A decorative border of white and yellow popcorn surrounds the central text on a light blue background.

Tidewater Council  
Boy Scouts of America

# 2021 **POPCORN** GUIDE

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June 1, 2021

Dear Scouts and Scouters:

Welcome to the 2021 popcorn sale! Summer will be here soon, and every indication is that Scouts will be able to sell popcorn as our communities open up after the COVID-19 shutdowns.

The sale of popcorn and related products is integral to the success of Tidewater Council Scouting. Popcorn revenue benefits each unit which participates. Every dollar earned through product sales supports our local Scouting program and helps reduce costs for all of our Scouting families. For 2021, the unit commission for product sales will remain at 40% of sales – this is one of the highest commissions in all of Scouting. High value prizes will continue to be awarded to Scouts who excel at selling popcorn. All unit commissions will stay with the unit to fund unit programs and activities.

To maximize popcorn sales and your Unit's success:

- Appoint and train a Unit Popcorn Kernel now and start planning your sales strategy;
- Read the attached information and start to brief your Scout families on selling popcorn;
- Become familiar with all of the popcorn and related products;
- Pay attention to and promulgate key dates; and,
- Start selling as early as possible.

So BE PREPARED! We look forward to successful 2021 Tidewater Council Popcorn Sales so we can continue to help every Scout and all of our units achieve their Scouting goals.

Yours in Scouting

James Parnell  
Council Scout Executive

Chuck Kubic  
Council President

Erich Röetz  
Council Commissioner



# WHY SELL POPCORN?

- Fund your program year and defray costs for Scouting families.
- Tidewater Council offers some of the highest commissions in the BSA.
- Tidewater Council provides prizes to reward Scouts throughout the sale.
- Teach Scouts salesmanship and the value of earning their own way.
- Scouts build camaraderie and learn communication skills.
- Participation in the Popcorn Sale may help Scouts meet certain advancement requirements (Appendix C).

## GETTING STARTED

1. Identify a Unit Popcorn Kernel to manage your unit's sale. Use the Unit Popcorn Kernel job description (Appendix A) to find the best person for the job.
2. Sign up the Unit Popcorn Kernel at [prpopcorn.com](http://prpopcorn.com), with Council Key 596TWC. Even if you have used the online system in the past, you will need to sign up as a new user. While you can split the job responsibilities of the Unit Popcorn Kernel among multiple leaders, each unit may only have one unit login. See Appendix B for additional instructions.
3. Develop a unit budget and a fundraising goal for each Scout. Create a unit incentive plan to supplement the council-provided prize tiers, and be sure to include associated costs in the budget.

EXAMPLE: Troop 123 has twelve Scouts, a \$3,000 operating budget, and plans to focus on in-person sales.

Unit's total operating budget	\$3,000
Divide the budget by 0.40*	/0.40
Unit popcorn sales goal	\$7,500
Divide by the number of Scouts	/12
Individual Scout sales goal	\$625

\*If your unit plans to focus on online sales, adjust for the difference in commission by dividing by 0.30 instead.

4. Attend popcorn kick-off and training on June 7 or June 12.
5. Educate families about the sale and hold a unit training session/kick-off.

# TRAINING

## COUNCIL KICK-OFFS

Tidewater Council will hold Popcorn Training on June 7 from 7-8 PM and on June 12 from 10-11 AM. You may choose to attend either virtually via Zoom teleconferencing or in-person at the Mary Jayne Breeden Council Service Center, 1032 Heatherwood Drive, Virginia Beach, VA 23455. Register for Popcorn Training at:

<https://247scouting.com/forms/596-popcorn21>


It is highly recommended that every Unit Popcorn Kernel attends. Even seasoned Kernels will benefit from learning about the changes to the 2021 sale, including new return policies and procedures.



Attending Popcorn Training is required to participate in the Bonus Sale. (See page 14 for details.)

There will be a District Popcorn Kernel Meet & Greet and distribution of sample boxes and promotional items on July 17 from 9:30-11:30 AM at the Mary Jayne Breeden Council Service Center, 1032 Heatherwood Drive, Virginia Beach, VA 23455.

## RESOURCES

- **Pecatonica River Popcorn Sale Tools** - Visit <https://pecatonicariverpopcorn.com/helpfultips.html> for receipt templates, tutorial videos, and more.
  -  **New for 2021:** Select “Click Here to Play Interactive Activity” to access the new Paddle the Popcorn River interactive activity, designed to teach Scouts sales skills in a fun and engaging way.
- **Scout Boss** - Manage your unit’s sale through the electronic dashboard. Through this one handy platform, you will be able to place unit orders, edit unit orders, sign up Scouts to sell online, enter Scouts for Winner’s Circle prizes, and more. See Appendix B for additional instructions.
- **Kernel Tracker App** - Available for both Android and Apple, this app allows you to easily manage inventory down to the individual container. You can even see which products each Scout checked out and how much they owe. Learn more through the tutorial videos found at <https://pecatonicariverpopcorn.com/tutorialVideoLinks.html>.
- **“EK” Electronic Knapsack** - Subscribe to Tidewater Council’s bimonthly newsletter or view archived editions at <https://tidewaterbsa.com/electronic-knapsack-ek/>.
- **Tidewater Council Popcorn Kernels Facebook Group** - Join a community of local Kernels to share tips and ideas.

# KEY DATES

<b>June:</b>	Sign up the Unit Popcorn Kernel and determine sales goals and budget.
<b>Monday, June 7:</b>	Popcorn Training.
<b>Saturday, June 12:</b>	Popcorn Training.
<b>Saturday, July 17:</b>	District Popcorn Kernel Meet & Greet.
<b>July:</b>	Hold a unit kick-off.
<b>Wednesday, July 21:</b>	Deadline for units to submit popcorn orders through Scout Boss for the first popcorn order.
<b>Monday, August 2:</b>	Projected start date for online sale.
<b>Friday, August 6 and Saturday, August 7:</b>	Estimated pick-up dates for first popcorn order.
<b>Wednesday, August 18:</b>	Deadline for units to submit popcorn orders through Scout Boss for the second popcorn order.
<b>Friday, September 3 and Saturday, September 4:</b>	Estimated pick-up dates for second popcorn order.
<b>Wednesday, September 22:</b>	Deadline for units to submit popcorn orders through Scout Boss for the third popcorn order.
<b>Friday, October 8 and Saturday, October 9:</b>	Estimated pick-up dates for third popcorn order.
<b>Monday, November 1:</b>	Final unit payments due. Final day to return unsold product. Deadline for units to submit popcorn orders through Scout Boss for the final popcorn order. Preorders must be paid in full.
<b>Tuesday, November 2:</b>	Bonus sale begins.
<b>Wednesday, November 17:</b>	Estimated pick-up date for final popcorn order.
<b>Tuesday, November 30:</b>	Bonus sale ends. Bonus sale returns and payments due.
<b>Friday, December 3:</b>	Estimated end date for online sale.
<b>Monday, December 6:</b>	Deadline to submit prize requests.

# PRODUCTS

The following products will be available for in-person sales:

**Chocolate Lover's 5-Way** - Includes Milk Chocolatey Pretzels, White Chocolatey Pretzels, White Ruby, Peanut Butter Cup, and Coconut Rain.

⚠ Non-returnable.

**Cheese Lover's 4-Way** - Includes Cheddar Cheese, Buffalo Ranch, Jalapeño Cheese, and White Cheddar.

⚠ Non-returnable after September 22.

**Classic Trio 3-Way** - Includes Cheddar Cheese, Caramel Corn, and Natural.

⚠ Non-returnable after September 22.

