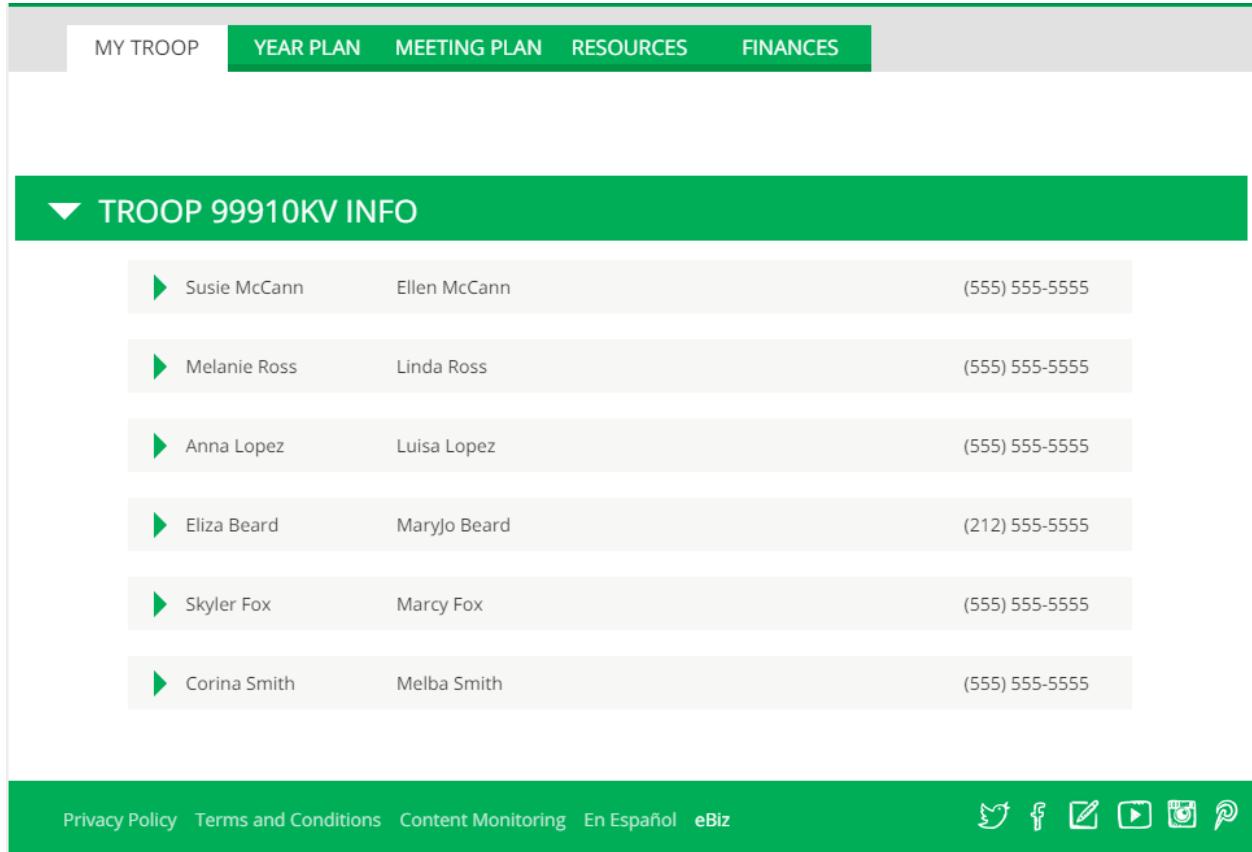


# How to Use the Volunteer Toolkit or VTK

## Step 1:

The first tab on the right is My Troop. This is where your troop roster is. Click the side arrow to see more information for one your troop members.

