



2016 Popcorn Sale

Unit Sales Plan and Timetable

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| August 13 th , 15 th | 1. Have Kernel attend Council Popcorn Kickoff, On-line ordering and training meeting. |
| August 13 th -31 st | 2. Submit Unit Commitment and Selection Plan Form to the Council Service Center. |
| | 3. Explain program to your adult leaders, set your unit's sales goals, plan unit sales activities, prepare timetables, and set up sales coverage plan. |
| | 4. Have Unit Kick-off! Distribute sales materials, motivate and train Scouts, review sales goals, explain prize and incentive program and sales coverage plan.
(Refer to Unit's Next Step for meeting agenda.) |
| By September 1st
Sept. 1st-Nov. 3rd | 5. Place "Show N Sell" Order online in Trails End system. |
| September 17th | 6. Oversee Units "Show N Sell" and "Take-Order" process and plan to meet goals. |
| | 7. Oversee popcorn pick-up for "Show N Sell" at Publix warehouse. |
| October 24th-31st | 8. Collect all Take Order forms, complete the Unit's popcorn order on Trail's End system, complete Scout patch order, and Council prize orders (if applicable). Any Product returns must be compiled and Product Return Form completed. |
| October 31st-Nov. 3rd | 9. Submit the following forms to the Council Service Center by Thursday, November 3rd:
(Place Unit Take Orders through Trail's End system). <ol style="list-style-type: none"> a. If not ordering through Trail's End system, submit Unit Take Order Form –by Container b. Popcorn Scout Patches-Order on Popcorn Sales Prize Form c. Unit Prize Order Form-Online (if applicable) e. Any product returns with Product Return Form |
| November 19th | 10. Oversee popcorn pick up at Publix warehouse. Distribute popcorn and Take Order forms to Scouts for delivery to customers. |
| Nov. 19th – Nov. 30th | 11. Supervise collection of Popcorn customer's money from Scouts. |
| By December 2nd | 12. Submit one check to the Council for balance due of total Popcorn order.
On-time is on or before Friday, December 2nd, 2016, to avoid late charges. |
| December-January | 13. Distribute prizes earned by Scouts. <i>(Prize orders are processed as soon as payment is received.)</i> |
| | 14. Discuss with scouts & Unit leaders what can be improved for next year, pass suggestions on to your DE and Popcorn Advisor. |
| 1 st week February | 15. Commission from on-line sales is placed in Unit Account. (if applicable) |

