

Juliette Resource Guide



Table of Contents

Girl Scouts of Central & Southern NJ Juliette Resource Guide

About Girl Scouts	3
What is a Juliette?	4
Juliette Advisors	5
Girl Scout Leadership Experience	6
Girl Scout Levels & Uniforms	7
Bronze, Silver, & Gold Awards	8
Product Programs	9
Program Credits & Destinations	10
GSCSNJ Service Units	11
Frequently Asked Questions	12-13
Glossary	14-15
Volunteer Tool Kit (VTK)	16
Girl Scout Mission, Promise, & Law.....	28



About Girl Scouts

As a Girl Scout you become a go-getter, innovator, risk-taker, and leader (G.I.R.L.) who makes the world a better place through community service projects, leadership development, and public advocacy. Continuing the legacy of our founder, Juliette Gordon Low, Girl Scouts of Central & Southern NJ prepares a girl to meet their world with courage, confidence, and character.

Our council welcomes a girl into the Girl Scout sisterhood. We are preparing future female leaders through our four content pillars: STEM (Science, Tech, Engineering, and Math), Outdoor Experiences, Life Skills, and Entrepreneurship.

Girl Scouts continues to be the preeminent leadership development organization where a girl learns and thrives in a safe and supportive all-girl setting.

Three Keys to Leadership:

We are a girl-led, all girl organization focused on three core “keys” to leadership: Discover, Connect, and Take Action.

DISCOVER:

Develop a strong sense of self, positive values, practical life skills, critical thinking and seek challenges in the world.

CONNECT:

Develop healthy relationships, promote cooperation and team building, resolve conflicts, advance diversity in a multicultural world and feel connected to your community.

TAKE ACTION:

Identify community needs, be a resourceful problem solver, advocate for yourself and others, locally and globally, educate and inspire others to act and feel empowered to make a difference in the world.

DISCOVER +
CONNECT +
TAKE ACTION
= LEADERSHIP



What is a Juliette?

Girl Scouting is custom-made for a girl choosing to be a Juliette! It's a great way to mix and match a girl's unique interests with Girl Scout participation – special events, weekend workshops, leadership projects or travel opportunities that improve a girl's skills and meet her interests and needs.

Juliettes are busy, independent, self-confident girls and young women who want to be a part of something larger – Girl Scouts! Meeting in troops is one way to be a part of the Girl Scout experience, but when there aren't available troops in an area, or a girl's troop no longer meets, or a girl becomes too busy with extracurricular activities or sports, becoming a Juliette will allow girls to continue their Girl Scout experience on an individual basis.

As a Girl Scout Juliette, girls can participate in everything that is open to their grade level. Girls can attend council-sponsored programs such as events, series opportunities, year-round camp experiences and travel opportunities.

Girls will work on Girl Scout programs with a registered adult advisor. Girls will decide what activities to participate in and which awards they wish to complete. Girl Scout Juliettes can earn the Journey awards and badges, as well as the Girl Scout Bronze, Silver, and Gold Awards.

What is the cost?

Girl memberships cost \$40 annually, and adult memberships cost \$25 annually.

How do I register as a member?

Girls and mentors can register online at gscsnj.org. Our Customer Care team can also process payment over the phone. For assistance in completing your Girl Scout membership, please call 856-795-1560.



Juliette Advisor

A Juliette must have an adult advisor in order to participate in the Girl Scout program. Advisors must register as a Girl Scout adult member. They can be a guardian, family member or friend who is willing to help support.

Advisors will:

- Pay annual national membership dues and complete council background check. This membership fee provides insurance coverage for Girl Scout activities.
- Assist girls with program; Journeys and badge work utilizing the VTK (Volunteer Tool Kit). Sign or get a signature on the guardian permission slips for events, and make sure any necessary forms (health history, etc.) are turned in.
- Help your girl(s) participate in the Girl Scout Fall Product Program and Cookie program by following safety guidelines and helping her check over orders.

Advisor Checklist

- Register as a Girl Scout Member**
- Complete council background check**
- Take Juliette Advisor Webinar Training **
- Review Volunteer Essentials **
- Review Safety Activity Checkpoints**
- Utilize the VTK (Volunteer Toolkit)
- Attend Service Unit meetings
- Visit the council shop
- Visit our online Event Calendar

**Required Items



Girl Scout Leadership Experience

The National Leadership Journeys and *The Girl's Guide to Girl Scouting* make up the Girl Scouts Leadership Experience and the National Program Portfolio. Combined with Fall Product and Cookie Programs, travel experience and Girl Scout Highest Awards, the Girl Scout Leadership Experience is designed to help girls everywhere develop as leaders and build confidence by learning new skills. It also ensures that Girl Scouts at every level are sharing a powerful, national experience – girls together changing the world!

Girls can explore any of the age-appropriate Journeys in any order they choose. Each amazing Journey has its own set of awards and step by step plans available online in the VTK (Volunteer Tool Kit). Girls can work with an adult to determine the format of the Journey. They can decide how long they would like the Journey to last, what they would like the Journey to be about, what type of field trips to take and which experts to add. In this way, each Journey can be as personal, intriguing and educational as a girl would like.

In addition to Journeys, there are also badges to help build skills. These badges are outlined in each level's *Girl's Guide to Girl Scouting* and on the VTK. This guide is a colorful easy-to-use binder specially made for girls at each level. It holds a handbook, information on bridging and our highest awards, Girl Scout history, traditions and much more! It also helps girls tie their badges and Journeys together to create an amazing experience!



There are many National Leadership Journeys:
Some are:

- It's Your World – Change it
- It's Your Planet – Love it
- It's Your Story – Tell it
- Outdoor Journey
- Think Like an Engineer
- Think Like a Citizen Scientist
- Think Like a Programmer

Journeys help you to:

- Develop leadership.
- Explore your interests.
- Try new things.
- Meet people.
- Make your world a better place.

