

2023 POPCORM LEADER GUIDE

Sale Calendar

See Pages 13-15 for calendar templates to help you plan your sale

2023 Popcorn Calendar

Pre-Sale Prep

Aug. 1-31 Set Unit & Scout Goals. Set Popcorn Kickoff Date for Sept.

Aug. 1-31 Set up Store Front Sale Locations and Blitz Days

Thurs. Aug. 24 Home Delivery Info due 12:00 p.m.

Thurs. Aug. 24 Show & Deliver Order Due at Trails-End.com 11:59 p.m.

Sept. 14-15 District Show and Deliver Pick Up Varies by Area

Sept. 10-21 Home Deliveries Dropped off Varies

Sat. Sept. 9 Road Rally- Council Kickoff—Base Camp 9:00 am.—1:00 p.m.

During the Sale

Fri. Sept. 22 SALE STARTS! 5:00 p.m.

Sun. Oct. 8/Mon. Oct. 9 Early Returns 4:00 p.m.-7:00 p.m.

Sun. Oct. 30 SALE ENDS! 11:59 p.m.

After Sale Wrap Up

Sun. Nov. 5 Final Returns

Sun. Nov. 5 Take Orders Due MIDNIGHT

Nov. 17 Take Order Distribution Varies by area
Nov. 11-17 Take Order Home Deliveries Dropped Off Varies by area

Wed. Dec. 15 Payments Due Tues. Dec. 15

Who are you?

To help you (and Northern Star Scouting) keep track of your sale, you need to know who you are.

Council: Northern Star Council

District (Area within the Council, Alpha Letter)

Unit Type (Pack, Troop, Crew, Post, Ship)

Unit Number (4-Digit Number)

Knowing these four things will help keep things accurate with data entry and app usage. Please includes these four things on all official paperwork or emails to Bill to make things go quicker. If you are not sure of any of that information, email popcorn@northernstar.org.

Trail's End App

Key Benefits

- Free Credit Card Processing Paid by Trail's End
- Real-time tracking and reporting of sales, inventory and storefront registrations
- Families can turn in cash payments via credit card
- System-calculated Scout sales for easy Trail's End Rewards ordering
- Take Online Direct orders in the app as way to fundraise while social distancing
- Advancements that can be earned are now in the app!

Proven Results

- •Used by over 14,500 units & 160,000 Scouts—95% of NSC Scouts use the app
- •Credit Card transactions averaged 29% higher than cash



App Improvements

- Faster, more intuitive Scout registration
- Faster checkout (from 9 to 4 clicks)
- List, grid and product detail views
- Record online orders directly in app
- Sharable online cart so customer can enter shipping address and complete payment – great for social distancing!
- •New undelivered logic for Wagon Sales so Scouts enter them correctly.
- •Credit payment option for parents to pay cash owed to unit
- •Improved Trail's End Rewards focused on reaching level/goal

Custom QR Code



TOTAL SALES SO

Auto Share

Enables Scouts to share their fundraising page

- Share with contacts in mobile device
- Share with prior Customers
- One-time or several Autoshare options

Step 1-Pick a Campaign—Top Seller, Seasonal Seller, Quick or One Time Share

Step 2—Select Contacts and Customers. You can select all or one by one.

Step 3—Review your selection and hit submit

Notes about AutoShare:

- -If a customer clicks on the AutoShare link you send them, AutoShare with stop until you AutoShare with them again.
- -Contacts import—Quick way is to allow TE to access the contacts on the phone. You can 3 also manually enter them. TE will not access contacts without permission.



LEADER PORTAL—Now mobile friendly!



Leader Dashboard

The leader portal is your key to keeping track of your sale.

Log into

https://scouting.trails-end.com/to access your dashboard.

NOTE: Leader portal sign in is DIFFERENT than your Scout selling app sign in.

- Invite Scouts to your Unit
- Manage Inventory
- Schedule Storefronts
- Set Goals
- And More!!!

