## 2021 Popcorn Leaders Guide Greater Niagara Frontier Council



Have fun selling! Use the following script to MAXIMIZE your sales. "Hi Sir / Ma'am, my name is \_\_\_\_\_\_. I'm a Scout with Pack/Troop #\_\_\_\_\_. We're selling popcorn to help raise money for our Pack/Troop. You can help us by trying some of our delicious popcorn. You'll help us, won't you?"

# SCOUT DIGITAL TAKE ORDER FORM

## **Customize your profile – share it – CAMP MASTERS delivers it!**

Each Scout can reach friends and family anywhere/anytime by sharing your Scout Account via email and social media.

Sign up/register or find your Scout account @ ordering.campmasters.org

Customers order & pay on our shopping cart: www.popcornordering.com

Use your MOBILE DEVICE to take customer orders anywhere!

Average Online Sale is \$30

Door-to-Door ★ S&S Storefronts ★ Phone/Text Local Business ★ Work/Community

SAVE CAMP MASTERS URL TO YOUR "HOME SCREEN" on your device; an icon will be added for QUICK AUTO LOG IN

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CONTACT INFORMATION <u>Popcorn Staff Advisor</u> Otto Goedhart Otto.Goedhart@scouting.org 716-512-6204 or 716-891-4073

#### Greater Niagara Frontier Council Richard E. Garman Scouting Center

2860 Genesee Street Buffalo, NY 14225 www.WNYScouting.org **Thank you** for your participation in the Greater Niagara Frontier Council 2021 Popcorn Sale. Each year the sale achieves three main objectives for our organization. First, the sale raises over \$105,464 for our units, equating to an average of **about \$1,226 per unit that participates**. Second, the money made by your unit is matched back to the council by Camp Masters Popcorn Company, which allows us to support your units. Third, the sale allows us the opportunity to instill a strong work ethic in our youth, encouraging Scouts to learn the value of earning their own way.

Thanks to the fact that over two-thirds of the sale comes back to us, our annual popcorn sale is a huge resource for our local Scouting program.

By participating in the sale you guarantee:

- Funds for your Scouts to do FUN things!
- Lower prices for programs (such as subsidizing summer camp)
- Scholarship funds for needy Scouts
- Services and training for your leaders

On behalf of all our members, thank you for your leadership and involvement in this important program.

Steve Molik	Gary Decker	Joe Lane
Council President	Scout Executive	Council Commissioner

## POPCORN SALES CALENDAR

June	Popcorn and Membership Kickoff	6/16		
July	Show and Sell System accepts orders	7/1		
August	Online Sales Begin	8/1		
	Sale Starts	8/1		
	Popcorn and Membership Materials Distribution at District Fall Back to Scouting Kickoffs	8/2		
	Show 'N' Sell Orders Due	8/4		
	Show 'N' Sell Distribution	8/20		
September	Unit Popcorn Kickoffs	Unit Mtg.		
October	Show 'N' Sell Returns due	10/22		
	Sale Ends	10/31		
November	Take Order & Prize Order Due	11/1		
	Take Order Distribution	11/12		
December	All Popcorn Payments Due	12/1		

2021 Popcorn Leaders Guide

ALL PRODUCT PROCEED

## UNIT POPCORN KERNEL RESPONSIBILITES

- 1. Attend the Council's Popcorn, Membership & Program Kickoff event to prepare for a successful sale.
- 2. Work with the unit committee to develop a unit sales goal then divide that goal into a "per Scout" goal.
- 3. Develop a unit incentive plan for your Scouts in addition to the Council prize program.
- 4. Arrange Show 'N' Sell locations (i.e. Walmart, Dunkin Donuts, any high traffic area, etc.). Decide on how much product your unit needs and place your Show 'N' Sell order by August 4th.
- 5. Establish unit deadlines for Take Orders, money and prize forms. Take orders are due to the Council by November 2nd.
- 6. Prepare a unit kickoff for both leaders, Scouts and parents. Units will be provided with a kickoff kit to help with this event. Additionally, you should provide:
  - Timeline showing sale dates and date orders are due
  - Unit goal and per Scout sales goal
  - 1 order form and 1 prize flyer per Scout (electronic copies available on the Council's website at <u>www.WNYScouting.org</u>)
  - Display highlighting the Prize Program
- 7. Hold unit kickoff to discuss sales techniques, money collection, safety suggestions, unit recognitions and per Scout goals.
- 8. Collect Scout order forms and total amount of product to order prior to due date.
- 9. Submit all popcorn and prize orders through the Camp Masters website by November 2nd.
- 10. Pick up popcorn at the designated site on pickup date. Make sure to bring vehicles large enough for your order.
- 11. Distribute popcorn to your Scouts for distribution to their customers.
- 12. Remind Scouts of money due dates. Make sure check is made payable to the unit itself. The Council office will only accept checks from units.
- 13. Collect and tally money by due date, and submit one check made payable to Greater Niagara Frontier Council, BSA to the Scout Service Center at 2860 Genesee Street, Buffalo, NY 14225 no later than December 1st.