**Double Butter Microwave (30 pack)** - Bring home the taste of buttery movie theater popcorn.

**Milk Chocolatey Pretzels** - Chocolate snuggling lightly-salted pretzels.

**Peanut Butter Cup** - A melt in your mouth combination of peanut butter and milk chocolate.

⚠ New for 2021: Peanut Butter Cup now comes in a collectible tin for \$25.

**Sea Salt Splash** - Luscious fudge, buttery caramel, and sea salt.

**Caramel with Sea Salt** - A combination of crunchy, sweet, and salty.

**Trail Mix** - Cashews, peanuts, almonds, chocolate candies, raisins, dried cranberries, and sunflower seeds.

**Jalapeño Cheese** - Cheese with a zesty kick.

**Cheddar Cheese** - Cheddar, cheddar, and then more cheddar.

**Kettle Corn Microwave (16 pack)** - The perfect balance of sweet and salty.

**Sea Salt Light Microwave (16 pack)** - Lower calorie, lower sodium popcorn.

**Butter Microwave (16 pack)** - Enjoy popcorn with a rich butter flavor.

**Classic Caramel Corn** - Glazed to perfection with real butter and brown sugar.



It is important to ensure that chocolate products are kept cool. If selling outdoors on warmer days, keep chocolate products in a cooler with cooling packs. Please do not store popcorn in your vehicle. Melted product will not be accepted for return.



POPCORN

# DISTRIBUTION

As in 2020, units will preorder the product they wish to check-out. Please refer to previous years of selling history when placing orders and avoid over-ordering. Tidewater Council reserves the right to adjust unit preorders.

Unit orders will be placed electronically through the Scout Boss website. There will be four orders. Order deadlines are:

- Wednesday, July 21
- Wednesday, August 18
- Wednesday, September 22
- Monday, November 1

⚠️ The final order must be pre-paid by November 1.

Unit Popcorn Kernels may place their orders at any time prior to each deadline.

Delivery will be made at an off-site warehouse. Pick-up location(s) will be announced by email to Unit Popcorn Kernels, as well as other communication channels. Each unit will sign up for a specific pick-up time. Keeping in mind that dates are subject to change, the estimated dates for product pick-up are:

- Friday, August 6 and Saturday, August 7
- Friday, September 3 and Saturday, September 4
- Friday, October 8 and Saturday, October 9
- Wednesday, November 17

Help with deliveries is always appreciated. Units that assist with unloading deliveries will have the opportunity to pick-up their product that day.

Additional interim popcorn distribution and returns will be available **at scheduled times or by appointment**. Scheduled times will be posted in the “EK” Electronic Knapsack newsletter and through the Tidewater Council Popcorn Kernels Facebook group.

Appointments can be scheduled by contacting [alison.harrison@scouting.org](mailto:alison.harrison@scouting.org). If the Unit Popcorn Kernel is unable to attend the pick-up date, they may designate another leader or parent to pick-up on their behalf.



**Returns are due no later than November 1.**



# RETURNS

In order to manage product inventory and keep sales commissions high, it has become necessary to implement changes to Tidewater Council's return policy. Although Tidewater Council is unable to return product to Pecatonica River Popcorn, we accepted over \$175,000 in unit returns in 2020.



**For the 2021 Popcorn Sale, units may return up to 10% of the product they check out (retail dollars).**

Example: Troop 123 checks out a total of \$10,000 in popcorn throughout the 2021 sale. This unit may return up to \$1,000 in popcorn.

Should a unit have more than 10% of their product remaining, their options are:

- Continue selling. Contact your District Popcorn Kernel if you need assistance booking Show & Sell locations.
- Swap product with other units. Popcorn transferred between units will not count as returns for the 10% limit.
- Purchase the product and use it as thank you gifts for the chartering organization and other community groups.
- Return excess inventory with a 10% restocking fee. Example: Troop 123 checks out a total of \$10,000 in popcorn during the 2021 sale. The unit returns \$1,500 in product at the end of the sale. The first 10% returned (\$1,000) has no restocking fee. The additional \$500 returned over the 10% limit is subject to a 10% restocking fee. Troop 123 owes a \$50 restocking fee.

Any product melted or damaged after checkout will not be accepted for return. Do not affix stickers, tape, labels, or any other items to the containers. It is important to ensure that chocolate products are kept cool. If selling outdoors on warmer days, keep chocolate products in a cooler with cooling packs. Please do not store popcorn in your vehicle. Melted product will not be accepted for return.

Most items are returnable, with some exceptions:

- Chocolate Lover's 5-Way - Non-returnable
- Cheese Lover's 4-Way - May not be returned after September 22
- Classic Trio 3-Way - May not be returned after September 22
- Any product melted or damaged after checkout - Non-returnable

Units that need assistance planning and managing their inventory are strongly encouraged to communicate with the District Popcorn Kernel. They are here to help you!



**Returns are due no later than November 1.**

# PAYMENT

All unit invoices are due within 30 days of product checkout or by November 1, whichever comes first.

The final order, which is due November 1, must be prepaid.

Any applicable restocking fees are due by November 1.

The preferred method of payment is a single check from the unit's account. Credit card payments will be subject to a 3% processing fee. We cannot accept checks that are written to the unit from individuals. Checks returned for insufficient funds will be charged the standard return fee as posted in the Council Scout Shop as of the date of the incident.



If unit invoices become past due, the unit will not be able to receive prizes or order additional product until the balance is paid.

If a unit overpays, the refund will be issued to the unit Scout Shop account.

Communication is always key. Please reach out to the District Popcorn Kernel for assistance in problem-solving.

## CREDIT CARD SALES & ELECTRONIC PAYMENTS

Accepting electronic payments for in-person sales, such as credit cards, Venmo, Zelle, and others, often improves sales.

When selecting a payment processor, pay attention to the applicable fees. All payment processing fees are the responsibility of the unit.

Work with the unit's chartered organization to ensure that accounts are set up correctly. The account holder may receive a 1099 for electronic transactions.

Tidewater Council does not endorse any payment processor over another. Please consult with the unit's chartered organization and/or a tax adviser.

# PRIZES

Motivate Scouts by rewarding them early and often. With a combination of prizes and gift cards, Tidewater Council and Pecatonica River Popcorn are offering a strong prize program in 2021. It is highly encouraged for units to add unit incentives as well.

Prizes recognize individual Scout sellers; sales by multiple individuals or family members may not be combined.

Units must be current on payments in order to receive prizes.



**New for 2021:**  
**Military donations may be counted toward prize levels.**

Prizes are awarded based on retail sales amounts sold by individual youth. Tidewater Council and Pecatonica River Popcorn reserve the right to substitute like value prizes. **All prizes must be requested no later than Monday, December 6.**

There are two parts of the prize program:

- **Council Prizes**

- Prize levels: \$50 - \$1,700
- Frequency: May be requested multiple times throughout the sale as levels are reached. Gift cards will be awarded electronically at the end of the sale.
- Levels earned: Council prizes are progressive. Each time a level is reached, that reward is earned. Scouts may earn all five Council Prizes.
- How to request: Pre-order requested Council Prizes at <https://www.scoutingevent.com/596-popcornprizes21>.

See Appendix E for instructions.

Unit Popcorn Kernels will need to have Scouts' Seller IDs in order to submit prize requests. The contact listed on the electronic submission will be contacted when prizes are available for pick-up.

- **Winner's Circle**

- Prize levels: \$2,500+
- Frequency: Requested only at the end of the sale.
- Levels earned: **New for 2021!** Scouts may earn a Winner's Circle prize for every \$2,500 they sell. For example, a Scout who sells \$7,500 in popcorn will qualify for three Winner's Circle prizes.
- How to request: Unit Popcorn Kernels will request prizes through their Scout Boss account. Documentation of each Scout's sales will be required.

