

2015 POPCORN SALES COACHES' HANDBOOK



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Thank you for your participation in the Rio Grande Council's Fall Popcorn Sale. Each year this sale achieves three main objectives for our Council's Scouting programs. First, our Scouts sell over \$170,000 of popcorn raising \$54,400 for the 40 Units that are in the sale. Secondly, about \$124,000 of the sale stays in our Council and benefits all Scouts, families, and Units through support for our programs, facilities, and services. Lastly, the sale instills a strong ethic value in participating youth, encouraging them to earn their way to act and events.

Our Goal this year is \$200,000!!! Thanks to the fact that over 73% of the sale's proceeds stay right here in our Council, the annual popcorn sale is a significant resource for our Scouting programs. By participating in the sale, you not only provide your Unit an opportunity to participate in higher quality outdoor activities but also guarantees low prices for program events and resources and training for your leaders. Thank you for your lead and involvement in this important sale.

Ernest Espinoza

Tonya Gantt

Council Popcorn Staff Advisor

Council Popcorn Coach

POPCORN SALE CALENDAR

SEPTEMBER –NOVEMBER, 2015

8/1	Scout Online Orders Begin
8/14	Show N Sell Orders Due
8/20-8/24	Show N Sell Popcorn orders can be picked up at Council
8/24-8/25	Council Wide Popcorn Kickoffs
11/6	Show N Sell Orders Due
11/6	Take Order Sales Due
11/6	Prize Orders Due
11/6	Filler up drawing due
11/6	All Money Due to Council
11/14	Popcorn Delivery at three Sites, McAllen, Harlingen, Brownsville
Dec.	Staff Advisor head is shaved at District RT when goal is met for highest district % increase



CONTACT INFORMATION

INFORMATION AND RESOURCES

For additional information or help related to your popcorn sales efforts, you may call your District Executive or District Popcorn Coach

Tonya Gantt, Council Popcorn Coach, tkg1973@sbcglobal.net (956) 279-2793

Ernest Espinoza: Council Staff Advisor, ernest.espinoza@scouting.org 214-907-9759

Tip O Tex District John Mendoza District Popcorn Coach j.m@rgv.rr.com 956-371-6247 Eric Kurtz Assistant Popcorn Coach erky382@yahoo.com 956-990-9730 Ronald Camacho, District Executive Ronald.Camacho@scouting.org 956-423-0250	Arroyo District Nivia Garcia District Popcorn Coach ngarcia1008@gmail.com 956-454-0797 Amanda Hernandez, District Executive Amanda.Hernandez@scouting.org 956-423-0250
Rio Bravo District Lety Mendez District Popcorn Coach lmendez5305@gmail.com 956-373-8593 Ernest Espinoza, Temporary District Exec. Ernest.Espinoza@scouting.org 956-423-0250	Arrowhead District Paula Rios District Popcorn Coach Paula.r2980@yahoo.com 956-369-4376 Ernest Espinoza, Temporary District Exec. Ernest.Espinoza@scouting.org 956-423-0250

Unit Popcorn Coach Position Description

REPORTS TO: District Popcorn Coach

ADVISORS: Council Popcorn Coach, District Executive, and Council Popcorn Staff Advisor

POSITION: Organize and manage the Unit's popcorn sale to achieve the fundraising goal

MEETINGS/EVENTS:

- * District Roundtables (encouraged monthly to meet with District Popcorn Coach)
- * Council Wide Popcorn Kickoff Carnival
- * Unit Popcorn Kickoff

KEY DATES: See Full Calendar Included

TASKS: *To help you have your Ideal Year of Scouting*

1. **Register your Unit to sale online at**
<http://www.riograndecouncil.org/event/popcorn-sign-up/1766961>
2. **Attend a scheduled Popcorn Sales Kickoff!**
3. Develop a Popcorn Committee to share responsibilities and ensure an effective and efficient sales program.
4. **Develop your Goal Sheet or Popcorn Budget showing Unit and per Scout goals.** Develop your Unit's *Ideal Year of Scouting* and how much it's going to cost. Decide on a sales goal and then divide that goal into a "per boy" goal.
5. Use your Council prize program.
6. Develop a Unit incentive plan for your Scouts in addition to the Council prize program. An example would be free attendance to a Cub Adventure Weekend or Winter Camp for exceeding \$800 in sales.
7. **Host a FUN & EXCITING Unit Kick-off Event.** This event is useful to promote the sale and provide Scouts with sales training. Submit a photo to ernest.espinoza@scouting.org
8. **Place popcorn and prize orders on time.** Be sure to double-check for accuracy.
9. **Schedule your Unit's show and sell and take order popcorn pick-up times.**
10. Pick-up your Unit's show & sell and take order popcorn as scheduled and be sure to bring a vehicle(s) large enough to accommodate your popcorn order. You will be expected to verify product counts and sign the Unit Packing Slip form acknowledging receipt.
11. **Pay your Unit's popcorn balance due minus commission earned on time** with one check or money order. Cash, multiple checks, and credit cards will not be accepted.
12. **HAVE FUN!!!** Remember, if the leaders aren't having fun, neither will the Scouts!

