



**Scouting
America**
Tidewater Council

AMERICA



2026

POPCORN GUIDE

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Welcome to the 2026 Popcorn Sale—and what is already shaping up to be a historic year for our council.

Because of your leadership and the dedication of your Scouts and families, we achieved a **record-breaking \$1.2 million in sales** in 2025. That kind of success doesn't happen by accident. It reflects the planning, communication, and commitment you bring to your units every day.

This year, we proudly celebrate the **America 250** theme—honoring 250 years of leadership, service, and perseverance. As Scouting leaders, you play a direct role in carrying those values forward. The popcorn sale is more than a fundraiser—it's one of the most powerful tools we have to teach goal setting, accountability, confidence, and resilience. Our District Kernels are here to support our units every step of the way!

We're also excited to introduce **new popcorn offerings and exclusive pins** that highlight and celebrate the America 250 theme. These additions bring fresh energy to the sale, create new opportunities for Scouts to engage customers, and give families even more reasons to support Scouting. Be sure to incorporate these new items as part of your unit's sales strategy—they're designed to spark conversations and boost enthusiasm.

This guide is built to support you every step of the way. Inside, you'll find key timelines, proven strategies, and practical tools to help you organize, motivate, and execute a successful sale—from kickoff to final order.

Your role is critical. You set the tone, build the excitement, and create the structure that allows Scouts to succeed. When leaders are engaged and prepared, units thrive—and Scouts gain experiences that last a lifetime.

Thank you for stepping up to lead. Thank you for investing in your Scouts. And thank you for helping make this a record-setting, impact-driven season.

Let's continue to **Support Scouting and celebrate America 250!**

Yours in Scouting,

Erin Alger

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 Scouting America councils.



Sales proceeds not only support your unit, but also your local Scouting program and Pipsico Scout Reservation, Camp Moonyah, and Camp Baker, your council camps.



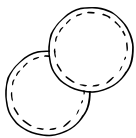
Incentivize Scouts with prizes including patches, gift cards, and more.



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



Scouts learn communication, resilience, money management, goal-setting, planning, 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 sample Unit Popcorn Kernel job description (Appendix B) to find the best person for the job.

2

Sign up the Unit Popcorn Kernel at pecatoniariverpopcorn.com with Council Key 596TWC. Use a four-digit unit number. For example, Pack 1 would use Pack 0001.

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 F 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: Pack 1 has twenty Scouts, a \$6,000 operating budget, and plans to focus on in-person sales.

Unit's total operating budget	\$6,000
Divide the budget by 0.40*	/0.40
Unit popcorn sales goal	\$15,000
Divide by the number of Scouts	/20
Individual Scout sales goal	\$750

***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 24 or June 29. It is highly recommended that every Unit Popcorn Kernel attends. Even seasoned Kernels will benefit from learning about changes to the 2026 sale.

5

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

2026 Tidewater Council

Popcorn Training

Wednesday, June 24

6:30 PM

**Moyock United Methodist Church
268 Caratoke Highway
Moyock, NC 27958
or via Zoom teleconference**

Monday, June 29

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-popcorn26**



What to Expect

Join us to learn about the 2026 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 Alger
erin@realresultsva.com

Key Dates



June 2026

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 3:

Popcorn 101 Training

June 24:

Popcorn Training

June 29:

Popcorn Training

July 2026

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 1:

Start date for online sale

July 22:

Deadline for units to submit popcorn orders through Scout Boss for the first popcorn order ("Show & Sell")

August 2026

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 6:

Projected delivery date for first order ("Show & Sell")

August 7 and August 8:

Estimated pick-up dates for first popcorn order ("Show & Sell")

August 19:

Deadline for units to submit popcorn orders through Scout Boss for the second popcorn order ("Show & Sell 2")

Military donation recognition #1 due

Council-level prize request #1 due

September 2026

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 3:

Projected delivery date for second order ("Show & Sell 2")

September 4 and September 5:

Estimated pick-up dates for second popcorn order ("Show & Sell 2")

Payment #1 due

September 16:

Deadline for units to submit popcorn orders through Scout Boss for the third popcorn order ("Re-Order")

Military donation recognition #2 due

Council-level prize request #2 due

Return deadline for Cheese Lovers 4-Way and Classic Trio 3-Way

October 2026

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 1:

