

Blackhawk Area Council B.S.A. Popcorn Sale!



Thanks, Kernel!



(That's Right! YOU are the "Popcorn Kernel"!)

Spring 2010

Pack, Troop, Crew or Post Popcorn Kernel's Guidebook

Be sure to create your Scout Unit profile and enter Scout's names ASAP at the same web site at which you will place your final order:

www.prpopcorn.com

(see page 5)

To order prizes

www.boyscouts-gcc.com

(see page 12)

For Copies of this Guidebook,
And Blitz Day, Fill-a-Form and Weii Awards Reports

www.Popcornsale.org

www.Blackhawkscouting.org

UNIT POPCORN KERNEL POSITION DESCRIPTION

Position Concept:

Working with your unit committee and parents, provide leadership to the unit fundraising campaign that results in meeting the financial needs of your unit.

Position Description:

1. Support and uphold the policies, procedures and guidelines of the Blackhawk Area Council and the Boy Scouts of America.
2. Serve as coordinator of the unit's popcorn sale providing leadership and management to the unit campaign.
3. Promote and encourage participation by every Scout and families in the popcorn sale.
4. Conduct your unit's sale by coordinating sales, gathering data, ordering popcorn supplies through the district, distributing popcorn and collecting funds.
5. Make a financial accounting to the unit committee and Scout families.
6. Coordinate the unit's payment to the council and receiving the commission check for your unit.
7. Distribute recognition items to the Scouts who have participated or earned prizes.

As the Popcorn Kernel, **you are accountable** to:

- Your Unit's Committee Chair
- Work in cooperation with the District Popcorn Kernel

WARNING:

We strongly recommend the Popcorn Kernel be someone other than the Cubmaster, Scoutmaster, Advisor or Committee Chair.

Spring 2010 Popcorn Sale Calendar

Spring District Popcorn University (roundtable)	1/31/2010
Spring Show & Sell orders due to Kernels	2/12/2010
Spring Show & Sell Delivery to Warehouses	3/5/2010
Spring Popcorn Blitz Day	3/6/2010
Spring Popcorn Orders Due online	3/26/2010
Spring Prize Order placed online	3/26/2010
EASTER	4/4/2010
Spring Popcorn Delivery to Warehouse (Maybe Thursday Early)	4/16/2010
Spring Popcorn Unit Pick up	4/17/2010

NEW PRODUCT

WE ARE SELLING ONE NEW PRODUCT THIS FALL
The Carmel Corn 100 Calorie Pack will be boxed with 24 packs instead of 18

“PRICING & PROFITS” PROGRAM

1	3# White – “Popcorn Star” Bucket.....	\$10.00
2	3# Yellow – “Popcorn Star” Bucket	\$10.00
3	16 oz. Caramel Peanut – Bucket.....	\$13.00
4	6 oz. Cheddar Cheese – Bucket	\$13.00
5	6 oz. Jalapeno Cheese – Bucket.....	\$13.00
6	15 Pack Microwave Butter	\$14.00
7	15 Pack Microwave Butter Light.....	\$14.00
8	15 Pack Microwave Kettle Corn	\$14.00
9	Classic Caramel To-Go 24-100 cal. - Box.....	\$20.00
10	Trail Mix Tin.....	\$20.00
11	30 Pack Microwave – Double Butter	\$25.00

UNIT PROFITS - SPRING 2010

Units selecting cash only receive: 35%	Units selecting cash and prizes * receive: 30% and Prize Choice From GCC
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Troops and Pack can choose “Cash Only” or “Cash & Prizes”

IF YOU CHOOSE *CASH & PRIZES

- Prizes are detailed on the “Go Wild” brochure from the GCC Company and their website, <http://www.boyscouts-gcc.com> (see details in the packet).
- Prizes will be shipped directly to you, the Popcorn Kernel, at the address you indicate on the prize website.
- Details on how to place the prize orders for your unit are in this packet and on the www.popcornsale.org website.
- Scouts may choose prizes based on the total dollar amount they sold. Consult the prize brochure for details.