# COUNCIL PRIZES



2021 Popcorn Patch

- 
**Sell \$50**  
 Earn a popcorn sales patch
- 
**Sell \$400**  
 Earn a surprise prize
- 
**Sell \$750**  
 Earn a Air Hunterz Zano Bow
- 
**Sell \$1,250**  
 Earn a \$35 Amazon Gift Card
- 
**Sell \$1,700**  
 Earn a \$50 Amazon Gift Card



Air Hunterz Zano Bow

# WINNER'S CIRCLE

## WINNER'S CIRCLE

★ **SELL \$2,500**

PICK A PRIZE FROM THE WINNER'S CIRCLE FOR EVERY \$2,500 SOLD



\$200 AMAZON GIFT CARD



\$200 BEST BUY GIFT CARD



40" SMARTCAST TV



NINTENDO SWITCH LITE



AMAZON FIRE 10" TABLET



ZIP LINE



ELECTRIC SCOOTER



QUADCOPTER DRONE

# UNIT INCENTIVES

It is strongly encouraged that units add their own incentive plan.

## Recommendations:

- Add a prize at the \$1,000 level. Once a Scout reaches \$1,000 in sales, they are very close to earning an Amazon gift card at the \$1,250 level. This stepping stone should keep them motivated to generate further sales.
- Offset unit dues or registration fees for Scouts who reach a certain sales level.
- Have a celebration or field day for Scouts who reach a certain sales level.

# COMMISSIONS

Commissions go to the Scouting unit, and may not benefit individuals. Each unit determines its budget and how to use its popcorn sale profits.

Units earn 40% commission for all in-person sales (show & sells, office sales, wagon sales, pre-orders).

Units earn 30% commission for all online sales through the Pecatonica River Popcorn website. Commissions earned from online sales will be remitted to the unit's Scout Shop account after the conclusion of the sale.

# ONLINE SALE

The online popcorn sales dates are slated for August 2 through December 3.

Each Scout receives a unique Seller ID. Unit Popcorn Kernels are notified of their Scouts' online sales so they may track them for prizes.

Sales made through Pecatonica River Popcorn's website earn a 30% commission. The product is shipped directly to the purchaser with **free shipping**.

The items available through the online sale differ from those available for in-person sales:

**WELCOME TO THE PECATONICA RIVER ONLINE STORE!**

 <b>TRUSTWORTHY TRIO</b> Cheese, Caramel, Natural <b>\$30.00</b>	 <b>LOYAL ASSORTMENT</b> Butter, Kettle, Sea Salt Light Microwave <b>\$30.00</b>	 <b>HELPFUL MIX</b> Caramel, Cheese, Sea Salt Splash <b>\$35.00</b>	 <b>FRIENDLY BUNDLE</b> Caramel, Cheese, Peanut Butter Cup <b>\$35.00</b>	 <b>COURTEOUS CLUSTER</b> Sea Salt Splash, White Ruby, Cheese, Caramel <b>\$40.00</b>	 <b>KIND COMBO</b> Sea Salt Splash, Caramel, Cheese, Peanut Butter Cup <b>\$40.00</b>	 <b>OBEDIENT BLEND</b> Trail Mix, Cheese, Caramel <b>\$40.00</b>
 <b>CHEERFUL VARIETY</b> Milk Chocolatey Pretzels, Peanut Clusters, Cherry Cordials <b>\$45.00</b>	 <b>THRIFTY BREW</b> Coffee, English Toffee, Caramel <b>\$45.00</b>	 <b>CLEAN CLASSIC</b> White Ruby <b>\$50.00</b>	 <b>BRAVE MEDLEY</b> Peanut Clusters, English Toffee, Cashew Clusters, Cherry Cordials <b>\$50.00</b>	 <b>REVERENT COLLECTION</b> Caramel, Cheese, Trail Mix, Sea Salt Splash, Coffee, Peanut Clusters <b>\$60.00</b>	 <b>MILITARY DONATION</b> <b>\$10.00</b>	

**FREE SHIPPING ON ALL ORDERS!!!**      [pops@prpopcorn.com](mailto:pops@prpopcorn.com)      **FREE SHIPPING ON ALL ORDERS!!!**

# DONATIONS



**Throughout the sale, any donations collected are exclusively designated for the Military Donation Program.**

In accordance with IRS and state restrictions, units may not solicit donations.

Any donations collected are exclusively designated for the Military Donation Program, providing popcorn to service men and women, veterans, and their families.

Units earn sales commissions (40% in-person or 30% online) for military donations.  
**New in 2021:** Military donations may be counted toward prize levels!

Military donation forms and receipts are available in Appendix D.

# BONUS SALE

## **New for 2021!**

From November 2-30, there will be an opportunity for units to participate in a bonus sale and earn up to a 50% commission!

In order to participate in the bonus sale, the unit must:

1. Attend Popcorn Training
2. With the District Popcorn Kernel, discuss your unit sales goal.
3. Meet or exceed the unit sales goal.
4. Pay invoices on time, with final payment for the traditional sale and any applicable restocking fees submitted no later than November 1.

Product for the bonus sale will be limited to current council inventory; no additional orders will be placed. The bonus commission will apply only to product checked out on or after November 2. Units that do not meet these criteria but would like to sell popcorn in November may request permission to participate at a 40% commission rate.

# KEYS TO SUCCESS

- Follow all youth protection guidelines and the Guide to Safe Scouting at all times.
- Hold a unit popcorn kick-off to generate excitement among parents and Scouts.
- Pair each new family with an experienced family who can coach them.
- Set goals for the unit and for individual Scouts.
- Recognize Scouts for their accomplishments throughout the sale.
- Encourage online sales for families who have concerns about COVID-19 safety. The product is shipped directly to the customer with free shipping.
- Scouts are not allowed to ask for donations under any circumstances, but can accept them if offered. Throughout the sale, all donations are exclusively designated for the Military Donation Program.
- Stay informed by attending training, thoroughly reviewing this guide, reading the “EK” Electronic Knapsack newsletter, and joining the Tidewater Council Popcorn Kernels Facebook group.
- Communicate, communicate, communicate with the District Popcorn Kernel.

# APPENDICES



**Tidewater Council, Boy Scouts of America**  
Position Description

Prepared especially for:

For the position of:               **Unit Popcorn Kernel**

Length of term:                   June 2021 – December 2021

Reports to:                        District Popcorn Kernel

Responsibilities:

1. Set and achieve the 2021 unit popcorn goal of \$\_\_\_\_\_ in gross sales.
2. Prepare for the sale.
  - a. Attend Popcorn Sale Kick-off and any supplemental training as needed.
  - b. Create a unit incentive plan to encourage Scouts throughout the sale.
  - c. Schedule, promote, and conduct a Unit Popcorn Kickoff.
  - d. Ensure families understand the unit's plan for selling popcorn and each Scout's (minimum) sales goal.
  - e. Promote all methods of selling to Scout families, including online sales.
3. Coordinate logistics.
  - a. Compile the unit's orders for popcorn and prizes. Input information into the Scout Boss software by the due dates.
  - b. Arrange for the unit to pick up popcorn deliveries at its scheduled time.
  - c. Manage popcorn inventory, checkouts, and returns.
  - d. Coordinate Show & Sell locations and timeslots.
4. Manage funds.
  - a. Collect money due from each Scout.
  - b. Make payments due to the council on or before the due dates.
5. Stay updated on the sale. Information will be shared in the popcorn guidebook, via email from the council and district kernels, in the Electronic Knapsack newsletter, and in the Tidewater Council Popcorn Kernels Facebook group.

