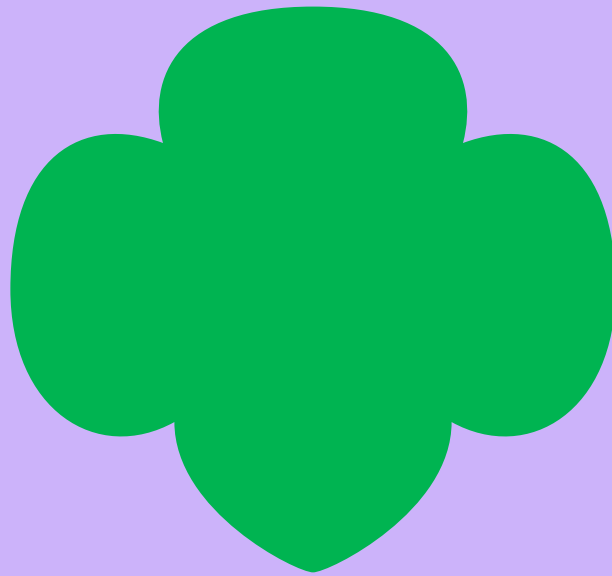




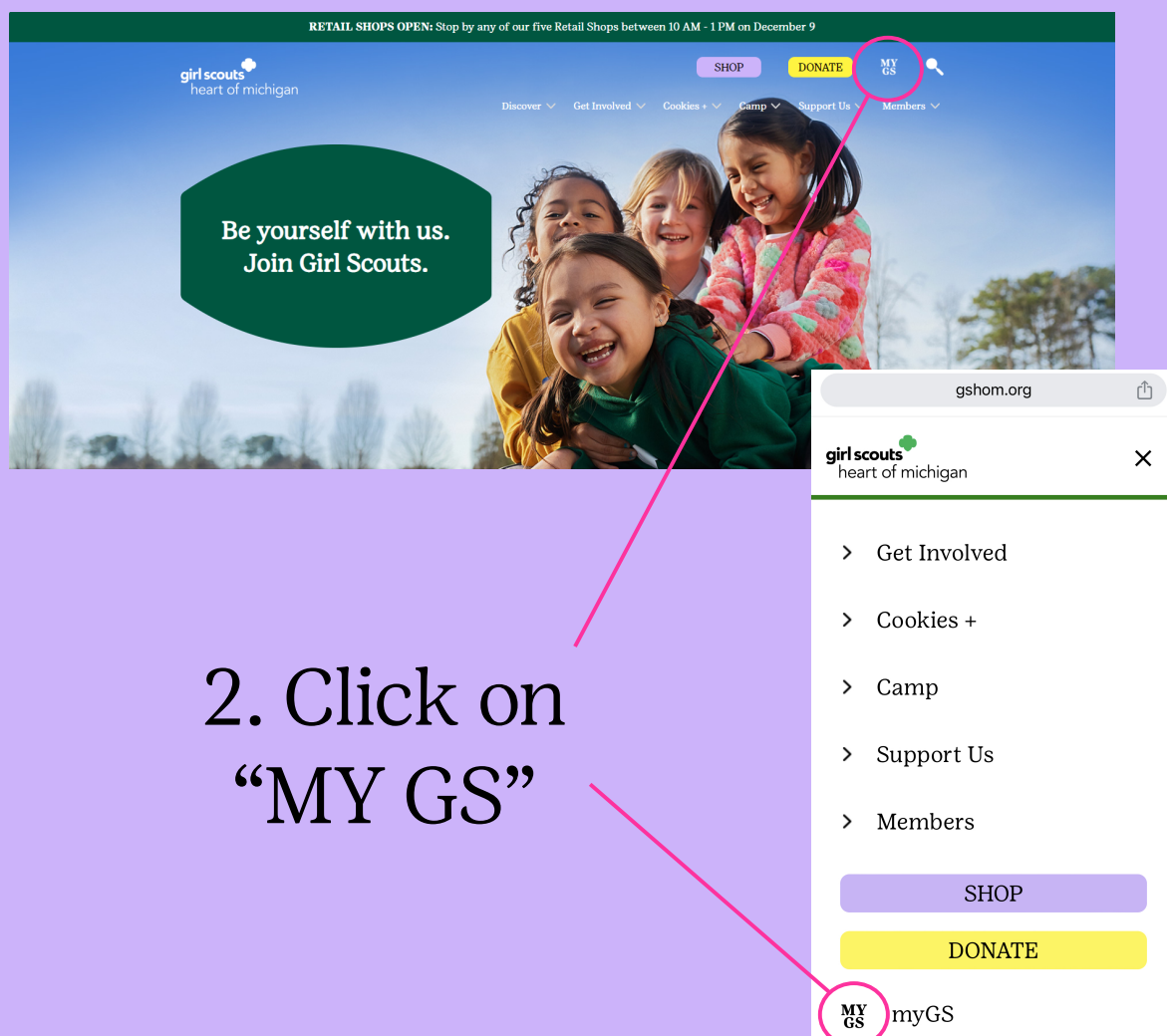
Leader Tips & Tricks

November 1, 2023

Volunteer Toolkit & Service Unit Teams

How to access VTK

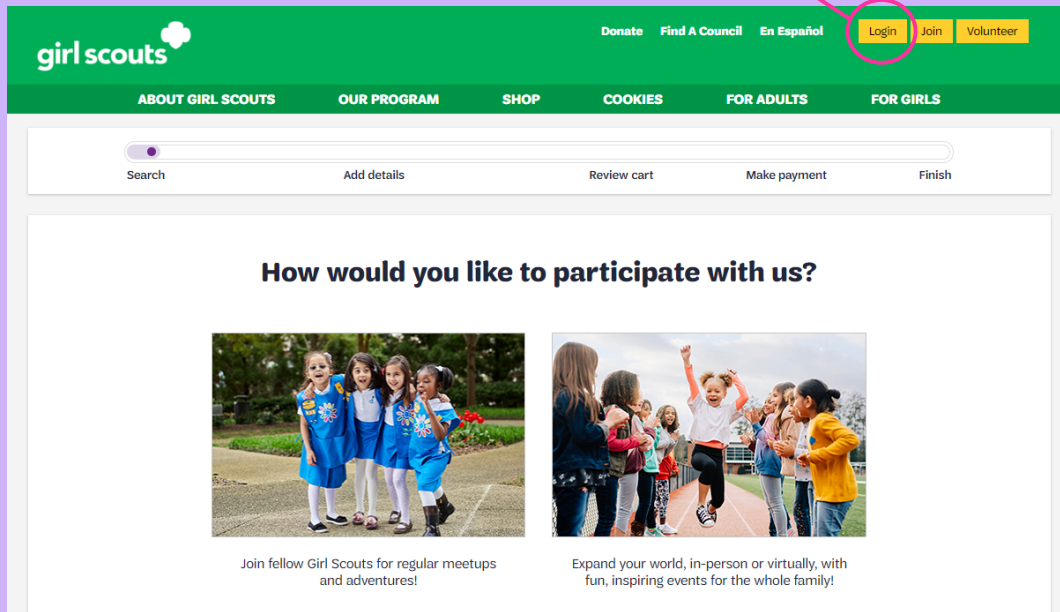
1. Go to gshom.org



2. Click on
“MY GS”

How to access VTK

3. Click on “Login”



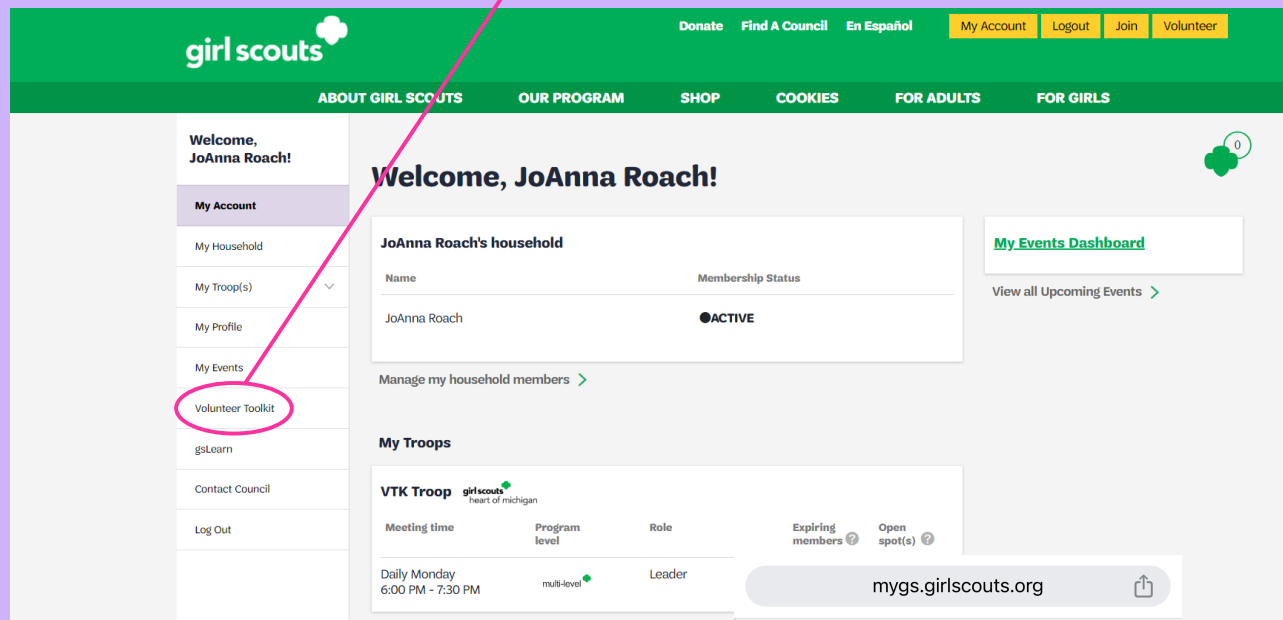
