2022

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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.


MANAGE ACTIVITIES X

CUSTOM ACTIVITY

COUNCIL ACTIVITY

MANAGE ACTIVITIES

Going to the Zoo

08/07/2020  04:30 PM 06:00 PM

Blank Park Zoo

3208 SW 34th St

20.00

Behind the scenes tour.

ADD ACTIVITY

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.*

MANAGE ACTIVITIES X

Select Activity and Register for event

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](#)

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!](#)

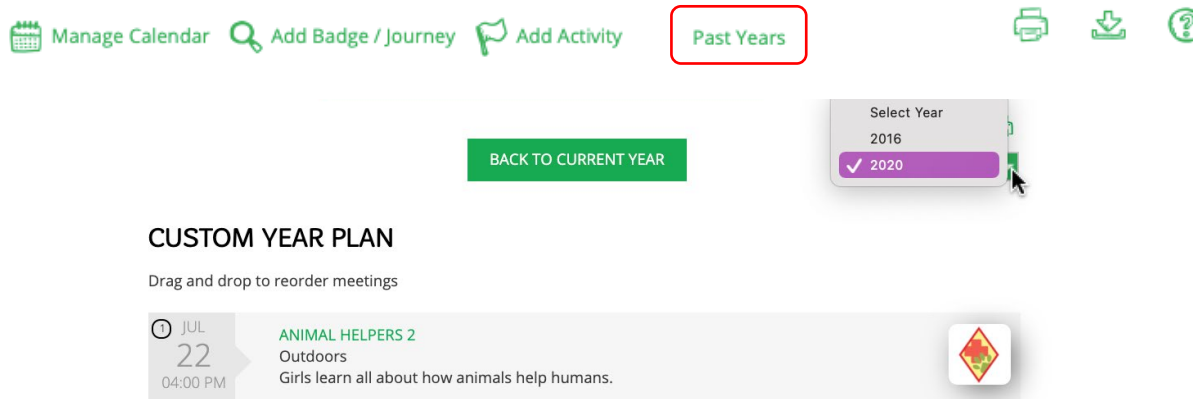
You'll have a muddy good time as you trudge through the mud pits and through the woods. Our family runners (ages 8 and up, please!) take on three miles of terrain filled with obstacles. Our littlest muddy buddies (ages 4 and up) can get in on the fun, with our modified 1-mile course with pint-sized obstacles built just for them.

If you are also a member of Girl Scouts (girl or adult), you'll save an additional \$15 off the prices below:

