

GEORGIA-CAROLINA COUNCIL, BSA

2008 TRAIL'S END POPCORN SALE

& MAGAZINE DERBY

UNIT KERNEL GUIDE



Unit Kernel Orientation Dates

(all the information and materials you need to conduct a successful sale)
 (And we are going to have pizza & soda at this meeting, so skip supper!)

<u>DISTRICT</u>	<u>DATE & TIME</u>	<u>LOCATION</u>
Chickasaw	Thursday, September 4, 7:00 p.m.	Mann Memorial UMC
Kiokee	Thursday, September 4, 7:00 p.m.	Wesley UMC
Yamasee	Thursday, September 4, 6:30 p.m.	Aiken 1 st Presbyterian
Ogeechee	Thursday, September 11, 7:00 p.m.	Midville UMC
Upper River	Thursday, September 11, 7:00 p.m.	Thomson Presbyterian

2008 DISTRICT KERNELS

DISTRICT	NAME	PHONE	E-MAIL
CHICKASAW	John Lint	803-270-1964	jrlint@comcast.net
District Executive	Max Williams	706-733-5277	mwilliams@gacacouncil.org
KIOKEE	Dr. Michael Graybeal	706-650-8643	mlgraybeal@mindspring.com
District Executive	Anand Suthar	(M) 706-825-5254 706-733-5277	asuthar@gacacouncil.org
OGEECHEE			
District Executive	Max Williams	706-733-5277	mwilliams@gacacouncil.org
UPPER RIVER			
District Executive	Anand Suthar	706-733-5277	asuthar@gacacouncil.org
YAMASEE			
District Executive	Chap Shearouse	706-733-5277	cshearouse@gacacouncil.org
COUNCIL KERNEL	Dr. Michael Graybeal	706-650-8643	mlgraybeal@mindspring.com
Staff Advisor	Jeremy Whitmore	(M) 706-825-5254 706-733-5277	jwhitmore@gacacouncil.org

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2008 KEY DATES TO REMEMBER

SEPTEMBER 2008

- September 4th or 11th:* Training for Unit Kernels. A 60-minute training covering a multitude of new information for 2008. See Page 2 for your District's date, time and location.
- September:* Unit Kernels conduct a Unit Product Sale Kick-off Meeting.
- September 17 & 18:* Units participating in "Show & Sell" pick-up Popcorn @ _____.
- Saturday, September 21:* Sale Officially Begins!

OCTOBER 2008

- By Friday, October 31st:* ALL Unit Popcorn, Magazine & Prize Orders due to District Kernels!

NOVEMBER 2008

- Saturday, November 15th:* All units pick up popcorn from distribution location (locations To Be Announced).

DECEMBER 2008

- By Friday, December 12th:* "TOTAL MONEY DUE" to District Kernels. (*Payment by cashier check, money order or unit check...payable to Georgia-Carolina Council*)

2008 Unit Kernel Responsibilities

(IT IS SUGGESTED THAT YOU RECRUIT SOMEONE AS YOUR ASSISTANT)

1. Attend the Unit Kernel Training:
 - This 60-minute training covers a multitude of new info for 2008.
 - BRING YOUR ASSISTANT WITH YOU!
2. Explain program to your adult leaders:
 - Unit's Sales Goal and Plan Sales Activities
 - Prepare Timetables
 - Set Up Sales Coverage Areas (if participating in Show-N-Sell, please get with your District Kernel about options)
3. Prepare handouts for Unit Kick-off meeting for Leaders, Parents & Scouts:
 - Timeline showing sale dates, date orders due, time & place for pickup, and distribution.
 - Unit goal and per boy sales goal
 - 1 Sale Folder per scout (money envelope given out with popcorn)
 - Unit Master Record form(s) to record Scout's sales for den/patrol totals
4. Conduct a Unit Product Sale Kick-off Meeting, by September 20th for your unit. **“KICKOFF IN A BOX” – New for 2008!** Review sales goals, explain Prize & Incentive Program, discuss sales techniques, money collection and safety suggestions.
5. Submit unit product & prize order to your District Kernel by Friday, October 31st:
 - Collect and total all sales records/order forms.
 - **Note, you probably want to allow 2 - 3 days to compile your unit order prior to October 31st. No orders will be accepted after the deadline!!!**
6. Arrange to pick-up popcorn and magazine vouchers at district distribution location on Saturday, November 15th. On the same day, conduct a special meeting of all Scouts and their parents at your unit's meeting site to distribute popcorn, the Scout's original Take Order Forms and Money Envelopes. Keep a copy of the Scout's Take Order Forms as a customer record for next year's sale.
7. Remind your Scouts of unit's money due dates. Make sure checks from customers are made payable to the unit itself.
8. You will be provided an invoice from council. Collect and tally money from Scouts and **submit one check payable to the Georgia-Carolina Council** for “Total Amount Due” on invoice by Friday, December 12th, 2008, to your District Kernel.