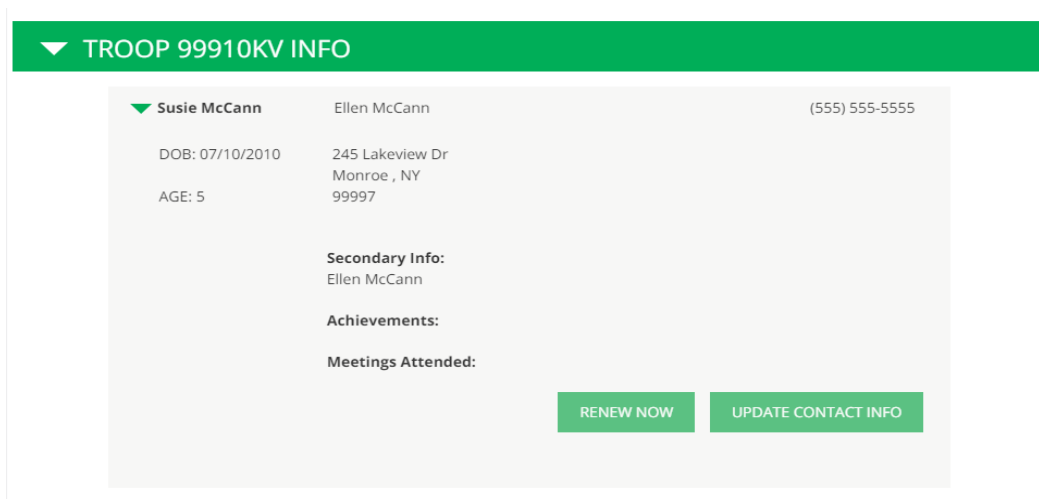


The screenshot shows a navigation bar with tabs: MY TROOP, YEAR PLAN, MEETING PLAN, RESOURCES, and FINANCES. Below the tabs is a section titled 'TROOP 99910KV INFO' containing a list of members:

▶ Susie McCann	Ellen McCann	(555) 555-5555
▶ Melanie Ross	Linda Ross	(555) 555-5555
▶ Anna Lopez	Luisa Lopez	(555) 555-5555
▶ Eliza Beard	MaryJo Beard	(212) 555-5555
▶ Skyler Fox	Marcy Fox	(555) 555-5555
▶ Corina Smith	Melba Smith	(555) 555-5555

At the bottom of the interface, there are links for Privacy Policy, Terms and Conditions, Content Monitoring, En Español, and eBiz, along with social media icons for Twitter, Facebook, Email, YouTube, Instagram, and Pinterest.

This is all the information on each member in your troop. You can even record meetings attended and achievements here. There's her address, DOB, and phone number. You can renew from here, it will take you to your troop roster



The screenshot shows a detailed view of a member's profile under the 'TROOP 99910KV INFO' section:

- Member:** Susie McCann (Secondary Name: Ellen McCann, Phone: (555) 555-5555)
- DOB:** 07/10/2010
- AGE:** 5
- Address:** 245 Lakeview Dr, Monroe, NY 99997
- Secondary Info:** Ellen McCann
- Achievements:**
- Meetings Attended:**

