



**2022**

# **END OF SALE GUIDE**

*Updated 10-24*

## **PLEASE READ THE ENTIRE PACKET**

Your unit is responsible for knowledge of the information included in this publication.

### Important Dates:

<b>Sunday Nov 6</b>	<b>Final returns. See return guide for details.</b>
<b>Sunday Nov 6 at midnight</b>	<b>Take Orders due via <a href="https://scouting.trails-end.com/">https://scouting.trails-end.com/</a></b>
<b>Nov 18</b>	<b>Take Order Distribution. Various locations. See inside of packet for your District's location/time</b>
<b>Nov 20</b>	<b>Adventure Packets due online</b>
<b>Dec 15</b>	<b>Final payment due to Northern Star Council</b>

# End of Sale

Use this checklist to close out your Unit's Popcorn Sale.

*S&D in the notes section denotes that item only pertains to Show & Deliver Units.*

TASK	By Date	Where	Notes
Invoice Corrections	Nov 18	Online <a href="http://www.trails-end.com">www.trails-end.com</a> Then email bwhitaker@northernstar.org	S&D Only
Product Return	Nov 6	Various locations	S&D Only See Locations on Website or Return Guide
Take Order Product	Nov 6	Online <a href="http://scouting.trails-end.com/">http://scouting.trails-end.com/</a>	Order in Cases and/or containers
Order Hometown Heroes/Heroes & Helpers	Nov 6	Online <a href="http://scouting.trails-end.com/">http://scouting.trails-end.com/</a>	The online system will say Heroes and Helpers. That is our Hometown Heroes Program. You MUST order these via the site. See this packet for more details.
Bonus Prize Ordering <ul style="list-style-type: none"> <li>• Patches</li> <li>• Fishing Hats \$800</li> <li>• Towel or Slushie Cup \$1100</li> </ul>	Nov 10	Online <a href="http://www.buyscoutpopcorn.com">www.buyscoutpopcorn.com</a> Click on the BONUS PRIZE ORDER TAB	Please fill out the survey with the quantities for your unit needs. Pick up will be at Take order Distribution sites on Nov 18.
Pick up Take Order Product, Patches and Bonus Prizes	Nov 18	Various Locations	See this guide for details
Adventure Prize Order	Nov 20	Online <a href="http://www.buyscoutpopcorn.com">www.buyscoutpopcorn.com</a>	All \$1800+ sellers will be emailed via the TE App

# **Invoice Corrections—deadline Nov 18**

## **\*\*Show and Deliver Units Only**

Make sure that all of your Add on, return and transfers are correctly entered before Nov 19. This allows for each unit to make sure their total popcorn checked out is correct, and all of the changes are correct on the unit's account.

1. Log into Trails End at <http://scouting.trails-end.com/>
2. Click on Acct. Summary (on the left hand side of the screen. Then look at Invoice Statement (Blue Button). Compare these numbers with your carbon sheets and transfers to or from other units. If all looks good, no contact with the office is needed.
3. Make sure your Commission rates look correct. 32% for base, 3% for watching the Training video by Oct 8, and if you are a Troop/Crew and took the cash option, the 4%. Online will always be 35% no matter what.
4. If you have a discrepancy or additional orders you need to place after the deadline, please report it to Becki at [bwhitaker@northernstar.org](mailto:bwhitaker@northernstar.org) 612-261-2403 before Nov 18 at 12pm.

# **Ordering Product—deadline Nov 6 at midnight**

Below is a list of steps a Unit Popcorn Chair should take to ensure quick and stress free product ordering.

1. **Communicate out a DEADLINE to your Scout families for getting all Scout orders to you.** Inform them that their product will be delivered LATE or be unavailable if they do not get orders into you by the deadline set. Simply ask them “What do you still need to fulfill all of your orders?”
  - a. Note: Base your deadline on **Take Orders being due to Council by Sunday Nov 6 at 11:59pm.** Work backwards from when you have time to enter in the order.
2. **Gather all of your Scouts' orders and compile a list of product you need to order.** Compile that list in number of **CONTAINERS** you need to order. This will be useful later in the process. Make sure to check your UNDELIVERED report in the leader portal.
  - a. If you sold Show and Deliver, fill these orders with any product you have left before you return product or order more. Download the UNDELIVERED ITEMS BY SCOUT report in the Trails End Leader portal that allows you to see what product is undelivered and make sure to order that.
3. **Order product needed at the website**
  - a. Go to <http://scouting.trails-end.com/> and then log into the Trails End System.
    - i. What if I don't have a username and password?  
Check with Becki at [bwhitaker@northernstar.org](mailto:bwhitaker@northernstar.org). Make sure to include your district and your unit type and number. (*Example-District O, Pack 9123*)
  - b. Click on ORDER POPCORN button at the top of the screen.
  - c. Click on FINAL ORDER in the Choose Delivery Drop Box
  - d. You can order singles and cases. The easiest way to do this is to enter the total amount of singles you need in the CONT area and TAB over, it will auto calculate how many cases and singles you need. *Note: CS=cases of product, CT equals containers of product*
  - e. Hit **SUBMIT** order. The order is not complete until this step is done.

