girl scouts of northeast texas

Volunteer Toolkit (VTK) Finance Tab FAQ

1. **How do I access VTK Finance Tab?**
   Log into My GS and select the Volunteer Toolkit option. The Finance tab is on the far right. Should you have any questions, please contact Customer Care at 972-349-2403.

2. **Is my login the same as VTK?**
   Yes you will use your same login as VTK. This is the 'My GS' login and you have access to the VTK /Finance Tab and Member Profile.

3. **Why do I have to complete the VTK Finance Tab?**
   The VTK Finance Tab is the new way to submit your Troop Financial Report. Per GSNETX Volunteer Policies & Procedures, regular reporting of Girl Scout troop finances is essential. Every Girl Scout troop should report at least three times per year to the families of Girl Scout troop members on the troop financial status and how its funds are being earned and spent.

4. **How is the Finance Tab used?**
   The information submitted on the Finance Tab will allow parents in the troop to view the troop's financial activity as well as help keep Troop Leaders organized throughout the Girl Scout year.

5. **Do I have to provide documents to Council?**
   There is an option to upload supportive documents into the Finance Tab, but it is not required.

6. **How will I know you received my financial report?**
   The submitter will not receive a confirmation email—you will see a confirmation screen with a timestamp. You will also no longer be able to edit your report.

7. **Who gets to see/view my troop's Finance Tab?**
   An overview of the troop's finances can be viewed by any parent of the troop, and Troop Leaders will have access to see all financial information.

8. **Who can complete the Finance Tab information?**
   As with VTK, only Troop Leaders (TL) with a current membership and background check can edit the Finance Tab. If you are not currently listed as a Troop Leader but are responsible for managing troop finances, complete the Volunteer Status & Troop Changes form to update your volunteer role to TL. You will then be able to complete the Finance tab information.

9. **Will the report due be annually?**
   Yes! All GSNETX troops are required to submit their financials through the Finance Tab every year by June 15th.

10. **What if I made a mistake or need to make corrections after I submitted the report?**
    Please contact your Volunteer Coordinator for more information.

11. **As a Service Unit team member, how do I know who turned in their Financial Report?**
    Service Unit team members can verify troops using the online lookup tool.

12. **I have questions, who can I contact?**
    Please contact our Customer Care team at 972-349-2403 or online here.