3 SALES BONUS FOR GREAT SALES!

Even if your unit chooses "CASH ONLY" for profits, Scouts can earn additional Sales Bonuses in any of three ways.

1. BLITZ DAY Unit Top Seller

More Fun = More Sales Saturday, March 6th
The Top Selling Scout on Blitz Day in your Unit can win a

Nerf Pump Rocket

Gather your Pack, Troop, Crew or Post at your regular meeting place and canvas the immediate neighborhood. Put in a good 60 to 90 minutes of selling door to door and you will be surprised at the results. Finish it off with a cook out or picnic. Make it **FUN** and give some real momentum to your sale with your Scouts. Email your results for the one day sale to your District Popcorn Kernel. The reporting form is on the www.popcornsale.org website. Confirm your Blitz Day plan with your unit kernel and get the rocket at the February Roundtable.

2. Nintendo Wii SALES BONUS

WHEN A SCOUT REACHES \$2500 OR MORE IN TOTAL SALES!

The Unit Kernel must include the winners' contact information with the orders March 26th
See the www.popcornsale.org website for the reporting form.



3. "Fill-a-Form" \$15 Sales Scout Buck Bonus

Any Scout who fills his order form with a different customer on each line will receive a \$15 Scout Buck Certificate redeemable for items and fees at the Council's Trading Post. Each line must represent a different household. The Unit Kernel must include the winners' contact information with the orders March 26th. THERE IS A LIMIT OF ONE SCOUT BUCK PER SCOUT.

See the www.popcornsale.org website for the reporting form.

THIS IS A NEW SYSTEM FOR ONLINE POPCORN ORDERS

SEE YOUR KERNEL AND GET TRAINED!

A Power Point demo is at www.popcornsale.org

Pecatonica River Popcorn Unit Kernel Instructions for Online Popcorn Orders

<http://scout.prpopcorn.com>

Pecatonica River Popcorn is pleased to announce the arrival of online ordering for the Spring 2010 Popcorn sale. We hope you enjoy the site and welcome your feedback!

Creating your profile

Step 1: open your internet browser.

Step 2: Go to <http://scout.prpopcorn.com>

Step 3: Click “Login” in the bottom right hand corner of your screen

If you are new to the site, First; you must “create a unit profile” and login before any order may be entered. If you are already registered, your information is on file, please proceed in entering in your username and password.

Step 4: If you are a returning user please proceed to Step 5. If you are a new user click “here” in the central part of your screen and enter the information requested.

- a. Enter your Council Code (supplied by the council) then click enter or “submit”
- b. E-mail address. Tab.
- c. Password. Tab.
- d. Re-enter password. Tab.
- e. Point and click at the down arrow to find your District name in the menu, then point and click on your District’s name. Tab.
- f. Point and click at the down arrow to find your Unit Type in the menu, then point and click on your Unit Type. Tab.
- g. Type your Unit Number. Tab.
- h. Enter your First Name. Tab.
- i. Enter your Last Name. Tab.
- j. Enter Address 1 (This is your physical address for UPS delivery). Tab.
- k. Enter your city. Tab.
- l. Enter your state. Tab.
- m. Enter your Zip Code. Tab.
- n. Enter your Night time phone number. Tab.
- o. Enter your Daytime phone number. Tab.
- p. Click “Create Profile”

Logging into the site

Step 1: open your internet browser.

Step 2: Go to <http://scout.prpopcorn.com>

Step 3: Click “Login” in the bottom right hand corner of your screen

Step 4: Enter your username and password, and click “Login”.

Entering Scouts

Step 1: open your internet browser.

Step 2: Go to <http://scout.prpopcorn.com>

Step 3: Click “Login” in the bottom right hand corner of your screen

Step 4: Enter your username and password, and click “Login”.

Step 5: Click “Scouts” in the top right hand corner of your screen.

Step 6: If this is your first time entering scouts click “here” in the middle part of your screen.

