



2026 UNIT GUIDEBOOK

***FUND AN ENTIRE YEAR'S WORTH
OF PROGRAM THROUGH THE
FALL PRODUCT SALE!***



POPCORN



KRINGLE



COFFEE



WREATH

CONTACT INFORMATION

✉ CONNIE.JADOWSKI@SCOUTING.ORG

📍 PACBSA.ORG

📍 804 BLUEMOUND RD, WAUKESHA, WI



Scouting America
Potawatomi Area Council



Dear Fall Product Sale Unit Coordinator:

Thank you for selling with us. Each year, the Potawatomi Area Council's predominate unit fundraising program achieves three main objectives for Scouting.

- First, our Scouts sold nearly 1.3 million (gross) of our Wisconsin-based products, netting approximately \$900,000 to fund our local units and council alike! There is nothing more gratifying than watching our Scouts earn their way to summer/winter camp, day camp, trainings, high adventure base camps and jamborees.
- Secondly, a portion of the fall product sale, remained with the council to support unit and volunteer operations through our council's facilities and services such as our Council Service Center, Camp Long Lake, volunteer trainings and our service team staff.
- Lastly, the fall product sale fundraiser instills an incredibly strong work ethic and salesmanship in participating youth, encouraging them to earn their way to activities and events while supporting the bigger worldwide message of Scouting.

Thanks to your participation, nearly 70% of all product sale earnings stay right here in The Potawatomi Area Council.

Please find inside:

- Show and Sell Store Information
- Sales Timelines
- Contact information
- Unit instructions for on-line ordering (popcorn, wreaths, coffee and kringle)
- Sales and Safety Tips
- Bucks incentive information and MORE!

We appreciate your unit's participation. We are looking forward to another successful year! Feel free to contact me at (262) 436-8419 or connie.jadowski@scouting.org with any questions.

Yours in Scouting,

Connie Jadowski

Council Website

Go to pacbsa.org for more sales information, helpful hints for Scouts to maximize sales, order forms and links.

2026 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.

38% Commission:

To earn this commission your unit must:

1. Sign up to sell
2. Attend one product sale training
3. Pay in full at time of pick up

Contact Information:

If you have questions about the product sale, contact your District Executive or Connie Jadowski.

Please contact the front desk at (262) 544-4481 and ask for your service area representative

or

Email: Connie at connie.jadowski@scouting.org

IMPORTANT SALE DATES



SALES TRAINING DATES

Please choose only one date to attend

Wednesday, August 5, 2026 <i>Council Service Center (Training Center)</i> Registration: 5:30 PM – 6:00 PM Training: 6:00 PM – 7:15 PM	Wednesday, August 12, 2026 <i>Council Service Center (Training Center)</i> Session 1 Fast Track Open House: 5:30 PM -6:15 PM Session 2: 6:30 PM – 7:45 PM
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OTHER IMPORTANT SALES DATES

Friday, August 21st	Popcorn Show and Sell Orders Due Reminder: Order chocolate product sparingly. Chocolate products are non-returnable
Wed-Fri, September 9th-11th	Popcorn Show and Sell orders Pickup
Show and Sell Weekly Replenish Dates: Order by 10 AM – Monday, September 14th, 21st, 28th and October 5th Pickup between 1 PM – 4:15 PM Thursday, September 17th, 24th, October 1st and 8th	
Saturday, September 12th	Popcorn, Coffee, Kringle & Wreath Sales Begins
Saturday, October 10th	Popcorn, Coffee, Kringle & Wreath Sales End
Tuesday, October 13th	Take Order Deadline/Show and Sell Product Return
Payments are also due on this date SHOW AND SELL CHECKS WILL BE DEPOSITED THE NEXT DAY. NO CHOCOLATE RETURN	
Wed-Fri, November 4th-6th	Take Order: Popcorn, Coffee, & Kringle Pickup – Payment Due
Friday, November 6th <i>Large Box Trucks</i> Sunday, November 8th <i>All Others</i>	Wreath Pickup and Payment Due Friday – 12:00 PM – 5:00 PM & Sunday – 7:00 AM – 2:00 PM
Monday, November 30th	Take Order Checks Deposited

ENHANCEMENTS



SHOW & SELL ORDERING GUIDELINES

Here are some helpful hints for ordering to avoid large returns.

