



PRODUCT SALES GUIDE

ARROWHEAD

WHAT'S INSIDE

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I CAN DO THAT!

UNIT AT A GLANCE

[illegible]

FALL PRODUCT SALES OVERVIEW

Popcorn sales can generate enough income to financially support your scouting program for the entire year.

THREE ways to participate in sales

- Show & Sell (pages 8-11)
- Take Order (page 12)
- Online Sales (page 13)

SUBMIT final take order

- Place order by midnight October 18th online here:
<https://forms.gle/tW3q79Tjfu9t3HNx8>

PICK UP & Distribution

- More details on page 14

PAY for product

- More details on page 15

ORDER prizes for scouts

- More details on pages 16-21

Thank you for everything you do for your unit!
Without volunteers like you, Scouting could not exist.



AUGUST 2023

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | | | | | District Training @ 10 AM Destiny Fellowship, Moweaqua |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | | | | | |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

Host a "Kick Off" event with your unit & sign up scouts for online popcorn sale.

Begin signing up for district Show & Sell events. The last day to sign up is 6 days before each event.

SEPTEMBER 2023

| SUN | MON | TUE | WED | THU | FRI | SAT |
|------------------------------|-----|-----|-----|-----|--------------|-------------------------------------|
| | | | | | 1 | 2 |
| | | | | | Sale Starts! | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | Walmart SNS blocks available |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | | | | | 121 Coffee Run SNS blocks available |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| Walmart SNS blocks available | | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | 121 Coffee Run SNS blocks available |

OCTOBER 2023

| SUN | MON | TUE | WED | THU | FRI | SAT |
|--|-----|-----|--------------------------------------|-----|-----|---|
| | | | | | | |
| 1 Walmart SNS blocks available | 2 | 3 | 4 | 5 | 6 | 7 121 Coffee Run SNS blocks available |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 Walmart SNS blocks available |
| 15 Last day to return Show & Sell product | 16 | 17 | 18 Final Take Order due! | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| The district will reach out to you to schedule a day & time for you to pick up your order | | | | | | |
| 29 | 30 | 31 | | | | |

NOVEMBER 2023

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|---|-----|-----|--|-----|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | Scouting for Food Bag Distribution Last day to pick up Take Order |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | Distribute product to customers | | | | | Scouting for Food Bag Collection |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | Distribute product to customers | | | | | |
| | Remember to: order prizes, submit scholarship forms, enter winner's circle prizes, submit camping vouchers. | | | | | |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | In late November, you will receive your unit's final invoices via email. Review the invoices to make sure everything is correct. | | |

DECEMBER 2023

| SUN | MON | TUE | WED | THU | FRI | SAT |
|--|-----|-----|-----|-----|---|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 Popcorn and coffee payments are due! | 9 |
| LAST CHANCE! to order prizes and submit camping vouchers. | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

SUGGESTED KICKOFF AGENDA

Explain how the fundraiser benefits...

- the scouts in your **unit** - the unit (scout?) keeps ~1/3 of the total sales to use however your unit has decided
- and the **council** also keeps ~ 1/3 of the total sales to help fund the camps in our district

Tell the Scouts what they are earning

- Make sure scouts know what they are earning (your unit determines this)!
- Discuss the bonus council prizes! (see pages 16-18)
- If your unit picked option 2 for popcorn commission, make sure to show scouts the prizes on page 21 to get them motivated

Have scouts sample each product provided in your sample kit

Customers often times want to know what a scout's favorite flavor is. Having the scout know what the product tastes like, can help them "break the ice" with their customers and increases sales.

Hand out the materials and practice talking with customers

- Distribute order forms & envelopes
- Have scouts practice introducing themselves and what they will say to their customers. Role play & have fun!
- Remind scouts to wear a **tidy uniform** while selling

Go over delivery and money collection process

- Don't leave product with customers unless they pay
- Have customers make **checks payable to your Unit**
- Say "Thank you for your order and supporting me."

Review safety rules for youth and adults

- Youth should never sell alone
- Emphasize that scouts do *NOT* enter homes

Don't Forget...

