



# 2018 END OF SALE GUIDE

PLEASE READ THE ENTIRE PACKET

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

Important Dates:

**Monday Nov 5 at midnight**

**Take Orders due via the website**

**Nov 30**

**Adventure Packets due to the Council Office**

**Nov 14-17**

**Take Order Distribution. Various locations. See inside of packet for your District's location/date/time**

**Dec 14**

**Final payment due to Northern Star Council**

# End of Sale Checklist

Use this checklist to close out your Unit's Popcorn Sale. All of these items are described in this booklet.

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

TASK	By Date	Where	Notes	Done
Invoice Corrections	Nov 10	Online <a href="http://www.trails-end.com">www.trails-end.com</a> Then email jnash@northernstar.org	S&D Only	
Product Return	Nov 4-5	Various locations	S&D Only See Locations on Website	
Take Order Product	Nov 5	Online <a href="http://scouting.trails-end.com/">http://scouting.trails-end.com/</a>	Order in Cases and/or containers	
Order Hometown Heroes in \$25 or \$50 amounts	Nov 5	Online <a href="http://scouting.trails-end.com/">http://scouting.trails-end.com/</a>	The online system will say Military Donation. Disregard.	
Online Sale(s) corrections/confirmations	Nov 13	Via Email	See Excel document emailed out 10/30	
Adventure Prize Order	Nov 30	Online <a href="http://www.buyscoutpopcorn.com">www.buyscoutpopcorn.com</a>	All \$1300+ sellers need to be contacted to see what Adventures they wanted. Contact info MUST be submitted by Nov 30	
Pick up Take Order Product	Nov 14-17	Various Locations	See website for details	
Prize Order	Nov 23 for Dec. Delivery.  Dec 31 for all other orders.	Online <a href="http://scouting.trails-end.com/">http://scouting.trails-end.com/</a>	For Prize Units. Cash option units need to order the Bonus prizes online.	

# Invoice Corrections—deadline Nov 10

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

Make sure that all of your Add on, return and transfer paperwork is correctly entered before Nov 10. 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 Unit Invoice (on the left hand side of the screen) Look at that. If all looks good, no contact with the office is needed. If it looks incorrect go to step 3.
3. Click on “Post Order Adjustments” That will bring up a screen that has all of the add-ons and returns on it please note that the date you picked up or returned will not correspond with the date entered. You can download the information and check with your records.
5. If you have a discrepancy or additional orders, please report it to Jana at [jnash@northernstar.org](mailto:jnash@northernstar.org) 612-261-2403 before Nov 10 at 12pm.

## Online Sales

**Q:** How do I check online sales?

**A:** Visit <http://scouting.trails-end.com/> and click on the left hand side Online Sales by Org Then put in the dates 8/1/2018 through the current date. Then click RUN. Then click download to excel.

**Q:** There are sales missing from a Scout, or there is a Scout in my unit with a sale that is not a Scout in my unit, what do I do?

**A:** Make sure to submit any corrections via email to [popcorn@northernstar.org](mailto:popcorn@northernstar.org) by Nov 13 from the Excel document emailed out to the Unit chairs.

**Q:** How are the online sales credited?

**A:** We credit your final invoice the week Nov 19 with the amount that your unit has earned. It will appear at the bottom of your final invoice when you print it off.

# Ordering Product—deadline Nov 5 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 if they do not get orders into you by the deadline set.
  - a. Note: Base your deadline on **Take Orders being due to Council by Monday Nov 4 at 11:59pm.** Work backwards from when you have time to enter in the order.
2. **Gather all of your Scout's 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.
  - a. If you sold Show and Deliver, fill these orders with any product you have left before you return product or order more.
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 Jana at [jnash@northernstar.org](mailto:jnash@northernstar.org). Make sure to include your district and your unit type and number. (*Example-Three Rivers, Pack 123*)
  - b. Click on Unit Orders
  - c. Click on NEW UNIT ORDER(it will take you to another screen)
  - d. Click on the Select Campaign **Fall 2018**
  - e. Click on the Choose Delivery drop down box and select TAKE ORDER DUE NOV 5.
  - f. 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*
  - g. Hit **SUBMIT** order. The order is not complete until this step is done.

## **FAQs for Product Ordering**

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

**A:** Call Jana at the office at 612-261-2403 and she can enter in a late order if it is before we place the large order to Trails End. Or she can tell you if we have it at the Council office.

**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 Caramel Corn with Nuts logo (Pine Tree), 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 Chocolate Lovers, Cheese Lovers and S&S are each 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? Do I need to order take order then?

**A:** Yes, 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 Hometown Heroes Orders, how to I do that?

**A:** Order them via the Take Order site like any product. You do not need to pick anything up for them. Please note they are titled Military Donation in the system, and our Council calls them Hometown Heroes. You are ordering \$25 and \$50. Your invoice will reflect \$25 and \$50.

# Picking up Product

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.

