girl scouts
of southern nevada

# VOLUNTEER TOOLKIT USER GUIDE:

# Caregiver

Updated: Winter 2021

*The Volunteer Toolkit is your Troop Leader's official source for delivering easy, fun troop meetings year-round! With this step-by-step guide, you can start your troop year strong and stay up to date on all things Girl Scouts for your troop!*

# VOLUNTEER TOOLKIT USER GUIDE: Caregiver

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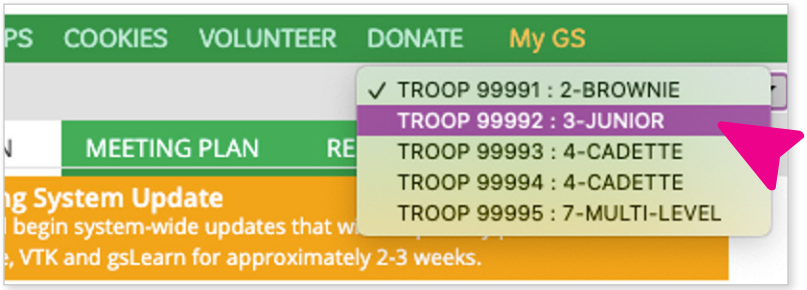
## Who Has Access

**NOTE:** ***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 CO-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 TREASURERS

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 see 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 (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(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 girl 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.

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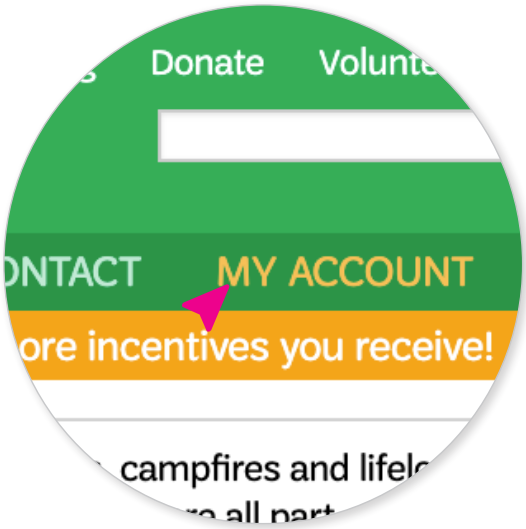
## Where To Find the Volunteer Toolkit

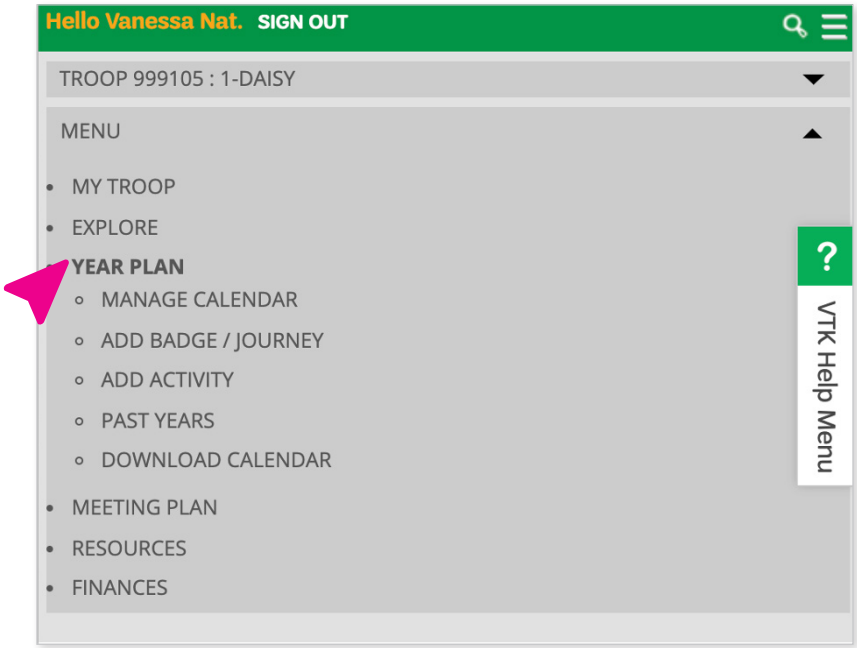
The Volunteer Toolkit can be used from any computer, tablet, or smartphone with internet access. For best results, use a Toolkit-friendly browser, such as Chrome or Firefox, with a cleared cache, and visit girlscoutsnv.org. Avoid using Internet Explorer.

