

UNIT POPCORN LEADER JOB DESCRIPTION

SKILLS: The ideal unit popcorn leader is someone who has "high energy" sales oriented personality, computer skills and Internet access skills.

1. Develop the unit popcorn sales plan including:

Develop a "**Sales Goal**" and promotion plan for your unit, including contest incentives for dens or patrols. **Establish a "Sales Goal" for each Scout.** Establish safe selling guidelines. Secure and supervise "Show & Sell/Deliver" sites and times.

2. Complete "Show & Sell/Deliver" Worksheet and place the order online by the August Roundtable.

3. Attend District Popcorn Kick-off at the August Roundtable to receive your unit sales materials and instructions.

4. Organize Unit Popcorn Kick-off. Promote the unit plans and prize incentives at the Unit Popcorn Kick-off. Distribute the sales materials to the Scouts and leaders.

5. Place all unit orders online at www.trails-end.com. Orders can be completed centrally through the unit user name and password, or each boy may be issued a user name and password by the Unit Popcorn Leader. Scouts can then place and track their own orders online at the Trails-End Popcorn System. Online order help is available at help@trails-end.com

6. At the conclusion of the sale, review the unit popcorn take order online for accuracy and submit order to the council. The "Take order" must be submitted no later than October 14. **Remember, any popcorn that is remaining from the "Show & Sell/Deliver" sale should be deducted from the Take Order.**

7. At the conclusion of the sale, place prize orders online at www.trails-end.com Popcorn prize orders must be submitted no later than October 14.

8. Pick up your unit's popcorn order at the district distribution location.

9. Supervise Scouts delivery of popcorn and receipt of payment in November.

10. Submit amount due to the council (gross receipts - unit commission = due council) to your District Executive or the Council office no later than November 25, 2009.

Payments received after 5:00 PM, November 30, unit commission is reduced to 25%.

Payments received after 5:00 PM, December 2, unit commission is reduced to 15%.

11. Prizes ordered online will be shipped directly to the address listed on the Popcorn Commitment form when all payments due are received at the council office. Please allow 7-10 days for delivery.

THANK YOU for a successful popcorn sale!