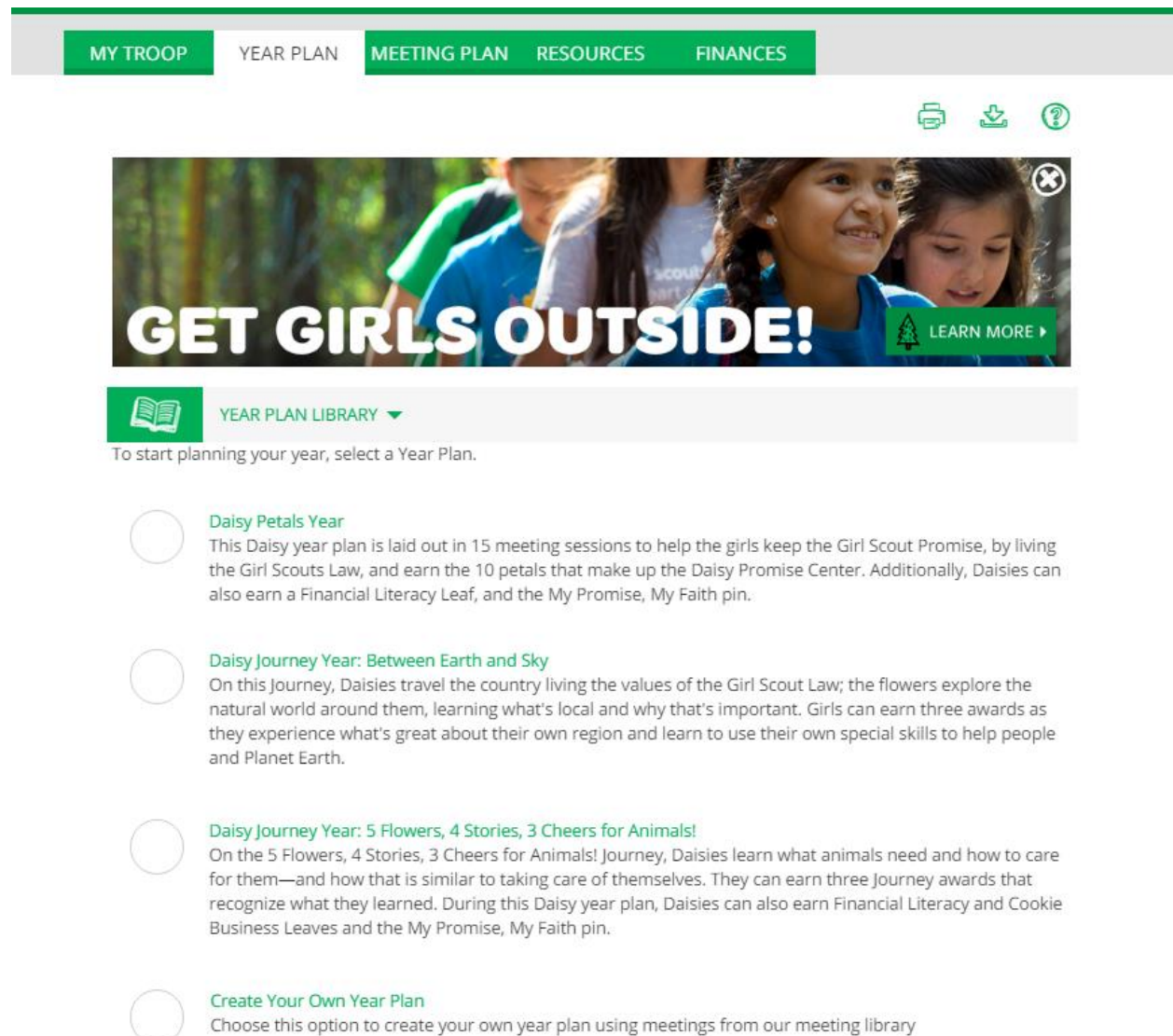
At the bottom of the profile card are two buttons: 'RENEW NOW' and 'UPDATE CONTACT INFO'.

## Step 2:

Click the Year Plan button on the top. Here is where you can start programming for the year! There are preplanned options and then a create your own year plan where you can pick and choose Journeys and Badges for the girls to earn!

On the top right, you should see the printer icon, the download icon, and the question icon. These icons are available throughout VTK, so you can print or download your plans!

If you are a leader for a multi-level troops, click Create your own plan!



The screenshot shows a navigation bar with the following tabs: MY TROOP, YEAR PLAN, MEETING PLAN, RESOURCES, and FINANCES. The 'YEAR PLAN' tab is selected. To the right of the navigation bar are three icons: a printer, a download arrow, and a question mark. Below the navigation bar is a banner image of girls in blue shirts with the text 'GET GIRLS OUTSIDE!' and a 'LEARN MORE' button. Underneath the banner is a 'YEAR PLAN LIBRARY' section with a dropdown arrow. Below this section is the text: 'To start planning your year, select a Year Plan.' There are four radio button options listed:

- Daisy Petals Year**  
This Daisy year plan is laid out in 15 meeting sessions to help the girls keep the Girl Scout Promise, by living the Girl Scouts Law, and earn the 10 petals that make up the Daisy Promise Center. Additionally, Daisies can also earn a Financial Literacy Leaf, and the My Promise, My Faith pin.
- Daisy Journey Year: Between Earth and Sky**  
On this Journey, Daisies travel the country living the values of the Girl Scout Law; the flowers explore the natural world around them, learning what's local and why that's important. Girls can earn three awards as they experience what's great about their own region and learn to use their own special skills to help people and Planet Earth.
- Daisy Journey Year: 5 Flowers, 4 Stories, 3 Cheers for Animals!**  
On the 5 Flowers, 4 Stories, 3 Cheers for Animals! Journey, Daisies learn what animals need and how to care for them—and how that is similar to taking care of themselves. They can earn three Journey awards that recognize what they learned. During this Daisy year plan, Daisies can also earn Financial Literacy and Cookie Business Leaves and the My Promise, My Faith pin.
- Create Your Own Year Plan**  
Choose this option to create your own year plan using meetings from our meeting library



For Multi Level Troops:

Once you click Create Your Own Plan, you are prompted to the below screen. Here you can select the Girl Scout Level, what type of meeting plan you want, and the badge category.

When you have found the badge you want to add to your year plan, check the box next to Select Meeting and it will add it to your overall year plan!

### CREATE YOUR OWN YEAR PLAN

Look through the meeting library and pick the ones that best complete your multi-level Year Plan

FILTER MEETINGS BY TOPIC ▶

#### 1. Select your Girl Scout Level(s)

Daisy  Brownie  
 Junior


#### 2. Select the type of meeting plan you want

Award Earning  Badges/Petals  
 Closing  Intro  
 Journey


#### 3. Select your badge categories

Citizenship  Cookie Business  Creativity And The Arts  Entrepreneurship  
 Healthy Living  Life Skills  Other  Outdoor  
 STEM

#### Brownie


CELEBRATING COMMUNITY 1  
Girls take the first steps toward earning their Celebrating Community badge.  SELECT MEETING 

**Citizenship**

CELEBRATING COMMUNITY 2  
Girls finish the steps to earn their Celebrating Community badge.  SELECT MEETING 