In the upper right corner of your screen, click "MY ACCOUNT." Select "Volunteer Toolkit" to log in using the credentials provided by your council.




## 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.



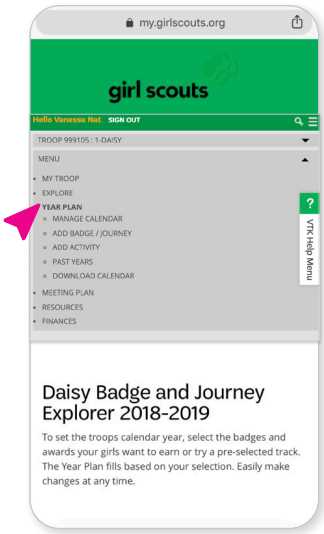

**TIP:** ***Print – Download – Help***

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."



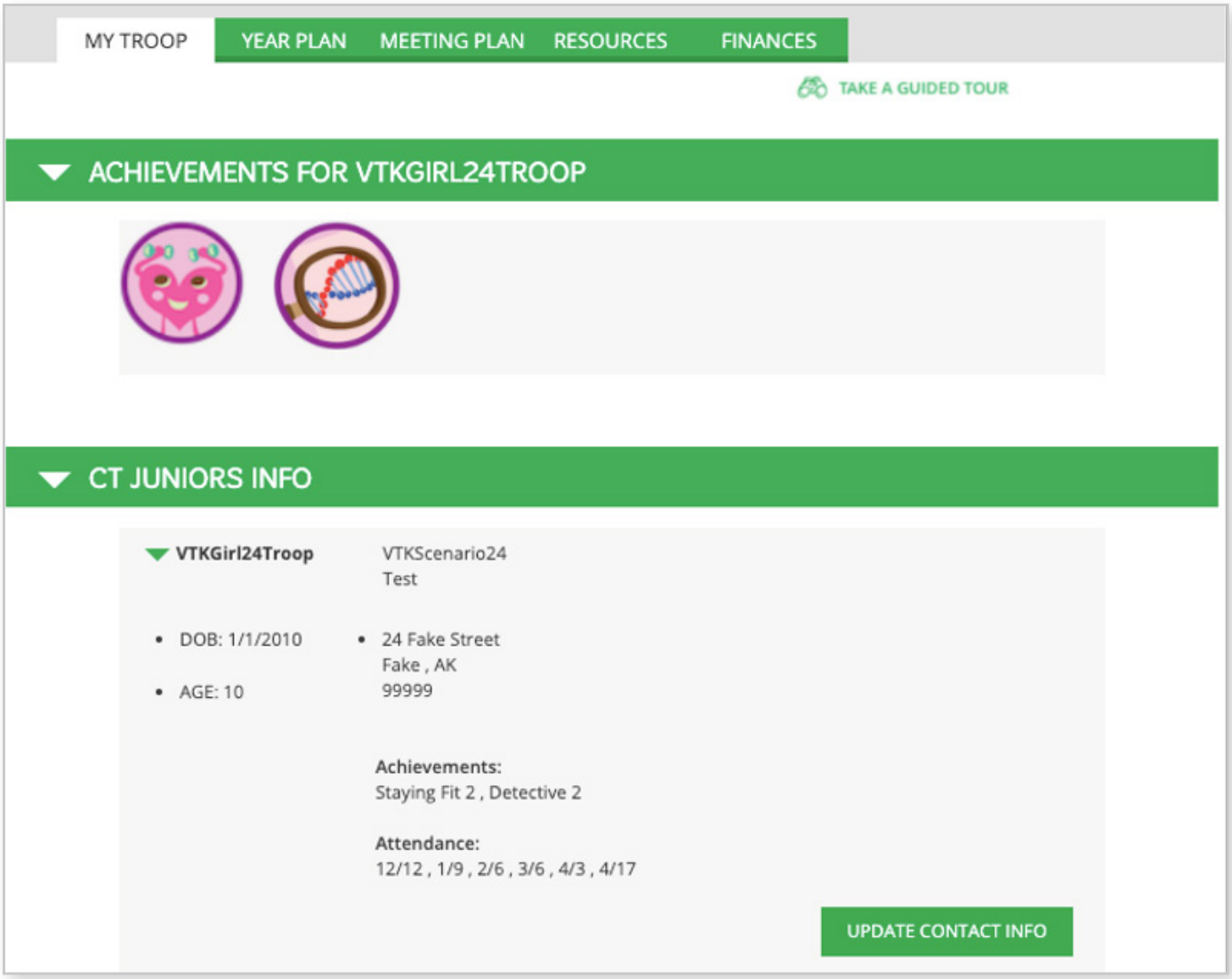
# VOLUNTEER TOOLKIT USER GUIDE: Caregiver

