

Unit Kernel Checklist

Attend and participate in District Training. If you have 2 adults from your unit you will earn an additional 2% commission.

Turn in and review your unit's Ideal Year of Scouting Budget (IYOS) to know your unit's sales goal. Select unit pre-order (if applies) based on IYOS goal and smart order form (salmon sheet in training packet). When this is turned in your unit will earn an additional 1% commission.

Formulate a sales plan including door-to-door selling, store fronts and online.

Register for a PayAnyWhere Credit Card Reader to help boost store front sales (flier in this packet). We will have card readers available at the August popcorn trainings.

Create a timeline for your Scouts when all unit order forms, popcorn payments, and Scout prize forms need to be turned back into you. Remember if your unit is accepting checks they need to be made out to your unit. Your unit will turn in one unit check to pay for your popcorn.

Hold a unit kick-off meeting for parents and Scouts to inform and motivate them about the upcoming sale. Be sure to send your pictures to Camp Masters for their kick off contest. There are great prizes and commission to win.

*Sample PowerPoint and talking points can be found at http://www.mac-bsa.org/popcorn_sales.aspx

Complete the unit product order form and submit online. Keep photocopies of your Scout's take order forms so they can be used the following year.

Pre-Order

Final Order

Prize Order

*Due Tues, Aug 29th at noon *Due Thurs, October 26th at noon *Due Thurs, October 26th at noon

Transfer forms are accepted from Monday, October 23rd – Wednesday, October 25th.

Final Order is entered into the popcorn order site by noon on Thursday, October 26th.

Report returns to the Council by Thurs, October 26th by Noon.

Report prizes in prize system. Troops need to order patches, \$650 prizes, and High Achiever prizes. \$3,000 and above sellers need to fill out the High Achiever Prize Form. (Form in this packet)

Coordinate your unit's popcorn pick-up and distribution.

Pre-Order

Final Order

*Week of September 12th based on district

*Week of November 13th based on district

Fill out the Scout Report. Email (326popcorn@scouting.org), fax (402-431-0444) or fill out online (http://www.mac-bsa.org/popcorn_sales.aspx).

Distribute prizes upon receipt in a timely manner.

Celebrate your unit's success!