## Additional Sale Information

Additional materials are available at www.campmasters.org. Log on to find additional flyers,

handouts, and presentations to help provide your unit with the best popcorn kickoff.







## CAMP MASTERS PRODUCT CATALOG



#### Chocolatey

Treasures Tin 1 per case \$60



Premium Tin

1 per case \$45

\$25

\$20

**Classic Trail Mix\*** 

8 per case



3 Way Cheesy Cheese Tin\* 1 per case \$35



## Chocolate Drizzled Caramel Popcorn 8 per case

8 per case \$30



Supreme Caramel Crunch with Almonds, Pecans and Cashews\* 8 per case



22 Pack Movie Theatre Extra Butter Microwave Popcorn\* 6 per case \$25



Buffalo Bills Tin\*\* Caramel Corn 8 per case \$25





Salted JUMBO Cashews\* 12 Per case \$20



14 Pack Microwave EXTRA Butter Roasted Summer Corn\* 8 per case \$15



Cinnamon Crunch Popcorn Tin\* 8 Per Case \$20

**Purple Popping Corn** 

Jar\*

6 per case
\$15
Honey Roasted Peanuts

Honey Roasted Peanut 12 Per Case \$15



White Cheddar Cheese Tin\* 8 per case

**Caramel Popcorn Bag\*** 

\$15

\$10

12 Per case



12 Pack Sweet & Salty Kettle Corn Microwave Popcorn\* 8 per case

6 Pack Microwave Butter\*\*\*

8 per case

\$15

\$10

Only Available for Show 'N' Sell and No Returns.



Support the Military and Scouting Too! \$30 Military Donation

Choose item ZZ and CAMP MASTERS will send popcorn

## \*\* = Product for Show 'N' Sell and No Returns

\*= Products for Show 'N' Sell

\*\*\* = Only Available for Show 'N' Sell and No Returns

## 2021 PRIZE PROGRAM

In addition to the standard Popcorn Prize Program (prizes and prize levels are listed on the prize form), Scouts may qualify for the following additional Special Prizes provided by the Greater Niagara Frontier Council:

## NOTE: ALL PRIZES MUST BE ORDERED BY NOVEMBER 1st (NO EXCEPTIONS!!)

## **SALE PATCH**

Every Scout who sells at least one item will receive the 2021 Popcorn Sale Patch.

#### **MILITARY & ONLINE SALES PINS**

Scouts who sell at least 1 Military Donation or 1 Product On-line will receive Special-edition Sales Pins.

## WEEKLY FILL A SHEET DRAWING

Drawings will be held every Friday from September 3rd to October 22nd for all Scouts who fill-a-sheet worth of Popcorn. To enter, Scouts must provide copies of their order forms to the Council office by noon on Friday each week. Order forms must be emailed to otto.goedhart@Scouting.org, faxed to 716-891-4008 or taken to the Scout Office.

## \$750 CLUB

Every Scout who sells \$750 will receive an Adventure Duffle Bag w/BSA Branding, Foam Strike Switchblade Boomerang or LEGO Friends Olivia's Electric Car.

#### \$1,000 CLUB

Scouts who sell \$1,000 worth of product will be entered into a drawing and given the chance to win one of three Great Prizes: I-Pad, Kindle or Nintendo handheld game . Scouts must provide copies of their forms to the Council office by Friday October 22nd, to be entered in the drawing.

#### \$3,000 CLUB

Scouts who sell \$3,000 or more will receive either a specialty Camping Package or Visa Debit Card for 5% of total sales. Example \$3,000 = \$150 debit card. Visa Debit Cards are rounded up to the nearest \$10.

## **Top Seller in Each District**

The Top Selling Scout per district will receive a—Maid of The Mist Boat Tour and one-night hotel stay at the Double-Tree in Niagara Falls

## **Top Selling Unit in the Council**

The Top Selling Unit in the Council will receive a —Get Air Bounce Party for all registered youth!