## My Troop

Here you will find information for your Girl Scout(s) and their achievements. Click the green arrow next to each name to expand and see each girl's personal information, plus a snapshot of achievements and attendance.

From this tab, you can also see the images of any achievements she's earned, download and print a report with her achievement and attendance information, and renew membership.

**Troop Leaders** will see all of this information for all girls in the troop.



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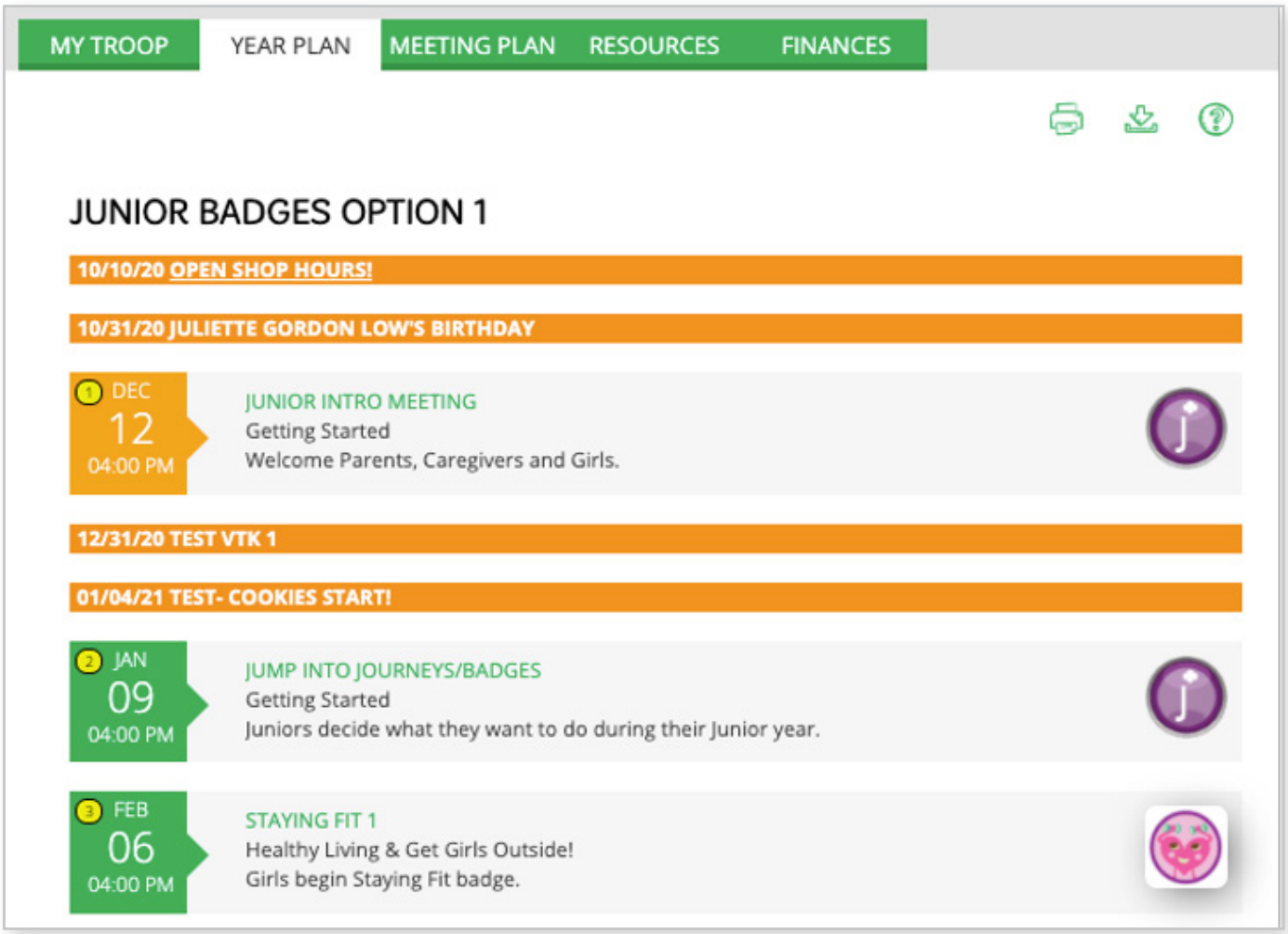
## Year Plan

