

POPCORN SALE CLOSEOUT

Steps to Follow:

1. From your Unit Leader Portal in the Trail's End app
 - a. Collect and add all paper forms /orders (if applicable) for the undelivered report.
2. Use the table in the Unit Leader Portal to track sales by each Scout. This is how Trail's End will verify how much each Scout sold for the distribution of Amazon.com Gift Cards.
3. Place a take order in the Trail's End system on or before November 3, 2025. Don't forget to order those Heroes and Helper donations!
4. Pick up the popcorn order from the Council Office on November 14, 2025.
5. Distribute popcorn immediately to Scouts for delivery and payment collection (if applicable).
6. Pay the Unit's invoice to the Council by December 1, 2025. The amount due will be the total sales less the Unit's commission - this will be at the bottom of the unit invoice.
7. Units paying by check must send ONE check made out to Council. Checks made out to units cannot be accepted. These should be deposited into the unit's account and ONE check made out to the council. Payments by credit/debit card over \$500 will be charged a 3% processing fee.
8. Submit your Trail's End Rewards order through the Unit Leader Portal and the Amazon.com Gift Cards will be delivered electronically to the Scout's Trail's End account approximately five days after submitting your totals unless flagged for review.
9. Hold a Unit celebration for a job well-done -- have Scouts bring what they bought on Amazon and thank the Scouts, parents, and leaders!
10. Hold a session to discuss sale pros and cons to improve next year.
11. Remind Scouts on each Adventure your unit takes that POPCORN funded the Adventure.
12. Top Popcorn Families Recognition Form due December 15, 2025
 - Have two or more youth family members sell in the 2025 Popcorn Sale? Combine your Popcorn Sale Dollars to qualify as Buffalo Trace Council Top Family!



**Watch your email for newsletter reminders from
Buffalo Trace Council!**