2024 POPCORN SALE

LEADER GUIDE Southeast Louisiana Council

NW

IS





KICKOFF & TRAINING

7/28

Popcorn Sale Kickoff- July 28th

St. Christopher Catholic Church Gymnasium 3900 Derbigny Street, Metairie, LA 70001 Time: 4:00 PM/Date: Sunday, July 28, 2024 A Jambalaya Dinner will be served.

How to Sell \$10K in a Weekend – July 28th

Training will be held in conjunction with the Popcorn Kickoff

ONLINE ORDER

7/13

Sale Starts 7/13/2024

Sale Ends 12/31/2024

Online commissions are applied as a credit to the unit invoice. Online commissions may be delayed after Take Order Balances are paid.

SHOW- N- SELL

7/13

July 13th – Units may start entering Show N Sell Orders in the system Aug 5th – Unit Show N Sell Orders Due Aug 24th – Show N Sell Distribution

Oct 28th – Show N Sell Balances due to the Council

INRDER NOW Units may enter Show-N-Sell Orders ONLINE- July 13th

TAKE ORDER

10/1

Oct 1st – Units may start entering Take Orders in the system Oct 28th – Unit Take Orders due Nov 15th – Take Order Balances due to Council by 3:00 PM

Nov 16th – Take Order Distribution

ORDER NOW Units may enter TAKE ORDERS ONLINE- October 1st

Product Transfers

8/24

- Unit Transfers are allowed from 8/24 11/5
 Enter transfer in system, then email
- Kristie.Schouest@scouting.org for approval
 Any transfers after November 5th will not be recorded by the Council and will be the recorded
- recorded by the Council and will be the responsibility of the units to decide monetary accountability.

Product Transfers due Nov 5th

No Product Returns 10/28



Product Returns are not allowed, however, for HELP with Major Product Overages (multiple full cases), call Todd Conner *** Deadline 10/28/2024

DISTRIBUTIONS

Perrone & Sons Warehouse 1801 L and A Road Metairie, LA 70001 Pickup Schedule for Units will be created by Council during each sale

Show N Sell Distribution – Aug 24th Take Order Distribution – Nov 16th

Balances & Prizes

Show N Sell Balance due Oct 28th Take Order Balance due Nov 15th Prize Orders due in the system Nov 15th



Sale Ends: 11/16/2024

BEGIN LET THE ADVENTURE



Welcome

Hello,

Thank you for contributing so much of your time, energy and efforts to our 2024 popcorn fundraiser. Your willingness to dedicate your time and resources are greatly appreciated. I hope you know the priceless impact you have on so many lives.

We hope this guidebook provides a step-by-step approach to setting your Unit up for popcorn sale success. Additional resources will be provided leading up to the sale. Please join Camp Master's Facebook group.

https://www.facebook.com/groups/campmastersunitsparentsandscouts/

<u>Also, check out</u>:

https://www.campmasters.org

https://www.bsa-selacouncil.org/popcorn

However, if there is anything you need to help fuel your popcorn success, please don't hesitate to reach out to the Council's great team for assistance. (See page 6 for the Council's Popcorn Leadership contact info)

We are fully invested in your popcorn success!

05 Learn with Popcorn

Through the BSA curriculum and the CAMP MASTERS Popcorn Program, Scouts learn goal setting, decision making, money management, people skills and business ethics skills.

06 Important Contacts

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THINKING OUTSIDE THE BOX

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- Kernel Checklist
- Ordering Inventory/ Popcorn Policy
- Annual Program Planner

Commission & Prizes

High Achiever Prize- CAMP MASTERS

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- Best Practices
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CAMP MASTERS Resources

- Register Your Scouts
- Show & Sell Scheduling
- Credit Card

Why Participate?

The Boy Scouts of America offers financial empowerment programs to help youth develop good money management habits and prepare for future financial success. Through progression, Scouts acquire new skills, increase self-confidence and develop an entrepreneurial mindset. By participating in the CAMP MASTERS Popcorn Program, Scouts learn goal setting, decision making, money management, people skills and business ethics.

