

2017 Take Order Sale Checklist

During the Take Order Sale Scouts travel door to door with order forms collecting orders. Scouts return in November to deliver the product and collect money. The Take Order Sale can begin as early as August 24 and concludes in late October. **Your unit needs to place its product order by October 25.** Be sure to keep track of youth sales throughout September & October and turn in any weekly drawing qualifying order forms.

August

- Pick up popcorn packet and supplies from your district popcorn kickoff. Familiarize yourself with all the printed materials especially the *Trails End Popcorn Sale Guidebook*. Browse additional materials and sales aids at www.trails-end.com.
- Recruit a Unit Popcorn Kernel and give them this guide and the popcorn packet. Be sure to brief them on each of the items in the packets and provide them with an overview of how the sale works.

September

- Create scout sales incentives and procure weekly prizes for your scouts.
- Pass out order forms and prize vouchers to all Scouts. Emphasize the importance of the sale to parents and the benefits they can receive. Make sure each parent and unit leader is aware of deadlines for handing in popcorn orders, prize orders, bonus prizes and weekly drawings.
- Share and post a chart with your unit goal and individual Scout goals in your meeting place or have it on hand during meetings. As the sale progresses be sure to update the chart.
- Conduct a Unit Sales Kick Off.

October

- Each week show the unit goal chart and check on your Scouts' progress. Review prizes and rewards. Make sure to collect copies of any filled sales sheets and fax them to the Council Service Center for the weekly "Fill a Sheet" prize drawing.
- After the final week of sales collect all popcorn order forms and prize orders from the Scouts.
- Enter popcorn orders and prize orders (including \$600 Club achievers) online following the ordering instructions. **Orders are due on or before October 25.**

November

- Pick up your popcorn at your distribution location.
- Be sure to bring a large enough vehicle to haul your order.
- Distribute the popcorn to your youth at a pre-scheduled time. Make sure you have copies of your Scouts' order forms.
- Be sure to collect your money on time from your Scouts and make prompt payment to the Council by December 4.