- Fill out your Unit At A Glance (in this booklet)

SHOW & SELL OVERVIEW

Show & Sell offers scouts an opportunity to practice their speaking, math, and customer service skills. It also increases unit sales by bringing the product to the customer at the time of purchase. Think of how well it works for Girl Scouts cookies! **Our goal is to get your unit to participate in Show & Sell by making it easier for you.**

NEW THIS YEAR!!!

Our Arrowhead District will keep inventory in a local warehouse, and ordering has been made easier. No more having to sign in online to order product by certain deadlines and waiting for product to be delivered to the district. (see pages 9 & 10 for ordering details)

Arrowhead District Warehouse

Location

1020 E Eldorado St
Decatur, IL

Open: September 1 - October 15

Hours

Fridays 6-7 PM

Sundays 6-7 PM

or By Appointment

(text Teri Morgan @ 217-820-8909)



PLEASE
KEEP POPCORN
IN A COOL,
DRY PLACE

Two Ways to Participate

- **District Booth Events**

- Units can sign up for pre-arranged district booth events (details on page 9)

- **Unit Directed**

- Units can sell product in a location they establish themselves (details on page 10)

SHOW & SELL

DISTRICT BOOTH EVENTS

STEP 1: Unit signs up for a booth event via Sign Up Genius at least 6 days prior to the booth event here

<https://www.signupgenius.com/go/10c084fada82aa2fcc07-show#>

Booth events are available most weekends from September 9th through October 14 (see calendar on pages 2-4)

Locations vary by date and include:

- Walmart (Decatur, MTZ, & Shelbyville)
- 121 Coffee (Warrensburg, Harristown, Moweaqua, Decatur)

NOTE: You will receive a confirmation email of your booth and the district will contact you to schedule pick up of the product and supplies from the District Warehouse. You don't need to order any product! The district will have it ready for you.

STEP 2: An adult with your unit picks up the product and supplies from the District Warehouse & takes them to the event

- Popcorn & Coffee
- Form for keeping track of your beginning and ending inventory
- Change box with \$300 change
- Inventory Forms & pens for keeping track of what you sell
- Banners/Signs
- Folding table (location dependent)

STEP 3: An adult with your unit returns supplies and unsold, undamaged product to the District Warehouse. Arrangements for this return will be confirmed when the product is picked up. You keep the money and we keep track of what your unit sold.

NOTE: Store owners/managers will be asked to report any disrespectful or inappropriate behavior directly to the district. Units with complaints will not be able to participate in any other district booth events and will need to make their own arrangements for Show & Sell in the future.

SHOW & SELL UNIT DIRECTED

STEP 1: Have a registered adult from your unit order product by contacting Teri Morgan either via text (217-820-8909) or email (dr.morgan@pawsitivelyvet.com) anytime up until **October 8th**. Units can either place orders for specific product or ask for a "package" of Show & Sell product that our warehouse will put together for your unit. You will arrange a date and time to pick up the product from the District Warehouse. (No other supplies will be provided by the district)

STEP 2: An adult with your unit picks up the product from the warehouse, and the unit sells the product.

STEP 3: When your unit is done selling, unsold, undamaged product can be returned to the warehouse. Last day to return product is **October 15th**. Your unit keeps the money and we keep track of what your unit sold.

NOTE: Rather than returning unsold product, feel free to use it to fill your unit's take order before submitting your final take order, which is due **October 18th**.

ANOTHER NOTE: The warehouse can only fill orders for units, not individuals/scouts. However, at your discretion, you can give product to individual scouts to sell on their own.



SHOW & SELL REMINDERS

Your scouts need to be reminded to put their best foot forward. Field uniforms should be worn. **No** athletic shorts/pants. Scouts should be encouraged to interact with customers but must be respectful and should NEVER come across to the customers as competing with one another for sales. A friendly "hello" as customers walk past the table is a fine greeting.

As scouts, you are expected to leave the store front "better than you found it". Please make sure to pick up ALL garbage in the booth area, whether it was created by your unit or not. If the store has provided supplies like tables and chairs, please make sure they are clean and offer to put them away before leaving. Let's make sure our local businesses that have so generously supported local scouting, have every reason to continue supporting us in the future.