4. Enter your email address and password.

A screenshot of the Girl Scouts login page. The page has a white background with a 'Close X' button in the top right corner. The heading 'Welcome to Girl Scouts,' is at the top, followed by 'Log In!'. Below this are two input fields: 'Email address' and 'Password'. Both fields are circled in pink. Below the fields are a 'Remember me' checkbox and a 'Forgot password?' link. At the bottom is a green 'LOG IN' button and a link that says 'Don't have an account? Sign up now'.

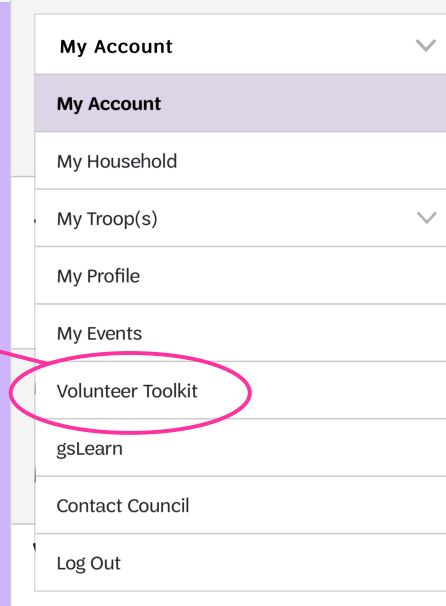
Select “Forgot password?” to reset your password if needed.

How to access VTK

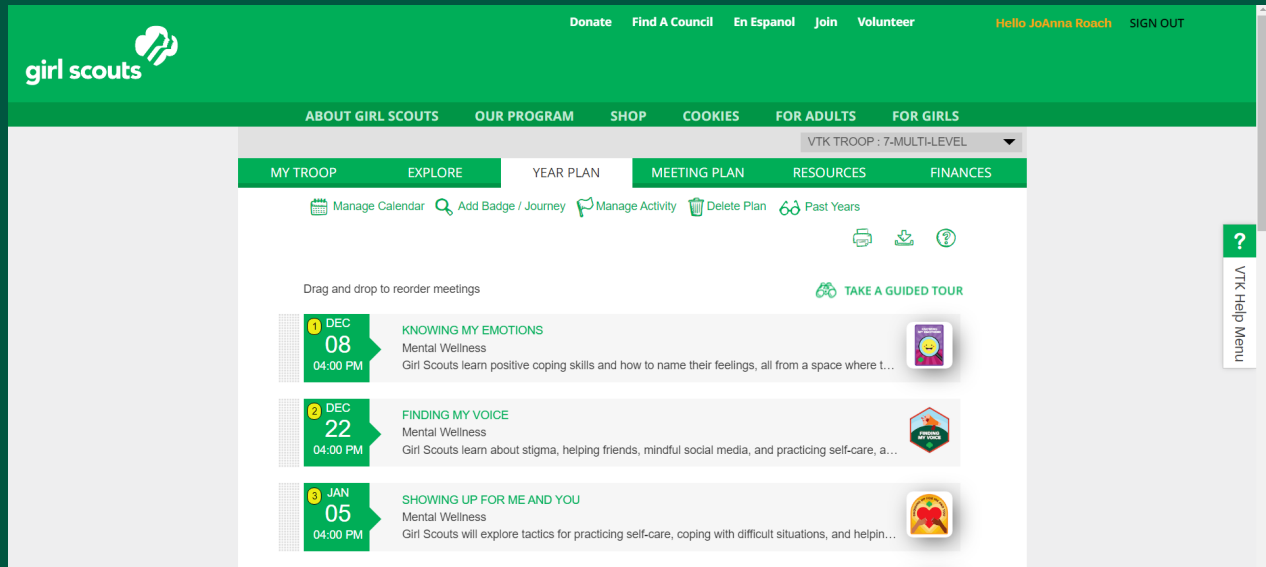
You can see “Volunteer Toolkit” on the menu on the left side of the page...



