

Popcorn Kernel Easy Checklist - 2023!

- Attend District Popcorn Kickoff Training. Be sure to RSVP so we have your kit!
- Select a date for your Unit Popcorn Kickoff.
- Log in to www.prpopcorn.com and get familiar with the ordering system.
- Formulate a Sales Plan. Talk with your Unit leadership and determine how you'd like to sell.
- Set a Unit and per Scout sales goal. Units that set a goal sell almost twice as much. Complete the Program Planner Excel document and give it to parents at www.erieshorescouncil.org/popcorn.
- Select dates to collect Scout order forms and money, and for families to pick up popcorn.
- August 18th** – Online Sales Open! Signup Scouts for online sales accounts via your Unit dashboard at www.prpopcorn.com. (HINT: Scouts from last year should still be in the system. No need to enter them again.)
- Contact local stores, churches, restaurants, etc. to book Show & Sell locations.
- August 28th** – Make sure you sign up for the Council-sponsored Show & Sell drawings if your Unit plans to participate in Show & Sell. www.erieshorescouncil.org/snsdrawing
- August 30th** – Show & Sell orders due. Place your order at www.prpopcorn.com.
- Hold a FUN and EXCITING Unit Kickoff for your families. Discuss why Scouts sell popcorn. Build excitement with the Scouts and communicate sales expectations to your parents.
- September 12th/13th** – Pick up Show & Sell Popcorn. Determine what size vehicle(s) you will need and recruit volunteers to help.
- September 15th** – Sale Begins!! Encourage your Scouts to start selling popcorn and to share on social media and email for Online Sales.
- Keep in weekly contact with your Scouts and their parents regarding deadlines, popcorn needs, and other information.
- Remind Scouts to participate in the “Fill It Up” weekly drawing.
- September 18th** – Order any additional popcorn needs for Show & Sell/Deliver each week and pick up on Fridays, based on Council inventory.
- Deposit all money in YOUR UNIT’s bank account prior to the Council payment due dates.
- October 2nd & 23rd** – Make partial payments for Show & Sell/Deliver sales.
- October 31st** – Sale Ends.
- Total the orders from the individual order forms prior to the Council Take Order due date.
- Use remaining Show & Sell popcorn to fill as many Take Orders as possible. (Yes, you can partially fill Scout order forms)
- Identify what popcorn must be returned. Fill out the Return form at www.prpopcorn.com and sign up for a time slot on Sign-up Genius.
- November 1st/2nd** – Return any excess product (up to 30% of the total product ordered).
- November 2nd** – Place your FINAL Take Order by 5:00 pm. Be sure to include all military donations on this order.
- November 9th** – Submit Council incentive forms and final prize orders.
- Notify Scouts when and where popcorn will be available to pick up.
- November 15th/16th** – Pick up Take Order Popcorn. Determine what size vehicle(s) you will need and recruit volunteers to help.
- December 7th** – Final Payment Due. Review your invoice. If there are no errors, get ONE CHECK from your Unit made out to “Erie Shores Council” for the balance due.
- CELEBRATE A SUCCESSFUL SALE! Personally thank anyone who helped you make it possible!
- Select a Kernel for next year and write any relevant information down that the next Kernel may need to know.