



# 2016 END OF SALE GUIDE

## PLEASE READ THE ENTIRE PACKET

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

### Important Dates:

- |                     |  |
|---------------------|--|
| <b>Friday Nov 4</b> | <b>Take Orders due via the website</b>   |
| <b>Nov 13</b>       | <b>Adventure Packets due to the Council Office</b>   |
| <b>Nov 16-19</b>    | <b>Take Order Distribution. Various locations. See inside of packet for your District's location/date/time</b> |
| <b>Dec 15</b>       | <b>Final payment due to Northern Star Council</b>  |

# 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 2	Online <a href="http://www.trails-end.com">www.trails-end.com</a> Then email <a href="mailto:crenner@nsbsa.org">crenner@nsbsa.org</a>	S&D Only	
Product Return	Nov 2/3	Various locations	S&D Only See Locations on Website	
Take Order Product	Nov 4	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 4	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 10/25	
Adventure Prize Order	Nov 13	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 13	
Pick up Take Order Product	Nov 16-19	Various Locations	See website for details	
Prize Order	Nov 20 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 2

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

Make sure that all of your Add on, return and transfer paperwork is correctly entered before Nov 2. 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 Carrie at [crenner@nsbsa.org](mailto:crenner@nsbsa.org) 651-254-9147 before Nov 2 at 12pm. After those are all entered by Nov 2, that is the amount we will use to calculate the 15%

## 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 8/1/2016 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@nsbsa.org](mailto:popcorn@nsbsa.org) by Nov 11 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 of Nov 14 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 4

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 Friday 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 Carrie at [crenner@nsbsa.org](mailto:crenner@nsbsa.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 2016**
  - e. Click on the Choose Delivery drop down box and select TAKE ORDER DUE NOV 4.
  - 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: Case=cases of product, CONT 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 Carrie at the office at 651-254-9147 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 CONT mean on the order screen?

**A:** CONT 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. Also, the system will say \$30 and \$50. 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.

2016 Take Order Pick up Sites as of 10-20-16					
District	Location	Address	Day	Date	Time
Dan Patch & Kaposia	Eagan Popcorn Warehouse	2900 Lone Oak Parkway, Dock door	Wednesday	16-Nov	4-7pm
Eagle River	Bending Branches	812 Prospect Court, Osceola WI 54020	Wednesday	16-Nov	10am-2pm
Eagle River	Coca Cola of River Falls	2814 Prairie Dr. River Falls, WI 54022	Thursday	17-Nov	10am-3pm
Great Rivers	Custom Handling	2055 White Bear Ave, Maplewood, MN 55019	Thursday	17-Nov	2-6pm
El Sol, Zulu, North Star, Silver Maple	St. Paul Scout office	393 Marshall Ave. St Paul, MN 55102	Thursday	17-Nov	1-6pm
Metro Lakes & Northern Lights	Popcorn Warehouse	6840 Shingle Creek Parkway. Dock door 19, Brooklyn Center, MN	Thursday	17-Nov	3-6pm
Northwest & Many Waters	CSM Warehouse	4815 White Bear Parkway, White Bear Lake, MN 55110	Thursday	17-Nov	1-6pm
Rolling Hills	McDonough Trucking	3015 Industrial Driv, Faribault, MN 55021	Thursday	17-Nov	2-6pm
Three Rivers	Mohawk Moving and Storage	8271 W 35W Service Dr NE, Minneapolis, MN 55449	Thursday	17-Nov	1-5pm
Trailblazer	Willmar Fabrication	2400 19th Ave SW, Willmar, MN 56201	Thursday	17-Nov	3-6pm
Chief Black Dog & Prairie Lakes	Dakota Electric	4300 220th St W, Farmington, MN 55024	Friday	18-Nov	12-5pm
Mustang, Lake Minnetonka	Popcorn Warehouse	6840 Shingle Creek Parkway. Dock door 19, Brooklyn Center, MN	Friday	18-Nov	12-5pm
Crow River	M&W (Olsen Chain and Cable)	250 Olsen Blvd NE, Cokato, MN 55321	Saturday	19-Nov	8:30-11am

## 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, 2017.

- 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 at 10am).** 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, 2016 so they can receive the information to pass out to their Scouts before Jan 15, 2016.

**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 \$1650. He would earn all of the below:

- \$450-- Base Camp Admission
- \$650--\$650 Club Prize
- \$900 Crayola Experience or Game Night Pass
- \$1300--Adventure Packet (registration packet to choose his Adventure)
- \$1600--Bonus \$50 Wal Mart Gift Card

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

### **\$650 CLUB FAQs**

**Q:** What do they physically receive for the \$650 level?

**A:** Cub Scouts will receive:

- Glow in the Dark light up frisbee
- If they are 11 or older as of April 1, 2107, they can choose the Shooting Sports Day

**A:** Boy Scouts/Venturers will receive

- Admission to the Shooting Sports Day in April 2017
- OR
- Slushie Cup with 5 free slushies at TSR or MP.
- This will come as a flyer for the Scout to register online which one they want.

**Q:** What do they receive for the Shooting Sports day?

**A:** The unit chair will receive a flyer that they present to the Scout who earned the shooting sports day or slushie cup prize. The Scout and family will then visit a website to register for the Shooting sports day, or slushie cup sent to their Unit's district roundtable, where the unit picks up.

### **SHOOTING SPORTS DAY FAQs**

**Q:** When is the Shooting Sports Day?

**A:** At press time it was still being finalized.

**Q:** Where is it?

**A:** Tentatively it will be at Hudson Rod & Gun Club in Hudson, WI and Kimball Gun club in Kimball, MN

### **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 13.

Any scout choosing the Star Wars Adventure needs to be registered by the Popcorn Chair no later than November 13 at 11:59pm to guarantee seats at a theater.

**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 Nov13.

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

**A:** The Disney Trip Drawing will take place during the Champions Breakfast on January 7. 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.

## **\$3500+ Sellers FAQs**

**Q:** Do Unit Chairs order the Bonus \$40 gift cards for \$3500+ sellers?

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

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

- Payments are due to the Council Office by Friday December 15, 2016.
- One check, made out to Northern Star Council.
- 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:

St Paul Office  
393 Marshall Ave  
St Paul, MN 55102

Golden Valley Office  
5300 Glenwood Ave.  
Golden Valley, MN

- They can also be mailed to the St Paul 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 14. Your invoice will reflect the final total owed. Online sales credit will be located at the bottom of the invoice.