

## 2024 UNIT POPCORN KERNEL PRE-SALE CHECKLIST

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

- The Unit Popcorn Kernel needs to attend the council virtual popcorn sale training on **Tuesday, August 13, 2024 via zoom** in order to earn training bonus (2% 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.
- Enter Scouts for an Online Seller ID to sell Online (See How to Video at [www.baylakesbsa.org/productsale](http://www.baylakesbsa.org/productsale))
- Sign up for a Square Reader (See instructions at [www.baylakesbsa.org/productsale](http://www.baylakesbsa.org/productsale))
- Work with your Unit (Pack, Troop, 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 **(9/1/2024)** 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 to be turned into you from your Scouts. Please allow at least one week for processing and any late orders before the Council’s Deadlines: **(Take-Order 11/3/2024, Prize Order 11/10/2024)**
- Arrange your own “Final Payment” deadline so you can pay your Unit’s full balance before the Final Unit Balance Deadline: **(Show & Sell 11/13/24, Take Order 12/6/24, Add on/Late Order 12/20/24)**
- 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 now be managed through the Council.**
- Have unit treasurer signup for ACH authorization online at [www.baylakesbsa.org/productsale](http://www.baylakesbsa.org/productsale) to withdraw funds on the scheduled signup deadline: **(10/6/24)** **\*\*All units must complete the form, regardless if you participated in 2023.**

## 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.

### 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](http://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/productsale](http://www.baylakesbsa.org/productsale). This will ensure qualifying Scouts receive information regarding bonus prizes.
- \*\*\*Provide Scout information from popcorn webpages for those Scouts who qualified for the Winners 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](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 January 15, 2025.

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