

# UNIT KERNEL JOB DESCRIPTION

**Job Title:** Unit Popcorn Kernel

**Position Concept:** To give leadership to the unit popcorn sale and to act as the first line of support for unit leaders and families with questions about the sale.

**Responsibilities:**

- ◆ Ensure unit and all Scouts use the Trails-End app and online selling platform for sales and logging their progress towards goals.
- ◆ Follow popcorn dates and schedule for unit leaders.
- ◆ Work with your unit committee to develop a unit sales goal and decide on the sales methods and plan to achieve your goal.
- ◆ Manage the collection of Scout popcorn and information for your unit. Be “on time” as per the “Important Dates” calendar including the deadlines set for the Sellers’ Club entries and payments.
- ◆ With the help of your district kernel, prepare an exciting Popcorn Kickoff presentation for leaders, Scouts, and parents. Include handouts such as:
  - ⇒ Timeline showing sale dates, orders due to unit, and product pick-up date and location.
  - ⇒ Your unit’s goal, and each Scout’s per-Scout goal
  - ⇒ A letter to parents explaining your unit’s goals for the year and the importance of the sale.
  - ⇒ Information on the Trails-End Rewards program and Council-provided Sellers’ Club programs.
- ◆ Hold a unit Popcorn Kickoff and disperse paperwork to leaders, parents and Scouts. Discuss goals, sales techniques, money collection, safety suggestions, and key sale dates. Build excitement around the sale!
- ◆ Submit your unit’s popcorn orders, Sellers’ Club entries, and other items to Trails-End & Council on time.
- ◆ Use the Trails-End app to manage inventory assigned to the unit and Scouts. Transfer product as needed using the app and the Longhouse Council Popcorn Swap Facebook group.
- ◆ Schedule an appointment to pick up popcorn at the scheduled time and day of your assigned pickup site. Make sure to bring enough vehicles to accommodate your order and arrive on time!
- ◆ Contact popcorn staff at **LonghousePopcorn@scouting.org** for instructions on how to claim credit for damaged product. Do not dispose of product or its case until you have received confirmation of refund.
- ◆ Distribute popcorn to Scouts and remind them of money due dates.
- ◆ Be the positive well of energy for your unit during the sale. If you find Scouts who are not selling much, check-in their product and redistribute to others who are selling more.
- ◆ Collect and tally money and popcorn at least one week before due dates assigned by the Council.
- ◆ Verify app data is correct and current before each Sellers’ Club date as published in the Leaders’ Guide.
- ◆ Submit final payment and any other outstanding documentation on time.

**Unit Kernels MUST sign and submit the 2020 Popcorn Sale Agreement to their District Executive prior to picking up product. NO product will be released to a unit without a signed form on file.**

# 2020 POPCORN SALE AGREEMENT

To ensure unit leaders and Scouts are aware of the terms of the 2020 Popcorn Sale, all unit popcorn kernels are required to complete this acknowledgement form and return to your District Executive, prior to picking up any popcorn. Initial each statement, sign and date the bottom, and return this form to your District Kernel or District Executive.

I \_\_\_\_\_ certify that I will be the Popcorn Kernel for  
 Unit (please insert unit number) Troop \_\_\_\_\_ Pack \_\_\_\_\_ Crew \_\_\_\_\_ Ship \_\_\_\_\_  
 District (please circle one) Crossroads Northern Lights Ontario Towpath Tri-Rivers  
 My email is \_\_\_\_\_ phone # \_\_\_\_\_  
 Preferred Contact (please circle one) Email Phone

I will have a Co-Kernel of \_\_\_\_\_ Their Email \_\_\_\_\_  
 Their Phone \_\_\_\_\_


1. I have received a copy of the **2020 Popcorn Leader Guide** and have reviewed it with my unit leadership and will fulfil the duties of the Unit Popcorn Kernel as printed on page 9.
2. I will comply with all Local, State, and Federal COVID-19 guidelines and will enforce them with my unit at all times.
3. I will communicate regularly with and refer any questions needing additional assistance from my unit to the District Kernel and District Executive.
4. I am aware that my unit must meet established deadlines for all orders. If prize order/Sellers Club deadlines are not met my unit will forfeit prizes and rewards.
5. I have reviewed the new Commission Structure and understand the sale goals and metrics used to calculate them.
6. A maximum of 15% of total sale value may be returned. All returns must be in sealed full cases and in factory condition. The Longhouse Council reserves the right to refuse product considered damaged.
7. I understand that I **must schedule** a time for my unit to pick up popcorn orders at our designated location and be on time for our appointment. **If I am not on time, I will be denied pick up!!**
8. I understand that our "total due to Council" must be paid in full as shown on the Trails-End website prior to ordering more product.
9. I understand that final payments are due by Dec. 11<sup>th</sup> Payments must be made by phone or postmarked by Dec. 11<sup>th</sup>. Payments made after this date will incur a 5% late fee.
10. I understand that most refunds must be requested through the online leader portal. In the rare case that is not the case I will contact **LonghousePopcorn@scouting.org** for assistance.
11. I understand that I must register with Trails-End as a unit popcorn Kernel as a condition of this sale. MY username is \_\_\_\_\_
12. My units' finances (unit treasurer) are handled by \_\_\_\_\_ and he/she can be reached via email at \_\_\_\_\_. This person must be a registered unit leader.

I agree to the terms and conditions of this sale and my responsibilities as a Unit Popcorn Kernel as detailed on the Unit Popcorn Kernel Job Description. Return this signed form to your District Kernel or District Executive for processing.

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_