

TROOP/PACK VOLUNTEERS,

Thank you for being willing to assist in our popcorn fundraising effort. If you have any questions, call _____.

Sale Preparation

1. Money pouch should be delivered to you.
2. If you are the first sale the money pouch will have a credit card reader, if not the previous group will hand off their credit card reader to you.
3. Popcorn is pre-bundled and ready for pick up at the storage unit:

Credit Card Reader Instructions:

Download the credit card reader app to your smart phone. Plug in the credit card reader into the headphone jack on your phone. (If you have an iPhone 7, then you need the converter jack that comes with your phone.)

Login: _____

Password: _____

***At the end of your sale:

1. Inventory all unsold popcorn.
2. Count all money.
3. Hand-off CREDIT CARD READER ONLY to the next group (if there is one).
4. Return unsold popcorn to storage.
5. Return money pouch with inventory sheet to _____.

DO NOT LEAVE ANY POPCORN OR MONEY BEHIND!

Scout Attendance

Scout Name	Den/Patrol

Location: _____

Date: _____

Time: _____

Popcorn Patrol Roles & Responsibilities

#1 – Popcorn Kernel

- Track overall sales/ordering/etc.
- Count the money
- Head cheerleader

#2 – Assistant Kernel

- Assist the Kernel in all their duties
- Assist the Sales & Volunteer coordinators

#3 – Sales Coordinator

- Set up store sales on the pack calendar and send out emails to make sure all the spots are filled (3 boys per sale)

#4 – Parent Volunteer Coordinators (x2)

- Make sure each sale has a designated volunteer to pick up popcorn
- Provide training to parent volunteers on how to run a sale
- Manage the transfer of money and credit card readers

#5 – Inventory & Storage

- Acquire storage unit
- Bundle popcorn for individual sales

#6 – Transport Coordinator & Inventory Assistant

- Coordinate vehicles for popcorn transport (about 1 large truck or van per \$4,000-\$5,000 of popcorn)
- Assist with bundling of popcorn for individual sales

#7 – Sales Location Procurement & Party Planning Assistant

- Reserve sales locations
- Assist with popcorn recognition party

#8 – Prizes & Party Planning Assistant

- Take charge of procuring prizes, i.e. top seller, opportunity drawing, etc.
- Assist with popcorn recognition party

#9 – Chief Party Planner

- Take charge of popcorn recognition party

