

2017 TRAIL'S END POPCORN SALE

UNIT POPCORN KERNEL POSITION DESCRIPTION

REPORTS TO:	District Popcorn Kernel
ADVISORS:	Council Kernels, District Executive, and Council Popcorn Staff Advisor
POSITION:	Organize and manage the Unit's sale to achieve the fundraising goal
MEETINGS/EVENTS:	<ul style="list-style-type: none">* District Roundtables (encouraged monthly to meet with District Popcorn Kernel)* Popcorn Sales Training (available online)* Scout Expo/Council Wide Popcorn Kickoff* Unit Popcorn Kickoff* Committee and Scout/Explorer Meetings as scheduled
KEY DATES:	See Full Calendar at www.alamoareabsa.org/popcorn

TASKS:

1. **Register your Unit to sale online. Instructions on www.AlamoAreaCouncil.org/Popcorn.**
2. **Complete Popcorn Sales Training either online or in person**
3. Develop a Popcorn Committee to share responsibilities and ensure an effective and efficient sales program.
4. **Develop your Goal Sheet or Popcorn Budget showing Unit and per Scout goals.** Develop your Unit's *Ideal Year of Scouting* and how much it's going to cost. Decide on a sales goal and then divide that goal into a "per boy" goal.
5. Determine if your Unit will use the Council Prize Program (gift cards only this year) or take the 5% Cash Option. Make your selection online on the Trails-End Website.
6. Develop a Unit Incentive Plan for your Scouts in addition to the Council prize program or 5% cash option. An example would be 'camp dollars' to be used for unit or council activities, to be earned at certain intervals.
7. **Host a FUN & EXCITING Unit Kick-off Event.** This event is useful to promote the sale, provide Scouts with sales training, and provide families all the needs sales and prize information.
8. **Place popcorn, prize (gift cards), patch, and bonus prize orders on time.** Be sure to double-check for accuracy.
9. **Schedule your Unit's show and sell and take order popcorn pick-up times** online at www.AlamoAreaBSA.org/Popcorn.
10. Pick-up your Unit's show & sell and take order popcorn as scheduled and be sure to bring a vehicle(s) large enough to accommodate your popcorn order. You will be expected to verify product counts and sign the Unit Packing Slip form acknowledging receipt.
11. **Pay your Unit's popcorn balance due minus commission earned on time.** Pay with one check or money order for a discount. Credit Cards will be accepted but will not earn the 3% cash payment incentive. Small bills and multiple checks are strongly discouraged. (They make for an accounting mess and cost the council more time and money to process)
12. HAVE FUN!!! Remember, if the leaders aren't having fun, neither will the Scouts!

THANK YOU FOR YOUR SUPPORT OF SCOUTING & THE ANNUAL POPCORN SALE!!!