

UNIT POPCORN KERNEL RESPONSIBILITIES

As the Unit Popcorn Kernel, you have an important responsibility: The annual popcorn sale is the largest fundraiser the Council holds. The success of this fundraising campaign will determine the quality of the program your Scouts will receive during the next year. It will also determine whether or not another fundraiser will be necessary. Your job, however, doesn't need to be difficult. Many hands make light work. Involve everyone in some capacity. Have fun!

- ▶ Plan your Popcorn Sale.
- ▶ Work with unit leaders to develop a unit sales goal. Divide that goal into a "per-Scout" goal. Explain this year's program to your unit committee and parents highlighting any changes. With the committee's assistance, set neighborhood blitz days, plan unit sales activities including door-to-door and online sales, place your pre-order, set up an exciting, fun unit kick-off, and plan your unit incentives. Organize your unit's Ideal Year of Scouting Planning Program.
- ▶ Review sales planning materials to assist you with your unit's sale. Decide when orders, money, and prize forms will be due to you.
- ▶ Review Unit Kernel Portal
- ▶ Prepare handouts for unit kick-off meeting for both Leaders and Scouts. Handouts include:
 - ▶ Timeline showing sale dates, date orders are due, time and place for pick up. (Use Unit Timetable for Parents on our website.)
 - ▶ Unit goal and per-boy sales goal.
 - ▶ Den/Patrol Kernel Checklist to record Scout's sales and prizes.
 - ▶ Family guide (Order Forms).
- ▶ Review information on the Trails End App. Send communication to all families instructing them to download the app.
- ▶ Remind them this is an individual Scout prize system. Each Scout should have their own account.
- ▶ Sign up an adult for each den/patrol to be the Den/Patrol Kernel. They can help collect order forms & prize requests, fill out the Den/Patrol Checklist, and assist you in other ways making your job much easier.
- ▶ In the Unit Leader Portal, claim some pre-arranged storefront sale dates to improve your sales.
- ▶ Hold the best unit kick-off ever!
- ▶ Discuss the Trails End App and how to use it. Show videos on how to use it, inform everyone they can accept credit cards through the app and sell Online Direct!
- ▶ Discuss sales techniques, money collection, safety guidelines and register scouts for a sales account through the app.
- ▶ Have fun and get your Scouts excited and inform parents why this sale is important to your unit's success!
- ▶ You may want to utilize tools from the sales planning materials.
- ▶ Oversee product pick-up at delivery location (s).
- ▶ Distribute popcorn and supplies to Scouts. Remind Scouts of money due dates. Make sure checks are payable to the unit itself.
- ▶ Arrange two-deep parental supervision at "high traffic" and "blitz-day" activities so Scouts do not make errors.
- ▶ Encourage Scouts to sell \$1000
- ▶ Check the unit portal for online sales report in your account to monitor online sales of your Scouts and to determine sales amount to be included in each scout's total sales.
- ▶ Collect orders and tally money by unit money due date.
- ▶ Issue unit checks payable to the Three Fires Council by the due dates.
- ▶ Prepare for Super Saturday.
- ▶ Enter any product your unit will be returning into the Leader Portal to be approved. You may return up to 15% of your orders.
- ▶ Collect and recheck the Den/Patrol Checklist.
- ▶ Print your unit invoice for Super Saturday. We will use this invoice to verify the returns entered and your final order.
* No Settlement Form This Year!
- ▶ Approve Prize Order online through unit portal.
- ▶ Attend Super Saturday to turn everything in, return any leftover product, and pay for your popcorn.
- ▶ Prizes will show up in Scouts popcorn account for redemption with Amazon. Consider a show and tell for Scouts to show off prizes. Plan time for your unit incentives. Make it FUN!
- ▶ Help recruit and train an assistant to replace you when you step down. Pass on ways to improve next year's sale to your District Popcorn Kernel.
- ▶ Encourage Scouts to claim a spot as a Council Top 50 Seller so they are invited to the celebration event in January.