



BOY SCOUTS OF AMERICA®
TIDEWATER COUNCIL

2024 POPCORN GUIDE



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June 10, 2024

Dear Scouts, Scouters, and Families,

Welcome to the 2024 Popcorn Sale! This year, we're embracing the theme of "We're Butter Together," and I couldn't be more excited to share why this theme captures the essence of what we do as Scouts.

Scouting is about working together, building camaraderie, and supporting each other in achieving our goals. As Scouts, we embody values like teamwork, perseverance, and commitment. Each of you plays a vital role in our success.

Our Scouting community thrives when we come together. Over the past few years, we've seen units helping so much with unloading deliveries, trading product, sharing sales locations, and communicating. Thank you for your time, energy, effort, and everything you do.

Our District Kernels are here to be support for our units. If you have a question or need advice, Brenda, Clark, Krista, Matt, Nann, Rudy, Scott, Tammy, and Tony are here for you.

Our Scouts, families, and Unit Kernels are the boots on the ground. Whether you are going door-to-door with a red wagon, setting up a Show & Sell booth, emailing an online sales link, or supporting the sale in countless other ways, you are making a difference. Without all of you, this sale wouldn't happen.

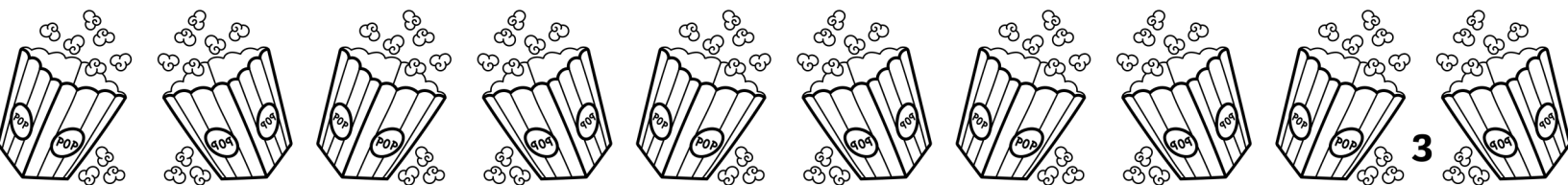
Our communities thrive when Scouts give back. All donations collected throughout the sale support our service men and women, veterans, and their families. This year, we're also adding a new licensed military tin and special military donation recognition items.

The funds raised through the Popcorn Sale help us create unforgettable experiences, from community service projects to camping trips, and provide the resources needed to help each Scout grow and succeed. At the end of the day, the Popcorn Sale is about making Scouting affordable for our families.

By working together, we can achieve our goals and ensure that every Scout has the opportunity to participate in their own adventures. Tidewater Council broke the \$1 million mark in popcorn sales two years in a row, and we are looking forward to another record-breaking year. Thank you for your enthusiasm and commitment to making our Scouting program the best it can be.

Here's to a fantastic popcorn season filled with teamwork, delicious popcorn, and unforgettable experiences as we celebrate being Butter Together!

Yours in Scouting,
Erin Alford
Council Popcorn Kernel



Why Sell Popcorn?



Fund your program year and defray costs for Scouting families. Tidewater Council offers some of the highest sales commissions of all Boy Scouts of America councils.



Sales proceeds not only support your unit, but also your local Scouting program and Pipsico Scout Reservation, your council camp.



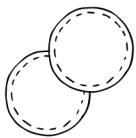
Incentivize Scouts with prizes including patches, gift cards, and more.



Teach Scouts salesmanship and the value of earning their own way.



Scouts learn communication, resilience, and teamwork skills.



Participation in the sale may help Scouts meet certain advancement requirements (see Appendix E).



It is easy to get started, with no upfront costs and no vendor contracts to negotiate.



A team of volunteer leaders and council staff is here to support you.

Getting Started



1

Identify a Unit Popcorn Kernel to manage your unit's sale. Use the Unit Popcorn Kernel job description (Appendix B) to find the best person for the job.

2

Sign up the Unit Popcorn Kernel at pecatonicariverpopcorn.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 G for additional instructions.

3

With the unit committee, 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 training on June 11 or July 10. It is highly recommended that every Unit Popcorn Kernel attends. Even seasoned Kernels will benefit from learning about changes to the 2024 sale.

5

Educate families about the sale and hold a unit training session/kick-off party.

2024 Tidewater Council

Popcorn Training

Tuesday, June 11

6:30 PM

Moyock United Methodist Church

268 Caratoke Highway

Moyock, NC 27958

or via Zoom teleconference

Wednesday, July 10

6:30 PM

Tidewater Council

Mary Jayne Breeden Service Center

1032 Heatherwood Drive

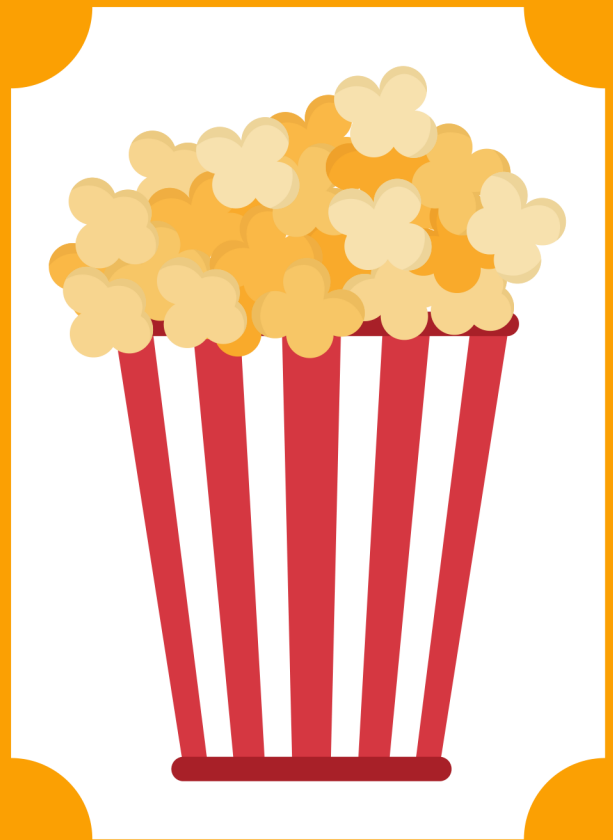
Virginia Beach, VA 23455

or via Zoom teleconference

Register

This training is free, but registration is required. RSVP at

247scouting.com/forms/596-popcorn24



What to Expect

Join us to learn about the 2024 Tidewater Council Popcorn Sale! This popcorn training is designed for both new and returning popcorn kernels.

We will focus on what is new for this year's sale, best practices, and opportunities that can benefit your unit.

For those who attend in-person, we plan to have promotional items available for pick-up.