Projected delivery date for third order (“Re-Order”)

October 2 and October 3:

Estimated pick-up dates for third popcorn order (“Re-Order”)

Payment #2 due

October 26 - October 28:

Closeout appointments

October 28:

Final unit payments due

Final day to return unsold product

Deadline for units to submit orders through Scout Boss for final popcorn order (“Take Order”) - Must be prepaid in full

Military donation recognition #3 due

Council-level prize request #3 due

Final day to transfer product between units in Scout Boss

November 2026

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 12:

Projected delivery date for final order (“Take Order”)

November 13:

Estimated pick-up date for final popcorn order (“Take Order”)

November 20:

End date for online sale

November 29:

Deadline to submit all final prize requests

Military donation recognition #4 due

December 2026

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 10:

Additional donations payment 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 2026 sale may not be sold after December 31, 2026.

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.

Ordering and 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 22 (“Show & Sell”)
 - Wednesday, August 19 (“Show & Sell 2”)
 - Wednesday, September 16 (“Re-Order”)
 - Wednesday, October 28 (“Take Order”)
- The final order must be prepaid by October 28.

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

Case Quantities:

One container per case:

- Chocolate Lovers
- Cheese Lovers
- Classic Trio
- Double Butter Microwave

Eight containers per case:

- Maple Pecan
- Freedom Pretzels
- Peanut Butter Cup
- Mountain Munch
- Caramel Sea Salt
- Trail Mix
- Jalapeño Cheese
- Cheddar Cheese
- Kettle Corn Microwave
- Butter Microwave
- Cinnamon Roll
- Classic Caramel Corn

For the first two orders (“Show & Sell” and “Show & Sell 2”), product is ordered in **full cases**.

For the next two orders (“Re-Order” and “Take Order”), product is ordered in **individual containers**. For example, if a unit would like to order two full cases of Freedom Pretzels in the third order (“Re-Order”), they would enter a quantity of 16 containers.



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 7 and Saturday, August 8
- Friday, September 4 and Saturday, September 5
- Friday, October 2 and Saturday, October 3
- Friday, November 13

Help with deliveries is always appreciated. Projected delivery dates are on Thursdays (August 6, September 3, October 1, and November 12). 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 and signup links will be posted in the "EK" Electronic Knapsack newsletter and through the Tidewater Council Popcorn Kernels Facebook group.

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 2026 Popcorn Sale, units may return up to 10% of their total retail dollar amount.

To check the unit's total retail dollars, pull the "Remaining Balance" report in Scout Boss. Example: Troop 123 checks out a total of \$10,000 in popcorn throughout the 2026 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, 2026.
- Swap product with other units. Popcorn transferred between units will not count as returned product. Units may transfer product with each other through Scout Boss until October 28, 2026. See Appendix F for instructions. (Do not attempt to transfer donations; report all donations using the "2026 Popcorn Prizes & Military Donations" form.)
- Purchase the product and use it as thank you gifts for the chartered 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 2026 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 28, 2026 at 5 PM.
No returns will be accepted after this time. No exceptions.**

Items submitted for return must be in their original condition with nutritional labels intact. 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. Do not store popcorn in your vehicle. Melted product will not be accepted for return. Every returned item is subject to the "thunk test." Tidewater Council reserves the right to reject items for return that are not in their original, sellable condition.

Most items are returnable, with some exceptions:

- Chocolate Lovers 5-Way - Non-returnable
- Cheese Lovers 4-Way - May not be returned after September 16, 2026
- Classic Trio 3-Way - May not be returned after September 16, 2026
- Any product melted or damaged after checkout - Non-returnable

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

Payment



Payment #1

Payment amount is the “Total Due Council” listed on the unit invoice as of August 10, 2026.

This includes the “Show & Sell” order (the first order, placed by July 22 and delivered in early August) and any other transactions occurring before August 10.

Payment due at “Show & Sell 2” order pick-up or by September 5, 2026 at 2 PM, whichever comes first

Payment #2

Payment amount is the “Total Due Council” listed on the unit invoice as of September 7, 2026.

This includes the “Show & Sell 2” order (the second order, placed by August 19 and delivered in early September), military donations listed in the first reporting period, and any other transactions occurring before September 7.

