

How to Fill out the Unit Master Records Form

The council has provided a document that will assist with scout sales tracking and prize ordering. This document is known as the UNIT MASTER RECORDS FORM. It can be found on the council's website at siouxscouting.org. Once on the home page, click on the Popcorn resources button and scroll to the bottom to find the link for "Unit Master Record and Prize Summary". There is an Excel or a PDF document of this. I recommend the Excel if you plan on filling this out on your computer as it will calculate fields for you. Below are the steps on how to use the Excel document provided.

- Once you have the excel document open, be sure that you are on the "unit master record" tab in the lower left corner.
- Fill out the district name, Unit Type and #, Chairman, Email, Phone, Shipping Address across the top of the form.
- Populate the First and Last name of all the scouts that sold in your unit.
- Enter the Den, if you wish. This can be numerical or alpha characters (Den 1, or Webelos Den)
- Enter the show and sell sales total for each scout going across their line.
 - o Enter total sales for Popping Corn, Classic Caramel, Deluxe Pecan, etc.
 - o As you add the totals the "total amount due" column will calculate total for that scout.
- Enter total online sales for the scout.
 - o This can be found on the prpopcorn.com website under reports, online sales reports.
- Enter total table sales for the scout if they have not entered this into their "show and sell" numbers yet.
- This will calculate a "grand total" of sales for each scout.
- Once all fields have been entered, repeat the above steps for each scout.
- After all scouts have been entered, you can enter deposit amounts to the far right for each scout to track dollars returned and dollars outstanding for each scout.
 - o NOTE this Amount Due total does not include the Online or Table sales totals as the scout should not have this amount in their possession.
- There are 4 deposit fields for each scout to use. If you need more than 4 columns, you will not be able to edit this form so you will have to combine a couple deposits until you have enough.
- Once all fields have been entered click on the "Prize Summary" tab.
- This summary carries over the scouts name, and amount sold (including online and table sales).
- You will need to fill out (using numbers, NOT X's) how many of each prize, each scout wants.
 - o Keep in mind that scouts may order as many prizes as they want as long as the prize level totals don't exceed their total sales.
- Enter qty 1 patch (first column) for each scout that sold popcorn.
- Enter the qty of each prize the scout wants for their selection.
- The "bonus prizes" are automatically calculated for each scout so you will not have to add these in the end.
- Once all cells have been filled out, click on the "REQUIRED EMAIL ADDRESSES" tab at the bottom
- This tab tells you as the popcorn kernel, what emails you MUST have due to prize selections.
 - o This is calculated if any "Bonus Prizes" are needed or if a scout has selected a gift card.
 - o These gift card prizes will be sent via email so these email addresses are REQUIRED.
- Any email address that you do not have filled out that have a "EMAIL REQUIRED" label in the "Required" column, will need to be filled out before submitting this form.
- Once all tabs and all cells needed have been filled out
- Save your file and email this to Linda at Sioux.popcorn@scouting.org.
- This document needs to be sent no later than 10/26/2020.

****ADDED NOTE****

- Total prizes are calculated across the bottom of this document.
- Use this document when ordering prizes for easy reference to add to your cart for each prize.