



UNIT POPCORN KERNEL RESPONSIBILITIES

- Plan your Popcorn Sale
- Work with unit leaders to develop a unit sales goal. Divide that goal into a “per-Scout” goal. Explain this year’s program to your unit committee and parents highlighting any changes. With the committee’s assistance, set Neighborhood Blitz Days, plan unit sales activities including door-to-door and online sales, place your pre-order, set up an exciting, fun unit kick-off, and plan your unit incentives. Organize your unit’s Ideal Year of Scouting Planning Program.
- Review sales planning materials to assist you with your unit’s sale. Decide when orders, money, and prize forms will be due to you.
- Prepare handouts for unit kick-off meeting for both Leaders and Scouts. Handouts include:
 - Timeline showing sale dates, date orders are due, time and place for pick up. ([Use Unit Timetable for Parents on our website.](#))
 - Unit Goal and per-boy sales goal
 - Den/Patrol Kernel Checklist to record Scout’s sales and prizes
 - Family guide (Order Forms)
 - Money envelope given with popcorn
- Sign up an adult for each den/patrol to be the Den/Patrol Kernel. They can help collect order forms & prize requests, fill out the Den/Patrol Checklist, and assist you in other ways making your job much easier.
- Check the online sales report in your account to monitor online sales of your scouts and to determine online sales amount to be included in each scout’s total sales.
- **Hold the best unit kick-off ever!**
- Discuss sales techniques, money collection, safety guidelines and register scouts for an online sales account.
- Have fun and get your Scouts excited and inform parents why this sale is important to your unit’s success!

As the Unit Popcorn Kernel, you have an important responsibility:

The annual popcorn Sale is the largest fundraiser the Council holds. The success of this fundraising campaign will determine the quality of the program your Scouts will receive during the next year.

It will also determine whether or not another fundraiser will be necessary. Your job, however, doesn’t need to be difficult. Many hands make light work. Involve everyone in some capacity.

Have fun!

- You may want to utilize tools from the sales planning materials.
- Collect and total orders from den/patrol leaders on designated unit order due date.
- Oversee product pick-up at delivery location (s).
- Arrange two-deep parental supervision at “high traffic” and “blitz day” activities so Scouts do not make errors.
- Encourage Scouts to join the \$650 Club to receive a bonus prize. \$650 Club prizes will be mailed with unit prizes at the end of the sale.
- Distribute popcorn and money envelopes to Scouts. Remind Scouts of money due dates. Make sure checks are payable to the unit itself.
- Collect orders and tally money by unit money due date.
- Issue unit checks payable to the Three Fires Council by the due dates.
- Prepare for Super Saturday
 - Collect and recheck the Den/Patrol Checklist.
 - Complete the Popcorn Settlement Form, \$1,100 Sellers List, Scholarship Forms.
 - Enter Prize Order online (see instructions, page 9).
 - Attend Super Saturday to turn everything in, return any leftover product, and pay for your popcorn.
- Check prizes immediately upon receiving. Work with unit leader to distribute prizes earned by Scouts at your December meeting. Immediate recognition is important to Scouts. **MAKE IT FUN!**
- Help recruit and train an assistant to replace you when you step down. Pass on ways to improve next year’s sale to your District Popcorn Kernel.