

Popcorn Leaders' Guide



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Dear Unit Leaders, Kernels, Families, and Scouts,

On behalf of Longhouse Council and the Popcorn Committee, we greatly appreciate the continuous feedback from volunteers like you! All of your hard work and dedication make our pop-corn sales better year after year.

We're excited to begin a more "normal" popcorn sale than the past few years has allowed. With in-person sales becoming more comfortable again, we hope everyone is equally excited. For our 2023 sale we're pleased to continue our partnership with Pecatonica River Popcorn (PRP) and Whitley's Nuts. There are a few improvements to the ordering system allowing us to bring both products into the same ordering system.

We're excited to offer a few new sales packages and prizes in this year's sale including \$500 of FREE popcorn for select units. We've added a new way for a few Scouts to join the Sellers' Bash. We'll host a drawing to select one Scout from the \$650 club that didn't make the \$1500 Club. The top three sellers in each district will each be able to invite a Scout friend to the Sellers' Bash! Our patch theme is "Emergency Services"! Who doesn't love helping others?

Our committee continues to work hard to ensure we're bringing the best fundraiser experience to our council, your unit, and the youth we serve. Your feedback is a gift! We look forward to hearing from you. What's working, what's not? Want to help out on the committee, but not sure how to get started? Reach out to one of us and we'll find something that is a perfect match for your time and energy.

The yearly popcorn fundraiser brings a significant source of funds to Scouts, units, programs and camps in the Longhouse Council. By selling popcorn Scouts are able to fund their Scouting adventures, and units are able to purchase equipment to support their activities and programs such as camporees at the council camp facilities at Camp Woodland and Sabattis Scout Reservation. THANK YOU for all of your hard work! Thank you to your Scouts! Thank you to your family! Thank you to your Scouts' families and friends! We're here for the Scouts! Scouting families and friends trust us to put their support to work in meaningful ways. The popcorn committee is honored to continue to serve the units, leaders, and Scouts of Longhouse Council.

Sincerely,

Rob Clark Council Kernel, Longhouse Council Popcorn Steering Committee

2022 Sale Recap

Top Selling Scouts

1	T117	Collin B.	\$14,230.00
2	T496	Brayden B.	\$10,356.00
3	P496	Charles H.	\$7,736.50
4	T144B	Logan V.	\$6,900.00
5	T150	Olivia C.	\$5,332.63
6	P117	Johnathan W.	\$5,246.20
7	P117	Andrew W.	\$5,117.88
8	T117	Zach C.	\$4,669.10
9	T144G	Mackenzie V.	\$4,408.00
10	P218	Isabel C.	\$4,367.83
11	P218	Robert C.	\$4,315.33
12	P218	Juliana C.	\$4,225.83
13	T150	Alyssa B.	\$4,121.67
14	T117	Ryan D.	\$4,087.62
15	T117	Jeremy T.	\$4,058.15
16	P218	Amy M.	\$4,026.25
17	T117	Nathan B.	\$4,007.09
18	P22	Grayson T.	\$3,953.00
19	P218	Delilah H.	\$3,772.92
20	T117	Garret A.	\$3,772.37
21	P218	Octavia H.	\$3,762.50

Top Selling Units

Council Wide			
Troop 117 (Crossroads)	\$40,930.00		
Pack 117 (Crossroads)	\$37,995.00		
Pack 218 (Crossroads)	\$35,324.00		
Troop 496 (Seaway Trails)	\$23,443.00		
Pack 120 (Towpath)	\$20,219.00		

District Wide			
Crossroads District			
Troop 117	\$40,930.00		
Pack 117	\$37,995.00		
Pack 218	\$35,324.00		
Troop 150	\$16,147.00		
Troop 210	\$12,304.00		
Seaway Trails Distr	ict		
Troop 496	\$23,443.00		
Troop 144B	\$18,367.00		
Troop144G	\$15,348.00		
Pack 26	\$14,790.00		
Pack 496	\$13,170.00		
Tompath District			
Pack 120	\$20,219.00		
Pack 71	\$18,175.00		
Troop 220	\$16,758.00		
Pack 161	\$11,430.00		
Pack 102	\$10,755.00		



