



## UNIT KERNEL CHECKLIST

- Plan the sale with your Unit Committee.
- Set a unit sales goal and per-Scout sales goal.
- Determine your Pre-Order by using the pre-order guide
- Sign up parents to help.
- Schedule Neighborhood Blitz Days.
- Communicate important dates to parents and Scouts.
- Encourage all Scouts and families to download the Trails End app.
- Submit Pre-Order online by September 4.
- Email or fax Home Delivery form to the Council office by August 5 and confirm with the Council.
- Regularly check your online sales of your Scouts through your account and encourage Scouts to sell online through their account.
- Hold an exciting, fun unit kickoff. May be virtual
- Encourage Scouts to join the \$1000 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.
- Lookup and include on your settlement form, your credit from Trails End for online sales and credit card payments.
- Have another adult or two recheck all your figures.
- Fill out all forms that are due at Super Saturday.
- Enter your prize order through the unit portal
- Submit \$1000 Sellers List online.
- Call your unit's treasurer and secure the two checks you will need for Super Saturday.
- Attend Super Saturday, you can return 10% of your extra product, if needed, 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 and credit card payments from the Scouts.
- Submit money to your unit's treasurer ASAP.
- Payment checks will be processed December 1, have money collected and in your unit's bank unit by that date.