TAKE ORDER

STEP 1: Distribute forms & money envelopes

Before handing out forms & envelopes, make sure your return deadline (must be BEFORE October 18th) and the "make checks payable" spots are **filled in**. Then, at a pack or troop meeting, gather the scouts and parents, explain the sale and get them excited about selling! Give everyone an order form & envelope. Don't forget to fill out your Unit At A Glance.

STEP 2: Collect the scouts' order forms & money envelopes

Along with the order forms, families should have money to turn in, but they may not have all of it. Be ready to accept cash and checks and let parents know your unit's deadline for turning in any balance owed. Don't forget to fill out your Unit At A Glance.

STEP 3: Place your unit's order by midnight October 18th

Tally everyone's orders together on the Unit Final Take Order form and subtract any Show & Sell product you didn't return to the warehouse. Then order the exact amount of product you need. Keep the scouts' order forms, because you'll need to give them back to the scouts when they pick up their product.

Place your Take Order online at:

<https://forms.gle/rfQVS5Yq5pFdEDag9>

STEP 4: Deposit money & checks into your unit's account

To ensure a "checks and balances system", give your unit's order forms & money to your unit's **treasurer** for reconciliation. Ideally this is done before the money is deposited, but could be done afterward.

STEP 5: Pick up your product & distribute to scouts

Details on page 14

NOTE: If you need more product than you originally ordered, call the Decatur Service Center at 217-429-2326. We *might* have some.

NOTE: Customers make checks payable to **your unit**, not the council. You are depositing all money from your sales into your unit's account.

ONLINE SALES

Your scouts can sell product online anytime! For online sales, product is ordered by and shipped directly to the customer.

POPCORN

Your account for online popcorn sales has already been created.

Step 1: Login with information below and sign up individual scouts:

<https://pecatonicariverpopcorn.com/login.php>

USERNAME: Unit Type and Unit Number

PASSWORD (Case Sensitive): Unit Type and Unit Number

For example, Pack 41 login:

USERNAME: Pack6041

PASSWORD (Case Sensitive): Pack6041

NOTE: All Arrowhead units numbers start with a "6" and are 4 digits long

STEP 2: Navigate to your dashboard and select "Scout Seller IDs" to add or edit scouts on this screen. Add the scout's seller ID to your Unit At A Glance page, then give it to the scout to use for online sales.

NOTE: Shipping is free for online orders!

NOTE: Online product selection is DIFFERENT than Take Order form

COFFEE

Step 1: Customers can order product online at:

<https://gatewaytraders.org/collections/gslac-coffee>

STEP 2: In order for your scout to receive credit for the sale, the customer must place the following information in the "Special Instructions" box at checkout:

- Arrowhead District
- Unit Type and Number (Remember all units start with a "6" and are 4 digits long) i.e. Pack 6041
- Scout's Name

NOTE: Online product selection is the same as the Take Order form

NOTE: They also have an option to sign up for a "subscription"

All online sales count toward all prize offers.

PICK UP & DISTRIBUTION

In late October the district will reach out to schedule your pick up of product at a time that works for you between October 21 - November 11

Pick up will be at the District Warehouse (see pg. 8)

Picking up your product

- Be prepared with enough cars and helpers.
- Check over your entire order at the warehouse to ensure no products are damaged and that your order is complete. If any products are damaged, exchange it before you leave.
- The warehouse will have you sign a slip as record that you received your complete order.

Distributing to your unit

- Find a clean, cool and dry location that is large enough to separate orders by patrol, den, or scout. Avoid hot, humid, or damp areas where the product might be damaged.
- You will need to either make a copy or save a picture of each scout's order form. Return the original order form to the scout along with the product.
- Make sure each scout knows your deadline for turning in any money they still owe (probably best to write it on their form).
- Have each patrol, den, or scout verify the amount of product they receive and sign on your Unit Final Take Order form.

After delivery, if customers notice something wrong or are not satisfied with the product, please direct them to email Daron.Storman@scouting.org or call 314-256-3092.

PAYING YOUR BALANCE

In late November, you will receive your unit's final invoices (one for coffee and one for popcorn) by email. Payment is due December 8th.

- Review the invoices to make sure everything is correct.
- Get two checks from your unit (one for each product invoice) made out to “Greater St. Louis Area Council BSA”.
 - Mail to or drop off at: Decatur Service Center
262 W Prairie Ave, Decatur, IL 62523
- Allow a week for processing.

