



2009 Popcorn Sale

Sale Plan and Timetable

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| September 12 | 1. Attend council sales training and kickoff meeting. |
| September 21 | 2. Submit Unit Selection Plan Form to the Council Service Center. |
| September 21-25 | 3. Explain program to your adult leaders, set your unit's sales goals, plan unit sales activities, prepare timetables, and set up sales coverage plan. |
| September 21-25 | 4. Distribute sales materials, motivate and train Scouts, review sales goals, explain prize and incentive program and sales coverage plan. (Refer to Unit's Next Step for meeting agenda.) |
| Sept. 26- Oct. 23 | 5. Oversee "Take-Order" process. |
| October 23 | 6. Collect take order forms, Unit Master Records, complete unit popcorn order, patch order and prize order. |
| October 23 | 7. Submit the following forms to the Council Service Center by Friday, October 23, 2009: <ul style="list-style-type: none"> a. Unit Order and Settlement Form - top copy only. b. "Free Patches" Order Form c. Unit Prize Order Form (if applicable) d. Unit Master Records - top copy only. e. \$1,500 qualifiers Form f. Unit's Top Sellers Form |
| November 7 | 8. Oversee popcorn pick up at delivery location and distribute popcorn and Take Order forms to Scouts for delivery to customers. |
| Nov. 7 – Dec 4 | 9. Supervise collection of money from Scouts and record on Unit Settlement Form. |
| December 4 | 10. Submit one check to the council along with a copy of the Unit Settlement Form by Friday, December 4th, 2009. |
| December – January | 11. Distribute prizes earned by Scouts. |
| February | 12. Pass on ways to improve the sale to your district executive. |