**THANK YOU FOR YOUR SUPPORT OF SCOUTING & THE ANNUAL
POPCORN SALE!!!**

2015 COMMISSION & PRIZE PROGRAMS

Commission Structure

30% Base Commission
1% Attend the popcorn Kickoff
+1% 11/6 \$ Paid
32% Total Potential Commission

Keep Your Unit's Commission

As with the 2013 and 2014 sale, Units should keep their sales commissions and submit only the portion due to the Council on or before November 6, 2015. Late payments will incur a 5% late fee.

Prize Program

The Council Prize Program will include gift cards to Wal-Mart this year and includes a Popcorn Patch (pins will not be offered this year) for each Scout that sold at least 2 item.

<http://www.bsa-grc.org/document/prize-mania-training-guide/150332>

BONUS PRIZE PROGRAMS

A Scout is Trustworthy - Please respect the spirit of the contests.

Filler Up Drawing - For a Venue 8 Pro Tablet with wireless Keyboard!

When your son fills up a popcorn order form, fax or email a copy to the Scout Service Center for a chance to win this Tablet. 1 chance for every full sheet turned in. Deadline is November 6th. Drawing will be held on November 14th and the Scout will be contacted.

Fax number is 956-421-4950 or email full order forms to Ernest Espinoza:
ernest.espinoza@scouting.org

COUNCIL TOP SELLING SCOUTS

First Prize is 6 Free Passes to Schlitterbahn

Second Prize is 4 Free Passes to Schlitterbahn

TRAIL'S END SCHOLARSHIP PROGRAM

Scouts who sell at least \$2,500 worth of popcorn (online, face-to-face, or a combination) in any calendar year will receive 6% of their total sales invested in their own college scholarship account. That is \$0.06 of every dollar they sell!

Once a Scout is enrolled, 6% of their sales each subsequent year will be added to their account. Scouts only have to hit the \$2,500 minimum during the qualifying year.

For more information, enrollment and payout forms, and account access, visit <http://scholarship.trails-end.com/>.



POPCORN FOR OUR TROOPS



Trail's End sends popcorn treats to the U.S. Military on behalf of the Boy Scouts of America.

Military donations are offered at two levels online/local - \$30 silver level donation and \$50 gold level donation to consumers across the country.

When consumers purchase this

option, Trail's End will send a variety of popcorn treats to veterans' organizations, U.S. troops, and their families.

2015 kicks off the ninth year of Popcorn for Our Troops. Here are the results from the past few years:

- Consumers have donated over **\$45 million** worth of popcorn to U.S. troops
- In 2014 alone, consumers purchased over **155,000 donations**
- Over **4,000 tons** of popcorn treats have been shipped to hundreds of locations around the world
- Consumers have placed over **120,000 orders** online for the Military Product Donation

Trail's End ships popcorn to veterans' organizations, U.S. troops stationed in Afghanistan and Iraq, all other U.S. Military Bases overseas, domestic U.S. Military Bases, and families of U.S. servicemen and women.

Online orders are available throughout the year. Military Donation Appreciation Cards are included in each Unit Leader Sales Kit. Extra cards are available at the Alamo Area Council office.

Be sure to promote **POPCORN FOR OUR TROOPS**, because the Unit commission on Military Donations is the same as any other product sold. Therefore the Unit earns the same commission, but does not receive or deliver any popcorn product.



CASH DONATIONS

Per BSA's Policy on Fundraising, Units may not solicit cash donations for general use. However, while selling popcorn, cash donations are often received. **Units should turn in donated cash in the form of Military Donation orders - - - for example, for every \$30 received, enter (1) \$30 Military Donation.**

WANT TO INCREASE YOUR INCOME & SUPPORT OUR TROOPS??? Put out a donation canister to collect change from purchases, loose change, and money from those not interested in buying popcorn. Most people will give to our soldiers even if they can't or won't buy popcorn.

