



Potawatomi Area Council
Boy Scouts of America

2018 Fall Product Sale Unit Guidebook



Fund an entire year's worth of program through
the fall product sale!

Popcorn



Wreaths



804 Bluemound Rd.
Waukesha, WI 53188
Phone: 262-544-4881
Website: www.pacbsa.org

Kringle



Coffee





Dear Product Sale Chair:

Thank you for attending the Potawatomi Area Council Product Sale Training and for participating in this year's sale. The fall product sale is a critical piece of the council's financial plan to ensure that we deliver the highest quality program to the youth in our council's service area. In addition, there is a HUGE benefit to you, the unit. By participating in the fall product sale, your unit will be doing its fair share and will receive benefits through the council's annual incentive plan. Enclosed you will find resource materials to make your sale a huge success and to make your job a whole lot easier.

- **Timelines**
 - **Contact** information
 - Unit instructions for **on-line ordering** (popcorn, wreaths, coffee & kringle)
 - **Sales tips and templates** for Units
 - **Sales Tips** for Scouts
 - **Distribution Site Map**
 - **Bucks** incentive Information
- And more!

We appreciate your unit's participation...it's a great way to raise program funds for your unit, teach valuable life lessons and salesmanship and have lots of fun! We are looking forward to another successful year! Feel free to contact me at (262) 436-8419 or email connie.bielinski@scouting.org with any questions.

Yours in Scouting,

Connie Bielinski

Connie Bielinski
Assistant Scout Executive

2018 Sales Information

We're on the Web...

Go to www.pacbsa.org under "product sale" for more sales information, helpful hints for Scouts to maximize sales. (If you do not have web access, you may use the computer in the volunteer media center at the Potawatomi Area Council office.) Order forms for all products (other than popcorn, www.prpopcorn.com) are located there.

2018 Commission Plan...

30% Minimum Commission:

This is the base commission. Any Scout unit will earn at least this commission just for selling. **This commission is for units that DO NOT attend product sale training or units who do not pay in full at the time of pickup.**

36% Commission:

To earn this commission your unit must: 1.) sign up to sell, 2.) attend one product sale training, 3.) Sign up for the prize program 4.) Pay in full at time of pick up.

40% Commission:

To earn this commission your unit must: 1.) sign up to sell, 2.) attend one product sale training and 3.) **Opt out of** the prize program 4.) Pay in full at time of pick up.

Contact Information:

If you have questions about the product sale, be sure to contact your District Executive or Connie Bielinski.

Potawatomi Service Team

Please contact the front desk and ask for your service area representative:

(262) 544-4881 frontdesk@pacbsa.org

Or Contact Connie at 262-436-8419 connie.bielinski@scouting.org

General Questions Email: (this email will be checked daily)

Popcorn: popcorn@pacbsa.org

Coffee: coffee@pacbsa.org

Wreaths: wreath@pacbsa.org

Kringle: kringle@pacbsa.org



Important Fall Product Sale Dates:



Sales Training Dates: (Please choose only one date to attend)

Wednesday, August 1, 2018

Scoutrageous: Pewaukee H.S. 510 Lake St. (Auditorium)

Time: (Registration starts from 7:00-7:25) Training: 7:30 p.m. – 8:45 p.m.

Wednesday, August 8, 2018

Council Service Center (Training Center) 804 Bluemound Rd., Waukesha

Session #1 (fast track) Open House * for unit coordinators with 3+ years experience.
5:30 p.m. – 6:15 p.m. (open house format, no formal presentation)

Session # 2
6:30 p.m. – 8:00 p.m.

Other Important Sales Dates:

Popcorn Show and Sell Orders Due

August 30

(Reminder: Order chocolate product sparingly. You can always get more...
Chocolate products are non-returnable.)