Payment due at “Re-Order” order pick-up or by October 3, 2026 at 2 PM, whichever comes first

Final Unit Payments

Payment amount is the “Total Due Council” listed on the unit invoice as of October 28, 2026.

This includes the “Re-Order” order (the third order, placed by September 16 and delivered in early October), the prepaid “Take Order” order (the fourth order, placed by October 28 and delivered in mid-November), military donations listed in the second and third reporting periods, any applicable restocking fees, and any other transactions not yet paid.

Payment due by October 28, 2026 at 5 PM

Additional Donations

Payment for additional donations in the fourth reporting period. All balances must be paid in order for the unit to receive prizes and recognition items.

Payment due by December 10, 2026 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 by September 5.

If the invoice is not paid by September 5, 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 12, a late fee of \$150 will be applied. The new balance due will be \$5,150.

If the invoice is not paid by October 12, 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 bank 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 (Unit Deposit Account)

If you are unsure of the exact payment amount (following a product return, for example), you can make a deposit into the unit's Scout Shop account in advance. An authorized account user can then call or email the Scout Shop to make a payment from the store account.

Scout Shop Contact Information:

757-497-2688

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

eCheck payments will be accepted electronically at

<https://scoutingevent.com/596-popcornpayment26>.

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 and Electronic Payments



Accepting electronic payments for in-person sales, such as credit cards, Venmo, Zelle, Zettle, 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 Scouting 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. Scouting 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.

Scouting America Policy:

"At no times are units permitted to solicit contributions for unit programs." Collecting donations to benefit the unit is against Scouting America 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 Scouting 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.

Printable donor receipts are available in Appendix C.

Prizes



Motivate Scouts by rewarding them throughout the sale. Tidewater Council and Pecatonica River Popcorn are providing a combination of prizes and gift cards toward the 2026 prize program. Units are highly encouraged 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, November 29.

There are five parts to the prize program:

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



Top Sellers



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

First Place Top Seller: \$500 gift card
Second Place Top Seller: \$300 gift card
Third Place Top Seller: \$200 gift card

- **Qualification:** The top three sellers in the council will be determined by their total retail dollars sold, 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 November 29, 2026, its Scouts will be disqualified and the prize will be given to the next highest-selling Scout.
- **Timeframe:** The submission form for each unit to enter their top-selling Scouts will be open from October 1 through November 29, 2026. Late entries will not be accepted. The winners will be announced by December 18, 2026.
- **How to request:** Submit the form at <https://247scouting.com/forms/596-topseller26>

2

Council-Level Prizes

- **Prize levels:** \$125 - \$2,125

Council-level prizes are progressive. Each time a level is reached, that reward is earned. Scouts may earn all four council-level prizes.

- **Frequency:**

To streamline the data entry process for Unit Popcorn Kernels, council-level prize requests will coincide with military donation recognition requests.

For patches and movie tickets:

- Requests received by August 19 will be fulfilled at the “Show & Sell 2” (second order) pickup (September 3-5)
- Requests received by September 16 will be fulfilled at the “Re-Order” (third order) pickup (October 1-3)
- Requests received by October 28 will be fulfilled at the “Take Order” (fourth order) pickup (November 12-13)
- Requests received by November 29 will be fulfilled once verified. A member of the council popcorn committee will contact the representative listed on the prize request with any questions and to notify them when prizes are available.

For gift cards:

Gift cards will be awarded electronically at the end of the sale (December 2026).

- **How to request:** Submit the “2026 Popcorn Prizes & Military Donations” form by the deadlines (August 19, September 16, October 28, and November 29).

The form will be available as either a Google Sheet or downloadable Excel file. Please use the same form throughout the sale. If using the Google Sheet, request access by contacting alison.harrison@scouting.org with the unit’s preferred Gmail address. If using the Excel file, email the completed form to alison.harrison@scouting.org by each deadline.

Unit Popcorn Kernels will need to have Scouts’ Seller IDs in order to submit prize requests.

Council Prizes	
	Sell \$125 Earn a popcorn sales patch
	Sell \$525 Earn a Cinema Café ticket
	Sell \$1,125 Earn a \$35 Amazon gift card
	Sell \$2,125 Earn a \$50 Amazon gift card

3

Military Donation Recognition

Throughout the sale, all donations collected are exclusively designated for the Military Donation Program. Scouts who sell military donations throughout the sale can earn special America 250 recognition items!

