

Unit Popcorn Kernel Checklist

- Attend Popcorn Extravaganza to learn about the upcoming sale.
- Turn in your Unit Sign up form to make your commitment to sell.
- Check your email for “trails end” username/password information. Email comes from “Trails End”.
- Check your email and make sure you receive E-Kernels from Justin King.
- Obtain a username and password from Lenora for the Popcorn Ordering System.
- Meet with your committee over the summer to develop your sales plan for the fall.
 - Set a Kick-Off date for your Unit – train scouts, motivate parents
 - Set Unit/Scout goals
 - Set Blitz /Show & Deliver Days and contact store managers to lock in dates
 - Encourage families to sign up online and sell to family, friends, work colleagues
 - Contact families to collect their show and sell orders based on their individual goal.
- Attend District Kick-Offs in August.
- Place Show and Sell/Deliver Orders online by August 8 in the Popcorn System.
- Schedule appointment with Lenora to pick up your Unit’s Show and Sell/Deliver order on August 23 at King’s Express in Depew. E-Kernels will tell you when to call her.
- Monitor Scout sales weekly, check in with families who have large amounts of inventory. Move inventory to Scouts who are actively selling.
- Encourage Scouts by communicating the “Fill a Sheet” program, \$600 incentive and scholarship program.
- Require families to return show and sell products to you the last week of October.
- Make sure families turn in “Take Order” forms at the same time as returning unsold show and sell popcorn.
- Use unsold show and sell to fill “Take Orders”.
- Use donation cash to purchase single containers that can’t be returned.
- Check each Scout’s sales level to see if they need more sales to bump up a prize level. (may make more \$)
- Return unsold Show and Sell/Deliver in full original case to the warehouse (location tbd) on November 1.
- Make your Show and Sell/Deliver payment to get entered into a prize drawing by November 3
- Place final “Take Order” in Popcorn System online by November 7. Including all Military orders taken from August through November and all chocolate orders.
- Place final “Prize Order” in Popcorn System (Keller system) at same time as Take Order.
- Set appointment with Lenora to pick up your Take Order popcorn. E-Kernels will tell you when it’s time.
- Set unit meeting date to hand out popcorn and have a victory celebration for reaching your goal.
- Collect money from Scouts and make the final payment to the Council by December 12.
- Watch the mail for your unit prizes... set a date/time to hand out Scout prizes.
- Turn Trails End Scholarship forms into the Council office by December 31.