**Citizenship**

#### Daisy

GLORIA/RESPECT FOR M  
AUTHORITY  SELECT MEETING 

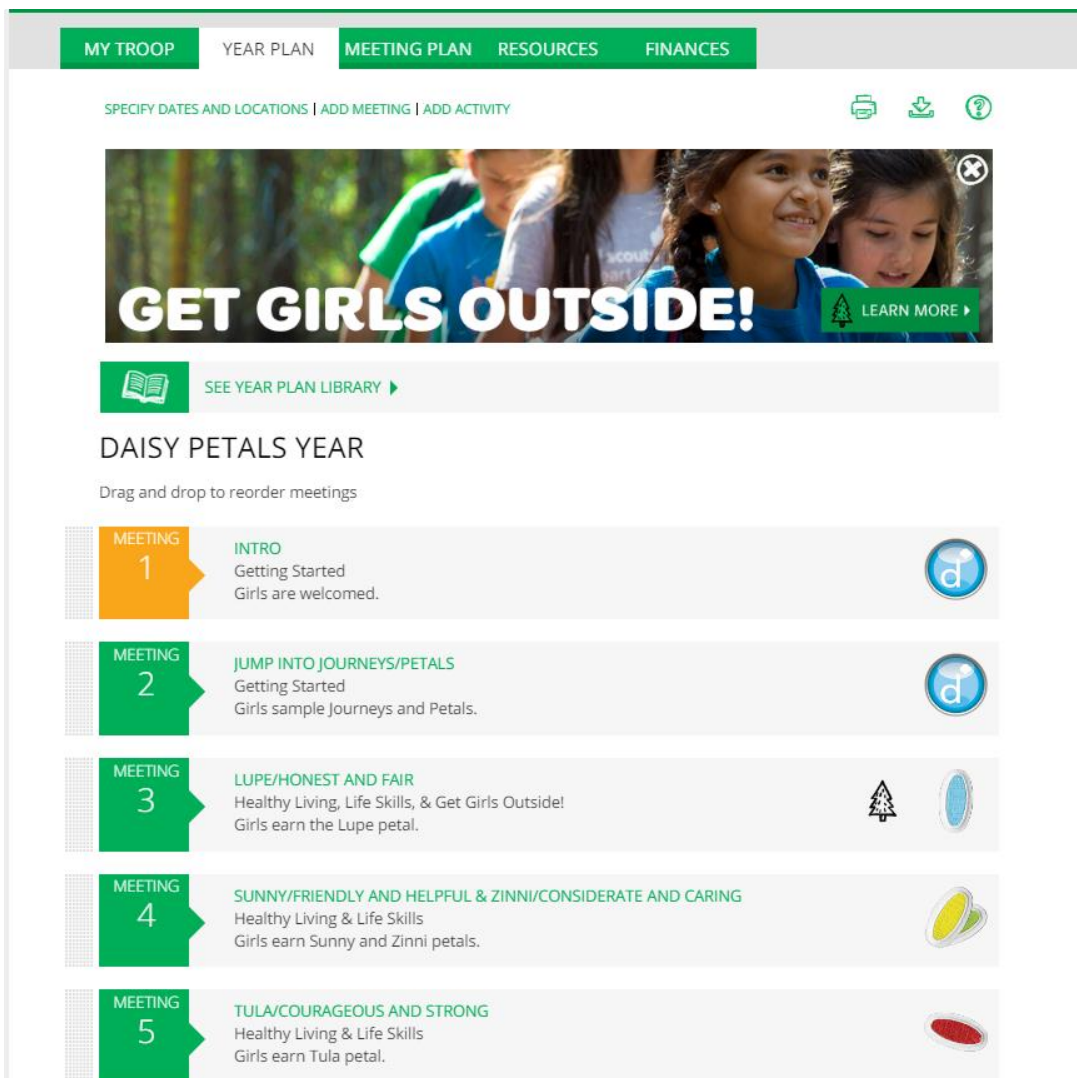
### Step 3:

If you're a multilevel troop leader and have submitted your year plan, you will be prompted to the below page. If you are not and picked a preplanned year, you will also be prompted to the below page as well.

Welcome to your year plan!

On the top, you can specify your meeting dates and locations. This would be important because say you are only meeting for 6 months biweekly, then it would update the plan below to fit in your schedule.

You can drag and drop the meetings too! If your girls are really anxious to earn the Tula petal instead of the Lupe one, just drag the Tula meeting up!



The screenshot shows a web interface for a Girl Scouts meeting plan. At the top, there is a navigation bar with tabs: MY TROOP, YEAR PLAN, MEETING PLAN, RESOURCES, and FINANCES. Below the navigation bar, there are links for 'SPECIFY DATES AND LOCATIONS', 'ADD MEETING', and 'ADD ACTIVITY', along with icons for printing, downloading, and help. A large banner image of girls outdoors is featured with the text 'GET GIRLS OUTSIDE!' and a 'LEARN MORE' button. Below the banner is a 'SEE YEAR PLAN LIBRARY' link. The main section is titled 'DAISY PETALS YEAR' and includes the instruction 'Drag and drop to reorder meetings'. A list of five meetings is shown, each with a numbered arrow icon, a title, a description, and a petal icon:

Meeting Number	Meeting Title	Description	Petal
1	INTRO	Getting Started Girls are welcomed.	Lupe
2	JUMP INTO JOURNEYS/PETALS	Getting Started Girls sample Journeys and Petals.	Lupe
3	LUPE/HONEST AND FAIR	Healthy Living, Life Skills, & Get Girls Outside! Girls earn the Lupe petal.	Lupe
4	SUNNY/FRIENDLY AND HELPFUL & ZINNI/CONSIDERATE AND CARING	Healthy Living & Life Skills Girls earn Sunny and Zinni petals.	Sunny and Zinni
5	TULA/COURAGEOUS AND STRONG	Healthy Living & Life Skills Girls earn Tula petal.	Tula

## Step 4:

Click one of the meetings! Below is a sample meeting. Meeting Overview, Activity Plan, and Materials List all are hot links for more information!