Contact

Erin Alford

erin@realresultsva.com

Key Dates



June 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

To-Do in June:

- Sign up the Unit Popcorn Kernel
- Determine unit budget
- Determine unit sales goal
- Determine Scout sales goals
- Determine unit prize and incentive plan

June 11:

Popcorn Training

July 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

To-Do in July:

Hold a unit kick-off party

July 10:

Popcorn Training

July 17:

Deadline for units to submit popcorn orders through Scout Boss for the first popcorn order

August 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 1:

Projected delivery date for first order

Start date for online sale

August 2 and August 3:

Estimated pick-up dates for first popcorn order

August 21:

Deadline for units to submit popcorn orders through Scout Boss for the second popcorn order

Military donation recognition #1 due

September 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 5:

Projected delivery date for second order

September 6 and September 7:

Estimated pick-up dates for second popcorn order

Payment due for first order

September 18:

Deadline for units to submit popcorn orders through Scout Boss for the third popcorn order

Military donation recognition #2 due

Return deadline for Cheese Lover's 4-Way, Classic Trio 3-Way, and Maple Pecan

October 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 3:

Projected delivery date for third order

October 4 and October 5:

Estimated pick-up dates for third popcorn order

Payment due for second order

October 30:

Final unit payments due

Final day to return unsold product

Deadline for units to submit orders through Scout Boss for final popcorn order (Must be prepaid in full)

Military donation recognition #3 due

November 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 14:

Projected delivery date for final order

November 15:

Estimated pick-up date for final popcorn order

November 24:

End date for online sale

December 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 8:

Deadline to submit prize requests

Military donation recognition #4 due

December 31:

Last day that product may be sold

Due to Pecatonica River Popcorn contract restrictions and product best-by dates, product from the 2024 sale may not be sold after December 31, 2024.

Interim Appointments



Additional interim popcorn distributions 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.

Distribution



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

- Wednesday, July 17
- Wednesday, August 21
- Wednesday, September 18
- Wednesday, October 30

The final order must be prepaid by October 30.

Unit Popcorn Kernels may place and edit their orders prior to each deadline.



Delivery will be made at:

Tidewater Council

Mary Jayne Breeden Council Service Center

1032 Heatherwood Drive

Virginia Beach, VA 23455

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 2 and Saturday, August 3
- Friday, September 6 and Saturday, September 7
- Friday, October 4 and Saturday, October 5
- Friday, November 15

Help with deliveries is always appreciated. Projected delivery dates are on Thursdays (August 1, September 5, October 3, and November 14). Units that assist with unloading deliveries will have the opportunity to pick-up their product that day.

Additional interim popcorn distributions 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. To schedule an appointment, contact 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



Tidewater Council is unable to return unsold product to Pecatonica River Popcorn. In order to manage product inventory and keep sales commissions high, it is necessary to manage unit product returns.

For the 2024 Popcorn Sale, units may return up to 10% of the total product they check out (retail dollars).

Example: Troop 123 checks out a total of \$10,000 in popcorn throughout the 2024 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. Product may be sold until December 31, 2024.
- Swap product with other units. Popcorn transferred between units will not count as returns for the 10% limit. **New for 2024: Units may transfer product with each other through Scout Boss. See Appendix G for instructions.**
- Purchase the product and use it as thank you gifts for the chartering organization and other community groups.
- Return excess inventory with a 20% restocking fee. Example: Troop 123 checks out a total of \$10,000 in popcorn during the 2023 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 20% restocking fee. Troop 123 owes a \$100 restocking fee.

**Returns are due no later than October 30, 2024 at 5 PM.
No returns will be accepted after this time. No exceptions.**

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. Every returned item is subject to the "thunk test."

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 18, 2024
- Classic Trio 3-Way - May not be returned after September 18, 2024
- Maple Pecan - May not be returned after September 18, 2024
- 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!

Payment



First order (“Show & Sell”)

(Order placed by July 17 and delivered in early August)

Payment due at second order pick-up or by September 7, 2024 at 2 PM, whichever comes first

Second order (“Show & Sell 2”)

(Order placed by August 21 and delivered in early September)

Payment due at third order pick-up or by October 5, 2024 at 2 PM, whichever comes first

Third order (“Re-Order”)

(Order placed by September 18 and delivered in early October)

Payment due by October 30, 2024 at 5 PM

Fourth order (“Take Order”)

(Order placed by October 30 and delivered in mid-November)

Payment due by October 30, 2024 at 5 PM

Any applicable restocking fees

Payment due by October 30, 2024 at 5 PM

If a unit overpays, the refund will be issued to the unit Scout Shop account at the conclusion of the sale.

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

Past due invoices are subject to late fees.

Tidewater Council is subject to monthly finance charges for payments that are past due to Pecatonica River Popcorn. In order to keep commissions high for all units, units that have past due balances will be subject to late fees.

A 3% late fee will be applied on the 7th calendar day past the payment due date, and monthly thereafter.

Example:

Troop 123 has a \$5,000 payment due on September 7.

If the invoice is not paid by September 7, Troop 123 will not be able to receive prizes, order additional product, or pick-up additional product until the balance is paid.

If the invoice is not paid by September 14, a late fee of \$150 will be applied. The new balance due will be \$5,150.

If the invoice is not paid by October 14, an additional late fee of \$150 will be applied. The new balance due will be \$5,300.

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

Payment Methods

1. Check

The preferred method of payment is a single check from the unit's account.

Checks can be made payable to "Tidewater Council BSA" and are accepted at the Scout Shop during regular store hours.

Tidewater Council 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 Tidewater Council Scout Shop as of the date of the incident.

2. Scout Shop Account

If you are unsure of the exact payment amount (following a product return, for example), you can make a deposit into the Unit Scout Shop account in advance and then call or email the Scout Shop to authorize a charge from the store account.

Scout Shop Contact Information:

757-497-2688

polly.fugate@scouting.org

Staci.VanKirk@scouting.org

3. Cash

If it is necessary to make a popcorn payment in cash, large bills are preferred.

Please ensure you are aware of the exact amount of funds you are remitting. Cash payments are accepted at the Scout Shop during regular store hours.

4. eCheck

New for 2024: eCheck payments will be accepted electronically at <https://scoutingevent.com/596-popcornpayment24>.

5. Credit Card

Credit card payments will be subject to a 3% processing fee.

Please avoid paying by credit card unless all other payment options are unavailable.

If a credit card payment is necessary, please visit or call the Scout Shop during regular store hours.

Credit Card Sales & Electronic Payments



Accepting electronic payments for in-person sales, such as credit cards, Venmo, Zelle, and others, often improves sales. Local units have reported a 60-70% increase in sales when accepting electronic payments.

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. Do not use a personal account to accept payments. 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.

Commissions



Commissions go to the Scouting unit, and must be used for Scouting purposes. Each unit determines its budget and how to use its popcorn sale profits.

40%

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

30%

Units earn 30% commission for 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.

Donations



Throughout the sale, any donations collected are exclusively designated for the Military Donation Program, providing popcorn to service men and women, veterans, and their families in our community.

Why?

In accordance with Boy Scouts of America, IRS, and state restrictions, units may not solicit donations.