IDEAL YEAR OF SCOUTING

As a leader, you are charged with the responsibility to make sure your youth members have a fun and exciting program that will capture their imagination and build memories and friendships that will last a lifetime.

Keys to your Ideal Year of Scouting

- Step 1: Using the information from your “Program Preview Meeting”, and/or information on “Annual Program Planning”, develop a 2008-09 plan.
- Step 2: Build a calendar of monthly events for the upcoming year. Brainstorm by involving your Scouts, parents, leaders, etc.
- Step 3: With support from other adult leaders, develop a unit budget for the upcoming year. Calculate the amount of funds needed to make your “Ideal Year of Scouting” a reality. Put your plan on paper.
- Step 4: Print a calendar and share it with everyone in your unit.
- Step 5: Fund your unit plan! Now that you know what it is you are going to be doing and how much it will cost, determine how you will secure the money needed to make it happen. The annual Product Sales can be the best way to make your plan a reality without having parents take money out of their pocket every month.
- Step 6: Communicate your program and budget plan to every family in your unit. Make sure everyone knows what you are doing and where the money is going and what part they have to play in making the plan come together.

Thank you for helping young people in your unit build better friendships, memories and positive Scouting experiences.

INCOME

From: Members	# of Scouts	\$/Scout	Total
Dues: New members	_____	_____	_____
Dues: Old members	_____	_____	_____
TOTAL INCOME FROM MEMBERS			\$ _____

From: Fundraisers

Estimate what you think your income might be:

Other Income	_____	\$ _____
Other Income	_____	\$ _____

TOTAL INCOME: FUNDRAISERS	\$ _____
+TOTAL INCOME FROM MEMBERS	\$ _____
=TOTAL INCOME	\$ _____

Determine Fundraising needs

<u>TOTAL INCOME</u>	+ \$ _____
<u>GRAND TOTAL ALL EXPENSES</u>	- \$ _____

Fundraising needs = \$ _____

DETERMING YOUR POPCORN GOAL

Fundraising needs	\$ _____
	X 3
Popcorn Sales Goal	= _____

Unit Sales Goal _____ ÷ Number of Scouts _____ = per Scout Goal _____

or

Unit Sales Goal _____ ÷ Average price of Item \$20 = Number of Items _____

Number of Items _____ ÷ Number of Scouts _____ = per Scout goal _____

SELL THE SCOUTING PROGRAM – SELL THE SIZZLE

- It is not about popcorn or magazines, it is about program.
 - ✓ Selling products as a fundraiser enables a unit to have the funds to deliver their “program”.
- We are selling Scouting, and people will buy if asked.
 - ✓ 82% of the public has never been asked to buy popcorn or magazines from Scouts.
- People need to know why Scouts are selling...what is the reason?
 - ✓ Volunteer leaders should inform Scouts, and their parents, how the popcorn and magazine sale directly benefits their unit program and directly benefits individual Scouts and their families.
 - ✓ A printed calendar and unit budget will help educate parents and Scouts on “plans for the upcoming year”.
- The popcorn costs too much. I do not eat popcorn.
 - ✓ Surveys show that people will purchase from a Scout, if asked, and if they hear “how it will benefit the Scout” who is selling.
 - ✓ This is a unit fundraiser...not a “bargain sale”. Again, it is not about popcorn, it is about program.
 - ✓ The Magazine Derby option is a great alternative for those people that do not eat popcorn.
- Our pack (troop-crew) has another fundraiser and we do not have a need to “sell popcorn”.
 - ✓ If this is the case, then consider allowing the “total unit commission” to go directly into a “Scout’s account” for weekend campouts, field trips, Boy Scout Summer Camp, Cub Scout Day Camp, personal scouting equipment or uniforms, etc.
 - ✓ Many units find the “Popcorn & Magazine Sale” adequate for both their Unit and individual Scout annual needs...and parents appreciate not having to come up with funds (dues) every week, month, etc.

For your Scouts

Begin with your immediate family members...mom, dad, married brothers and sisters, cousins, grandparents, aunts and uncles, close neighbors, etc...you can do this as soon as you receive your "take order forms"...then after the kickoff, canvas your neighborhood, friends, etc...those who may support your unit's product sale. And remember, tell everyone about your unit's (pack or troop) program and why you are selling...82% of the public is never asked to buy, and they will, if they know why you are selling.