## **FAQs for Product Ordering**

**Q:** I've ordered my Take Order and a Scout brought me an order form late, what can I do?

**A:** Call Becki at the office at 612-261-2403 or email popcorn@northernstar.org and she can enter in a late order if it is before we place the large order to Trails End.

**Q:** How many are in each case?

**A:** It varies by product. If you look at the small numbers under the product's logo, it will tell you. For example. 12:1 under the Salted Caramel (Anchor), means there are 12 containers in 1 case.

**Q:** What does CT mean on the order screen?

**A:** CT means containers, aka single bags/tins of product. Note that Kettle/White Cheddar Gift Boxes are 1 container to 1 case.

**Q:** I am returning excess product to the Show and Deliver product returns; can I get more product there that I need? Should I wait to place a take order?

**A:** Yes to both. You can pick it up if we have it in stock. You only would need to order product you did not receive. **Do NOT place an online order for anything you pick up at the return site.** We do that in house based on the paperwork you fill out there.

**Q:** All I have to order are Heroes and Helpers (Hometown Heroes), how to I do that?

**A:** Order them via the Take Order like any product. You do not need to pick anything up for them. Please note they are titled American Heroes in the system, and our Council calls them Hometown Heroes. See the FAQ section about Hometown Heroes later in this document.

## **TIPS ON MAKING SURE YOU ORDER EVERYTHING YOU NEED**

### **Download the Scout report**



Check that everyone's Retail Inventory is 0 and Undelivered is 0

\* 0 Inventory + Undelivered means that the Scout needs inventory

\* Positive inventory + Undelivered means that the scout has inventory that needs to be delivered

\* Negative inventory means 2 possible things:

1) The scout sold Hometown Heroes, and needs inventory transferred to them.

2) The scout marked something as delivered, when they shouldn't have. They need inventory, but it does NOT show up on the Undelivered Report.

# **Picking up Product & Prizes**

Check the schedule below to see when/where your District's Take Order Pick up Site is. Make sure someone from your Unit picks up your Take order during your District's time.

## **FAQs for Product Ordering**

**Q:** Can I pick up more products at the site if I have a late order?

**A:** No. The product at the sites is calculated down to the single bag, so no extra will be available for pick up. Any late orders will need to go through the Council offices for pick up.

**Q:** Do I, the popcorn chair, have to be the one to pick up?

**A:** No, anyone you designate to pick up the product can do it.

## **PICK UP LOCATIONS WILL BE EMAILED OUT ON 10-31.**

All Pick ups will be Friday Nov. 18. Times will vary in the afternoon, depending on site. But plan on the same location you picked up Show and Deliver for your district in September.

# **Ordering Prizes**

## **Steps for placing your Trail's End Rewards (AMAZON GIFT CARDS) order:**

1. Scouts **MUST** have a registered Trail's End account to qualify for Trail's End Rewards.
  - Make sure you have submitted all Heroes and Helpers Donations to your council.
  - The total of all Scout sales cannot exceed the total value of popcorn ordered from your council plus online sales.
2. Click "Rewards" on the menu on the left side of your leader dashboard.
3. Once all Scout sales totals are correct, click the "Submit Scout Rewards" button.
4. **If your unit invoice is not paid in full with your council, your unit Rewards order will remain in pending payment status until paid in full.**
5. Scouts' Amazon.com Gift Cards will be released for redemption in their Trail's End Scout account 5 days after submission, unless your unit invoice is not paid in full and if your order requires additional review.
6. You may recall your Rewards submission within the 5 day window to make changes; however, resubmitting restarts the 5 day approval process.
7. All gift card amounts are final once released.
8. Scouts can continue to reach additional Rewards levels after the first submission if sales qualify them for the next level. If this happens, you will need to submit an additional order for these Scouts.
  - Once a Rewards Order is submitted, only sales occurring after the order submission date can be adjusted.

# **BONUS PRIZES**

**Q:** How do the bonus prizes work?

**A:** Northern Star provides the bonus prizes as extra incentives for our Scouts. Bonus Prizes are cumulative, meaning Scouts earn each one as they pass that sales level. If two Scouts are using the same Trail's End account, they can only earn ONE prize at that level.

**Q:** Who is eligible for the Bonus Prizes?

**A:** Any Scout who sells and reaches the bonus prize level(s), including Troops/Crews that took the cash option

**Q:** What is the Unit Popcorn Chair's responsibility for Bonus Prizes?

**A:** Making sure the app is up to date with Scout sales by Nov 10, 2022.

**Q:** How do I get the bonus prizes?

**A:** At the Take Order sites Nov 18. Fill out the survey at [www.buyscoutpopcorn.com](http://www.buyscoutpopcorn.com) under the BONUS PRIZE ORDER Tab by Nov 10 to ensure your prizes will be at the pick up site.