From this tab, you can see the schedule of meetings your Troop Leader has set up along with the badges, Journeys and awards your girl(s) will work on during their troop year. You'll be able to click on each meeting to see more information in the Meeting Plan tab. Meetings and badges are only one part of a go-getting Girl Scout's troop year! You'll also see things like field trips, service projects, events, or cookie booth sales on your year plan as well, based on what your Troop Leader adds. Any activity that isn't a regular meeting will appear in blue and show up chronologically.

From this tab, you can also **preview requirements** of a badge, Journey, or award by clicking on its image and **view previous year plans** and important milestones from your local area.



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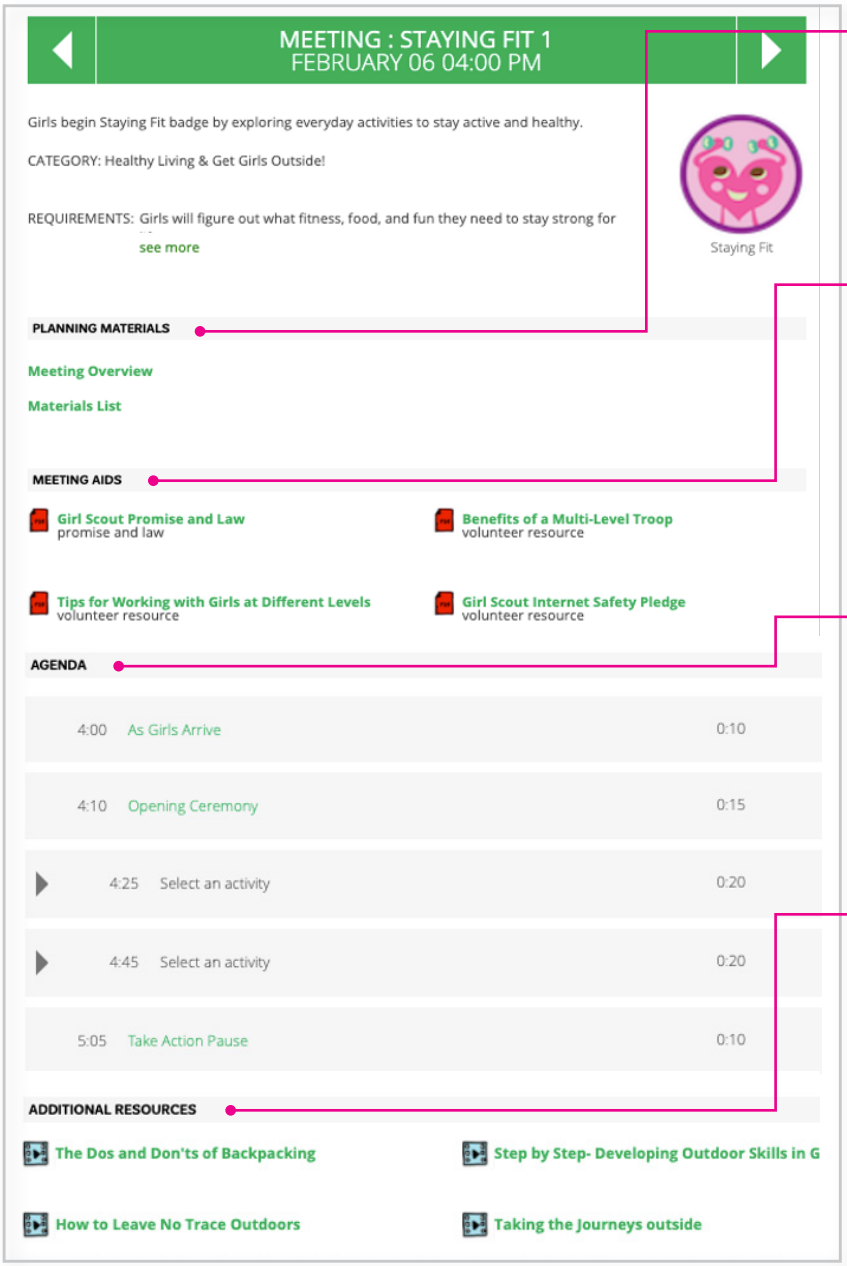
## Meeting Plan