# Scout Boss Guide (Unit)

This guide goes over frequently asked questions in regards to navigating and completing certain required tasks in Scout Boss. First Steps:

- Go to [PRPopcorn.com](http://PRPopcorn.com)
- Click on “My Account”
- Click on “Create Unit Profile”
- Enter your Council Key (provided by your council)
- Choose your District from the dropdown menu
- Choose your unit type from the dropdown menu
- Choose your unit number from the dropdown menu
- Enter a username for the account (this does not need to be an email address as in previous years, but must be unique)
- Enter a Password for the account
- Enter the remaining profile information including the email address where all confirmation emails for the account will be sent.
- Click “Submit”

## How to Access My Account?

- Go to [PRPopcorn.com](http://PRPopcorn.com)
- Click on “My Account”
- Enter in your username and password
- Once in the system, you will see your dashboard.

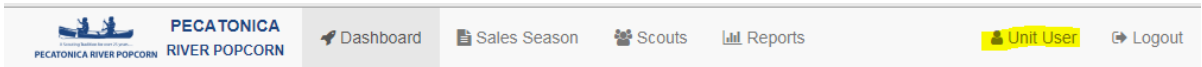
The screenshot shows the Scout Boss Dashboard interface. At the top, there are navigation buttons: '+ New Order', 'Manage Orders', 'Scout Seller IDs', 'Winner's Circle', and 'Worksheet Tool'. Below this is the 'Order Summary' section, which includes a 'Download data' link and a table for the 'Current Season - Fall 2018'. The table has columns for Order Type, Product, Sale Season, Retail Price, Council Cost, Total Containers, Retail Cost, and Unit Cost. A 'Show & Sell' row shows 2 containers for a total retail cost of \$40.00. Below the table is a 'Prior Year Comparison' section with the message 'No records found'. At the bottom, there are two side-by-side sections: 'Important Dates' with a table of upcoming events, and 'Council Info' with details for Caspio Council.

Event Date	End Date	Event Name	Event Details
6/15/2018	6/30/2018	Coachella	Test update
7/15/2018	7/30/2018	Mid Season Sale	test only

Name	Phone No.
Caspio Council	650-691-0900
Address	City
2953 Bunker Hill Ln #201	Santa Clara
State	Zip
California	95054

## How to Update My Profile?

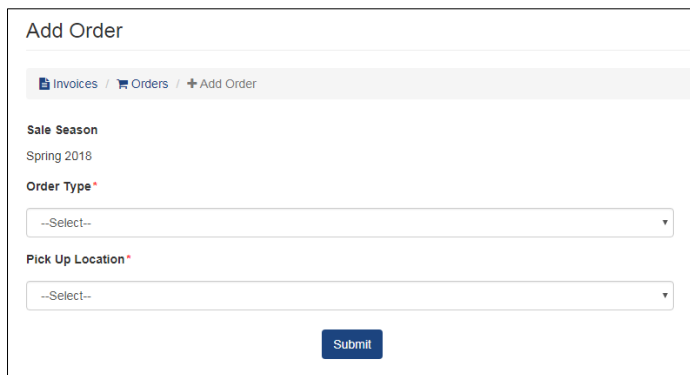
- Click on “Unit User” in the top right hand corner of the screen.



- Your profile information will display.
- To update or change your profile, click “Edit Profile.”
- If you would like to change your password, click “Change Password.”

## How to Place an Order?

- Click “New Order” on the Dashboard.
- Choose what type of order you are entering (Take Order/Show n Sell) as well as pick up location.



- You will then be able to enter in your order.
  - o Remember:
    - Show n Sell orders = enter in as cases (If you are unsure of how many containers are in a case per product, please see “Helpful Tips” at the bottom of the page.)
    - Take Orders = enter in as individual containers.
- At the bottom of the order form, you have the ability to add any notes/comments to the order.
- Click “Update” to place your order.

## How to Edit/View an Order?

- Click “Manage Orders” on the Dashboard.
- Here you will see a list of orders you have placed.

Orders

Invoices / Orders

+ Add Order

Sale Season  
Fall 2018

Order ID	Order Type	Location	Status	Added Date	Retail Total	
209289	Show & Sell	Test	Submitted by Unit	6/1/2018	\$40.00	<a href="#">Details</a>
209290	Show & Sell	Test	Submitted by Unit	6/5/2018	\$0.00	<a href="#">Details</a>
209294	Show & Sell	Test	Submitted by Unit	6/6/2018	\$50.00	<a href="#">Details</a>

Records 1-3 of 3

- You can only edit an order if the order status says “Submitted by Unit.” Once your order is approved by District, Council, or PRP you will no longer be able to edit your order.
- If you are able to edit your order, click on “Details” and then “Edit Order.”
  - o Here you are able to change the quantities and any notes that were added.
- Once finished, click “Update.”

## How to Enter/View/Edit a Scout for Online Sales (Seller ID)?

- Click “Scout Seller IDs” on the Dashboard.
- A list of Scouts with current online Seller ID’s will populate.
  - o You do not have to enter a Scout every year for a new Seller ID. Scouts can use the same ID year after year while with this unit.

Scouts

Scouts

Active Scouts Inactive Scouts All Scouts

X Bulk Delete

<input type="checkbox"/>	Inactive	First Name	Last Name	Email	Seller ID	Date Added		
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>				<a href="#">Add</a>
<input type="checkbox"/>	No	John	Doe	johndoe@email.com	0EAX6C	10/13/2017	<a href="#">Prizes</a>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Yes	Joe	Smith	joesmith@email.com	6QJN1C	10/30/2017	<a href="#">Prizes</a>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	No	test	test	alisa.proskura@caspio1.com	S0211I	11/28/2017	<a href="#">Prizes</a>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	No	Benny	White	bwhite@test.com	XS1U2W	3/22/2018	<a href="#">Prizes</a>	<a href="#">Edit</a> <a href="#">Delete</a>

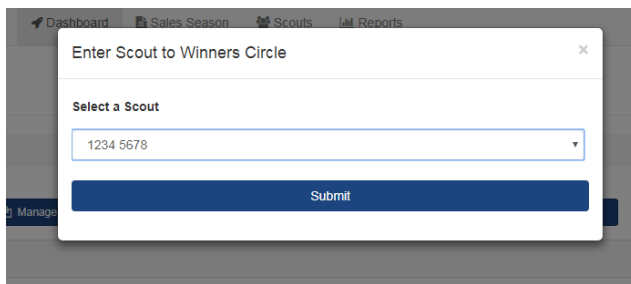
Records 1-4 of 4

- To add a new Scout, enter in the required fields (white boxes next to the Add button):
  - o First Name
  - o Last Name (we only need the first two letters of his/her last name)
  - o Parent/Guardian email address
- Click “Add.” A random Seller ID will be populated and an email will be sent to the parent/guardian letting them know their Scout’s Seller ID.

- You may edit a Scout's information by clicking on "Edit."
  - o Only a Scout's first/last name and email can be edited. **\*\*The Seller ID cannot be changed\*\***
- If a Scout is no longer selling popcorn, you may inactivate him/her which will hide all information tied to that Scout. If at any time you need to view that Scout's information again you simply click on "Inactive Scouts."

## How to Enter a Scout into the Winner's Circle?

- Click "Winners Circle" on the Dashboard.
- Select the Scout's name you want to enter into the Winners Circle.
  - o Scouts are added to the dropdown through the Scout Seller ID process (please see above).