SQUARE CREDIT CARD READER PROGRAM

Trail's End and SQUARE are making it easy to grow your Popcorn Sale!

Trail's End has partnered with Square, the leading provider in tools for every part of running a business, from accepting credit cards to sales & inventory tracking. Industry research indicates that the ability to accept credit cards increases revenue by as much as 23%.



NEVER lose another sale because your customer says "Sorry, I don't have any cash!" Now you can accept credit cards with SQUARE.

- Accepts all major credit cards: Visa, MasterCard, Discover, and AMEX.
- Works with iPhone, iPad, and Android devices.
- **Promotional rate of 2.4% per swiped transaction exclusively through Trail's End for 2015.**
- **No credit card processing fees on the first \$100 in sales.**
- Free, easy to use readers that are PCI-Compliant.

To receive this exclusive rate, you must sign up through the Popcorn System. There is a \$5 per month fee after January 1st, 2016 if you do not deactivate your squares.

NEW SQUARE USERS: Registration Process

1. Log into the [Trail's End Popcorn System](http://www.trails-end.com) at www.trails-end.com.
2. On the homepage, click the Square registration link, which will take you to a page to begin registering your account.
3. Fill in your information in the blank fields, and click continue.
4. Follow the prompts, and complete the registration process.

EXISTING SQUARE USERS: Registration Process

1. Send an email to trailsend@squareup.com requesting the Trail's End special promotion rate.
2. It may take up to 10 business days for the promotion to be applied to your account.

For additional information about Square, visit the Trail's End Popcorn System or:

<https://squareup.com/help/us/en/>

For any issues with your Square account including registration, email Square:

trailsend@Squareup.com

Information Available Online:

- Helpful Videos: Linking Your Bank Account, Accepting Payments with the Keypad
- Invite Employees (Unit Leaders, Parents, Scouts) to sell on behalf of your Unit
- Employee Management
- Mobile Staff to Employee Management
- Frequently Asked Questions

POPCORN SALES METHODS

Use more than one method to fund your Scouting Adventures!

- ♣ **Take Order** - A Scout goes door to door with a take order form, the customer writes their order on the form and the Scout returns to deliver the product in a few weeks. Parents can also take the order form to work, to service clubs and to church gatherings as well.

***Advantage:** Higher dollar sales per customer. Order now, come back to deliver product and take payment!*

- ♣ **Show and Sell** - The Unit works as a team at a location to show their products and to make immediate sales after getting permission to sell in front of a business, storefront, or other location.

***Advantage:** Access different customers you wouldn't see door to door to make extra sales! This is an opportunity for every Scout to become familiar and more at ease with interacting with customers. You can count the Scout's participation toward the Unit sale even if he opts not to participate in take order.*

- ♣ **Show and Deliver** - The same as Take Order, but Scouts carry along some product to be able to deliver on the spot. Customers still fill in the order form as with the Take Order. **Good record-keeping is a must!** Use an order form just for Show and Deliver and mark each product PAID – to ensure that you don't order popcorn that is already delivered and paid for.

***Advantage:** Limited products but can give the product right to the customer and take payment! No coming back to the customer later.*

- ♣ **Online** - Allows Scouts to sell online to family and friends near and far through www.Trails-End.com or even accept credit card orders anywhere, anytime, and eliminate distribution and inventory.

***Advantage:** Sell to customers all year, get credit, accepts credit cards, and no delivery or collection from customers! Reach customers anywhere in the world. Can use smart phone app during other sales methods if other credit card options are not used by the Unit. Online sales count toward Council rewards during the annual fall popcorn sale.*

How: Register online (instructions listed on next page) and **download the free smart phone app available from Trails End.** Designed specifically for Scouts.



Scouts | Leaders | Councils

Leaders, Encourage your Scouts to kickoff their popcorn sales **TODAY** by selling online at sell.trails-end.com! All sales made today through November 8 will count towards **Scout Rewards**. This year we have many new, exciting features available to help your Scouts grow their sale!

NEW ONLINE SELLING FEATURES:

- **Address Book** - Scouts can add or import contacts to their address book to keep track of their customers.
- **Scout Link** - Each Scout has a unique link to directly connect their customers to their account. Scouts can share this link via text, email, Facebook, and Twitter.
- **Customizable Email Template** - Scouts can add a personal touch to the emails they send out to customers.
- **Sale Notifications** - Scouts, Leaders, and Councils can choose to receive notifications after a sale has been made.
- **More Resources** - Check out the [Tool Kit](#) and [Training](#) tabs within your Online Sales account for additional resources to help grow your sale, such as banners, posters, door hangers, and updated training videos.