To avoid any billing discrepancies, we recommend waiting until you receive your final invoice before paying. If you accidentally overpay, refunds can take up to 4 weeks to process.



ALL PAYMENTS
ARE DUE BY
DECEMBER 8TH

COUNCIL PRIZES – POPCORN ONLY

(cumulative)

- **30 Customers** Sell popcorn to 30 customers and earn your choice of
 - 0.2 Zing Air Zooperball
 - 0.3 5 Liter Black Dry Bag w/ BSA Branding
- **Sell \$500** online and earn a \$20 Scout Shop Gift Card
- **Sell \$1000** in popcorn and earn two movie ticket vouchers

WINNER'S CIRCLE

★ SELL \$3,000

PICK A PRIZE FROM THE WINNER'S CIRCLE FOR EVERY \$3,000 SOLD

Prizes subject to availability



\$200 AMAZON
GIFT CARD



\$200 BEST BUY
GIFT CARD



32" SMARTCAST
TV



AIRPODS



AMAZON FIRE
10" TABLET



LASER TAG

PRIZE ENTRIES
DUE BEFORE
DECEMBER 11TH



ELECTRIC
SCOOTER



QUADCOPTER
DRONE

DISNEY VACATION

Sell \$10,000

Earn a Disney Vacation!



- Disney Resort
- Five-day Disney Tickets
- Five Night
- Airfare included
- Family of 4

To enter your Scouts for popcorn prizes, visit
stlbsa.org/popcorn-fundraiser/
and click on "INCENTIVES"

COUNCIL PRIZES – COFFEE ONLY


(cumulative)

- **Sell \$100** of coffee and earn a patch
- **Sell \$350** of coffee and earn free admission to Shoot-O-Ree in 2024
- **Top Seller** earns custom, personalized, neon sign up to 40"
- **Top Online Seller** earns Sillbird STEM 12-in-1 solar robot

Unit Incentive:

- Top 3 selling units earn \$100 GSLAC Camp program credit
- Raffle 4 prizes for new units selling
- Increase unit sales by \$1,000 and earn a \$50 GSLAC Camp program credit or increase unit sales by \$500 & earn a \$25 GSLAC camp program credit.

****Unit Incentives are determined by the council and you don't need to do anything to be entered.****



PRIZE ENTRIES
DUE BEFORE
DECEMBER 11TH

To enter your Scouts for coffee prizes, visit
stlbsa.org/coffee-fundraiser/
and click on "INCENTIVES"

COUNCIL PRIZES – POPCORN & COFFEE

(not cumulative)

- **Sell \$1650** in product and earn a free camp experience
 - Cub Scout Day Camp
 - Scouts BSA earn a \$100 camping voucher to use toward Summer Camp

GSLAC camps only. Cub and Scouts BSA can elect to receive a \$50 Scout Shop gift card if they can't attend camp.

Order \$1650 vouchers at:

<https://247scouting.com/forms/312-20241650PopcornandCoffeeCampIncentives>

- **Sell \$2800** in product and earn a *bigger* free camp experience
 - Cub Scouts: Free Day Camp & a 3-day Adventure **OR** Arrow of Light camp
 - Scouts BSA: Free week-long Scouts BSA Summer Camp **OR** NYLT


GSLAC camps only. Cub and Scouts BSA can elect to receive a \$150 Scout Shop gift card if they can't attend camp.

Order \$2800 vouchers at:

<https://247scouting.com/forms/312-20242800PopcornandCoffeeCampIncentives>

***Vouchers must be used in 2024 and are nontransferable to 2025.*

Unit Incentive: Units that sell **\$2000** more than last year will earn a \$100 credit toward their recharter cost.



VOUCHER ORDERS
DUE BEFORE
DECEMBER 11TH

UNIT COMMISSION

POPCORN

Show & Sell and Take Orders

Option 1 - Unit earns 35% of total sales

Option 2 - Unit earns 32% of total sales and scouts earn prizes. See pages 20 & 21 for prize details.

NOTE: Regardless of which option your unit picks, all scouts qualify to earn the council prizes on pages 16-18.

