

Take Order

Your Scouts can sell popcorn using the Take Order form beginning on August 18th!

STEP 1: Host a Unit Kickoff and distribute forms

At a pack or troop meeting, gather the Scouts and parents, explain the sale and deadlines, get them excited about selling and give each Scout a Take Order form.

STEP 2: Collect the Scouts' orders : Ensure Scouts know when Orders are due to YOU!

Select a date to collect order forms and money from Scouts: (write it down here)

You must place the unit order **on November 2nd by 4pm.** Scouts should turn in order forms and payments. Be ready to accept cash and checks.

STEP 3: Place your unit's popcorn order by **November 2nd at 4pm.**

You must place your Take Order online at prpopcorn.com . You should order the exact amount of popcorn needed, you do not have to order by full cases.

STEP 4: Pick up your popcorn on:

November 20th



You will schedule your pickup time after you place your order
Look for signup genius email.



STEP 5: Pay for your popcorn

The Council will send you an invoice for your popcorn with your balance in early November. You will submit one UNIT check made payable to the council (SHAC). Council will email you a copy of the final invoice with the amount due to council.

STEP 6: Sort popcorn and distribute to Scouts

Find a space for your unit's popcorn and divide it up by Scout order. The Scouts will then deliver the popcorn to their customers.

Take Order Popcorn Pick Up

No additional popcorn will be sold at the warehouse. Any additional popcorn may be purchased the week following pick-up. Units wanting to purchase extra popcorn beyond their November 2, 2021 order, must contact the 576popcorn@shac.org, and is subject to availability. Popcorn must be paid for at time of pick up using a UNIT CHECK or MONEY ORDER.

Suggested Kick-off Agenda

Explain how the popcorn sale benefits...

- *...your Unit:* Funds our Ideal Year of Scouting—pays for special activities, awards, equipment, camp, recharter, dues.
- *...your Scouts:* Builds personal sense of responsibility, sales and leadership skills, and supports program, team building and money handling skills.
- *...your Council:* Raises money for improving activities and camping programs.

Have Scouts sample each popcorn provided in your sample kit.

Scouts can decide their favorite flavor to share with customers and encourage sales.

Review the prizes:

- Prizes!
- Winner's Circle

Review sales goals and techniques:

- Distribute and discuss order forms and prize brochure.
- Role-play sales presentations with Scouts.
- Instruct Scouts to wear their uniforms while selling.

Go over delivery and money collection process:

- Have customers make checks payable to the Unit (If a customer pays by check, make sure the check is made payable to the unit)
- Collect payment when Scouts make the sale.
- Say "Thank you for supporting Scouting. See you next year!"

Review safety rules for Scouts and adults:

- Emphasize that Scouts do not enter homes.
- Scouts should be selling with a buddy and accompanied by a chaperone.

CUSTOMER CHECKLIST

- Parents
- Neighbors
- At Church
- Area Businesses
- Coaches
- Parent's Work
- Relatives (Grandparents, Aunts, Uncles, Brothers, Sisters...)
- Teachers

Don't forget last years' customers. If you kept your Order Form from last year, ask each of them to buy again.