Qualification and Timeframe:



Scouts who report at least \$25 in military donations between July 1 - August 19, 2026 will receive a Bald Eagle pin!



Scouts who report at least \$25 in military donations between August 20 - September 16, 2026 will receive a Statue of Liberty pin!



Scouts who report at least \$25 in military donations between September 17 - October 28, 2026 will receive a Liberty Bell pin!



Scouts who report at least \$25 in military donations between October 29 - November 29, 2026 will receive a fireworks pin!

Scouts may earn up to four pins throughout the 2026 Popcorn Sale.

How to request:

Submit Scouts' donations on the "2026 Popcorn Prizes & Military Donations" form by each deadline (August 19, September 16, October 28, and November 29). See the Council-Level Prizes section for more information on this form.

At the bottom of the form, be sure to specify the portion of donations attributed to online sales, so the unit is not billed for donations that have already been paid by online customers.

If a Scout's donations during a reporting period total more than \$25, the extra amount will be "banked" toward future pins. Unit Popcorn Kernels should report current and accurate donation totals by each deadline, and council popcorn committee members will ensure that recognitions are awarded.

Donations may **not** be applied to past recognition periods to earn previous awards after submission deadlines.

4

Winner's Circle Prizes

★ **SELL \$3,125**

PICK A PRIZE FROM THE WINNER'S CIRCLE FOR EVERY \$3,125 SOLD

Prizes subject to availability



\$200 AMAZON GIFT CARD



\$200 BEST BUY GIFT CARD



\$200 AMC GIFT CARD



GAME TABLE



LAPTOP



43" SMART TV



DRUM SET



3D PRINTER

- **Prize levels:** \$3,125, \$6,250, \$9,375, \$12,500, etc.
Scouts may earn a Winner's Circle prize for every \$3,125 they sell. For example, a Scout who sells \$9,375 in popcorn will qualify for three Winner's Circle prizes.
- **Frequency:** Requested only at the end of the sale. Requests must be submitted by November 29, 2026.
- **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.

5



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

Products

 <p>Chocolate Lovers \$60</p> <p>Includes Mountain Munch, Firecracker Crunch, White Ruby, Peanut Butter Cup, and Sea Salt Splash. Non-returnable.</p>	<p>Cheese Lovers \$45</p> <p>Includes Cheddar Cheese, Jalapeño Cheese, Buffalo Ranch, and White Cheddar. Non-returnable after September 16.</p>	<p>Classic Trio \$35</p> <p>Includes Caramel Corn, Cheddar Cheese, and Butter. Non-returnable after September 16.</p>
<p>Double Butter Microwave (28 pack) \$35</p> <p>Bring home the taste of buttery movie theater popcorn.</p>	<p>Maple Pecan \$30</p> <p>Caramel corn with real maple syrup and pecans.</p>	 <p>Freedom Pretzels \$28</p> <p>Limited edition red, white, and blue chocolate pretzels.</p>
 <p>Peanut Butter Cup \$28</p> <p>A melt in your mouth combination of milk chocolate & peanut butter.</p>	 <p>Mountain Munch \$28</p> <p>Caramel sea salt popcorn drizzled in milk chocolate and white chocolate.</p>	<p>Caramel Sea Salt \$28</p> <p>Caramel corn made with real butter, brown sugar, and the perfect amount of sea salt.</p>
 <p>Trail Mix \$23</p> <p>This flavorful treat has peanuts, almonds, raisins, cashews, and real M&Ms.</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>Kettle Corn Microwave (15 pack) \$20</p> <p>Experience the combination of the sweet, yet salty flavor of Kettle Corn anytime.</p>	<p>Butter Microwave (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>	

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. Do not use loose ice, as it may damage tins and labels.

Online Sale



The online popcorn sales dates are slated for July 1 through November 20, 2026.

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

The product is shipped directly to the purchaser with **free shipping**. Orders containing chocolate products will not be shipped until the weather is cool enough to reduce the risk of melting. Customers will receive a shipping notification with a tracking link.

