

Popcorn Sale Check List

✓	Due Date	Task
	5/31/2017	2014 Unit Fall Popcorn Commitment Form with valid e-mail submitted to Council
	6/5/2017	Popcorn Kernel Orientation – Modesto
	6/14/2017	Popcorn Kernel Orientation – Foothills (27 N Main Street Angels Camp)
	6/20/2017	Popcorn Kernel Orientation – Stockton LDS Church Don Ave
	June-July	Sales Strategizing Meeting with Executive Staff
	7/19/2017	Received e-mail from Trail’s End confirming Username & temporary password
		Follow link from above e-mail into Popcorn System to set personal password and confirm valid e-mail address
	7/20/2017	Verify access to placing a Show & Sell product order
	7/21/2017	Enter unit order ¹ for Show & Sell by CASE → DOUBLE-CHECK ALL QUANTITIES FOR ACCURACY! → Make sure to SUBMIT TO COUNCIL → Should receive confirmation e-mail from Trail’s End
	8/1 – 8/4/2017	Register through www.yosemitescouting.org for Funworks Kick-Off
	8/7/2017	Reserve time-slot for picking up Show & Sell Popcorn
	8/10/2014	Pick up Show & Sell Product from Distribution Site
	8/11/2014	ATTEND FUNWORKS KICK-OFF!!!
	9/1/2014	Enter/edit Den and/or Scout info into Popcorn System
	October	Start allocating Show & Sell dollars amongst Scouts
	10/16/2017	Collect unsold (in re-sellable condition) product (MUST BE IN ORIGINAL BOXES)
	10/16/2017	Collect filled take order forms
	10/16/2017	Collect money
	10/16/2017	Use unsold product to partially fulfill take orders (<i>this product must be paid for up front</i>).
	By 10/21/2017	Enter NEEDED take order ¹ 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 10/21/2017	Return unsold/unallocated popcorn to Council along with \$ owed (must make appointment ahead of time)
	11/6/2017	Receive e-mail from Council regarding Take Order Distribution
	11/8/2017	Pick up Take Order Product from Distribution Site
	By 12/1/2017	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 12/1/2017	1) ALL INCENTIVE FORMS DUE TO COUNCIL 2) ALL PRIZE ORDERS* SUBMITTED ONLINE 3) ALL BALANCES PAID IN FULL