Step 7: Enter the Scout’s First Name and Last Name

Step 8: Click “Submit”

Step 9: To enter more names click “here” in the middle part of your screen and repeat Steps 3-4 until all Scout’s have been entered.

Placing a Show & Sell Order

Step 1: open your internet browser.

Step 2: Go to <http://scout.prpopcorn.com>

Step 3: Click “Login” in the bottom right hand corner of your screen

Step 4: Enter your username and password, and click “Login”.

Step 5: Click “Show & Sell” from the menu on the right side of your screen.

Step 6: Enter the number of cases in each product field. (Enter “0” for products that you do not wish to order).

Step 7: Click “Save this Information” to come back to order later.

Step 8: Click “Submit My Final Order” when you are finished. A message will appear telling you your order has been sent successfully and provide you with an order number. (Once you submit the order you must contact the council to make any changes)

If you need assistance with this process, please contact your Council Office

Placing a Take Order

Step 1: open your internet browser.

Step 2: Go to <http://scout.prpopcorn.com>

Step 3: Click “Login” in the bottom right hand corner of your screen

Step 4: Enter your username and password, and click “Login”.

Step 5: Click “Take Order” from the menu on the right side of your screen.

Step 6: Enter the number of containers in each product field for each boy who sold popcorn. (Enter “0” for products that you do not wish to order)

Step 7: Click “Save this Information” to come back to order later.

Step 8: Click “Place Final Order” when you are finished. A message will appear telling you your order has been sent successfully and provide you with an order number. (Once you submit the order you must contact the council to make any changes)

Step 9: Click “Inventory On Hand” from the menu on the right side of your screen.

Step 10: Enter the number of containers you have on hand from your Show and Sell sale. If you did not do a Show and Sell sale enter “0” for Inventory on Hand. The total number of containers for each product to be ordered will be shown in the far right hand column of your page.

Step 11: Click “Save this Information” to come back to order later.

Step 12: Click “Deduct these containers from my total order” when you are finished. A message will appear telling you your order has been sent successfully and provide you with an order number. (Once you submit the order you must contact the council to make any changes)

Step 13: Upon successful completion you will receive an email with your order number. (Please be sure to add pops@pecatonicariver.com to your safe list.

If you need assistance with this process, please contact your Council Office

Editing an Existing Order

Step 1: open your internet browser.

Step 2: Go to <http://scout.prpopcorn.com>

Step 3: Click “Login” in the bottom right hand corner of your screen

Step 4: Enter your username and password, and click “Login”.

Step 5: Click “Show & Sell” or “Take Order” to adjust quantities. (If you have already placed your final order you must contact the council office to make changes).

Step 6: Update quantities for each product and click “Save This Information” to record your changes or “Submit My Order” when you are finished.

If you need assistance with this process, please contact your District Kernel.

HOW TO TURN IN ORDERS FOR POPCORN, PATCHES AND BONUS PRIZES March 26th

Use the website <http://scout.prpopcorn.com> to place your order. See the instructions in this guide.

- The Sale begins on Blitz Day, Saturday March 6th – MAKE IT FUN!
- Your Unit's order is due online by March 26th.
- **The Scout Service Center CANNOT accept orders. Please contact your District Kernels. (see directory in this booklet)**
- Unit orders are to be by individual containers (final orders will be rounded up to the half case).
- If you want extra popcorn, you will need to add to your order before you give it to the district kernel. Delivery day is too late. Please remember, this year the council will have a very limited excess inventory.
- Consult with your Kernel regarding changes and late orders.
- Fill –A-Form and Bonus Prize Lists must be turned in to your District Kernels March 26th

POPCORN PICKUP DAY, CHECKS and PATCHES SATURDAY April 17

On Popcorn Pickup Day...Bring a big enough truck to take it in one trip!