Girl Scout Levels & Uniforms

The Girl Scout Uniform

The uniform includes a choice of a tunic, vest or sash for displaying official pins and awards, combined with solid white shirts and khaki pants or a skirt. You can find information explaining the uniform and where to place badges and pins in *The Girl's Guide to Girl Scouting* or on our website. The Girl Scout uniform is required when representing the Girl Scout movement.



Badges are earned when a girl masters a skill or shows increased knowledge in a particular subject. Badges are earned in every grade and placed on the front of the tunic, vest, or sash. Patches are earned through additional programs or activities outside of earned badges. Patches are placed on the back of the tunic, vest or sash.

To ensure the best experience for each Girl Scout at all ages, programming is divided by grade levels. The Juliette program is available to all girls in grades kindergarten through 12.

Girl Scout **Daisy** – Grades K-1
Girl Scout **Brownie** - Grades 2-3
Girl Scout **Junior** – Grades 4-5

Girl Scout **Cadette** – Grades 6-8
Girl Scouts **Senior** – Grades 9-10
Girl Scout **Ambassador** – Grades 11-12

GSCSNJ Shop Hours:

Tuesday/Thursday/Friday

11:00am – 4:00pm

Wednesday – 11:00am-7:00pm

Saturday - 10:00am – 3:00pm

To Shop Online [Click Here](#)

Council Facebook:

[GSCSNJ Facebook Page](#)

Bronze, Silver, & Gold Awards

Girl Scouts' highest awards provide Girl Scouts with the opportunity to become more involved in local community issues & learn skills to become proactive leaders. Troops or individuals identify problems in the community & incorporate a sustainable change through a Take Action project.

There are three different levels of Girl Scout Highest Awards:

Girl Scout Bronze Award – Juniors

- Girls must be registered Girl Scout Juniors in 4th or 5th grade.
- Girls can work as individuals or as a group with other Girl Scouts.
- The Girl Scout Bronze Award requires 20 hours toward the project for each girl.
- Girls must complete a Junior level Journey.
- The Girl Scout Bronze Award should be a Take-Action project that helps educate and inspire their community about an important issue.
- Girls should explore their community and learn more about what they can do to identify the root cause of the issues help solve the problem through a Take-Action Project.

Girl Scout Silver Award – Cadettes

- Girls must be registered Girl Scout Cadettes in 6th, 7th, or 8th grade.
- Girls can work as individuals or as a small group of no more than 3 girls.
- The Girl Scout Silver Award requires 50 hours toward the project for each girl.
- Girls must complete a Cadette level Journey.
- Girls should reach out to leaders in their community and explore the ways they can make an impact on an issue with a Take-Action project.
- Silver Award projects should be a Take-Action Leadership Project that plans for sustainability and address the root cause of a community issue.

Girl Scout Gold Award – Seniors and Ambassadors

- Senior and Ambassador Girl Scouts can start to fulfill the requirements for the Gold Award by completing two Senior or Ambassador Journeys or having earned the Silver Award and completing one Senior or Ambassador Journey.
- Gold Award Girl Scouts interview with the Girl Awards Committee for their proposal. Girls work with their advisor to help them throughout their project.
- When girls decide to pursue the Gold Award, they are on their honor to uphold the standards of excellence. These standards set a high benchmark for everything girls do and invite them to think deeply, explore opportunities, and challenge themselves.
- Girls will spend a minimum of 80 hours identifying an issue, investigating it thoroughly, getting help and building a team, creating a plan, presenting the plan, gathering feedback, taking action, and educating and inspiring others.
- The Girl Scout Gold Award Projects should be fully sustainable and continue addressing the root cause of a global issue after the project is complete.

For full award requirements go to Council website www.gscnsj.org

Product Programs

As a Juliette, you have the opportunity to take advantage of the Fall & Cookie Product Programs. Participation in these programs earns girls credits to use toward council events, programs, camp, shop purchases, and travel. Be on the lookout for more information from GSCSNJ regarding our Product Programs! Juliettes will learn **five valuable skills** that will help them now & in the future – **Goal Setting, Decision Making, Money Management, People Skills, and Business Ethics**

The Fall Nut & Magazine Program is an amazing way for Juliettes to learn and perfect business skills through the fall nut and magazine program.

The Fall Product Program begins in October of every year. Be on the lookout for trainings during August.



To participate in one of our product programs, both advisor & Juliette will need to have an active Girl Scout membership. Advisors are also required to have a current background check on file with GSCSNJ. Lastly, a fall/cookie product program training & permission form will need to be completed.



Launched in 1917, the **Girl Scout Cookie Program** has grown into the world's leading business, financial, economic education opportunity by and for girls.

The Girl Scout Cookie Program happens just once a year & grosses more than \$800 million in sales!

The Cookie Sale runs every January through March.

Program Credits

Juliette Girl Scouts receive their earnings from the entrepreneurial product programs. The earnings are held in the Girl Scouts of Central & Southern NJ Juliette account. These funds will be dispersed upon approval by Council for events, programs, uniform components, and membership.

Juliette funds are to be used for girls to enhance their Girl Scout experience. Prior approval with the Juliette disbursement fund is required for all use of Juliette funds. Girl Scouts of Central & Southern NJ will not reimburse for any expenses or items that are purchased or paid for out of pocket, except items purchased for Bronze, Silver, or Gold Award projects.

Juliette funds are non-transferrable, cannot be cashed out and will expire upon a girl's membership expiring her last year as a registered girl. Refunds will not be issued if Girl Scout does not attend event.

Requests for use of Juliette funds should be submitted through the Juliette Fund Disbursement Request. This is an online form found on website under forms. Allow 3 weeks for processing of funds.

Juliette funds can be used in the following ways:

- Renewing Girl Scout Membership
- Registering for Girl Scout Events (Any Council)
- Registering for Girl Scout Camp (Any Council)
- In the Council Shop
- Service Unit Events
- Girl Scout Destination program

When a Juliette transfers into a troop, GSCSNJ will make a donation on behalf of the Juliette to her new troop. The Juliette will no longer hold a Juliette status. Funds will not be held once a Juliette transfers into a troop.