Need help logging into your Online Sales account? Email support@trails-end.com.

2015 POPCORN SALE ITEMS

**Packaged
Case / Containers**

**Cost
Case / Containers**

SHOW & SELL & TAKE ORDER

1:12 Classic Caramel Corn	\$120/\$10
1:12 Jalapeno Cheddar Cheese	\$180/\$15
1:6 18-pack Unbelievable Butter Microwave Popcorn	\$120/\$20
1:6 18-pack Butter Light Microwave Popcorn	\$120/\$20
1:1 Cheese Lover's Tin	\$35/\$35
1:12 White Cheddar Cheese	\$180/\$15
1:6 Caramel Corn with Nuts Tin	\$150/\$25
1:1 Military Donation – Silver Level	\$30 /\$30
1:1 Military Donation – Gold Level	\$50 /\$50

POPCORN PICKUP LOCATION SITES

Saturday Nov. 14th Only at 9AM to 11AM

1. (Tip-o-Tex District) Brownsville

Maquilaplex

2500 Courage Blvd

Brownsville, TX 78521

2. (Arrowhead District) McAllen

Lineage Logistics

4001 W Ursula Ave

McAllen, TX 78503

3. (Rio Bravo and Arroyo District) Harlingen

6912 W. Expressway 83

Harlingen, TX 78551

- Be sure to bring a large enough vehicle to haul your order:
- 25 Cases = Typical Midsize SUV or Van
- 45 Cases = Pickup Truck



Trails-End.com: Tools You Can Use

Highlighting some tools Leaders can use at <http://www.trails-end.com>.

SCOUTS — LEADERS — COUNCILS

Click on **LEADERS** in the upper right.

Note: you do not have to login to access these tools.

TOOL KIT: Selling Tools

Graphics such as Banners, Posters, Postcards and Table Signs for Show-N-Sell. Print these to increase visibility and inform customers of your sale. All are high-resolution and ready to go.



TOOL KIT: Promotional Images

Trail's End Logos and two Public Service Announcements.



TRAINING KIT: Training Videos

Our newest video is Luke explaining 6 simple steps to sell more popcorn. He sold \$26,000 as a Cub Scout in 2014. It's 2 minutes long. Luke is vibrant and articulate. Show it to your Scouts during the Kick-Off!



Other Videos:

- Training videos for parents and leaders by Teresa Barnett
- How to host a great Kick-Off
- How to Order Product
- ... and several more.

These can be downloaded or played on Youtube.



TRAINING KIT: The Best Ways to Sell

5 Best Ways to Sell, Tips and Safety.



CUSTOMER RECEIPTS

Each year the Council receives several phone calls from people who ordered popcorn from a Scout, paid for it, and never received it. If you collect money up front, give the customer a receipt (samples are provided online) with contact information and the date of when to expect delivery of their order. This will help ensure the people supporting Scouting through the popcorn sale will receive their popcorn and continue to purchase for years to come.

PRODUCT INVENTORY

Each year as the popcorn sale grows, the amount of popcorn returned to the Council also grows. All popcorn ordered from Trail's End CANNOT BE RETURNED so becomes the property of the Rio Grande Council. Some returned popcorn is used to fill Take Orders and as thank you gifts and promotions, but a large quantity goes to waste each year. This represents money that cannot be reinvested in our local Scouting programs. In order to maintain the current commission structure, we are asking for your help to get the amount of the returns back to **less than 30% of your original order**. Units will lose commission for excess returns. The steps below will help reduce the amount of returns:

- ♣ Order your popcorn based on last year's sale and changes in your Unit membership. For example, did your top selling Cub Scouts move on to Boy Scouts?
- ♣ Look at your sales plan. Do you have more or less sale sites lined up than you had last year?
- ♣ When you set sales goals for each family, do not give them all of the popcorn needed to reach the goal at the start of the sale. Give them about 70% of the product needed.
- ♣ Have a pickup/return and money turn in day to help you see who is selling and redistribute the popcorn to the families who are selling.
- ♣ Ask the Scout families not to fill their family's orders first, but to do so at the end of the sale. This will provide for storefront and neighborhood sales. The family orders can be filled with popcorn from returns from other Scouts or the take order.
- ♣ Additional popcorn will generally be available for check-out throughout the course of the sale.

