



Frequently Asked Questions

THE VOLUNTEER TOOLKIT

What is the Volunteer Toolkit?

The Girl Scout Volunteer Toolkit, also known as VTK for short, is a digital tool for troop leaders. Affectionately called the “Administrative Assistant”, VTK makes it easier for leaders to manage troops, plan meetings, download meeting plans, and engage both with parents/guardians and girls. This article for troop leaders discusses how to get the most out of this tool.

How do I access the VTK?

VTK can be used from any computer or electronic device with internet capability. Access VTK by logging in to [My Account](#). Then, you will login with your email address and member community password.

Who Can Access VTK?

All registered troop leaders, parents, service unit managers, troop mentors and IRM mentors/parents

Do I need to use a certain browser?

The VTK works best on Chrome. If you experience issues, be sure to clear your browser cache.

I am having trouble access the VTK, who do I contact?

VTK access is dependent on your membership status and role. Some users need to have current membership status for the upcoming membership year by June 30 to have uninterrupted access to the VTK, as well as having an active volunteer role assigned to you. Contact your GSLPG Customer Care Team via email at info@gslpg.org or by phone at 800-960-2093.

Where can I find VTK training, tutorials, or guides?

On our website under For Volunteers > Volunteer Resources > Volunteer Toolkit has resources to assist a volunteer or parent with getting started on their VTK Journey.

If I have a Multi-level troop, can all leaders view the VTK?

Yes. VTK defaults to the program level identified at the time of registration; it’s based on the troop number. If one large troop is working in patrols at the grade level with just one troop number, one VTK account is to be shared amongst all troop leaders.

What are the benefits of Service Unit Volunteer Access to the VTK?

Some Service Unit volunteer roles can be given access to the demo site of the VTK which will allow the administrative volunteer to set up their own year plan of events, camps or community service projects for the area that they service as well as have a visual look at what troop leaders are seeing when working with the program.

Do all members of a SU Team have access to the same VTK?

No, each volunteer within the campaign will have their own VTK account that cannot be edited or seen by any other member of the service unit. VTK information is however downloadable and may be shared in that manner.

Does the primary caregiver of an IRM Girl have to be registered to have access to the VTK?

No, only the girl needs to be registered.

What if a Juliette/IGM gets placed in a troop after setting up their VTK?

The family will need to download any information they would like to keep, such as achievement records or their Year Plan. Once they are moved into the troop, access to their IGM account in VTK will be disabled.

Can VTK users view program content for grade levels besides their own?

Yes! All users can view badges, Journeys, and awards for all levels from the Year Plan tab and through the Resources tab.

Is VTK available for Multi-level troops?

Yes! There are meetings set up just for Multi-level troops in grades K-5 and 6-12, but these troops can also mix and match other content from the Add Badge/Journey /library on the Year Plan tab.

When will the Finance tab be activated, and when will councils be able to view the reports?

The Finance tab is a way for troop leaders to submit their end-of-year financial report to their council. Parents have a “read only” view of this data. Councils receive individual troop reports, as well as an aggregated report of all troops in their council. (Service unit/admin users as well as IRMs do not have access to this tab.)

Are volunteers able to upload their own resources to VTK?

No, however, they can add a custom event to the Year Plan. For example, if there is a field trip to the fire station or they are attending a council event, these items can be added to the troop Year Plan. Troop leaders can also edit and customize an existing meeting plan as needed. For example, if they wanted to add an activity for the meeting or adjust the time needed for various agenda items, they can do that.

How do I find a list of what is available in VTK?

From the Resources tab, under each program level there is a Badge & Journey Overview link. Browse items before you use them in your Year Plan.

Can you mix Journey and badge meetings? Can Year Plans be customized? Can I add/remove options or rearrange content?

Yes! There are so many ways to mix and match content on the VTK. Start from the Explore tab with a Select Your Own Year Plan, or you can add badges/Journeys from the link on the Year Plan. Delete meetings you don't want on your plan or replace them with others. To rearrange within the Year Plan, just drag and drop!

Can VTK be used for someone who leads 3 different troops or has multiple volunteer roles?

Yes! The troop leader can toggle between troop accounts using the gray dropdown on the VTK. If a member has different types of roles (such as troop leader, service unit manager, and parent) the VTK will also show those accounts in the drop down as well.

Are there plans to make VTK an app?

VTK is set up to be a mobile responsive page so it can easily be viewed on a smartphone or tablet. There are no immediate plans to build a separate app just for VTK.

What is included in the archive that happens in July each year?

The archive includes Year Plan and meeting details (dates, times, and locations) as well as any submitted financial reports. No girl-specific data such as attendance or achievement data will be archived.

What is the global icon on the VTK?

Like the outdoor tree icon, which provides alternative outdoor options for some activities on the VTK, the global icon offers girls and their leaders the option to approach an activity with a global perspective. For example, Brownies on the Wonders of Water Journey might be asked to explore different ways girls collect water around the world. This year the Global Button is available in the three classic Daisy, Brownie, and Junior Journeys: It's Your Planet—Love It!, It's Your Story—Tell It!, and It's Your World—Change It!; the icon will be added to additional Journeys in future years. Coming in 2020, we'll be introducing a virtual icon as well to indicate programming that is easy to implement on a virtual format.

What other global content is available on the VTK?

Open the GATE: Girl Scouts' Girls' Access to Education Toolkit which includes Open the GATE, a game that invites girls to explore what girls around the world need to get a highquality education and achieve their dreams, as well as guidance for troop leaders to prepare girls to learn about sensitive issues, and how to act on what they learned through civic engagement, advocacy, or a Take Action project. This toolkit is available as a downloadable PDF in the Resources tab of the VTK.