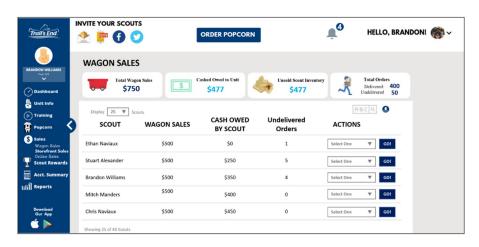
Types of Sales

Wagon Sales

(Formally Show and Deliver Sale)

Orders due Thursday, Aug. 24

Wagon Sales provide units the opportunity to order popcorn before the start of the sale. This is an optional part of the sale, but is a proven method to boost sales! Scouts will have product available to deliver at the point of sale and will not need to return at a later date to deliver product or collect money. As part of this method, consider



store-front sales. No upfront payment from the unit is required. See the <u>Return Requirements</u> on Page 9 for information on returning product during and after the sale. Keep track of what each Scout has at any time with the new Trail's End App. Assign and change individual Scout's inventory within the leader portal.

Take order Sale orders due Sunday, Nov. 5 at Midnight

Units will be able to order popcorn products based on the orders received from individual Scout "Take Order" forms, without having the product in hand. The "Take Order" sale has been used very effectively and will continue to represent at least part of your unit's total sale.



Online Direct

Nationally, online continues to grow.

BENEFITS FOR UNITS

- •No risk of excess inventory •No cash collection
- No extra work ◆No handling product

BENEFITS FOR SCOUTS

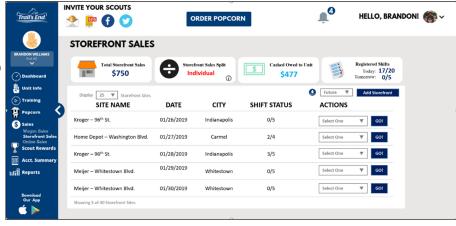
- Average online sale \$73 vs. \$22 face-to-face
- More product variety
- Sales count toward Trail's End Rewards
- 35% Commission on all sales

Storefront Sales

Set up storefronts using the Trail's End Leader portal. Scouts can see what shifts are available and claim them via their app account. Make changes, send messages and more through the portal.

Before the Sale Date

- Visit or call locations early!
- Talk with the store manager, and possibly the weekend manager.
- If the store requires proof of insurance, or non-profit, please contact popcorn@northernstar.org.



- When reserving your day, ask the business where you can set up, or if there are any restrictions, etc.
- Double check with the business the day before. Conflicts have been known to happen.
- Option 1-Schedule two youth and two parents for two hours. It keeps the chaos factor very low.
- Option 2-Schedule one youth and parent.
- Confirm with the parent(s) of the youth who are scheduled three days out.

During and After the Sale Date

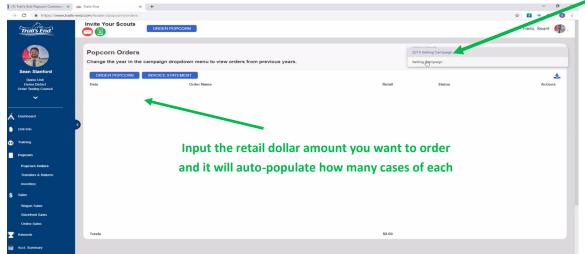
- Wear Masks if required. Check with the store on their policy.
- Have Scouts in uniform and stand behind of the table.
- Do not put prices on product or table.
- Never have the Scouts ask customers if they want to buy popcorn. Have them ask things like: "Would you like to support me going to camp? Can I count on you to support my Scouting adventure?"
- Have the products neatly displayed. Do NOT put prices out. It discourages higher purchases.
- Make sure to thank the store manager. Consider buying a bag and giving it to the store manager along with a thank-you note signed by the Scouts.



Placing an order

Sign in to your **Popcorn System** account (login information provided by Northern Star).