- Bring a copy of your order to the pickup location (See the Directory in this booklet)
- You will receive additional details from your Kernel regarding location and the time of your pickup.
- Every participating Scout gets a patch. Give the Patch count to your Kernel with your order, on March 26
- **Patches will be distributed when you pick up your popcorn on April 16**

TURN IN YOUR MONEY ON POPCORN PICKUP DAY

Bring one check from your scout unit's account for the NET AMOUNT (That is the full retail sale minus your commission) to Popcorn pick-up day. The Council will hold your check May 15th in order for you to collect from your customers. **THIS IS DIFFERENT FROM LAST YEAR!** This will eliminate the need to distribute commission checks. You will have your profit immediately. You will receive a statement shortly after you place your final order that will indicate your amount due and your profit.

POPCORN PRIZES

Units register for prizes as soon as you turn in your order March 26th
<http://www.boyscouts-gcc.com> Detailed Instructions are in this packet.

Record your prize selection online at <http://www.boyscouts-gcc.com> as soon as you give your order to the District Kernel. Prizes will be released and shipped to you when we receive and cash your check for the full amount of your order. Payment is due at Popcorn Pick-up, but may be given to your District Kernel earlier.

Sales Bonus - Units turning in Blitz Day "Biggest Sale" Winners, \$2500 Sale Bonus and "Fill-A-Form" winners – Turn in your winner lists to the Kernels on March 26th. Use the forms from the web site. www.popcornsale.org

COMMONLY ASKED QUESTIONS Spring 2010

CAN I TURN MY UNIT'S MONEY IN TO THE SERVICE CENTER?

Sorry, we're not set up for that. Your unit check is due to your District Kernel at Popcorn Pick-up.

WE RAN OUT OF POPCORN AND COULD USE MORE. CAN YOU GET SOME?

Call your District Kernel. He or she may have some extra.

WE HAVE SOME EXTRA POPCORN. CAN WE RETURN IT?

We're sorry, but our contract with our supplier precludes returns. Perhaps your District Kernel has had requests for extra popcorn from other units. Call him or her. Or, you may want to keep it, as people often ask the Scouts for more popcorn.

SHOULD WE PAY BY CASH OR CHECK? WHEN DO I TURN IN THE MONEY?

Please pay with one check from your Unit's treasury. Your check is due at Popcorn Pickup Day April 17th. Please make your check payable to Blackhawk Area Council, BSA. The Council will wait until May 15th so you can collect payment from your customers.

WILL THERE BE POPCORN TO BUY AT THE SERVICE CENTER AFTER THE SALE?

Probably not. The Council usually has a very limited supply.

WHEN WILL THE POPCORN BE DELIVERED?

Saturday, April 17th in all locations – Check with your District Kernel for other arrangements.

WHERE DO I PICK UP THE POPCORN?

Your District Kernel has chosen a location in your district. The exact location will be announced when you turn in your order to your District Popcorn Kernel. See the directory in this book for your Kernel's details. AS of now the locations are the same as last year.

HOW MANY MICROWAVE BAGS ARE THERE IN A CARTON?

Each 15 pack contains 15 bags, and 30 pack contains 30 bags.

WHAT FLAVOR IS THE MICROWAVE POPCORN?

Both flavors contain butter flavoring. Butter light contains ½ the fat of regular butter. Double Butter is much like movie theater popcorn. Kettle corn has a very unique sweet & salty taste.

HOW ARE WE ORDERING PRODUCT THIS FALL?

Units will order product as individual containers, but delivery will be by the half case. The District kernel will round your order up to the half case. If you want extra corn you will need to order it. Remember, we will have a very limited inventory.

HOW ABOUT PATCHES?

Your District Kernel will give them to you when you pick up your popcorn, April 17. You must indicate your required number to your Kernel March 26th, when you place your order.

WHEN DO WE GET THE PRIZES?

You will order prizes online at www.boyscouts-gcc.com after you turn in your popcorn order March 26. Details are in this booklet. The prizes will be sent directly to the person you designate in your unit. The Sales Bonus, Fill-A-Form and Blitz Day prizes will be sent from the Scout Service Center to your District Kernels.

I DIDN'T GET MY UNIT KERNEL'S MUG. CAN YOU GIVE ME ONE?

