



POSITION SUMMARY: The job of the Unit Popcorn Chair is to organize, manage and lead your unit's annual popcorn campaign and to coach each parent and family.

QUALIFICATIONS: Be enthusiastic about helping your unit achieve their financial goals. Be a strong communicator and meet with the District Popcorn Chair as often as necessary to ensure a successful campaign.

RESPONSIBILITIES:

1. Sign up and sell popcorn at <https://tinyurl.com/2017popcornsale>
2. Attend the District Popcorn Kick-off on Thursday September 7th at 6:00 p.m. local time at the same location as your Roundtable.
3. Review the Unit Popcorn Chair Guidebook and keep it handy for reference.
4. Set a date / time / location for your Unit Popcorn Kick-off.
5. Work with your unit leadership to establish a unit goal and a minimum goal for each boy that will cover their program year and cover your unit expenses for the year.
6. Review commission structure with unit leadership to work towards a high participation rate among your Scouts.
7. Secure a location with adequate space to separate and distribute and store your popcorn for Show-N-Sell and Take Order. Space needs to be dry, cool, and secure.
8. Secure date / time / location for Show-N-Sell.
9. Log onto Trail's-End website and create unit account and to establish accounts for each Scout.
10. Place the Show-N-Sell order for your unit.
11. Coordinate the pick-up of your Show-N-Sell order and Take Order.
12. Promote selling popcorn on Blitz Weekends of Sept. 23-24 and Oct.21-22.
13. Work with your unit leadership Den Leaders or Patrol Leaders to track how much each boy has sold every week. Report weekly on progress to the Council Popcorn Chair.
14. Submit order forms for Scouts who reach \$650 and \$1,200 to get their Free football tickets.
15. Collect money from Scouts throughout the sale and make final payment to the Chattahoochee Council before the deadline.
16. Make sure Scouts deliver their popcorn in a timely manner.
17. Meet with unit leadership after the sale to evaluate the sale and to make recommendations for next year.