2007 TOP SELLING PACKS / DISTRICT

<u>DISTRICT</u>	<u>PACK #</u>	<u>GROSS SALES</u>
Chickasaw	Pack 49	\$6,715.00
Kiokee	Pack 620	\$23,360.00
Ogeechee	Pack 202	\$4,355.00
Upper River	Pack 316	\$4,695.00
Yamasee	Pack 121	\$10,955.00

2007 TOP SELLING TROOPS / DISTRICT

<u>DISTRICT</u>	<u>TROOP #</u>	<u>GROSS SALES</u>
Chickasaw	Troop 504	\$4,340.00
Kiokee	Troop 615	\$6,335.00
Ogeechee	Troop 250	\$900.00
Upper River	Troop 34	\$160.00
Yamasee	Troop 110	\$4,120.00

2008 Product Selection

<u>Trail's End Popcorn</u>	<u>Retail Price</u>
1. 9.5 oz. Caramel Corn w/ Peanuts	\$ 10.00
2. 15-pack Butter Light Microwave	\$ 15.00
3. 15-pack "Unbelievable Butter" Microwave	\$ 15.00
4. 18 oz. Caramel Corn Light	\$ 18.00
5. 23 oz. Gourmet Caramel Corn w/ Almonds, Pecans & Cashews.	\$ 20.00
6. 24 oz Chocolatey Caramel Crunch	\$ 20.00
7. 15-pack Kettle Corn Microwave	\$ 20.00
8. Cheese Lover's 3-Way Tin	\$ 30.00
9. Savory & Sweet 3-Way Tin	\$ 40.00
10. 5-Way Chocolate Lover's Tin	\$ 50.00
11. Military Option*	\$ 25.00

*For a \$25.00 donation, Trail's End will send the military \$25.00 worth of popcorn!

(Note: ONLY 1 price increase from the 2007 sale!)

(Caramel Corn Light was \$15.00 in 2007.)

<u>Magazine Derby</u>	<u>Retail Price</u>
1. \$10 Voucher	\$10.00
2. \$20 Voucher	\$20.00

COMMISSIONS / PRIZES

Commission Plan Without Prizes

34% of gross unit sales

Commission Plan With Prizes

30% of gross unit sales+ prizes

Unit Sales Bonus Plan

Achieve total unit sales at the levels listed below and receive BONUS COMMISSION!!!

TOTAL UNIT SALES

BONUS COMMISSION AMOUNT

\$4,000 - \$5,999	\$ 50.00
\$6,000 - \$7,999	\$100.00
\$8,000 - \$9,999	\$150.00
\$10,000 - \$11,999	\$200.00
\$12,000 - \$13,999	\$250.00
\$14,000 - \$15,999	\$300.00
\$16,000 - \$17,999	\$350.00
\$18,000 - \$19,999	\$400.00
\$20,000 - \$21,999	\$450.00
\$22,000 - \$23,999	\$500.00
\$24,000 - \$25,999	\$550.00
\$26,000 - \$27,999	\$600.00
\$28,000 - \$29,999	\$650.00

NOTE: If your unit wishes to take the “Commission Plan Without Prizes” option, but would still like to recognize your scouts with a Popcorn patch or pin, please contact Jeremy Whitmore at the Scout Service Center to place an order. Patches & Pins will be 50 cents each.

10 REASONS TO USE

THE PRIZE INCENTIVE PROGRAM

- **Generally, units that used the *prize incentive program* had a 10-12% increase in sales...Scouts like recognition.**
- Prizes are easily promoted (see sample prize sheet attached).
- Prizes offer greater motivational impact for the youth members who sell.
- Scouts like to talk and compare the prizes they have won by selling.
- Magazine Derby sales count towards prize levels 2 – 11.
- Prizes are memorable...especially the quality...brand name merchandise (Coleman, Bear, Motorola, Nintendo, Phillips, Apple, Garmin, etc.).
- Delivery is to individual units...delivered to each unit kernel (chair)...you can't beat the convenience.
- Unparalleled service and support from Trail's End...prompt service to units.
- Prizes are in addition to a generous commission given directly to each unit.
- Family participation is often the most powerful motivating factor driving a prize incentive program for Scouts. It involves families.

INDIVIDUAL PRIZE NOTES:

- ✓ Scouts will earn prizes based on total dollars sold.
- ✓ Prizes begin at a sales level of only \$100.00.
- ✓ Scouts will pick one item from the highest prize level reached or a combination of prizes that total the highest level achieved (maximum of 2 prizes).
- ✓ Scouts may choose gift cards from scoutstuff.org, coleman.com, or Wal-Mart beginning at Level 5 - \$400 in total sales.

Money Due by December 12th, 2008 **to District Kernels**

Units keep their commission and only submit payment of “total amount due” council.

(Payment by one cashier check, money order or unit check.)

ADDITIONAL PRIZES AND RECOGNITIONS FOR YOUTH MEMBERS!

In addition to the 11 prize levels, Scouts can earn these additional great prizes.