Through the CAMPMASTERS Popcorn Program, Scouts learn	The benefit is
Goal Setting A Scout sets an individual popcorn business goals and then creates a plan to reach those goals	By setting and reaching goals, Scouts develop a strong sense of self and cooperation and team- building skills that will help them succeed in school, on the job, and in life.
Decision Making	Through these activities, Scouts learn how to think
A Scout decides how to market their popcorn business	critically, solve problems and develop a sense of
and adjust to changing opportunities and challenges.	responsibility.
Money Management	As a result, Scouts gain practical life skills, such as
A Scout gains confidence in taking popcorn orders,	how to confidently handle, manage, and leverage
track sales, handling and managing money.	money so that they can achieve their goals.
People Skills	Scouts benefit from these experiences by
A Scout learns how to speak to, listen to and work with	developing healthy relationships and conflict-
customers in person.	resolution skills.
Business Ethics Scouts learn how to run an honest, responsible popcorn business.	To become ethical leaders, they practice putting the positive values they learn as Scouts into action.



Important Contacts

Todd	Conner

Popcorn Advisor (504) 810-1683 Todd.Conner@scouting.org Kristie Spinelli Popcorn Admin. Support

(504) 889-0388 Kristie.Schouest@scouting.org Juan Prado District Director

(504) 289-4318 Juan.Prado@scouting.org

Grant Waggenspack

Bayou District Kernel

Grant.Waggenspack@gmail.com

To Be Determined

Melissa Ruddick
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Ms. Skip Gibson Emerging Markets District

Cataouatche District Kernel

Unit131.TheGoodGang@gmail.com

Mirela Nicola

Fleur de Lis District Kernel Mirela.Nicola@hotmail.com

Jeremy Baton

Pelican District Kernel

Jeremy.Batson123@yahoo.com

WAREHOUSE

Perrone & Sons Warehouse 1801 L and A Road Metairie, LA 70001

Please call Council with Questions: (504) 889-0388

POPCORN





2024 Product Selections



Think Outside The Box If there are people there, sell Popcorn there!

SET up at a LOCAL COLLEGE or UNIVERSITY- College students love popcorn. Go door-to-door down frat row. Mid-week snacks and weekend treats are always welcome. Research busy times on campus and set up shop outside the student union or in front of the library. Pro Tip- Parent and Family Weekend, Football games. on Friday evenings/weekend mornings/after exams/after late night parties

LOCAL EVENTS- Craft fair, gathering of food trucks at a local framer's market, local parade, golf tournament, another great place is a sport club, gym or range (with permission off course). Also large train or bus stops.

NEXT TO ANY ASPCA EVENT- - also offer dog treats, because cute Scouts + pets = Sympathy and \$\$



Mid-size car 20 cases



Standard SUV 40 cases



Standard Van 60 cases





Full size SUV 70 cases

Pickup 90 cases



Not recommended









Leading Your Unit

The Popcorn Kernel oversees operations of the Unit's popcorn sale. This is an important leadership role within the Unit. The Popcorn Kernel ensures distribution, promotion, reporting and payments for Unit's entire sale period. They also work closely with their Unit committees and District Popcorn Kernel.

The best part is leading their #PopcornSquad in the Unit's goals for the sale. This includes: -

- •Encouraging Scouts to Earn Their Way
- Developing the Overall Sale Strategy for the Unit
- •Establishing Relationships with Community Businesses
- •Helping Parents Support Their Scout
- Guiding the Unit's Progress to Their Sales Goal
- •Gathering and Distributing Important Information
- Running Logistics for Product and Sales Earnings
- Rewarding Scout Efforts with Great Prizes
- •and Hosting an EPIC Unit Kick-Off Celebration



Your #PopcornSquad includes (based on your Unit and District Size):

- •Unit Committee Members Helping you develop the plans and budgets
- •Assistant Popcorn Kernel Your left-hand in all things popcorn
- •Kickoff Kernel Your party planning partner
- Show-N-Sell Kernel Your logistics coordinator (preferably with a truck!)
- Pickup Kernel Your warehouse watchdog for product inventory
- Prize Kernel Your fun-lovin' prize patrol buddy
- •Communications Kernel Your social media / email master spreading popcorn love

As exciting as these position titles are, people tend to more receptive when asked to execute a specific task, not just serve a role in the popcorn sale. When asking for help, be sure to say what you specifically NEED help with and how much time you think it will take them.

Tip

For example, instead of: Hey Sarah, will you volunteer as Kickoff Kernel this year? Ask: Hey Sarah, your creativity and crafting skills are top notch. Would you help me with decorations and games for the Popcorn Kickoff? I'm thinking it will take us about 5 hours in planning and decorating day of, plus whatever time you'd estimate for creating them.







