



# 2024 END OF SALE GUIDE

## PLEASE READ THE ENTIRE PACKET

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

### Important Dates at a glance:

<b>Sunday Nov 10</b>	<b>Final returns. See return guide for details.</b>
<b>Sunday Nov 10, midnight</b>	<b>Take Orders due via <a href="https://scouting.trails-end.com/">https://scouting.trails-end.com/</a> Sales cut-off for council prize calculations</b>
<b>Nov 21 &amp; 22</b>	<b>Take Order Distribution. Various locations. See p.5 of this guide for locations.</b>
<b>Nov 24</b>	<b>Adventure Packets due online</b>
<b>Dec 13</b>	<b>Final payment due to Northern Star Council</b>

# **End of Sale**

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

Due date	Task	Notes	More info at	DONE
Sunday Nov 10	Final product return ( <i>Show &amp; Deliver Units</i> )	various locations	Return guide, website	
Sunday Nov 10, midnight	Take Orders due (including Hometown Hero donations)	Leader Portal <a href="https://scouting.trails-end.com/">https://scouting.trails-end.com/</a>	p. 3	
Sunday Nov 10, midnight	Sales cut-off for council prize calculations	Make sure sales are entered in Trail's End to qualify for prizes and rankings.		
Thurs Nov 14, midnight	Bonus prize order due <ul style="list-style-type: none"> <li>• Patches</li> <li>• Cookie Cup \$100</li> <li>• Lantern/Fan \$850</li> <li>• Blanket &amp; Holiday pack \$1250</li> </ul>	<a href="http://www.buyscoutpopcorn.com">www.buyscoutpopcorn.com</a> Click on the Kernel Central tab and then the BONUS PRIZE ORDER link	p. 7	
Friday Nov 15, midnight	Hometown Heroes Unit vs Council distribution decision	Reply to the email Bill sends out.	p. 7	
Nov 21 & 22	Take Order Distribution <ul style="list-style-type: none"> <li>• Product</li> <li>• Prizes</li> <li>• HH product</li> </ul>	various locations	p. 5	
Friday, Nov 22	Invoice corrections due	Send an email to <a href="mailto:bwhitaker@northernstar.org">bwhitaker@northernstar.org</a> with inventory questions	p. 3	
Sunday, Nov 24	Adventure Packets due online	All \$1900+ sellers will be emailed via the TE App	p. 6	
Friday, Dec 13	Final payment due to Northern Star.	Mail or drop off payment	p. 7	

## **Invoice Corrections—deadline Nov 22**

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

Make sure that all of your Add-ons, returns, and transfers are correctly entered before Nov 22. This allows for each unit to make sure their total popcorn checked out is correct prior to finalizing the invoice.

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 report it to Becki at [bwhitaker@northernstar.org](mailto:bwhitaker@northernstar.org) or 612-261-2403 by Nov 22

## **Ordering Product—deadline Nov 10 at midnight**

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

1. **Communicate 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 to you by the deadline set. Simply ask them “What do you still need to fulfill all of your orders?” Encourage them to enter product needed in the app, even if it's all as one big sale entry. Orders not in the system will not receive prizes or count toward unit sales totals.
  - a. Note: Base your deadline on **Take Orders being due to Council by Sunday Nov 10 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.
  - a. Enter sales into TE if the scout didn't to help you track inventory.
  - b. A scout with negative inventory indicates they marked something delivered that wasn't transferred to them in the system.
  - c. 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.
  - d. If you sold Show and Deliver, fill orders with any product you have left before you return product or order more.
3. **Check the Facebook swap site**
  - a. Maybe someone in your area is trying to get rid of the popcorn you need. Help them out!

#### 4. 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](mailto: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 10 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. You will be greeted with a Product Shortages screen with an order based on your TE data. This can be adjusted if needed.
- f. 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:** Check the Facebook swap site first. If you can't find it there, call Becki at the office at 612-261-2403 or email [popcorn@northernstar.org](mailto:popcorn@northernstar.org) and we 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/boxes of product.

**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?

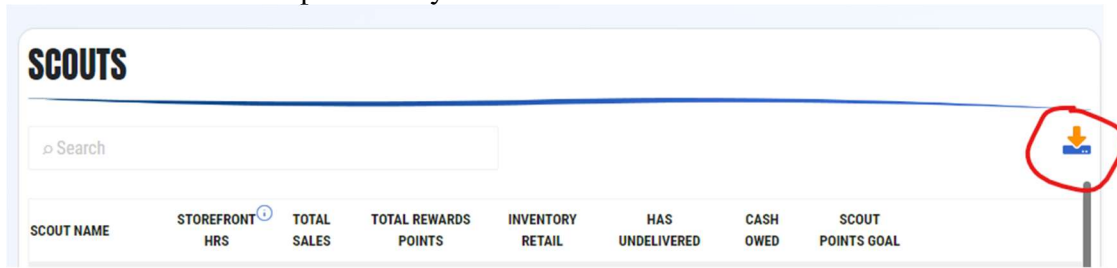
**A:** Yes to both. You can pick it up if we have it in stock. You only would need to order product you did not Receive everything you need. **Do NOT place an online order for anything you pick up at the return site.** We do that in house based on the paperwork you fill out there.