Girl Scout Destinations

Girl Scout Destinations are the ultimate adventure for individual girls ages 11 and older! With different trips every year all around the world, there's something amazing for everyone. Pack your bags full of life-changing experiences and make friends from all over the country as you travel with Girl Scouts from different states. Whether you're touring space camp in Alabama, taking in a Broadway show in New York City or visiting the birthplace of Girl Scouts' founder, Juliette Gordon Low, in Savannah, Georgia you can gain the experience of a lifetime!

Travel Skills:

- Trip Planning
- Money Earning
- Budgeting
- Travel Readiness
- Itinerary Building
- Safety
- Health & Fitness
- Cultural Exchange

Girl Scout Destinations are available for review at Girl Scouts USA website. Once you find a Destination you are interested in, find out your application deadline & contact information for the Council hosting the Destination. Once your application is submitted, it will then be reviewed & the sponsoring council will contact you with additional information.

GSCSNJ Service Units

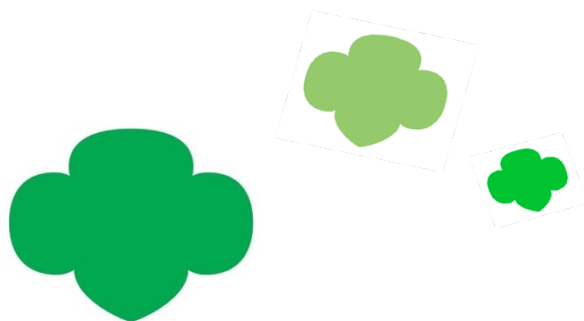
Service Units represent a geographic area and are organizational level that provides local programming and support for girls and their adult volunteers. Girl Scouts of Central & Southern NJ service units are led by experienced and trained volunteers. As Juliettes, girls are a member of the Service Unit in the community where they live. It is recommended that Juliette Advisors attend and participate in the monthly service unit leader meetings.

What does a Service Unit Do?

- Service unit team members and troop representatives meet monthly to share ideas, receive training, and talk about important announcements.
- Service units may organize events like:
 - o community-wide service projects
 - o family events
 - o cookie rallies
 - o thinking day celebrations
 - o award ceremonies
 - o Juliette Low celebrations
 - o bridging events

Your Juliette Advisor will be part of the Service Unit (SU), this includes:

- Being part of the email list
- Invited to monthly meetings
- Invited to service unit events
- Invited to join the service unit team



Frequently Asked Questions

What do Girl Scout Juliettes do?

Juliettes complete badge and journey work, earn highest awards, go to camp, attend events, and participate in product programs. They do all of this independent of a troop, and with the support of family, friends and service unit teams! Juliettes do not attend troop meetings.

Can a Juliette earn petals, badges, & awards?

Yes! Every *Girl's Guide to Girl Scouting* has information on awards that every girl can earn. When you earn an award, a guardian or other adult mentor may purchase it at the council shop.

How do Juliettes learn about programs?

In addition to the program guide filled with upcoming programs, Juliettes can visit our website, gscsnj.org, to view events for the appropriate age level. Utilize the VTK (Volunteer Tool Kit) for new badge information and ideas. A Juliette's advisor can attend the service unit meeting to learn about service unit events and council updates.

Can Juliettes participate in the Girl Scout product programs?

Yes! With the support of her guardian or other adult advisor, a Juliette can participate in the fall product program and the cookie product program! We have special trainings for Juliette families to learn all about how to participate in these programs. Contact your service unit for more details.

Do Juliettes wear a Girl Scout uniform?

Juliettes purchase uniform components at the council shop. They can use their service unit number to place on their vest in lieu of a troop number or the Juliette patch. Call customer care 856-795-1560 for your Service Unit number!

Who advises the girl?

The Juliette advisor, a family member or trusted adult, can advise a Juliette. The advisor must become an adult member of the Girl Scouts and complete a background check.

Should I, as a guardian, become a registered member?

Yes, many events and programs require an adult chaperone who is a registered member with a valid background checks.

What role as an adult should I select when I become a member?

You will register as a Juliette advisor; this will allow us to run a background check

During registration as an adult, they ask for a troop number?

Yes, you will use the number SUXXXJuliettes, the XXX are the service unit your Juliette lives in (the same troop number as your Juliette).

Frequently Asked Questions

Can I use Juliette funds for activities outside of Girl Scouting?

Juliette funds can only be used within Girl Scouting locally and nationwide.

Can a Juliette use her funds earned on whatever she would like to do with it?

Funds earned by a Juliette must be expended on Girl Scout programs, Girl Scout sponsored destinations, council-sponsored events, service unit events, and in-store purchases at GSCSNJ retail shops. Funds may never be used for the girl's personal gain.

What if an event is full or sold out at council before we have time to register?

Council events tend to sell out quickly, GSCSNJ will do its best to assist a Juliette.

What if the girl decides not to be a Girl Scout anymore?

Funds earned by a Juliette never become the property of the girl. Funds must be handled by GSCSNJ and will stay in the fund for other Juliettes use.

Can Juliettes occasionally get together to go camping, horseback riding etc. along with their advisors?

Yes. A Juliette can participate in events with other Juliettes and approved Girl Scout advisors.

How will Service Units know they have Juliettes?

Juliettes are registered through their Service Unit and appear on the Service Unit roster.

Can Juliette funds be used to register an adult for membership or program? Program credits are for girl use only within Girl Scouting.

How can a Juliette submit a request to use credits?

Juliettes can submit a request for Juliette funds through the Juliette Fund Disbursement Request Form. It can be found on our website under "Forms."

What happens to my Juliette funds if I move into a troop?

GSCSNJ will make an appropriate donation to the troop receiving the Juliette and remove the girl from Juliette status.

Can my Girl Scout participate in the product program as a Juliette and be part of a troop?

