

2018 UNIT POPCORN KERNEL

POSITION DESCRIPTION

- POSITION SUMMARY:** Organize and manage your Unit's popcorn sale to achieve the fundraising goal and fund your Unit's program. Meet all popcorn deadlines.
- 1ST LINE OF SUPPORT:** District Popcorn Kernel (www.AlamoAreaBSA.org/Popcorn)
- ADVISORS:** Council Popcorn Kernel, Your District Executive, Council Popcorn Staff Advisor
- MEETINGS/EVENTS:**
- * District Roundtables (1st Thursday of each month)
 - * Popcorn Sales Training (available at <http://sell.trails-end.com/> or in person)
 - * [Council Wide Scouting Expo, Thursday, August 16](#)
 - * Unit meetings and Unit Committee meetings as scheduled
- KEY DATES:** See Full Calendar at alamoareabsa.org/Popcorn
- TASKS:**
1. Register your Unit to sell popcorn. Instructions on alamoareabsa.org/Popcorn.
 2. Create a Popcorn Committee to share responsibilities and ensure an effective and efficient sales program.
 3. Working with Unit Leaders - Develop your program plan and identify funding needs.
 4. Based on your program plan, set a Unit and per Scout goal. Units and Scouts who set goals typically sell twice as much as those who do not. Plan early!
 5. Develop a Unit Incentive Plan for your Scouts. Determine if your Unit will use the Council Prize Program or take the 5% Cash Option.
 6. Determine how your Unit will conduct this popcorn season; Show & Sells, Take Orders, checking out popcorn to Scouts and parents, etc.
 7. Complete Popcorn Sales Training either [online](#) or in person (see [popcorn calendar](#)).
 8. Meet **all** popcorn deadlines. Be sure to double-check for accuracy. Prize ordering deadlines will be strictly observed.
 9. Keep accurate records of popcorn checked out, individual Scout sales totals, and monies collected.
 10. Enter Scout tracking information in the [Trail's End Popcorn System](#) by **December 1st**.
 11. Schedule your Unit's Show and Sell and Take Order popcorn pick-up times at alamoareabsa.org/Popcorn.
 12. Pick-up your Unit's Show & Sell and Take Order popcorn as scheduled. You will be expected to verify product counts and sign the Unit Packing Slip form acknowledging receipt.
 13. Host a FUN & EXCITING Unit Kick-off Event. This event is useful to promote the sale, provide Scouts with sales training, and provide families all the needed sales and prize information
 14. **Pay your Unit's popcorn balance due, minus commission earned, on time.** Pay with one check, money order, or credit card.

THANK YOU FOR YOUR SUPPORT OF SCOUTING & THE ANNUAL POPCORN SALE!!!