IRS Policy:

The IRS maintains a database of organizations eligible to receive charitable contributions (Pub 78). There are strict requirements to be included, including filing an annual Form 990. BSA units are not covered by the council's 501(c)(3) determination.

State Laws:

North Carolina requires a charitable solicitation license issued by the state of North Carolina Department of the Secretary of State.

Virginia's Solicitation of Contributions Law requires registration with the Commonwealth of Virginia Department of Agriculture and Consumer Services.

Tidewater Council's licenses are not transferable to units.

Boy Scouts of America Policy:

"At no times are units permitted to solicit contributions for unit programs."

Collecting donations to benefit the unit is against BSA policy and is cause to revoke the unit's charter.

Units found to be under-reporting donations are subject to repercussions from the IRS, state, and Boy Scouts of America.

Benefits to Units

- Through military donations, Scouts are selling product and units are earning sales commissions (40% in-person or 30% online).
- Military donations count toward prize levels, and Scouts earn special recognition when donations are reported throughout the sale.
- Military donations help the council manage inventory. That allows the council to accept returns and keep commissions high.
- Donations support service men and women, and their families, in our community.

A Scout is Trustworthy. And trustworthy leaders are the role models for trustworthy youth.

The military donation form is available in Appendix C. Printable donor receipts are available in Appendix D.

Prizes



Motivate Scouts by rewarding them throughout the sale. With a combination of prizes and gift cards, Tidewater Council and Pecatonica River Popcorn are offering a strong prize program in 2024. It is highly encouraged for units to add their own unit incentives.

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.

Prizes are awarded based on retail sales amounts sold by individual youth. Military donations may be counted toward prize levels. Tidewater Council and Pecatonica River Popcorn reserve the right to substitute like value prizes.

All prizes must be requested no later than Sunday, December 8.

There are five parts to the prize program:

1. Council Prizes
2. Winner's Circle
3. Unit Incentives
4. Top Sellers
5. Military Donation Recognition



Council Prizes

- Prize levels: \$100 - \$2,000
- 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 four Council Prizes.
- How to request: Pre-order requested Council Prizes at <https://www.scoutingevent.com/596-popcornprizes24>
See Appendix F 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.

Council Prizes



Sell \$100

Earn a popcorn sales patch



Sell \$500

Earn a Cinema Café ticket



Sell \$1,000

Earn a \$35 Amazon gift card



Sell \$2,000

Earn a \$50 Amazon gift card

2

Winner's Circle Prizes









- Prize levels: \$3,000, \$6,000, \$9,000, \$12,000, etc.
- Frequency: Requested only at the end of the sale.
- Levels earned: Scouts may earn a Winner's Circle prize for every \$3,000 they sell. For example, a Scout who sells \$9,000 in popcorn will qualify for three Winner's Circle prizes.
- How to request: Unit Popcorn Kernels will request Winner's Circle prizes through their Scout Boss account. Documentation of each Scout's sales will be required.

WINNER'S CIRCLE

★ SELL \$3,000

PICK A PRIZE FROM THE WINNER'S CIRCLE FOR EVERY \$3,000 SOLD

Prizes subject to availability

 \$200 AMAZON GIFT CARD	 \$200 BEST BUY GIFT CARD	 \$200 AMC GIFT CARD
 AIRPODS	 AMAZON FIRE 10" TABLET	 42" SMARTCAST TV
 ELECTRIC SCOOTER	 QUADCOPTER DRONE	

3 Unit Incentives

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

Recommendations from other local units:

- Add a prizes at the \$250, \$750, and \$1,500 levels. Once a Scout reaches these points midway between prize levels, the next levels become more easily achievable. These stepping stones should keep them motivated to generate further sales.
- When Scouts reach a certain sales level (determined by the unit):
 - Offset unit dues or registration fees
 - Have a celebration or field day
 - Provide day camp or summer camp registration fees
 - Give the Scout a unit t-shirt or hoodie
- Throughout the sale:
 - Recognize the top seller of the week or the month at unit meetings
 - Have a prize table or treasure box of inexpensive prizes

4 Top Sellers



The top three selling Scouts in the council will each receive a bonus \$300 Amazon gift card!

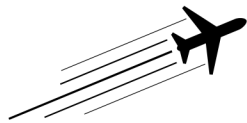
- **Qualification:** The top three sellers in the council, as determined by total retail dollars including in-person sales, military donations, and online sales. The winning Scouts must be registered to qualify. **If the unit has a balance due as of December 8, 2024, its Scouts will be disqualified and the prize will be given to the next highest-selling Scout.** There will be three Top Seller prizes awarded.
- **Timeframe:** The submission form for each unit to enter their top-selling Scouts will be open from October 1 through December 8, 2024. Late entries will not be accepted. The winners will be announced by December 20, 2024.
- **How to request:** Submit the form at <https://247scouting.com/forms/596-topseller24>

5 Military Donation Recognition

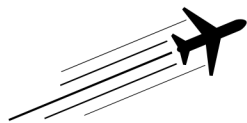
Throughout the sale, any donations collected are exclusively designated for the Military Donation Program. Military donations may be counted toward prize levels.

New for 2024: Scouts who sell military donations throughout the sale can earn special recognition items!

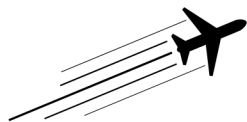
Qualification and Timeframe:



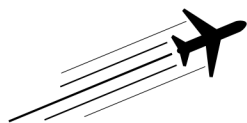
Scouts who report at least \$25 in military donations throughout the sale will receive a special aircraft carrier patch!



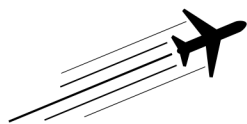
All Scouts who report at least \$25 in military donations between August 1 - August 21, 2024 will receive a bronze tone fighter jet pin for their aircraft carrier patch!



All Scouts who report at least \$25 in military donations between August 22 - September 18, 2024 will receive a copper tone fighter jet pin for their aircraft carrier patch!



All Scouts who report at least \$25 in military donations between September 19 - October 30, 2024 will receive a black nickel tone fighter jet pin for their aircraft carrier patch!








All Scouts who report at least \$25 in military donations between October 31 - December 8, 2024 will receive a silver tone fighter jet pin for their aircraft carrier patch!

Scouts may earn up to one patch and four fighter jet pins throughout the 2024 Popcorn Sale.

How to request:

Submit Scouts' donations on the 2024 Unit Military Donation Google Sheet (<https://tinyurl.com/twcpop>) or on the Unit Military Donation Report (Appendix C) by each deadline (August 21, September 18, October 30, and December 8).