POPCORN RETURN POLICY & PROCEDURES

The FINAL return date is Friday, November 6. Returns will also be accepted during all Scout Office hours prior to November 6. **NO RETURNS WILL BE ACCEPTED AFTER NOVEMBER 6.**

- ♣ PLEASE ONLY RETURN FULL CASES WHEN POSSIBLE.....if you have just 1 or 2 of an item left, sell them.
- ♣ Returned product must be in its correct case and in SELLABLE condition. Damaged products will not be accepted.
- ♣ **In an effort to reduce overstock, Units MUST limit their returns to less than 25% of their original Show and Sell Order or will incur a 2% commission loss for each 10% in additional product returned.**
- ♣ We will write up your return and you will sign for it. Keep the copy for your records.

COUNCIL'S PAYMENT POLICY & PROCEDURES

- ♣ Print your Trail's End Unit invoice (available in the Popcorn System under reports) before you make a payment.
- ♣ Review the Trail's End invoice completely including every line item to confirm that all of your orders/returns were entered correctly. Calculate the percentage rate to determine if it is what you believe your Unit earned. Call your District Coach or the Popcorn Staff Advisor immediately if you find a discrepancy.
- ♣ Units will keep their commission earned from Show & Sell and Take Orders. Online Sales Commissions will be paid in February. Full payment is due by Friday, November 6, 2015 or late fees will be charged. Units should submit ONE check payable to the Rio Grande Council.
CASH AND CREDIT CARDS WILL NOT BE ACCEPTED. NO POST DATED CHECKS.

STEPS FOR A SUCCESSFUL UNIT SALE

Units having the greatest success in the popcorn sale have several things in common...

- ♣ **Pick the RIGHT UNIT POPCORN KERNEL** and attend Popcorn Training to learn and pick up all your sales materials.



- ♣ **ENTHUSIASTIC Leadership** - This is a motivating factor for both the Scouts and their parents.
- ♣ **EFFECTIVE COMMUNICATION** - Make sure Scouts and parents understand the popcorn sale plan and **ALL THE GREAT COUNCIL BONUS PRIZE PROGRAMS.**
- ♣ **Unit BUDGET** - Planning the Unit's yearly program around a budget demonstrates just how much it costs to provide a great program.
- ♣ **Established GOALS** - Both the Unit and the Scouts need goals. The Unit can plan the annual program around the sale. A great sale enables a great program. Planning and explaining the benefits of the Scouts' goals motivates both the youth and his parents.
- ♣ **EDUCATE the Parents** of the direct benefits to them - i.e. Johnny sells \$x amount in popcorn and gets to go to camp.....without Mom or Dad having to open their checkbook.
- ♣ **Explain BENEFITS** of why this is such an important fundraiser, including Scholarship Program, prizes, free program activities, gain confidence, learn salesmanship techniques, and how this fundraiser gives more back to their child than other fundraisers.

- ♣ Have a **FUN and EXCITING Unit KICKOFF** to provide families all the materials and **MOTIVATION** for a successful sale. Review prizes and incentives.
- ♣ Have a **“Unit Blitz Day”** where every Scout in the Unit goes out selling and whomever sells the most on that day gets a prize.
- ♣ **Establish an additional UNIT INCENTIVE PROGRAM** in addition to the Council Rewards Program. For example each Scout who sells \$500 gets to go to Day Camp for free, or a portion of Webelos Camp or Summer Camp is paid; top selling den / patrol gets a pizza party; sell \$800 or more and the Scout gets to be the Cubmaster/Scoutmaster; Scout that has the highest sales each week gets a prize.
- ♣ **Establish a Customer Base** - Make 2 copies of all Take Order forms: one for the Scout to use to distribute orders once they are received and one to keep with Unit Records to call on the customer next year.



- ♣ **Keep accurate records** - Collect the money when popcorn is ordered. Schedule a turn-in party at the end of the sale to collect orders and money from the Scouts.
- ♣ **Remind parents** of all the great uses popcorn gifts make for
- ♣ teachers, co-workers, neighbors, babysitters, friends and relatives.

UNIT POPCORN KICKOFF

A successful popcorn kickoff is the single most important part of your popcorn sale!

Objective: Get Scouts excited about what they can win. Get parents informed about why they should sell.

Keep it fun! Keep it moving! Keep it short!



