



UNIT KERNEL CHECKLIST

- Plan the sale with your Unit Committee.
- Set a unit sales goal and per-boy sales goal.
- Determine your Pre-Order.
- Sign up parents to help.
- Schedule Neighborhood Blitz Days.
- Communicate important dates to parents and Scouts.
- Submit Pre-Order online by August 29th.
- Email or fax Home Delivery form to the Council office by August 29th. and confirm with the Council.
- Regularly check your online sales of your Scouts through your account and encourage Scouts to start an online sales account.
- Hold an exciting, fun unit kickoff.
- Encourage Scouts to join the \$750 Club.
- Communicate with Den/Patrol kernels, parents, and Scouts throughout the sale to ensure Scouts have all the necessary tools to reach their goals.
- Collect Den/Patrol Checklist and Scouts' order forms from the Den/Patrol Kernels. Recheck the figures.
- Calculate the figures for your sale using the Popcorn Settlement Form. This form is available online in Excel, and will do all of the totaling for you.
- Have another adult or two recheck all your figures.
- Fill out all forms that are due at Super Saturday.
- Enter your prize order with our prize company online (instructions on page 9).
- Submit \$1,250 Sellers List online.
- Call your unit's treasurer and secure the two checks you will need for Super Saturday.
- Attend Super Saturday and return extra product, turn in forms and payments, and pick up any available product to partially fill your Final Order.
- Pick up the remainder of your final order at the Final Distribution. Return the order forms to the Scouts along with the product to deliver.
- Supervise the collection of money from the Scouts.
- Submit money to your unit's treasurer ASAP.
- Payment checks will be processed December 7th, have money collected and in your unit's bank unit by that date.

Prizes will be mailed directly to you. Check the packing slip against your copy of the prize order you placed. Any discrepancies must be reported to the prize company immediately.

If you made all your payments on Super Saturday and your prize order was entered online, you should have your prizes in early December. If you don't put your prize order online, fill out the prize order form (from our website) and turn it in at Super Saturday, November 3rd and we will enter the order for you.

Please check out the new prize offerings this year, and make sure your Scouts see them.

You must pay for the first portion of your sale with one check dated November 3rd.

The final payment of your sale must also be given on Super Saturday. Please bring a second check dated December 5th for the balance due. These final checks will be kept in the Council's safe and will not be deposited until Dec. 5th.

Prizes will not be sent until both payments are received. The checks should be made out to Three Fires Council.