

2019 UNIT POPCORN KERNEL

PRE-SALE CHECKLIST August 17th – September 6th

For Help & Resource: www.baylakesbsa.org/productsale or e-mail popcorn@blcscouting.org

- The Unit Popcorn Kernel needs to attend the council popcorn sale training on **Saturday, August 17, 2019** at Bridgewood Convention Center Neenah, WI or Bay College in Escanaba, MI in order to earn training bonus (5% bonus Commission).
- Conduct a FUN Unit Kick-off for parents and Scouts. Make it exciting and communicate the benefits of the sale. Prepare handouts, promotional pieces and sales packets ahead of time.
- Work with your Unit (Pack, Troop, or Crew) Committee to complete a unit budget. Establish unit and “per Scout” sales goals for each Scout.
- Order product for Show & Sell before the deadline **(9/2/19)** at PRPopcorn.com. Make arrangements to pick-up your ordered product. (see schedule at www.baylakesbsa.org/productsale)
- Arrange your own “Orders Due” date for Take-Order forms and prize forms turn in to you from your Scouts. Please allow at least one week for processing and any late orders before the Council’s Deadlines: **(Take-Order 10/27/19, Prize forms 11/4/19)**
- Arrange your own “Final Payment” deadline so you can pay your Unit’s full balance before the Final Unit Balance Deadline: **(Show & Sell 11/20/19, Take Order 12/6/19)**.
- If your Unit is participating in a Show & Sell, please work with the store manager, etc. for each location and sign or read all paperwork in advance. **Reminder- All Festival Foods show and sell booths will now be managed through the Council.
- Have unit treasure signup for ACH authorization online at www.baylakesbsa.org/productsale to withdraw funds on the scheduled signup deadline: **(10/1/19)** **All units must complete the form, regardless if you participated in 2018.

DURING SALE CHECKLIST
September 7th – October 20th

- Monitor sale efforts from week to week. Encourage and reward sale participation by recognizing interim sales leaders at Unit meetings. Consider using inexpensive prizes to sustain excitement among the Scouts.
- Return any remaining Show & Sell product at the District return night. **(see schedule at www.baylakesbsa.org/productsale)**

AFTER SALE CHECKLIST
October 21st – December 22nd

Popcorn Reconciliation

- Compile all Scout sales forms and calculate your Unit's final orders. Utilize any remaining Show & Sell popcorn to fill final orders. Submit your Unit's order at PRpopcorn.com. Make arrangements to pick-up your ordered product. **(see schedule at www.baylakesbsa.org/productsale)**
- Pick-up your Unit's Take Order popcorn at the distribution location. Distribute popcorn to your Scouts at a later date and time. **(see Distribution Schedule at www.baylakesbsa.org/produtsale)**
- With the assistance of your Unit's Treasurer, monitor that you receive all payments from each Scout.
- Send any qualifying Scholarship Forms to the Council by deadline. **(12/13/2019)**

Prize Reconciliation

- For all participating units that choose to participate in the prize program, calculate your Unit's Prize Orders (including gift cards) and submit your orders at www.boyscouts-gcc.com.
- ***All units must enter each Scouts sales into the "Individual Prize Entry Form" at www.baylakesbsa.org/productsale. This will ensure qualifying Scouts receive information regarding all bonus prizes from the below list:
 - \$400 All Star Bonus Prize – Sport Tickets
 - \$850 Top Sellers Prize – Star Wars: Rise of Skywalker, Movie Experience
 - \$1250 Amazon Gift Card Drawing
 - \$5000 Extreme Seller Prize – Overnight Packer Experience
- ***Provide Scout information from popcorn webpages for those Scout who qualified for the Winners Circle bonus Prize at the \$2,500 & \$4000 level to register for the prize of the Scouts choice. This is done on the www.prpopcorn.com site by entering the "Winner Circle" Information

*** Scouts receive these prizes if the unit chooses the prize or cash option