

## 2020 UNIT POPCORN KERNEL PRE-SALE CHECKLIST

For Help & Resource: [www.baylakesbsa.org/productsale](http://www.baylakesbsa.org/productsale) or e-mail [popcorn@blcscouting.org](mailto:popcorn@blcscouting.org).

- The Unit Popcorn Kernel needs to attend the council virtual popcorn sale training on **Saturday, August 15, 2020 via zoom** 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 (**8/31/20**) at PRPopcorn.com. Make arrangements to pick-up your ordered product. **(See Schedule at [www.baylakesbsa.org/productsale](http://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: **(Early Take-Order 10/16/20, Regular Take-Order 11/1/2020, Prize forms 11/8/20)**
- Arrange your own “Final Payment” deadline so you can pay your Unit’s full balance before the Final Unit Balance Deadline: **(Early Take-Order/Show & Sell 11/18/20, Take Order 12/4/20, Add on/Late Order 12/18/20).**
- 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 and Pick ‘n Save show and sell booths will now be managed through the Council.**
- Have unit treasure signup for ACH authorization online at [www.baylakesbsa.org/productsale](http://www.baylakesbsa.org/productsale) to withdraw funds on the scheduled signup deadline: **(10/4/20)** \*\*All units must complete the form, regardless if you participated in 2018.

## DURING SALE CHECKLIST

- 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](http://www.baylakesbsa.org/productsale))**

## AFTER SALE CHECKLIST

### 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](http://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/productsale](http://www.baylakesbsa.org/productsale))**
- 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. **(12/13/2020)**

### Prize Reconciliation

- For all participating units that choose to participate in the prize program, calculate your Unit's Prize Orders and submit your orders at [www.boyscouts-gcc.com](http://www.boyscouts-gcc.com).
- \*\*\*All units must enter each Scouts sales into the "Individual Prize Entry Form" at [www.baylakesbsa.org/productsale](http://www.baylakesbsa.org/productsale). This will ensure qualifying Scouts receive information regarding all bonus prizes from the below list:
  - \$500 Top Seller Bonus Prize – 2 e-Movie Tickets
  - \$1000 Amazon Gift Card Drawing
- \*\*\*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](http://www.prpopcorn.com) site by entering the "Winner Circle" Information.
- \*\*\*Units that qualify for the Unit Bonus incentive will receive a letter with directions on how to redeem Free Leader at summer camp or free weekend at BLC properties by December 18, 2020.

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