- ❖ Reminder: 8 tins to a case, except - Double Butter (1), Classic Trio (1), Cheese Lovers (1), Chocolate Lovers (1)
- ❖ Limit the quantity of chocolate products ordered, as they are non-returnable. You can always order more weekly:



Peanut
Butter Cup



Chocolate
Covered Pretzels



Mountain
Munch



Chocolate
Lovers

- ❖ Order conservatively! To avoid a big return, you can always re-order product weekly.

RE-ORDER TIMES

Order by 10:00 AM and Pickup between 1:00 PM – 4:15 PM

	Order By:	Pick-up By:
Week 1	Monday, September 14 th	Thursday, September 17 th
Week 2	Monday, September 21 st	Thursday, September 24 th
Week 3	Monday, September 28 th	Thursday, October 1 st
Week 4	Monday, October 5 th	Thursday, October 8 th

If you're new and have no record, a good rule of thumb:

- Start with **\$200 per Scout** worth of product.
 - Unless you've had a history, then order as you see fit.

THREE GREAT WAYS TO SELL – TRY ONE OR ALL THREE!

You may choose to use all three methods or 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.

1

Show-n-Sell Sales (popcorn only)

Setting up a popcorn display at a mall, place of worship, grocery store, or other busy locations is an excellent way to boost your sales. To do this, you'll need to order the product in advance for on-site sales. Any leftover popcorn can easily be used to fulfill orders from your regular Take Order Form Sale.

Process:

Secure Locations and Times	August/September
Ordering the Product	Friday, Aug. 21 st
Pick up the Product	Wed-Fri, Sept. 9 th – 11 th
Conduct Show-N-Sell	Sat, Sept. 12 th – Sat, Oct. 10 th
Payment Due and Popcorn Return	Tuesday, Oct. 13 th

Note Show-n-Sell checks will be deposited the following business day.

Cooperating Stores (NOT LIMITED TO):

- Pick-n-Save: Sign-up Genius will be emailed to all Unit Coordinators by early August
- Piggly Wiggly: Signup genius to be emailed to you
- Festival Foods: Must sign “Festival Foods” contract and return to customer service before signing up - Rebecca Susan
- Sentry: Contact manager directly
 - Please only sign up for 2 spots at first to ensure fairness, Connie will allow for more after a week

2

Take Order Sales (popcorn, wreaths, coffee and kringle)

The classic method for Scouts to sell products is by going door-to-door. We're continuing to offer the door hanger option as well(only shows online product). Parents can lend a hand by collecting popcorn orders through their workplace, whether by circulating an order form, setting up a promotional display, or emailing friends.

Process:

Take Order Distribution	Wed-Fri, Sept. 9 th – 11 th
Product and Prize orders due	Tue, Oct. 13 th
Product Pickup (popcorn, coffee & kringle) & payment due	Wed-Fri, Nov. 4 th - 6 th
Wreath Pickup and payment due	Fri, Nov. 6 th (large box trucks) & Sun, Nov. 8 th (all others)

3

Online Sales

Online sales are a fantastic way to involve family and friends who live far away in supporting Scouting! Reach out via email or text to those who aren't nearby to boost your sales, and they can reorder anytime throughout the year, with credit going to you. Plus, all shipping is completely FREE! Use Facebook and Instagram to expand your reach even further. Get creative by making a video, because who could resist that?

Scout Boss Guide (Unit)

New Features:

- **Kernel Tracker**
 - The unit kernel can now activate a Scout to be able to enter sales values for **SNS** and **Take Order**. Previously the kernel had to wait for the Scout to create a profile using the MYPRPopcorn tool to capture any sales figures.
- **MyPRPopcorn**
 - We have added a button to the home screen that will generate a QR code so that families can generate a PDF with the QR code to hand out to those that may not be on social media. The QR code will take the consumer to the online store ([www.prcpopcornstore.com](http://www.prpopcornstore.com)) and assign credit to the Scouts seller id.