So the Kernel Checklist

My Popcorn Squad

Unit Kernel Phone Email

Assistant Kernel Phone Email

Kickoff Kernel Phone Email

Show-N-Sell Kernel Phone Email

> **Pickup Kernel** Phone Email

Prize Kernel Phone Email

Communications Kernel Phone Email



- Attend Popcorn Trainings
- Plan Annual Scout Program (w/ Unit Committee)
- □ Review Commission Structure & Prizes
- Determine Additional Unit Prizes
- □ Set Budget for Program (Use Unit Fillable Budget)
- Recruit Your #PopcornSquad
- □ Update Scout Roster (w/ Membership Chair)
- Direct Scouts to Se<u>lf-Register or</u> Update Bio
- Determine Per-Scout Fundraising Goal (Use Scout Goal Worksheet)
- Secure Storefronts (as / where possible)
- Create Unit Timeline for Popcorn Sale
- **Establish Guidelines for Popcorn Pickup, Returns & Money**
- Confirm Show-N-Sell Locations & Times
- Prepare / Update COVID-19 Guidelines
- Delace Unit Popcorn Order
- Host Unit Kickoff Meeting
- Prepare and Distribute Handouts
- □ Share Tips & Ideas for Selling Popcorn
- Provide Selling Incentives & Games for Scouts
- Coordinate Pick-Up / Drop-Offs at District Warehouse
- Encourage Scout & Parent Participation
- □ Share Selling & Marketing Strategies
- □ Help Scouts Share Their Online Selling Link
- Delace Final Popcorn Order
- Order and Distribute Prizes
- Remit Product Payments to Council
- Contact District Kernel as Needed for Assistance
- Celebrate!

Ordering Inventory

Show and Sell is a great way to raise money for your unit and is a very popular method as well. Here are a few helpful hints when ordering your show and sell inventory.

• Be conservative in your order, we will maintain an inventory at the council service center and will be happy to provide you with more product.

• Keep your goals in mind, if you have an exceptional event coming up that will require more money you might want to schedule extra opportunities.

Popcorn Policy

• All left over Show-n-Sell product must be incorporated into your unit's Take Order.

• No Returns: Units will NOT be allowed to return product.

However, if your unit is at risk of having major product overages (multiple full cases) that could potentially jeopardize your profits, contact Todd Conner before October 28th.

Payment Terms

* SHOW-N-SELL payments are due to the Council Service Center on or before **10/28** at **3:00pm**.

*TAKE ORDER payments are due to the Council Service Center on or before **11/15 3:00pm.** PRIZE ORDERS are also due **11/15.**

* Prize Orders will be released by the first week of December. Release of prize order is contingent on balances being paid in full.

* Prize Opt Out checks will be mailed to the unit, in care of the representative listed on the Unit Commitment form or Kernel by Christmas, provided the account has been cleared with the Council on time.

UNIT-TO-UNIT TRANSFERS

If your unit transfers products with another unit, follow the process below. The online system provides a mechanism to transfer product between units however we recommend the process below.

- 1. Units may transfer product between each other.
- 2. Transfers may be in container quantity.
- Units can log into the Camp Master site and complete the transfer themselves. Send an email to <u>Kristie.Schouest@scouting.org</u> once the transfer has been made for approval.
- 4. ALL TRANSFERS MUST BE SUBMITTED TO COUNCIL BY NOVEMBER 5TH.
- 5. Any transfers after November 5th will not be recorded by the Council and will be the responsibility of the units to decide monetary accountability.
- 6. All negotiations are strictly between units and the Council only provides contact information for involved units.

Additional Product

Additional product may be available. Contact the Council Service Center for more information. Inventory is not guaranteed and is on a first come first served basis.

Base Profit = 37%

- 1. Units will have their 37% Base Profit deducted from their invoices.
- Online sales base profits will be credited to unit invoices until Nov 15th. Online sales made after invoices have been paid will be mailed to the unit after Christmas.
- 3. Base Profits may be forfeited if Units do not pay balances by deadlines.

Payment Terms

- Please pay with (1) Unit check, made payable to Boy Scouts of America. The Council cannot accept debit/credit cards payments unless the Unit is willing to pay a 3% fee. You may also pay online through the Council website with an EFT check at no charge. A link will be emailed to kernels prior to deadlines.
- 2. Prize Opt Out funds are void if a unit fails to clear its account balance (retail value minus base profit by the deadlines). Deadline will be strictly enforced.
- Units that do not clear their accounts by December 15, 2024, may forfeit their entire base profit of 37% and 3% Prize Opt Out funds. The entire retail amount will be due.