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

**A:** **NEW this year: HH sales recorded in the app will automatically show up on your invoice.** Verify that the totals are correct. 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 from your Leader Portal Dashboard



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

- 0 Inventory + Undelivered means that the Scout needs product
- Positive inventory + Undelivered means that the scout has product that needs to be delivered
- Negative inventory probably the scout marked something as delivered, when they shouldn't have. They need inventory, but it does NOT show up on the Undelivered Report.

## 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 product is presented to local Heroes.

### Q: Is it tax deductible?

A: Yes, it is 100% tax deductible.

### Q: How do we order it?

A: **NEW: HH sales recorded in the app will automatically show up on your invoice.** Verify that scouts have entered all HH sales in their app and you have entered all storefront and other donations.

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

A: Yes. After the sale, all units with Hometown Hero sales entered in the app will get an email from Bill A-H. Your unit can choose to pick up product from the take order site to distribute yourself, or to have Northern Star Council distribute it. The deadline to respond is **Nov 15**. If you choose to distribute, there will be a form to fill out when you pick up the product.

### 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.

# 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. NOTE: Q will be updated shortly.

2024 Take Order Locations				
District(s)	Date	Time	Location	Address
G	Friday Nov. 22	3-6 pm	Jason Tillman Residence	7285 Newbury Draw, Woodbury, MN
P	Friday Nov. 22	3-6 pm	Nikki Johnson Residence	521 Cottonwood St. NE, Lonsdale MN
E	Friday Nov. 22	2-5 pm	Winnesota Couriers	3010 Enloe St, Hudson, WI 54016
O,N,P	Thursday Nov. 21	2-5pm	Prince of Peace Food Bank	13801 Fairview Dr, Burnsville, MN 55337
I,L	Friday Nov. 22	3-6 pm	Base Camp	6202 Bloomington Road, Fort Snelling, MN 55111
Q	Friday Nov. 22	3-6 pm	TBA	TBA
F,H	Friday Nov. 22	2-5pm	Specialty Manufacturing	5820 Centerville Road, St Paul, MN 55127
J	Friday Nov. 22	2-5pm	Archway Contracting	13326 Highway 65 NE Ham Lake, MN
K	Friday Nov. 22	2-5 pm	IBEW 292 Warehouse	6700 W Broadway Ave, Brooklyn Park, MN 55428
M	Friday Nov. 22	2-5 pm	St. Edward the Confessor Church	865 N Ferndale Rd, Wayzata, MN 55391

## 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 office 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 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 the Scouts have entered all sales, including Hometown Hero Donations
  - 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.
- Click the blue "Submit Scout Rewards" button.
- If your unit invoice is not paid in full with the 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 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 each 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:** Fill out the survey at [www.buyscoutpopcorn.com](http://www.buyscoutpopcorn.com) under the Kernel Central tab, then Bonus Prize Order, by Nov 14, 2024 to ensure your prizes will be at the Distribution site. Or click on <https://www.surveymonkey.com/r/bonusprize2024>

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

**A:** They will be delivered to the Take Order sites Nov 21-22.

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

**A:** It's ok, your bonus prizes will still 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 25 to pick up until Dec 20.

## **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 24. 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.

## **Final Balance**

- First, make sure all of your Scouts have collected ALL of their money and turned it in to you. If you have used the TE system to track your inventory, you will see an amount due for each scout that sold. Parents can pay this with a credit card in their app or by turning in cash and checks to your unit. Depending on the amount of credit card sales, your unit might owe the council money, or Trail's End might owe your unit money. Units keep their commission up front, only paying what is due.

To determine your balance:

1. In your Leader Portal, click on Acct Summary
2. Under OPEN BALANCES you will see the amount due
  - a. **DON'T DO ANYTHING until the Unit Credit Pending amount is ZERO.** If there is a balance listed, wait a day or two for that to clear.
  - b. A positive amount Due To Council is the amount to be paid to Northern Star.
    - i. See Payments below
  - c. A negative amount Due to Council means you have overpaid. Trail's End will apply this to your payout in early November and early December. After this point, contact the council.
  - d. A Unit Payout Available means Trail's End owes your unit money
    - i. Click the red "Request Payout" button.
3. Other helpful areas to check out are:
  - a. The blue "How are these calculated?" button shows you a breakdown of all sorts of things, including money turned in by credit card.
    - i. Click the blue arrows for even more data
  - b. The blue "Invoice Statement" gives you a printable invoice.
    - i. **WE DO NOT SEND OUT INVOICES. You must download your own.**

## **Payments---due Dec 13**

Payments are due to the Council Office by **Friday, December 13, 2024.**

Northern Star Scouting  
6202 Bloomington Road  
Fort Snelling, MN 55111

- Mail or deliver one check, made out to Northern Star Council, to the 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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