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 find the location for a specific meeting (whether it be virtual or in person).




**PLANNING MATERIALS:** High-level resources show you from start to finish what your girls will achieve during the meeting, what you'll do and say (Activity Plan), and the meeting aids plus the materials you'll need (Material List).

**MEETING AIDS:** These 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.

**AGENDA:** Here you'll find instructions and details for each activity, needed materials, time it takes to complete, and recommended sequencing. You will see activity choices as well but won't be able to make choices. Only the Troop Leader has those permissions.

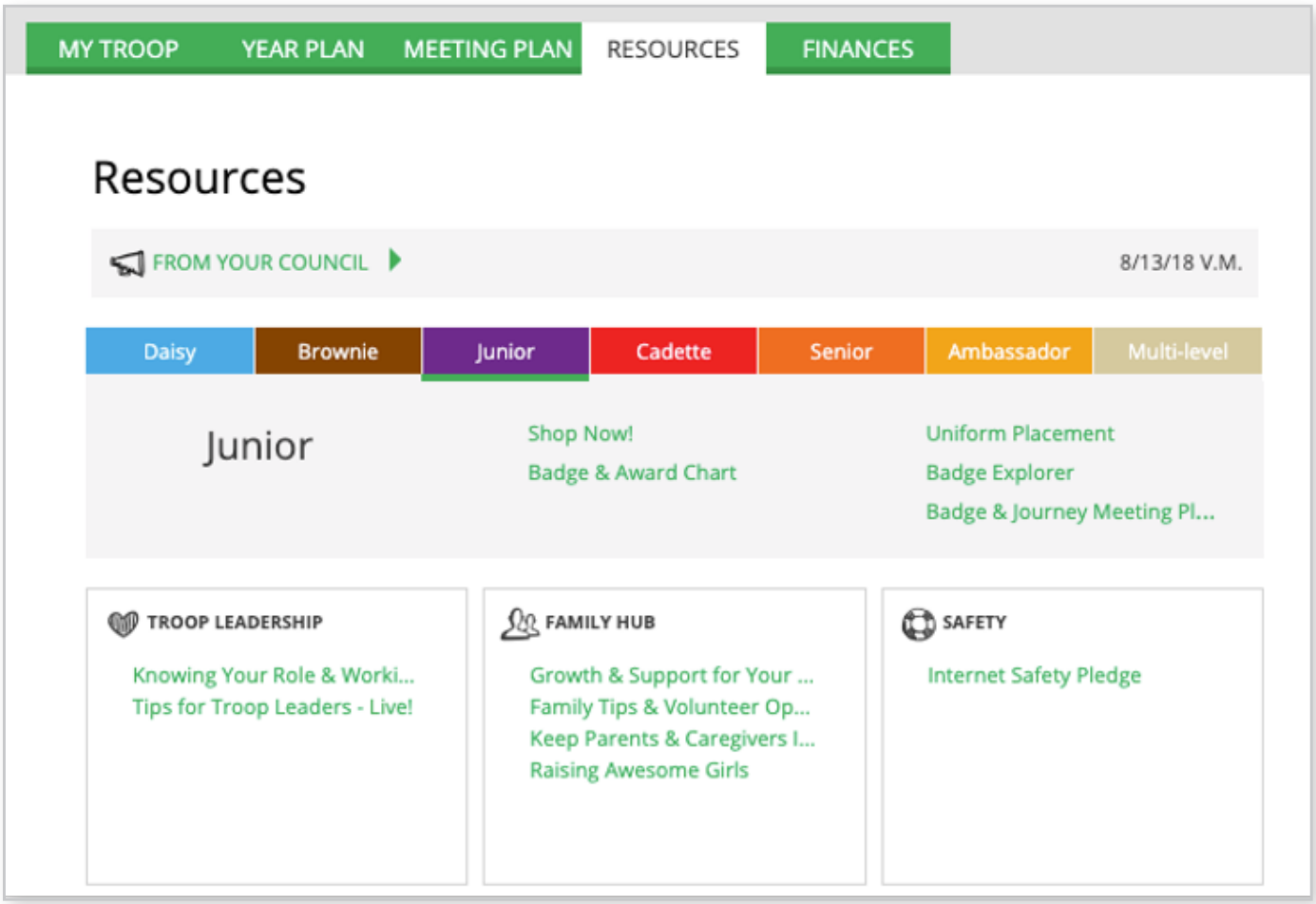
**ADDITIONAL RESOURCES:** Take your meeting topic to the next level with these additional resources! These include videos, documents, or suggested events that go beyond the required steps for a badge or award, and they can help your girls do a deeper dive into the content they're most excited about. Here you'll also find links to the Girl Scout Shop to purchase printed award booklets or the awards themselves.