Top Council Cub Scout Salesman:

\$1,000 US Savings Bond (*Minimum Sale of \$4,000*)

Top Council Boy Scout, Venturer, or Explorer Salesperson:

\$1,000 US Savings Bond (*Minimum Sale of \$4,000*)

Top District Salesmen: (top seller from each of the 5 districts) (council top sellers not eligible)

\$100 Gift Card...Wal-Mart or Toys R Us (winners choice)

(Minimum Sale of \$500...combined Popcorn & Magazine sales)

Top Magazine Derby Salesman: (top seller from each of the 5 districts)

\$50 Gift Card...Wal-Mart or Toys R Us (winners choice)

(Minimum Sale of \$50... Magazine sales ONLY)

Magazine Derby Drawing: (5 drawings...one in each district)

\$50 Gift Card...Wal-Mart or Toys R Us (winners choice)

(Minimum Sale of \$10... Magazine sales ONLY)

Popcorn Sale Fill It Up Drawing: (5 drawings...one award each week for 5 weeks)

Razor E100 Electric Scooter

(see flyer for additional information)

“I Filled It Up” T-Shirt:

A FREE T-Shirt by “filling up” a Popcorn Sale Take Order Form with 25 different orders.

(Scout is eligible by entering a form in the Popcorn Sale Fill It Up Drawing)

(One T-shirt per scout...T-Shirts available for pick-up at the Scout Service Center)

Available for all Salesmen

Fill It Up Patch*: Fill up an entire popcorn form (25 orders) and receive a special “Fill It Up” patch.

\$1,500 or more in popcorn sales*: Earn a \$50.00 Gift Card from Wal-Mart, coleman.com, or scoutstuff.org

\$2,500 or more in popcorn sales*: Sell this amount in one year and earn money for college.

**Only Trails End Popcorn Sales count towards these incentives.*

Visit www.trails-end.com for more information and forms on these incentives.

Unit Popcorn Kick-off Agenda: 45 minutes

Conducted by Unit Kernel

I. **Gathering:**

(Have popcorn for everyone to eat, display popcorn samples, and Scout stuff for people to look at)

II. **Opening (5 minutes)**

- Pledge of Allegiance
- Welcome Parents

III. **Why Popcorn & Magazines? (5 minutes)**

- Make the case ...why is our unit selling popcorn and magazines this year.
 - to reduce the number of fundraisers we do each year.
 - Money for new equipment.
 - So parents don't have to write a check for everything their son does.
 - So your son can learn to earn his way.
 - To go to camp, field trips, and other activities.
- Make sure every Family has a copy of the Unit Calendar & Unit Budget

IV. **So what's the plan (5 minutes)**

- Review timeline
 - September 21st, sale begins
 - (Unit participating in Show-N-Sell? If so, Where & When?) _____
 - Orders prize requests back to Unit Kernel due date _____
 - November 15th, pick-up popcorn _____
 - Money due date _____

V. **So what's our goal? (5 minutes)**

- Our unit goal is \$_____ in total sales
- per Scout goal \$ _____

VI. **Prizes (review prize brochure) (10 minutes)**

- Review prize plan (11 levels)
- Ask each Scout to pick what prize they want to earn
- Review Top District/Council Sales Prizes
- Review Additional Prize opportunities

VII. **How to sell popcorn & magazines (review "Support The Scouts" folder, 1 per Scout) (10 minutes)**

- Ask family, friends, neighbors
- Ask parents to bring form to work and sell to co-workers
- sell door to door in our neighborhood
- Be Safe
 - sell with a buddy or an adult
 - don't sell after dark
 - don't go in someone's house you don't know
 - obey street and traffic signs
- Be Courteous
 - Walk on the sidewalk
 - Wear your uniform
 - Say thank you whether they buy or not
 - Bring extra pens
- When collecting money, keep cash and checks in envelope
- Count out loud when making change
- Make checks payable to unit
- Don't leave popcorn until customer has paid for it

VIII. **Questions & Answers (5 minutes)**

IX. **Thank everyone for coming and wish them good luck**

SAFETY TIPS

- When selling in your neighborhood always have an adult or buddy with you.
- Never enter a stranger's house without an adult.
- Keep checks and cash in a separate envelope with your name on it.
- Always walk on the sidewalk whenever possible.
- Never sell at night.
- Always be courteous.

SALES TIPS

Ten ways to make a popcorn sale.

1. Ask your parent to be the first to buy.
2. Ask your relatives to buy. (Married brothers and sisters)
3. Ask your neighbors to buy.
4. Ask the parents of your friends (not in Scouts) to buy.
5. Take an order form to your place of worship and ask people to buy during coffee/fellowship hour (get permission first).
6. Ask your parents if they can take an order form to work and ask their co-workers to buy.(They may need to get permission first.)
7. Ask your patrol or den to schedule a "Super Sale Day". This is a day when your fellow Scouts select a neighborhood and go door-to-door as a group to ask people to buy.
8. Ask a parent or fellow Scout to go door-to-door with you in your neighborhood to ask people to buy.
9. Ask your parents or relatives if they give out gifts during the holiday season. If yes, ask them to consider giving out popcorn or magazine vouchers as a holiday gift.
10. ALWAYS WEAR YOUR UNIFORM!

WHO BUYS POPCORN or MAGAZINES?