This guide answers common questions and walks you through navigating Scout Boss and completing required tasks, starting with the first steps.

Scout Boss FAQ Guide:

- 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 (**651PAC**)
- 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 your username and password
- Once in the system, you will see your dashboard.

Dashboard

Dashboard

New Council Order

New Unit Order

Manage Unit Orders

Approve Unit Orders

Planning Balance

New Scout En

Add New Unit

View Single Payment

Add Invoiced Date

Unit to Unit Transfer

Order Summary

Current Season - Fall 2020

Download data

Order Type	Total Containers	Total Retail Dollars	Total Unit Cost	Unit Commission	Council Cost	Council Profit
Show & Sell	210	\$1,400.00	\$2,940.00	\$1,402.00	\$1,236.00	\$1,700.20
Total	210	\$4,400.00	\$2,940.00	\$1,402.00	\$1,236.00	\$1,700.20

Prior Season Comparison - Fall 2019

Download data

Order Type	Total Containers	Total Retail Dollars	Total Unit Cost	Unit Commission	Council Cost	Council Profit
Council to Unit	180	\$4,825.00	\$3,377.50	\$1,447.50	\$1,440.65	\$1,936.85

HOW TO ORDER POPCORN

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.

Add Order

[Invoices](#) / [Orders](#) / [+ Add Order](#)

Sale Season
Fall 2020

Order Type*

--Select--

Pick Up Location*

--Select--

[Submit](#)

- You will then be able to enter your order.
 - 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 2020

Order ID	Order Type	Location	Status	Added Date	Retail Total	Product Order Notes
664415	Show & Sell	Pecatonica River Popcorn	Submitted by Unit	7/6/2020	\$0.00	Details
Total					\$0.00	

Records 1-1 of 1

- 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.”
 - Here you are able to change the quantities and any notes that were added.
- Once finished, click “Update.”

HOW TO ORDER POPCORN

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.
 - 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

	Inactive	First Name	Last Name	Email	Seller ID	Date Added	
							Add
☐	No	John	Doe	john.doe@email.com	0EAX6C	10/13/2017	Prizes Edit Delete
☐	Yes	Joe	Smith	joesmith@email.com	6QJN1C	10/30/2017	Prizes Edit Delete
☐	No	test	test	alisa.proskura@caspio1.com	S0211I	11/28/2017	Prizes Edit Delete
☐	No	Benny	White	bwhite@test.com	XS1UZW	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):
 - First Name
 - Last Name (we only need the first two letters of his/her last name)
 - 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.”
 - 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 in the Winners Circle.
 - Scouts are added to the dropdown through the Scout Seller ID process (please see above).

Enter Scout to Winners Circle

Select a Scout

1234 5678

- Click “Submit”

HOW TO ORDER POPCRON

Add Prize

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

District	Unit	Scout
Caspio District 1	0003	test test

Invoice Period *

--Select--

Amount Sold *

Prize Type *

Worksheet Verification *

Choose File No file chosen

Zip * Pickup Name * Pickup Email *

testunit@caspio.com

Submit

- 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 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://pecatonicariverpopcorn.com/videos/platform/KernelTracker.mp4>

HOW TO ORDER POPCORN



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.

Files

- Here you can:
 - Print council specific forms
 - View PDF versions of sales forms

**ONLINE
SALES:**

Getting Started with MyPRPopcorn is Quick and Easy!

My PR Popcorn is a secure, online platform that helps Scouts and their parents sell more popcorn by easily promoting their sale to family and friends online using your own custom profiles. Scout profiles can be setup and managed using your Android device, iPhone or web browser.