You can see last year's total sale (if any) for your unit, by changing the campaign dropdown menu to 2019, 2020, 2021, 2022



What can Units order for an initial order?

Up to 90% of what you sold in 2022. If you did not sell Show and Deliver in 2022, talk to a Popcorn Committee member.

Need more product during the sale?

Warehouse & Snack Semi

- During the sale reorders will be done via a DIFFERENT online order system at www.buyscoutpopcorn.com.
- Do NOT order additional product during the sale through the Trail's End site.
- This year we will have one central Warehouse and the Snack Semi.
- **WAREHOUSES:** The warehouse schedule will be handed out at Distribution Sites/Home Deliveries, emailed to chairs, and on www.buyscoutpopcorn.com.
- **SNACK SEMI:** A truck that will drive around the council area on a defined schedule, similar to the Amazon treasure truck. Full details and a schedule will be emailed out to chairs in September.
- Some product limits will be enforced if the team deems it necessary.
- Reminder—Reordering of product will not be available for the first six days of the sale.
- Add-on orders will be updated to your Unit after you pick up within a few business days.
- You can go negative in your inventory when assigning new inventory to Scouts until things are updated.

Product transfers—unit to unit

Unit-to-Unit product transfers can be done via The Trail's End Leader Portal by allowing Units to transfer products from their popcorn orders to another unit within their council. **All transfers will be done using the Leader Portal.**

Units can click the Approve button, or the Reject button if the transfer quantities are incorrect. Once the receiving Unit has accepted the product transfer, adjustments will be automatically made to each Unit's popcorn invoice statement to reflect the product transfer.

Distribution

Sept. 14-15 for Wagon Sales. Nov. 17 for Take order.

District Pick up locations will be announced by Aug 15.

Pick your distribution location. Pick any of the distribution locations/dates/times that are available.

<u>Step 1:</u> When prompted via email at the end of August that details your Show and Deliver pick up location, if you need to change it, please follow the prompts in that email.

Step 2: Pick up your product at your chosen location. If you cannot be at the location, please find another parent to pick up the product. We cannot store product longer than our agreements with the warehouses. They let us use their space for free. Use the following estimates to know how many cars/volunteers you will need:

Car: 20 cases

SUV, Mini Van, Pick-up: 30-40 cases

Full Size Van: 50-60 cases

Step 3: Find a location that is large enough to separate orders by patrol, den, or by Scout.

Step 4: Assign each patrol, den, or Scout a popcorn pick-up time.

<u>Step5:</u> Have a receipt for each Scout to verify the amount of product they received as well as the date that the payment is due back to the unit.

Return Policies

- We will have **two** "Early Return Forgiveness" days mid sale. Units can return full cases of product if they over ordered. There are no percentage requirements for what you can return. Those days will be Oct. 8 and 9.
- Units can return up to 100% their initial order, in <u>FULL CASES</u> of product at early return days. No singles.
- Do **NOT** put stickers, tape or anything detailing pricing on product unless it comes off without a trace. Post-it notes are OK.

2023 Final Returns—Units will only be able to return up to 15% of their TOTAL Show and Deliver order after Oct 9.

- Single packages in good condition will be accepted at FINAL return sites only.
- On Final Return dates, each warehouse will have calculated amount units can return via spreadsheet. For any
 product over the 15% mark, the unit will keep and continue to sell. For example, if the unit is \$400 over in product
 they can return, they can choose to keep whatever \$400 in product they feel they can sell easiest. Staff advice
 available at the sites.
- Units can input what they are returning, but it will not be processed until it is confirmed with the paper form filled out at one of the return sites.
- Return dates for popcorn are scheduled below (subject to change, check www.buyscoutpocorn.com for changes).

Sunday, Nov. 5 Final Returns Locations

4 p.m.-7 p.m.

Sunday, Nov. 5 Snack Semi

9 p.m.-5 p.m.

