

## GSHPA Volunteer Toolkit (VTK) Scavenger Hunt

- What is the date of birth of the first girl listed on the **My Troop** tab: \_\_\_\_\_
- On the **Explore tab**, view the Pre-Selected Tracks and select a Year Plan of your choice
- On the **Year Plan tab** set up your calendar (hint: click on Manage Calendar, be sure to add a Start Date)
- Find the Add Badge/Journey link and use the filters to select your Grade Level, Badges/Petals, and select the category of "Outdoor".
- Look through the new Outdoor Badges available for your level!
- Go back to the filters and find a new STEM badge for your Grade Level that you would like to add to the Year Plan (hint: they are about Coding and App Development!)
- Navigate back to the **Year Plan tab**, add the STEM badge you selected as a meeting (hint: click on Add Badge/Journey. Make sure to select the correct Grade Level).
- Drag and drop the meeting(s) to where it fits best in the year plan.
- From the **Year Plan tab**, when you click on the new STEM badge you added what are the steps to earn the badge? \_\_\_\_\_
- On the **Year Plan tab**, click on "**Take A Guided Tour**"
  - Select Combine Meetings and follow the instructions that pop up on your screen as you go!
  - If you did it congrats! Check this box off!
  - If not, write down your questions and contact your VSC if you would like help using this feature:  
\_\_\_\_\_
- Find a **Meeting** and click on the title.
  - What Meeting Aids does it supply you with? \_\_\_\_\_
  - Name a few of the materials you will need: \_\_\_\_\_
  - Add the note, "Don't forget to bring healthy snacks to provide for the girls. Sally is allergic to peanuts."

- Lengthen the closing ceremony from 5 minutes to 10 minutes (hint: scroll to the bottom of the agenda of the Meeting Plan)
  - Open a “Reminder Email” to tell parents what to expect. What does the “Subject” line say: (Hint: Scroll down to Manage Communications)
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- Go into any Meeting and add a customized agenda item (e.g. Celebrate “Sally’s” birthday)
- On that same Meeting, switch the order of two activities on any Meeting Agenda (hint: drag and drop)

- On the **Year Plan tab** add a field trip (hint: click on Add Activity)
- Explore the **Resources tab** to find the Outdoor Progression Chart. Is the 3<sup>rd</sup> step in the chart Meet Out, Move Out, or Explore Out? \_\_\_\_\_
- Navigate to the **My Troop tab** and print out your Troop Roster
- Navigate to the **Year Plan tab** and print the Year Plan
- Click on a specific **Meeting Plan** and print the Meeting Overview

Congrats! You’ve finished GSHPA’s Volunteer Toolkit Scavenger Hunt! If you have any further questions on the VTK, or would like additional training, please contact your Volunteer Support Coordinator.