

Popcorn Sale Check List

✓	Due Date	Task
	Ongoing	2018 Unit Commitment via online
	6/16/2018	One Meeting for All – Modesto Service Center Breakfast Meeting for Leaders, All Kernels, New Kernels 8:30am Breakfast 9:00am Leader Meeting 10:15am Kernel Meeting 11:20am New Kernel Meeting Online Unit Commitment Assist
	June-July	Sales Strategizing Meeting with Executive Staff or Council Kernels
	7/20/2018	Enter unit order for Show & Sell (CASE ORDER ONLY) → DOUBLE-CHECK ALL QUANTITIES FOR ACCURACY! → Make sure to SUBMIT TO COUNCIL → Should receive confirmation e-mail from Trail's End
	7/30/2018 – 8/4/2018	Register through www.yosemitescouting.org for Funworks Kick-Off
	8/2/2018	Reserve time-slot for picking up Show & Sell Popcorn – WATCH FOR EMAIL
	8/9/2018	Pick up Show & Sell Product from Distribution Site
	8/10/2018	ATTEND FUNWORKS KICK-OFF!!!
	8/17/2018	Enter/edit Den and/or Scout info into Popcorn System
	October	Start allocating Show & Sell dollars amongst Scouts Collect unsold (in re-sellable condition) product (MUST BE IN ORIGINAL BOXES) Collect filled take order forms Collect money Use unsold product to partially fulfill take orders
	By 10/20/2018	Enter NEEDED take order items into Popcorn System for each Scout (this will compile to create your unit's Take Order product order) → Each Scout's order must be "approved" (every line containing a product order) → Don't forget to Save Changes!
	By 10/21/2017	Verify Take Order totals before hitting SUBMIT TO COUNCIL → Should receive confirmation e-mail from Trail's End
	By 10/20/2018	Return unsold/unallocated popcorn to Council along with \$ owed (must make appointment ahead of time)
	11/1/2018	Receive e-mail from Council regarding Take Order Distribution Pickup Time
	11/7/2018	Pick up Take Order Product from Distribution Site
	By 11/30/2018	Determine number of Scouts qualifying for Council Incentives and download forms (don't forget to download a Unit Incentive form if the Unit qualified, as well)
	By 11/30/2018	1) ALL INCENTIVE FORMS DUE TO COUNCIL 2) ALL PRIZE ORDERS SUBMITTED ONLINE 3) ALL BALANCES PAID IN FULL