- | | |
|---------------------|------------------------------|
| • Parents | • Teachers |
| • Grandparents | • Coaches |
| • Neighbors | • Married Brothers & Sisters |
| • Relatives | • Parent's Work |
| • Religious Friends | • Doctor |
| • Area businesses | • Unit Leaders |

***Don't forget last year's customers. Make sure you kept your sales form from last year and ask each of them to buy again.**

*** Have a parent in your pack or troop that owns his/her own business? Do they send Christmas gifts to employees/customers? Ask them to send popcorn or magazine vouchers this year.**

Sales Tips for Scouts

- ALWAYS wear your uniform. Everybody loves to support a Scout in uniform.
- ALWAYS sell in pairs accompanied by an adult and never sell after dark unless you are with an adult.
- ALWAYS act like a Scout and be polite and courteous. Wear a smile and introduce yourself.
- ALWAYS walk on the sidewalk and driveway. NOT through the yard. Watch for traffic.
- Don't carry large amounts of cash with you. Never enter anyone's house.
- Remember to always have 2 pens with you and make sure you keep your Take-Order Form as neat as possible.
- Make sure you know all the different types of products you are selling.
- Most importantly, when you are selling – tell the people what the money goes for.
- Make sure you know the date when you will be delivering the popcorn or magazine vouchers to your customers.
- Remember to keep your Take-Order Form for the next year so you can call on the same people.
- Not every house will buy so do not become discouraged.
- The more people you ask – the more people will buy.
- Put sale articles in your school, church, and community bulletins/newsletters.
- Ask your parents, grandparents, aunts, uncles and neighbors: what a great gift Trails End Popcorn or magazine vouchers makes for teachers, friends, co-workers, etc. Also, let them know how quickly it runs out and to buy enough from you to last them until next year.
- Ask your friends at your place of worship if they would like to buy.
- Keep your Take-Order forms so you can call on these people again next year.

Unit Tips For A Successful Sale

Following are a variety of tips that will help your units have a successful sale:

- Develop your Ideal Year of Scouting and then set your budget to establish a unit goal. Let this sale fund your quality Scouting Program.
- Attend a Unit Kernel Training.
- Pick a Unit Kernel and attend all the training sessions and pick up all of your materials.
- Educate parents of the direct benefits to them – i.e. Johnny sells \$x amount and gets to go to camp.
- Have a big unit kickoff for the youth to get all materials and GET EVERYBODY EXCITED! All youth should receive the Take-Order Form. Review all prizes available to the youth. Set per Scout sales goals.
- Have a unit “blitz day” where every youth in the unit goes out selling and whoever sells the most that day gets a prize.
- Encourage Scouts to always sell in uniform.
- Establish a unit customer base. Make 2 copies of all Take Order Forms. One to keep in unit records for next year in case a youth moves, etc. and one for the youth to keep so they can ask when they call them next year “that probably wasn’t enough, was it?”
- Write and copy a letter for all of your Scouts that they can use which explains the sale and why they are selling, tells dates of delivery, explains the benefits for your unit and council and have your Scouts leave a copy of this letter in the newspaper box of peoples homes they know who happen not to be at home when the Scouts stops by. This is a good letter to share with parents.
- Do corporate sales using employers and companies of parents and leaders within your unit.
- Remind parents of all the great uses popcorn and magazine vouchers are as gifts for teachers, co-workers, neighbors, babysitters and relatives.

MAKE IT FUN AND EXCITING FOR THE SCOUTS!

For Your Scouts

Begin with your immediate family members...mom, dad, married brothers and sisters, cousins, grandparents, aunts and uncles, close neighbors, etc...you can do this as soon as you receive your "take order forms"...then after the kickoff, canvas your neighborhood, friends, etc...those who may support your unit's popcorn sale. And remember, tell everyone about your unit's (pack or troop) program and why you are selling popcorn...82% of the public is never asked to buy, and they will, if they know why you are selling.

A. General Instructions

The following **forms** are available on the Council CD 2008.

1. General Rules for Unit Kernels.rtf: *****PLEASE** see this file for important information. It will open with your word processor. ***
2. README_FIRST-CONTENTS.doc – a complete list and detailed descriptions of the files.
3. **For Manual Use**: UnitMasterRecord-08.xls
UnitOrderandSettlementCase-08.xls
4. **For Electronic Use**: UnitMasterRecord AC-08.xls ["Auto-Count"]
UnitOrderandSettlementCaseAC-08.xls
5. Excel Viewer (xlviewer.exe): If you do not have Microsoft Excel, you can download this program from the following link:
<http://office.microsoft.com/en-us/assistance/HA010449811033.aspx>
You then should also download and run the security update file from the same web-page. Excel Viewer will allow you to view, complete, or print the forms for manual use, but **DOES NOT allow you to save entered data for each form.**
6. "Open Office®", a free suite of programs compatible with MS Office formats, is on the CD for you to install instead. It has a spreadsheet program which will read and save ".xls" files.