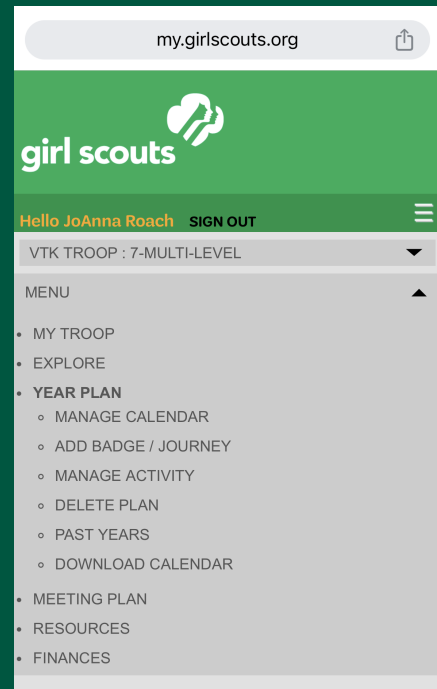
...or in the drop down



Once you're logged in to VTK you can do all kinds of fun things!



- Build your year plan
- Contact your troop
- Find resources
- Look at previous plans
- Explore new things
- Enter troop finance info



Print, download, tutorial



Service Unit Teams

What Service Unit Team positions are available?

- Secretary
- Treasurer
- Manger
- Product Manager (Treats & Reads, Cookies, or both!)
- Cupboard Manager
- Event Coordinator
- Troop Mentor
- Trainer

What else?
You can decide!

Service Unit Teams

The purpose of a service unit:

- Serve as a local communication center for the council.
- Provide direct support to volunteers.
- Provide local experiences for youth Girl Scouts.
- Grow community connections and visibility.
- Welcome new volunteers.
- Support recruitment efforts.
- Nominate volunteers & community partners for adult awards.
- Plan/host SU events.
- Provide support & guidance.
- Support the SU through our product programs.
- Invite Juliettes to participate in all SU activities.

...and so much more!

Service Unit Teams



Many hands
make light work

How can you share your skills to make your Girl Scout community better?

- Work with a team to plan a small event.
- Be a volunteer mentor .
- Be a Girl Scout champion in your school district.
- Help with the service unit bank account.
- Lend your garage/pole barn/business/large open space to be a Cookie/Treats & Reads cupboard.

Planning SU events will ensure an even more amazing experience for your girls.