Your District Kernel has a few extra. Call them.

WHO IS MY DISTRICT KERNEL?

See the Directory in this booklet.

CAN THE SCOUTS WEAR THEIR UNIFORMS WHEN THEY SELL?

YES PLEASE! As this is a Council - sponsored fundraiser, the Scouts are encouraged to wear their uniforms.

SELLING TIPS

Each individual Scout will develop his or her own technique for selling popcorn or any other product. The following selling tips are an easy way to get started.

- Set your goal and don't stop until you reach it.
- Always wear your uniform.
- Make a list of prospective customers. Don't forget to go back to last year's customers.
- Remember to take two pens with you.
- Tell how the money helps your Unit.
- The biggest reason people don't buy is that they are not asked. The more people you ask, the more you sell.

1. Always wear a smile! Be enthusiastic! Be sure to wear your uniform!

2. Introduce yourself:

Say: "Hi, I'm _____ from _____ (Pack/Troop #)
We're selling popcorn to raise money for _____."

3. Give the customer the brochure and a pencil:

Say: This is gourmet popcorn grown nearby in Wisconsin.
There are many items to choose from. How many would you like?

4. After completing the sale: **Don't forget to say "Thank You"!** Even if they did not place an order.

5. Inform the customers when the popcorn will be delivered and give them your name.

SAFETY TIPS

When conducting any Scouting activity, it is important to be safe. This is a list of safety items to cover. (You may have some of your own that you wish to include)

1. Always sell with a parent or another Scout – NEVER sell alone.
2. Never sell after dark, unless supervised by an adult.
3. Do not enter strange homes or cut across lawns.
4. Be careful of motor vehicles – Beware of your surroundings.
5. Don't carry large amounts of cash or tell anyone how much you have.
6. Be careful with your Take Order Form – it is your only record.

Directory of District Popcorn Kernels and Council Support

ARROWHEAD – Grant, Lafayette & Green Counties			
Valerie Saalsaa	Arrowhead Popcorn Kernel	Saalsaa6@mhtc.net	(608) 543-9448
Nick Geinosky	Arrowhead District Executive	Nick.Geinosky@Scouting.org	(904)-476-1406
SYCAMORE – McHenry County			
Michele Rozhon	Sycamore Popcorn Kernel	mrozhon@yahoo.com	(815) 970-1698
Matt Ohms	Sycamore District Director	mattohms@bsaemail.org	(920) 723-5999
Chip Bartel	Sycamore District Executive	chip.bartel@Scouting.org	(262) 442-3017
WANCHANGI – Winnebago & Boone Counties			
Tamara Thibedeau	Wanchanagi Popcorn Kernel	tamarathib@aol.com	(815) 543-8080
Ida Bolen	Wanchanagi Popcorn Kernel	i.bolen@hotmail.com	(815) 239-2634
Andy Murray	Wanchanagi District Executive	amurray@bsaemail.org	(815) 397-0210 x104
WETASSA – Stephenson, Jo Daviess & Carroll Counties			
Gary Erickson	Wetassa Popcorn Kernel	kege87@verizon.net	815-548-8384
Cheyann Thunberg	Wetassa District Executive	Cthunberg76@hotmail.com	(815) 232-8867
WHITE EAGLE – Ogle, Whiteside & Lee Counties			
Margie Baker	White Eagle Kernel - Whiteside	kernelbaker@yahoo.com	(815) 772-4051
Hans Kruger	White Eagle Kernel – Lee & Ogle	hkberlin@verizon.net	(815) 732-6892
Pat O'Brien	White Eagle Kernel – Lee & Ogle	patndoreen@verizon.net	(815) 732-2116
Lee Kraut	White Eagle District Executive	l.kraut@comcast.net	(815) 297-8247
SCOUTREACH			
Everette Sherrod	Scoutreach District Executive	esherrod@bsaemail.org	(815) 397-0210
BLACKHAWK AREA COUNCIL SUPPORT			
Joe Geraghty	Council Popcorn Chairman	joeygiii@att.net	(815) 282-6100
Marilyn Behrensmeyer	BSA Scout Center	mbehrens@bsaemail.org	(815) 397-0210
Tom Brooks	BSA Staff Advisor	tobrooks@LFLmail.org	(815) 397-0210 x 113



Thanks, Kernel!

