

## Important Notes & Changes for the 2024 Sale

 For the 2024 sale, we will continue with Campmaster's Popcorn as our popcorn product vendor, a change made in 2019. The Campmaster's Popcorn System can be found at www.campmasters.org

**USE CHROME OR FIREFOX FOR THE BEST WEBSITE EXPERIENCE** Please contact your District Executive for help with the popcorn system or if you have difficulty accessing the popcorn system.

- Added in 2023, 2024 will be our second year with Whitley's Peanut Factory as a separate vendor for our peanut and nut products. This is a separate vendor from Campmaster's Popcorn and we will manage both sales at the same time this fall, parallel to each other.
- PRIMARY POPCORN & PEANUT PRODUCT ORDERS are due on 7/26/2024 and 10/28/2024. The Campmaster's Popcorn System will be USED BY UNITS ORDERING THEIR POPCORN ORDER and the PAPER ORDER FORM IN THE BACK OF THIS GUIDE WILL BE USED TO ORDER PEANUT PRODUCTS.
- WEEKLY POPCORN & PEANUT PRODUCT REFILL/REPLENISHMENT ORDERS OR UNIT TO UNIT PRODUCT TRANSFERS MUST BE DONE USING THE FORM IN THE BACK OF THIS GUIDEBOOK. THE FORM IS SUBMITTED TO YOUR DISTRICT EXECUTIVE FOR ENTRY IN THE POPCORN SYSTEM and UNIT INVENTORY SPREADSHEET. WEEKLY REFILLS OR UNIT TRANSFERS MUST BE DONE IN FULL CASE QUANTITIES.
- UNITS ARE ENCOURAGED TO ORDER PRODUCT CONSERVATIVELY AND AFTER SELLING OUT, COMPLETE A PRODUCT REFILL REQUEST. DONE PROPERLY, A UNIT CAN MANAGE ITS PRODUCT INVENTORY REDUCING OR ELIMINATING LEFTOVER PRODUCT AND REDUCING THE AMOUNT OF PRODUCT LEFT OVER TO RETURN.
- <u>All SALES METHODS</u> (SHOW & SELL/DELIVER, DOOR TO DOOR, & ONLINE SALES) & <u>ALL PRODUCTS</u> (POPCORN & PEANUTS) COUNT TOWARD THE INDIVIDUAL SCOUT'S PRIZE SELECTION.
- SCOUT PRIZES ARE BASED ON INDIVIDUAL SCOUT SALES PERFORMANCE, NO COMBINING OF SCOUT'S SALES IS PERMITTED WHEN SELECTING PRIZES. SCOUT PRIZE SELECTIONS ARE NOT BASED ON UNIT SALE TOTALS.
- ALL ONLINE POPCORN SALES COUNT TOWARD UNIT'S REACHING THEIR FALL SALES GOAL FOR BONUS COMMISSION.
- ONLINE POPCORN SALES COMMISSION IS 40% TO THE SCOUT UNIT.
- DO NOT USE THE CAMPMASTERS POPCORN SYSTEM TO DETERMINE THE AMOUNT THE UNIT OWES TO BE PAID TO THE COUNCIL. EACH UNIT WILL BE CONTACTED INDIVIDUALLY TO COMMUNICATE THE AMOUNT TO BE PAID.

## 2024 Sales Timeline & Key Dates

Date	Event
July 26	Pre-Order Product Unit Deadline (No Chocolate Items, Cases)
August 14 - 16	Pre Order Product Pickup
October 1	Final Product Order Opens
October 4	Pre-Order Payment Due from Units (50%)
October 28	Deadline for Unit Returns of Show and Sell Product (Full Cases Only)
October 28	Final Product Order Unit Deadline (Containers)
November 13 - 15	Final Product Pickup
December 4	Final Payment Due for full 30% Base Commission Individual Scout Rewards Due

Notes:

### Product Ordering/Usage Notes Inventory Management

- Popcorn product orders are done on the Campmaster's Popcorn System at www.campmasters.org. Units must use an existing unit user account or create a new account to place their popcorn order.
- Peanut product orders are done using the paper order form in the back of this guidebook. Units can email or turn-in their unit's order to their District Executive.
- The July 26 order is only for non-chocolate Show and Sell & Show and Deliver product only. Product is ordered in FULL CASES and there is limited return of product to the council. This product should be used only to fulfill Show and Sell or Show and Deliver customer orders. Please fill all Door to Door product needs from the October 28 product order.
- The <u>October 28</u> order is for Take Order/Door to Door product needs not able to be filled with leftover unit Show and Sell/Deliver product. Product is ordered in **INDIVIDUAL CONTAINERS** and there is no return of product to the Council.
- Order only the amount your unit believes it will sell based on past performance. It is better to run out and come back for a refill order than to have too much. Be conservative.

