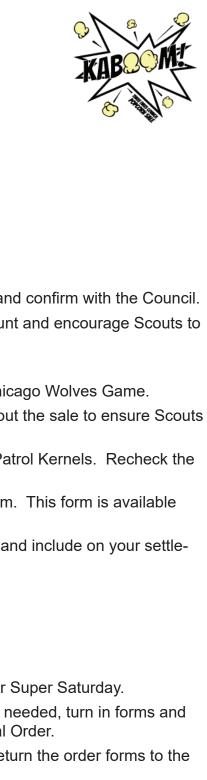
## **UNIT KERNEL CHECKLIST**



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.