

## Blue Grass Council, Boy Scouts of America Unit Leader Popcorn Kernal Job Description

- Attend and participate in the Popcorn Sales Training.
- Use the Fund Your Adventure worksheet to plan your year, make a budget and set goals (download from [campmasters.org](http://campmasters.org) or [www.bgbsa.org/volunteers/popcorn](http://www.bgbsa.org/volunteers/popcorn))
- Formulate a popcorn sales plan that includes the three (3) methods of selling popcorn: Take Order Form, Show and Sell and Online Sales.
- Help get Scouts signed up with their own account in the CAMP MASTERS Ordering System
- Create a timeline of when all order forms, popcorn money and Scout prize forms will be due. Be sure to consider the key dates.
- Hold a Unit Kick-Off meeting for your Scout Families to inform and motivate them to help with your Unit's sale.
- Prepare hand-outs for your Unit Kick-Off meeting for both parents and Scouts. Suggested information to include: Available at [www.bgbsa.org/volunteers/popcorn](http://www.bgbsa.org/volunteers/popcorn)
  - Order form guide with prize brochure
  - Key Dates
  - Sales Goals for the Unit and for the Scouts
- Log in to the CM ordering system and complete the Unit Product Order, including your Scouts' Take Orders that the Scouts entered online, and submit
- Coordinate your Unit's popcorn pick-up and distribution.
- Distribute prizes upon receipt in a timely manner.
- Celebrate your Unit's success and use the money raised to provide an awesome Scouting Program Year for your Scouts to enjoy!