Products

 <p>Chocolate Lover's \$55</p> <p>Includes Milk Chocolatey Pretzels, White Chocolatey Pretzels, White Ruby, Peanut Butter Cup, and Sea Salt Splash. Non-returnable.</p>	<p>Cheese Lover's \$45</p> <p>Includes Cheddar Cheese, Buffalo Ranch, Jalapeño Cheese, and White Cheddar. Non-returnable after September 18.</p>	<p>Classic Trio \$35</p> <p>Includes Cheddar Cheese, Caramel Corn, and Natural. Non-returnable after September 18.</p>
<p>Maple Pecan \$30</p> <p>Caramel corn with real maple syrup and pecans. Non-returnable after September 18.</p>	<p>Double Butter Microwave (28 pack) \$30</p> <p>Bring home the taste of buttery movie theater popcorn.</p>	 <p>Milk Chocolatey Pretzels \$25</p> <p>The perfect blend of sweet and salty flavors.</p>
 <p>Peanut Butter Cup \$25</p> <p>A melt in your mouth combination of milk chocolate & peanut butter.</p>	 <p>Sea Salt Splash \$25</p> <p>Caramel popcorn dunked in dark fudge and sprinkled with a splash of sea salt.</p>	<p>Caramel with Sea Salt \$25</p> <p>Caramel corn made with real butter, brown sugar, and the perfect amount of sea salt.</p>
 <p>Trail Mix \$20</p> <p>This flavorful treat has peanuts, almonds, chocolate candies, raisins, and sunflower seeds.</p>	<p>Jalapeño Cheese \$20</p> <p>A zip of jalapeño pepper gives this feisty popcorn flavor its heat.</p>	<p>Cheddar Cheese \$20</p> <p>Made with a savory blend of real cheddar cheese.</p>
<p>Microwave Kettle Corn (15 pack) \$20</p> <p>Experience the combination of the sweet, yet salty flavor of Kettle Corn anytime.</p>	<p>Microwave Butter (15 pack) \$20</p> <p>Enjoy popcorn with a rich butter flavor.</p>	<p>Cinnamon Roll \$15</p> <p>The perfect paring of cinnamon and sugar.</p>
<p>Classic Caramel \$10</p> <p>Glazed to perfection with real butter and brown sugar.</p>	<p>Military Donations Any Amount</p> <p>Send the gift of popcorn to our military men and women, their families, and veterans' organizations.</p>	

Please do not store popcorn in your vehicle. Melted product will not be accepted for return.



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.

Online Sale



The online popcorn sales dates are slated for August 1 through November 24, 2024.

Each Scout receives a unique Seller ID. Unit Popcorn Kernels may view and track Scouts' online sales through Scout Boss.

Sales made through Pecatonica River Popcorn's website earn a 30% commission. The product is shipped directly to the purchaser with free shipping. Online sales commissions will be remitted to the unit's Scout Shop account after the conclusion of the sale.

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

Trustworthy Duo (\$30)

Classic Caramel and Cheese

Obedient Blend (\$40)

Classic Caramel, Cheese, and Cashew Caramel Clusters

Loyal Favorite (\$30)

Microwave Butter

Cheerful Variety (\$45)

Pecan Caramel Clusters, Cashew Caramel Clusters, and Sea Salt Caramels

Kind & Spicy Combo (\$35)

Jalapeño, Buffalo Ranch, and Cajun Crunch

Thrifty Brew (\$45)

Classic Caramel, Coffee, and Mocha Chocolate Cups

Friendly Bundle (\$35)

Classic Caramel, Cheese, and Honey Roasted Peanuts

Brave Medley (\$50)

Pecan Caramel Clusters, Cashew Caramel Clusters, Mocha Chocolate Cups, and Sea Salt Caramels

Courteous Cluster (\$40)

Classic Caramel, Cheese, and Sea Salt Splash

Clean Classic (\$50)

White Ruby Popcorn

Helpful Mix (\$40)

Classic Caramel, Cheese, and Pecan Caramel Clusters

Reverent Collection (\$60)

Classic Caramel, Cheese, Sea Salt Splash, Coffee, and Cashew Caramel Clusters

For assistance in tracking an online order, please contact the Pecatonica River Popcorn help desk at pops@prpopcorn.com.

Selling at Lowe's & Food Lion



Show & Sell dates at Lowe's locations throughout the season have been booked by the districts.

Do NOT approach these locations to book Show & Sell dates.



Districts will manage distribution of Lowe's Show & Sells via SignUpGenius.

Specific instructions on slots and locations available will be posted in the Tidewater Council Popcorn Kernels Facebook Group and on the popcorn webpage (TidewaterBSA.com/2024popcornsale).

If units sign up for more sales slots than allowed, the reservations will be canceled.

If a unit needs to cancel its reservation, it must delete the sign-up from SignUp Genius and post the availability in the Tidewater Council Popcorn Kernels Facebook group at least one week in advance. Units that no-show for reservations or fail to communicate vacancies may have future reservations rescinded and may not be eligible for future slots.

Units found to be under-reporting donations will also lose future Lowe's slots, as well as be subject to repercussions from the Boy Scouts of America, IRS, and state. (See page 20 for more information on donations.)

**Shows & Sell dates for Food Lion locations have been booked for:
Saturday, September 14
Saturday, October 12**

The council will manage distribution of Food Lion Show & Sells via SignUpGenius.

Specific instructions on slots and locations available will be posted in the Tidewater Council Popcorn Kernels Facebook Group and on the popcorn webpage (TidewaterBSA.com/2024popcornsale).

If units sign up for more sales slots than allowed, the reservations will be canceled.

Food Lion signups will close on Tuesday, August 13. After that date, all unclaimed slots will be returned to Food Lion.

Units selling at Food Lion must ensure they follow Food Lion's specific guidelines and restrictions, including visiting the location in advance.

Additional Resources



- Pecatonica River Popcorn Sale Tools - Visit pecatonicariverpopcorn.com/helpfultips.html for loading tips, receipt templates, tutorial videos, and more. Select “Click Here to Play Interactive Activity” to access the 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, transfer product, and more. See Appendix G for the Scout Boss User Guide.
- “EK” Electronic Knapsack - Subscribe to Tidewater Council’s bimonthly newsletter or view archived editions at TidewaterBSA.com/electronic-knapsack-ek/.
- Tidewater Council Popcorn Kernels Facebook Group - Join a community of local Kernels to share tips and ideas. Many units use the Facebook group to coordinate product trades. Find it at facebook.com/groups/2328932917427439.
- Popcorn Sale Webpage - Visit TidewaterBSA.com/2024popcornsale for direct links to resources and sales updates.

Tips for 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 new families with experienced families who can coach them.
- Set goals for the unit and for individual Scouts.
- Recognize Scouts for their accomplishments throughout the sale.
- Scouts are not allowed to ask for donations under any circumstances. Scouts may sell military donations - a sale of product that is fulfilled to the USO and other military support organizations. 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. Our dedicated Popcorn Team is here to help you.

Give this page to your treasurer



Welcome to the 2024 Tidewater Council Popcorn Sale! This is a great opportunity to fund your unit's program year. While we hope you'll look over this guidebook, here are some quick highlights:

- 1 Invoices**
Sign up to receive your unit's invoices by asking your Unit Popcorn Kernel to add you as a secondary contact on the unit's Scout Boss account. You can also email alison.harrison@scouting.org to be added.

