

Send this to each Unit Leader when they commit to participate



2016 Popcorn World Series Unit Popcorn Kernel Job Description



1. Attend ONE Unit Popcorn Kernel Trainings to be held on August 2nd, 4th, 6th, 9th, 11th, 13th.
 - a. Sign-up unit to sell popcorn by May 27th
 - b. Set a challenging sales goal that pays for your unit's program needs
 - c. Promote the sale – to both youth and parents
 - d. Set up the unit's "Sale Calendar & Schedule"
 - e. Incorporate the "***Fund Your Adventure***" into the unit's program planning and budgeting
 - f. Know the sale deadlines and how to fill out the paperwork/tracking forms
 - g. Give other support to Scouts and parents as needed to ensure the sale is successful and a better program is provided for the youth!
2. Attend your District Popcorn Kickoff August 31st at 7:00 p.m.
3. Hold a Unit Kickoff and encourage Scouts to participate in the two Blitz Weekends – September 9-11 and September 31-October 2.
4. Promote the popcorn sale at your unit meetings.
5. When the sale begins, stay in touch with your Scouts and parents to monitor their progress and offer any assistance needed.
6. Work with your Scouts and parents to ensure 100% of all orders (product order and prize order) are turned in to you so you can place your order by the October 14th deadline.
7. Work through your District Swap Shop to coordinate for expected shortages/overages prior to placing your order.
8. Submit unit Orders and prize orders online by October 14th.
9. Settle Popcorn account with the Circle Ten Council to receive planned commission rate by November 18th
 1. November 19—Unit Commission reduced by 1%
 2. November 26—Unit Commission reduced by 2%
 3. December 3—Unit Commission reduced by 3%