No, Juliette is for individual girls participating in Girl Scouts at their own pace. Girls can only participate in a troop or be a Juliette, not both.

Girl Scout Glossary

Awards - The umbrella term for U.S. Girl Scout earned grade-level awards, religious and other awards, emblems, and participation patches and pins. Girls wear all insignia, except participation patches and pins, on the front of their Girl Scout uniform.

Bridging ceremony - A service unit ceremony that celebrates the transition from one program level in Girl Scouting to the next.

Camporee - A service unit planned campout for troops and Juliettes in their specific service unit.

Court of Awards - A service unit ceremony where girls receive awards for their achievements.

Destinations - Girl Scout activities that fall into one of five different categories—international, outdoor, science, people, or getaways. All *Destinations* events provide an opportunity for individual members to broaden their perspectives and give Girl Scouting an enhanced visibility.

Extended Travel - A trip lasting more than three nights (may require a health examination as well as a health history, local Girl Scout council approval, and additional insurance coverage).

Founder's Day - Juliette Gordon Low's Birthday, October 31

Friendship circle - A circle formed by Girl Scouts standing and clasping hands (before they reach for each other's hands, girls cross their right hand over their left). The circle represents the unbroken chain of friendship among Girl Scouts and Girl Guides all over the world.

Girl's Guide to Girl Scouting - A binder divided into three sections: handbook, badge and my Girl Scouts. One designed for every age level.

Girl Scout Birthday - The official birthday of Girl Scouting, March 12, celebrated during Girl Scout Week, marks the first meeting of a Girl Scout troop held in 1912.

Girl Scout council - One of Girl Scouts of the USA's local affiliates, with authority over Girl Scouting in a specific section of the country. Or, the council jurisdiction and membership, including all girls and adults the council has registered and its corporate body, nominating committee, and board members, committees and task groups, as well as its employed staff.

Girl Scout handshake - A formal way of greeting other Girl Scouts and Girl Guides. You shake hands with the left hand and give the Girl Scout sign with your right hand.

Girl Scout Law - Along with the Girl Scout Promise, the Girl Scout Law is the credo of Girl Scouting. A girl lives the 10 parts of the Girl Scout Law to fulfill the Girl Scout Promise.

Girl Scout Promise - Along with the Girl Scout Law, is the credo of Girl Scouting; the pledge that binds members together as part of the Girl Scout Movement. A girl must make the Promise to become a Girl Scout member.

Girl Scout Sabbath/Sunday - The Saturday or Sunday in Girl Scout Week. A time for members to be recognized in their place of worship or to recognize the place of worship as a sponsor of a troop/group. Also an appropriate time for religious recognitions to be awarded to Girl Scouts exploring their own faith.

Girl Scout Glossary

Girl Scout sign - Made by raising three fingers of the right hand. This sign stands for the three parts of the Promise. You give the sign when:

Girl Scout Trefoil - "Trefoil" means three leaves. Each leaf in the traditional or contemporary Girl Scout trefoil stands for a part of the Girl Scout Promise.

Girl Scout Week - The week containing March 12, the Girl Scout birthday, the anniversary of the first Girl Scout troop meeting in the United States in 1912. This observance is celebrated each year, starting with the Sunday on or preceding the 12th.

Investiture - A special ceremony in which a new member makes her Girl Scout Promise and receives her membership pin.

Juliette Gordon Low - The founder of the Girl Scout Movement. Also known as Daisy.

Juliette Low World Friendship Fund - A Girl Scouts of the USA-operated fund that supports educational programs, service projects, training, and international travel to foster friendship among girls from the 144 countries of the [World Association of Girl Guides and Girl Scouts](#).

Lifetime membership - Granted to any person 18 years of age or older or a high school graduate or the equivalent who has paid for lifetime membership dues.

Program Aide (PA) - A girl who works directly with a troop/group under the supervision of an adult volunteer. The Program Aide is required to attend training sessions where she gains expertise in a particular field of interest, such as science, computers or song leading.

Rededication ceremony - A reaffirmation of a Girl Scout member's belief in the Girl Scout Promise and Law.

Resident camp - A Local Girl Scout council-sponsored camp where girls attend for a week or more and stay overnight. They live in units and plan programs with a staff of trained counselors.

Safety Activity Checkpoints - Available on the council website at [gscsnj.org](#) containing Girl Scout program standards and guidelines that provide for the health and safety of all girls.

Service Unit - A name given to a specific geographic area and the Girl Scouts within it—all leaders, troops/groups, and girls there. A service unit also includes individuals who give troop support.

Service Unit Team - A team of adults that facilitates service to girls through its volunteers in a geographic area.

SWAPS - Special Whatchamacallits Affectionately Pinned Somewhere

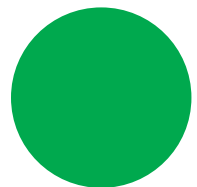
World Association of Girl Guides and Girl Scouts (WAGGGS) - An association of Girl Scout and Girl Guide national organizations around the world. WAGGGS serves approximately eight million Girl Scouts and Girl Guides in 144 countries. Our four world centers are located in Mexico, England, India and Switzerland.

World Thinking Day - February 22, Girl Guides and Girl Scouts all over the world use the day to think of each other and exchange greetings, learn about other countries.

VOLUNTEER TOOLKIT USER GUIDE: Individually Registered Member/Juliette



The Volunteer Toolkit (VTK) is your digital portal for easy, fun Girl Scout activities year-round! With this step-by-step guide, you'll discover how you can help your girl take her Girl Scout experience to the next level!





VOLUNTEER TOOLKIT USER GUIDE: Individually Registered Member/Juliette

TABLE OF CONTENTS

- ▶ Who Has Access | **2**
- ▶ Where to Find the Volunteer Toolkit | **3**
- ▶ Basic Navigation | **3**
- ▶ Set Up a Year Plan | **5**
- ▶ Add Badges, Journeys, and Awards | **7**
- ▶ Add Dates and Locations | **8**
- ▶ Add Activities to Your Year Plan | **10**
- ▶ The Meeting Plan Tab | **11**
- ▶ Questions? | **12**

Who Has Access

SERVICE UNIT/ADMINISTRATIVE VOLUNTEERS

Volunteers who hold a service unit or administrative role and support troop leaders and families in their respective geographical area. Access is granted through the council based on placement in designated support roles.

