

## Volunteer Toolkit

### Use this troop leader 'cheat sheet' to get started

#### What is it?

The Volunteer Toolkit (VTK) is a web-based tool that leaders can access from a desktop, tablet, or phone. Use your VTK to focus in fun! Streamline planning and troop management while keeping families in the loop. The VTK is also a great resource to delegate tasks to troop volunteers and help girls lead when they're ready.

Walk through each troop meeting with VTK's clear, step-by-step instructions. Choose from a list of pre-planned agendas or customize to create a meeting all your own, Included are sample scripts, shopping lists, time allotments for each activity, and more.

#### You'll need:

- An active Girl Scout membership and current background check.
- Troop Leader status.
- Troop program grade level (PGL) set (i.e. daisy, brownie, multi-level). To change your PGL, email [customercare@gseok.org](mailto:customercare@gseok.org) or call 918-749-2551

#### To get started:

1. Go to [gseok.org](http://gseok.org) and click "MYGS."
2. Enter your email and password (same as your membership account).
3. Click "My Account."
4. Click "Volunteer Toolkit."

The screenshot shows the Girl Scouts of Eastern Oklahoma website. At the top, there is a navigation bar with links for SHOP, DONATE, MY GS, JOBS, and a search icon. Below this, there are links for Discover, Get Involved, Cookies, Support Us, and Members. The main content area features a 'Log In!' section with fields for Email address and Password, a 'Remember me' checkbox, and a 'Forgot password?' link. A 'LOG IN' button is located below these fields. To the right of the login section, there is a dropdown menu with options: My Account, My Household, My Troop(s), My Profile, My Events, Volunteer Toolkit, and gsLearn. At the bottom, there is a green footer bar with links for Find A Council, En Español, My Account, Logout, Join, and Volunteer. Red circles with numbers 1 through 4 are overlaid on the image to indicate the steps: 1. Click on the Girl Scouts of Eastern Oklahoma logo, 2. Enter email and password in the login fields, 3. Click on the 'My Account' link in the dropdown menu, and 4. Click on the 'Volunteer Toolkit' link in the dropdown menu.

## Did you know?

### Leaders who use VTK regularly:

- Are more satisfied with their GS experience and less frustrated
- Spend fewer hours preparing for meetings and managing the cookie program
- Have better parent support, more meaningful activities, and better girl engagement

Source: GS Voices Count survey 2018, compared with non-VTK leaders



### Spend less time planning, more time with your troop!

### Help families help the troop (and you) with the read-only Parent View:

- **Recruit helpers.** Simple scripts make it easy for anyone to lead part, or all, of a meeting. Materials lists and meeting overviews allow you to delegate prep tasks.
- **Communicate the Girl Scout Leadership Experience.** Help families know and reinforce the important objectives of troop meetings. A pre-populated email is available for each meeting, so parents will know what their girl did at Girl Scouts.
- **Connect to the movement.** The family Hub tile in the Resources tab invites exploration for everyone!

### Need help?

Troubleshooting: Common problems can be solved by using Chrome as your browser. For support, contact Girl Scouts of Eastern Oklahoma staff at [customercare@gseok.org](mailto:customercare@gseok.org) or 918-749-2551.