With the My PR Popcorn app, simply select "Share Profile" at the top of the My Profile page to share it using any email or social media account set up on your phone. When customers visit a Scout's profile, they can select the "Support Me Now" button on your profile page that will take them to the online Pecatonica River store.

Want to get started?

1

2

3

1. Download the My PR Popcorn app on the Apple App store or Google Play store.
2. Create your Scouts Profile being sure to use Seller ID **ABZYPM**.
3. Share with family and friends.

Want to reach those not on Social Media?

1

2

3

1. Copy the content in the box below.
2. Paste the copied content into an email message (including the shop now button).
3. Add a custom message and sign your name.

Please support me and Scouting by ordering some of our finest flavor combinations. Pecatonica River Popcorn allows you to choose from popcorn, pretzels, candy, trail mix or coffee all with FREE shipping. You may also choose to send a taste of home to our U.S. Military men and women by purchasing a Popcorn Military Donation. These donations are available in denominations from \$10-\$100 and ship direct from Pecatonica River Popcorn to men and women in the U.S. Military.

60% of your purchase goes back to my Unit and Council to help instill the very values that have made Scouting a time-honored tradition for over 100 years.

Thank you for your support,

Bill Jim
Sample - Seller ID: **ABZYPM**

SHOP NOW

Scout Promo Video

Promo video available to show at your Unit Kickoff Meeting to get Scouts excited to sell! Includes a sample social media sales presentation for your Scouts to recreate!

NEW: Message Board

Features include:

- Available to all users, including unit, district, council, and Pecatonica River Popcorn staff.
- Any user can create a post or reply to existing discussions.
- Accessible from the **bottom-right corner** of every Scout Boss dashboard.
- Users must log in to Scout Boss to view messages. Email notifications are not sent when new posts are made.
- The Pecatonica River Popcorn team reviews the Message Board each morning and will respond when appropriate or notify the council if an issue requires attention.

Site Sale Opportunities

Councils can now create and manage site sale opportunities directly within Scout Boss, eliminating the need for third-party sign-up tools.

How it works:

- Councils create locations and shifts by navigating to **Reports → Site Sale Opportunities** in Scout Boss.
- Unit Kernels can view available opportunities within the Kernel Tracker app and sign their unit up for open shifts.
- Councils can monitor registrations through the **Site Sale Opportunities** report in Scout Boss.

Location	Date	Shift	From	To	Remove
Grocery Outlet	October 04, 2025	1	09:00 AM	03:00 PM	×
Grocery Outlet	September 13, 2025	1	09:00 AM	03:00 PM	×
Grocery Outlet	September 20, 2025	1	09:00 AM	03:00 PM	×
Grocery Outlet	September 27, 2025	1	09:00 AM	03:00 PM	×

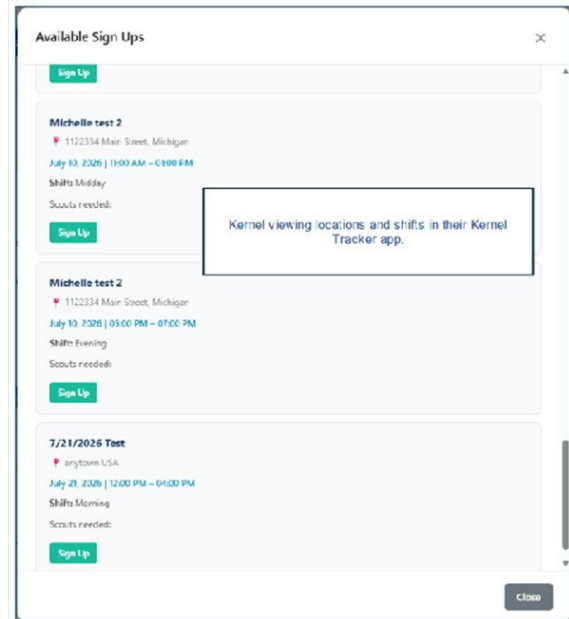
Kernel Tracker

Location Management

Kernel Tracker now integrates directly with the Site Sale Opportunities created in Scout Boss.