Inventory Management Help

- Visit the popcorn trading page via www.buyscoutpopcorn.com. Transfer and trade with other units in Northern Star. Transfers are initiated by the Unit in the Leader Portal.
- Have over 15% to return? Keep selling! Have an additional storefront. The key is to ask for help **EARLY**. Most of the units that had leftover product were able to get rid of all of it before the end of the year because they let Northern Star know they had it. We get late orders, new units and many other Scouts where we need that product. The key is to let us know early in the sale so we can help!
- Communicate with your Scouts. Have them report back actual product still unsold and transfer it to Scouts who have waiting customers. Prior to picking up additional product make sure you know where your product is with your Scouts.
- Don't have your Scouts give their product out right away to easy sales (parents and immediate family). Use that at storefronts and door-to-door so you have popular items in stock for sales.
- For specific inventory control questions, contact Council Volunteer Mike Glass, listed on the back cover of this booklet.

Home Delivery \$15,000+ in sales in 2022 (Changed to \$15,000 for 2023)

- Show and Deliver Delivery Units that sold a total of \$15,000+ in 2022 total have earned Home Delivery in 2023.
- Must order at least \$7,000 or 35% of last year's sale (whichever is greater).
- Units will be contacted by the courier 2-4 days prior to their delivery date in Sept. to schedule drop off.
- Units that order \$15,000+ in take order will have it delivered in Nov.

Hometown Heroes (HH)

Last year, over \$95,000 in popcorn was delivered to local Police, Fire, EMS, Military and more in our communities!

Again this year we will offer product for units at the take order distribution centers to take for local HH deliveries.

DO's and DON'Ts about Hometown Heroes

- Do know that all HH sales count toward a Scout's sales totals, just like any other product. They earn the same commission percentage.
- Do tell customers that 100% of the HH sales will be donated to police, fire, EMS, military employees and families.
- Do choose to distribute your HH locally! Units can choose to pick up product equal to the amount they sell to give away to their local HH, or the unit can chose to have the Northern Star distribute it.
- Do put out a bucket/boot/etc. at your storefront to collect donations for HH popcorn.
- Do make sure to submit your HH order through the Trails End website for the TAKE ORDER order.
- Don't use donations for anything other than Hometown Heroes popcorn. National Scouting policy is that units are not allowed to ask for cash donations. All donations given while selling popcorn should go towards HH.
- Don't use your excess inventory to fill Hometown Heroes popcorn. Northern Star has this program; so it can use its excess inventory after returns to fill the HH need.
- Don't forget to take pictures of your Scouts interacting with your HH.
- Again this year, when using the Trails End App, Scouts have the ability to offer add-ons of \$1 and more Hometown Heroes sales to customers once they purchase any item.



Payments

- Payments are due to the Northern Star office on or before Dec. 15, 2023.
- Northern Star Scouting does front the cost of all product and does not ask its units to pay their invoice right away. You can pay earlier if you want. Please be prompt with your payment.
- <u>Bounced checks</u>: Northern Star Scouting will work with units if they receive a bounced check from a popcorn buyer. See bounced check policy on www.buyscoutpopcorn.com. <u>Form must be submitted by Jan. 31, 2024.</u>
- If you are having problems collecting funds from someone in your unit (after a reasonable number of attempts) please contact Northern Star Office: 612-261-2405.
- Please submit <u>1</u> check to the Northern Star via mail or drop off with your invoice. Please include your Unit # in the memo area.
- Checks can be mailed to: Northern Star Scouting, 6202 Bloomington Road, Fort Snelling MN, 55111.
- Payments not submitted by December 15 may be assessed a 4.25% late fee.