Online

Units earn 30% of total retail

COFFEE

Units earn 33% of total retail



UNIT POPCORN COMMISSION

OPTION 2 PRIZES

How to Determine a Scout's Prize Level:

Show & Sell Sales + Take Order Sales + Online Sales (includes military donations) = Total the Scout may use toward prizes. If a Scout sells \$1,295 in popcorn, then they have \$1,295 in credit to use for prizes of any combination that add up to, but not more than that amount.

For Example:

Option A - 1 prize from level 8 & 1 prize from level 3 ($1,100 + 175 = 1,275$)

Option B - 4 prizes from level 4 & 1 prize from level 3 ($1,100 + 175 = 1,275$)

Option C - ANY other combination of prizes where the total of each prize does not exceed \$1,295 total.

ORDERING PRIZES

1. Navigate to <http://pecatonicariverpopcorn.com/login.php>
2. Enter your username and password (see page 13 for login info)
3. Click the "Place Prize Order" button in the bottom right corner of the unit dashboard. This should auto-populate the necessary profile information and current sales (including online) into the prize ordering website, allowing for a quick order.

**Commission Option 2 prize ordering and fulfillment is not handled by the Council. If you have any questions or concerns about prizes, please call GCC/Keller Marketing at:
(888) 351-8000**

All prizes must be ordered before December 11, 2023. No prizes will be approved after that date.

UNIT POPCORN COMMISSION

OPTION 2 PRIZES



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Greater St. Louis Area Council

KELLER
MARKETING
A Division of General
Commercial Corp.
888-351-8000

\$1,100
LEVEL 8

- 28 - Hydration Pack - 2L
- 29 - 126-piece Tool Set
- 30 - Zing Bow w/ 4 Arrows
- 31 - 2-Person Waterproof Tent
- 32 - Grab Bag G



\$825
LEVEL 7

- 23 - 80x80 Binocular w/ Case
- 24 - Telescope - 40X Magnification
- 25 - 5-in-1 Multi-Tool w/ Shovel & Ax
- 26 - I-see Freeze Pop w/ Syrup
- 27 - Grab Bag F



\$575
LEVEL 6

- 18 - PlusPlus Saturn V Rocket
- 19 - 5pc Stainless Steel Mess Kit
- 20 - USB Recargable Headlamp w/ Motion Activation
- 21 - Air Hunterz Zano Bow w/ 2 Zarts
- 22 - Grab Bag E



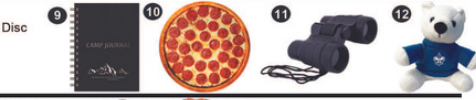
\$375
LEVEL 5

- 13 - Squat Lock Blade w/ Clip & BSA® Branding
- 14 - Duncan Limelight Yo-Yo
- 15 - Lock Blade Knife w/ BSA® Branding
- 16 - Catapult Plane w/ Decorative Stickers
- 17 - Grab Bag D



\$275
LEVEL 4

- 9 - Camp Journal Book
- 10 - Waboba Fly Fies 6" Silicone Flying Disc
- 11 - 4x30 Binocular
- 12 - Stuffed Animal w/ BSA® Branding



\$175
LEVEL 3

- 5 - Knife, Fork, Spoon Combo w/ Bottle Opener
- 6 - Cinch Backpack w/ BSA® Branding
- 7 - 3 Watt-200 Lumen COB LED Headlamp
- 8 - Watch/Pedometer - Assorted Colors



\$125
LEVEL 2

- 1 - Fire Starter and Steel
- 2 - Carabiner w/ Strap & BSA Branding
- 3 - Compass Thermometer Whistle
- 4 - Pop Up Phone Stand Holder (Phone not Included)



LEVEL 1

- 0.1 - Popcorn Sale Patch
- Sell any item



Fill-It-Up Bonus

Scouts who fill all the lines on the Popcorn Take-Order form with a different customer on each line can choose one of the following:

- 0.2 - Zing Air Zooperball
- 0.3 - 5 Liter Teal Dry Bag w/ BSA® Branding



These Prizes are earned through Popcorn Sales Only!
Coffee Sales do not count towards this Prize Program.

See reverse side for additional bonus prizes

All prizes must be ordered before **December 11, 2023**. No prizes will be approved after that date.

UNIT AT A GLANCE

[illegible]