Preparation: Have a display and samples available. Have a laptop and/or projector to show portions of the Trail's End PowerPoint found on Trails-End.com (Leaders Section). List on a poster or board how the funds raised through the popcorn sale will be used to enhance the Unit program. Have a chart with each Scout's name and the Unit popcorn sales goal. Keep the gathering upbeat, fun, and informative!

Suggested Agenda:

- ♣ **Theme: Keeping the Campfire Alive with POPCORN!**
- ♣ **Opening:** Serve some samples, give away some prizes, play a "popcorn" related game, or get ideas from the Trail's End website.
- ♣ **Review your Unit's "Ideal Year of Scouting:"** Explain the activities, the costs, and how they relate to the Per Scout Sales Goal.
- ♣ **Explain the Key Dates:** Review the sale period, show and sell events and sign-ups, weekly reporting, and money collection. Cover any special incentives your Unit might be using. Provide a popcorn sale fact sheet for every Scout family that includes key dates and locations for the sale.
- ♣ **Scout Training: Watch the "5 Ways to Sell" video on the Trails End website.**
Practice door-to-door approaches and review proper manners in talking to adults. Make sure each Scout knows his goal.
- ♣ **Prizes or Incentive Plan:** Review the Council's prize program, bonus prizes, and weekly drawings. If having an additional/alternate Unit incentive plan, cover how it will work. *Be sure to follow the BSA's Fiscal Policies and Procedures regarding Individual Scout Accounts found online.*
- ♣ **The Big Finish:** The previous year's top sellers might throw cream pies at their leaders, shave the Cub/ Scoutmaster's head, or some other fun, non-destructive exciting experience. Send the Scouts home eager to be successful!
- ♣ **Thank the Scouts and Families** for helping to make the Unit a success. But most importantly remind them to HAVE FUN and be successful so that everyone will have the best Scouting program year ever!

DO'S AND DON'TS OF THE SALE

- ♣ **ALWAYS** wear your uniform. Everybody loves to support a Scout in uniform.
- ♣ **ALWAYS** sell in pairs or with a parent. Per BSA's Youth Protection Policies, be sure to maintain TWO-DEEP LEADERSHIP at all show and sell events and while walking door-to-door.
- ♣ **NEVER** sell after dark. **ALWAYS** be Scout-like, polite, and courteous. **WEAR** a smile and introduce yourself. **You are the face of Scouting.**
- ♣ **ALWAYS** tell your customers why you are selling popcorn and how the money will be used. Remember that you are asking for help supporting your Scout program, not just "selling popcorn."
- ♣ **ALWAYS** walk on the sidewalk and driveway; NOT through peoples' yards. **WATCH** for traffic.
- ♣ **DON'T** carry large amounts of cash with you.
- ♣ **NEVER** enter anyone's house.
- ♣ **REMEMBER** to always have 2 pens with you and make sure you keep your Take-Order form as neat as possible.
- ♣ **STATISTICS** show 3 out of 5 houses buy Trail's End Popcorn when asked. **NOT** every house will buy so do not become discouraged. **THE MORE PEOPLE YOU ASK - THE MORE PEOPLE WILL BUY.**
- ♣ **KNOW** all the different types of popcorn products you are selling..."Be Prepared" to answer "Which is your favorite?"
- ♣ **KNOW** the date when you will be delivering the popcorn to your customers.
- ♣ **PUT** popcorn sale articles in your school, church, and community bulletins and newsletters.
- ♣ **REMIND** your parents, grandparents, aunts, uncles, and neighbors what a great gift Trail's End Popcorn makes for teachers, friends, co-workers, etc. Also, let them know how quickly it runs out and to buy enough from you to last them until next year.
- ♣ **ASK** friends at your place of worship if they would like to buy some Trail's End popcorn.
- ♣ **ASK** your parents to help you sell popcorn at their workplaces for employee or company gifts. Better yet, ask your parents if you can go to their office and sell.
- ♣ If your parents belong to a club (Rotary, Kiwanis, Lions, bowling league, hockey league, etc.), see if the club will let you make a presentation to the members. Many business leaders give holiday gifts to clients and employees and Trail's End popcorn makes a great gift.

♣ **WRITE** a thank you note and place a copy of it on all the Trail's End popcorn you deliver and let everyone know how much you appreciate their support. This will benefit you next year when you call on them. Inform people about www.Trails-End.com where they can buy popcorn year-round to support you and your Scouting Unit.

