

TROOP 297 - FUNDRAISER GUIDE FOR POPCORN

(last updated 1/8/09)

Thank you for coordinating this fundraiser!

Since popcorn is a council sponsored fundraiser, it does not have to be approved by the Adult Committee. If you need help, please work with the Treasurer.

With the Popcorn fundraiser, the scouts take orders for popcorn from relatives, friends, and neighbors. Once the popcorn comes in, the scouts deliver it and collect payment. Part of the retail price of every popcorn product goes back to the scout that sold that popcorn, and is credited to the scout's Scout Account by the Treasurer.

The scouts can also sell popcorn at site sales in front of neighboring businesses. These site sales are set up by the popcorn coordinator. The scouts that participate at site sales earn a percentage of the profit from the popcorn that is sold at these site sales, plus a percentage of any donations. Their profit is credited to their Scout Accounts by the Treasurer.

GETTING STARTED: Attend district roundtables and kick-off meetings for this year's pricing and dates. Call local grocery stores and businesses to set up site sale dates and times (the earlier the better in order to beat any competing groups).

PROMOTION: Make a flyer with the fundraiser dates, then give copies of the flyer and the order forms to the scouts and to the Treasurer. Email a copy of the flyer, the order form, the site sale information, and any other information about the fundraiser to the Webmaster. Post reminders about upcoming site sales and fundraiser dates to the troop's Yahoo Group. If further discussion is needed during a troop meeting, then schedule time with the SPL.

SITE SALES: Contact council for a consignment order. Have a sign-up sheet available at troop meetings so scouts can sign up for each of the site sales (the Volunteer Sign-up Sheet can be used as a starting point). Use the popcorn spreadsheet from the Treasurer to keep track of the site sales. As soon as the last site sale is over, give the site sale money to the Treasurer so it can be deposited (do not wait on the take orders).

TAKE ORDERS: Use the popcorn spreadsheet from the Treasurer to keep track of the take orders. The ORDER DUE DATE is the date the scouts' order forms (and prize selections) need to be turned into you, so you can then place the troop's take order with council. When you place this order you will have to pay council for the consignment order. The PICKUP DATE is the date you need to pick up the troop's order at council, and the scouts pick up their orders from you (along with their prizes and patches). The PAYMENT DUE DATE is the date the customer payments from the scouts are due to you, so you can pay council for the troop's take order. As soon as you have the customer

payments, give the money to the Treasurer so it can be deposited before you need to pay council for those orders.

MONEY MATTERS: Once you have collected all of the money from the scouts, give the money, the popcorn spreadsheet, and a Deposit Form to the Treasurer.

If you need a check to pay council, give a Check Request Form to the Treasurer. Give any receipts to the Treasurer.

If you paid for something yourself and need reimbursed, give a Reimbursement Form along with any receipts to the Treasurer. You can either request a check or have the amount credited to your son's scout account.

Troop checks require two signatures, so let the Treasurer know ahead of time that you will need a check. If you need a copy of any receipts, please make a copy before you give the originals to the Treasurer.