Encourage lifelong friendships. ✓

Try new things. ✓

Make grown up friends for life! ✓

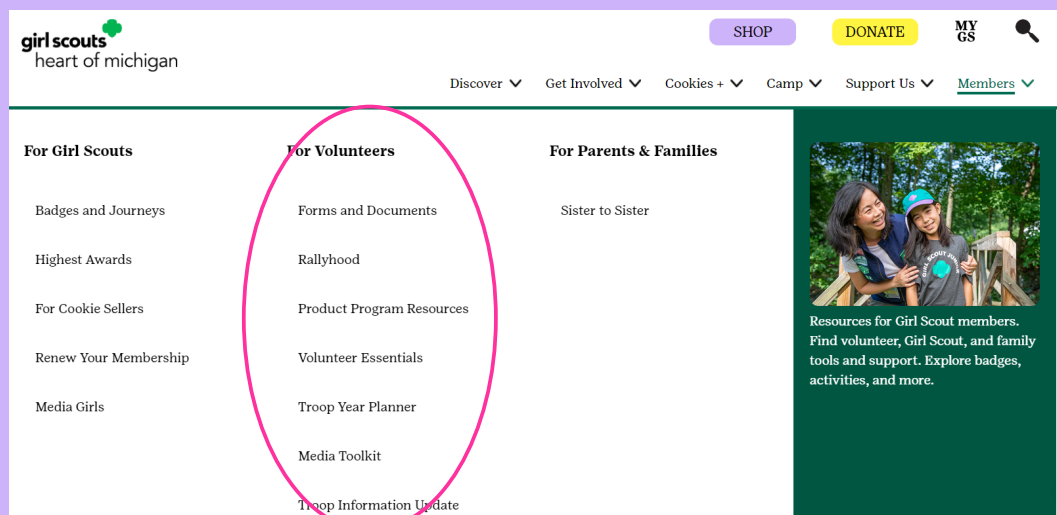
Assist in setting plans in place for your Girl Scout community. ✓

to grow and thrive for years to come. ✓

Grow attendance at SU meetings. ✓

Continue to support leaders and girls! ✓

Monthly GSHOM Service Unit Manager (Team) meetings



Interested in becoming
a service unit team member?

Contact your local service unit
or Help Desk at 1-800-497-2688
or helpdesk@gshom.org

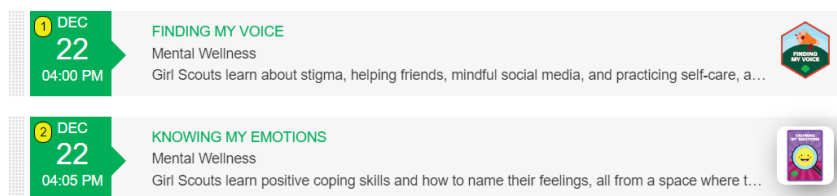
FAQs

We have a multi-level troop, and when we send a meeting review message to one level, VTK (Volunteer Toolkit) deletes the previous message. How can we communicate with each grade level without deleting another grade level's message?

If you are referring to the meeting notes, you can copy the previous message so the previous message and current message will still be available for everyone. This could be a great way to save messages that are sent out in emails as well- although it would be ideal to send only Daisy related info to the Daisy families, Brownie related info to Brownie families, etc., it might save the info if you send out one message to all families with specific grade level sections to ensure that no information is lost.

We have a multi-level troop, how can we plan different meetings for each grade level so they save in VTK?

Save each meeting at a different time to allow for multiple meeting plans on the same day. Ex: the Cadette meeting is planned for 4:00pm, and the Junior meeting is planned for 4:05pm. We can start these meetings at the same time, but this change will allow us to save multiple meeting plans for one day!



The screenshot shows a list of meetings in the VTK interface. The first meeting is titled 'FINDING MY VOICE' under the category 'Mental Wellness', scheduled for Dec 22 at 04:00 PM. The description mentions learning about stigma, helping friends, mindful social media, and practicing self-care. The second meeting is titled 'KNOWING MY EMOTIONS' under the category 'Mental Wellness', scheduled for Dec 22 at 04:05 PM. The description mentions learning positive coping skills and how to name their feelings. Both meetings have a small icon to the right.

Meeting Number	Date	Time	Title	Category	Description
1	DEC 22	04:00 PM	FINDING MY VOICE	Mental Wellness	Girl Scouts learn about stigma, helping friends, mindful social media, and practicing self-care, a...
2	DEC 22	04:05 PM	KNOWING MY EMOTIONS	Mental Wellness	Girl Scouts learn positive coping skills and how to name their feelings, all from a space where t...

If we change our plans unexpectedly during a meeting, how can I push my meeting plans back so we stay in order?

There isn't a quick way to do this in VTK, but there are a couple of workaround suggestions! You could share the pre-planned meeting info with your troop families and let them know that this is a work-at-home activity, and have a plan to let you know/show or present at the next troop meeting. If you prefer to push each meeting date back in the calendar, you can do so but you will have to edit each meeting date individually. You can do this by clicking on the green meeting date and time box and changing the meeting date and time, or deleting a meeting if needed.