**Change your location—If you want to change your default location, please email Bill at [billa-h@northernstar.org](mailto:billa-h@northernstar.org) by Nov 7 at 12pm. If you changed for Show and Deliver you WILL Need to tell us if you want to change again.**

<u>District</u>	<u>Location</u>	<u>Address</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>
Chief Black Dog	Dakota Electric	4300 220th St W, Farmington, MN 55024	Friday	16-Nov	1-5pm
Crow River	M&W (Olsen Chain and Cable)	250 Olsen Blvd NE, Cokato, MN 55321	Saturday	17-Nov	8am-11am
Dan Patch	Freightmaster Plus	3173 Dodd Road, Eagan, MN 55121 -Dock Door 20	Wednesday	14-Nov	3pm-7pm
Eagle River North	Bending Branches	812 Prospect Court, Osceola WI 54020	Friday	16-Nov	10am-3pm
Eagle River South	Coca Cola of River Falls	2814 Prairie Dr. River Falls, WI 54022	Friday	16-Nov	10am-3pm
El Sol	Freightmaster Plus	3173 Dodd Road, Eagan, MN 55121 -Dock Door 20	Wednesday	14-Nov	3pm-7pm
Great Rivers	Helen Street Warehouse	2350 Helen Street North, North Saint Paul	Wednesday	14-Nov	3pm-6pm
Kaposia	Freightmaster Plus	3173 Dodd Road, Eagan, MN 55121 -Dock Door 20	Wednesday	14-Nov	3pm-7pm
Lake Minnetonka	Popcorn Warehouse West	2812 Hedberg Drive, Minnetonka	Wednesday	14-Nov	4pm-7pm
Many Waters	Popcorn Warehouse North	2100 Old Highway 8, New Brighton	Thursday	15-Nov	3pm-7pm
Metro Lakes	Popcorn Warehouse West	2812 Hedberg Drive, Minnetonka	Wednesday	14-Nov	4pm-7pm
Mustang	Popcorn Warehouse West	2812 Hedberg Drive, Minnetonka	Wednesday	14-Nov	4pm-7pm
North Star	Freightmaster Plus	3173 Dodd Road, Eagan, MN 55121 -Dock Door 20	Wednesday	14-Nov	3pm-7pm
Northern Lights	Popcorn Warehouse North	2100 Old Highway 8, New Brighton	Thursday	15-Nov	3pm-7pm
Northwest	Popcorn Warehouse North	2100 Old Highway 8, New Brighton	Thursday	15-Nov	3pm-7pm
Silver Maple	Freightmaster Plus	3173 Dodd Road, Eagan, MN 55121 -Dock Door 20	Wednesday	14-Nov	3pm-7pm
Southern Skies North (previous Prairie Lakes units)	Dakota Electric	4300 220th St W, Farmington, MN 55024	Friday	16-Nov	1-5pm
Southern Skies South (previous Rolling Hills Units)	McDonough Trucking	3015 Industrial Driv, Faribault, MN 55021	Wednesday	14-Nov	3pm-6pm
Three Rivers	Popcorn Warehouse North	2100 Old Highway 8, New Brighton	Thursday	15-Nov	3pm-7pm
Trailblazer	Bernick's Pepsi	2400 19th Ave SW, Willmar, MN 56201	Thursday	15-Nov	2pm-6:30pm
Zulu	Freightmaster Plus	3173 Dodd Road, Eagan, MN 55121 -Dock Door 20	Wednesday	14-Nov	3pm-7pm

## 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.

# Ordering Prizes

One of the most important roles as the Popcorn Chair, make sure to order prizes in a timely manner so your Scouts are recognized for their achievements. The goal is to have all prizes ordered by Jan 1, 2019.

- All Scout Units are eligible for Bonus Prizes. Bonus Prizes are cumulative.
- Units that took the 4% Cash option are NOT eligible for the GCC Prizes (Prize Levels 1-11 in the sales guide)

1. **Communicate out a DEADLINE to your Scout families for getting all Scout PRIZE SELECTIONS to you.** Inform them that their prize will be decided by the Unit Chair if they do not get their selection to you by your Deadline.
  - a. Note: Base your deadline on **when you want the prizes delivered to you. Prizes take 10-14 business days from order approval by the Council (done each Thursday).** Work backwards from when you need the prizes delivered.
2. **Use the Final Sale Prize Workbook (On the website) to calculate your Scout's prizes.** The spreadsheet will auto populate with what bonus prizes and what prize level each Scout has earned when you enter in Scout sales totals. At the bottom it gives you a total of what each you need to order.
  - a. Bonus Prizes are Cumulative and are totaled as such.
  - b. Keller Prizes (Legos, gift cards, etc) are 1 per Scout based on the level they passed. So a Scout that sold \$1100 choses 1 prize from the \$1000 level. The workbook calculates how many Scouts earned a prize from that level. You will need to get their choices.
3. **Order Prizes via the Trails End Website**
  - a. **All prizes, including patches are done through ONE site this year!**

