

Short & Snappy Session - Volunteer Toolkit



What is a Short & Snappy?

- Short training segment provided at a Service Unit Meeting
- Any interested volunteer may lead a Short & Snappy
- Trainings are 10-30 minutes in length

Things to Remember

- Have participants sign the attendance sheet and keep for Service Unit records
- Stay within the allotted time
- If you don't know the answer, seek the correct answer from the appropriate support person

Supplies Needed

- Short & Snappy Outline
- VTK Leader Guide
- Laptop, projector, WiFi, VTK login information

What is the Volunteer Toolkit?

The online Volunteer Toolkit (VTK) is a customizable planning tool where you can find suggested meeting plans for most badges, access activity guides and badge requirements, track your Girl Scouts' achievements, view your troop roster, and so much more. The VTK is designed to help improve the girl and volunteer experience and create a stress-free environment for the leaders.

Who can use the VTK in my troop?

Only the troop leaders can edit meeting days and times and badges in the year plan. Parents can view the year plan and see what badges are coming up.

How can I access the Volunteer Toolkit?

Log into "[My GS](#)" at www.girlscouts-ssc.org (top right of page). Choose Volunteer Toolkit on the left-hand side.

My troop is multi-level. Can I add badges for all age levels to my Year Plan?

Yes! It does require a bit more work as each badge will automatically go to the next meeting date, but you can manually move them so they are on the same meeting date. If your VTK does not allow you to view badges for other grade levels, check with your Membership Manager to ensure you are marked as a multi-level troop in the system.

Tip: Each year in July the VTK resets. Your year plan will be archived and you'll no longer be able to make changes. However, you can still view the plan through the "Past Years" link at the top of your Year Plan tab.



Short & Snappy Session - Volunteer Toolkit

Activity: Practice on the VTK

Setting up your Year Plan

The first time you log into the Volunteer Toolkit, you will need to start a year plan before you can set up your meeting dates and times. You start a year plan by going to the Explore tab and searching for a badge or pre-selected track.

Once you have added a badge to the VTK, it will allow you to set up your meeting dates and times. Then, when you add a badge to the year plan it will automatically place it at the next available meeting. You can adjust your dates and times by going to "Manage Calendar" under the Year Plan tab.

Adding Badges to create your Year Plan

Leaders can use the Explore tab to look up badges by topic and age level and once they find a badge their girls would like to do, they can add it to their year plan. You can use the filter to sort through badges by the 4 Pillars of Girl Scouts (entrepreneurship, life skills, outdoors, and STEM), by age level, and by the type of meeting (journey, badge, intro meeting, etc.). Each badge consists of a meeting overview, a meeting plan (divided into activities), a materials list, and preset meeting reminder emails to send out to the troop. If a badge will need more than one meeting to complete, the Volunteer Toolkit already has it broken into two segments, so you will need to make sure to add both segments to your year plan to fully complete the badge.

If you don't know where to start, take a look at the "Preselected Tracks" option under the Explore tab. The preselected tracks group up badges to help girls earn Journeys, earn their Daisy petals, and more.

Other Resources in the Volunteer Toolkit

There are lots of other resources available to you in the Volunteer Toolkit. You can view your troop roster and send emails to the troop. You can also check out the Resources tab to view information on safety, outdoor progression for girls, Volunteer Essentials, traveling as a Girl Scout, and more. The Finance tab is used to document and turn in your troops' Annual Report every year.