Important Dates



July

28 Early Bird Product Ordering Opens

August

- 4 Early Bird Orders Due
- 19 Council Program and Popcorn Kickoff!
- 23/24 Early Bird Delivery to Warehouse ~10am (Volunteers Welcomed! Contact your DE to Volunteer)
 - 25 Early Bird Order Pickup 10am-4pm (Appointment Required)

September

- 9 Regular Product Ordering Opens
- 18 Regular Product Orders Due

October

- 4/5 Regular Delivery to Warehouse (Volunteers Welcomed! Contact your DE to Volunteer)
 - 6 Regular Order Pick Up 10am-4pm (Appointment Required) Sellers Club #1 Due / Payment #1 Due
- 13 Sellers Club #1 Drawing Live on Zoom
- 20 Final Product Ordering Opens
- 23-27 Returns Week (Appointment Required)
 - 27 Final Orders Due / Payment #2 Due / Prize Ordering Opens??

November

- 14 Prize Orders Due / Sellers Club #2 Due
- 15/16 Final Delivery to Warehouse (Volunteers Welcomed! Contact your DE to Volunteer)
 - 17 Sellers Club #2 Drawing Live on Zoom Popcorn Pickup 10am-4pm (Appointment Required)
 - 24 Payment #3 Due

December

- 5 Final Payment Due
- 12 Late Payment Due (Final Payment +2%)
- 27 Super Late Payment Due (Late Payment +3% [Totaling 5%])

January

6 Super Sellers' Bash @ Destiny Mall

Payment Due Dates		
Oct 6	1st Payment*	
Oct 27	2nd Payment.*	
Nov 24	3rd Payment	
Dec 5 Final Payment		
*Recommended, but not required.		

*Recommended, but not required 3rd & Final payment is required.

Ordering & Delivery Dates				
	Early Bird	Regular	Final	Patch/Prize
Order Window	July 28 - Aug 4	Sept 9 - 18	Oct 20 - 27	Nov 14
Pick Up Date	Aug 25	Oct 6	Nov 17	Dec 15 ??

Sellers' Club Entries & Drawings			
Entry Dates	Drawing Dates		
Oct 6	Oct 13		
Nov 14	Nov 17		

Scout Rewards & Incentives

Patches

This year's theme honors those who serve in "Emergency Services". The tentative designs are shown, and the levels are as follows:

Participation Patch:

• Participation Patch (Sell one item. This is designed by Pecatonica and may not follow our theme.)



Piece Patches:

- One-Of-Each (Sell one of each item on the take order form excluding military donations.)
- Military Donation (Achieve at least \$30 in military donations.)
- Online Sales (Have one order placed online for popcorn.)
- Council Shoulder Patch \$650 Sellers' Club (Sell at least \$650 total sales)
- Council Shoulder Patch "Unit Top Seller" (Recognizes the top selling Scout in your unit. One per unit unless your unit also has Super Sellers.)

*All Super Sellers selling \$1500 in popcorn qualify for the full set of six piece patches.

Top 20 Sellers of Council:

• *Top Sellers* (Recognizes the top 20 selling Scouts in Council with a special patch!).

All patches MUST be ordered by the Unit Kernel on the Keller Prize site in the Scout Boss Portal.



Scout Rewards & Incentives (cont'd)

Prizes

We are continuing with the Keller Prize program. Your Scout may select any prizes adding up to their total sales level. For example, if a Scout sold \$900 they can pick one prize from \$825 category and a prize from \$75 so as not to exceed the total value of their sales. Prizes are determined by combining both the popcorn sales and the peanut sales.



Prizes — Opt Out

When you register for the Pecatonica River sale you will be given the opportunity to opt out of prizes and receive 4% extra commission. Your scouts will still be eligible for patches, \$650 drawings and prizes, \$1500 Super Seller Program, and PR Popcorn Winner's Circle. This 4% commission should then be used for Scout rewards (either your own reward program or to offset the Scout's costs for camp, gear, or other Scouting adventures.

In the Sellers Club, Scouts can win GIFT CARDS & CAMP DISCOUNTS!