## FAQs for Prize Ordering

**Q:** How long does it take for it to be delivered to my house?

**A:** 10-14 business days from the time the Council approves it. Council approves prize orders each Thursday.

**Q:** What if I get a late prize order after I have submitted it?

**A:** Log back in and make a 2<sup>nd</sup> order, Council will review and approve it.

**Q:** What if a prize I receive is broken/missing?

**A:** Contact GCC at the phone number on your packing slip/website, they will replace and re-ship.

## BONUS PRIZES FAQs

**Q:** What is the Unit Popcorn Chairs responsibility for Bonus Prizes?

**A:** The Chair needs to order the prizes before Jan 1, 2019 so they can receive the information to pass out to their Scouts before Jan 15, 2019.

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

**A:** Any Scout who sells and reaches the bonus prize sales level(s).

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

**A:** Bonus Prizes are cumulative, meaning Scouts earn each one as they pass that sales level.

**Example:** A scout sells \$1550. He would earn all of the below:

- \$450-- Base Camp Climb
- \$650--\$650 Club Prize
- \$900 Crayola Experience
- \$1300--Adventure Packet (registration packet to choose his Adventure)
- \$1500--Bonus \$50 Wal Mart Gift Card (We are honoring the \$1500 level due to 2 amounts printed in the sales guide)

The prize worksheet calculates all of that for you at the bottom of the sheet.

### **ADVENTURE PRIZE FAQs**

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

**A:** YES. The Popcorn Chair is responsible for entering the contact info and the Adventure prize choices for their \$1300+ selling Scouts by Nov 30.

**Q:** What do I, as the Unit popcorn chair, need to have to fill out the online Adventure Prize form

**A:** Scout Name, parent email address, amount sold and adventure prize(s) chosen.

**Q:** What happens after I submit my Scout's adventure prize choices and email address?

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

### **DISNEY TRIP DRAWING FAQs**

**Q:** How does a Scout register for the Disney Trip Drawing?

**A:** After the popcorn chair completes and sends in the Adventure Registrations, we will use the completed info to calculate the amount of drawing chances each Scout has earned. Info are due into the Council by Nov 30.

**Q:** When is the Disney Drawing?

**A:** The Disney Trip Drawing will take place during the Champions Breakfast on January 5. Scout need not be present to win.

### **SCHOLARSHIP FAQs**

**Q:** How does a Scout qualify for the Trails End Scholarship?

**A:** A Scout needs to sell a combined (online, storefronts, take order, show & deliver) \$2500 or more in one calendar year. Once they sell that much, they are always part of the scholarship program.

**Q:** How do they register for it?

**A:** There is an official Scholarship form that is needed to fill out (On the website). That, along with proof of sales is submitted to the Council popcorn staff advisor for signature.

**Q:** Do scholarship sellers need to fill out a scholarship form for each year?

**A:** Yes, whether they sell \$20 or \$20,000; a scholarship form needs to be filled out and submitted each year.

### **\$4000+ Sellers FAQs**

**Q:** Do Unit Chairs order the Bonus \$40 gift cards for \$4000+ sellers?

**A:** No. These are calculated from the Adventure sign up and given out at the Champions Breakfast.

# HOMETOWN HEROES

Last year, over \$80,000 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 and it is presented to local Heroes of the Scout Unit's choosing.

## **Q: What is Hometown Heroes (HH)?**

A: It is a way for Scouts and the public to say thank you to community heroes, including (but not limited to) military, Police, Fire, EMS, etc.

## **Q: How does it work?**

A: It is just like selling any other product, but the customer does not receive any popcorn to take with them. The Scout receives the same amount of commission for the sale. The customer is supporting the Hometown Heroes program in their area with their purchase.

## **Q: How much is it?**

A: Donations to the HH program can be made in in \$25 and \$50 increments.

## **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 Trails End website. All Hometown Heroes orders need to be placed. On the Trails End site, it will come up Military Donation.

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

A: Yes. After the sale, your unit will get an email with the amount of 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.

## **Q: Can we use our product we have leftover 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 need that leftover product to fill take orders. We use the overage of product to fill Hometown Heroes to help the Council with product that is over returned. Our entire return process is 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 they way they are and order Hometown Heroes as normal and do NOT fill them yourself. We appreciate your understanding.

## **Q: What if I have other questions?**

A: No problem! Contact Bill at [billa-h@northernstar.org](mailto:billa-h@northernstar.org) or 612-261-2405



# Payments---due Dec 14

- Payments are due to the Council Office by Friday December 14, 2018.
- One check, made out to Northern Star Council.
- **WE DO NOT EMAIL OUT INVOICES. You must download your own.**
- Invoices can be downloaded at the Trails End Website. Click on REPORTS and then INVOICE.
- 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.
- Online sales credits will be credited to your unit the week of November 19. Your invoice will reflect the final total owed. Online sales credit will be located at the bottom of the invoice.

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

Contact us. We are here to help!

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