



UNIT POPCORN KERNEL POSITION DESCRIPTION

The popcorn chairperson is responsible for the overall organization and implementation of the unit's popcorn sale. This person ensures promotion, timely report of unit sales, popcorn pick up, and popcorn payment.

Duties include:

District Kickoff

- o Gather information, forms, materials, and ask questions

Develop a plan

- o Establish Show & Sell Sites, such as businesses/functions, working in cooperation with unit parents and leaders
- o Set a site area for Take Orders that is both comprehensive & easy for Scout & parents to understand and canvas.

Unit Sales Goal

- o Determine an overall sales goal for the unit and goal per Scout/family

Promote

- o Market to the parents and Scouts of your unit through flyers, weekly e-mails, and notice of meetings throughout the sale

Popcorn Kickoff Materials

- o Schedule a kickoff day for your unit using the sales kickoff materials provided to get your Scouts excited for the sale! For additional supplies and support for your unit kickoff, please contact your District Executive.

Record Keeping

- o Organize accurate records of unit sales, prizes earned, and payments due and made by the Scouts in your unit.

Product Organization

- o Keep track of placing orders, picking up of popcorn, distribution of popcorn to Scouts, and returning of excess popcorn, if necessary, for your Unit.

Prizes/Incentives

- o Work with Scouts to choose a prize level goal, order prizes and distribute upon delivery.

Have Fun!