## **COMMISSIONS**

Base Commission	30%
Unit sends 2 representatives to The June 16th Council Popcorn, Membership and Program Kick- off	+2%
Unit sells an average of \$500/registered Scout*	+2%
Pay invoice by 12/1/21	+1%
*Unit size is based on the num- ber of registered Scouts in the unit as of July 31st, 2021	





## SHOW 'N' SELL TIMELINE

During the Show 'N' Sell Sale, which runs from August 1st to October 31st, units sell popcorn in front of businesses or at events. Groups pre-order their popcorn from the Council by August 4th and receive it on August 22nd ready for selling.

## AUGUST

- Sale starts August 1st
- Decide with your unit leaders how many Show 'N' Sell locations and dates your unit will sell.
- Be sure to only sign up for 4 hour blocks at a time to prevent burnout and boredom by your Scouts.
  - Log on to <u>www.campmasters.org</u>, follow the online instructions, and order your popcorn no later than August 6th. (see page 11 for more details).
- The Council will contact you after the 6th with a pick-up time for your Show 'N Sell Popcorn.

Pick up your popcorn at the distribution site on August 22nd. Be sure to bring a large enough vehicle to haul your order and be on time to ensure timely distribution.



## SEPTEMBER

- Create a sign-up sheet for your sale dates and have unit parents and youth sign-up for time slots.
- Conduct a Unit Kickoff to train youth on salesmanship techniques and to highlight the product for sale and prizes Scouts can earn. Have Scouts memorize and practice the sales script.
- Store product in a cool and clean location to keep sweeter, coated items from melting.
- Conduct Show 'N' Sell events.

## OCTOBER

- Conduct Show 'N' Sell events
- All Show & Sell Returns Due October 22nd
- Returns to warehouse site (TBD) 8am to 12pm.

Early payments accepted. Note: Only FULL CASES can be returned. NO MIXED CASES.

PLEASE NOTE: 10% OF SHOW AND SELL PRODUCT IS ALLOWED TO BE RETURNED, with the exception of the <u>Buffalo Bills Tins and 6-Pack Butter — NO RETURNS ALLOWED</u>.

## UNIT TIPS FOR A SUCCESSFUL SHOW 'N' SELL

- 1. Identify a location that has high foot traffic and is safe for the Scouts to participate.
- 2. Sign your Unit up to accept Credit Card payments for Show 'N' Sell sales (see page 10 for additional information).
- 3. Contact store or event organizer to gain permission to sell popcorn and talk about setup times and dates.
- 4. Set up a schedule for Scouts with specific times of participation, i.e. 2-4 Scouts per 2-hour shift. Put more extroverted Scouts with introverted Scouts to help build confidence.
- 5. When you arrive on site:

	Arrive	early	and	check	in	with	store	manager.	,
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- Clean site.
- Set up location. Be sure to organize product in a neat and orderly fashion. Do not setup any chairs or tables. (They create unnecessary barriers between the Scouts and the customers.)
- Let the youth do the selling. Its easy for adults to say no to adults but, very tough for adults to say no to Scouts in uniform.
  - Display pictures of Scouting events you have participated in or are planning to attend. Be specific on what you are fundraising for.

Display banners advertising your sale and what will be done with the money earned.

- Be sure to pickup and be done on time. Clean up after yourselves and take all garbage with you.
- 6. Have the Scouts practice what they are going to say to the customers. Make sure Scouts always mention Scouting in their sales pitch: "Would you like to support Scouting by purchasing popcorn today? -or- Would you like to help us go to camp by purchasing popcorn today?"
- 7. Be sure to have these items on hand: posters, activity displays, tape, product for samples, sample cups, petty cash, and pens.
- 8. Make sure Scouts are in their uniforms and appear neat and clean.
- 9. Use any left over product from the Show 'N' Sell to fulfill some of your Take Order needs. Just reduce the amount that you order for the Take Order Sale by the amount left over.
- 10. Always emphasize safety. Review the safety information provided in the sales material and online at <u>www.campmasters.org</u>. Adult supervision is required for all aspects of the sale.



## TAKE ORDER TIMELINE

During the Take Order Sale, Scouts travel door to door with order forms collecting orders and return in November to deliver the product and collect money. The Take Order Sale begins August 31st and concludes October 25th. Orders must be placed using the online ordering system no later than November 2nd and the popcorn can be picked up on November 13th for distribution.

#### AUGUST

Pick up popcorn and packet supplies from the Council. Familiarize yourself with all printed materials especially the Popcorn Leader's Guidebook. Additional materials and aids are available at <u>www.campmasters.org</u>.