Unit Kernels can:

- View council-created site sale opportunities by selecting **View Sign Ups**.
- Register their unit for available shifts by clicking **Sign Up**.

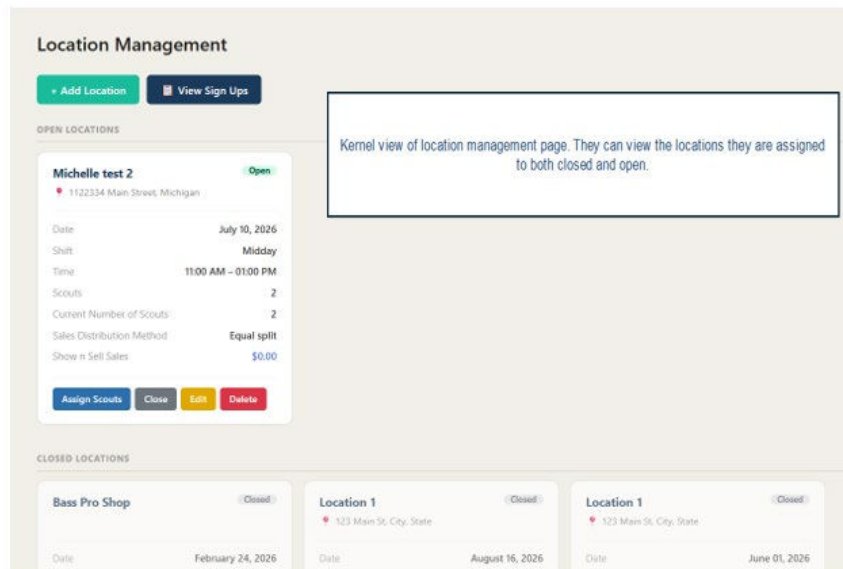


Sale Distribution Method

Units now have greater flexibility in how site sale proceeds are allocated to Scouts.

Unit Kernels can choose to:

- Distribute sales equally among participating Scouts, or
- Allocate sales based on the number of hours each Scout worked.



ENHANCEMENTS

Improved Scout Sales Entry

Entering Scout sales is now faster and more efficient.

Enhancements include:

- Keyboard tab navigation between cells.
- Quicker entry of sales by Scout and order type.

Scout									
Order Type	Scout	Name	Goal	Total	Friendly Bundle	2# Yellow Popping Corn - AB	Caramel - TV Bucket	Trail Mix - FT	15 Pack Butter
Show N Sell Sales			\$1,500.00	\$825.00	\$0.00	\$280.00	\$70.00	\$220.00	\$40.00
	L7F4SV	brian a	\$0.00	\$0.00	0	0	0	0	0
	UHBSUG	Brittany Gevelinger	\$0.00	\$485.00	0	17	2	2	2
	NR6P9I	John Doe	\$1,500.00	\$100.00	0	10	0	0	0
	4Y3PI3	John Scout	\$0.00	\$0.00	0	0	0	0	0
	HVEMVK	Kelli Elliott	\$0.00	\$240.00	0	1	5	9	0
	YCT0AZ	Robert Garx	\$0.00	\$0.00	0	0	0	0	0
Take Order Sales			\$1,500.00	\$290.00	\$0.00	\$160.00	\$80.00	\$0.00	\$0.00
	L7F4SV	brian a	\$0.00	\$0.00	0	0	0	0	0

My PR Popcorn

Online Sales Thank You Feature

Families can now thank customers who supported them through online purchases directly from the **Online Sales Report** within the My PR Popcorn app.

This makes it easy for Scouts to express their appreciation while strengthening customer relationships for future sales.

Scout Promo

- Promo video your Unit get Scouts Includes a sales Scouts to

Online Sales Report					
Sales Season		Fall 2025	Filter	Reset	
Order ID ▲	Customer	Order Date	State	Total Value of Order	
7985134	John Epps	2/23/2026	WI	\$70.00	Thank You
Grand Total				\$70.00	
Records 1-1 of 1					

Video

available to show at Kickoff Meeting to excited to sell! sample social media presentation for your recreate!

