

Popcorn Kernel Checklist

- € Unit Committee conducts annual unit planning
- € Unit Budget Set
- € Set Unit Goal and Scout Goal
- € Register Unit to Sell and set up Trails End Leader Account
- € Make sure getting Council Popcorn Newsletter
- € Form Popcorn Committee and Assign Tasks/Roles
- € Develop Unit Incentives
- € Determine Selling Methods Unit will use (storefront, online, wagon, take order)
- € Plan Unit Popcorn Kickoff/Trainings
- € Work with families to get Trails End Scout Account and App
- € Set up/Sign up for Storefronts
- € Develop parent communications
- € Prepare packets with popcorn sales information for families (i.e. order form, timeline/deadlines, selling options, Trails-End App Instructions)
- € Develop and execute weekly updates, prizes, encouragements
- € Set up check-out times for popcorn and amounts
- € Develop wagon check-out forms
- € Storefront binders and materials
- € Cash to make change
- € Place Show-n-Sell Order
- € Arrange for picking up popcorn at Popcorn Distribution

- € Evaluate weekly product supply and make sure you have enough for storefronts
- € Replenish from the Council or other Units if needed (make sure to do the transfer in Trails-End)
- € Collect money weekly from Scouts
- € Follow up with Scouts that checked out product and haven't sold anything
- € Remind Scouts and families of storefront shifts
- € Remind families and scouts of deadline
- € Provide regular updates on sales
- € Set date for all unsold popcorn to be turned into unit and take order forms
- € Place take order
- € Arrange for picking up popcorn at Popcorn Distribution for take order
- € Distribute take order
- € Collect money
- € Pay Council
- € Follow up on missing product or money
- € Release Trails End prizes
- € Celebrate popcorn sales and give out recognition and incentives (as important as kick-off and should be fun)
- € _____
- € _____
- € _____