

Unit to Family Popcorn Distribution

Steps for a Successful Distribution:

Step 1: Find a location that has enough space to separate orders by Den/Patrol and by Family.

Step 2: Get enough volunteers to help pick-up Unit's order from the district warehouse and unload the product when you get it to your storage location. Make sure the Unit has the proper vehicles to pick-up *all of the popcorn at one time*.

Step 3: Use volunteers to help separate the product into Den/Patrol and Family orders.

Step 4: Fill one Scout's order at a time. **Count carefully.** Label bag or box with Scout's name and include a copy of his/her Take Order form(s). If room allows, group patrol or den orders separately.

Step 5: After all orders are filled, check the remaining popcorn with your total order to see that correct amounts have been sorted.

Step 6: Assign a time for Scouts to pick up their popcorn. Make assignments by Den/Patrol and by Family, Make sure everyone knows when to pick-up their product and what size vehicle they need. With appointment times no one will have to wait because all of your families will not show up at the same time.

Step 7: Have each Scout's original Take Order form for their parents to sign to verify the amount of product received. Place a copy of the form with the popcorn and keep the original for your records for next year's sale.

Step 8: Give each scout a money collection envelope – Ahead of time, write on the envelope the date the money is due back. Include the \$\$ amount the family is responsible for.

Step 9: Remind each Scout how much money his/her family is responsible for and when it is due and to whom.