

2009 Popcorn Sale • Forms Explanation

Sale Plan & Timetable - This form outlines the timetable and due dates for the Popcorn Sale.

Unit Commission Plan Selection Form - Your unit will need to select the commission plan your unit wants. This form must be completed and returned to a Council Service Center by Monday, September 21, 2009.

Unit Commission Structure & Amount Owed to Council Form – This form shows how much your unit will earn off of each container sold and how much is owed to the council for each container by December 4, 2009.

Take Order Form - This cardboard form is what Scouts use to solicit orders. One per Scout.

Unit Master Record - The unit uses this sheet to track every Scout's orders, containers received, dollars due, and payment received. A copy of each form must be submitted with Unit Popcorn Order by Friday, October 23.

Money Envelope - Scouts use this to collect money from customers and turn it in to unit chairperson. Be sure each envelope is marked with date due and that checks are made payable to your unit. One per Scout.

Unit Order and Settlement Form - First, unit uses left side to order product from council. Enter total containers sold on the left. Be sure and enter pack, troop or crew number at top and the appropriate information in the top right corner.

A copy of your order must be received by the Scout Service Center by Friday, October 23 at the latest.

After your delivery and money collection is over, enter the cost per container from the sheet "Amount Owed to Council at Settlement" in your packet. Multiply the two for the amount due to the council. Add up that column to get the total due the council. (Remember, units keep commission up front. Do not deduct unit commission again)

Sign the form and mail one copy of the Unit Order and Settlement form along with one check to a council office by Friday, December 4, 2009.

Unit Product Receipt - This will confirm the amount of popcorn you pick up at distribution.

Patch Order Form - All Scouts selling popcorn will receive a free popcorn patch. This form is for those units selecting the "Money Only" Option - Commission Plan 2. White copy submitted with Unit Popcorn Order by Friday, October 23rd.

\$1,500 Program Qualifiers Form - Every Scout selling \$1,500 worth of popcorn will receive their choice of a \$50 Gift Certificate. Unit leaders need to fill out this form and submit it along with their popcorn order by Friday, October 23rd.

All qualifiers will be checked against the "Unit Master Record" form. Be sure Scout's name and address are filled out legibly and completely. Prizes cannot be shipped to P.O. Box numbers.

Youth Scholarship Form – This form explains how the youth of your unit can earn scholarship dollars for their post high school education by selling popcorn. These forms are due to the Council no later than December 31, 2009.

Council Prize Program - Only for units selecting Commission Plan One.

Prize Program Order Form. - List the total number of prizes you need for your unit in the appropriate column. Top copy submitted with Unit Popcorn Order by Friday, October 23.

Den or Patrol Prize Summary - This form is to be used to keep track of individual Scout prize selections. The top copy is to be submitted to the unit popcorn chair so they can compile the unit prize order. One per den or patrol.