- Refill Orders:
  - Full Cases Only: <u>WEEKLY POPCORN/PEANUT PRODUCT</u> <u>REFILL/REPLENISHMENT ORDERS</u> OR <u>UNIT TO UNIT</u> <u>PRODUCT TRANSFERS</u> MUST BE DONE <u>USING THE FORM</u> IN THE BACK OF THIS GUIDEBOOK. FORM IS SUBMITTED TO YOUR DISTRICT EXECUTIVE FOR ENTRY IN THE POPCORN SYSTEM & UNIT INVENTORY SPREADSHEET. <u>WEEKLY</u> <u>REFILLS OR UNIT TRANSFERS MUST BE DONE IN FULL CASE</u> <u>QUANTITIES.</u>
- Product Return Policy:
  - Full Cases Only: up to 10% of total Show and Sell cases received by the unit, not to exceed 10 total cases per unit
- All transactions involving Show and Sell product must be done in <u>full case</u> <u>quantities</u>. This includes orders, refills, transfers, and returns. There are no exceptions to this policy.

## 2024 Campmaster's Popcorn Product Line Up

	<b>Containers Per Case</b>	
<b>**6 Pack Butter Microwave (Show and Sell ONLY)</b>	8:1	\$12
Caramel Popcorn Bag	12:1	\$15
Gourmet Purple Popping Corn Jar	6:1	\$15
12 Pack Sweet & Salty Kettlecorn Microwave	8:1	\$20
White Cheddar Cheese Bag	9:1	\$20
Cinnamon Crunch Popcorn Bag	12 : 1	\$20
14 Pack Extra Buttery Roasted Summer Corn MW	8:1	\$20
* Chocolate Pretzel Bag *	12 : 1	\$22
Classic Trail Mix	8:1	\$25
Supreme Caramel w/ Almonds, Pecans, & Cashews 1	lin 8:1	\$30
* Chocolatey Drizzled Caramel Corn Bag *	12 : 1	\$30
22 Pack Movie Theater Extra Butter Microwave	6:1	\$35
3 Way Cheesy Tin	1:1	\$50
* Tasty Trio Tin *	1:1	\$60

\$30 Military Donation (ordered on unit's Door to Door Order) \$50 Military Donation (ordered on unit's Door to Door Order)

\* Chocolate Item – not available for Show & Sell/Deliver, only available on the October 28 Product Order

**\*\* Show and Sell Item ONLY – NO RETURNS** 

## 2024 Whitley's Peanut Factory Product Line Up

	<b>Containers Per Case</b>	
** 12 oz. Sweet & Savory Barbecue Virginia Peanuts (Show and Sell ONLY)	; 12 : 1	\$20
** 12 oz. Hot Honey Virginia Peanuts (Show and Sell ONLY)	12 : 1	\$20
12 oz. Salted Jumbo Cashews	12 : 1	\$30
* 10 oz. Homemade Peanut Brittle *	12 : 1	\$22
* 10 oz. Dark Chocolatey Almond Clusters *	12 : 1	\$27
10.5 oz. Whit's Party Mix	12 : 1	\$25
13 oz. Honey Cinnamon Almonds	12 : 1	\$30
20 oz. Honey Roasted Virginia Peanuts	12 : 1	\$33
12 oz. Honey Roasted Virginia Peanuts	12 : 1	\$21
* 10 oz. Dark Chocolatey Peanut Clusters *	12 : 1	<b>\$22</b>
* 10 oz. Milk Chocolatey Peanut Clusters *	12 : 1	\$22
20 oz. Salted Virginia Peanuts	12 : 1	\$28
12 oz. Salted Virginia Peanuts	12 : 1	\$20
* 14 oz. Virginia Trail Mix	12 : 1	\$25

\* Heat Sensitive / Chocolate Item – not available for Show & Sell/Deliver, only available on the October 28 Product Order

**\*\* Show and Sell Item ONLY – NO RETURNS** 

### Sale Methods and Techniques

Successful units incorporate a combination of each of these techniques into their sale plan.

#### Take Orders

This sales technique involves taking the "Take Order Form" to family members, neighbors, church and other locations and asking customers to place an order of popcorn. Money can be collected at the time of the order being taken or at the time of product delivery, unit's decision. The "Take Order Form" is filled out as completely as possible. The unit then collects all individual Scout orders, calculates its unit order and places the order to be picked up at the warehouse. Once picked up, the Scout then delivers the product to the person who placed the order. "Take Order Forms" from previous years are great places to start when taking orders for 2024.

#### Show and Deliver

This sales technique is a combination of the Show and Sell and Take Order methods. The Scout takes the person's order as in the Take Order Method and then immediately delivers the product to the customer and collects payment, all in one visit.