3 Mile Course - \$50 per person (\$35 for Girl Scout member)

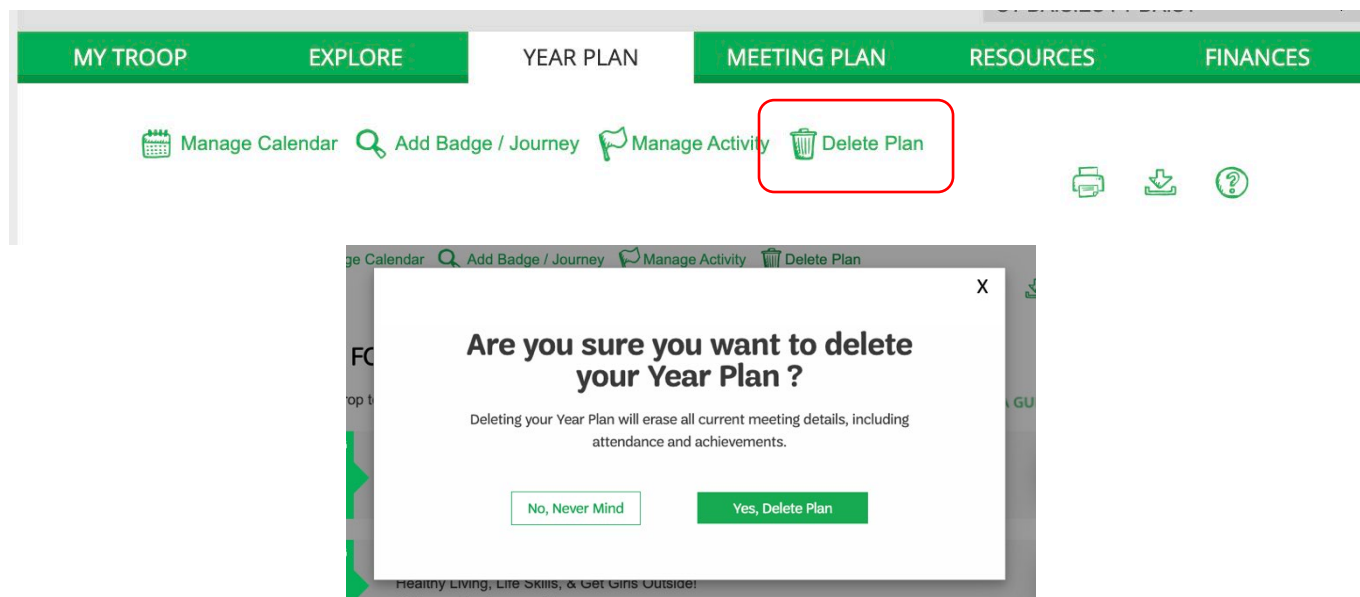
VIEW PAST YEAR PLANS

Each summer, 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. 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 Plan 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

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 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.

[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.

[less](#)



2023 Global Action Award

PRINT X

What would you like to print?

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

PRINT: Quickly print a copy of the entire meeting and its 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
<div>Junior</div> <div> Shop Now! Badge & Award Chart </div> <div> Uniform Placement Badge Explorer Badge & Journey Meeting Pl... </div>						
TROOP LEADERSHIP Knowing Your Role & Worki... Tips for Troop Leaders - Live!		FAMILY HUB Growth & Support for Your ... Family Tips & Volunteer Op... Keep Parents & Caregivers L... Raising Awesome Girls		SAFETY Internet Safety Pledge		

FINANCES

Troop leaders and finance volunteers 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 GSMISTS 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.

MY TROOP YEAR PLAN MEETING PLAN RESOURCES FINANCES

MEMBERSHIP YEAR: 2020 - 2021 Finance form Edit

Annual Troop Finance Report 2020 - 2021

Troop ct daisies

Insert instructions here for your volunteers. [Even links!](#) [Calculator](#)

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

Cookie Sales	\$	0.00
Fall Product Program	\$	0.00
Other Income	\$	0.00
Troop Dues	\$	0.00
Total Income	\$	0.00

[Council Detail](#)

[Add a note on Troop INCOME \(optional\)](#)

Figure 1: Troop Leader Edit View

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

Figure 2: Parent View Once Submitted

GSMISTS Finances Tab

A finance report, including the troop's incomes and expenses, is created in the Finances Tab. The finance report should be completed by the approved, registered adult, who manages the finances of the troop. Although this can be any approved, registered adult in the troop, the Troop Leader will ultimately be responsible for the submission of this report. Your troop's October, January, and April bank statements must be uploaded to the Finances Tab. The finance report must be completed and submitted annually through the Finances Tab by June 1st. However, we may request statements from additional months or the entire year's statements if you are selected for an audit.

Your finance report and attached documents will be sent directly to customercare@gsmists.org and from there will be sent to your Placement Specialist for review. If you do not receive a confirmation email from customercare@gsmists.org stating a case has been made (meaning your finance report and attached documents were submitted and received) please contact Customer Care right away.

Once your Placement Specialist receives your information you will receive an email confirmation letting you know the finance report was received and is being reviewed. We encourage you to hold onto this email, along with all bank statements, deposit slips, and receipts for your troop records. Finance reports are reviewed over the summer. You will be contacted by your Placement Specialist or Community Membership Manager with any questions they may have. GSMISTS reserves the right to review troop and service unit accounts.