

UNIT KERNEL CHECKLIST



- Plan the sale with your Unit Committee following the Ideal Year of Scouting.
- Set a unit, den and Scout sales goals!
- Determine your pre-order by using the pre-order guide built into Trails-End.com.
- Sign up parents to help.
- Schedule Neighborhood Blitz Days.
- Secure storefronts in the Unit Leader Portal.
- Promote your Storefront sales - Scouts can sign up for times in their app!
- Communicate important dates to parents and Scouts.
- Encourage all Scouts and families to download the Trails End app.
- Submit Pre-Order online by August 9.
- Submit online Home Delivery form to the Council office by August 9 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 earn Chicago Wolves tickets.
- 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.
- Enter any product your unit will be returning into the Leader Portal to be approved. You may return up to 15% of your orders.
- Print your unit invoice from your Trail's End Unit Leader Portal, for Super Saturday. We will use this invoice to verify the returns entered and your final order.
* No Settlement Form This Year!
- Fill out all forms that are due at Super Saturday.
- Enter your prize order through the unit portal.
- 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 check(s) will be processed November 6th and December 1. This year you have the option to write one check for payment to council.