- 2 Payment Methods (page 18)**
The preferred method of payment is a single check from the unit's account. Checks can be made payable to "Tidewater Council BSA" and are accepted at the Scout Shop during regular store hours. 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 you are unsure of the exact payment amount (following a product return, for example), you can make a deposit into the Unit Scout Shop account in advance and then call or email the Scout Shop to authorize a charge from the store account.

New for 2024: eCheck payments will be accepted electronically at <https://scoutingevent.com/596-popcornpayment24>.

- 3 Payment Due Dates**
Please ensure unit payments are submitted by the due dates (pages 16-17). Past due invoices will prevent the unit from receiving prizes, ordering additional product, or picking up additional product until the balance is paid. Past due invoices are subject to late fees.

- 4 Donations**
All donations are military donations and must be reported. Please use the 2024 Unit Military Donation Google Sheet (<https://tinyurl.com/twcpop>) or the Unit Military Donation Report (Appendix C) to report donations.

- 5 Overpayments and Online Commissions**
Overpayment refunds and online sales commissions will be remitted to the unit's Scout Shop account after the conclusion of the sale.

- 6 Returns**
Units may return up to 10% of the product they check out (retail dollars). Some items are non-returnable or have specific return deadlines (page 15). No returns will be accepted after October 30, 2024 at 5 PM. No exceptions.

APPENDICES



APPENDIX A



2024 Contact Information

Bayside

Krista Dunn
krista.dunn1621@gmail.com
757-339-0609

Scott Gilmore
esgilmore70@gmail.com
703-372-2059



Albemarle

Brenda Johnson
rick_brendalee@icloud.com
252-331-3853

Nann Jones
nannjones@hotmail.com
252-312-4391



Three Rivers

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

Clark Walters
Crazyscout94@gmail.com
757-560-8647

Tammy Walters
crazybear127@yahoo.com
757-559-3726



Princess Anne

Matt Conway
19mconway84@gmail.com
757-510-6137

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



Council

Erin Alford
erin@realresultsva.com
757-943-7226

Alison Harrison
alison.harrison@scouting.org

Pam Samples
pam.samples@scouting.org



APPENDIX B



BOY SCOUTS OF AMERICA®
TIDEWATER COUNCIL

Position Description

Prepared especially for:

For the position of: Unit Popcorn Kernel

Length of term: June 2024 – December 2024

Reports to: District Popcorn Kernel
Unit Committee

Responsibilities:

1. Achieve the 2024 unit popcorn goal of \$_____ in gross sales.
2. Prepare for the sale.
 - a. Attend Popcorn Sale Training 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.

APPENDIX C

2024 Unit Military Donation Report



A Scout is Trustworthy.

ALL DONATIONS accepted during the Popcorn Sale must be reported. Units receive a sales commission on the popcorn "sold" for military donations, and Scouts can count donation amounts toward prizes. Please note that units are prohibited from soliciting donations by the Boy Scouts of America. Refer to the BSA's Unit Money Earning Application for additional clarification.

Pack _____ Troop _____ Crew _____ Ship _____ Post _____

Unit Contact _____

Email Address _____

Phone _____

Scout's Name	Donations 8/1 - 8/21	Donations 8/22 - 9/18	Donations 9/19 - 10/30	Donations 10/31 - 12/8

Scout's Name	Donations 8/1 - 8/21	Donations 8/22 - 9/18	Donations 9/19 - 10/30	Donations 10/31 - 12/8
Total (All Scouts)				
Donations from Online Sales				
Total to Add to Unit Account* (Total - Donations from Online Sales)				

*Please list the retail value of donations to be added to the unit's Scout Boss account. The commission and payment amount will be automatically calculated on the unit invoice. Units earn sales commissions on military donations.

APPENDIX D

Military Donation Receipt Template

Please see the following page for printable donor receipts that may be given to customers who purchase Military Donations.

**THANK
YOU**

Your contribution provides popcorn to service men and women, veterans, and their families in partnership with the USO and other military support organizations. Scouts earn a sales commission, so your contribution helps them earn their way to adventure too!



MILITARY DONATION RECEIPT

Name: _____
Date: _____
Donation Amount: _____

**THANK
YOU**

Your contribution provides popcorn to service men and women, veterans, and their families in partnership with the USO and other military support organizations. Scouts earn a sales commission, so your contribution helps them earn their way to adventure too!



MILITARY DONATION RECEIPT

Name: _____
Date: _____
Donation Amount: _____

**THANK
YOU**

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Name: _____
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Date: _____
Donation Amount: _____

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Name: _____
Date: _____
Donation Amount: _____

**THANK
YOU**

Your contribution provides popcorn to service men and women, veterans, and their families in partnership with the USO and other military support organizations. Scouts earn a sales commission, so your contribution helps them earn their way to adventure too!



MILITARY DONATION RECEIPT

Name: _____
Date: _____
Donation Amount: _____

APPENDIX E



Path to Advancement



LION

Count On Me

Organize your Show & Sell popcorn display table by shape, by color, and by one other category. (Req. 3)

Everyday Tech

Discover ways that digital technology can make selling popcorn easier. (Req. 2)



TIGER

Good Knights

Discuss how to behave courteously with your customers. (Req. 1)

Tech All Around

Discover ways that digital technology can make selling popcorn easier. (Req. 2)



WOLF

Finding Your Way

Use a map to locate where you live and plan a path for door-to-door sales in your neighborhood. (Req. 1)

Germes Alive!

Practice washing hands after handling money. (Req. 1)



BEAR

Paws for Action

Discuss your pack's budget and how the popcorn sale helps fund Scouting programs. (Req. 3)

Standing Tall

Discuss where different customers fall in your Personal Space Bubble. (Req. 2)



WEBELOS

Art Explosion

Create a piece of art to display at your Show & Sell with:
Pencils (Req. 1)
Digital Imagery (Req. 2)
Paint (Req. 3)
or Mixed Media (Req. 4)



ARROW OF LIGHT

Champions for Nature

Identify foods grown or processed in your state. Are any ingredients for the popcorn products you're selling among them? (Req. 1)

Estimations

Estimate a serving size of popcorn. (Req. 1)



SCOUTS
BSA

Path to Advancement



Art

Produce a Popcorn Sale poster for display. (Req. 5)



Communication

Make a Popcorn Sale presentation to your counselor. (Req. 2b)
Show your counselor how you would teach others to sell popcorn. (Req. 6)



Digital Technology

Create a report on what you and your troop can do with the funds earned from selling popcorn. (Req. 6d)



Graphic Arts

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. (Req. 3 and 4)



Journalism

Create a 200-word article about your troop's Popcorn Sale. (Req. 3d)



Movie Making

Create a storyboard and video designed to show how to sell popcorn. (Req. 2)



Personal Management

Define your Popcorn Sales Goal. Create a plan and make a calendar for how you will achieve your goal with all your other activities. (Req. 9)



Photography

Take photographs of popcorn, Scouts selling popcorn, and other activities related to the sale. Arrange the prints with captions to tell a story. (Req. 5 and 7)



Plant Science

Research corn farming and discuss the impact of corn on modern food supply. (Req. 8.1)



Public Speaking

Prepare and give a speech to your troop describing the benefits of the Popcorn Sale. (Req. 2)



Salesmanship

Sell popcorn! (Req. 5)
This entire merit badge pairs perfectly with the Popcorn Sale.