# VOLUNTEER TOOLKIT USER GUIDE: Caregiver

## 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 girls can earn, or how to lead favorite 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.



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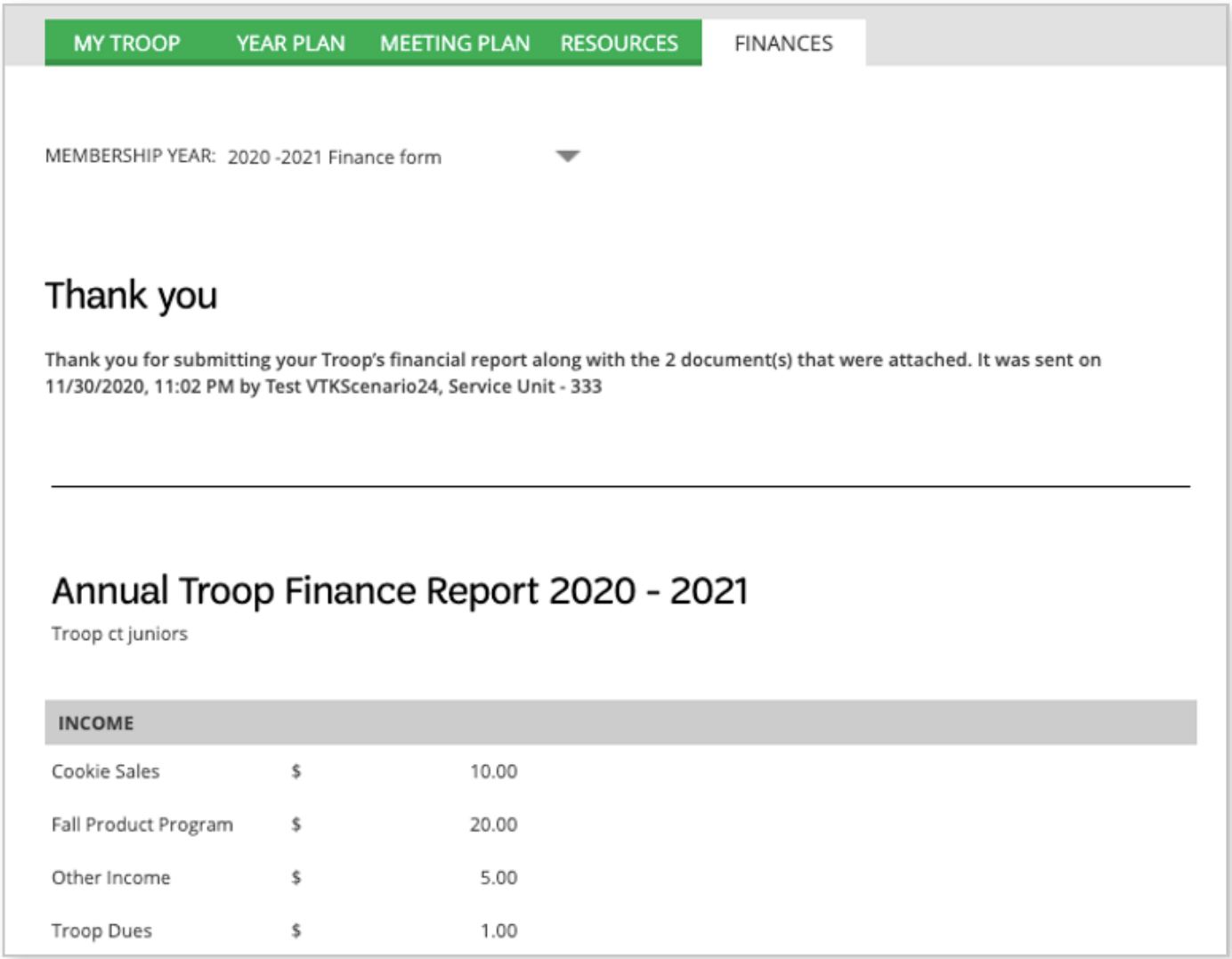
## Finances