The more you sell, the better the odds!



Sellers' Club (\$650+)

Every Scout who sells \$650 or more in popcorn can become a member of the Sellers' Club. Every member of the Sellers' Club will:

- Receive a \$650 Council Shoulder Patch previously mentioned.
- Receive a non-transferable certificate for up to 25% of a council sponsored camping event (Cub Camp, Resident Camp, Scout Day Camp, Camp-o-ree, or Family Camp).
- Be eligible to win one of our two Sellers' Club drawing on either 10/13/2023 or 11/17/2023.

At each drawing, we will draw five winners of a \$20 gift card of their choice from Wal-Mart, Target, Scout Shop, and Amazon. We will also draw for one FREE week of camp. (12 chances to win!!!) The sooner you sell, the better chances you have. Each \$650 sold will result in a new entry and all entries not drawn will remain for the next drawing. New this year, \$650 Sellers' Club scouts will have a chance to win a Nintendo Switch!

To submit your Sellers' Club entries, go to http://www.cnyscouts.org/popcorn/ and fill out and submit the \$650 club Google form. Forms must be submitted before noon on the drawing date. Please speak with your District Professional to prearrange alternate certification procedure if you do not have email capabilities.

Scout Rewards & Incentives (cont'd)

Super Sellers' Club (\$1500+)

All Super Sellers will receive the entire Piece Patch set. They will also be eligible for the Super Sellers' Bash which is an adventure packed overnight at Destiny USA mall with a private screening of a movie for top selling scouts who sell \$1,500 or more! Cub Scouts must have a parent/guardian attend with them. Scouts who qualify for the event in Troops, Crews, and Ships should plan to attend with other qualifying Scouts from their unit and appropriate leadership following YPT guidelines. If you have a question or concern about unit leadership/parental supervision, please contact your District Executive.

Winner's Circle (\$3000+)

For each \$3,000 in popcorn sold including online popcorn (peanut sales DO NOT qualify for this prize), your Scout will be able to select one prize from PR Popcorn Winners Circle. This is run by Pecatonica River. Kernels will have to enter the Scouts into this prize program through Pecatonica River.

Please note that the Winners Circle is the ONLY prize that is popcorn sales only. All other levels/incentives include both popcorn and nut sales.

Verify sales and order Winner's Circle prizes in the Scout Boss portal!





Newly Added Incentives

- Top three sellers in each District can invite a Scouting friend to the Seller's Bash (submitting an application counts)!
- \$650 club members who aren't \$1500 club members will be entered into a drawing where one lucky Scout from each District will win a ticket to the Seller's Bash!

Pick-up & Return Details

Guidelines

- You MUST make an appointment for your pick-up time.
- Appointment deadlines for units are each Tuesday before pick-up.
- NO pick-ups will be allowed without an appointment.
- If you have a conflict with these dates and times, please contact your District Professional.
- Please DO NOT come to the warehouse if you are not feeling well!
- Contact the Longhouse Council Popcorn Team at <u>LonghousePopcorn@scouting.org</u> with any questions. Warehouse changes must be requested via email no later than Aug. 1.

Locations for Pick-up

• Towpath & Crossroads: Exact location will be communicated closer to pickup.

Seaway Trails: Watertown Industrial Park, 800 Starbuck Ave. Watertown, NY 13601

• St. Lawrence County: Exact location will be communicated closer to pickup.

If you would like to pick up at a warehouse other than the one assigned to your District, please contact us at LonghousePopcorn@scouting.org PRIOR to placing your order!

Return Policy

- Returns are accepted by appointment ONLY Oct. 23-27 during normal business hours (9am-5pm)
 or by other arrangements with your District Professional. NO UNSCHEDULED DELIVERIES
 will be accepted!
- A unit may only return no more than 20% of their total order value. Products ordered by units through the online portal cannot be returned to Longhouse Council.
- Only UNOPENED and FULL cases of popcorn may be returned (peanut orders CANNOT be returned). The Longhouse Council reserves the right to refuse damaged product.
- Product that has a factory/shipping defect must be returned when discovered with pictures of the damage as well as the code on the packaging.
- Be sure to keep any items needed to fill your final order and return only the excess.
- When you return your product, bring along a list of items you'll need for your final order. If your list is in stock, you won't need to place a final order take it home that day!
- You may transfer excess product to another unit that needs it. To find a unit that needs additional
 popcorn, join the "Longhouse Council Popcorn Swap" Facebook Group or talk to your District
 Kernel or District Professional.

