

2017 HOOSIER TRAILS COUNCIL, BSA POPCORN SALE- E COMMUNICATION RESOURCE

IMPORTANT DATES

10/22 - Sale Ends

10/25 - Popcorn & Prize Orders Due to the Council, Along with a Post-Dated Check Payable to HTC

11/10 - Take-Order Product Delivery

12/8 - Post-Dated Checks are Deposited

LEARN MORE ONLINE

Go to our [council website](#) to find additional resources to help with your sale!



BOY SCOUTS
OF AMERICA
HOOSIER TRAILS COUNCIL

WRAPPING UP THE SALE

We're **almost done** with our 2017 popcorn sale, Kernels! Congratulations! Some sales are beginning to wrap up, but there is still the task of reviewing each Scout's order for correct information. Here are some of the processes for finishing up the sale.

- Reconciliation day is approaching. Go to Page 3 for further instructions.
- Start to collect the unused popcorn for return. This return can be made to your district's local popcorn warehouse before the final return date.
- **October 25th is Reconciliation Day.** If you return popcorn on this day, you must return your popcorn to the Council Service Center. **Only 20% of your unit's popcorn may be returned without incurring a 10% handling fee.**
- Please keep in mind that you can still return popcorn without chance of penalty to the warehouses **on or before October 20th.**

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NEED MORE POPCORN?

Set up a time to stop by the warehouse locations to pick up more product. This is first-come, first-served, so product might run out. Please contact [Kevin Trojan](#) to set up your pickup orders. Below are the locations and hours for each area.

BLOOMINGTON

LOCATION

Council Office- 5625 State Rd 46,
Bloomington, IN 47401

Office Hours 10AM– 5PM

LAWRENCEBURG

LOCATION

Midwest Service Warehouse,
IN 1300 Scheneley Pl.

Lawrenceburg

Hours Thursday 3-6 PM

SEYMOUR LOCATION

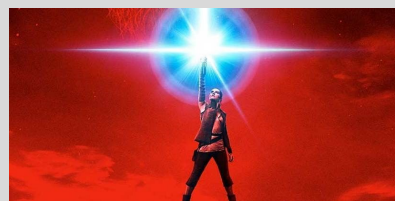
Walmart Distribution Satellite
Building, 2100 E. Tipton Street

Hours Friday 1-4 PM

THIS IS THE LAST WEEK TO PICK UP OR RETURN POPCORN

**THE “JOIN THE FORCE”
SUPER SELLER CLUB
HAS RETURNED!**

For every \$1,000 in sales, earn 2 tickets to a special screening of Star Wars: Episode VIII The Last Jedi in December of 2017. Screenings will take place in Bloomington, Columbus, and Newport, KY.



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POPCORN SYSTEM – UNIT CHECKLIST

Use the Checklist below as a guide for administrating your Unit's Popcorn Sale. For step by step instructions, refer to the Popcorn System Unit Manual available for download in the Popcorn System.

1. Create Unit Users

(Contacts Menus)

- This step is likely to already be completed if you placed a show & sell order
- Contact Brenda Sadler if you need your username
- Add any addition unit users anytime.

2. Build your Scout List

(Scouts Menu)

- Add your Scouts to enter Scout Take Orders and track their sales for prizes
- Enter Scout orders (Scout Orders menu – Take Order Only)
- Include credit for Show & Sell as a dollar amount in the initial order under scout tracking
- Scouts who have online orders will already be on the list

! IT IS VERY IMPORTANT THAT YOU COMPLETE THIS STEP !

3. View your Unit's Commission

(Commissions Menu)

- View your unit's popcorn sale commission structure
- If enabled, select between the prize program or the cash only option
- This screen **does not** include Above & Beyond Commission ***See Step #6***

4. Place the Unit Popcorn Order

(Unit Order Menu)

- Make sure that **Step 2** has been completed
- Adjust order by your remaining Show & Sell product. This leftover product will be used to fill take orders! **Failure to do this will result in ordering too much popcorn!**
- Enter and Submit unit order for Council to approve

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POPCORN SYSTEM – UNIT CHECKLIST

5. Download Unit Invoice

(Side Navigation)

- Go to Trails-end → Reporting → Unit invoice → Select Unit → Grand Total “Retail”
- This will be your gross sales number
- Download to PDF

6. Complete the Above and Beyond Calculator

(Side Navigation)

- Follow instructions outlined on the calculator
- Include gross sales amount as described on your unit’s final invoice
- Input online sales total. If you don’t know the amount, please contact [Kevin Trojan](#)
- Input prepaid credit card reader deposits. If you don’t know the amount, please contact [Kevin Trojan](#)
- The Amount due to the Council is what we are expecting the check to be due for, **not the amount on the unit invoice**

7. Place the Unit Prize Order

(Side Navigation)

- Click the Unit Prize Order link in the side navigation
- Place your Unit Prize Order

8. Reports

(Side Navigation)

- Print Packing Slips for unit and for Scouts
- Print invoices for unit

9. Final Step

- Submit order by emailing a copy of your unit invoice
- Completed the Above & Beyond calculator
- Post a dated check for **December 8th, 2017**

All unit orders flow through your local council

Scout Orders → System reflects Scout’s need in your unit order

Unit Orders → System reflects unit’s need in Council order

Popcorn Sale Team

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