¹ ANNUAL PROGRAM PLANNER

1

Involvement is key in the successful planning of your annual program. We recommend allowing Scouts and their families express their ideas during a Troop brainstorming session. The older the scout, the more benefit they get from participating in this planning. It also keeps everyone more engaged in the popcorn sale because they know the rewards of their efforts.

ΑCTIVITY		PROGRAM MONTH	COST			
			\$			
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			\$			
			\$			
		Registration & Insurance	\$			
NOW CALCULATE YOUR POPCORN SAL	ES COALS	Advancements	\$			
Divide UNIT BUDGET by UNIT COMMISION	\$	Uniforms	\$			
(This is your Unit Sales Goal)		Scholarships	\$			
		Other	\$			
Divide by NUMBER OF PARTICIPATING OF SCOUTS (This is your Scout Sales Goal)	\$	TOTAL UNIT BUDGET	\$			

Commissions, Prizes & Incentives

Base Profit: 37% Units keep 37% off each item sold

Opt Out of Prize Program: 3%

Units may decide to Opt Out of the Prize Program. Nothing needs to be done, just don't enter a prize order. Patches can still be ordered by the Unit Leader through the system.



IN ADDITION to Council incentives, CAMP MASTERS offers Prizes to recognize Scouts Popcorn Sale efforts.



SELL \$400+ ONLINE GET A \$10 AMAZON GIFT CARD





Selling Strategies

DOOR-TO-DOOR:

aka Wagon Sales – One of the most effective sales methods! In this case, a unit signs out popcorn to a Scout who takes it throughout their neighborhood, selling as he goes. Product is brought along (in wagon or vehicle), making it a quick and easy process for the customer. So, it is like a mobile show & sell booth. Units should order for this as part of their show & sell order. A large percentage of homeowners say that no Scout has ever come to their door, missing this great opportunity. If the desired product is not on hand, an order can be taken and product delivered later, but you don't have to make the return trip back to houses! You bring along the product as you sell it door-to-door. When a sale agreement is reached, the Scout goes to the car or wagon, gets the product and delivers it on the spot while the customer pays. If the desired product is not on hand, the Scout uses the Take Order method and returns with the ordered product later. To participate in Show and Deliver, you need to order Show & Sell popcorn.

Super Triangle

Have your Scouts complete the SUPER TRIANGLE! The SUPER TRIANGLE is the 15 neighbors that surround their home. Make a triangle from your home by selling to the first 4 neighbors down, cross the street and sell to 7 houses back toward your home, cross back to your side of the street and stop by 4 neighbors on your way back home. Find a simple prize to encourage your Scouts. We've seen tremendous success from units who just have each Scout do this simple task.

Neighborhood Blitz & Blitz Day

A Blitz Day is an organized day for a group of Scouts to go out selling in a specific area together. Scouts have fun with their friends as they travel to a neighborhood. A neighborhood can be covered very quickly with several Scouts each going door to door.

Helpful Sales Suggestions:

•First Start a conversation: Instead of saying "Do you want to buy some popcorn?" Instead ask, " Do you like popcorn?" This will quickly led to a broader conversation.

•Qualify your lead with open-ended question: "What kind of popcorn do you like?" The Scout has already established that I like popcorn, but then they needed to find out more about my underlying needs—did I like caramel corn, cheese popcorn, or what? •Ask for the sale

Try This:

Scout: "Do you like Popcorn?" Customer: "Well, yes I do!" Scout: "What is your favorite kind of popcorn?" Customer: "I like caramel corn and white cheddar." Scout: "Well you're in luck. We are selling BOTH of those. Would you like to order some of your favorite popcorn right now? You don't have to pay any money today."

CORPORATE SALES:

There are many ways to sell popcorn to business. Some business will allow you to sell to their employees; some will let you post an order form in a lobby or breakroom. Focus on companies who give out year-end holiday gifts to employees or customers.



Selling Strategies- Continued

SHOW AND SELL

This method is a lot like an "old school" lemonade stand. Your unit gets permission to have a booth in a high visibility area and your Scouts sell actual popcorn product there on the spot. This method has been highly effective for many units. A unit can plan a Show & Sell day and split Scouts/ families into shifts so that everyone takes a turn. Talk with local stores to setup a time to sell.