Sales made through Pecatonica River Popcorn's website earn a 30% commission. 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

Loyal Favorite (\$30)

Microwave Butter

Kind & Spicy Combo (\$35)

Jalapeño, Buffalo Ranch, and Cajun Crunch

Friendly Bundle (\$35)

Classic Caramel, Cheese, and Honey Roasted Peanuts

Courteous Cluster (\$40)

Classic Caramel, Cheese, and Sea Salt Splash

Helpful Mix (\$40)

Classic Caramel, Cheese, and Pecan Caramel Clusters

Obedient Blend (\$45)

Classic Caramel, Cheese, and Cashew Caramel Clusters

Cheerful Variety (\$45)

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

Thrifty Treat (\$45)

Classic Caramel, Mocha Coffee Cups, and Caramels with Sea Salt

Brave Medley (\$50)

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

Clean Classic (\$55)

Four bags of White Ruby Popcorn

Reverent Collection (\$60)

Classic Caramel, Cheddar Cheese, Sea Salt Splash, Mocha Coffee Cups, 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 and Food Lion



Show & Sell dates at Lowe's locations and Lynnhaven Superior 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 and Lynnhaven Superior 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/2026popcornsale).

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 SignUpGenius 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 Scouting America, IRS, and state. (See page 21 for more information on donations.)

**Shows & Sell dates for Food Lion locations have been booked for:
Saturday, October 10
Saturday, October 17**

Food Lion has requested that no individual units contact Food Lion stores directly. 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/2026popcornsale).

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

Food Lion signups will close on Thursday, 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 for loading tips, tutorial videos, receipt templates, nutritional information, and more.
- **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 F 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/2026popcornsale for direct links to resources and sales updates.

Tips for Success



- Follow all safeguarding youth policies, Scouting's Barriers to Abuse, and the Guide to Safe Scouting at all times.
- Hold a unit popcorn kick-off to generate excitement among parents and Scouts. Include a product tasting, sales training, and explanation of the unit's prizes and commission structure.
- 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 2026 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 19)**
The preferred method of payment is a single check from the unit's bank 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 Tidewater Council Scout Shop as of the date of the incident.

eCheck payments will be accepted electronically at <https://scoutingevent.com/596-popcornpayment26>.

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. An authorized account user can then call or email the Scout Shop to make a payment from the store account.

- 3 Payment Due Dates (pages 17-18)**
Please ensure unit payments are submitted by the due dates. 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 (page 21)**
All donations are military donations and must be reported. Use the "2026 Popcorn Prizes & Military Donations" form 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 (page 16)**
Units may return up to 10% of their total retail dollar amount. Some items are non-returnable or have specific return deadlines. No returns will be accepted after October 28, 2026 at 5 PM. No exceptions.

APPENDICES



APPENDIX A

Contact Information



ALBEMARLE

MARY PERRINE



Favorite Flavor:
Cheddar Cheese

Mary.Perrine@scouting.org
540-718-2797

BAYSIDE

KRISTA DUNN



Favorite Flavor:
Cinnamon Roll

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

BAYSIDE

SCOTT GILMORE



Favorite Flavor:
Sea Salt Splash

esgilmore70@gmail.com
703-372-2059

ALBEMARLE/PRINCESS ANNE

TONY MONTEMURNO



Favorite Flavor:
Mountain Munch

kernelbaloney@gmail.com
757-635-0676

PRINCESS ANNE

MATT CONWAY



Favorite Flavor:
Butter

19mconway84@gmail.com
757-510-6137

PRINCESS ANNE

KELLEY STARNES



Favorite Flavor:
Kettle Corn

JKStarnes2014@gmail.com
412-491-4849

THREE RIVERS

RUDY NIMMO



Favorite Flavor:
Mountain Munch

vtccgolf@gmail.com
540-230-7507

THREE RIVERS

CLARK WALTERS



Favorite Flavor:
The Last Container Turned In

crazyscout94@gmail.com
757-560-8647

THREE RIVERS

TAMMY WALTERS



Favorite Flavor:
Sea Salt Splash

crazybear127@yahoo.com
757-559-3726

COUNCIL

ERIN ALGER



Favorite Flavor:
Peanut Butter Cup

erin@realresultsva.com
757-943-7226

COUNCIL

PAM SAMPLES



Favorite Flavor:
Firecracker Crunch

pasamp42@gmail.com

COUNCIL

ALISON HARRISON



Favorite Flavor:
Caramel Sea Salt

alison.harrison@scouting.org

APPENDIX B



Sample Position Description

Prepared especially for:

For the position of: Unit Popcorn Kernel
Length of term: June 2026 – December 2026
Reports to: District Popcorn Kernel
Unit Committee

Responsibilities:

1. Achieve the 2026 unit popcorn goal of \$_____ in gross sales.
2. Prepare for the sale.
 - a. Attend Popcorn 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. Track and report all donations.
 - e. 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 Guide, via email from the council and district kernels, in the Electronic Knapsack newsletter, and in the Tidewater Council Popcorn Kernels Facebook group.

