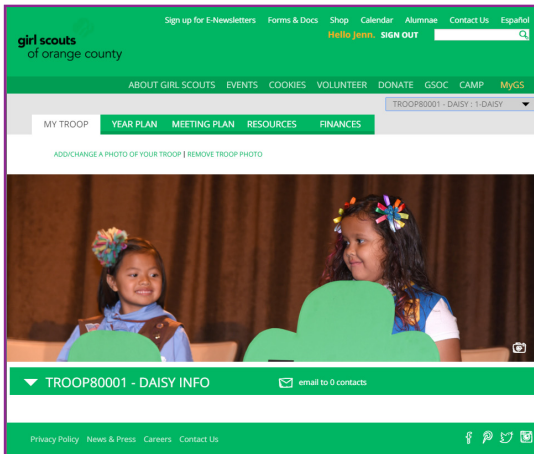


# The Volunteer Toolkit

This online planning tool for troop leaders provides Girl Scout resources and program content at your fingertips and helps you save time in planning for your troop year!



## Communicate

### With Your Troop

In the **MY TROOP** Tab you can:

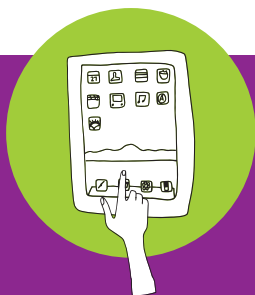
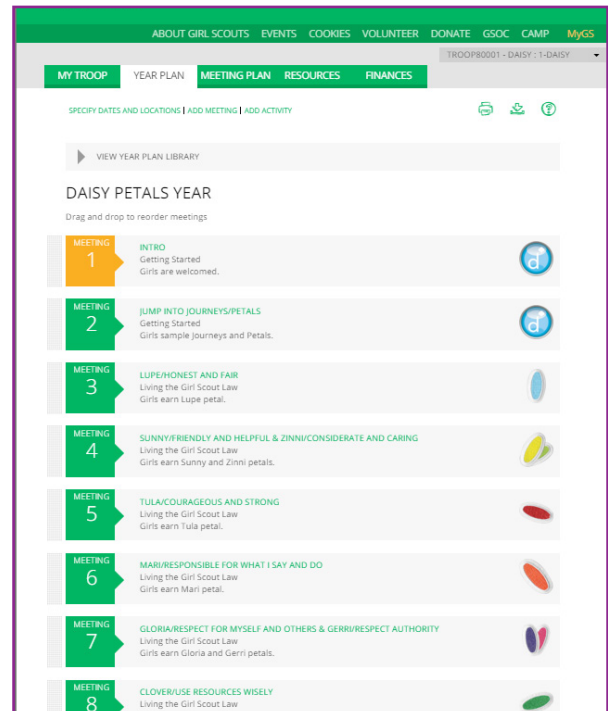
- View Your entire Troop Roster of Registered Girls
- Email all or select troop members
- Add or change a photo of your group

## Customize

### Your Year Plan

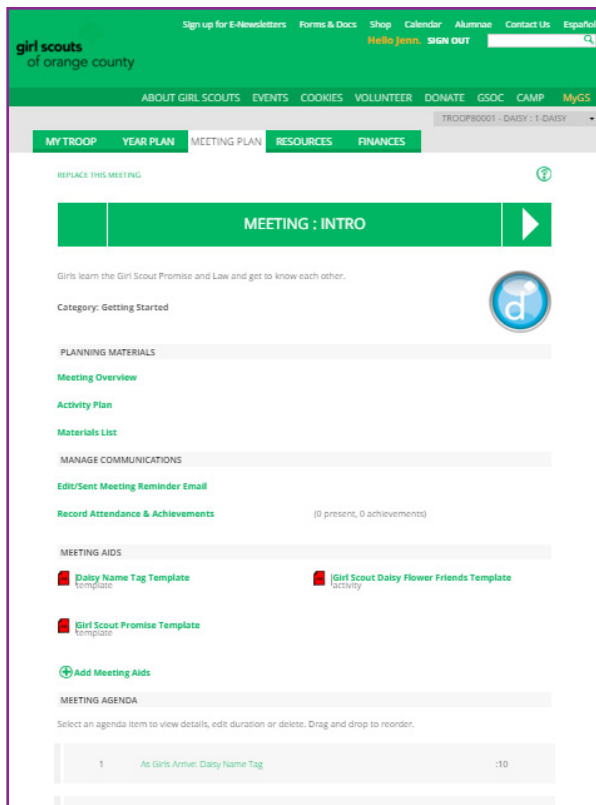
In the **YEAR PLAN** Tab you can:

- Daisy, Brownie, and Junior levels can choose the Girl Scout Journey or badges your troop wants to earn
- Cadettes, Seniors, and Ambassadors can create a year plan based on customized activities.
- Specify dates, meeting locations, and troop activities for each meeting
- Important dates like product sales and other special events automatically populate the year plan
- Import an activity from the GSOC calendar into the troop year plan
- Drag and drop pre-populated items to customize your year



Customizable and easy-to-use, the Volunteer Toolkit can be used on any computer or electronic device with web access (like tablets, mobile phones, etc.)!

# More from The Volunteer Toolkit



## Prepare

## for Your Meetings

In the **MEETING PLAN** Tab you can:

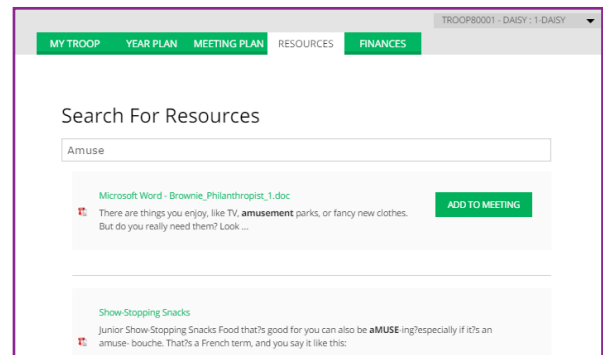
- Create meeting agendas, material lists, and even compile meeting aids from pre-populated content specific to your level
- Print and download what you've created to help you prepare for meetings
- Send reminder emails and include links to our website, or forms like permission slips
- Record attendance & achievements
- Access pre existing meeting aids and have the opportunity to include your own

## Find

## Resources

In the **RESOURCES** Tab you can:

- Search or browse for resources by categories such as volunteer aids, troop leadership, and travel.
- View five tutorials provided to become proficient in the VTK.



## Track

## Finances

In the **FINANCE** Tab you can:

- Enter financial information that can be saved and sent to a designated email.

*Updates to this tab will be coming soon!*