STEPS TO SUCCESS

Identify Locations –Look for high traffic locations with good visibility for potential customers to find you. Great spots might include stores, parking lots, movie theaters, shopping centers, ball fields, after church on Sunday, or your chartered organization!

Initiate conversation with location –Contact the desired location where you would like to have a Show-n up a location in a high traffic area in front of the store. If they won't allow a sale in front of the store, see if you can do a Drive Thru Sale in the back of the parking lot!

POP UP SHOPS: A Neighborhood

Encourage Scouts to set up a local Show & Sell type stand in their driveway or another location in their neighborhood. This is similar to a lemonade stand, where interested customers can come and purchase if interested!

Marketing & Promotion –Be sure to let everyone in the neighborhood know you are selling popcorn when & where. Social Media –Utilize social media apps like Next Door or Facebook to market the sale.

Yard Signs–Set out signs directing potential customers to your Pop-Up Shop, like promoting a Garage Sale.

DRIVE THRU BOOTH

The best thing to come out of the last couple of years is curbside pick-up. I don't want to get out of the car to shop for anything and now I don't have to. Hosting a drive-thru event so people can buy popcorn from the convenience of their cars, is the perfect opportunity to sell to folks who feel the same. The drive thru sale plan can be done anywhere. By asking retail locations, your chartered organization, or other venues to provide space in the parking lot where customers can drive up, place and receive an order, then drive away, provides convenience and a lowpressure option to customers.

Other Tips & Tricks –

•Have customer remain in vehicle

•Utilize the door hanger for the customer to write down their order or create a simple order form •Keep stock of popcorn on table to limit & only pull-out product requested by customer •Encourage cashless transactions if possible

•Assign jobs for the entire day (i.e., 1 person is handling money, 1 is handling popcorn)

•Make a poster to show unit's sale goal and update throughout the day.

ONLINE DIRECT

Safe for Scouts - fundraise from the safety of home
No handling of products or cash- all credit.
Assign jobs for the entire day (i.e., 1 person is handling money, 1 is handling popcorn)
Make a poster to show unit's sale goal and update throughout the day.

HOW DOES ONLINE DIRECT WORK?

Two Ways Customers Order Online Direct.

1. Virtual Store - Scouts share their fundraising page via email, text or social media.

2. Scout Recorded - Record customer orders directly on the Scout's phone (Credit/debit only).

CAMP MASTERS ships products to customers, and unit never handles products or cash.



Sample Selling Script

YOUR BEST SALE

Tip: Use your order forms from last year to ask repeat customers!

"Hello, my name is ______ and I'm with Pack/Troop _____. I am trying to earn my way to ______ and support our camp programs. I have many DELICIOUS flavors of popcorn and ______ is my favorite because _____! Can I count on your support to help fund my adventures?"

Hi! My name is _____and I'm with Pack/Troop _____. This is my year ____selling popcorn!
Would you like to buy some popcorn to support me and my Pack/Troop?
My favorite popcorn is ______. I love being a Boy Scout because _____.
My goal is to sell _____ (number of products or dollar amount). I can't wait to use my profits



It's important to practice in sales. On the way out the door practice your pitch to make sure you have a strong intro,

value prop and call to action that you can deliver in a short period of time. As you practice you will get more and more

comfortable with it and by the 3rd or 4th door you will have the delivery nailed.

Selling Tips

ALWAYS wear your uniform

Practice your sales pitch and role play with other Scouts ALWAYS smile and introduce yourself ALWAYS tell your customers why you are selling popcorn KNOW the different kinds of popcorn you are selling ALWAYS say "Thank You" ALWAYS make a copy of your order form ALWAYS make a clean order form with a pen The MORE you ask the MORE sales you have! **BE SURE to get customer email addresses to send them a "Thank You" email after the sale, reminding them they can re-order online.**

Safety Tips

NEVER enter anyone's home NEVER sell after dark unless you are with an adult

DON'T carry large amounts of cash with you ALWAYS walk on the sidewalk and driveway

ALWAYS sell with another scout or with an adult





Objections at the Point of Sale

The key to objection handling is being proactive about dealing with them. Most of us know the objections Scouts will face on a day-to-day basis during fundraising. Scouts should identify them, come up with specific approaches and responses to each of them and then test to see which ones work best.

I cannot eat popcorn...

That's ok. You can still support us and the military by sending popcorn to troops overseas. Popcorn also makes a great gift for someone else. We also have chocolate covered pretzels that you may like. Which one works best for you?