#### Online Sales - (not available for Whitley's Peanut Factory)

This sales technique utilizes e-mail, social media and websites to sell popcorn to those that are not local. A Scout, along with his family, sets up an account at www.campmasters.org. A help document to assist with creating Scout Online Sales Accounts can be found on the council website. Your Scout can then send customized emails to family and friends throughout the country to encourage sales to support your scout. They can then place their orders through the Campmasters website, use the Scout's ID number and he gets credit for the sale. The order is paid by credit card and product is shipped directly to the customer and does not have to be touched by the Scout or unit.

#### Show and Sell

This sales technique involves setting up a product display at a business or storefront in high traffic areas. The Scouts then ask those who pass through the area if they would like to support local Scouting by purchasing popcorn and/or peanuts. They take the payment and provide the product to the customer on the spot.

Packs and Troops are responsible for setting up their own Show and Sell dates. Be creative.

#### **Other Sales Methods**

Be Creative. Think of new ways to sell safely in the environment we find ourselves in. Keep the safety of our Scouts, families, leaders, and customers in mind.

### Warehouses and Distribution

GHL and Muskogee District Scout units will pick up product directly from the delivery warehouse located at 301 20<sup>th</sup> Avenue in Columbus. Saugahatchee Scout units will be contacted to coordinate product delivery.

Product distribution details can be found in the 2024 Sales Timeline & Key Dates section of this guidebook. Each unit will be contacted to schedule pickup time on these distribution date to minimize congestion and wait time at the facility.

Please contact your District Executive (listed below) if your unit runs out of Show and Sell/Deliver product and would like to get more. Quantities are limited this year and units are asked to contact their DE to check on availability and coordinate pickup.

The Unit Product Order Change Form in the back of this guidebook should be used to make these requests to add additional popcorn onto an existing order already placed to the council.

LIMITED PRODUCT RETURNS WILL BE ACCEPTED!!!

### Who to Contact

<u>GHL District:</u> District Executive Kendra Lopez kendra.lopez@scouting.org

#### **Saugahatchee District:**

District Executive Kendra Lopez kendra.lopez@scouting.org

<u>Muskogee District:</u> District Executive Kendra Stovall kendra.stovall@scouting.org

Council Popcorn Sale Staff Advisor Assistant Scout Executive Scott Rehrauer scott.rehrauer@scouting.org

### INDIVIDUAL SCOUT REWARDS provided by Chattahoochee Council



**Note**: Scout Rewards are determined by final total sales from August 1- October 31. Prize Level is determined by final sales and is <u>NOT</u> cumulative.

• Example: Scout sales total (including online) equals \$585. Scout earns 1 prize from the \$585 Level OR a prize from the \$385 Level and one from the \$200 Level, etc. Individual Scout Rewards must be ordered by December 4 at www.campmasters.org.

## **Additional Local Scout Incentives**

Provided by Chattahoochee Council

## **Council Top Sellers Club**

\$650 Incentive: additional \$25 VISA Gift Card

\$1,200 Club: additional \$40 VISA Gift Card

Incentives must be ordered by December 4.

## **Weekly Drawing for Online Sales**

Started in 2019, the Weekly Drawing for Online Sales continues for its sixth year! Beginning on August 26, a weekly drawing will be held on Facebook Live and Scouts will be entered for each customer who made a \$45 purchase during the preceding week.

## **Flash Sales Incentives**

Be on the lookout this year for randomly announced Flash Sales Incentives to occur throughout the sale.

## **Campmaster's High Achievers Prize Program**

- A Scout who achieves \$3,000 in <u>POPCORN SALES</u> during a sale season will earn their choice of either:
  - o 4% of total **POPCORN** sales in a VISA or EGift Card

OR

 Outdoor Camping Package with Two-Person Tent, 2 liter Hydration Pack, 6-in-1 Camp Tool, 5 piece Stainless Steel Mess Kit with Carrying Bag, and an Aluminum Safety Flashlight.

The 2024 Campmaster's High Achiever Prize Form is available in the back of this guidebook. It should be fill out completely and submitted to the council office with a copy of all POPCORN order forms for the Scout.

## **Unit Commission & Payments**

### **Unit Commission Structure**

- Base Commission for the 2024 Popcorn Sale will be **30%**
- Unit's Total Sale (Popcorn & Peanuts, including all online sales) will be divided by the number of registered Scouts in your unit as follows:

Packs: number of youth registered as of July 31, 2024 Troops: number of youth registered as of last unit recharter figure

- Per Scout Sales is under \$174.99: 30% Base Unit Commission
- Per Scout Sales is \$175 to \$299.99: 30% Base Unit Commission + 2% Bonus
- Per Scout Sales is \$300 to \$449.99: 30% Base Unit Commission + 5% Bonus
- Per Scout Sales is \$450+ or at least \$15,000 in total unit sales: 30% Base Unit Commission + 10% Bonus

### **Payments**

Payments for popcorn will be accepted throughout the entire sale. Units must deposit customer checks and cash into their unit's bank account and then write checks payable to the **Chattahoochee Council** when they make their unit payments.