Popcorn Swap & Additional Product

The Longhouse Council has developed a platform through Facebook Groups to facilitate the transfer of product between units this popcorn sale. To facilitate a unit to unit exchange swap, please use the Google form on http://www.cnyscouts.org/popcorn/. The unit transferring product away is responsible for filling out the form. If two units are exchanging popcorn, there will be two form submissions, one from each unit on what they are swapping to another unit. Stay below the 20% return limit (see Return Policy) by coordinating with other units that may need additional products on the Facebook Swap group!

Should units need additional product during the sale and are unable to replenish their stock via the Facebook Swap group, units can make an appointment at the Council Service Center to receive additional product, subject to availability. Please reach out to us at LonghousePopcorn@scouting.org to make an appointment for your unit.



Show & Sell Best Practices

Booking Booth Sales

- Booth locations can book up fast with many other Scout and community groups in the area. So, call/visit well in advance to secure your dates.
- · Remember to be courteous of other area units that are also trying to sell. If you have a location booked and cannot staff it, try offering it to other units via the Facebook group!
- Sample script to use when making calls to set up show and sells:

Hi (Store Manager), this is (Your Name) and I'm calling from (Scout Troop/Cub Scout Pack 1111). We're doing our fall popcorn drive and I was wondering if it would be possible for us to set up a table to sell popcorn at your location. Any weekend times we can come in September and October would be great! (Don't forget to ask if you need to check in or sign in anywhere upon arrival or if the location requires insurance. If they require insurance, contact council with your location and dates ASAP).

Show and Sell Guidelines

- Find the scheduling that works best for your unit and families (i.e. one family at a time, pair a younger Scout with an older Scout, two teams for multiple doors/more Scouts for busy locations, length of shift to fit Scout age or weather conditions).
- Arrive a few minutes early for your shift. If you are the first shift, please arrive early enough to have the table set up and to begin selling when your shift starts.
- · Scouts must have an adult with them the whole time. (Adults need to handle the money and track what is sold.)
- Please be aware that you cannot leave the money and popcorn without adult supervision even for a quick bathroom break. There have been units in our area that have been victims of theft at show and sells and we don't want this to happen to anyone else!
- · Scouts should be in FULL uniform
- Coach your Scouts to smile when talking with customers and make sure to practice your script ahead of time. Also, have Scouts know the products and pricing to help guide customers.
- Ask customers to support Scouting and Scouting activities, not to buy popcorn.
- Be respectful to the stores/public places where you sell. Leave it better than how you found it.
- Accept credit cards! By using the Square app or another method of accepting credit cards you can super charge your sales!
- Pro Tip: Have information about your unit & other local units, flyers, pictures, and applications. Unit contact information is also great to have handy!

Go Online For Sale Assistance

In an effort to keep you up to date on all things popcorn, we have shifted many of our resources and communications to our online platforms. Be sure to bookmark the following pages for easy reference:

- Popcorn Swap Facebook Page www.facebook.com/groups/LonghousePopcorn/
- Longhouse Council Popcorn Webpage www/cnyscouts.org/popcorn
- Subscribe to the Council Newsletter www.cnyscouts.org/newsletter
- Pecatonica River Tutorials https://pecatonicariverpopcorn.com/tutorials.html



Facebook group



Council Website

Family Fact Sheet

(Sample form for units to print and provide for their families)

