

10/15 Supplemental Training Agenda

Presentation

- Introduction
 - o We will cover
 - Inter-unit Transfers
 - Returns
 - Take Order Sales
 - Unit Master Record Form
 - Prize Ordering
 - BRIEFLY mention invoicing.
 - Questions/Conversation
- Please mute all microphones to prevent background interference. This will be recorded for posting on the Popcorn resources page for all that were not able to attend.
- Going to go thru chronologically the order of how things will be laying out over the next couple weeks
- Last day for Inter-unit transfers will be on 10/21/2020
 - o All inter-unit transfers need to have the form filled out and signed by both kernels and be submitted to Sioux.popcorn@scouting.org no later than 10/21/2020
- Sales are done on 10/22/20
 - o There will be a weekend (or more for some) that will allow you to gather popcorn and inventory and create your return count form.
 - o By ending sales on this date. That allows a “freeze” for each kernel to accurately count and assess needs for fulfillment from the council.
 - o This eliminates the counts from being completed and THEN a sale is made rendering your counts inaccurate.
- Returns (2 different ways for returns determined by your geographic location)
 - o Return count (with accurate counts) need to be turned into Linda (Sioux.popcorn@scouting.org) by 10/26/2020.
 - These counts HAVE TO BE ACCURATE. Linda uses these counts to know what product need to be distributed to remote locations.
 - If you say you are returning 4 cases and only return 2. Linda could be relying on those 2 cases to fill orders.
 - o Rules of returned popcorn
 - No damage popcorn will be accepted back. (dented tins, broken bags, melted chocolate)
 - All popcorn must be returned in boxes of that product. (no returning salted caramel in a maple pecan box)

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- Partial cases WILL be accepted (you can return 4 pieces as long as it's in the appropriate box)
- Do NOT tape open cases shut. Leave them open for inspection upon return.
- Sioux Falls Area return
 - Will be done on 26th or 27th. Help is needed for the return date. Is anyone available? As of now it will be me and me alone. This could make for a long day for me and everyone returning if no help is found
 - Sign up will be forthcoming. Very similar to when you picked up.
 - Right now looks like we will do 15 minute time slots.
 - Under \$5000 of returned product, use 1 slot.
 - Over \$5000 of returned product, use 2 slots.
- Outside SF area
 - Will be done shortly after 26th. Dates are to be determined depending on logistics needs.
- Take Order sales
 - What are take order sales?
 - These are sales that your unit or the council was out of while doing show and sells
 - This is not "another selling season"
 - This is only for the need to shuffle popcorn to fill all outstanding orders across the council.
 - These are done thru prpopcorn.com website
 - Log in
 - Select "+ NEW ORDER"
 - Select "take order" when placing
 - This is same process as your original order
 - Select your same pickup location as your original order.
 - Although some locations may slightly vary, this will give us the information we need to get it to the correct town.
 - EXAMPLE: Johnny sold 6 more caramel than he had. After everyone returns their inventory I have 4. I give the 4 to Johnny for him to give to his customer. My Take Order would be for 2 caramel. If Suzy also sold 4 and I don't have enough to cover, then my take order would be for 6.
 - Take Orders are NON REFUNDABLE
 - Unit is responsible for payment on these items
- Unit Master Records
 - Document can be found on Sioux council website.
 - Click on Popcorn resources
 - Scroll to the bottom

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- I will be demoing with the excel document
- Demo unit master records
 - Add last selling totals
 - Note auto adding
 - Auto calculates over to following sheets
 - Be sure to collect email addresses from your scouts (scouts parents).
 - These are needed for most if not all prizes
 - Note the table sales and online sales column. This will be essential if the scout reaches winner circle status.
 - Demo how to retrieve online order amounts.
 - Online orders update Tuesday and Friday.
 - Fill out the prizes each scout wants
 - Use the bottom auto calculate fields for prize ordering (more to come)
 - Click on the REQUIRED EMAILS tab and enter all required in order to distribute gift cards.
- Prize Ordering
 - Prize orders are due on 10/26/2020
 - Sample order
 - < \$2500
 - Council prizes are ordered thru link on prpopcorn.com site
 - Bonus prizes (\$850 or \$1750 gift card) will be automatically tallied by the council from the Unit Master Record Form.
 - > \$2500
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 - Winners circle prize needs to be chosen in prpopcorn.com site
 - Once prize is selected. Kernel needs to upload validation of sales
 - This can be a copy of the Unit Master Record form (page 1) with the appropriate scout's information highlighted.
- Invoicing
 - Once selling season is completed and all popcorn has settled. Linda will be getting invoices sent
 - No I don't have any dates for this yet.
 - Invoices will be the amount due to council for popcorn you sold minus your commission.
 - Example: Assuming your unit receives the full 30% commission.

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- For every \$10 caramel corn you sold the council will invoice you for \$7.
 - This leaves your commission of \$3 in your account.
- Your unit sold \$10,000. The council will invoice you for \$7,000.
 - Leaving your \$3,000 commission in your account.

- Questions/concerns

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SUMMARY

- sales end 10/22
- return forms (with quantities to be returned) go to Linda at Sioux.popcorn@scouting.org
 - DUE ON 10/26/2020
 - no damaged popcorn
 - must be in correct box
 - ACCURACY is a must
- order for remaining product go thru prpopcorn.com website (same as original order) use "TAKE ORDER"
 - take order DUE BY 10/26/2020
- Unit Master Record Document
 - DUE BY 10/26/2020
 - Be sure that all fields are filled out INCLUDING required emails on last tab.
- Prize orders
 - DUE BY 10/26/2020
 - Council Prizes
 - Ordered by Kernel thru prpopcorn.com site
 - Council Bonus Prizes
 - Automatically ordered based on Unit Master Record From
 - Winners Circle Prizes
 - Ordered by Kernel thru prpopcorn.com site