



What's Next?



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/leaders/training>
 - https://www.youtube.com/watch?v=roJIZHD8iJE&list=PLRbwm4rZFqXJRk2kW9QKRUBCS_hL4-skd&index=2&t=45s
- **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.**
- **Create/Edit your Unit Roster – Invite Scouts to register with Trails End. This registration covers all forms of sales (Show & Sell, Wagon Sales, Online, etc.). All Scouts in the Unit MUST be registered. Move (or remove) Scouts no longer in the Unit.**

What to do before the Popcorn Sale

- **ALL SCOUTS MUST BE REGISTERED IN THE TRAILS END SYSTEM**
- **Prize Eligibility**
- **Scholarship Eligibility**
- **Tracking of Inventory**
 - **If sale not entered on App, must enter manually at end of each day via Unit Leader Portal**
- **WiFi not necessary to record sale**
 - **Enter sale, will upload to Portal when re-connected**
 - **Credit Card Sale does require WiFi**

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).**
- **Confirm that each Scout's Sales (i.e. Take Orders, Show & Sell, Online, Wagon Sales) are correct in the Trails End system. Sales amount shown determines their Prize Level and Scholarship availability.**
- **Enter Take Orders on the Trails End system by the deadline provided in the guidebook.**
- **Communicate to your District Kernel that you have confirmed each Scout's Sales – for Council approval**
- **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.)

- **Upon Prize level approval by Council, communicate to your unit that Scouts will be receiving their Amazon e-gift card, and may begin ordering their own prizes.**
- **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, 8/12 @ 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, 8/26 @ 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, 9/23 @ 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, 10/14 @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.**



Trails End App for Scouts

Use of Trails End App for Scouts

- **Great Selling Tool!**
- **No WiFi Necessary to record a sale**
- **100% Participation**
- **Benefits**
 - **Real-Time knowledge of inventory**
 - **Less work for Unit Popcorn Kernel**
 - **Scout's Sales Tracking for Prize Eligibility**
 - **Scout's Sales Tracking for Scholarship Eligibility**