Sco	ıt's Name:
Uni	t Type/Number:
	ut's Sales Goal: Unit's Sales Goal: ite these goals on the Scout's sales form!)
Wh	at are three things that popcorn will help fund this year for your Scout or their Unit?
	1
	2
	3
	Hi! My name is (first name only). I'm in (Pack/Troop/Ship/Crew/Post & Unit #), I'm raising money for my Scouting program. One goal I have this year is (pick one from above). Can I count on your support by you purchasing some popcorn? My favorite is"
Imp	portant dates to remember:
	Return all product and money to Unit Kernel by:
	Take orders are turned in to Unit Kernel by:
	Prize choice due by:
	You will be picking up your popcorn on: time:
	at (location)

Unit Kernel Job Description

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

- Know and follow all current Covid Rules and Regulations set by your charter organization, local business show-n-sell sites, county, and state guidelines.
- Work with your unit committee to develop a unit sales goal and decide on the sales methods you will use to achieve your goal.
- Ensure unit uses the Kernel Tracker Portal to set up Show-n-Sell shifts and track your inventory.
- Encourage all Scouts to use the MYPRPOPCORN Portal to track personal sales and goal progress.
- To train and encourage scouts to use the PR Popcorn online sales system to sell to distant friends and family.
- Prepare an exciting Popcorn Kickoff presentation to disperse paperwork and have a tasting party for Scouts, leaders, 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 Prize Programs chosen by your unit including Council-provided Sellers' Club programs.
- Prepare a Super Saturday to kick off your sales and encourage a strong sale kickoff for leaders, Scouts, and parents. Build excitement around the sale!
- Be "on time" as per the "Important Dates" calendar including the deadlines set for popcorn orders, the Sellers' Club entries, payments, prize orders, and other items to Council on time.
- Transfer product as needed using the Google form 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 and submit any peanut sales as published in the Leaders' Guide.
- Submit final payment on time to avoid late fees.

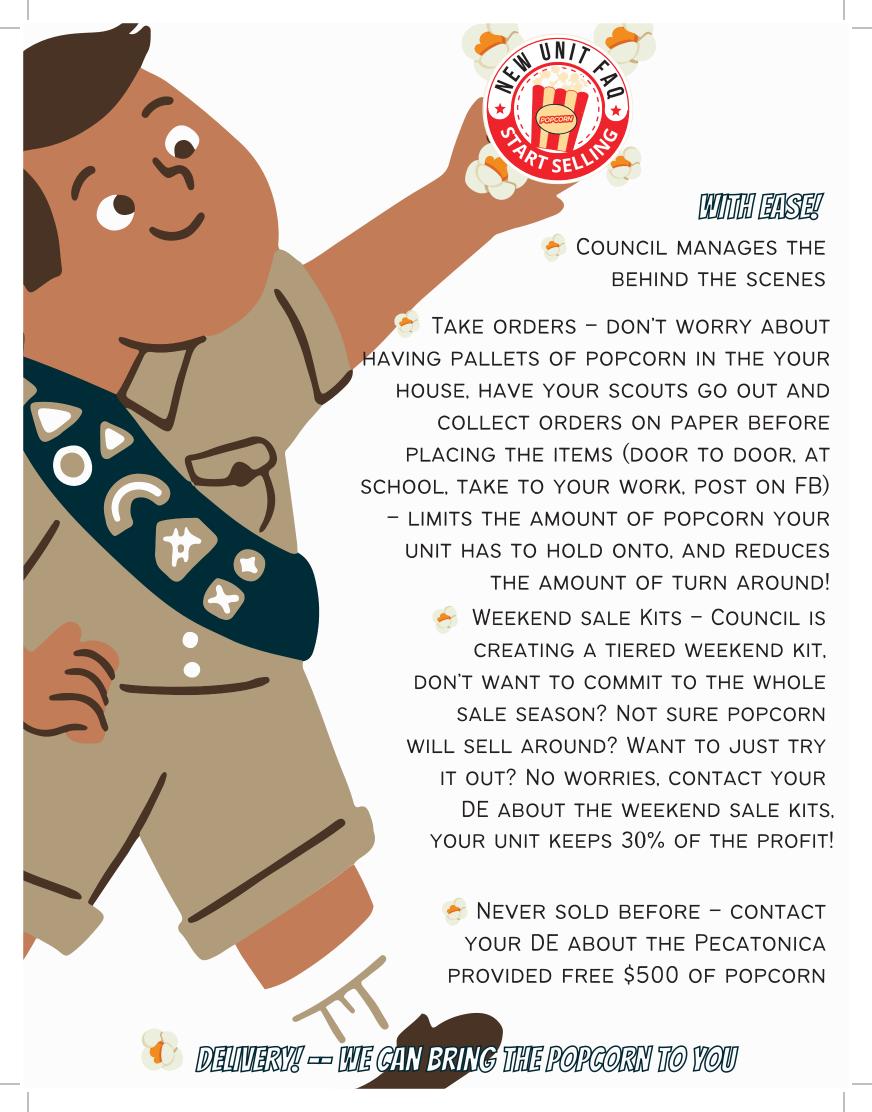
Unit Kernels MUST sign and submit the 2023 Popcorn Sale Agreement to their District Professional prior to picking up product. No product will be released to a unit without a signed form on file.