- Click "Submit"

**Add Prize**

[Districts](#) / [Units](#) / [Scouts](#) / [Prizes](#) / [+ Add Prize](#)

District	Unit	Scout
Caspio District 1	0003	test test

**Invoice Period \***

--Select--

**Amount Sold \***

**Prize Type \***

**Worksheet Verification \***

No file chosen

**Zip \*** **Pickup Name \*** **Pickup Email \***

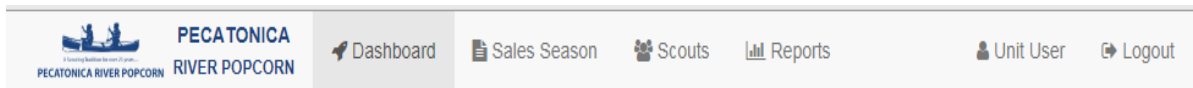
- Type in the above information
  - o Invoice period (Season and year)
  - o Amount Sold (Total dollars Scout sold)
  - o Prize Type
  - o Worksheet verification (this can be a photo of the Take Order sheet, excel document, or anything that shows the total sales for this Scout)
  - o Zip code

- Name of person picking up prize
- Email of person picking up prize
- Click “Submit”

## How do I Tabulate My Order?

- Click “Worksheet Tool” on the Dashboard.
- Select the blue “Download Worksheet Tool” link.
- Save the excel file anywhere on your device.
- Once file is open, enter in the Unit information, Scout names, and product quantities that each Scout sold.
- The totals at the bottom of the page are what you enter into the popcorn order form to place your popcorn order.

## What is Included in the Top Header?



- **Dashboard**
  - Select this at any time to go back to the dashboard.
- **Sales Season**
  - Here you can:
    - Add/edit/view any orders placed during the fundraiser year.
    - Commit to each order type (Show n Sell or Take Order).
    - Print an invoice
- **Scouts**
  - Here you can:
    - Add/view all Scouts
    - Edit Scouts information
    - Enter in Winners Circle prize
    - Activate/inactivate Scouts
- **Reports**
  - Here you can generate the following reports:
    - Pick Tickets
    - Online Invoices (online sales per Scout)
    - Remaining Balance
    - Sales Summary
    - Commission Matrix – this report shows you the commission percent assigned to your unit. If there is a mistake with that percent, please contact your council office.





# PATH TO ADVANCEMENT

## Cub Scout Advancement Opportunities


### TIGERS

	Curiosity, Intrigue and Magical Mysteries	Create a secret code to use during your Popcorn Sale <b>(Req. 4)</b>
	Stories in Shapes	Create an art piece advertising your Popcorn Sale <b>(Req. 1b)</b>
	Tiger Tales	Create your own Tall Tale about your Popcorn Sale <b>(Req. 2)</b>




### WOLVES

	Howling at the Moon	Pick one of the four forms of communication <b>(Req. 1)</b> and create a Popcorn Skit <b>(Req. 2)</b>
	Paws on the Path	Tell what the Buddy System is and why you need to use it during your Popcorn Sale <b>(Req. 2)</b>












### BEARS

	Baloo the Builder	Select and build one useful and one fun project for your Popcorn Sale <b>(Req. 3)</b>
--	-------------------	---

### WEBELOS

	Art Explosion	Create a Popcorn Sale poster <b>(Req. 3f)</b> or a T-shirt or hat <b>(Req. 3g)</b> for display at your Show 'n' Sell
	Build It	Create and build a carpentry project to advertise your Popcorn Sale <b>(Req. 2)</b> List all the tools you used to build it <b>(Req. 3)</b> Check which ones you've used for the first time <b>(Req. 4)</b>
	Movie Making	Create a story about your Popcorn Sale and do ALL requirements for Movie Making <b>(Req. 1-3)</b>

## Merit Badge Opportunities

	Art	<b>For requirements 5a</b> – Produce a Popcorn Sale poster for display
	Communication	<b>For requirement 2b</b> – Make a Popcorn Sales presentation to your counselor <b>For requirement 6</b> – Show your counselor how you would teach others to sell Popcorn
	Digital Technology	<b>For requirements 6d</b> – Create a report on what you and your troop can do with the funds earned from selling Popcorn
	Graphic Arts	<b>For requirements 3 and 4</b> – Design a poster for use during the Popcorn Sale, and follow the various steps described for ONE of the printing methods to produce copies of the poster
	Journalism	<b>For requirement 3d</b> – Create a 200 word article about your Troop's Popcorn Sale
	Movie Making	<b>For requirement 2</b> – Create a storyboard and video designed to show how to sell popcorn
	Personal Management	<b>For requirements 5, 8, 9</b> – Define your Popcorn Sales Goal. Create a plan, and make a calendar for how you will achieve your goal with all your other activities
	Photography	<b>For requirement 5a, b, f</b> – Take photographs of popcorn, Scouts selling popcorn, and other activities related to the sale. Then, arrange the prints with captions to tell a story of the sale <b>(Req. 7)</b>
	Plant Science	With Counselor permission, use Trail's End educational materials to show how popcorn hybrids are grown and processed <b>(Requirements 8a and 8b-Corn Option)</b>
	Public Speaking	<b>For requirement 2</b> – Prepare and give a speech to your troop describing the benefits of the Popcorn Sale to the troop
	Salesmanship	<b>All requirements</b> for this merit badge may be completed through the Popcorn Sale
	Truck Transportation	<b>For requirement 10</b> – Describe what kind of truck would be needed to ship popcorn from the factory to your Council, tell how the popcorn would be packed, estimate the time for the trip and explain what would be the best way to unload the shipment

# APPENDIX D: MILITARY DONATION FORM

## 2021 Unit Military Donation Report

(Use this form to calculate unit commission on military popcorn donations)

A Scout is Trustworthy. All donations accepted during the Popcorn Sale are to be reported. Tidewater Council established an allowance for units to retain their commission on the popcorn "sold" to Military Donations. Please note units are prohibited to solicit donations by the Boy Scouts of America. Refer to the "Money Unit Earning Application" form if clarification is required.

Pack \_\_\_\_\_ Troop \_\_\_\_\_ Crew \_\_\_\_\_ Ship \_\_\_\_\_

Unit Contact \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

**Total military donation amount** \_\_\_\_\_

**Less unit commission at 40%** \_\_\_\_\_

(Multiply donations by .4)

**Total payment due** \_\_\_\_\_



# Military Donation

Unit \_\_\_\_\_

I would like to contribute: \_\_\_\$25 \_\_\_\$50 \_\_\_Other \$\_\_\_\_\_

If you would like an official acknowledgement from Boy Scouts of America, Tidewater Council for your contribution, please fill out the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

## Military Donation Receipt

Thank you from the men and women who are serving our country, and thank you from your local Scouts. Because of your generosity, our service men and women will receive a tasty treat from back home, and children in your community will build character and leadership through the adventures of Scouting.



Unit \_\_\_\_\_

Date \_\_\_\_\_

Amount \$ \_\_\_\_\_

Boy Scouts of America, Tidewater Council  
1032 Heatherwood Drive, Virginia Beach, VA 23455  
TidewaterBSA.com

# Military Donation

Unit \_\_\_\_\_

I would like to contribute: \_\_\_\$25 \_\_\_\$50 \_\_\_Other \$\_\_\_\_\_

If you would like an official acknowledgement from Boy Scouts of America, Tidewater Council for your contribution, please fill out the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

## Military Donation Receipt

Thank you from the men and women who are serving our country, and thank you from your local Scouts. Because of your generosity, our service men and women will receive a tasty treat from back home, and children in your community will build character and leadership through the adventures of Scouting.