Truck Transportation

Describe what kind of truck is needed to ship popcorn from the factory to the council, how the popcorn is packed, the estimated trip time, and the best methods for unloading the shipment. (Req. 8)

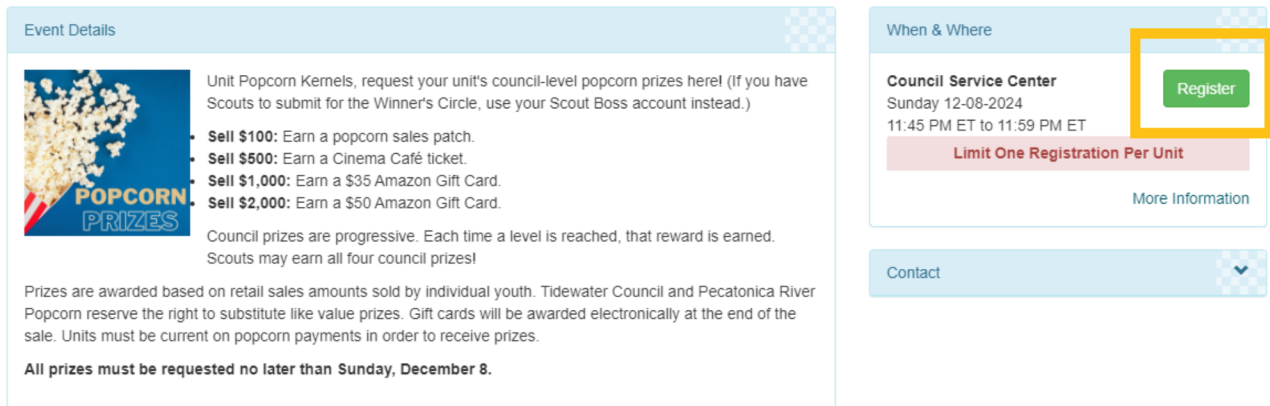
APPENDIX F

How to Request Council Prizes

To request council-level popcorn prizes, go to scoutingevent.com/596-popcornprizes24

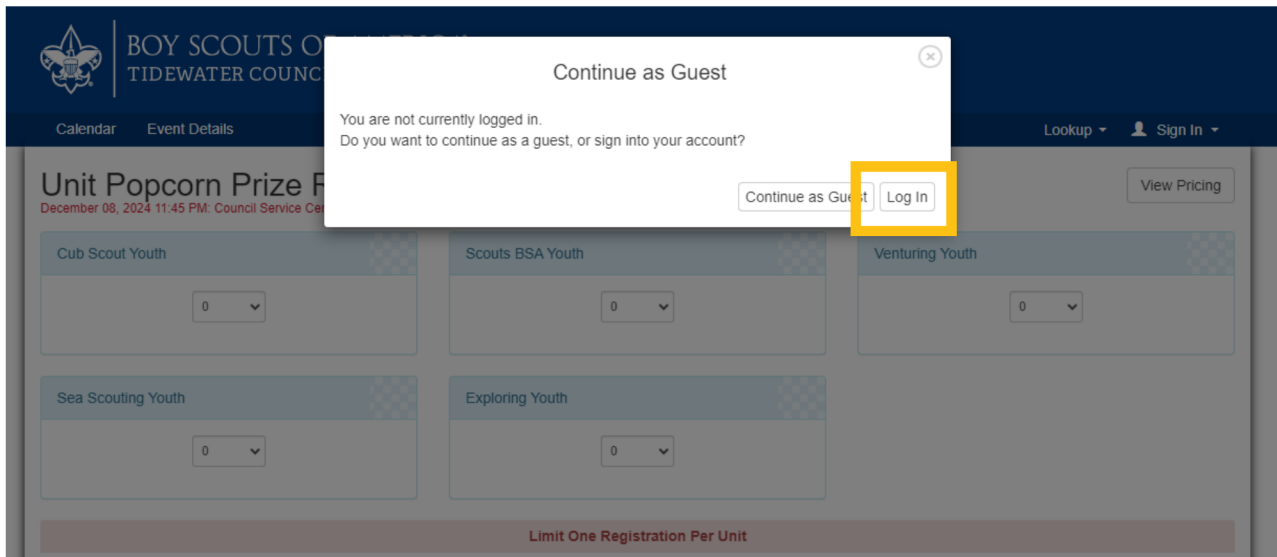


The first time that you request prizes, click on the green “Register” button.



The screenshot shows the 'Event Details' section on the left and the 'When & Where' section on the right. The 'When & Where' section contains a green 'Register' button highlighted with a yellow box. Below the button is a red banner that says 'Limit One Registration Per Unit' and a link for 'More Information'. The 'Event Details' section includes a 'POPCORN PRIZES' graphic and a list of prize levels: Sell \$100 (popcorn sales patch), Sell \$500 (Cinema Café ticket), Sell \$1,000 (\$35 Amazon Gift Card), and Sell \$2,000 (\$50 Amazon Gift Card). It also states that prizes are progressive and must be requested by Sunday, December 8.

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.



The screenshot shows the registration page with a 'Continue as Guest' dialog box overlaid. The dialog box asks, 'You are not currently logged in. Do you want to continue as a guest, or sign into your account?' and has two buttons: 'Continue as Guest' and 'Log In'. The 'Log In' button is highlighted with a yellow box. The background shows the 'Unit Popcorn Prize' registration form with dropdown menus for different youth categories (Cub Scout Youth, Scouts BSA Youth, Venturing Youth, Sea Scouting Youth, Exploring Youth) and a 'View Pricing' button. A red banner at the bottom of the form says 'Limit One Registration Per Unit'.

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

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

Limit One Registration Per Unit

Registration Closes: Sun 12/09/2024 11:50 PM Register

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

Participants Check Out

Registration Contact

Registration Contact
Checkout Required

Update Information Autofill

Preview Information

Additional Actions

2 Cub Scout Youth

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

Check Out Required

Registration closes in 215 days: You have 2 participants that require Check Out. These spots are not held until check out is completed.

Missing Information

Event Contacts

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

Change Information for Registration Contact

First Name: [Text Field]
Last Name: [Text Field]
Primary Contact Email: [Text Field]
Phone: [Text Field]
Unit Information: [Select Unit]
Done

Click on the red “Update Information” button to enter each Scout’s information.

Registration Contact: Kernel, Popcorn
Update Information | Autofill | Preview Information | Additional Actions

2 Cub Scout Youth

Cub Scout Youth
Update Information | Autofill

Cub Scout Youth
Update Information | Autofill

Check Out Required
Registration closes in 215 days: You have 2 participants that require Check Out. These spots are not held until check out is completed.