2023 Sales Agreement

To ensure all units are aware of the changes made to the 2023 Popcorn Sales, all units are required to complete this acknowledgement form and return to your District Professional prior to picking up any popcorn. Initial each statement, then sign and date the bottom and return to the District Kernel or District Professional.

I (print na	me)		certify t	hat I will be the Pop	ocorn Kernel for
District (pl	lease circle one):	Crossroads	Seaway Trails	Towpath	
Unit (pleas	se insert unit number):	Troop	Pack	Crew	Ship
My email:			phone #	:	
Best way to	o contact me is (please	circle one):	Email Phone		
I will have	a Co-Kernel:				
Their Ema	il		Their P	hone	
1.	I have received the 2023	B Popcorn Leaders	'Guide and will review	it with unit leadership	
2.	I will communicate regu District Executive or Co	•		additional assistance	from my unit to the
3.	I am aware that the unit met my unit will forfeit		nes for all orders. If prizes or may not get the pro-		deadlines are not
4.	I have reviewed the new	Commission Stru	icture.		
5.	I will first try to get rid to 20% of only our pop	•	through the popcorn sw Council if it is not dama	1 1 0	
6.	I understand that my ur and be on time for that		time to pick up all populiure to do so will delay		
7.	-	•	Dec. 5th Payments must up to a 5% late fee (2% or		•
8.	I understand all refunds check request form at C		our unit account for use take 4-6 weeks to proces		mp. We may file a
9.	I understand that I mus	t register with Peca	atonica River as a unit po	opcorn Kernel.	
10.	My units' finances (registreached at email:	stered treasurer) ar	e handled byp	hone:	They can be
~	the terms and condition		d my responsibilities a	s a Unit Popcorn K	ernel as detailed in
Signed:			Print:_		
Date:					



Meet the Team

Council Popcorn Team			
Council Popcorn Kernel: Rob Clark IV (315) 569-2278 longhousekernel@gmail.com	Council Staff Advisor: Ed Theetge (315) 463-0201 x109 Edwin.Theetge@scouting.org	General Council Support: longhousepopcorn@ scouting.org	
District Popcorn Teams			
Towpath District:	Crossroads District:	Seaway Trails District:	
District Kernel: Position OPEN!	District Kernel: Amanda Barrett (315) 406-7236 aldancer17@yahoo.com	District Kernel: Kat Bell (315) 286-1451 katherine.bell02@gmail.com	
District Director: Ron Hill (315) 463-0201 x115 Ronald.Hill@scouting.org	District Executive: Ed Theetge (315) 463-0201 x109 Edwin.Theetge@scouting.org	District Executive: William Zenyuk (315) 463-0201 x114 WilliamZenyuk@scouting.org	

If you're interested in joining a District team or the Council Committee, please contact: longhousekernel@gmail.com or longhousepopcorn@scouting.org



Commission Structure

Unit Tier	Amount in Total Unit Sales	Commission Earned
1	\$10 - \$3,999.99	30%
2	\$4,000 - \$5,999.99	32%
3	\$6,000 - \$7,999.99	34%
4	\$8,000+	36%
Online	Any amount	35%
Prize Opt Out	Not eligible for Tier 1 units. Not applicable to online sales.	+4%

Notes

