Instructions for 2014 Popcorn Sale - Troop 250

Welcome to the 2014 Popcorn Selling Season! Troop 250 has ONE fund-raising project a year. Money from this effort allows Troop 250 to cover fees and expenses for our members and leaders offering a quality year round program at a minimal cost to families. When you sell popcorn for Troop 250, you receive a quality Scouting Program and help support our Council.

**TAKE ORDERS**. The most traditional way to sell is with**Take-Orders*.*** You sell door-to-door with your **Trail’s-End Order Form**. You can expect average sales of $75/hour or more going door to door.

**ONLINE SALES**. Hit your goal faster by **Online Sales** to your friends and family. The average sale is $50 and Trail’s End ships the products directly to them. Once your e-mails have been sent, you can sit back and watch your sales soar! This year we are promoting **Online Sales**. During our September 22nd troop meeting, all leaders will have computers to help scouts get setup with an online account through Trails End and send their first ten emails.

**PAYMENTS by cash or check**. All money needs to be collected before turn in. Any cash collected will need to be converted into a personal check by the end of the sale. All checks should be written out to **BSA Troop 250** and all checks must have the **Scout Name in the Memo** section. Funds collected from checks written in your name will be your responsibility.

**PAYMENTS by Square**. Square is a very economical way to accept credit card payments. It is an app that can be downloaded free for IPhone users. It is connected to your bank account and the funds are deposited into the account you specify. Their fee is 2.75% per transaction and deducted prior to deposit. You would be responsible for the fees. ($375.00 would be $10.31 in fees).

**CASH DONATIONS**. Donations are a great way to help out the Troop and our Men and Women in Uniform. When a customer says no you can ask them if they would like to donate to our Troop or to the Military Troops? At the end of the sale, the Troop will keep 100% of the “Troop 250 Donations”. You can then add up your Military Donations and include it on your Trail’s End Order for the Military to receive popcorn.

**SCOUT THANK YOU CARDS.** If you are selling online, they have a form letter thank you email. Please remember to send this to your customers. It will help when we go back next year.

**SHOW & DELIVER RETURNS**. The Troop has the opportunity to return a portion of unopened popcorn. You may return it to me **ON or BEFORE Monday, October 13 at Troop Meeting.** If you cannot make this date, you are responsible for notifying me and returning it **BEFORE** the deadline. This is the last date for returns. If you do not return popcorn before this date, you will be responsible for remitting the full payment of any *Show & Deliver* popcorn you received.

**COMMUNICATION**. The best way to get those sales or special prizes is to be in the know about what is going on from week to week. We will give Weekly Updates and Prizes at the Troop meetings. All sales updates are due Sunday night. If you do not report sales on Sunday by midnight, you will not be eligible for that week’s prize. All popcorn communication will come directly from troop250popcorn@gmail.com .

**SCOUT GOAL and FEES**. Our goal is to sell popcorn so that 70% of the sales go back to our Troop and the Council. Every Scout has a $375 individual goal in order to recharter at no cost. Our goal is to have 100% of our Scouts sell $375 this year! Money from this effort allows Troop 250 to cover fees and expenses for our members. Some of those fees include annual BSA renewal, Boy’s Life Subscription, Rank Advancements, Merit Badges, Merit Badge educational material and more.
When your Scout does not sell $375, you will be charged a fee for the year. Your fee will be the Troop’s lost commission on the difference between your sales and your goal. For example, when your Scout sells $375 or more, your fee is $0. When your Scout sells $300, your fee is $30 ($375-300 x 40%). When your Scout sells $0, your fee is $150.

If you have any question regarding the fee, or have a family hardship, please contact us at troop250popcorn@gmail.com .

**Important Dates:**

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| Monday, September 15  | Popcorn Kickoff Meeting | 7:00 PM Grace Church |
| Friday, September 19 | Show & Deliver Pickup\*Preorders ONLY | 4:30 – 7:00 PM @ Grace Church Parking Lot |
| Saturday, September 20 | Sale Starts | Have Fun!! |
| Sunday, September 21 | Sales Totals Due | By Midnight |
| Sunday, September 28 | Sales Totals Due | By Midnight |
| Sunday, October 5 | Sales Totals Due | By Midnight |
| Sunday, October 12 | Sales Totals Due | By Midnight |
| Monday, October 13 | Show & Deliver returns | Troop Meeting 7:00 pm |
| Monday, October 20 | Sale EndsFinal sales turn-in | Troop Meeting 7:00 pm  |
| Monday, October 27 | Popcorn Results Meeting  | 7:00 PM Grace Church |
| Saturday, November 15 | Take Order Pickup | 9:30 – 11:30 AM @ Grace Church Parking Lot |
| Saturday, November 22  | Deadline for all popcorn to be delivered to your customers |  |