Continue

Event Contacts

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: Baloo
Last Name: Bear
Scout's Seller ID: 596TWC
Scout's Current Sales Amount (Retail): \$ 450.00
Scout's Current Donation Amount: \$ 75.00
Prize(s) Requesting: ?
Select
Email address to receive electronic gift card(s): [Text Field]
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.

Select Prize(s) Requesting: ✕

You may select up to 4 items.

Count	Item	Regular Price
<input type="text" value="1"/>	Popcorn Sales Patch (\$100 prize level)	\$0.00
<input type="text" value="1"/>	Cinema Café Ticket (\$500 prize level)	\$0.00
<input type="text" value="0"/>	\$35 Amazon Gift Card (\$1,000 prize level)	\$0.00
<input type="text" value="0"/>	\$50 Amazon Gift Card (\$2,000 prize level)	\$0.00

Once all information is entered, click on the green “Continue” button.

Registration Contact ^

Kernel, Popcorn
Checkout Required

Additional Actions ⌵

2 Cub Scout Youth ^

Bear, Baloo
Checkout Required

Pecan, Maple
Checkout Required

Check Out Required

Registration closes in 215 days: You have 2 participants that require Check Out. These spots are not held until check out is completed.

Event Contacts ⌵

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

The screenshot displays a registration interface with several key elements:

- Check Out Required:** A red warning banner at the top states, "Registration closes in 215 days: You have 2 participants that require Check Out. These spots are not held until check out is completed."
- Participant Summary:** A grey bar with a downward arrow icon.
- Financial Summary:** A light blue bar with an upward arrow icon, containing a white box with the text "Paid in Full:".
- Checkout Button:** A green button labeled "Checkout" is located in the bottom right corner of the interface, highlighted with a yellow border.

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](#)

Unit Popcorn Prize Requests

[Click here for event details](#)

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

The screenshot shows a 'Registration Contact' page for 'Kernel, Popcorn', booked on May 07, 2024 at 10:07 AM. On the left, there are buttons for 'Update Information' and 'Autofill'. On the right, there is a 'Preview Information' button and a dropdown menu titled 'Additional Actions'. The 'Additional Actions' menu is open, and the 'Add Participants' option is highlighted with a yellow box. Other options in the menu include 'Change Participant Type', 'Edit Billing Info', 'Parent Portal', and 'Payment Schedule'.

Add the appropriate number of additional Scouts.

Add Participant(s) ✕

Registrant Type	Price	Number Left	Quantity Needed
Cub Scout Youth	*	*	2
Scouts BSA Youth	*	*	0
Venturing Youth	*	*	0
Sea Scouting Youth	*	*	0
Exploring Youth	*	*	0

Added participants are not booked until you complete checkout

Cancel **Add Attendee**

Complete the data entry for each new Scout as before.

The screenshot shows a web interface for Scout registration. At the top is a blue header for 'Registration Contact' with an upward arrow. Below it, the contact information for 'Kernel, Popcorn' is displayed, including the booking date 'May 07, 2024 10:07 AM'. There are buttons for 'Update Information' and 'Autofill'. To the right, there is a 'Preview Information' button and an 'Additional Actions' dropdown menu. Below this is a grey header for '4 Cub Scout Youth' with an upward arrow. Underneath, there are four Scout entries. The first entry, 'Cub Scout Youth', is highlighted with a yellow box and has 'Checkout Required' in red text. It has a red 'Update Information' button and a blue 'Autofill' button. The other three entries are 'Bear, Baloo', 'Pecan, Maple', and another 'Cub Scout Youth'. Each entry has 'Update Information' and 'Autofill' buttons.

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

This screenshot is similar to the one above, showing the same Scout registration interface. However, the 'Cub Scout Youth' entry that was highlighted in the previous image is now a standard entry with 'Update Information' and 'Autofill' buttons. The 'Pecan, Maple' entry, which was previously a standard entry, is now highlighted with a yellow box. This indicates that the 'Update Information' button for this Scout has been selected to add an additional prize.

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

First Name
Maple

Scout's Seller ID ?
ABC123

Scout's Current Donation Amount
\$ 150.00

Email address to receive elect

Select Prize(s) Requesting: ✕

You may select up to 4 items.

Count	Item	Regular Price
<input type="text" value="1"/>	Popcorn Sales Patch (\$100 prize level)	\$0.00
<input type="text" value="1"/>	Cinema Café Ticket (\$500 prize level)	\$0.00
<input type="text" value="1"/>	\$35 Amazon Gift Card (\$1,000 prize level)	\$0.00
<input type="text" value="0"/>	\$50 Amazon Gift Card (\$2,000 prize level)	\$0.00

Cancel Save Done

When you are done adding additional Scouts and prizes, click on “Continue.”

Registration Contact

Kernel, Popcorn
Booked May 07, 2024 10:07 AM

Update Information Autofill Preview Information Additional Actions

4 Cub Scout Youth

Bear, Baloo
Booked May 07, 2024 10:07 AM

Cat, Bob
Checkout Required

Pecan, Maple
Booked May 07, 2024 10:07 AM

Scout, Akela
Checkout Required

Booked May 07, 2024 at 10:07 AM

Check Out Required

Registration closes in 215 days: You have 2 participants that require Check Out. These spots are not held until check out is completed.

Continue

Event Contacts

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

The screenshot displays a registration management interface. At the top, a red-bordered notification box contains a bell icon and the text "Check Out Required". Below this, a message states: "Registration closes in 215 days: You have 2 participants that require Check Out. These spots are not held until check out is completed." The interface features three main sections: "Participant Summary" (grey header with a downward arrow), "Financial Summary" (light blue header with an upward arrow), and "Check Out Required" (red header with an upward arrow). The "Financial Summary" section includes a "Paid in Full:" label. In the "Check Out Required" section, a green "Checkout" button is highlighted with a yellow border.

You may request council-level popcorn prizes multiple times throughout the sale. The deadline to submit prize requests is December 8, 2024. All gift cards will be awarded electronically at the end of the sale.

APPENDIX G

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
- Click on “My Account”
- Click on “Create Unit Profile”
- Enter your Council Key (596TWC)
- 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
- Click on “My Account”
- Enter in your username and password
- Once in the system, you will see your dashboard.

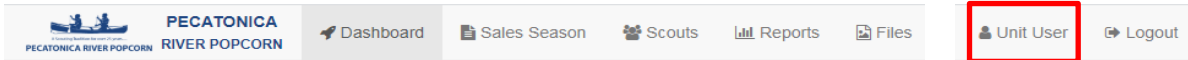
The screenshot shows the Scout Boss dashboard with a navigation bar at the top containing buttons for 'New Order', 'Manage Orders', 'Scout Seller IDs', 'Winner's Circle', 'Worksheet Tool', and 'Kernel Tracker'. Below the navigation bar is a section for 'Unit to Unit Transfer'. The main content area is titled 'Order Summary' and is divided into two sections: 'Current Season - Fall 2023' and 'Prior Season Comparison - Fall 2022'. Each section includes a 'Download data' link and a table with columns for 'Order Type', 'Total Containers', 'Total Retail Dollars', 'Total Unit Cost', and 'Unit Commission'.