Your Meeting Aids are PDFs for the meeting that the girls would use!

The meeting agenda is interactive and breaks the meeting down by minutes!

◀
MEETING : JUMP INTO JOURNEYS/PETALS
▶

Girls are introduced to the Daisy Petals and the journeys. They sample each and choose which they'd like to do.

Category: Getting Started



PLANNING MATERIALS

[Meeting Overview](#)

[Activity Plan](#)

[Materials List](#)

MEETING AIDS

**Daisy Adventure Map**

map

**Daisy Petal Template**

template

**Daisy Petals**

activity

**Daisy Flower Friends**

activity

**Between Earth and Sky Journey Awards**

awards

**5 Flowers 4 Stories 3 Cheers for Animals Awards**

awards

[+ Add Meeting Aids](#)

MEETING AGENDA

1	As Girls Arrive: Daisy Petal Kaper Chart	:05
2	Opening Ceremony: Our Big Adventure	:10
3	Introduction to the Daisy Petals	:10
4	Introduction to Between Earth and Sky Journey	:10
5	Introduction to the 5 Flowers, 4 Stories, 3 Cheers for Animals Journey	:10
6	It&#x2019;s Your Daisy Adventure &#x2013; Choose It!	:10
7	Closing Ceremony	:05

## Step 5:

Here is what the Meeting Overview looks like. Again, there is a download button on the top right of the page to download. It breaks down the meeting and the steps to prepare for it.

### OVERVIEW

#### JUMP INTO JOURNEYS/PETALS: INTRODUCTION

This meeting will introduce girls to the Girl Scout Leadership Journeys and the Daisy Petals. Girls will then decide what they want to do during their Daisy year.

**Note to Volunteers:**

While this Volunteer Toolkit guides you through the year's activities, we recommend that girls have their own copy of *The Girls Guide to Girl Scouting* or the *Journey* book for the Year Plan they select.

The excitement and fast pace of running troop meetings for the first time can sometimes leave us tongue-tied. For that reason, scripting is included for guiding girls through a meeting; these "lines" are under the heading "SAY." However, you're the expert. If you feel you don't need the script, do what makes sense for you and your girls.

**Prepare Ahead**

- Talk with your Friends and Family Network members about their roles for the meeting. Make sure they understand what they will be doing, have copies of the materials, and know what to do and say during the activity.
- Make healthy snacks or ask someone in your Friends and Family Network to bring them.
- **Activity 1:** For the Daisy Petal Kaper Chart, pre-cut the **Daisy Petal Template** so they are ready for girls to color. Make a simple Kaper Chart on poster board with the dates of your meeting along the left side and various jobs (such as opening, hostess, clean-up, closing) along the top. You can add more kapers throughout the year as needed.
- **Activity 2:** Print, and spend some time becoming familiar with the **Daisy Adventure Map, Daisy Flower Friends, Daisy Petals, Between Earth and Sky Journey Awards, 5 Flowers, 4 Stories, 3 Cheers for Animals Awards.**
- Optional: Post the Girl Scout Promise where girls can see it from the Daisy Circle.
- Tape poster paper or mural paper on a wall. Label the top of the paper Our Favorite Flowers.
- Tape poster paper or mural paper on a wall. Label the top of the paper We Feel Happy Outside When We?.
- Tape poster paper or mural paper on a wall. Label the top of the paper Animals Need Our Help.

**Get Help from Your Friends and Family Network**

Your Friends and Family Network can include:

- The Daisies' parents, aunts, uncles, older siblings, etc. other volunteers who have offered to help with the meeting

Ask them how they can pitch in. For example, they might want to:

- Bring snacks
- Help welcome girls to the meeting
- Gather materials for activities
- Guide girls in one of the activities
- Or just be ready to take care of small problems (spilled juice!), hand out art supplies (share the crayons, please!) or act as cheerleaders!