Scout Accounts

Some units allow youth to accrue portions of funds raised in an account under their name, rather than billing families that don't participate equally in the fundraiser. To prevent violation of IRS "private benefit" rules, the youth member should not earn more than 20% of the total gross from a fundraiser; the funds may only be used for Scouting purposes reflected within the scope of unit activities; and the criteria for how much "credit" they have earned should be based on Scout spirit and participation in all activities, rather than how much a Scout raised in the fundraiser. If a youth transfers to another unit, such funds can follow to the new unit, but must be transferred directly from one unit to another. Please check your unit's bylaws for how much gets transferred.

Commission Structure

Commission Type:	Commission Percentage:
ONLINE DIRECT*	35%
TRADITIONAL/WAGON/TAKE ORDER	32%
Training Bonus	3%
Cash Option (for Troops/Crews only)	4%

A note about the 4% Cash Option. With the new Trail's End Amazon Gift Card program, it makes sense for some units to NOT do the 4% cash option and do the Amazon prize program as the percentage back in Amazon cards is usually more than the 4%, especially if you have high sellers. Make sure to "do the math" to make sure you are getting the most back for your Scouts and unit. .

Trail's End Webinars—For Leaders

Register at: https://www.trails-end.com/webinars

- Registration site is open for training!
- New and existing unit kernels are encouraged to attend.
- First session launches on July 9

Unit Kick Off—try something fun!

Importance of the Kick Off —The Kick-off sets the tone for your popcorn sale. Motivated Scouts and, more importantly, motivated Parents are the key to a successful sale. Have fun! Give away prizes!

SAMPLE Agenda — Welcome and Introductions. Do a Popcorn Cheer or Skit. Have Leaders dress up!

Review Pack's/Troop's/Crew's/Ship's Planned Program

- a. Highlight last year's activities and what's planned for the new year.
- b. Ask SCOUTS what they want to do!
- c. Unit meetings and awards.

Pay for It All with Popcorn

- a. Importance of a Family/Scout Goal—Scouts with goals sell more!!
- b. Unit Goal: What can the Scouts do if they reach the goal? List all the activities your pack budgets!
- c. Unit Budget: Have a "Made Goal" budget, and a "Not Quite to Goal" budget to show the differences in the activities that the Scouts get to do.

What the Family Gets Out of Popcorn

- a. Free Activities!
- b. Free Camping!
- c. Free Registration!
- d. Goal should be tied to "Nothing Out of Parents' Pocket"

Divide Group into Parents and Scouts

ParentsScoutsWhy We Chose the Popcorn ProgramRole PlayingParent Packet or GuideSale FormsLessons Scouts Your Scout Will Learn & AdvancementsSafety & Selling TipsUnit Calendar and BudgetPrize Program

Sales Date, Order Forms and Money Collection

Recombine Group

a. Recognize Last Year's Top Selling Scouts. c. Extra Incentives.

b. Generate Enthusiasm. d. Give Away Some Prizes!

SECRET AGENT CAMP— Sept. 9

Secret Agent Camp is for all Scouts selling popcorn. Encourage all of your Scouts to attend!

Base Camp

Date/Time: Open house style on Saturday, Sept. 9, 9:00 a.m. - 1:00 p.m. Location: Base Camp—6202 Bloomington Road, Fort Snelling, MN 55111.

Stations: (subject to change)

Prize Extravaganza/Bonus Prizes/Adventures
Trail's End App Practice Your Pitch

Hometown Heroes Storefront Success

AND MORE!

All Scouts who preregister and attend receive a water bottle and can collect stickers during the event!

Emails with the sign-up information will be sent out early August to all registered Scouts in the Trails End app, as well as unit chairs. Emails will be sent to popcorn chairs to forward to parents and Scouts.

Prize Program

The 2023 Prize program is simpler and gives more to the Scouts!

• Trail's End Rewards — A new points system that allows Scouts to earn Amazon gift cards and pick what they want. Cards will be electronic and ordered with 1 click by the unit popcorn chair. Cash sales and Online are 1 point per dollar, Credit Card are 1.25 points per dollar. See below for Bonus Point opportunities. (Not for cash option units)

· Bonus Prizes — (All units eligible) Will be at Take Order pick up.