Popcorn Show and Sell Order Pick Up

September 12-14

Easter Seals Southeast WI Office: 505 Northview Rd, Waukesha, WI

Council Popcorn, Wreath & Coffee Sale Begins

September 15

Council Popcorn, Wreath & Coffee Sale Ends

October 13

Fall product sale take order deadline, show and sell product

October 16

Return: Easter Seals Southeast WI Office: 505 Northview Rd, Waukesha, WI

Payments are also due on this date, **NOTE SHOW AND SELL CHECKS
WILL BE DEPOSITED THE NEXT BUSINESS DAY. Also, no chocolate
product will be returned.**

***Bucks ticket requests and prize orders Due!**

Take order Popcorn & Coffee pick up and payment Due

November 7-9

Easter Seals Southeast WI Office: 505 Northview Rd, Waukesha, WI

Wreath Sale Pick up and Payment Due

November 10

Council Office Parking Lot: 804 Bluemound Rd., Waukesha

Take Order Product Sale Checks Deposited

December 1

Three Great Ways to Sell Try One or All Three!

You may choose to use all three methods or to concentrate your efforts on any one, two or three of these methods. But keep in mind, the more methods you employ, the greater potential for sales.



Show -n- Sell Sales (Popcorn only)

Setting up a display of your popcorn at a mall, place of worship, grocery store or other high traffic areas is a great way to add extra income to your sale. This requires that you order product in advance in order to sell it on site. Remember that any leftover product can be used to fulfill orders from your regular Take Order Form Sale.

Process:

- Secure locations and times August / September
- Order the product August 30
- Pick up the product September 12-14
- Conduct show - n – sell (see calendar dates)
- Payment due and popcorn return October 16
 - **Note Show & Sell checks will be deposited the following business day.**



Take Order Sales (Popcorn, Wreaths, Coffee & Kringle)

The traditional way for Scouts to sell product is by going door-to-door. Mom and Dad can also help pick up popcorn orders by circulating or posting an order form or promotional tent at work or emailing to friends.

Process:

- Take Orders September 15 – October 13
- Product and Prize orders due October 16
- Product (Popcorn, Coffee) Pickup and payment due November 7-9
- Wreath Pickup and payment due November 10



Online Sale

Online Sales are the perfect way to get family and friends that live far away involved with Scouting! You're sure to boost sales when you email those that don't live near you...**plus** they can reorder anytime throughout the year and you'll get credit!



Scout Boss Guide Popcorn Ordering Instructions (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: **651PAC**
- Choose your District from the dropdown menu
- Choose your unit from the dropdown menu (the Unit type will populate based on the number you choose)
- 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"
- You will need to log into your newly created account to complete the commitment process by answering your participation status in the sale and choice of commission options.

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.

Dashboard

Dashboard

[New Order](#)
[Manage Orders](#)
[Scout Seller IDs](#)
[Winner's Circle](#)
[Worksheet Tool](#)

Order Summary

Current Season - Fall 2018

Download data

Order Type	Product	Sale Season	Retail Price	Council Cost	Total Containers	Retail Cost	Unit Cost
Show & Sell					2	\$40.00	
Total					2	\$40.00	

Prior Year Comparison -
No records found

Important Dates

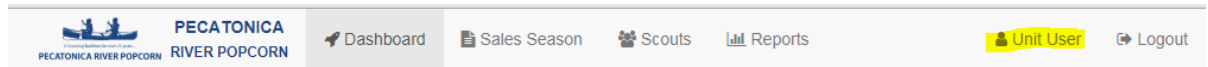
Event Date	End Date	Event Name	Event Details
6/15/2018	6/30/2018	Coachella	Test update
7/15/2018	7/30/2018	Mid Season Sale	test only

Council Info

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

How to Update My Profile?

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



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

How to Place an Order?

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

- You will then be able to enter in your order.
 - o Remember:
 - Show n Sell orders = enter in as cases (If you are unsure of how many containers are in a case per product, please see “Helpful Tips” on PRPopcorn home page.)
 - Take Orders = enter in as containers
- At the bottom of the order form, you have the ability to add any notes/comments to the order.
- Click “Submit Order” to place your order. ****If you do not hit Submit Order, your order it will not be placed****

How to Edit/View an Order?