♣ **KEEP** your Take Order forms so you can call on these people again next year. People will remember how polite and courteous you were, the nice thank you note they received, and the Trail's End popcorn that they did not buy enough of!

♣ **ALWAYS SAY "THANK YOU!"**

THE SALES PITCH

♣ **Focus on Scouting** instead of the product. "Will you support Scouting by purchasing popcorn today?" "Will you help us go to camp by purchasing popcorn today?" Avoid asking if they would like to "buy popcorn." **If they just wanted to buy popcorn, they could get it cheaper in a store.**

♣ **People buy popcorn to support Scouting** and the Scout in front of them. They can't buy the Scouting experience for a young person through store-bought popcorn.

♣ **Be specific on how the money will be used.** People are more willing to purchase if they know where the money is going.

♣ **Maintain eye contact.** If the customer is not looking at you or you are not looking at them, somebody is not paying attention.

♣ **Be polite.** Use 'Sir' and 'Ma'am' when addressing potential donors.

♣ Don't ask people IF they will buy – **ask at which level they would like to support your Scout program** with the various popcorn products and prices representing the various levels.

♣ **Sell the higher priced products first to generate more program revenue.**

♣ If someone says – 'It's not on my diet' or 'I can't eat it because I'm a diabetic' – let them know that it makes a great gift for the holidays or suggest a Military Donation of *Popcorn For The Troops*.

♣ **Have the Scouts practice the pitch** until they don't have to think about what they are going to say.

♣ **Most people who do not buy popcorn do not buy because they did not get asked...over 80% of people will buy popcorn when asked.**

♣ Over 90% of people who buy popcorn from a Scout have made up their mind to support Scouting before they have even seen what the Scout is selling!

♣ **Say THANK YOU – even if only for their time.**

Note: Adults should be prepared to deal with people who espouse a political agenda. Our Scouts don't need to be exposed to this, so consider how to quietly defuse a situation. Do not get into an argument with the individual; simply affirm their right to hold an opinion and thank them for their thoughts.

Sample Sales Script

Hi, my name is _____ (say first name only). I'm a Cub Scout with Pack _____.

We're selling popcorn to help raise money for our pack. By buying popcorn today, you'll be helping me earn my way to camp next summer and do fun things with my pack all year long. More than 73% of your purchase comes back to support Scouting.

(Hand the customer the Take Order form and a pen, or at a Show and Sell, point out a high cost product).

Which product would you like to buy or would you rather send popcorn to our military?

You'll help us, won't you?

Thank you for your support of Scouting!

FALL POPCORN SALE CHECKLIST

Spring/Summer

- ☐ Recruit a Unit Popcorn Coach and give them this guide. If possible, provide them with an overview of how the sale works and the Unit's sales history.
- ☐ Register your Unit for the annual fall popcorn sale online at www.riograndecouncil.org.
- ☐ Schedule your Show and Sell locations and dates that your Unit will sell.

August

- ☐ Attend Unit Popcorn Kernel Kickoff to pick-up your popcorn packet and supplies. Refer to the Popcorn Sale Calendar for scheduled trainings. Familiarize yourself with all the printed materials, especially the Popcorn Coach's Handbook. Browse additional materials and sales aids at www.riograndecouncil.org and www.Trails-End.com.
- ☐ Learn and understand the Council's commission structure and what steps must be taken to earn the bonus percentage.
- ☐ Decide with your Unit leaders how much popcorn to allot each family for Show and Deliver throughout their neighborhoods and places of business.
- ☐ Determine if your Unit will accept credit card payments and if applicable, setup an account with your preferred vendor. The Council and Trail's End both recommend Square. Visit www.riograndecouncil.org or www.Trails-End.com for more information on this offer.
- ☐ Submit your Unit's popcorn goal/budget sheet to [your cubmaster](#).
- ☐ Create Unit sales incentives for your Scouts and procure prizes.

- Logon to www.Trails-End.com and follow the online instructions (see Popcorn Coach's Handbook) to order your popcorn. Remember, if this is your first time to start small. The Council has extra product on hand if you need more than you originally planned on.