Sell 1 Item— Patch

\$850 Club — Northern Star Belt bag and waterproof playing cards

\$1250 —Holiday/Circle K road trip pack

\$1500—Vikings Family Day

\$1900+ — Adventures! Passes include iFly, Ninja Warrior, Nickelodeon Universe, Valleyfair, Brickbuilders 8.0, Curling with a gold medalist, Sustainable Safari and more!

\$2500—January 6, 2023 at Base Camp. Tickets/









When and How To Order Prizes

AMAZON GIFT CARD ORDERING

- •Log into the Leader Portal when all of your sales are accounted for an correct.
- Click on rewards.
- •Follow the prompts to order gift cards. It takes a few days for them to be released.
- Order by December 15.

Bonus Prize Ordering

- Look for the email sent by Northern Star on Oct
 29 with details on ordering your Patches, belt
 bags and cups.
- Pick up at the Take Order Pick up Site on Nov 17

What's New for 2023?

Here is a quick look at what is new for 2023. Check out the powerpoint or the sales guide for full details!

- Mystery House Contest. Sponsored by Papa Murphy's!
- Video Tips and Help for Scouts and Parents.
- Set a goal, get free chicken from Raising Cane's!
- NEW road trip prize pack, sponsored by Holiday/Circle K
- Earn Bonus achievement sticker badges throughout the sale
- Get the Popcorn Weather report every Thursday from Eagle Scout Ben Dery, KARE!! Weatherman



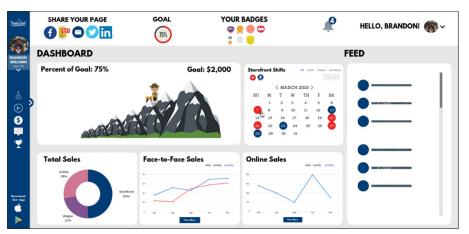








Scout Portal Make sure Scouts are registered in the right unit.



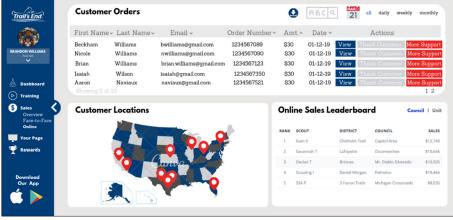
Scout Dashboard

Scouts can see their progress at a glance. Everything from online sales, storefront shifts scheduled and available, and progress towards goal.

Scout Sales

Shows Scouts how they are doing per day, and previous customers from the current year.



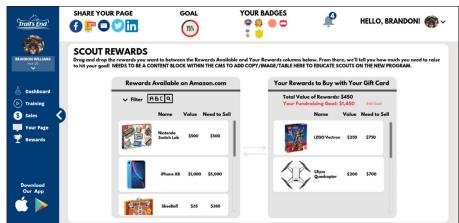


Scout Online Sales

The online screen shows them who has bought online popcorn from them, where on the map they are from and gives them the ability to send a electronic thank you.

Scout Rewards

Scout rewards page will show Scouts their progress towards the Trail's End Amazon gift cards. It will NOT show them bonus prizes or Adventure prizes from Northern Star Scouting. It only calculates the Points for the Amazon cards.



August/September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
20	21	22	23	24 Show & Deliver Orders Due Home Delivery Information Due to Northern Star	25	26			
27	28	29	30	31	1	2			
3	4 Labor Day	5	6	7	8	9 Council Kick off Road Rally @ Base Camp 9am-1pm			
10	11	12		14 Show & Deliver Distri for specific date/ti Home Deliveries		16			
17	18	19	20	21	22	23			
	Home	<u>Deliveries</u>			Sale Starts @ 5 p.m.				
24	25	26	27	28	29	30			
	Have Scouts sell door to door in their neighborhoods Poncorn Success List								