TROOP LEADERS AND CO-LEADERS

Active volunteers registered for the current Girl Scout membership year and who hold a troop leadership role. There should be at least two volunteers with access to the same troop account in the VTK.

CAREGIVERS OF GIRL SCOUTS IN A TROOP

Each primary caregiver has access to their troop's VTK 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 GIRL SCOUTS NOT IN A TROOP (I.E., INDIVIDUALLY REGISTERED MEMBERS)

Each Juliette Advisor/primary parent/caregiver of a currently registered Girl Scout who is not part of a troop will get troop leader-like access with their girl(s). Access is granted through the council based on confirmation of individually registered status.

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VOLUNTEER TOOLKIT USER GUIDE: Individually Registered Member/Juliette

Where To Find the Volunteer Toolkit

The Volunteer Toolkit (VTK) can be used from any computer, tablet, or smartphone with internet access. For best results, use a VTK-friendly browser such as Chrome or Firefox with a cleared cache and visit gscsnj.org.

In the upper right-hand corner of your screen, click **MY GS**. Select **Volunteer Toolkit** to log in using the credentials provided by the council.

NOTE: *The Volunteer Toolkit does not work on Internet Explorer.*

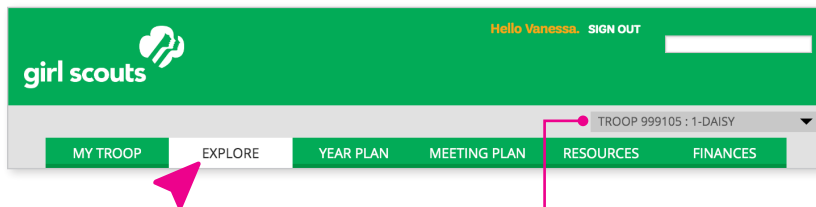
Basic Navigation

Welcome to the Volunteer Toolkit! We've outlined everything you need to know to get started and have the best Girl Scout year ever!

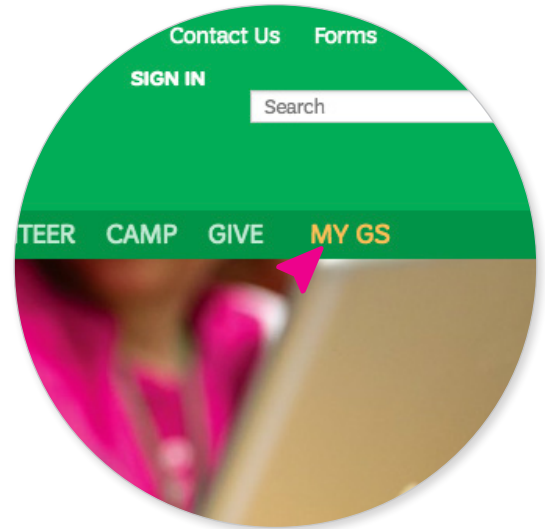
The Volunteer Toolkit is divided into tabs that have unique tools to help troop leaders plan meetings; these tools will also help your Girl Scout earn awards and help you track her achievements!

If you're on a computer, you'll see the **GREEN TABS** across the top of your browser window.

Mobile users will see a grey dropdown menu at the top of their screen, with each tab beneath.



TIP: Do you have more than one Girl Scout? Access each one from the grey dropdown menu at the top of your screen.



TIP: *Print – Download – Help*

You'll notice these three icons on almost every page of the VTK.



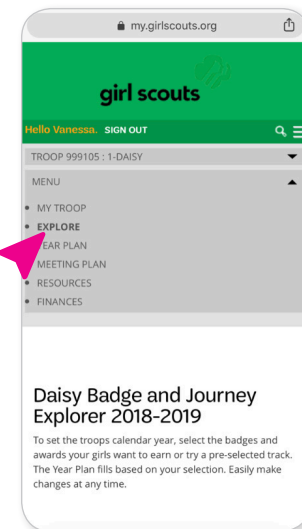
Print your current screen by clicking the green printer icon.



Download the page or resource by clicking the green down-arrow bracket icon.



Seek out additional **help** by clicking the green question mark icon OR by clicking the binoculars next to Take a Guided Tour.





VOLUNTEER TOOLKIT USER GUIDE:

Individually Registered Member/Juliette

MY TROOP

You'll see your Girl Scout's personal information and any awards she's earned under this tab. From here, you can also easily renew her membership.

EXPLORE

Wondering where to get started? You can see all the exciting options in the **EXPLORE** tab. You'll be able to:

- ▶ Browse prebuilt tracks of badge and Journey activities
 - ▶ Create your own activity track with your girl(s)
 - ▶ Preview tracks and badge requirements before you add them to your year plan
 - ▶ See an overview of all preselected tracks at the bottom of the page. It's even printable, so you can easily review your options!
- Don't worry! You can always add, remove, or change your plan as you go, one meeting at a time.
- From this tab you can:
- ▶ Set meeting dates and locations
 - ▶ Add badges, Journeys, and activities to your plan
 - ▶ Preview badge and Journey requirements
- You'll also find exciting Girl Scout partnerships and promotions in the rotating banners at the top of your screen. Tired of seeing them? Just click the "X."

YEAR PLAN

MEETING PLAN

RESOURCES

Make every meeting a success! Here you'll find:

- ▶ Suggested scripts
- ▶ Material lists
- ▶ Printable meeting aids
- ▶ A customizable meeting schedule

Where do badges belong on her uniform? Which awards can she earn at the next grade level? If you've got questions, you'll find the answers you need on the **RESOURCES** tab.