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

Orders

[Invoices](#) / [Orders](#)

[+ Add Order](#)

Sale Season
Fall 2018

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

Records 1-3 of 3

- You can only edit an order if the order status says "Submitted by Unit." Once your order is approved by District, Council, or PRP you will no longer be able to edit your order.
- If you are able to edit your order, click on "Details" and then "Edit Order."
 - o Here you are able to change the quantities and any notes that were added.
- Once finished, click "Submit Order." **** If you do not click Submit order your order will not be updated****

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

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

Scouts

[Scouts](#)

[Active Scouts](#) [Inactive Scouts](#) [All Scouts](#)

[X Bulk Delete](#)

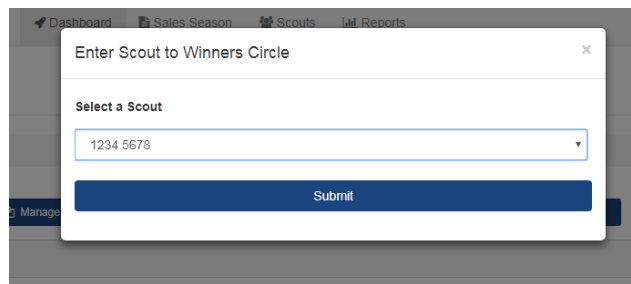
<input type="checkbox"/>	Inactive	First Name	Last Name	Email	Seller ID	Date Added		
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>				Add
<input type="checkbox"/>	No	John	Doe	johndoe@email.com	0EAX6C	10/13/2017	Prizes	Edit X Delete
<input type="checkbox"/>	Yes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

Records 1-4 of 4

- To add a new Scout, enter in the required fields (white boxes at the top):
 - 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 through the Scout Seller ID process (please see above).



- Click “Submit”

Add Prize

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

District	Unit	Scout
Caspio District 1	0003	test test

Invoice Period *

Amount Sold *

Prize Type *

Worksheet Verification *

No file chosen

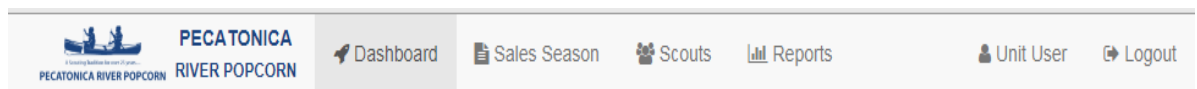
Zip *
Pickup Name *
Pickup Email *

- Type in the above information
 - o Invoice period (Season and year)
 - o Total dollars Scout sold
 - o Prize choice
 - o Worksheet verification (this can be a photo of the Take Order sheet, excel document, or anything that shows the total sales for this Scout)
 - o Zip code
 - o Name of person picking up prize
 - o Email of person picking up prize
- Click "Submit"

How do I Tabulate My Order?

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

What is Included in the Top Header?



- **Dashboard**
 - o Select this at any time to go back to the dashboard.
- **Sales Season**
 - o 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**
 - o 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



WREATH, COFFEE & KRINGLE ORDERING INSTRUCTIONS

- Go to the council website www.pacbsa.org
- Click on Wreath, Coffee OR Kringle Sale link, then...place order (*note: click the "donate" button to proceed)
- On-Line order will be sent to the council office