#### SEPTEMBER

- Create Unit Level sales incentives in addition to the Council's Prize Program and procure weekly prizes for your Scouts.
- Conduct a Unit Kickoff to pass out order forms and prize vouchers to all unit youth emphasizing the importance of the sale to parents and the benefits the unit and Scouts will receive. Make sure each parent and unit leader are aware of deadlines for handing in popcorn orders, prize orders, bonus prizes and weekly drawings.
- Share and post a chart with your unit goal and individual Scout goals in your meeting place or have it on hand during meetings. As the sale progresses be sure to update the chart.

#### OCTOBER

- Each week show the unit goal chart and check on your Scouts progress. Present Unit level prizes and rewards as soon as they are earned. Make sure to collect any Fill a Sheet forms for the weekly drawing and get copies of them to the Council Service Center by **noon** on Friday each week.
- After the final week of sales collect all popcorn order forms and prize orders from the Scouts. Total all of the orders onto a single order form to make entering the orders online simpler.
- Enter popcorn orders and prize orders on line following the ordering instructions (see Guide to placing your order on the Council Website or at www.campmasters.com.

#### NOVEMBER

- Unit Take Orders are due November 1st
- The Council will contact you with a pick up time for your popcorn order.
- Pickup your popcorn at your distribution location on November 13th. Be sure to bring a large enough vehicle to haul your order and be on time to insure timely distribution.

Distribute your popcorn to your youth at a pre-scheduled time. Make sure you have copies of your Scouts order forms.

Collect payments from your Scouts and make payment to the Council by making one check payable to Greater Niagara Frontier Council by December 1st. **Units with outstanding payments after December 1st will incur a 5% penalty. Additional late penalties may be imposed at the Council's discretion.** 

## UNIT TIPS FOR A SUCCESSFUL TAKE ORDER POPCORN SALE

- 1. Set a unit budget and establish a unit goal
- 2. Use the "Fund Your Adventure Worksheet" to plan the money you need to earn to have a great Scouting year (available on Council website at <u>www.wnyscouting.org</u> or on the last page of this guide).
- 3. Hold a big Unit Kickoff for the youth to get all materials and GET EVERYBODY EXCITED! All youth should receive the Prize Brochure and Take Order Form. Review all prizes available to the youth. Set per Scout sales goals.
- 4. Educate parents of the direct benefits to them—i.e. Billy sells \$x amount and gets to go to camp. Explain why this is such an important fundraiser, state goal, uses, explain High Achiever's Program, Bonus Awards Program, Achievements that can be earned, etc. Show how this fundraiser gives more back to their Scout than other fundraisers.
- 5. Have a unit "Blitz Day" where every Scout in the unit goes out selling and whomever sells the most that day gets a prize.
- 6. Establish a unit prize program in addition to the Council prize program.
- 7. Write a letter that all of your Scouts can use which explains the popcorn sale and why they are selling, tells the dates of delivery, and explains the benefits for your unit and the Council. Have your Scouts leave a copy of this letter with an Order Form copy at the houses of people who are not home.
- 8. Ask parents to take Popcorn Order Forms to work to sell to their friends and colleagues.



## CREDIT CARD READER PROGRAM

## Accept Credit Cards During Your Popcorn Sale!!!

The Council has arranged for each Unit to utilize Credit Card Readers in this year's Popcorn sales free of charge! The readers will allow you to accept credit card payments from any smartphone or tablet. The opportunity for people to use a credit card to buy popcorn increases your sales and fundraising profits.



The Council and Camp Masters Popcorn are pleased to continue partnering with PayAnywhere, LLC to provide you with Credit Card Readers with no monthly fees, monthly minimums or cancellations fees.

Why buy a credit card reader for \$15-\$20 each and then pay a usage fee? When you sign up for the Council's program you are simply charged 2.69% per credit card swipe (the lowest rate in the industry) and can begin accepting credit cards as soon as you download the free application. Further, you can get as many as 2 readers for free—get one for every Show 'N' Sell location or one for each neighborhood!!

Funds from transactions will be posted to your unit's checking account the next business day and both you and your customer can receive a real time receipt for your transaction. When you are done using the readers for the popcorn sale, feel free to keep them for your unit's continued use.

To learn more about this program and to sign up for your free Readers today please visit the PayAnywhere link on the Council website at <u>www.wnyscouting.org</u> or <u>www.PayAnywhere.com/campmasters</u>. **Please note that you must have your sponsoring organization's Federal ID Number when registering (this # comes from your sponsoring organization).** Sign up today and begin taking credit card orders throughout your Popcorn sale.