HOW TO ORDER INSTRUCTIONS

Helpful Tips for SAFE Payment Transactions:

- Where to get a card reader



Small credit card reader, big possibilities! Take-in-person card payments anywhere with Square.

Accept credit cards anywhere! Square readers works with the free Square Point of Sale app to allow everyone to take payments on their smartphone or tablet. Increase your popcorn sales with the latest technology.



- ✓ Fast setup
- ✓ Next day funding
- ✓ Free card reader & app

- ✓ Load your inventory and track sales
- ✓ Live customer service support
- ✓ No commitments

Signing up is simple!

Just head to squareup.com/PRPOPCORNS to sign up for Square for FREE.



Increase popcorn sales anytime, anywhere!



Fast setup, no commitments

Sign up for Square and they'll drop your free Square Reader in the mail – no commitments or long-term contracts.



Serious security

Credit card information is encrypted at the moment of swipe. Square doesn't store card data on your device after a payment has been processed.



Clear pricing, fast transfers

Pay 2.6% + \$0.10 per swipe for Visa, Mastercard, Discover, and American Express. Get your money as fast as the next business day.



No signal, no problem

Swipe payments without a connection in Offline Mode and pay the usual 2.6% + \$0.10 per swipe when your device regains connection.



Works with iOS and Android

With two versions of Square Reader for magstripe – one for a headset jack, the other a Lightning connector – you're covered.



Run your popcorn sale anywhere

Square Point of Sale is a free, easy-to-use app that gives you everything you need to manage your popcorn sale.

You must go to squareup.com/PRPOPCORNS to receive free processing on up to \$1,000 in credit card transactions for the first 180 days.

Website Order Instructions

- Go to the council website pacbsa.org

The screenshot shows the website's navigation bar with links: Join, Support, Event Flyers, Calendar, Camping, More, and a search icon. Below the navigation bar, there are two main fundraising sections. The first section is for 'Kringle', featuring an image of a kringle and text describing it as a popular Scout treat. The second section is for 'Coffee', featuring an image of a box of Berres Brothers Coffee and text describing it as a tasty way to support local Scout Troops. Both sections have a 'DOWNLOAD FORM' button and a 'PLACE ORDER' button. A yellow arrow points from the 'Support' link in the navigation bar to the 'Fall Product Sale' option in the 'Coffee' section. Another yellow arrow points from the 'PLACE ORDER' button in the 'Coffee' section to the 'PLACE ORDER' button in the 'Kringle' section.

How to Place a Group Wreath Order: For the PAC Wreath Fundraiser

- To register your group, visit <https://pacwreathsale.com/> and click on "Request New Account." Complete the form, and an admin will approve your account.
- If your group already has a registered account, the existing login information will still work for this year's wreath sale.
- To **reserve your pickup date and time**, visit <https://pacwreathsale.com/>. Log in, select "Place a group order," order one item, and click "Add to Cart," then "Proceed to Save Order." On the checkout screen, confirm your details and select your preferred pickup date and time. Click "Place Order," and you'll receive an emailed copy of your invoice.
- To **place your final order**, log in to the website. If you've already placed an initial order, your invoice number will appear. Click "Edit" to update and complete the order form, then click "Save" when finished. If you haven't placed an order yet, select "Place a group order," fill out the form, click "Add to Cart," and then "Proceed to Save Order." On the checkout screen, confirm your details, select your pickup date and time, and click "Place Order." An emailed copy of your invoice will be sent to you.
- If you are **using a Rally Up online sales site**, you'll need to combine your Rally Up sales with your door-to-door sales. Enter the total quantities for each product on <https://pacwreathsale.com/> following the instructions above. Rally Up will email you a spreadsheet of your final order within two days of your sale end date. Simply add these totals to the sales from your members' paper order forms.
- Your order status will remain **On Hold** until November 1st. This allows you to make any additions/edits needed after sales are due.



