

## POPCORN KERNEL EASY CHECKLIST!

- Attend District Popcorn Kickoff Training.
- Select a date for your Unit Popcorn Kickoff.
- Log in to [www.prpopcorn.com](http://www.prpopcorn.com) and get familiar with the ordering system.
- Formulate a Sales Plan. Talk with your Unit leadership and determine how you'd like to sell.
- Set a Unit and per Scout sales goal. Units who set a goal sell almost twice as much. Use the Program Planner at [www.erieshorescouncil.org/popcorn](http://www.erieshorescouncil.org/popcorn).
- Select dates to collect Scout order forms and money; and for families to pick up popcorn.
- Sign up Scouts for online sales accounts via your Unit dashboard at [www.prpopcorn.com](http://www.prpopcorn.com). (HINT: Scouts from last year should still be in the system. No need to enter them again.) (Pg.15)
- Contact local stores, churches, restaurants, etc. to book Show & Sell locations. (Pg. 13)
- August 30<sup>th</sup>** – Make sure you sign up for the Council sponsored Show & Sell drawings if your Unit is participating in Show & Sell. (Pg. 13)
- September 1<sup>st</sup>** – Show & Sell orders due. Place order at [www.prpopcorn.com](http://www.prpopcorn.com). (Pg. 16)
- Hold a FUN and EXCITING Unit Kickoff for your families. Discuss why Scouts sell popcorn. Build excitement with the Scouts and communicate sales expectations to your parents. (Pg. 10)
- September 14<sup>th</sup>/15<sup>th</sup>** – Pick up Show & Sell Popcorn. Determine what size vehicle(s) you will need and recruit volunteers to help. (Pg. 18)
- September 17<sup>th</sup>** – Sale Begins!! Encourage your Scouts to start selling popcorn and to participate in Online Sales by sharing on social media and email. (Pg. 15)
- Keep in weekly contact with your Scouts and their parents regarding deadlines and information.
- Remind Scouts to participate in the "Fill It Up" weekly drawing. (Pg. 20)
- September 20<sup>th</sup>** – Order any additional popcorn needs for Show & Sell/Deliver each week and pick up on Thursdays, based on Council inventory. (Pg. 16)
- Deposit all money in YOUR UNIT's bank account prior to the Council payment due dates. (Pg. 19)
- October 4<sup>th</sup> & 27<sup>th</sup>** – Make partial payments for Show & Sell/Deliver sales. (Pg. 19)
- November 1<sup>st</sup>** – Sale Ends.
- Total the orders from the individual order forms prior to the Council Take Order due date.
- Use remaining Show & Sell popcorn to fill as many Take Orders as possible. (Yes, you can partially fill Scout order forms)
- Identify what popcorn must be returned. Fill out Return form at [www.prpopcorn.com](http://www.prpopcorn.com) and sign up for a time slot on Sign-up Genius. (Pg. 19)
- November 3<sup>rd</sup>/4<sup>th</sup>** – Return any excess product (up to 30% of total product ordered). (Pg. 18)
- November 4<sup>th</sup>** – Place your FINAL Take Order by 5:00 pm. Be sure to include any military donations on this order. (Pg. 16)
- November 11<sup>th</sup>** – Submit Council incentive forms (Pg. 20) and final prize orders. (Pg. 21)
- Notify Scouts when and where popcorn will be available to pick-up.
- November 17<sup>th</sup>/18<sup>th</sup>** – Pick up Take Order Popcorn. Determine what size vehicle(s) you will need and recruit volunteers to help. (Pg. 18)
- December 9<sup>th</sup>** – Final Payment Due. Review your invoice. If there are no errors, get ONE CHECK from your Unit made out to "Erie Shores Council" for the balance due. (Pg. 19)
- CELEBRATE A SUCCESSFUL SALE! Personally thank anyone who helped you make it possible!
- Select a Kernel for next year and write any relevant information down that the next Kernel may need to know.