

2023 UNIT POPCORN KERNEL PRE-SALE CHECKLIST

For Help & Resources: www.baylakesbsa.org/popcorn or e-mail popcorn@baylakesbsa.org

- The Unit Popcorn Kernel needs to attend the council virtual popcorn sale training on **Tuesday, August 15, 2023 via zoom** in order to earn training bonus (5% bonus Commission).
- Conduct a FUN Unit Kick-off for Scouts and parents. Make it exciting and communicate the benefits of the sale. Prepare handouts, promotional pieces and sales packets ahead of time.
- Enter Scouts for an Online Seller ID to sell Online (See How to Video at www.baylakesbsa.org/popcorn)
- Sign up for a Square Reader (See instructions at www.baylakesbsa.org/popcorn)
- Work with your Unit (Pack, Troop, Ship, or Crew) Committee to complete a unit budget. Establish unit and “per Scout” sales goals for each Scout. This should be based on your annual unit budget – you can fund your entire Scout year through fall popcorn sales!
- Order product for Show & Sell before the deadline (**8/27/2023**) at PRPopcorn.com. Make arrangements to pick-up your ordered product. (See Schedule at www.baylakesbsa.org/popcorn)
- 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 10/29/2023, Prize Order 11/5/2023**)
- Arrange your own “Final Payment” deadline so you can pay your Unit’s full balance before the Final Unit Balance Deadline: (**Show & Sell 11/17/23, Take Order 12/1/23, Add on/Late Order 12/15/23**)
- 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, Pick ‘n Save and Cabela’s show and sell booths will be managed through the Council.**
- Have unit treasurer sign-up for ACH authorization online at www.baylakesbsa.org/popcorn to withdraw funds on the scheduled signup deadline: (**10/1/23**) ****All units must complete the form, regardless if you participated in 2022.**

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/popcorn)**

AFTER SALE CHECKLIST

Popcorn Reconciliation

- Compile all Scout sales forms and calculate your Unit's final orders. Prior to your return night, 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/popcorn)**
- 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/popcorn)**
- With the assistance of your Unit's Treasurer, monitor that you receive all payments from each Scout.

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.kellerprizeprogram.com ***Units must order all patches here
- ***All units must enter each Scouts sales into the "Individual Prize Entry Form" at www.baylakesbsa.org/popcorn. This will ensure qualifying Scouts receive information regarding all bonus prizes.
- ***Provide Scout information from popcorn webpages for those Scout who qualified for the Winner's Circle Bonus Prize at the \$3,000 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.
- ***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 January 5, 2024.

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