

## **Popcorn Kernel and Assistant Kernel**

- Attend district popcorn sale training session. Pick up forms and information.
- Work with committee to develop a unit sales goal. Divide that goal into a "per boy" goal.
- Develop a unit incentive plan for your Scouts or choose to use the Council prize program.
- Arrange Show N' Sell in locations.
- Decide when Take Order, money and prize forms will be due to you.
- Prepare handouts for unit kickoff meeting for both leaders and Scouts. Handouts include:
  - Timeline showing sale dates, date orders due, time and place for pickup
  - Unit goal and per boy sales goal
  - Unit Sales Record form(s) to record Scout's sales for den/patrol totals
  - 1 order form and 1 prize flyer per boy
- Hold unit kickoff meeting near date popcorn sale begins. Discuss sales techniques, money collection, safety suggestions, unit recognitions and per boy goals.
- Collect and total orders from den/patrol leaders on designated unit order due date. Fill out header information and all left-hand-side of Unit Order and Settlement form.
- Submit popcorn order to the Council by due dates (Show N' Sell and Take Order Nov. 2<sup>rd</sup>).
- Pick up popcorn at the designated site on the district popcorn pickup day. Make sure to bring enough vehicles large enough to accommodate your order (see vehicle load list). You will be expected to verify counts and sign the Unit Packing Slip form acknowledging receipt.
- Pick up popcorn. Scouts distribute popcorn to customers.
- Remind Scouts of money due dates (All money due to Council by Dec. 9). Make sure checks are payable to the unit itself.
- Collect & tally money by money due date, and submit to the Council Service Center.
- Distribute awards at December Pack meeting.

## **Popcorn Helpers/Committee**

- Assist Kernels as needed.
- Assist at initial popcorn delivery.
- Help distribute popcorn for use in show 'n sells.
- Balance returns and inventory during set distribution hours.
- Help in closing out and distributing all take orders.

## **Den Popcorn Contact**

- Distribute popcorn flyers and information to your den.
- Remind your den of deadlines (money due, etc).
- Sign up and staff your den for show 'n sells.
- Help promote selling and reaching goals provided.
- Collect and Balance take order forms.