Unit \_\_\_\_\_

Date \_\_\_\_\_

Amount \$ \_\_\_\_\_

Boy Scouts of America, Tidewater Council  
1032 Heatherwood Drive, Virginia Beach, VA 23455  
TidewaterBSA.com

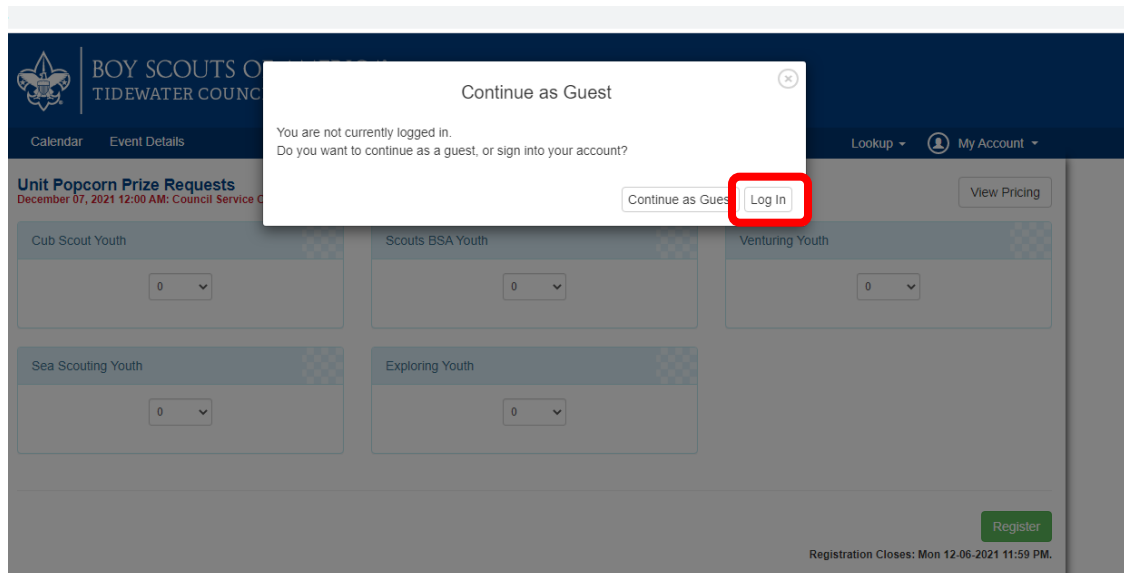
## APPENDIX E: HOW TO REQUEST COUNCIL PRIZES

To request council-level popcorn prizes, go to <https://scoutingevent.com/596-popcornprizes21>.

The first time that you request prizes, click on the green “Register” button.



Log in to your existing Black Pug account or create an account. It is strongly advised that you do not check out as a guest, as you may need to access your prize submission to request additional prizes.



Select the number of Scouts for whom you are requesting prizes, and then click on the green “Register” button.

BOY SCOUTS OF AMERICA  
TIDEWATER COUNCIL

Calendar Event Details Lookup My Account

**Unit Popcorn Prize Requests**  
December 07, 2021 12:00 AM: Council Service Center View Pricing

Cub Scout Youth: 2  
Scouts BSA Youth: 0  
Venturing Youth: 0  
Sea Scouting Youth: 0  
Exploring Youth: 0

Register

Registration Closes: Mon 12/13/2021 11:59 PM

Click on the red “Update Information” button under “Registration Contact” to add the unit and Popcorn Kernel’s contact information.

BOY SCOUTS OF AMERICA  
TIDEWATER COUNCIL

Calendar Event Details Registration Details Lookup My Account

**Unit Popcorn Prize Requests** 5962051340

Participants Check Out

**Registration Contact**

Registration Contact Preview Information Additional Actions

Update Information

**Check Out Required**  
Registration closes in 187 days: You have 2 participants that require Check Out. These spots are not held until check out is completed.

**Missing Information**  
Event Contacts

**2 Cub Scout Youth**

Cub Scout Youth Checkout Required Update Information  
Cub Scout Youth Checkout Required Update Information

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Enter the Registration Contact (Popcorn Kernel) information and click on “Done.”

Change Information for Kernel, Popcorn

First Name: Popcorn

Last Name: Kernel

Primary Contact Email: popcorn@tidewaterbsa.com

Unit Information: Select Unit  
Princess Anne Pack 991 F

Phone: Home 7574972688

Click to add phone number: Day Mobile

Done

For each Scout, enter their name, Seller ID (accessible from the unit’s Scout Boss account), retail sales amount, and donation amount. If the Scout has earned any gift cards, be sure to include an email address, as the gift cards will be distributed electronically. Next, choose “Select” under “Prize(s) Requesting:”

Change Information for Cub Scout Youth

First Name: Scout

Last Name: Scoutington

Scout's Seller ID: 123ABC

Scout's Current Sales Amount (Retail): \$ 375.00

Scout's Current Donation Amount: \$ 50.00

Prize(s) Requesting: Select

Email address to receive electronic gift card(s):

Done

For each prize a Scout has earned, enter a "1" in the corresponding "Count" box. Click save and repeat the process for all Scouts.

Count	Item	Regular Price
<input type="text" value="1"/>	Popcorn Sales Patch (\$50 prize level)	\$0.00
<input type="text" value="1"/>	Surprise Prize (\$400 prize level)	\$0.00
<input type="text" value="0"/>	Zans Air Zano (\$750 prize level)	\$0.00
<input type="text" value="0"/>	\$35 Amazon Gift Card (\$1,250 prize level)	\$0.00
<input type="text" value="0"/>	\$50 Amazon Gift Card (\$1,700 prize level)	\$0.00

Cancel Save

Once all information is entered, click on the green "Proceed to Checkout" button.

Unit Popcorn Prize Requests 5962051340

Participants Check Out

**Registration Contact**

Kernel, Popcorn  
Checkout Required

Update Information Preview Information Additional Actions

**2 Cub Scout Youth**

Scoutington, Scout  
Checkout Required

ScoutsALot, Sir  
Checkout Required

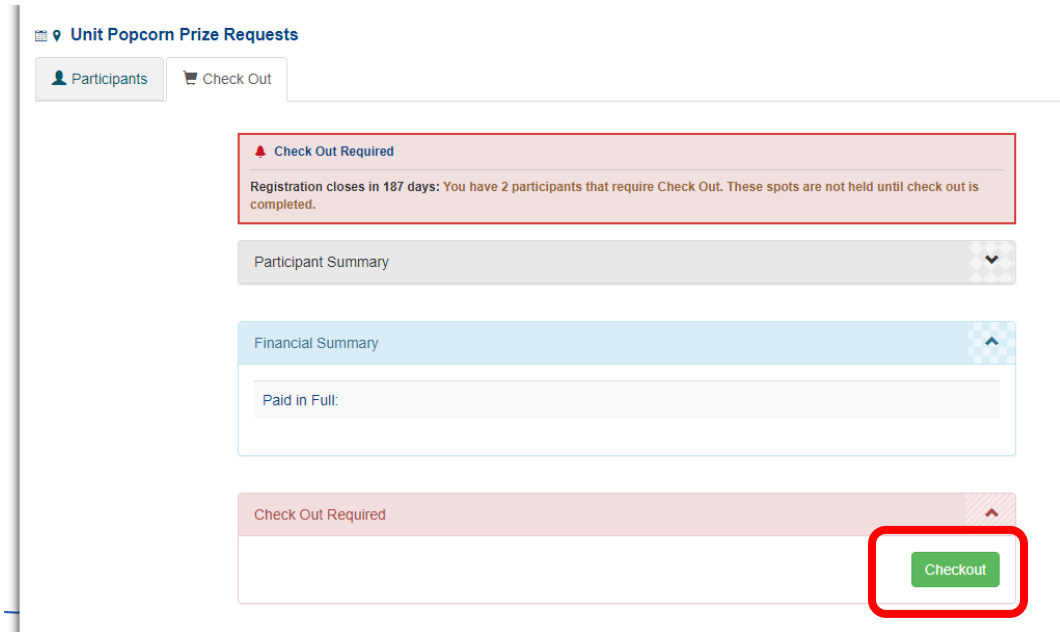
Update Information Update Information

**Check Out Required**

Registration closes in 187 days: You have 2 participants that require Check Out. These spots are not held until checkout is complete.