Popcorn Success List

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 _ Hold y	our l	Jnit Kic	k-off in	perso	on o	r virtua	lly.					
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- ____ Sign up for a Time and Location for pick up of product.
 - __ Have a plan to hand out the popcorn to Scouts before the sale starts.
- Start weekly communications with parents about upcoming deadlines and prizes.
- Hold a Neighborhood Blitz on a Saturday morning. Meet at a park at 9 a.m. Send the Scouts out selling door to door. Meet back up and celebrate the success with prizes and food.
 - _ Follow up with Scouts to ensure they are out selling, check if more inventory is needed.

October 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
		Assess	your inventory			
8	9	10	11	12	13	14
Early Returns	Early Returns					
4-7p.m.	4-7p.m.		<u>Hold a Mi</u>	d Sale Rally		
15	16	17	18	19	20	21
	10	1,	10	MEA	MEA	
22	23	24	25	26	27	28
Last week of th	e sale-finish stro	ng -Assess your in	ventory, fill Take	Orders with S&D	product. Collect F	Prize choices
29	30	31 Halloween				
Sale Ends @						
11:59p.m						
Popcorn Success List						
Hold a Den Challenge. Who can sell the most going door to door in your town/neighborhoods?Hold a Mid-Sale Rally. Celebrate successes and motivate Scouts to finish strong.						
Give Scouts encouragement and tips if they are having slow sales.						
Assess your Show and Deliver Inventory. Call your Scouts. Have they sold their inventory? Reorder inventory. Be mindful of your return percentage.						
Weekly communications with Parents and Scouts.						
	Have all of your Scouts' order forms turned in by the end of the sale, or a day before that of your choosing Promote Online Direct Sales!					
A						

November/December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5 Take Orders Due 11:59 p.m. Final Returns 4-7p.m.	6	7	8	9	10	11
12	13	14	15	16	17	18
			Take Order	Home Deliverie	<u>!</u>	
						bution See Website /time for your unit
19	20	21	22	23	24 sgiving	25
26	27	28	29	30	1	2
3	4	5	6	7	8 PAYMENTS DUE Dec. 15	9
If needed, Order Tak Secure soi Gather all	all of your orders. Fi return product to o e Order Product via meone to pick up an	one of return sites. the website befor ny needed popcorr and submit one ch	s with leftover Show Only 15% or less of e or on Sunday, Nov n at the Take Order s eck to Northern Star	your overall Wago v. 5. site.	n Sales order can b	e returned.

Contact Information www.buyscoutpopcorn.com

<u>Need help? Have questions? Contact your District Popcorn Chair for answers for your area:</u>

Area	Volunteer	PHONE	EMAIL
East	Lee Anne Graetz	651 706 9949	blizz5454@gmail.com
East	Jason Tillman	651-983-1687	jason.tillman@pack9060.org
East	Jill Knight		Knight.Jill.m@gmail.com
Central	Cynthia Zien		zienfamily@q.com
Central	Lesley Farnham	612-205-9471	lesleyfarnham@gmail.com
North	Brian Binkley		brian.binkley@gmail.com
North	Krystal White	651-206-3859	krys916r@yahoo.com
West	Dana Geller	612-810-1945	dana.m.geller@gmail.com
West	Kelly Kramer		kramer@hutchtel.net
Far West	Michael Gratz	320-214-8316	michael_gratz@charter.net
South	Bethany Bertsch	651-334-1327	bethany.bertsch@gmail.com
South	Angel Braaten	952-923-3021	angel.braaten@gmail.com
Council Chair	Nikki Johnson	651-485-9719	nicmark100@yahoo.com
Distribution Chair	Mike Glass	763-232-5020	gmichaelglass@gmail.com
Office Support	Becki Whitaker	612-261-2403	bwhitaker@northernstar.org
Staff Advisor	Bill Anderson-Horecka	612-261-2405	billa-h@northernstar.org