APPENDIX C

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.

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Scouts earn a sales commission, so your contribution helps them earn their way to adventure too!



MILITARY DONATION RECEIPT

Name: _____

Date: _____

Donation Amount: _____

APPENDIX D

Popcorn Receipt Template

Please see the following page for printable receipts that may be given to customers.

If conducting personal sales and the product will be delivered later, **provide a clear delivery timeline**. This builds trust and informs customers what to expect.

Popcorn receipts also help customers contact your unit if they want to re-order additional product.

 *It's Popcorn Time!*



Pack/Troop _____
Unit Number _____
Scout Name _____
Scout Phone # _____
of Items Sold _____
Sale Amount \$ _____
Delivery Date _____
Today's Date _____

 *It's Popcorn Time!*



Pack/Troop _____
Unit Number _____
Scout Name _____
Scout Phone # _____
of Items Sold _____
Sale Amount \$ _____
Delivery Date _____
Today's Date _____

 *It's Popcorn Time!*



Pack/Troop _____
Unit Number _____
Scout Name _____
Scout Phone # _____
of Items Sold _____
Sale Amount \$ _____
Delivery Date _____
Today's Date _____

 *It's Popcorn Time!*



Pack/Troop _____
Unit Number _____
Scout Name _____
Scout Phone # _____
of Items Sold _____
Sale Amount \$ _____
Delivery Date _____
Today's Date _____

 *It's Popcorn Time!*



Pack/Troop _____
Unit Number _____
Scout Name _____
Scout Phone # _____
of Items Sold _____
Sale Amount \$ _____
Delivery Date _____
Today's Date _____

 *It's Popcorn Time!*



Pack/Troop _____
Unit Number _____
Scout Name _____
Scout Phone # _____
of Items Sold _____
Sale Amount \$ _____
Delivery Date _____
Today's Date _____



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)

Germs 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)
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)



Path to Advancement



Art

Render popcorn in four different mediums and display your art at a sales booth. (Req. 4)



Communication

Make a Popcorn Sale presentation to your counselor. (Req. 2b) Prepare a presentation and 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 t-shirt, flyer, or poster for use during the Popcorn Sale, and produce it. (Req. 3 and 4)



Journalism

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



Movie Making

Plan and produce a video showing how to sell popcorn. (Req. 2)



Personal Management

Define your Popcorn Sales Goal. Create a plan, timeline, budget, and list of needed resources. (Req. 9)



Photography

Take photographs of popcorn, Scouts selling popcorn, and other activities related to the sale. (Req. 5) Plan and arrange images to tell a visual story. (Req. 7)



Plant Science

Research corn farming and discuss the impact of corn on modern food supply. (Req. 8.5.a.2)



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 how trucks fit into the popcorn sale's supply chain. (Req. 2b) Explain what kind of trucks are needed to ship popcorn from the factory to the council. (Req. 7) Write how to prepare a popcorn shipment. (Req. 8)

APPENDIX F

Scout Boss Guide (Unit)

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

- Go to PRPopcorn.com
- Click "Scout Boss" from the "Account Login" drop down in the top right corner of the page
- 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 "Scout Boss" from the "Account Login" drop down in the top right corner of the page
- Enter in your username and password
- Once in the system, you will see your dashboard.