Proceed to Checkout

Review your submission and click on the green “Checkout” button.



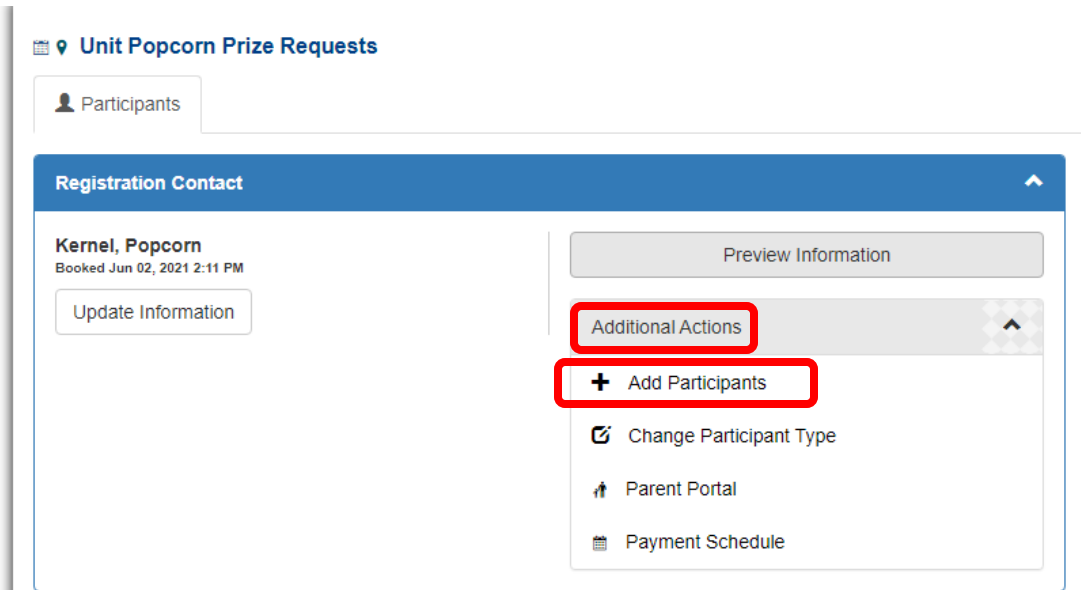
You will receive an email confirmation. Save this email, as it will have a link that will enable you to request additional prizes.

When you are ready to request additional prizes, you can select the “Click here to access registration” link in your confirmation email. You can also retrieve your existing registration by logging into your Black Pug account, if you signed in when completing your first request.

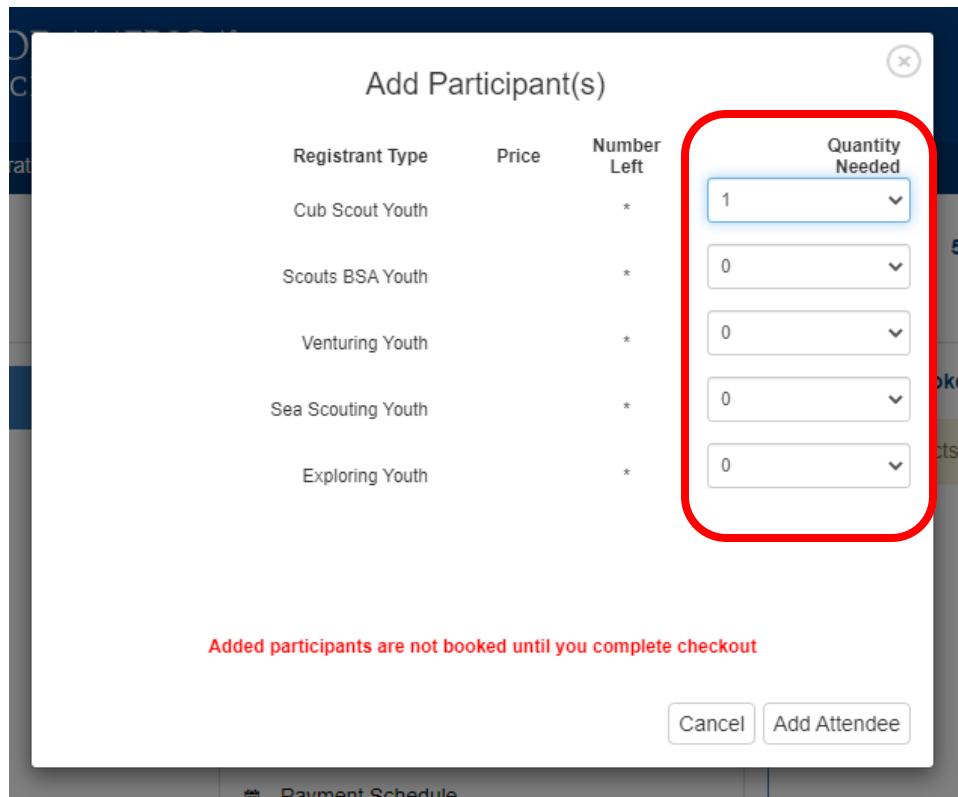
[Click here to access registration](#)

<b>Unit Popcorn Prize Requests</b>		<a href="#">Click here to access registration</a>	
<a href="#">Click here for event details</a>		Regular Price:	\$0.00
Tuesday Dec-07 2021 12:00 AM - 11:59 PM		Total Credit:	\$0.00
Council Service Center		Balance:	\$0.00
1032 Heatherwood Drive			
Virginia Beach, VA 23455			
<a href="#">Payment Schedule</a>			
Count	Registrant Type	Event Fee	Amount Paid
2	Cub Scout Youth		
Total			

To add Scouts who have not received any prizes yet, select “Additional Actions” followed by “Add Participants.”



Add the appropriate number of additional Scouts.



Complete the data entry for each new Scout as before.

**Unit Popcorn Prize Requests**

Participants | Check Out

**Registration Contact**

**Kernel, Popcorn**  
Booked Jun 02, 2021 2:11 PM

Update Information | Preview Information

Additional Actions

**3 Cub Scout Youth**

**Cub Scout Youth**  
Checkout Required

Update Information | **Scoutington, Scout**  
Booked Jun 02, 2021 2:11 PM

Update Information

**ScoutsALot, Sir**  
Booked Jun 02, 2021 2:11 PM

Update Information

To add an additional prize for a Scout who has already received one, select “Update Information” under his or her name.