Scout Selling Tips

- Always sell in pairs accompanied by an adult. Never sell after dark.
- Always act like a Scout; be polite, courteous, wear a smile and introduce yourself.
- Always wear your uniform. Everybody loves to support a Scout in uniform.
- Always walk on the sidewalk or driveway, not through the yard. Watch for Traffic
- Never carry large amounts of cash with you. Never enter anyone's house.
- Remember to always have two pens with you and make sure you keep your Take-Order form as neat as possible.
- Statistics show four out of five houses buy product when asked.
- Make sure you know all the different types of products you are selling.
- Most importantly, when you are selling the products, tell the people what the money goes towards.
- Make sure you know the date when you will be delivering the product to your customers.
- The more people you ask the more people will buy.
- Ask your parents if you can go to their offices and sell. Make sure you deliver the product and say "Thank You". If you can't deliver it yourself, tape a thank you note to the top of the product.
- Write a thank you note and place a copy of it on all the product you deliver to let everyone know how much you appreciate their support. (This will benefit you next year when you call on them.) Remember to say "Thank You" when you hand deliver it.
- Keep your Take-Order forms so you can call on these people again next year. People will remember how polite and courteous you were, the nice thank you note they received, and the product that they did not buy enough of!
- Have FUN!



Unit Tips for a Successful Popcorn Sale

Following are a variety of tips that will help your unit to have a successful popcorn sale:

- Develop your unit need for funds and then set your budget to establish a unit goal. Let popcorn fund your quality Scouting program.
- Educate the parents of the direct benefits to them. For example, Johnny sells \$__ and gets to go to camp. Show how this fundraiser gives more back to their child than other fundraisers.
- Have a big Unit Kickoff for the youth to get all materials and get everybody excited! All the youth should receive the Family guide and the Take Order form. Review all prizes available to the youth.
- Participate in Super Sale Saturday "Blitz Day" where every youth in the unit sells, whoever sells the most that day gets a prize.
- Establish an additional unit prize program in addition to Council prize program, i.e. each Scout who sells \$__ gets to go to Cub parent weekend (with their parents) or Camporee for FREE!
- Have a prize for the youth that has the highest sales each week.
- Establish a unit customer base. Make two copies of all the order forms. Keep one copy in unit records for next year in case a youth moves, etc. The youth keeps one so they can ask when they call on them next year "that probably wasn't enough was it?"
- Write and copy a letter for all of your Scouts explaining the popcorn sale, why you are selling, the dates of delivery and the benefits for your unit and council.
- Do corporate sales using employers and companies of the parents and leaders within your unit.
- Remind parents of all the great uses popcorn gifts make for teachers, co-workers, neighbors, baby-sitters, **and relatives and make it fun!**

More Information on the Web:

www.pacbsa.org



Sales Incentives Turn-In Sheet
Fear the Deer!

The Milwaukee Bucks Support Scouting!



Fill the Sheet Bucks Ticket Voucher!

Once again, the Milwaukee Bucks are offering a very cool incentive for Selling Popcorn, Wreaths, Kringle or Coffee!

Scouts that fill one complete popcorn order form (25 or more customers) or a wreath coffee or kringle order form will receive a free voucher for a \$29 Milwaukee Bucks Ticket to a special Scout night in December – January 2018-2019!

*New this year! Fill ½ sheet (12 customers) get ½ off of a ticket!

(*Again, this year, all ticket distributions will take place through the council office).

Please fill out form and return to the Council office or email to connie.bielinski@scouting.org

PLEASE FILL OUT FORM FOR ENTIRE UNIT AND RETURN BY OCTOBER 20th.

Pack #: _____ Troop #: _____

Product Sale Coordinator Name: _____

Email Address: _____ Phone: _____

Number of boys earning the Bucks fill the sales sheet challenge: _____

Number of boys earning the Bucks ½ sheet challenge: _____

\$50 Popcorn Tin Drawing for an Echo Spot:



All boys who sell a \$50 popcorn tin will be placed in a drawing for an Echo Spot.

(Top Council seller receives one, drawings for 3 more from \$50 tin sellers)

Rules: Scouts names will be added to the drawing for each \$50 tin that they sell (for example: if the Scout sells 10 \$50 tins, there name is entered 10 times).