Popcorn is not healthy...

Many snack foods have lots of fat, but many of our products have less than half the calories of potato or corn chips, plus popcorn is high in fiber! Which one would you like? Suggest the Gourmet Purple Popping Corn Jar. This gourmet popping corn is delicious popcorn contains antioxidants, has virtually No hulls, and tastes great.

The price is too high..

The price is about the same as buying popcorn at the movies, however, 70% of the cost is going to help our Scouting program, so you can feel good about buying and helping. Think of it this way: you are donating to Scouting and this popcorn is your thank-you gift. Which one would you like?

We already bought popcorn...

Great! Thank you! After trying the product, many of my customers find that they would like to send some to family, friends, or to military members overseas. Do you have someone in mind that would like some delicious popcorn?

I don't have any money on

Thet's ok. We take all major debit and credit cards. Which one would you like?

I am allergic...

I'm sorry to hear that. Would you consider sending some popcorn to military members overseas? You can support both Scouting and the military that way.

I don't support the Scouts

Thank you very much for your time. I hope you have a good day.

Be proactive about handling objections



GEO- Fencing: Facebook



Geo-fencing is a tool on Facebook to help your unit advertise your Popcorn Site Sale in your area, and to boost the awareness of your Unit's activity within your community.

To guarantee advertisement success, please follow the steps below.

Step 1: Create a Community Facebook page. There are different kinds of pages on Facebook. There are also pages for businesses and organizations which have a broader set of tools. Community pages are ideal for Scouting units and councils. These pages have calendars and communications tools that allow them to create and promote events and reach a broader audience.

To create a 'Community' nonprofit page, use the link: **https://www.facebook.com/pages/create** and select the box on the top row, center column titled Company, Organization, or institution, and follow the prompts.

Step 2: Create an event. Once your page is up, create an event. The event could be for a Popcorn Site Sale, an open house, joining night, outing, fundraising event, or any other occasion.

For instructions on creating an event, use the link: https://www.facebook.com/help/210413455658361? helpref=about_content

Step 3: 'Boost' the event. 'Boosting' means paying money to have your event seen by a broader number of people. (Think advertising.) For your Site Sale, it is best to geofence your event around the actual location of your Site Sale. "Boosting" your event for \$2/day and up to 21 days prior to your event.

For instructions use the following link: https://www.facebook.com/business/help/347929565360250? id=300360584271273 and follow the prompts.

We suggest using the following parameters for your event, but feel free to adjust them as appropriate for your event or area.

Gender: Both Male and Female Age: Adults 33-49





Grand Opening (5 mins)

Play music, dim the light and have fun!

Share your Scouting program & promote upcoming adventures (10 mins)

Make sure families understand the benefits of selling popcorn and how it pay for their program

BOY SCOUTS OF AMERIC

Highlight key dates that are important to the popcorn sale

Train your Scouts (10 mins)

Explain the different ways Scouts can sell: Show-N-Sell, Show & Deliver, Take Order.

Digital Take Order and online at CAMPMASTERS.org

Showcase your Scout Rewards (5 mins)

Introduce your unit incentive program, including the CAMP MASTERS High Achiever

program.

Big Finish

Have top sellers from last year spray the leaders with silly string

Send everyone home motivated to sell.

Keep it FUN! Keep it MOVING! Keep it SHORT!



9

UNIT LEADERS: Scouts must be registered in the CAMP MASTERS system to receive

sales! Step One: Log in to the CAMP MASTERS system and click "Setup / Invite Scouts.

CAMP MASTERS		
III Home	Dashboard	
🖉 Camp Masters 🛛 🗸	2020 Fall Popcom Sale	
& Main ✓ ■ Dashboard ♥ Unit Orders	Jason Sieg Troop 313 Demo Council Demo District Anytown	
 ➡ Unit Returns. ED Scout Credits ■ Scout Sales: ➡ Online Orders □ Take-Order ▲ Organization ~ ♥ Units ♥ Users & Scouts 	To Do: ! Submit your Unit Commitment Form ! There are 11 Unordered Scout Take Orders ! There are 2 Open Unit Orders ! Setup/Invite Scouts ! Setup/Import Scouts ! View Scout Online Sales ! View Unit Invoice ! Order Prizes ! Edit Your Profile ! Reset Password	Show-N-Sell start: 2/25/20 - Due: 8/7/20 Unit Kickoff 5/13/20 Returns Due 10/01/20 by 3:00pm III View Product Listing Place Unit Order View Unit Orders \$ Award Scouts Credit Take Order start: 3/2/20 - Oue: 10/23/20 Returns due 10/20/20 by 3:00pm Payments due to Council 11/1/20 III View Product Listing Place Unit Order View Unit Orders View Unit Orders View Scout Take Orders Place a Scout Take Orders

