



2018 DISTRICT POPCORN KERNEL

POSITION DESCRIPTION



POSITION SUMMARY: Support District popcorn sales by understanding and communicating the Council popcorn plan and system. Assist Unit Popcorn Kernels.

1st LINE OF SUPPORT: Andrea Franklin, Council Popcorn Kernel councilpopcornkernel@gmail.com

KEY RESOURCE: Your Council's popcorn website www.alamoareabsa.org/Popcorn

ADVISORS: **Your** District Executive and Jay Ghormley, Popcorn Staff Advisor
popcorn@AlamoAreaBSA.org

MEETINGS:

- * Council Popcorn Committee meetings
- * [Council Wide Scouting Expo, Thursday, August 16](#)
- * Roundtable (monthly)

SPECIFIC TASKS:

1. Be the first line of support and communication to Unit Leaders and parents with questions or concerns.
2. Contact non-selling Units and newly created Units to encourage participation in the sale.
3. Follow-up with Units regarding Popcorn Warehouse pick-ups and returns.
4. Communicate regularly with Unit Kernels on key aspects of the sale, including date reminders, payments due, etc.
5. Communicate regularly with Andrea Franklin, Council Popcorn Kernel, and Jay Ghormley, Popcorn Staff Advisor.
6. Support your District Executive in popcorn sales promotion.
7. Volunteer and/or coordinate district volunteers in the Popcorn Warehouse to assist with distribution/returns and meet and greet with your district's Unit Leaders.

KEY DATES:

- August 2 – Popcorn Kernel Q&A Forum 7 p.m., Council Office
- August 9 – In-Person Popcorn System Training, 7 p.m., Council Office
- August 14 – In-Person Popcorn System Training, 7 p.m., Scout Reach Office
- **August 16 – [Scouting EXPO](#), Popcorn Sale begins**
- **August 19 – 11:59 p.m. – Show & Sell/Initial Pick Up Orders DUE online**
- August 31 – Show & Sell Unit Pick Up Begins 9 a.m. – 7 p.m., Popcorn Warehouse
- September 1 – Show & Sell Unit Pick Up 9 a.m. – Noon, Popcorn Warehouse
- September 5 – November 1 – Warehouse open 3 days a week (Wed. 3-7 p.m., Thurs. 10 a.m.-2 p.m., Fri. 2-6 p.m.)
- **October 18 – LAST Day for “Risk Free Returns”**
- October 19 – November 1 – Limited Popcorn Returns: A maximum of 5% (retail value) of remaining, checked-out stock may be returned.
- **November 1 – Last day for ALL returns (10 a.m. – 2 p.m.)**
- **November 4 – 11:59 p.m. – Take Order DUE online**
- November 5 – Prize Entry Begins (Prize selection website link will be emailed to Unit leaders)
- November 16 – Take Order Pick Up Begins
- November 22 – November 23 – Council Offices and Popcorn Warehouse are closed
- **December 1 – 1 p.m. – Popcorn Payments DUE**
- December 3 – Deadline for Prize, Patch, and t-shirt orders and Scholarship forms for Jay Ghormley's signature
Ordering deadlines will be strictly observed. A Unit's account must be paid in full before their Unit Prize Order will be approved.

THANK YOU FOR YOUR SERVICE AND SUPPORT OF SCOUTING!!!