How to place a prize order online for volunteers

www.boyscouts-gcc.com

General Commercial Corporation/Keller Marketing Division is proud to be working with your Council volunteers. The following document's purpose is to guide you through the prize ordering process.

- Support the Boy Scouts of America's Popcorn Prize Program;
- Make Unit prize ordering fast and easy;
- Facilitate the Council's release of orders, and order-tracking, through a straightforward process;

We hope you enjoy the ease and efficiency of the site and welcome your feedback!

To place Unit orders, please follow these instructions:

Creating Your Profile

Step 1: Open your internet browser.

Step 2: Go to www.boyscouts-gcc.com Home Page.

Step 3: If you registered last year, your information has been retained, please proceed to "logging into site".

If you are new to the site, Click on Login – Bottom Left Corner of your Screen

If you are new to the site, **FIRST**; you must "create a profile" and login before any order may be entered.

Step 4: In the central area of the screen, click register here and enter the information requested. Items *asterisked are required.

Enter: 1st: Enter Council ID: 660HAWK (as you see it in capital letters) then click enter
Then fill in the following information:

a.) E-Mail address. Point and click in the next field, or press Tab key on your keyboard.

b.) Password. Tab.

c.) Confirm Password. Tab.

d.) First Name. Tab.

e.) Last Name. Tab.

f.) Address 1 (This is your physical address for UPS delivery). Tab.

g.) Address 2 (If you receive mail at a PO Box, please put that address here). Tab

h.) City. Tab.

i.) State. Tab.

j.) Zip Code. Tab

k.) Telephone number.

l.) Point and click at the down arrow to find your District name in the menu, then point and click on your District's name. Tab.

m.) Point and click at the down arrow to find your Unit Type in the menu, then point and click on your Unit Type. Tab.

n.) Type your Unit Number.

o.) Click REGISTER.

You are now logged in. Please proceed to "Placing your Order"

Logging into the site

Step 1: Click 'login' on your Welcome screen.

Step 2: You are back on the Home page. Type your Email Address and Password, and click 'Login'.

Placing order

Step 1: Click 'Quick Order' in the menu on the left of your screen. On the lower portion of the form, enter prize quantities and complete all of the required fields to ensure proper shipment.

NOTE: We are Unable to ship to a P.O. BOX. On a rare chance, we do mail some orders out, if you have a PO Box, please include it on the second address line.

Step 2: Click 'Submit Order to Council' when you are finished. A pop up box will appear as a double check to ensure you are ready to submit your final order. If you need to edit your order please see instructions below.

Step 3: Upon successful completion; you will receive an e-mail verification, unless your Internet Service Provider has our system blocked. Please keep your order number for future reference.

If you need assistance with this process, please contact BSA Customer Service via e-mail BSACustomerService@gcc-usa.com , call BSA Customer Service @ 888-351-8000, or call your Council office.

Editing Existing Order

Units will not be able to initiate a second order for a unit unless the previous order has been authorized for shipment by the Council Office. Should your Unit have the need to change your order, please follow the instructions below.

Step 1: Complete Log In and Password Screen

Step 2: Click on "Quick Order". Enter Information for your Unit/Number/District/Popcorn Sales Click "Next"

Step 3: If there is an order for Unit/District/Council, you will see a message "There is already an order for this Unit/District/Council. To edit this order, click "here". Click on "here"

Step 4: Change quantities of prizes needed.
Click "Submit Changes"
Please wait one moment while page refreshes.
You will then see a screen stating that your Order has been updated.

If you need assistance with this process, please contact BSA Customer Service via e-mail BSACustomerService@gcc-usa.com , call BSA Customer Service @ 888-351-8000, or call your Council office.