From this tab, once your Troop Leader has submitted their Annual Treasury Report, you can easily see your troop's financial summary and other necessary information to wrap up the troop year.



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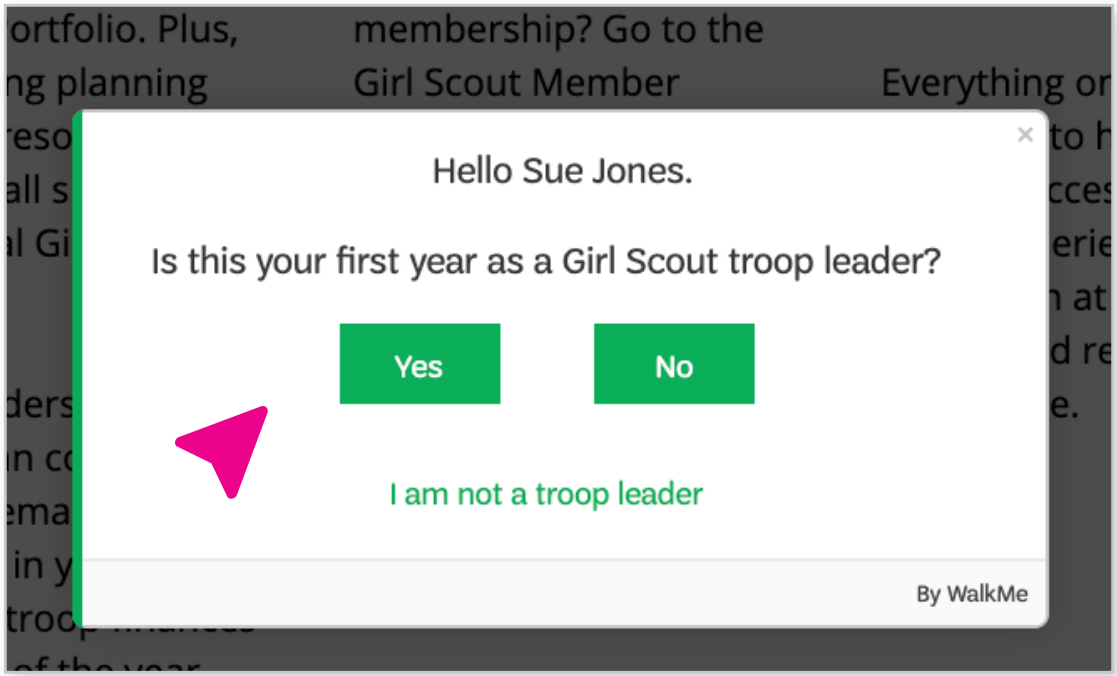
## First-Year Troop Leader Experience

