



*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 set a sales goal. 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. Attend the Popcorn Break-out Session at the August 13<sup>th</sup> and September 10<sup>th</sup> Roundtables.
4. 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 September 16<sup>th</sup>.)
5. 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.
6. Prepare any handouts for your kickoff meeting.
7. Contact every Scout with information about the sale and the kickoff.
8. Attend the District Kickoff on September 17th.
9. Hold your Unit Kickoff – make it exciting
  - pop popcorn
  - discuss safety techniques
  - review prize program (unit, council, popcorn company)
  - announce goals
  - cover all deadlines
  - promote the "Fill It Up Program"
10. Collect order forms from scouts – allow enough time to tabulate orders into complete cases.
11. Place "Popcorn Order" with your District Popcorn Chairman – NO LATE ORDERS!
12. Complete "Purple Prize Recognition Form", the "Blue Bonus Award Sheet" for sellers reaching sales of \$2000 or more. Get \$1500 seller forms and scholarship forms from parents.
13. Coordinate the "Popcorn Pickup" This phase is critical - be prepared for in advance.
  - 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 a copy of your Unit Order and Settlement form at the warehouse
  - turn in the original of "purple prize form", "blue bonus award sheet", \$1500 seller form and scholarship forms at the warehouse
  - recruit enough people to help you unload the popcorn at your distribution location
14. Pull individual Scout orders according to their Take Order Forms.
15. Distribute popcorn to Scouts. (Make sure the parents check their order and sign for it.)
16. Remind Scouts when money is due. Make sure all checks are made payable to the unit.
17. Collect and tally money before due date.
18. Issue check payable to "Northeast Georgia Council" for total amount due by December 8, 2009. At this time you will pick-up your council bonus prizes. Prizes from Trails Ends will be mailed 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.