



What's Next?

- **Unit Kernel Checklist**
- **Webinars**



Unit Kernel Checklist

What to do before the Popcorn Sale

- **Create Annual Program / Budget with your Unit Leadership.**
- **Set Unit and Scout Sales Goals based upon the Budget.**
- **Attend the Council Popcorn Kickoff in August.**
- **View training tutorials available on the Trails End website: <https://www.trails-end.com/training>**
- **Schedule Unit Popcorn Kickoff (prepare outline, recruit helpers, prepare a handout with important dates and information for your unit's scout families, etc.)**
- **Conduct Unit Popcorn Kickoff.**
- **Sign up Scout families with Square (or equivalent) if your unit plans to receive payments in the form of credit and/or debit payments.**
- **Have Scouts create online profile for Online Sales.**
- **Update Scouts in the Trails End website – remove Scouts no longer in unit, add new Scouts (see Trails End website for tutorial).**

What to do During the Popcorn Sale

- Refer to Popcorn Unit Guidebook for important dates and information throughout the Sale.
- **Place Show & Sell Order. ([See Trails End website for tutorial](#))**
- Sign Unit up for Show & Sell Sites.
- Your District Kernel will inform Units of available dates and times for some of the larger stores (i.e. Fred Meyer, QFC, Safeway, Albertsons, Lowes, etc.)
- Units are encouraged to be creative in selecting sites not provided by District Kernel – See Guidebook for guidelines on selecting these locations.
- Sign Scout families up for Site Sales (Show & Sell) - Provide list of locations/dates/times for Scout families to sign up for Site Sales. Sign-up Genius is a common tool used in this process.
- Pick up Show & Sell Order on the date/location/time provided by your District Kernel.
- Coordinate/conduct Site Sales (aka: Show & Sell) – This would include table set up & supplies, how popcorn is picked up and returned, how money will be handled for your unit, etc.
- **Track Inventory of your unit's product – be aware of where product is, how much has been sold, how much is left – ensure sales and product balance out at the end of each day/shift.**
- Track scout goals & sale progress and communicate with your unit on a regular basis. Each unit does this a little differently. This could include charts or progress thermometers, weekly emails, etc.
- Participate in district swap day if one is scheduled. This is your opportunity to try to obtain more of products that you are low on &/or to get rid of excess for products that you have too much of.

What to do During the Popcorn Sale (cont.)

- **Obtain additional popcorn as needed (and if it is available) from your district popcorn kernel and through Swaps with other Units.**
- Provide your scout families with a turn-in deadline for take orders. The council deadline for take orders is listed in the guidebook. Be sure to leave a cushion (2 or 3 days) so that you can complete your order on time.
- Have Scouts participate in Take Orders via various methods (i.e. door-to-door, social media, parent assistance at work, etc.).
- Hold a Blitz Day – Have multiple Scouts canvas a neighborhood all together on one day.
- Collect Scout Take Order Forms by the date designated above (determined by Unit Kernel).
- Collect Prize selections from each Scout. This can be done when Take Order Forms are collected. Be sure that the prize(s) chosen are appropriate for the prize level that they have achieved.
- Enter Take Orders on the Trails End system by the deadline provided in the guidebook
- **Return product to Council, if needed (See guidebook for dates and guidelines for returns).**
- Pick up Take Order at location/date designated by your District Kernel then sort the product by Scout.
- Distribute Orders to Scouts.
- Collect money from Scouts for their take orders (this may be done at the time of distributing orders).

What to do During the Popcorn Sale (cont.)

- **Communicate prize order to district kernel by designated date**
- **Receive and distribute prizes – make District Kernel aware of any damaged or missing items**
- **Pay invoice to District Kernel by date designated by District Kernel (and per date shown on calendar in the guidebook)**
- **Submit applications for scholarship recipients, if applicable. Note: A scout that has achieved this sales level must complete a new application each year.**



Webinars

Upcoming Webinars

Date	Topic
Monday, 8/13 @ 7pm	How much popcorn do I order for my Unit's Show & Sell? How do I enter my Show & Sell order in Trails End?
Monday, 8/27 @ 7pm	How do I schedule Show & Sell locations for Scouts? How do I coordinate and set up Show & Sell sales? How do I manage my inventory and sales income?
Monday, 9/25 @ 7pm	How do I get more popcorn if my Unit needs it? How do I record Swaps in the Trails End system (Unit to Unit Transfers)?
Monday, 10/15 @7pm	How do I enter my Take-Order?

Upcoming Webinars (cont.)

How to Register for Webinars

Join the meeting: join.me/MountBakerBSA

To dial in by phone: [+1.213.226.1066](tel:+12132261066)

Conference ID: 203-269-269 #

- Webinars will be available on the Mount Baker website after the scheduled date.