

# 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 August 10.
  - Email or fax Home Delivery form to the Council office by August 10 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.
  - Encourage Scouts to join the \$1000 Club and receive tickets to a Chicago Wolves Game.
  - 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 your online sales and credit card payments from Trails End, and include on your settlement form .
  - 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 leader 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 15% 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 account by that date.
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