**Unit Popcorn Prize Requests**

Participants

**Registration Contact**

**Kernel, Popcorn**  
Booked Jun 02, 2021 2:11 PM

Update Information | Preview Information

Additional Actions

**2 Cub Scout Youth**

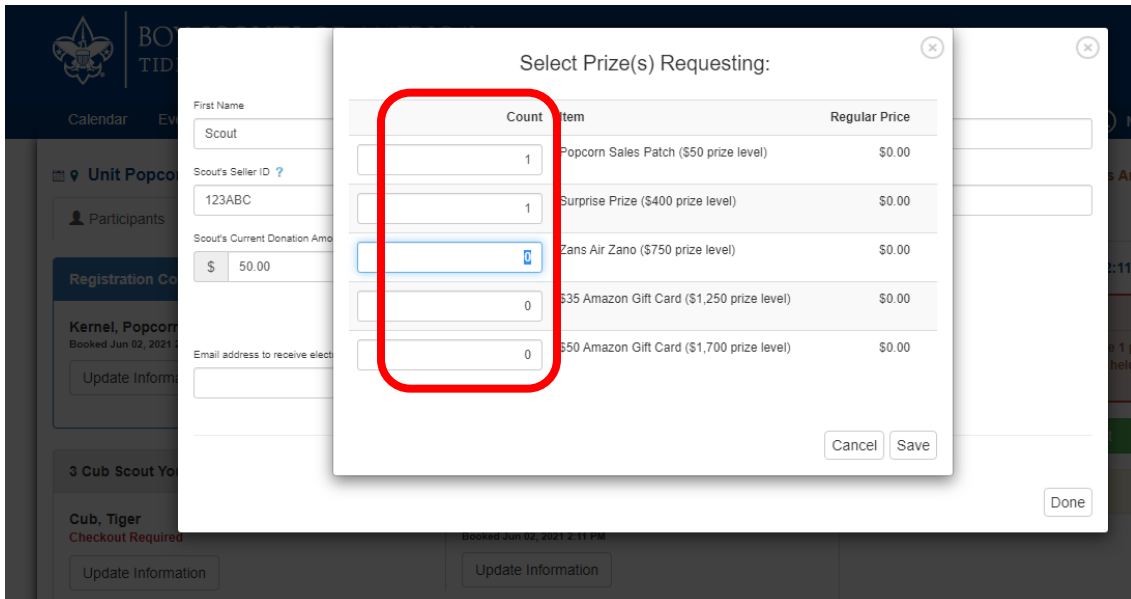
**Scoutington, Scout**  
Booked Jun 02, 2021 2:11 PM

Update Information | **ScoutsALot, Sir**  
Booked Jun 02, 2021 2:11 PM

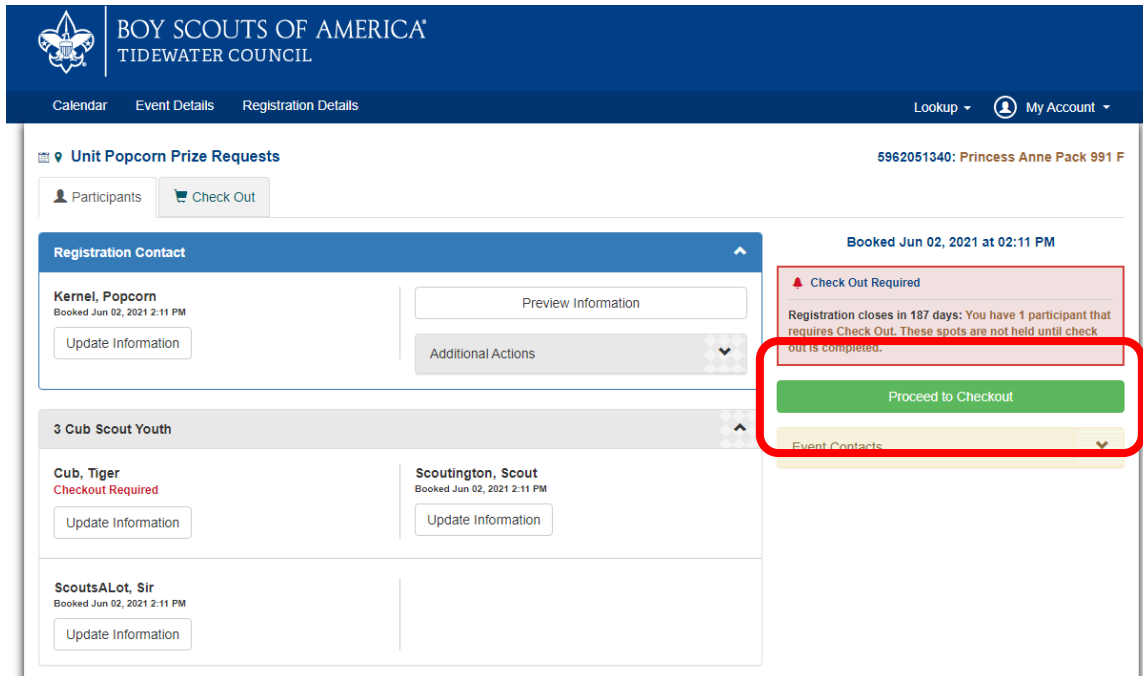
Update Information



Update sales and donation amounts. Update the "Prize(s) Requesting:" field by adding a "1" under the "Count" for any additional prize levels achieved.



When you are done adding additional Scouts and prizes, "Proceed to Checkout."



Review your submission and click on the green “Checkout” button.

Unit Popcorn Prize Requests 5962051340

[Participants](#) [Check Out](#)

**Check Out Required**

Registration closes in 187 days: You have 1 participant that requires Check Out. These spots are not held until check out is completed.

Participant Summary ▼

Financial Summary ▲

Paid in Full:

Check Out Required ▲

[Checkout](#)

You may request council-level popcorn prizes multiple times throughout the sale. The deadline to submit prize requests is December 6, 2021. All gift cards will be awarded electronically at the end of the sale.

APPENDIX F: SAMPLE SHOW & SELL RECONCILIATION SHEET

Shift number	Date and time		Scout #1 Name		Scout #2 Name		Scout #3 Name		Notes					
	Product	Price	Previous shift's ending inventory	Your Shift's Starting inventory	Any items added mid-shift	CASH SALES <small>Tally marks for each item sold</small>	CREDIT SALES <small>Tally marks for each item sold</small>	Anticipated Ending Inventory <small>Initial Inventory + Added Inventory - Number sold</small>		Actual Ending Inventory <small>Should match previous column numbers</small>	Total Number of each item Sold	Total dollars of item sold <small>Unit price times number sold</small>	Cash Collected	Credit Card Sales <small>Total Dollars charged to credit card</small>
	Chocolate Lover's	\$50												
	Cheese Lover's	\$40												
	Classic Trio	\$30												
	Micro Double Butter	\$30												
	Chocolate Pretzel	\$25												
	Peanut Butter Cup	\$25												
	Sea Salt Spalsh	\$25												
	Caramel Sea Salt	\$20												
	Trail Mix	\$20												
	Jalapeno	\$20												
	Cheddar	\$20												
	Micro Kettle	\$20												
	Micro Sea Salt Light	\$20												
	Micro Butter	\$20												
	Classic Caramel	\$10												
<b>Total Sales in dollars for your shift \$</b>											Sum of column above \$	Total Cash Collected for sales (Sum of column above) = \$	Total Credit Card Dollars Collected for sales (Sum of column above) = \$	Sum of Credit Cards + Cash for sales (should match Total Sales Box) \$
<b>Total Dollars in Donations collected for your shift \$</b>														

# CONTACT INFORMATION

**Council Popcorn Kernel**

Pam Samples  
popcorn@tidewaterbsa.com  
757-353-0609

**Albemarle District Popcorn Kernel**

Brenda Johnson  
rick\_brendalee@icloud.com  
252-331-3853

**Bayside District Popcorn Kernel**

Erin Alford  
ealger72081@yahoo.com  
757-943-7226

**Bayside District Popcorn Kernel**

Liz Conner  
lizconnerscoutsbsavcc@gmail.com  
252-414-4823

**Princess Anne District Popcorn Kernel**

Tony Montemurno  
kerneltbaloney@gmail.com  
757-635-0676

**Three Rivers District Popcorn Kernel**

Beth Albertson  
Dbzc2017@gmail.com  
757-288-5438

**Three Rivers District Popcorn Kernel**

Rudy Nimmo  
vtccgolf@gmail.com  
540-230-7507

**Popcorn Staff Advisor**

Alison Harrison  
alison.harrison@scouting.org

**Tidewater Council - Mary Jayne Breeden Council Service Center**

1032 Heatherwood Drive, Virginia Beach, VA 23455  
757-497-2688

<https://tidewaterbsa.com/popcornsale/>