B. Instructions for Completing UNIT MASTER RECORD Trail's End FORM 04405

*****NOTE: No adjustments are needed for Show & Sell distributions or left-overs!! The forms already account for these!** ***

1. If using the electronic form (UnitMasterRecordAC-08.xls) have a blank copy on hand for reference. For UnitMasterRecord-08.xls, print as many copies as necessary for manual completion.
2. Complete District, Unit, and Unit Chairman/Den Leader information at top of form, including phone numbers.
3. For each scout, verify that all numbers balance on his Order Form. Then enter the scout's name & phone number on the Unit Master Record and transfer total sale amounts into the appropriate "Ordered" (O) columns.
4. Enter any pre-delivered products (Show & Deliver, or early delivery) for each scout in the appropriate "Received" (R) column. (On the automatic form, these amounts will appear in red.) **DO NOT** enter products sold at Show & Sell.
5. Enter the numbers of magazine vouchers sold in the appropriate columns (\$10 or \$20).
6. If working on a manual form, total numbers both vertically and horizontally to make sure all numbers balance. If using the computerized version, the form will automatically total all columns and \$ amounts, and subtract the pre-delivered totals from the orders to show what you still need on the bottom line.
7. You may enter the total dollar amount of each boy's Show & Sell sales in the "Show & Sell" column to make prize calculation easier. (Do **NOT** add this into the amount shown in "Total Amount Due Unit".)
8. Enter **prize(s)** (maximum 2) chosen for each scout in the "Prize Chosen" column.
9. Transfer totals from all UNIT MASTER RECORD sheets to **UNIT ORDER AND SETTLEMENT FORM BY CASE** (see separate instructions, TE **Form 04407**). [This is unnecessary if using UnitMasterRecord AC-08.xls, as all totals will automatically add up to the **UOaSFBC** in that "workbook".]

Instructions for Completing
UNIT ORDER AND SETTLEMENT FORM BY CASE
Trail's End FORM 04407

1. Print out the form [UnitOrderandSettlementCase-08.xls] for use.**
If using the electronic form [UnitOrderandSettlementCaseAC-08.xls] print a copy to have on hand for reference.
2. Complete the District, Unit, and Unit Popcorn Chairman information at top of form, including phone numbers.
3. Complete Column information as follows:
If you did NOT do Show & Sell...
 - » Column 1b, "Sold" – Enter total number of containers sold (from all **Unit Master Records**).**If you DID do Show & Sell...**
 - » Column 1a, "On Hand" – Enter total number of containers left over from Show & Sell.
 - » Column 1b, "Sold" – Enter total number of containers sold (from all **Unit Master Records**).
 - » Column 1c, "Need" – If completing manually, subtract 1a from 1b and enter here.**All sales...**
 - » Column 2, "Containers per Case" – This column is a controlled number and cannot be changed.
 - » Column 3, "Total Cases" – If completing manually, divide number in column 1c by the number in column 2 and enter here.
 - » Column 4, "Total Cases Ordered" – You **MUST** enter here how many cases you wish to order. If there is a fractional amount in Column 3, you may choose to round up to the next number or not, depending on your outlook for trading extra product with another unit. All products are delivered by full cases.
 - » Column 5 – Cost per case is also a controlled number.
 - » Column 6, "Total" – Multiply the cost per case times the number of cases you are ordering. Total all amounts in Column 6 at bottom of column.
 - » Total Commission...For electronic forms, you may enter here your anticipated commission to get an idea of your unit's profit from the sale.
 - » Magazines Sold...Total all magazine sales by voucher value (\$10 and \$20) and enter in spaces in upper left under the Trail's End Logo.
 - » Columns 7 & 8...If completing manually, please **LEAVE BLANK** – these will be filled in by the District Kernel at the time you place your order. Electronic forms will automatically figure these amounts.
4. Sign name in **left** signature space and date form. (Right space is for District Kernel's signature.)
5. COMPLETE "SALE REPORT" SECTION, including top unit salesmen.
6. SUBMIT: **TWO** copies of each **Unit Master Record** form and **THREE** copies of the **Unit Order and Settlement Form By Case** to District Kernel. He/She will verify totals where needed and give your copy of the **Unit Order and Settlement Form** back to you.

Also submit a completed copy of the Trails-End Unit Prize Order Form even if you are not taking prizes (the Council will need a record). Tally all items boys have requested, adding one pin or patch per boy plus one for the Unit Kernel if desired.

District CH KI OG UR YA

(Circle one)



Pack # _____
 Troop # _____
 Crew # _____
 Post # _____

Unit Master Record

Summary of Order & Money

O = Ordered

R = Received

Popcorn Chairman's Name & Phone #'s _____ () _____ Home
 _____ () _____ Work
 Email _____ () _____ Fax
 Adult Leaders' Names & Phone #'s _____
 _____ () _____
 _____ () _____