If at any time during your sale you have an issue using the Credit Card Reader, you can get help from PayAnywhere by contacting them at 877-236-9302 or <u>www.payanywhere.com/campmasters</u>.

## PLACING YOUR POPCORN ORDERS

## SETTING UP & PLACING YOUR UNIT'S POPCORN ORDER

When you complete and return your 2021 Popcorn Commitment Form to the Council Office your Popcorn Kernel will receive an e-mail with their Username and Password for the Popcorn system. By following the enclosed link or accessing the Camp Masters website at: <u>www.campmasters.org</u> they will gain access to the new system.

From there Unit Kernels simply follow the STEP by STEP Unit Leaders Guide to set up and place their Unit Order. The Guide is found under the "How to Order" section of the website at:

www.campmasters.org/how-to-order-popcorn

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CAMP MASTERS				<b>A</b> 0	da Fos
	Dashboard				
p Mostors 🔍	2020 Fall Popcorn Sale			0	
n v Deshboerd Init Ordens	Linda Foster   Troop 4071 Linda Hentage Caundi   Levis & Claik				-
	To Do:	Show & Sell start: 57720 - Due: 511420			
	1 Submit your Unit Commitment Form	View Product Listing			
cout Sales reine Orders	Links:	Place Unit Order			
lake-Orders	# Manage Unit Information	S Award Scouts Credit			
	🔮 Setup/Invite Scouts				
	L Setup/Import Scouts	Take Order start \$7720 - Due: \$2020			
	Trever View Unit Invoice	View Product Listing  Place Unit Order			
	Order Prizes	Place Unit Order  View Unit Orders			
	A Edit Your Profile	View Scout Take Orders			
	4. Reset Password	Place a Scout Take Order			
	You don't have any sales vet.	Scout Totals			

## CM SYSTEM GUIDE #4 - UNIT LEADERS

## **ON-LINE ORDERING WEBSITE FOR INDIVIDUAL SCOUT ORDERS**

An On-line Ordering System has also been developed to allow Scouts to sell Popcorn to friends and family that live out of the area. This new, fully customizable site provides a secure and safe way for Scouts to sell to a global audience and still get credit for their local sale (including prizes). The Scout can even customize their page with pictures, personal messages, and information about their personal sales goals.

Unit Popcorn Kernels simply follow the STEP by STEP System Guide #5—Scouts found under the "How to Section"

section of the Camp Masters website at: <u>https://www.campmasters.org/</u> <u>how-to-order-popcorn</u> to set up Scouts for on-line sales. The Scout then receives an e-mail with a link to access their dashboard on Camp Masters. From their the Scout (with appropriate parental guidance) accesses their unique Sales page and customizes it as they see fit! Then it's just a matter of sending the sale information to friends and family and watch the sales come in.

SUPPORT YOUR SCOUT FROM STATES AWAY!

 Output
 O

• 30% Base Commission +2% = When the average on-line sales of Scouts is \$1,000

## PRIZE BROCHURE



2021 Popcorn Leaders Guide

Fund Your Adventure with CAMP MASTERS Popcorn!



Uniforms

Enter other Annual Total:

ANNUAL

COSTS:

annual Unit

expenses:

Scholarships

Other Expenses

3 steps for an adventure filled annual program for your Unit! With CAMP MASTERS you can achieve your fundraising goal with just one product sale, so you can spend your time doing fun activities.

SEPTEM	BER	ОСТОВ	ER	NOVEMBER		
Planned Activity Cost		Planned Activity	Cost	Planned Activity Cost		
This Month's		This Month's	12 75	This Month's		
Total:		Total:		Total:		
DECEMBER		JANUA	RY	FEBRUA	RY	
Planned Activity	Cost	Planned Activity	Cost	Planned Activity	Cost	
This Month's		This Month's		This Month's		
Total:		Total:		Total:		
MARCH		APRI	L	MAY		
Planned Activity	Cost	Planned Activity	Cost	Planned Activity	Cost	
This Month's Total:		This Month's Total:		This Month's Total:		
JUNE		JULY		AUGUST		
Planned Activity	Cost	Planned Activity	Cost	Planned Activity	Cost	
This Month's Total:		This Month's Total:		This Month's Total:		
Registration &	1		Number	of Selling Scouts in	1	
Insurance			your Uni	+ •		

An electronic copy of this form will be available for you to fill in by going to the Council website

Enter the

number of

Scouts and your

commission to

calculate your

goals:

Expenses

**Unit Sales Goal** 

Scout Sales Goal

# SCOUTS POPCORN IS HERE!

# Greater Niagara Frontier Council

www.WNYScouting.org (716) 891-4073