The list of current Scouts registered in your Unit will be

III Home	Demo	Council	Demo Dist	trict Anytown Troop 313	3 > Users		
Camp Masters	0	NEO	USERS				
& Main	+ Ad		26484	nd Sign-On Link 🛞 Layouts 🐱	Export to Excel		
 Dashboard Unit Orders 		Туре 1 7	Key Code T	First Name † T	Last Name t T	Phone	Email
		Leader		Jason	Sieg	(214) 608-3499	pkp25@yahoo.com
		Scout	D9YW	Jacob	Smith	(555) \$55-\$555	Troop313Jacob@scouting.org
 Scoot Sales Graine Onlars 		Scout	D9ZJ	Jeff	Hawkina	(214) 366-3455	wayne1965@gmail.com
D Take-Order		Scout	D92H	.HL	Smith	(888) 888-8888	jillsmith@gmail.com
d Organization		Scout	D9Y7	Max	Franklin	(214) 608-3499	troop313max@demo.com
		Scout	D9YX	Max	Sieg	(812) 347-3505	jason@yahoo.com
👹 Users & Scouts	0	Scout	D9Y9	Ryan	Franklin	0-	Ryno23@yahoo.com
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			-				



Step Two: Remove any Scouts no longer in your Unit by clicking the box to the left of their name(s). And then selecting "Remove" from the menu above.

tome	Demo	Council	Demo Dist	rict Anytown Troop 313	> Users		
Camp Masters		Construction of the	USERS				
S Hain -		and the second second		nd Sign-On Link 💿 Layouta 👻 🤅	Export to Excel		
C Unit Orders	1	Type LT	Key Code T	First Name T	Last Name T. T	Phone T	Email
		Leader		Jason	Sing	(214) 608-3499	pkp25@yahoo.com
		Scout	D9YW	Jacob	Smith	(555) 555-5555	Troop313Jacob@scouting.org
Scrut Sales Grine Orders		Scout	D9ZJ	Jeff	Hawkins	(214) 366-3455	wayne1965@gmail.com
D Take Order		Scout	D9ZH	JH.	Smith	(888) 888-8888	jillsmith@gmail.com
h Organization		Scout	D9Y7	Max	Franklin	(214) 608-3499	troop313max@demo.com
		Scout	D9YX	Max	Sieg	(812) 347-3505	jason@yahoo.com
📽 Obers & Scoults		Scout	D9Y9	Ryan	Franklin	()-	Ryno23@yahoo.com
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Step Three: For the remaining Scouts, make sure their contact information is correct. Then select them by clicking the box to the left of their names. And then select "Send Sign-On Link".

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	2	Leader		Jason	Sieg	(214) 608-3499	pkp25@yahoo.com
		Scout	D9YW	Jacob	Smith	(555) 555-5555	Troop313Jacob@scouting.org
 Scoot Sales Online Onders 		Scout	D9ZJ	Jeff	Hawkins	(214) 366-3455	wayne1965@gmail.com
D Take-Order		Scout	D9ZH	JI	Smith	(888) 888-8888	jillsmith@gmail.com
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This will email each of the Scouts their unique CAMP MASTERS link so they can access the system without having to login. This makes taking orders and payments much easier.



Step Four: For new Scouts, select the "Setup / Import Scouts" option from the

. . .

CAMP MASTERS		
III Home	Dashboard	
Camp Masters ·	2020 Fall Popcorn Sale	
🗞 Main 🕹 👻 🖬 Dashboard 🐑 Unit Orders	Jason Sieg Troop 313 Demo Council Demo District Anytown	
 Munt Returns G2 Scout Credits G Scout Sales G Online Orders □ Take-Order ▲ Organization ~ ★ Units ¥ Users & Scouts 	To Do: Submit your Unit Commitment Form There are 11 Unordered Scout Take Orders There are 2 Open Unit Orders There are 2 Open Unit Orders Manage Unit Information Manage Unit Information Setup/Invite Scouts Setup/Import Scouts Setup/Import Scouts View Scout Online Sales View Unit Invoice Order Prizes Edit Your Profile Q. Reset Password	Show-N-Sell start: 2/25/20 - Due: 8/7/24 Unit Kickoff 6/13/20 Returns Due 10/01/20 by 3:00pm EView Product Listing Place Unit Order View Unit Orders \$ Award Scouts Credit Take Order Start: 3/2/20 - Due: 10/23/20 Returns due 10/20/20 by 3:00pm Payments due to Council 11/1/20 EView Product Listing Place Unit Order View Unit Orders View Unit Orders View Scout Take Orders Place a Scout Take Orders