Scout's Name and Phone	Prize Chosen	Total Containers Ordered/Total Containers Received												Magazine Vouchers Sold		Show & Sell Total \$	Total Amount Due Unit	Paid: Date / Amount	Close Out (✓)
		Military	5-Way Chocolate Lovers Tin	3-Way Tin	Cheese Lover's Tin	15-Pack Kettle Corn	24 oz. Chocolatey Caramel Crunch	26 oz. Gourmet Caramel Corn with Almonds & Pecans	18 oz. Gourmet Caramel Corn LIGHT	15-Pack Unbelievable Butter Microwave Popcorn	15-Pack Butter Light Microwave Popcorn	11 oz. Gourmet Caramel Corn with Peanuts	\$10	\$20					
NAME		O / R	O / R	O / R	O / R	O / R	O / R	O / R	O / R	O / R	O / R	O / R	O / R			\$	\$	\$	
PHONE																			
NAME																\$	\$	\$	
PHONE																			
NAME																\$	\$	\$	
PHONE																			
NAME																\$	\$	\$	
PHONE																			
NAME																\$	\$	\$	
PHONE																			
NAME																\$	\$	\$	
PHONE																			
NAME																\$	\$	\$	
PHONE																			
NAME																\$	\$	\$	
PHONE																			
Total																			



District CH KI OG UR YA

Cub Pack # _____
 Scout Troop # _____
 Venture Crew # _____
 Explorer Post # _____

UNIT ORDER AND SETTLEMENT FORM BY CASE

Name of Unit Popcorn Chairman #REF! _____
 Home Address _____
 City _____ State _____
 Zip _____
 Home () _____ Business () _____
 Email _____

Mag. \$10 _____
 Mag. \$20 _____

Fill out after the Take Order Period - Please convert containers to cases.

ORDER FULL CASES ONLY.

On Hand	MILITARY		Divided by Containers/Case	=	Total Cases		Total Cases Ordered		Cost Per Case	=	Total		Total Commission		Amount Due Council		Unit Profit
		⚔	1	=					\$ 25.00	=	\$				\$		\$
Total 5-Way Chocolate Lovers Tin Sold Need																	
		☾	1	=					\$ 50.00	=	\$				\$		\$
Total 3-Way Tin Sold Need																	
		♣	1	=					\$ 40.00	=	\$				\$		\$
Total Cheese Lover's Tin Sold Need																	
		Ⓒ	1	=					\$ 30.00	=	\$				\$		\$
Total 15-Pack Kettle Corn Sold Need																	
		⚙	6	=					\$ 120.00	=	\$				\$		\$
Total 24 oz. Chocolatey Caramel Crunch Sold Need																	
		★	6	=					\$ 120.00	=	\$				\$		\$
Total 26 oz. Gourmet Caramel w/ Almonds & Pecans Sold Need																	
		🌲	6	=					\$ 120.00	=	\$				\$		\$
Total 18 oz. Gourmet Caramel Corn LIGHT Sold Need																	
		👁	6	=					\$ 108.00	=	\$				\$		\$
Total 15-Pack Unbelievable Butter Microwave Sold Need																	
		🍷	6	=					\$ 90.00	=	\$				\$		\$
Total 15-Pack Butter Light Microwave Sold Need																	
		◆	6	=					\$ 90.00	=	\$				\$		\$
Total 11 oz. Gourmet Carmel Corn with Peanuts Sold Need																	
		●	12	=					\$ 120.00	=	\$				\$		\$

TOTAL CASES ORDERED _____ TOTAL _____ \$ _____ \$ _____

*Make check payable to Georgia-Carolian Council.

Signature _____ Date _____ Signature _____ Date _____

SALE REPORT

No. of Registered Scouts	No. of Scouts who sold	Average Dollars per Scouts selling
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Name TOP UNIT SALESMEN Dollars towards Awards	Name TOP UNIT SALESMEN Dollars towards Awards
1. _____	4. _____
2. _____	5. _____
3. _____	



FALL 2008 TRAIL'S END UNIT PRIZE ORDER FORM

715800	Georgia-Carolina Council	Augusta, GA
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Person Placing Order/ Unit Leader **Unit Leaders: Please return this form with your popcorn order by:** _____

Last name	First Name	District	Pack#	Troop #	Post #
Street Address - FedEx Will NOT deliver to PO Box – must be physical street address					
City	State	Zip Code			
E-Mail Address	Phone Number (Mandatory) Day			Phone Number Evening	

Instructions for Prize Fulfillment:

Indicate total number of each prize needed.

• Leave blank if "zero".

Example: 2 Patches 1 08-2B Master Jack Knife.

- Please print all information clearly, spelling out complete city names including zip codes.
- Do not use tally marks (")
- Be sure to include area codes with your phone number.
- Forward the completed form to your Council leader by the date indicated above.

KEEP A COPY OF THIS FORM FOR YOUR RECORDS!

