



2011 Fall Popcorn Sale Checklist

All materials are available online as working Excel files that calculate all formulas for you and/or as PDF files! Visit www.lasallecouncilbsa.org and check out the Fall Popcorn Sale link frequently for these helpful files, forms, other important information!

REPORTS THAT MAY EITHER BE DONE ONLINE* @ WWW.TRAILS-END.COM OR FORMS TURNED IN:

- Trail's-End UNIT PRIZE (Scout Rewards) ORDER FORM** (Due October 29th)
By using the Popcorn System at www.trails-end.com (see instructions in the Fall Sale Guide) you will allow youth to enter all their orders and prize choice online, and in turn allow you to summarize their orders in preparation for your order. *Troops, Crews, and Posts electing to use the CASH OPTION instead of ordering prizes must contact Gloria to let her know. (If you have not done so already contact Gloria immediately in order for your invoice to reflect the appropriate amount!) Send an e-mail to: gwilkeson@lasallecouncilbsa.org or call 800-822-3867 X 302 in the afternoon if your unit wishes to select the cash option. Be sure to list the number of \$600 Club & \$1,500 Club sellers and include your top seller information on the Unit Prize Order Form!*
- Unit Master Record** (Due October 29th)
For your convenience (and to save time while avoiding calculation errors) we encourage you to use the working excel file to record your youth, sales amounts, and prize selections. This file will calculate all the product, prize, and dollar totals for you! *If you have youth using orderpopcorn.com, remember to include those \$ amounts in their sales totals. Do NOT include those \$ amounts for product to be ordered November 18th (as they are shipped directly from Trail's End to the customer). It is important that we have your Master List so we have each youth's first and last name for registration verification.*

FORMS THAT MUST BE TURNED IN:

- Super Saturday Settlement-Order Form** (One consolidated form - Due October 29th) RETURN any unsold show and sell product at this time (except any product you are keeping to fill your November 18th order)!
Please complete the shaded areas of the spreadsheet before 10/29!
- \$2,500 Scholarship Program Forms and \$1,000 Seller Club Forms for those who qualify** (Due October 29th)

* Our preference is that you complete these online @ www.trails-end.com, clicking on the Leaders tab, then Popcorn System (under Resources - there is a direct link from the council popcorn page on www.lasallecouncilbsa.org)