Order Type	Total Containers	Total Retail Dollars	Total Unit Cost	Unit Commission
Show & Sell	324	\$6,440.00	\$4,508.00	\$1,932.00
Take Order	62	\$2,435.00	\$1,704.50	\$730.50
Total	406	\$8,875.00	\$6,212.50	\$2,662.50

Order Type	Total Containers	Total Retail Dollars	Total Unit Cost	Unit Commission
Council to Unit	40	\$855.00	\$598.50	\$256.50
Online	3	\$60.00	\$0.00	\$18.00
Show & Sell	143	\$3,090.00	\$2,163.00	\$927.00
Total	186	\$4,005.00	\$2,761.50	\$1,201.50

How to Update My Profile?

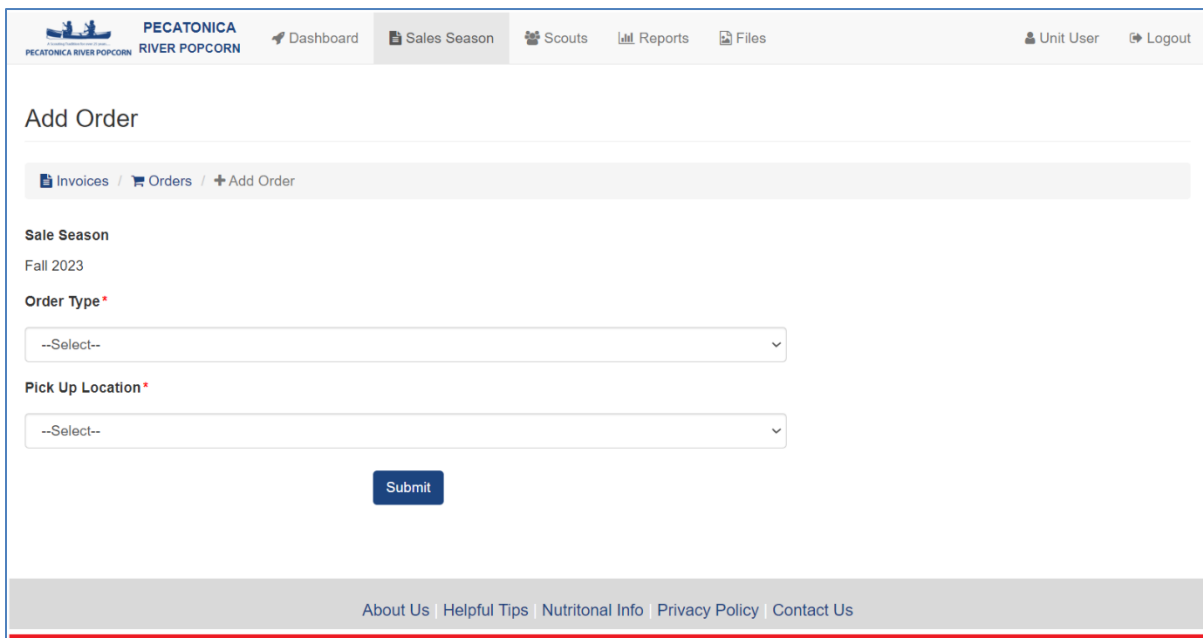
- Click on “Unit User” in the top right hand corner of the screen.



- 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 2023

Order ID	Order Type	Location	Status	Added Date	Retail Total		Product Order Notes
7889237	Show & Sell	Location 1	Submitted by Unit	12/7/2023	\$3,860.00	Details	
7889536	Take Order	Location 2	Submitted by Unit	2/28/2024	\$2,435.00	Details	
7889545	Show & Sell	Location 1	Submitted by Unit	4/24/2024	\$2,580.00	Details	
7889548	Take Order	Location 1	Submitted by Unit	4/29/2024	\$0.00	Details	
Total					\$8,875.00		

Records 1-4 of 4

- 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](#)

[Bulk Delete](#)

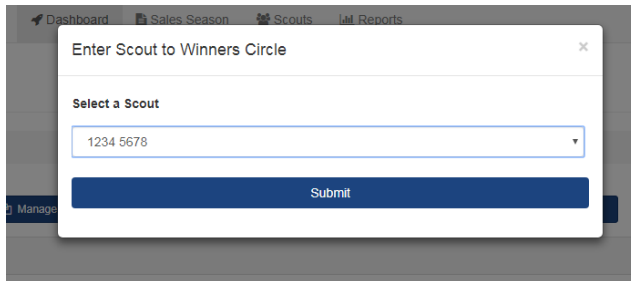
<input type="checkbox"/>	Inactive	First Name	Last Name	Email	Seller ID	Date Added		
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>				Add
<input type="checkbox"/>	No	John	Doe	johndoe@email.com	0EAX6C	10/13/2017	Prizes	Edit Delete
<input type="checkbox"/>	Yes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

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
Casplo 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

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

How do I access Kernel Tracker?

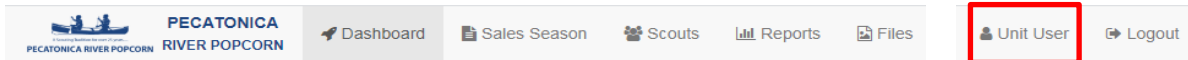
- Click "Kernel Tracker" from the Dashboard
- On the following screen enter in an email and password to gain access to the tool. NOTE: the username and password do not have to be the same as the login for Scout Boss, but it may be beneficial to keep them the same.
- For more help on how to navigate Kernel Tracker visit https://peconicariverpopcorn.com/Tutorial_KernelTracker.html

How do I trade product with another unit?

- Click "Unit to Unit" Transfer from the Dashboard
 - Your unit district, type, and number will all populate in the drop downs.
 - Choose a location from the "Pick Up Location" drop down. This value isn't important, but do make sure that the Pickup Location matches the receiving unit.
 - Choose the respective unit information from the TO unit drop downs.
- Click "Submit"
- Enter the respective number of cases/containers that you are trading with the other unit.
- Click "Submit Order"
- As the unit initiating the order you will see a list of transfer under the "unit to unit" report.
 - The report will show the status of the transfer, "Pending, Approved, or Declined".
- As the receiving unit you will see a list of pending transactions under the "unit to unit" report.
 - Click the details button next to a respective order

- Scroll to the bottom of the page and click “Accept” or “Decline”
 - Once accepted the product will show on your sales totals
 - If declined no product will be shown as part of your sales totals.

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.
 - Unit to Unit – this report shows any unit level unit to unit level initiated orders
- **Files**
 - Here you can:
 - Print council specific forms
 - View PDF versions of sales forms