

Your Guide to VTK

The Volunteer Toolkit or VTK is a digital resource that supports troop leaders and co-leaders, making the process of running a troop easier and more efficient. It's accessible via the web on your computer, smartphone, or tablet.



Login:

1. Go to www.gskentucky.org and click on My GS on the right side of the menu bar.
2. Select Volunteer Toolkit from the drop down menu.
3. Login using your username. Your username is your email address in which you used to register.
4. If you have not set up a password or have forgotten then click on 'Forgot My Password'.
5. If needed, please follow instructions in the email to set up a password then login.
6. Questions or assistance, contact your Troop Support Specialist at your local Service Center.

Troop Mentor View

All troop volunteers registered as Troop Leaders have full access to the volunteer toolkit for the troop. Always be sure to communicate with each other before making changes.

Remember that volunteers will not gain access to volunteer toolkit until they are registered for the current membership year, have an eligible CBC on file, and have completed Welcome to GS training.

Parent View

Parents can now view the year plan and the meeting plans in volunteer toolkit. Parents cannot make changes or manipulate the troop's meeting information.

Choose Your Year Plan

After logging in to the VTK you will see year plan options available for your troop. There are two tools available to assist with helping girls choose their year plan. These tools allow you to view the awards and meetings before selecting a year plan.

1. Year Plan Overview which is a downloadable overview that provides a summary of the awards for each available year plan.
2. Year Plan Preview asks you to click on the preview link for a year plan to see an outline of the meetings included in that year plan.

You will have access to the year plans for the registered grade level of your troop. There are eight options for Daisies, Brownies and Juniors. Five Journey years, one badge year and one create your own year plan.

You also have access to the individual meeting plans for other grade levels. This comes in handy if you are a multi-level troop.

CA, SR, and AM troops have access to create their own year only. They are encouraged to use the journey and badge books to customize their year plans.

Each plan year is pre-populated with 15 suggested meetings in a defaulted order.

The first two meetings for all year plans are identical. With a standard introduction meeting in which the girls get to know each other, they will learn or revisit the promise and law and decide what year plan to use. The second meeting is a jump into journey/badge meeting in which the girls are encouraged to sample activities and vote on their year plan.

Please know that the Volunteer Toolkit will reset on June 30th of each year. When VTK resets the prior year plan will be archived for viewing but will no longer be editable. Troop leaders can begin planning for the next programming year after July 1st. The user must be registered for the next membership year in order to use the volunteer toolkit for the next year.

Set the date and location for Troop Meetings

- To set the dates and location for meetings click on 'Specify Dates and Locations'. Then enter the date for the first meeting- it must be in the future. There will automatically be 15 premade meetings set for biweekly. This default schedule will run through June 30th. From the list of holidays you can unselect any holiday weeks if your troop chooses to meet that week.
- Travel to the Locations tab to add locations for your troop meetings. You can enter multiple locations, if needed.
- Select which meeting dates to apply to specific locations.

Customize the Year Plan

- Move a Meeting- Drag and drop to move meetings and activities in the year plan.
- Add a Meeting
 - Go to Year Plan then select 'Add a Meeting', choose grade level or levels- meetings for Daisies, Brownies and Juniors are available.
 - Select the type of meeting.
 - Choose category or journey if needed. If you don't know the category of the badge you are looking for select them all.
 - Click on 'View Meeting Plans'.
 - Choose the meeting that you would like to add by clicking 'selecting meeting'. You can select multiple meetings.
 - Click on 'Add to Year Plan'.
 - New meetings are added to the end of your year plan. You can add meetings after June 30th.
 - Drag and drop it to the place you want it to be in the plan. The meeting dates will adjust.

Combine Meetings

- Make sure that meetings you want to combine are in the meeting plan.
- Go to 'Specify Meeting Dates and Locations'.
- Select the calendar icon next to the first meeting you wish to combine.
- Select 'Combine Meetings'.
- Select the meetings to combine and click 'Continue'.
- Select the date for the combined meetings and click 'Save'.

Delete a Meeting

- Choose the meeting that you would like to replace.
- Open the meeting plan.
- Click on 'Delete Meeting' at the top.
- Follow the steps to locate the meeting that you would like to replace it.

Cancel a Meeting

- Choose the meeting that you would like to cancel.
- Go to 'Specify Meeting Dates and Locations'.
- Click on 'Cancel Meeting'.
- Select the Meeting to cancel.
- Click 'Save' and verify decision.

Change the Date for a Specific Meeting

- Go to ‘Specify Meeting Dates and Locations’
- Select the calendar icon next to the meeting you wish to change and make the changes.
- The change will only effect the selected meeting.

Change the Date for Multiple Meetings

- To make changes to an entire series of upcoming meetings, go to ‘Specify Meeting Dates and Locations’
- Select the gear icon to the right of the first meeting to change in the series, configure the calendar going forward by changing the date for this meeting.

Add a Customer Activity

- Use this function to add troop field trips or meetings focused on badges that are not available in the toolkit.
- Select ‘Add an Activity’ and go to Custom Activity Tab
- Enter information and date and click ‘Add Activity’ to add activity to the year plan.

The Meeting Agenda

The meeting overview provides an introduction, leader tips and a quick description of the meeting. While the activity plan provides a step by step plan for the meeting’s activities. The materials list provides a list of supplies and materials you will need for that meeting. And meeting aides are used during meetings with girls such as worksheets, song lyrics, and other types of reference materials that can be printed. Please be aware that meeting agenda items are set to a default time and order and that Daisy meetings are planned for 60 minutes with all other levels showing a 90 minute meeting.

Customize the Meeting Agenda

- Change the order of activities by dragging and dropping agenda items to switch the order.
- Change the time allotment for an agenda item by first selecting and opening the agenda item. Then travel to the time drop down box in the upper right corner, selected desired time, and click ‘Save’.
- Delete an agenda item by selecting and opening the agenda item. Then go to the time drop down box in upper right corner and click ‘Delete this Agenda Item’.
- Add an agenda item by selecting and opening the agenda item. Then enter time and description and click ‘Save’.
- Add a meeting aid by clicking on ‘Add Meeting Aid’ to open the list of meeting aides available. The select Meeting Aid and click ‘Add to Meeting’.

Much More than Meetings

The VTK or Volunteer Toolkit is much more than a meeting planner, it can serve as your digital assistant. The volunteer toolkit also helps with record keeping, troop communication and reports.

- The My Troop Tab allows leaders to upload a troop photo, email all troop members and view/update troop members.
- The Resources Tab assists in locating meeting aides such as handouts, templates and songs. Meeting Aids can be added to meetings from the Resources section by clicking on 'Add to Meeting'. The Resources Tab also shows meeting overviews, troop leadership topics from Volunteer Essentials, Safety Activity Checkpoints and VTK Tutorial videos.