

2018 UNIT POPCORN KERNEL

PRE-SALE CHECKLIST August 18th – September 7th

For Help & Resource: www.baylakesbsa.org/productsale or e-mail popcorn@blcscouting.org

- The Unit Popcorn Kernel needs to attend the council popcorn sale training on **Saturday, August 18, 2018** at Bridgewood Convention Center Neenah, WI or Northern Michigan University in Marquette, MI in order to earn training bonus.
- 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.
- Work with your Unit (Pack, Troop, or Crew) Committee to complete a unit budget. Establish unit and “per Scout” sales goals for each Scout.
- Order product for Show & Sell before the deadline (**9/7/18**) at PRPopcorn.com. Make arrangements to pick-up your ordered product. (see schedule at www.baylakesbsa.org/productsale)
- Arrange your own “Orders Due” date for Take-Order forms and prize forms turn in to you from your Scouts. Please allow at least one week for processing and any late orders before the Council’s Deadlines: (**Take-Order 10/28/18, Prize forms 11/5/18**)
- Arrange your own “Final Payment” deadline so you can pay your Unit’s full balance before the Final Unit Balance Deadline: (**Show & Sell 11/21/18, Take Order 12/7/18**).
- 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.
- Have unit treasure sign up for ACH authorization online at www.baylakesbsa.org/productsale to withdraw funds on the scheduled sign up deadline: (**10/1/18**) **All units must complete the form



BOY SCOUTS OF AMERICA
BAY-LAKES COUNCIL



DURING SALE CHECKLIST
September 8th – October 21st

- 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)**

AFTER SALE CHECKLIST
October 22nd – December 23rd

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)**
- 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)**
- With the assistance of your Unit's Treasurer, monitor that you receive all payments from each Scout.
- Send any qualifying Scholarship Forms to the Council by deadline. **(12/14/2018)**

Prize Reconciliation

- For all participating units that choose to participate in the prize program, calculate your Unit's Prize Orders (including gift cards) and submit your orders at www.boyscouts-gcc.com.
- ***All units must enter each Scouts sales into the "Individual Prize Entry Form" at www.baylakesbsa.org/productsale. This will ensure qualifying Scouts receive information regarding all bonus prizes from the below list:
 - \$400 All Star Bonus Prize – Sport Tickets
 - \$750 Top Sellers Prize – Wreck it Ralph – 2, Ralph Breaks the Internet Movie Experience
 - \$3500 Super Sellers Bonus Prize – Xtreme Air Day
- ***Provide Scout information from popcorn webpages for those Scout who qualified for the Winners Circle bonus Prize at the \$2,500 & \$4000 level to register for the prize of the Scouts choice.

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