COFFEE, POPCORN KRINGLE & WREATHS SALE

Seller 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 products 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 products 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!



The 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 or Emma 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.
- Create a fun video to sell via social media, a fun and safe way to sell.
- 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 the 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 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!

SCOUT SELLING TIPS AND RESOURCES

For those participating in the show and sell popcorn (this is where you preorder your popcorn, then sign-up to sell at local stores, churches, fairs and restaurants). There will once again be a coordinated effort for Pick n' Save this year.

Please sign up for 2-3 slots, once all units get a chance to sign up, we will open it up for additional spots.

Pick'n Save[®]

metro[®]
market

 piggly wiggly[®]

SCOUT BSA POPCORN BOOTH SIGN-UP

Scouts & Scout Parents, please be respectful of others when using this registration. We ask that you only sign-up for stores located within your council and up to 3 total slots per Troop(a maximum of 1 slot per day). Please remember to wear your uniforms, act professionally and clean up after yourselves including removing all trash. Thank you and best wishes for a successful season.

Other options for your Unit to consider. Please contact Wal-Mart, banks, Cabela's, churches, schools, farmers markets, Woodman's, etc.

Helpful Loading Tips

Before you pick up your popcorn, check how many cases your vehicle can hold—whether you're driving a sedan, SUV, or loading up a trailer.



Sedan
(Standard 4-Door)
CAPACITY: UP TO 25 CASES



SUV
(e.g., Explorer, Blazer)
CAPACITY: UP TO 40 CASES



Mini Van
(with no seats)
CAPACITY: UP TO 60 CASES



Suburban
(with no Seats)
CAPACITY: UP TO 75 CASES



Truck Box
(topper or tarp recommended)
CAPACITY: UP TO 25–50 CASES



Enclosed Trailer
CAPACITY: LARGER THAN 75 CASES

FEAR THE DEER

The Milwaukee Bucks Support Scouting with Bucks Ticket Vouchers!



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 2026-2027! Fill ½ sheet (get ½ off of a ticket)!

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

Please fill out form for entire unit and return to Council Office or email connie.jadowski@scouting.org by October 13th.

Pack #: _____ Troop #: _____

Product Sale Coordinator Name: _____

Email Address: _____ Phone: _____

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

Number of youth earning the Bucks ½ sheet challenge: _____

Any Scout who makes an online sale earns one entry into the drawing—each sale equals one entry!

Entries are reset each week.

Prizes:

- Week 1: Movie experience
- Week 2: Inflatable kayak
- Week 3: LEGO set



Please provide the spreadsheet on page 18 with your unit's complete prize order.

Requests are due on **October 13th** and can be emailed to connie.jadowski@scouting.org or brought to the office or the warehouse for show and sell product return.

PAYMENT AND 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 postdated 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.
- Don't forget to order patches and bonus prizes for your unit.
 - The council will provide Bucks tickets.

RETURN POLICY

Returning Product:

- Undamaged products (other than chocolate) that were checked out for Show and Sell purposes can be returned on or before reconciliation day in its **ORIGINAL BOXES**.
 - This way it can be reassigned as an inventory for use to fill the council's Take Order Sale needs.
- Before reconciliation day, products may be returned or exchanged any Thursday (between 2:00PM and 4:15PM).
- After reconciliation day, the council will not accept returned products.
- The unit will be billed for this product.
- **NO CHOCOLATE products can be returned (Includes: Mountain Munch, Peanut Butter Cup, Milk Chocolate Pretzels and Chocolate Lovers tins)**
 - This is to guarantee all products are 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 9:00AM – 8:00PM



Fall Product Sale Combined Prize Order Form

Fill the sheet Bucks Tickets

Unit # (Please specify if a Pack or a Troop): _____

Contact Person: _____

Number of Bucks Ticket Vouchers Needed (1 per order sheet filled): _____

Top 5 Sellers in your Unit

SCOUT NAME	AMOUNT
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$