Step Five: Click the "Import Scouts" button and upload your Excel

	Users / Sc	outs						
mp Masters 🗠 👻	Council	emo Cou	nol 🕓 *		District: Demo District Anytown * User Type:	_	Hide Inactive:	
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	S Layouts	2, 8	Export to Excel	- 10	Export to PDF			
	First Name		Last Name		Email		Organizations	
		T		π		τ.		
	Jazon		Sieg		pkp25@yshoo.com		Demo Council / Demo District Anytown (Troop 313 (Unit Leader)	
	Max		Franklin		troop313max@demo.com	Geme Gounol Demo District Anytown Troop 313 (Scout)		
	JII		Smith		jillsmith@gmail.com	Demo Council (Demo District Anytown (Troop 313 (Scout)		
nization 👻	Jeff		Hawkins		wayne1965@gmail.com	Denne Council Demo District Anytown (Troop 313 (Scout)		
nets sers & Scouts	Max		Sieg		jason@yahoo.com	Demo Council Demo District Argenwe (Troop 313 (Scout)		
	Ryan		Franklin		Ryno23@yahoo.com		Germo Council / Demo District Anytown (Troop 313 (Scout)	
	Jacob		Smith		Troop313Jacob@scouting.org		Demo Gounoli) Demo District Anytown Troop 013 (Scout)	
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Step Six: Select your file and complete the field matches to the spreadsheet columns below. If your sheet has headers, be sure to select the "First Row Has Headers" box.

CAMP MASTERS	-					A
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	Janisten Mare: Jahl Jarff Mare: Pyran Jacoby	Sing ; Franklin Grouts Hanklins Sing Franklin Sino(h	physic 1000 philar 1000 Physic Thus	Match each import field to frée columns or type in a c be used. Council: District: UnitType: UnitNumber: Email: FirstName:	the import ustom value to	
	Page 1 of 1 (1)			LastName: Phone: Number of Rowa:	*	Perge sone - 25 - #

You'll see a data preview as you assign each field for import. Once complete, click

"Import".	Gamer:		19492	First Row Has He			- 1	
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You'll see a green success box once imported.

If you get an error, check your spreadsheet rows again carefully for typos. ✓ Import Succeeded - Download and review the import file for details. <u>Click</u> × <u>here to download the import results file.</u>



Show-N-Sell Scheduling

You can manage your Show-N-Sell dates and volunteers within this table. Please visit CAMP MASTERS in late July for a Show and Sell scheduling platform.

DATE	LOCATION Harris	SHIFTS 8	NEEDED ADULTS AND SCOUTS
Ex. Sep 15	Teeter St. Johns Avenue	- 10 AM	Adult 1: Adult 2: Scout 1: Scout 2: Scout 3:



SCOUTS, PARENTS & LEADERS

Follow these instructions to easily create a CAMP MASTERS app icon on your smartphone.



Open Safari Chrome on Android



Go to ordering.campmasters.org/Account/Login

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Enter your login and click "Remember Me" then Login

Once on your dashboard, click the menu button ()circled icon above (3 dots in upper right on Android)



Select "Add to Home Screen"



Then click "Add"



Ready to sell? Click the icon!



TAKE ORDERS by Cash and Credit Cards

SCOUTS, PARENTS & LEADERS

Follow these instructions to easily take orders and payment on your smartphone.



Login to CAMP MASTERS Dashboard





Click "Place a Take Order" from the dashboard



This will take you to the products page. Scroll down to find the requested product. Then click "Order" to add the item to the shopping cart



Scroll down to find the requested product. Then click "Order" to add the item to the shopping cart.



A confirmation window will appear. You can either take cash or Credit card for payment

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To take payment, you can:

them to enter payment.

3. Enter Information manually.

1. Have the customer scan QR code for

2. Text them so they can enter payment.

Mark as paid and delivered if applicable.