Once you've made a choice, your year plan will be automatically populated. Note that a year plan is required in the Volunteer Toolkit before other features become available.



VOLUNTEER TOOLKIT USER GUIDE: Individually Registered Member/Juliette

Set Up a Year Plan

When you log in to the Volunteer Toolkit the first time, you'll need to select a year plan before you can customize meetings or activities. The **EXPLORE** tab displays available prebuilt year plans for you to choose from based on the grade level you select.

MY TROOP EXPLORE YEAR PLAN MEETING PLAN RESOURCES

Select a level to get started.

Daisy Brownie **Junior** Cadette Senior Ambassador Multi-level

Junior Explorer 2019-2020

To set the troops calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make changes at any time.

Build Your Own

Search or filter to select the badges and awards that fit the style of your troop.

START ADDING PETALS, BADGES OR JOURNEYS

Pre-selected Tracks

Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.

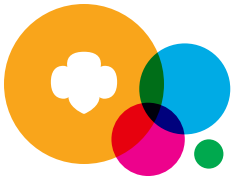
VIEW POPULAR TRACKS

► **IMPORTANT:** Each time you choose a new year plan from the **EXPLORE** tab, it will reset your entire year. Any activities, meeting dates, and customizations will be lost. To add badges and Journeys or edit your existing year plan in any way, use the buttons on the **YEAR PLAN** tab.

alendar year, select the badges and awards your girls want to earn or try a pre-selected
your X

Are you sure you want to reset your Year Plan?

Resetting your Year Plan will erase all current meeting details, including attendance and achievements.



VOLUNTEER TOOLKIT USER GUIDE: Individually Registered Member/Juliette

BUILD YOUR OWN

Search to Add a Petal, Badge or Journey Meeting

Search for a badge or Journey award by name

Or Use Filters ▶ TAKE A GUIDED TOUR

CANCEL VIEW LIST

12 Meeting Plans

Junior

- ENERGIZE AWARD PT. 2
Girls look at photosynthesis. SELECT MEETING
- INNOVATE AWARD PT. 2
The girls carry out Innovate project. SELECT MEETING
- INVESTIGATE AWARD PT. 2
Girls conduct energy audit. SELECT MEETING
- ENERGIZE AWARD PT. 1
Girls explore different kinds of energy. SELECT MEETING
- GET MOVING PT. 2
Juniors investigate how animals use energy according to their needs. SELECT MEETING
- GET MOVING PT. 3
Juniors explore energy use in buildings. SELECT MEETING
- GET MOVING PT. 1
Juniors are introduced to the GET MOVING! Journey. SELECT MEETING
- GET MOVING PT. 6
Juniors complete their Innovate project. SELECT MEETING

CANCEL CLEAR SELECTED MEETINGS ADD TO YEAR PLAN

▲ **BUILD YOUR OWN** allows you to build your year plan from scratch! You can mix and match badges, Journeys, and activities with the interests of your girl(s). **Build Your Own** also allows you to search through all badges and Journeys regardless of grade level.

Use the filters to sort through all available programming and the **Select Meeting** checkboxes to choose which badges and Journeys to add to your year plan.

Once you're finished, click **Add to Year Plan** at the bottom.

PRESELECTED TRACKS

Junior Explorer 2019-2020

To set the troops calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make changes at any time.

Build Your Own
Search or filter to select the badges and awards that fit the style of your troop.

Pre-selected Tracks
Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.

BADGES Girls explore their interests and build skills on a variety of topics.

- Junior Badge Year 1: 5 badges, 1 award, 15 meetings
- Junior Badge Year 2: 6 badges, 1 award, 14 meetings
- Junior Badge Year 3: 6 badges, 1 award, 14 meetings
- Coding and Outdoors **NEW**: 6 BADGES, 1 AWARD, 15 MEETINGS
- Space Science and Outdoor Adventure **NEW**: 4 BADGES, 1 AWARD, 14 MEETINGS

JOURNEYS Girls take a Journey to identify a problem, create solutions, and put a plan into action.

- STEM Outdoor: Think Like a Citizen Scientist: 2 awards, 9 meetings
- Outdoor: 3 badges, 1 award, 12 meetings
- STEM: Think Like an Engineer: 2 awards, 9 meetings
- STEM: Think Like a Programmer: 2 awards, 9 meetings
- Advocacy: Agent of Change: 3 awards, 9 meetings
- aMuse **NEW**: 3 awards, 11 meetings

▲ **PRESELECTED TRACKS** are a preset selection of meeting plans for a specific Journey or set of badges. Click **View Popular Tracks**, and from there you can preview each combination of awards. Once you've found the right one, click **Select Track** and your year plan will be created.

Once you've made your selection in the **EXPLORE** tab, you'll automatically be taken to the **YEAR PLAN** tab. This is also the tab you'll be brought back to each time you log in.



VOLUNTEER TOOLKIT USER GUIDE: Individually Registered Member/Juliette

Add Badges, Journeys, and Awards

Girl Scouts are ready for whatever comes their way—and that includes changes in meetings or their year plan. Start by using the green **Add badge/Journey** link at the top of the year plan or use **Search to Add Meetings** at the bottom of the year plan.

Use the search feature or filters to sort through available meeting types and choose which ones to add to your year plan. Meetings already in your plan will be clearly marked.

Once you've made your selections click **Add to Year Plan**.

TAKE NOTE: meeting titles with numbers at the end are part of a series and you'll want to add all of them to meet the requirements for the award.

ADD A PETAL, BADGE OR JOURNEY X

Search to Add a Petal, Badge or Journey Meeting

[Or Use Filters](#) ▼

1. Select your Girl Scout Level(s)

Daisy Brownie Junior Cadette

Senior Ambassador Multi-level

2. Select the type of meeting plan you want

Award Earning Badges Petals Closing/Bridging Intro/Family Meeting

Journey

3. Select your categories

It's Your Planet - Love It It's Your Story - Tell It It's Your World - Change It Outdoor^{NEW}

STEM^{NEW}

TIP: View Past Year Plans

Each July the VTK resets. Your year plan will be archived and you'll no longer be able to make changes. However, you'll still be able to view the plan through the green **Past Years** link at the top of your **YEAR PLAN** tab.