Level 1

- _____ 89071 Trail's End Patch (each)
- _____ 89081 Trail's End Pin (each)

Level 2

- _____ 08-2A Master Jack Knife
- _____ 08-2B Pen w/Pocket Knife and Mini Scissors
- _____ 08-2C Water Gun with Water Tank
- _____ 08-2D Coleman Compass

Level 3

- _____ 08-3A 10 Function Outdoor Pocket Knife
- _____ 08-3B Outdoor Kit: Multi-Tool, Pouch, Compass
- _____ 08-3C Handheld Game, Watch & FM Scanner Radio
- _____ 08-3D Trailworthy Sports Binoculars w/Carry Case

Level 4

- _____ 08-4A Logo CREATOR Asst (Scout will receive 1 of 4)
- _____ 08-4B Coleman 2AA Headlight
- _____ 08-4C Coleman 4 AA Mini 6" Camp Lantern
- _____ 08-4D Trailworthy Campers Survival Tool

Level 5

- _____ 08-5A Survival Kit
- _____ 08-5B Lego EXO-FORCE Good/Bad Battle Machine
- _____ 08-5C Pure Fishing/Johnson Rod & Real Combo
- _____ WM13 \$13 Wal-Mart Gift Card
- _____ C13 \$13 Coleman Web Gift Certificate
- _____ BSA13 \$13 BSA Gift Card

Level 6

- _____ 08-6A Night Vision Goggles
- _____ 08-6B Lego Lobster Strike
- _____ 08-6C Tasco Telescope/Microscope Combination
- _____ WM22 \$22 Wal-Mart Gift Card
- _____ C22 \$22 Coleman Web Gift Certificate
- _____ BSA22 \$22 BSA Gift Card

Level 7

- _____ 08-7A Razor USA Blue Scooter
- _____ 08-7B Wenzel 7 x 7 Nova Sport Dome Tent
- _____ 08-7C Supersonic 512 MP3 Player
- _____ WM30 \$30 Wal-Mart Gift Card
- _____ C30 \$30 Coleman Web Gift Certificate
- _____ BSA30 \$30 BSA Gift Card

Level 8

- _____ 08-8A Coleman Mummy Style 0 degree Sleeping Bag
- _____ 08-8B Bear Archery Brave Bow Set
- _____ 08-8C Motorola 14 mile GMRS Radio Pair Recharge
- _____ WM45 \$45 Wal-Mart Gift Card
- _____ C 45 \$45 Coleman Web Gift Certificate
- _____ BSA45 \$45 BSA Gift Card

Level 9

- _____ 08-9A Coleman 10 x 10 Sundome Tent
- _____ 08-9B Phillips DVD Player
- _____ 08-9C Sevylor Three Person Boat Kit
- _____ WM65 \$65 Wal-Mart Gift Card
- _____ C65 \$65 Coleman Web Gift Certificate
- _____ BSA65 \$65 BSA Gift Card

Level 10

- _____ 08-10A Garmin E Trex H Portable GPS Unit
- _____ 08-10B GPX 7" Portable DVD Player
- _____ 08-10C Apple iPod Shuffle
- _____ WM100 \$100 Wal-Mart Gift Card
- _____ C100 \$100 Coleman Web Gift Certificate
- _____ BSA100 \$100 BSA Gift Card

Level 11

- _____ 08-11A Razor USA Electric Scooter
- _____ 08-11B Nintendo DS Lite Game System
- _____ 08-11C Olympus 7/1 MP Digital Camera
- _____ WM140 \$140 Wal-Mart Gift Card
- _____ C140 \$140 Coleman Web Gift Certificate
- _____ BSA140 \$140 BSA Gift Card

Questions about your Prize Program Levels or to Order Prizes – call your Council at 706-733-5277.

Questions about Prizes or Status of your Prize Order e-mail Trails End Prize Program at prizes@trails-end.com or call 1-800-401-4015.



SHOW & SELL TAKE ORDER

Unit Product Receipt

Design on Case	# Per Case	Product Description	Cost / Case	# Full Cases
Ⓜ Ribbon	1	MILITARY Donation	\$25	
☾ Moon	1	5-Way Chocolate Lovers Tin	\$50	
♣ Clover	1	3-Way Tin	\$40	
Ⓒ C	1	Cheese Lovers Tin	\$30	
☀ Sun	6	15-Pack Kettle Corn	\$120	
★ Star	6	24 oz. Chocolatey Caramel Crunch	\$120	
🌲 Tree	6	26 oz. Gourmet Caramel Corn with Almonds & Pecans	\$120	
🅄 Oval	6	18 oz. Gourmet Caramel Corn LIGHT	\$108	
▬ Rectangle	6	15-Pack Unbelievable Butter Microwave	\$90	
◆ Diamond	6	15-Pack Butter Light Microwave	\$90	
● Circle	12	11 oz. Gourmet Caramel Corn with Peanuts	\$120	
Total Cases				
Total Retail Value				

Date of Receipt _____
 District _____
 Cub Pack # _____
 Scout Troop # _____
 Varsity Team # _____
 Explorer Post # _____

I acknowledge receipt of the above popcorn.

Signature _____
 Name _____
 Street Address _____
 City _____
 State _____ Zip _____

Money Due By: 12/12/07
 Unit Position: _____
 Business Phone: () _____
 Home Phone: () _____