The First-Year Troop Experience supports new leaders with additional guidance to get them acquainted with the Volunteer Toolkit. After logging in, you'll be prompted to follow a guided path with recommended steps to simplify your onboarding process.

**For Caregivers:** simply click "I am not a troop leader" to bypass this process.




If you'd like to see what this experience looks like, click "Take a Guided Tour" on any of the Volunteer Toolkit tabs to see the same guidance that a new leader would.

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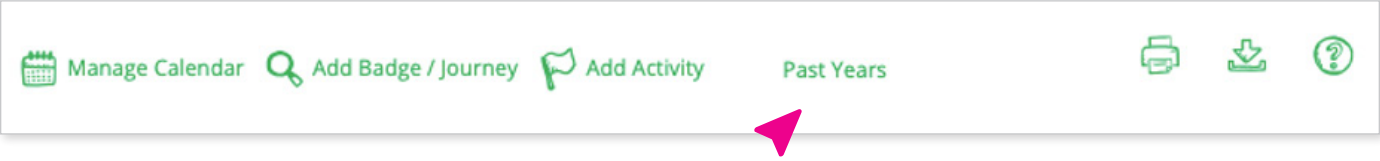
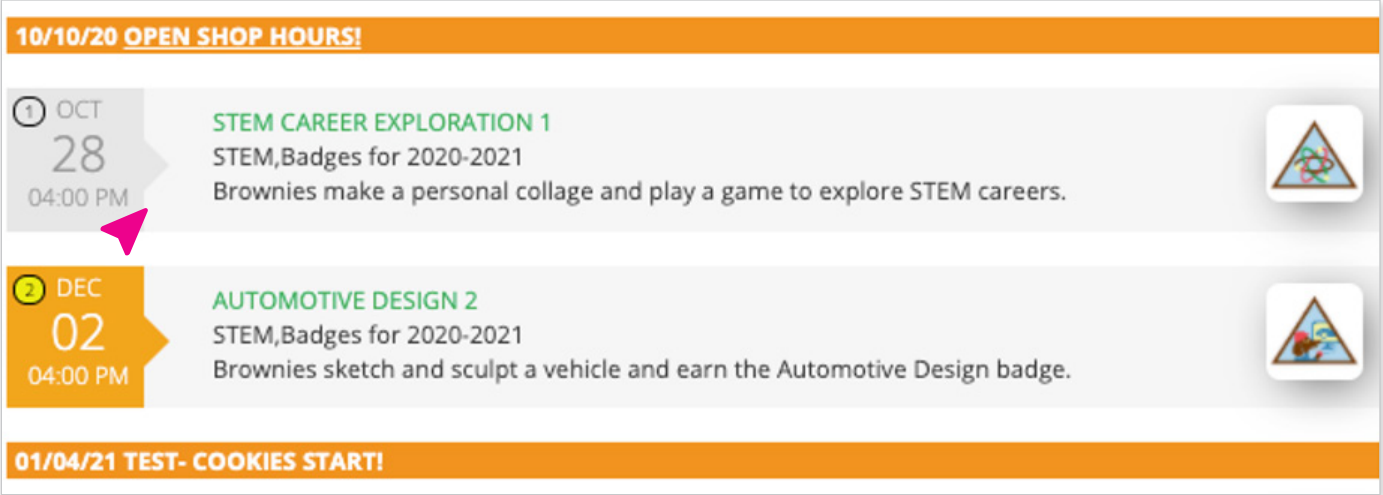
## View Past Year Plans

Each July, the Volunteer Toolkit resets and archives your year plan. 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.




## 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.