Please provide a spreadsheet of boys who have sold the \$50 tin to Connie at connie.bielinski@scouting.org

Example:

Ted Smith 4

Kevin Smith 1

To qualify all requests are due on **October 16th**. Requests can be emailed to connie.bielinski@scouting.org or brought to the office or Easter Seals for show and sell product return.



Your Partnership Responsibilities with the Potawatomi Area Council, Boy Scouts of America:

Payment & Prizes:

- **Submit orders completely and on-time.**
 - Units keep their commission; only pay the council what the unit owes for the product.
 - This is due on the Reconciliation day when post dated checks are due to the Council. This check is then placed in the BSA safe and not touched until the date listed on the calendar. This gives units nearly a month to collect money and make sufficient local deposits to cover the check.
 - Prizes must be ordered by Reconciliation Day.
 - Even if your unit does not request prizes, they still need to order patches and bonus prizes for their unit.
 - The council will provide Bucks tickets.

Return Policy:

- **Returning Product**
 - Undamaged product (other than chocolate) that was checked out for Show and Sell purposes can be returned on or before Reconciliation day.
 - This way it can be reassigned as inventory for use to fill the council's Take Order Sale needs.
 - Before Reconciliation day, product may be returned or exchanged any Thursday (between the hours of 4 p.m. and 6 p.m.).
 - After Reconciliation day, the council will not accept returned product.
 - The unit will be billed for this product.
 - **NO CHOCOLATE products can be returned**
 - This is to guarantee all product is of original quality when distributed.
 - **NO product will be distributed without a check that can be deposited the next day or one that is postdated.**

Scouts Rules:

- Scouts must wear uniforms while selling.
- Scouts must be accompanied by an adult.
- Scout sale hours should be between 9:00 a.m. – 8:00 p.m.



Product Sale Distribution Site

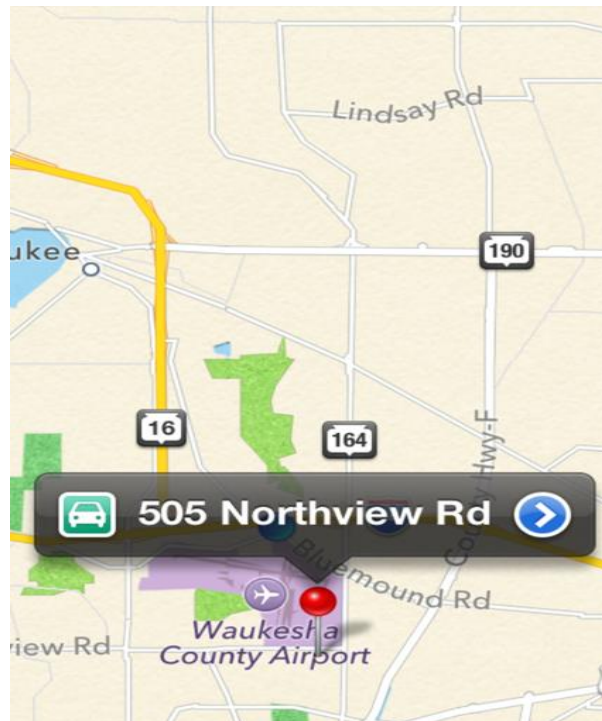
(For Popcorn, Kringle and Coffee)

Easter Seals Corporate Office

Address: 505 Northview Rd, Waukesha, WI 53188 (enter on Airport Rd.) *drive to the back loading dock area.

Phone: (262) 547-6821

Distribution hours: 8:00 a.m. - 5:30 p.m. Loading docks: 3, 4 and 5



Show and Sell Popcorn Distribution:

Wednesday, September 12 - Friday, September 14 at Easter Seals.

Take Order Popcorn and Coffee Distribution:

Either Wednesday, November 7 - Friday, November 9

You must RSVP to Connie at connie.bielinski@scouting.org for Pick-up Times

Wreath Distribution:

Saturday, November 10

(* Note wreath distribution is located at the council office parking lot.)