Achievement and attendance records DO NOT archive. Please download a copy of this information for your records.



VOLUNTEER TOOLKIT USER GUIDE: Individually Registered Member/Juliette

Add Dates and Locations

As an individually registered Girl Scout, you may not need to set dates for meetings, but to continue planning your year, the system requires that you set meeting dates for your year plan.



At the top, click the green **Manage Calendar** link. Using the pop-up widget, choose a date and time for meetings to start and set the cadence for your meetings. Click **Update Calendar** when finished. Don't worry, you can still make changes after this!

CALENDAR LOCATION ACTIVITIES

Start Date 04:00 PM biweekly

August 2019

10/14/2019 Columbus Day ✓ 11/11/2019 Veterans Day

12/25/2019 Christmas Day ✓ 01/01/2020 New Year's Day

02/18/2020 Washington's Birthday ✓ 05/25/2020 Memorial Day

07/04/2020 Independence Day ✓

UPDATE CALENDAR

Once you've set this up, when you use the **Manage Calendar** link again, you'll notice it looks entirely different! Now you can customize each individual meeting, add the location, or even reset the entire schedule.

CALENDAR LOCATION ACTIVITIES

Select the to change the date, time, or cancel an individual meeting. You can also group multiple meetings to a single date. Select the to use the planning wizard to reconfigure the calendar from that date forward.

	1	Sep 16, 2019 04:00 PM	Coding Basics 1	b	
	2	Sep 30, 2019 04:00 PM	Coding Basics 2	b	
	3	Oct 28, 2019 04:00 PM	Digital Game Design 1	b	
	4	Dec 09, 2019 04:00 PM	Digital Game Design 2	b	
	5	Jan 06, 2020 04:00 PM	App Development 1	b	



VOLUNTEER TOOLKIT USER GUIDE: Individually Registered Member/Juliette



CALENDAR: To edit the schedule, select the **green calendar icon** to the left of each meeting date to change the date or time of that specific meeting.

You can also choose to cancel one or more meetings or combine meetings. Select the two meetings you'd like to combine, then select the new date that meeting will occur. After you've made any changes, click **Save** and your year plan will be updated.



To the right, you'll see a **green gear icon**. This takes you back to the original view of the **Meeting Date and Location** widget, where you can reset the entire cadence of your meetings if needed.

LOCATION: Now that your dates are set, you can connect an address to each one. If you're meeting in multiple locations, add each address then connect it to the appropriate meeting using the checkboxes. Click **Assign** or **Apply** and then close out of the window.

CALENDAR		LOCATION	ACTIVITIES
Add, delete or edit locations to assign to your meetings.			
Location Name	Location Address	ADD	
Fun City Community Center	124 Park Street		
<input checked="" type="checkbox"/> 09/16/2019	<input checked="" type="checkbox"/> 09/30/2019	<input type="checkbox"/> 10/28/2019	
<input checked="" type="checkbox"/> 12/09/2019	<input checked="" type="checkbox"/> 01/06/2020	<input checked="" type="checkbox"/> 02/03/2020	
<input type="checkbox"/> 03/02/2020	<input type="checkbox"/> 03/16/2020	<input checked="" type="checkbox"/> 03/30/2020	
<input checked="" type="checkbox"/> 04/13/2020	<input checked="" type="checkbox"/> 04/27/2020	<input type="checkbox"/> 05/11/2020	
<input type="checkbox"/> 06/08/2020	<input type="checkbox"/> 06/22/2020		
ASSIGN TO CHECKED LOCATIONS	APPLY TO ALL MEETINGS	REMOVE	

TIP: Manage Your Meetings



Select the calendar icon to change date or time, or cancel or combine meetings.



Select the gear icon to reconfigure calendar from a specific date forward.

OCT 07, 2019 ANIMAL HABITATS 1
Change meeting date and time

October 2019 Start Time: 4:00 PM

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

CANCEL **SAVE**

Delete Meeting

See more calendar options

TIP: You can also get to the **Meeting Date and Location** widget simply by clicking on a date in your year plan. Change a date quickly or select **See More Calendar Options**.



VOLUNTEER TOOLKIT USER GUIDE: Individually Registered Member/Juliette


Add Activities to Your Year Plan

Meetings and badges are only one part of a go-getting Girl Scout's year! You can also add things like field trips, service projects, and cookie booth sales to your year plan. And the Volunteer Toolkit connects to your council website so you can browse and add council events, too. Any activity you add will appear in blue and show up chronologically.

At the top of the year plan, click **Add Activity**.

CUSTOM ACTIVITY: Add your activity name, date, time, location, and any details or special instructions to your year plan.

 [Manage Calendar](#)  [Add Badge / Journey](#)  [Add Activity](#)

CUSTOM ACTIVITY	COUNCIL ACTIVITY
<input type="text" value="Activity Name"/>	<input type="text" value="mm/dd/yy"/>  <input type="text" value="04:00"/> <input type="text" value="PM"/> <input type="text" value="06:00"/> <input type="text" value="PM"/>
<input type="text" value="Location Name"/>	<input type="text" value="Location Address"/>
<input type="text" value="Cost"/>	<input type="text" value="Activity Description"/>
<input type="button" value="ADD ACTIVITY"/>	

COUNCIL ACTIVITY: Search or filter through council events and add them to your year plan. **Important:** this feature does not register you for the event, so be sure to check out your council website for full event registration details.



VOLUNTEER TOOLKIT USER GUIDE: Individually Registered Member/Juliette

The Meeting Plan Tab

The **MEETING PLAN** tab has a robust collection of tools and information to help you plan engaging activities every time.

