



2023

END of SALE Guide

Updated 10-25

PLEASE READ THE ENTIRE PACKET

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

Important Dates:

Sunday Nov 5

Final returns. See return guide for details.

Sunday Nov 5 at midnight

**Take Orders due via
<https://scouting.trails-end.com/>**

Nov 17

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

Nov 21

Adventure Packets due online

Dec 15

Final payment due to Northern Star Council

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 17	Online www.trails-end.com Then email bwhitaker@northernstar.org	S&D Only
Product Return	Nov 5	Various locations	S&D Only See Locations on Website or Return Guide
Take Order Product	Nov 5	Online http://scouting.trails-end.com/	Order in Cases and/or containers
Order Hometown Heroes/Heroes & Helpers	Nov 5	Online http://scouting.trails-end.com/	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"> • Patches • Belt Bags/Cards \$850 • Holiday Pack \$1250 	Nov 9	Online www.buyscoutpopcorn.com Click on the Kernel Central tab and then the Bonus Prize Order link	Please fill out the survey with the quantities for your unit's needs. Pick up will be at Take Order Distribution sites on Nov 17.
Pick up Take Order Product, Patches and Bonus Prizes	Nov 17	Various Locations	See this guide for details
Adventure Prize Order	Nov 21	Online www.buyscoutpopcorn.com	All \$1900+ sellers will be emailed via the TE App

Invoice Corrections—deadline Nov 17

****Show and Deliver Units Only**

Make sure that all of your Add-ons, returns, and transfers are correctly entered before Nov 17. 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 Trail's 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 1, 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 or 612-261-2403 before Nov 17 at 12pm.

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 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 5 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 Trail's 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 Trail's End System.
 - i. What if I don't have a username and password?
Check with Becki at bwhitaker@northernstar.org. Make sure to include your district and your unit type and number. (*Example-District O, Pack 9123*)
 - b. Click on the ORDER POPCORN button at the top of the screen.
 - c. Click on TAKE ORDER DUE NOV 5 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 Trail's End.

Q: How many are in each case?

A: It varies by product. The "Selling Units: Case" column will tell you. For example, 12:1 means there are 12 containers in 1 case. If you're unsure, you can just order the number of containers you need and it will calculate cases for you.

Q: What does CT mean on the order screen?

A: CT means containers, aka single bags/tins of product. Note Sea Salt 28 pack 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?

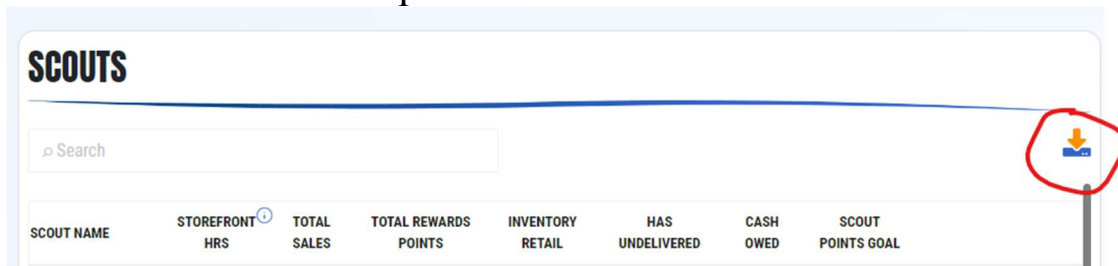
A: Yes to both. You can pick it up if we have it in stock. You only would need to order product you did not receive. **Do NOT place an online order for anything you pick up at the return site.** We do that in house based on the paperwork you fill out there.

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

A: Order them via the Take Order as Heroes and Helpers Donations. You do not need to pick anything up for them. Please note they are titled Heroes and Helpers Donation 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.

2023 Take Order and Bonus Prize Distribution					
District(s)	Date	Time	Location	Address	Notes
E	Fri. Nov. 17	2-5 pm	Winnesota Couriers	3010 Enloe St, Hudson, WI 54016	Pull up to Large Garage Doors
F,H	Fri. Nov. 17	2-5pm	Specialty Manufacturing	5820 Centerville Road, St Paul, MN 55127	Go around to behind the building on the LEFT, look for signs
G	Fri. Nov. 17	3-6 pm	Maplewood Warehouse	1616 Gervais, Maplewood, MN Suite 11	Look for the Popcorn Pick up signs
I,L	Fri. Nov. 17	3-6 pm	Base Camp	6202 Bloomington Road, Fort Snelling, MN 55111	Pull up to the receiving room on the north end of the Leadership Center
J	Fri. Nov. 17	3-6 pm	Andover-Zienty Residence	3476 142nd Ln NW, Andover, MN 55304	
K	Fri. Nov. 17	2-5 pm	IBEW 292 Warehouse	6700 W Broadway Ave, Brooklyn Park, MN 55428	
M	Fri. Nov. 17	3-6 pm	Edward the Confessor Church	865 N Ferndale Rd, Wayzata, MN 55391	Parking Lot
O,N,P	Thurs. Nov. 16	2-5pm	Prince of Peace Food Bank	13801 Fairview Dr, Burnsville, MN 55337	From the front doors of the main church, go to the WEST end of the building
P	Fri. Nov. 17	3-5 pm	Lonsdale Auto works	616 Insturical Dr, Lonsdale, MN	
Q	Fri. Nov. 17	3-6 pm	Magnum Trucking	3201 Willmar Ave SW, Willmar MN 56021	

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 times will vary in the afternoon, depending on site. See chart above.

Ordering Amazon Gift Card Prizes

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

- 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.
- Click "Rewards" on the menu on the left side of your leader dashboard.
- Once all Scout sales totals are correct, click the "Submit Scout Rewards" button.
- 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.**
- 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 9, 2023.

Q: How do I get the bonus prizes?

A: At the Take Order sites Nov 17. Fill out the survey at www.buyscoutpopcorn.com under the Kernel Central tab, then Bonus Prize Order, by Nov 9 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 21 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 \$1900+ selling Scouts by Nov 21. Northern Star will be sending emails to the Scouts that sold \$1900 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 as a Heroes and Helpers Donation. All Hometown Heroes/Heroes and Helpers orders need to be placed.

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 12.

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 they 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 **Friday, December 15, 2023.**
- 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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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)	<u>Sunday Nov 5</u>	Various locations, see return guide at www.buyscoutpopcorn.com	
Take Order Product	<u>Sun. Nov 5 MIDNIGHT</u>	Leader Portal at https://scouting.trails-end.com/	
Order Hometown Heroes/Heroes and Helpers (with your take order)	<u>Sun. Nov 5 MIDNIGHT</u>	Leader Portal at https://scouting.trails-end.com/	
Bonus Prize Order <ul style="list-style-type: none">• Patches• Belt Bags/Cards• Holiday Pack	<u>Thurs. Nov 9 MIDNIGHT</u>	www.buyscoutpopcorn.com click on BONUS PRIZE ORDER	
Hometown Heroes Unit vs Council distribute	<u>Sun. Nov 12 MIDNIGHT</u>	Reply to the email Bill sends out on Nov 8.	
Report any Invoice corrections (if needed).	<u>Nov 17</u>	Report to Becki or Bill to request a Unit Audit if needed.	
Pick up Take Order Product, Patches and Bonus Prizes	<u>Nov 17</u>	Various Locations for Take Order Distribution Sites. See this guide for details	