



*It is the job of The Unit Popcorn Chair to oversee the Popcorn sale in the Scout unit. The Chair should be available to help adult leaders, Scouts and parents who need help during the sale.*

1. Work with your Unit Leader and Scout Committee to communicate your sales goal and how you plan to attain it. A suggested goal of at \$350 per Scout is realistic. Another realistic goal is to ask every Scout to "Fill Up One Take Order Form".
2. Work with your Unit Leader and Scout Committee to set up a recognition plan for your unit. Decide:
  - what the plan will be – what will be used for prizes
  - how the recognition items will be secured
  - how much to spend – a **minimum** of 5% of your **total sale** should be spent on the Scout
  - how you will inform the Scouts and parents what prizes they can earn from the unit
3. Set a time and secure a place for your unit kickoff – your sale can begin as soon as you hold your Unit Kick-off. (The District Kick-Off will be held on September 14<sup>th</sup> in your district.)
4. Secure a location with adequate space to separate and distribute your popcorn orders for each individual scout. This space needs to be dry, cool, (so the chocolate won't melt), and secure.
5. Prepare any handouts for your unit kickoff meeting.
6. Contact every Scout with information about the sale and the kickoff.
7. Attend the District Kickoff on September 14<sup>th</sup> to receive sales materials
8. Hold your Unit Kickoff – make it exciting
  - pop popcorn
  - discuss safety techniques
  - review prize program (unit, council, popcorn company)
  - promote the **\$600 Club**
  - announce goals
  - cover all deadlines
  - promote the "Fill It Up Program"
9. Collect order forms from scouts – allow enough time to enter orders into Trail's End Sales System.
10. Place "Popcorn Order" online by Sunday, November 6th – NO LATE ORDERS!
11. Place "Prize Order" online by Sunday, November 6th
12. Coordinate the "Popcorn Pickup" This phase is critical – In Advance, be prepared to:
  - secure enough vehicles to accommodate your order (or rent a truck)
  - verify the count of the product that you receive at the popcorn warehouse
  - turn in at the warehouse, the Scholarship forms with Take Order form copies attached
  - recruit enough people to help you unload and sort the popcorn at your distribution location
13. Pull individual Scout orders according to their Take Order Forms.
14. Distribute popcorn to Scouts. (Make sure the parents check their order and sign for it.)
15. Remind Scouts when money is due. Make sure all checks are made payable to the unit.
16. Collect and tally money before due date.
17. Issue check payable to "Northeast Georgia Council" for total amount due by December 6, 2011 at the Popcorn Warehouse. Post date your check for December 6, 2011.
18. Order your unit prizes online using the Trail's End Sales System. Prizes from Trails Ends and Northeast Georgia Council will be shipped directly to your home.
19. Distribute prizes to Scouts **as soon as possible**.
20. Meet with Scout committee and interested parents to evaluate the sale and recommend volunteers to help with next year's campaign.