MY TROOP EXPLORE YEAR PLAN MEETING PLAN RESOURCES

VIEW YEAR PLAN REPLACE THIS MEETING DELETE MEETING

MEETING : JUMP INTO JOURNEYS/BADGES
SEPTEMBER 23 04:00 PM

This meeting will introduce girls to the Girl Scout Leadership Journeys and the Junior badges, and will lead them through the process of deciding what they want to do during their Junior year.

CATEGORY: Getting Started

PLANNING MATERIALS

- Meeting Overview
- Activity Plan
- Materials List

MANAGE COMMUNICATIONS

Edit/Sent Meeting Reminder Email Record Achievements (0 achievements)

MEETING AIDS

- Clove Hitch Knot How-To activity material
- Junior Activity Plans volunteer resource
- Junior Activity Choices volunteer resource
- Girl Scout Trefoil Template activity material

Add Meeting Aids

AGENDA

4:00	As Girls Arrive: Kaper Chart	00:05	⊗
4:05	Opening Ceremony: Our Big Adventure	00:05	⊗
4:10	Introduction to the Junior Choices	00:10	⊗
5:25	Closing Ceremony	00:05	⊗
		1:30	

Add Agenda Item

MEETING NOTES

Add A Note

PLANNING MATERIALS: High-level resources show you from start to finish what your girl(s) will achieve during the meeting (1. Meeting Overview), what you'll do and say (2. Activity Plan), and the meeting aids plus the materials you'll need (3. Material List).

MANAGE COMMUNICATIONS. Email people your Girl Scout might collaborate with to earn each badge or award. Emails are prepopulated with relevant information, but you can customize it based on your needs. You can even attach meeting aids or other relevant documents from your council website at the bottom of the screen before sending.

You can also **Record Achievements** in this section. Use the checkboxes to mark when she has completed a badge or award. Download a full report of everything she has earned from the **MY TROOP** tab.

You can see the full picture of what your girl has earned on the **MY TROOP** tab, with the option to download.

MEETING AIDS. These documents and videos are the leg-up you need for each meeting! Some are geared toward the adult supporting the meeting and some are for the girl completing the activities. You can find more information on how to use these resources in the Activity Plan.

AGENDA. Wondering how you'll kick off your meeting's activities? Here, you'll find instructions and details for each activity, materials needed, time it takes to complete, and recommended sequencing.

You'll also find suggested opening and closing activities that are part of typical troop meetings.



VOLUNTEER TOOLKIT USER GUIDE: Individually Registered Member/Juliette

There are lots of ways to customize your meeting agenda:

- ▶ Drag and drop activities to reorder in the agenda.
- ▶ Use the dropdown on an activity to change the amount of time allotted for a certain activity.
- ▶ Delete an activity by clicking the “X” to the right. Be careful you aren’t deleting a required activity to earn an award, though!
- ▶ Click **Add Agenda** Item at the bottom to add your own activities!
- ▶ Add a note at the end to remind yourself about important things to remember for each meeting.

If at any time you want to **replace** or **delete** an entire meeting, just use the respective links at the top of the meeting plan.

And if at any time you want to download or print your year plan or meeting plan, look for these icons at the top of the page:



Questions?

Looking for more Volunteer Toolkit support? Contact Customer Care at customercare@gscsnj.org

Girl Scouts of Central & Southern NJ

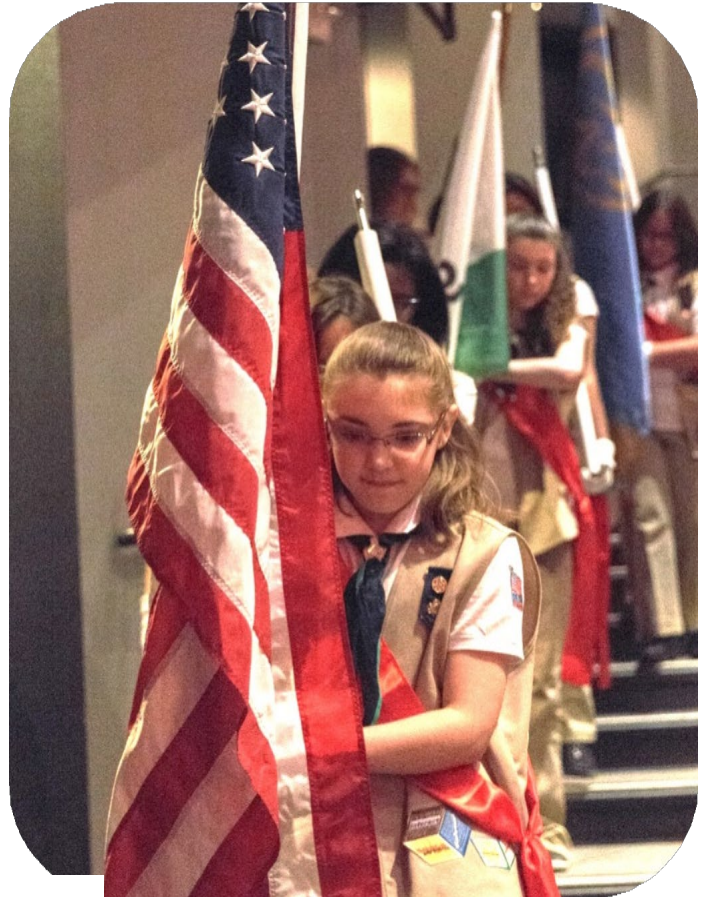
The Girl Scout Mission

Girl Scouting builds girls of courage, confidence and character, who make the world of a better place.

The Girl Scout Promise

On my honor, I will try:
To serve God* and my country,
To help people at all time,
And to live by the Girl Scout Law.

*Members may substitute for the word God in accordance with their own spiritual beliefs.



The Girl Scout Law

I will do my best to be
Honest and fair,
Friendly and helpful,
Considerate and caring,
Courageous and strong,
And responsible for
What I say and do. And to,
Respect myself and others,
Respect authority, use resources
wisely, make the world a better place,
And be a sister to every Girl Scout.