**Q:** But what if I don't have any product to pick up?

**A:** It's ok, your bonus prizes will be at the district's assigned pick up site.

**Q:** What if I don't pick them up?

**A:** Then they will be available at Base Camp starting Nov 22 to pick up until Dec 15.

### **ADVENTURE PRIZE FAQs**

**Q:** Does the Unit Chair order the individual Adventure Prizes?

**A:** No. The Parent needs to enter in the Adventure prize choices for their \$1800+ selling Scouts by Nov 20. Northern Star will be sending emails to the Scouts that sold \$1800 or more via the Trail's End app.

**Q:** What happens after a parent submits their Scout's adventure prize choices and email address?

**A:** The Council will contact the Scouts and confirm and send final information for the adventures.

## **HOMETOWN HEROES/HEROES AND HELPERS**

Last year, over \$100,000 in popcorn and snacks were purchased to support our local hometown heroes. This program has grown each of the last three years. Customers choose to purchase Hometown Heroes/Heroes and Helpers and it is presented to local Heroes of the Scout Unit's choosing.

**Q: Is it tax deductible?**

**A:** Yes, it is 100% tax deductible.

**Q: How do we order it?**

**A:** You order it via the Take Order on the Trail's End website. All Hometown Heroes/Heroes and Helpers orders need to be placed. On the Trail's End site, it will come up as Heroes and Helpers.

**Q: Can we distribute ours locally, how does that work?**

**A:** Yes. After the sale, your unit will get an email from Bill A-H with the amount of Heroes and Helpers/Hometown Heroes that your unit ordered, and the unit can choose to pick up product from the take order site, or the unit can choose to have Northern Star Council distribute it. Deadline to respond is Nov 13.

**Q: Can we use our leftover product to fulfill our Hometown Heroes we sold?**

**A: No.** We need that product to fill Take Orders in a timely fashion for the hundreds of Scouting units that need it. You cannot trade out leftover product for Hometown Heroes credits. We use the overage of product to fill Hometown Heroes to help the Council with product that is over returned. Our entire show and deliver and return processes are designed around this. If units start to fill their own HH, we not only don't know how much in HH we officially sold, but we then have to start lowering the return percentage and potentially changing costs/commissions. Please help us keep things the way they are and order Hometown Heroes as normal and do NOT fill them yourself. We appreciate your understanding.

# **Payments---due Dec 15**

- Payments are due to the Council Office by Thursday December 15, 2022.
- One check, made out to Northern Star Council.
- **WE DO NOT EMAIL OUT INVOICES. You must download your own via the Leader portal**
- Invoices can be downloaded at the Trail's End Website. Click on Acct Summary and then INVOICE Statement.
- Make sure all of your Scouts have collected ALL of their money and turned it in to you. If someone pays with a credit card it will affect your balance.
- Double check there are no payments pending under Open Balances
- Units keep their commission up front, only paying what is due.
- Payments can be dropped off at:  

Northern Star Scouting  
6202 Bloomington Road  
Fort Snelling, MN 55111
- They can also be mailed to the Office address above.
- Please put "Popcorn" and the Unit Type and Number in the Memo line of the check if not paying with a Unit check.

## **I Have other questions? What do I do?**

Contact us. We are here to help!

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612-261-2405  
[Billa-h@northernstar.org](mailto:Billa-h@northernstar.org)

Becki Whitaker  
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# End of sale Checklist

<u>To Do</u>	<u>By When</u>	<u>Where</u>	<u>COMPLETE</u>
Product Return (Show and Deliver units only)	<b><u>Sunday Nov 6</u></b>	Various locations, see return guide at <a href="http://www.buyscoutpopcorn.com">www.buyscoutpopcorn.com</a>	
Take Order Product	<b><u>Sun. Nov 6 MIDNIGHT</u></b>	Leader Portal at <a href="https://scouting.trails-end.com/">https://scouting.trails-end.com/</a>	
Order Hometown Heroes/Heroes and Helpers (with your take order)	<b><u>Sun. Nov 6 MIDNIGHT</u></b>	Leader Portal at <a href="https://scouting.trails-end.com/">https://scouting.trails-end.com/</a>	
Bonus Prize Order <ul style="list-style-type: none"> <li>• Patches</li> <li>• Fishing Hats</li> <li>• Towel or Slushie Cup</li> </ul>	<b><u>Thurs. Nov 10 MIDNIGHT</u></b>	<a href="http://www.buyscoutpopcorn.com">www.buyscoutpopcorn.com</a> click on BONUS PRIZE ORDER	
Hometown Heroes Unit vs Council distribute	<b><u>Sun. Nov 13 MIDNIGHT</u></b>	Reply to the email Bill sends out on Nov 9.	
Report any Invoice corrections (if needed).	<b><u>Nov 18</u></b>	Report to Becki or Bill to request a Unit Audit if needed.	
Pick up Take Order Product, Patches and Bonus Prizes	<b><u>Nov 18</u></b>	Various Locations for Take Order Distribution Sites. See this guide for details	