**Tip:**

This meeting will take the full hour and you will need to start on-time and stay on-time through the activities in order to leave enough time for Activity 7 (when girls choose what they want to do for the year).

It's a great idea to recruit a few adults to help with activities and keep things running smoothly. If you have a large group of girls and enough adult helpers, you may consider splitting girls up into two or four groups and then run through Activities 3, 4, and 5 at five-minute stations. The smaller groups would rotate through the stations and then come back together as one large group for Activity 6.

## Step 6:

Here is a close up of the activity plan! It breaks down the meeting step by step.

### ACTIVITY PLAN

**Activity 1: As Girls Arrive: Daisy Petal Kaper Chart**

**Time Allotment**

5 minutes

**Materials**

- **Daisy Petal Template**
- Scissors
- Crayons/markers/colored pencils
- Masking Tape
- Poster Board Kaper Chart

**Steps**

- Give each girl a copy of the **Daisy Petal Template**.
- Let each girl color it any way she'd like and then write her name on it (or have an adult help her).
- The first girls to arrive at the meeting can choose a kaper to do at today's meeting by placing their Daisy on the Kaper Chart. The remaining girls will be rotated in for all future meetings so that everyone gets a turn to try all the kapers.

**Activity 2: Opening Ceremony: Our Big Adventure**

**Time Allotment**

10 minutes

**Materials**

- **Daisy Adventure Map**
- Optional: Poster Board with the Girl Scout Promise

**Steps**

Invite girls to gather in the Daisy Circle

**SAY:**

- *Welcome girls, to our second Girl Scout Daisy meeting. Are you excited to find out what we'll be doing at today's meeting?*
- *Let's start out by reciting the Girl Scout Promise.*
- *Did anyone have a chance to practice at home since our last meeting?*

Normally, girl who is listed on the Kaper Chart for the Opening would lead the group in the Opening Ceremony. She may or may not be ready to do this yet. Ask her if she would like to lead the group in reciting the Girl Scout Promise. If she isn't ready, ask if someone else would like to lead the group or if they would rather repeat the Girl Scout Promise after you.

**Recite:**

The Girl Scout Promise

On my honor, I will try:

To serve God and my country, To help people at all times, And to live by the Girl Scout Law.

**SAY:**

- *Let's learn the I'm A Girl Scout Daisy song. Repeat each line after me:*

## Step 7:

If you click an agenda item, this is what it looks like! This breaks the meeting down even more with a step by step list and a material list.

**AGENDA** ✕

SAVE DELETE THIS AGENDA ITEM

### Agenda Item: As Girls Arrive: Daisy Petal Kaper Chart

**Time Allotment**

5 minutes

**Materials**

- Daisy Petal Template**
- Scissors
- Crayons/markers/colored pencils
- Masking Tape
- Poster Board Kaper Chart

**Steps**

- Give each girl a copy of the **Daisy Petal Template**.
- Let each girl color it any way she'd like and then write her name on it (or have an adult help her).
- The first girls to arrive at the meeting can choose a kaper to do at today's meeting by placing their Daisy on the Kaper Chart. The remaining girls will be rotated in for all future meetings so that everyone gets a turn to try all the kapers.

2	Opening Ceremony: Our Big Adventure	:10
3	Introduction to the Daisy Petals	:10
4	Introduction to Between Earth and Sky Journey	:10

## Step 8:

Click the Resources button and you can find more Girl Scout resources here!

MY TROOP
YEAR PLAN
MEETING PLAN
RESOURCES
FINANCES

### Search For Resources

### Browse Resources by Category

<p>Safety and Travel</p> <p>Safety (3)</p> <p>Staying Safe on Adventures (Safety Activity Checkpoints) (42)</p>	<p>Troop Leadership</p> <p>Managing Troop Money (2)</p> <p>Working with Girls (5)</p> <p>Working with Parents (2)</p>	<p>Volunteer Aids</p> <p>Meeting Aids (18)</p> <p>Meeting Overviews (74)</p> <p>VTK Tutorial Videos (5)</p>
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