

NEW POPCORN KERNEL CHECKLIST – Erie Shores Council Popcorn Sale

This is a checklist of items for a New Kernel to the Popcorn Sale to help them get started.

Commit to Sell

- Meet with Unit Committee to decide the following
 - Participation in Show and Sell
 - Participation in Take Order
 - Choose either National BSA Prize Program or 3% Commission
 - Set Unit Goal
 - Use Popcorn Planner to help set goal amounts
 - Set Per Scout Goal
 - Set Date of Unit Kickoff
- You can make changes to this as the sale gets closer

Websites

- Familiarize yourself with these websites and check back often for updates and forms
- Council Popcorn Website: www.erieshorescouncil.org/popcorn
 - Kernel Links – Links to important forms and websites
 - Quick Links
 - Opt-in to receive under Quick Links
 - Read each week to get deadlines and important information
 - District Popcorn Facebook Page
 - Join page under Quick Links
 - Great place to meet other Kernels and to swap product and ideas
 - Popcorn Calendar
- Pecatonica Popcorn Website: www.prpopcorn.com
 - Place and review popcorn orders
 - Print invoices
 - Contact Erin at erin.lalonde@scouting.org if you need log-in information
- Trails End Online Popcorn Website: www.trails-end.com
 - The home for Online Sales!

Trainings

- Attend New Kernel Training in June
- Attend District Popcorn Kickoff in August
- Need more help? Contact your District Kernel

Set Unit Popcorn Calendar Due Dates

- Set dates at least 3 days prior to Council due dates
- Example: If Council Popcorn Return date is 11/1 then your recommended due date would be 10/29

If Participating in Show & Sell

- In the spring and summer, look for locations to set up a popcorn booth
 - Diners, video stores, small businesses, sport events, etc.
- Speak to the manager and give your name, unit and contact information
 - Verify time and date at the start of the sale and a week before Show & Sell date
- Find a location to store popcorn during sale – preferably climate controlled (it is still very warm in September and October and the chocolate varieties will melt)
- Plan how much popcorn to order for Show & Sell
 - Use previous year's sale as a guideline

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- Set Guidelines for Popcorn Pickup>Returns and Money for Parents**
 - Times and dates you will be available for popcorn pickups/returns during the sale
 - How and when to contact you
 - Phone, text, email
 - Set days and hours for pick-ups/returns
 - Be flexible, but you do not need to be available 24/7
 - Set quantities to be checked out
 - Set a dollar limit and have them turn in money before picking up more popcorn
 - Set times to turn in collected money – weekly, at troop/pack meeting, etc.
 - Remind parents that if they damaged popcorn, it cannot be returned
 - Popcorn tins \$30 and up cannot be returned without original cardboard box

- Create a System of Tracking Scout Sales and Money**
 - Create a spreadsheet, notebook, etc.
 - Pecatonica Worksheet Tool (accessible from the Pecatonica website)
 - Always Use Receipt Books (Duplicate invoice books work great to give a detailed receipt)
 - Kernel will give receipts to Parents that both Parent and Kernel sign
 - Treasurer will give receipts to Kernel that both Treasurer and Kernel sign

- Drivers**
 - Line up drivers to pick up and return popcorn
 - Show & Sell Distribution
 - Weekly Pick-ups
 - Returns
 - Take Order Distribution