September

- Host a Unit Kickoff Event. Make it fun and create excitement for the Scouts and parents. Pass out order and prize forms to all the youth. Emphasize importance of the sale to parents and all the prizes and benefits they can receive. Make sure each parent and Unit leader are aware of deadlines for handing in popcorn and prize orders and registering for the weekly drawings.
- Create a sign-up sheet for your Show and Sells and have your parents and youth select their available time slots.
- Train youth on salesmanship techniques and have them memorize and practice the sales script. All Scouts should be in uniform while they are selling.
- Schedule with your District Coach to pick up your Show and Sell Popcorn. Refer to the Popcorn Sale Calendar for distribution dates. Be sure to bring a large enough vehicle to haul your order with and be on time to ensure timely distribution.
- Store product in a cool and clean location to keep sweeter, coated items from melting, and prevent damage. The Unit assumes all liability for the product once it is received.
- Distribute an allotted amount of popcorn to each Scout at a pre-scheduled time and location. Have Scouts and parents sign a receipt accepting responsibility for payment or return of unsold, undamaged product. This product should be used by Scout families for Show and Deliver throughout their neighborhoods and places of business.

Show and Sell Events

- Pack items that you will need for the sale: popcorn, order forms, banners, tables, chairs, canopy, change, receipts, Military Donation Cards, pens, schedule, bottled water, etc.
- Arrive early and check in with store manager to find out any necessary information for the location. **If there is a Unit already selling at the location, please do not confront the store manager.** Politely approach the Unit leader and work out any scheduling conflicts amongst yourselves. Remember, a Scout is courteous and kind. Be sure to leave the site on time as other Units may be scheduled for the time slot after yours.
- Set up product and site in an organized fashion. Keep site clean throughout the sale. Sweep up dirt and pick up any garbage. All empty popcorn boxes should be removed from the premises. Do not pile them into a trash can in front of the business nor in their dumpster. This will make your presentation look better and strengthens your Unit's relationship with the location.
- As your Scouts show up, begin to build teams of two putting more extroverted and/or experienced youth with more introverted and/or inexperienced youth. This will help build confidence and motivation.
- Always maintain two-deep leadership.
- Let the Scouts do the selling. It's easy for adults to say no to adults, but very tough to say no to Scouts in uniform.
- Checks should be made payable to your Unit...not Council as you assume liability for accounts with insufficient funds. **DO NOT ACCEPT POST DATED CHECKS.**

October

- Share and post a chart with your Unit goal and individual Scout goals in your meeting place or have it on hand during meetings. As the sale progresses be sure to update the chart. Each week show the Unit goal chart and check on your Scouts' progress. Present and/or recognize Scouts for earning weekly prizes or incentives. Make sure to collect any order forms that are filled up to get in the Council drawing and submit them to ernest.espinoza@scouting.org
- After the final week of sales, collect all unsold Show and Sell/Deliver popcorn, prize orders, and any money collected from the Scout families. Total all the orders onto a single order form to make entering the Unit Order online simpler. Be sure to fill Scout orders with remaining popcorn on hand when possible before the return date.
- Enter popcorn and prize orders online following the ordering instructions. Refer to the Popcorn Sale Calendar for due dates.

November

- Return any unsold Show and Sell/Deliver product on the return day(s) or keep extra product to fill take orders. Popcorn should only be returned in full cases and returns should be less than 25% of your original distribution amount or your Unit will incur commission losses. Refer to the Popcorn Sale Calendar for return dates.
- Pick up your order at the District drop delivery site. Refer to the Popcorn Sale Calendar for distribution dates. Be sure to bring a large enough vehicle to haul your order with and be on time to ensure timely distribution.
- Store product in a cool and clean location to prevent chocolate items from melting or other damage. The Unit assumes all liability for the product once it is received.
- Distribute popcorn to your Scouts at a pre-scheduled time and location. Make sure you have copies of your Scouts' orders.
- Schedule a payment deadline for all Scout families to have their money turned in. All checks should be made payable to your Unit....NOT THE COUNCIL as you assume all liability for accounts with insufficient funds. This date should be at least one week prior to the Council's payment deadline to ensure adequate time for the Unit Popcorn Kernel to get a check from the Unit Treasurer. Prompt payment should be made to the Alamo Area Council to avoid late fees.
- Make popcorn payment on time. Refer to the Popcorn Sale Calendar for payment deadline. Unit Invoices are available at www.Trails-End.com. "Balance Due" will be shown on the Unit Invoice, which will be less your earned commission. Payment should be made with one check payable to the Alamo Area Council. The Council will not accept multiple checks or cash. Units with outstanding balances after November 6th will be charged a 5% late fee.

February

- Units will receive a check or Unit Account deposit for Online Sales commissions. All Units earn 32% commission.

QUESTIONS / NOTES