**End of Sale Instructions**

**What to Bring:**

* Popcorn Sales Summary Sheet completely filled out (front & back)
* Checkbook (you MUST bring - in case your totals are incorrect)
* All Show & Deliver Sales Forms
* All Trail's End Order Forms
* Your Online Sales Report (only sales through 10/20 are eligible)
* Fee Check if you did not sell $375 (I will provide total, but refer to sales summary sheet)

**Checks:**

* All checks must be written out to BSA Troop 250
* All checks must have the Scout Name in the Memo section
* All cash must be converted into a personal check

**Sales Summary Sheet:**

* Fill in the **Take Order Total Sales**:  Using your **Trail's End order form**, total each page by quantity and dollar amount.  Remember this is only for popcorn that needs to be ordered & delivered.  (All popcorn that has been delivered should be on the Show & Deliver Sales Form). If you have more than one page, total all pages to get your Grand Total.  You can then use your Grand Total to fill in the **Popcorn to be Ordered** at the bottom of the page.
* Fill in the **Show & Deliver Total Sales**:  Show & Deliver is the popcorn you have already delivered to your customers (it does not need to be ordered).  This is the total amount of Show & Deliver you signed for.  It should match your **Show & Deliver Sales Form** totals. What we have on record (and you signed for) is the dollar amount you are responsible for submitting.
* Fill in the **Cash Donations**:  These are cash donations that you received going door-to-door or through storefront sales. These go 100% to Troop 250.
* Fill in the **Sub-Total**:  Add your Take Order, Show & Deliver, and Cash Donations to get your Sub Total.  This total should match the total dollar amount of the checks you are submitting.  If your totals do not match, you must contact me prior to turn-in.
* Fill in the **Online Total Sales**:  Print off your sales history report and bring with you.
* Fill in the **Grand Total Sales**:  Add your Online Total Sales to your Sub-Total.  Your Grand Total Sales will be your prize level.