Crew - 9135
Dashboard

Dashboard

+ New Order Manage Orders Scout Seller IDs Worksheet Tool Kernel Tracker Unit to Unit Transfer

Online Invoice

Order Summary

Current Season - Fall 2025
Download data

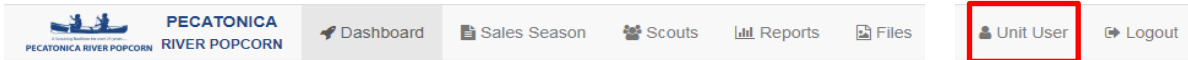
Order Type ▲	Total Containers	Total Retail Dollars	Total Unit Cost	Unit Commission
Show & Sell	420	\$7,585.00	\$5,309.50	\$2,275.50
Take Order	9	\$300.00	\$210.00	\$90.00
Unit to Council	0	\$0.00	\$0.00	\$0.00
Total	429	\$7,885.00	\$5,519.50	\$2,385.50

Prior Season Comparison - Fall 2024
Download data

Order Type ▲	Total Containers	Total Retail Dollars	Total Unit Cost	Unit Commission
Council to Unit	64	\$1,280.00	\$888.00	\$334.00

How to Update My Profile?

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



- Your profile information will be displayed.
- 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.

A screenshot of the 'Add Order' form in the Pecatonica River Popcorn website. The form is titled 'Add Order' and has a breadcrumb trail: Invoices / Orders / + Add Order. Below the breadcrumb, there is a 'Sale Season' section with 'Fall 2025' selected. The 'Order Type*' field is a dropdown menu with '--Select--' chosen. The 'Pick Up Location*' field is also a dropdown menu with '--Select--' chosen. At the bottom of the form is a blue 'Submit' button. The footer of the page contains links for 'About Us', 'Helpful Tips', 'Nutritional Info', 'Privacy Policy', and 'Contact Us'.

- You will then be able to enter 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 can 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 2025

[Download data](#) ▼

Order ID	Order Type	Location	Status	Added Date	Retail Total		Product Order Notes
7985122	Show & Sell	McDonald Companies	Approved by Council	2/4/2026	\$7,285.00	Details	
7985127	Show & Sell	ACME Warehouse	Submitted by Unit	2/23/2026	\$300.00	Details	
7985128	Take Order	McDonald Companies	Submitted by Unit	2/23/2026	\$300.00	Details	
7985131	Unit to Council	ACME Warehouse	Submitted by Council	2/23/2026	\$0.00	Details	
7985133	Take Order	McDonald Companies	Submitted by Unit	2/23/2026	\$0.00	Details	
7985134	Online	Pecatonica River Popcorn	Approved by PRP	2/23/2026	\$0.00	Details	
7985135	Show & Sell	ACME Warehouse	Submitted by Unit	3/11/2026	\$0.00	Details	
7985136	Show & Sell	Pecatonica River Council	Submitted by Unit	4/22/2026	\$0.00	Details	
7985137	Show & Sell	Pecatonica River Council	Submitted by Unit	4/22/2026	\$0.00	Details	

- You can only edit an order if the order status says, “Submitted by Unit.” Once your order is approved by the District, Council, or PRP you will no longer be able to edit your order.
- If you can edit your order, click on “Details” and then “Edit Order.”
 - o Here you can 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](#)

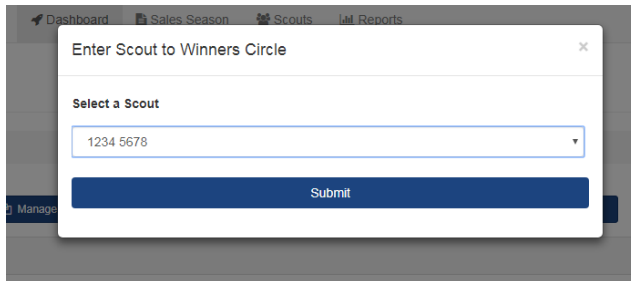
<input type="checkbox"/>	Inactive	First Name	Last Name	Email	Seller ID	Date Added		
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>				Add
<input type="checkbox"/>	No	John	Doe	john.doe@email.com	0EAX6C	10/13/2017	Prizes	Edit Delete
<input type="checkbox"/>	Yes	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***

testunit@casplo.com

- 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 the 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 unit Dashboard
- On the following screen enter 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://pecatonicariverpopcorn.com/videos/platform/KernelTracker.mp4>

How do I trade products 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.
- Enter any order notes to help in reconciling if you wish.
- Click "Submit Order"
- As the unit initiating the order you will see a list of transfers 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.

How do I post questions/requests to units/council/PRP?

- Type your message/question in the message board in the bottom right corner of the unit dashboard.
 - You can also respond to other postings using the Reply link.

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 percentage, 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