(Checks written to Packs & Troops cannot be accepted by the council)

### **Payment & Commission Structure Notes**

- Packs & Troops will pay the <u>net invoice amount</u> of their popcorn & peanut sales and keep all commissions throughout the sale.

- Online Unit Commission (Flat 40%) is deducted from the amount owed by the unit to the council on the traditional sale of show and sell and door to door.

- Unit Commission is determined by the date the unit makes its final payment and closes its payable balance to the council.

50% of the Total Pre-order product received by the unit is due by Friday, October 4, 2024

Final payments for FULL 30% Base Commission are due in full by **Wednesday, December 4, 2024**.

Final Unit Payments made between December 5 and 9, 2024 will result in unit base commission being reduced by 5% (base commission decrease from 30% to 25%).

Final Unit Payments made after December 9, 2024 will result in unit base commission being reduced by 10% (base commission decrease from 30% to 20%).

### **Tips for Selling More Popcorn & Peanuts**

- Set a sales goal for your unit and a per Scout sales target and communicate this sales expectation to all Scout families.
- Have an exciting and informative Unit Kickoff for your Scouts and parents.
- Be sure to tell your Scout families how the money raised through this fundraiser will help their Scouting experience.
- Offer incentives within your unit to create competition between patrols or dens and Scouts.
- Use a combination of Online Sales, Show-n-Sell, Show-n-Deliver and Take Orders to maximize sales opportunities.
- Make sure your unit can accept credit card payments using the Campmaster's system or other provider.
- Encourage Scouts to sell by creating and managing "Individual Scout Accounts" within your unit.
- Wear your uniform.
- Smile.
- Tell customers why you are selling popcorn & peanuts.
- You're not selling popcorn/peanuts, you're selling <u>Support of Local Scouting</u>!!!
- Know the products.
- Say "Thank You" even if the customer does not make a purchase.
- Promote popcorn & peanuts at every opportunity both within the unit and outside of the unit.
- Be creative with new sales opportunities.

# Safety is of the utmost importance!

**<u>ALWAYS</u>** sell with an Adult and with another Scout.

**NEVER** enter anyone's home.

**NEVER** sell after dark unless you're with an adult.

**DON'T** carry large amounts of cash.

**<u>ALWAYS</u>** walk on the sidewalk and driveway.

**USE** hand sanitizer regularly during your sales.

Index of Resource Forms Included:

- Unit Product Sale Scout Prize Form (for your unit use only, not to be turned back in)
- 2024 Council Top Sellers Form
- 2024 CampMaster's High Achievers Prize Program Form
- Online Sales Accounts for Scouts Set-up Instructions for Families
- 2024 Whitley's Peanut Factory Fall Peanut Sale Unit Product Order Form
- 2024 Unit Popcorn & Peanut Product Order Change Request Form

### Unit Product Sale Scout Prize Form (Unit Use ONLY – Not Turned into the Council)

Unit:		Popcorn Kernel:		
Scout's Name	\$ Sold	Prize Selected	Parent's OK	
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#### Popcorn & Peanuts Top Seller's Prize Program

As our annual Fall Product Sale with Popcorn & Peanuts comes to an end, we understand that units are submitting Scout Prize Orders, as well as total the number of Scouts eligible for the additional prize program provided by the Chattahoochee Council.

Use the table below to list your Scouts that sold at least \$650 worth of popcorn/peanuts combined and those who sold \$1200 worth of popcorn/peanuts combined or higher. Please submit to Melanie Williams (melaniea.williams@scouting.org) by December 4<sup>th</sup> to ensure we provide the prizes accordingly.

Please type or write legibly.

Unit Type: Pack or Troop (circle one) Unit Number : \_\_\_\_\_ Unit Leader: \_\_\_\_\_

#### Scouts who sold at least \$650 to \$1,199

Scout's First Name	Last Name

#### Scouts who sold \$1,200 or higher

Scout's First Name	Last Name

#### **CAMP MASTERS HIGH ACHIEVER PRIZE FORM**

PRIZE FORM DUE TO UNIT LEADER AT END OF SALE

To order, the following information MUST be printed **LEGIBLY** or typed. Altered forms will not be accepted. <u>Parents & Scouts Please fill out this Section for 2024 SALES</u>

Scout's		
Name		DATE
Street Address		
	e address prior to submitting this form)	
TOTAL SALES \$ submit Order Forms to your L	Age Init Leader to verify sales.	Please
	SELECT ONLY ONE PRIZE	BELOW!
YOUR UNIT LEADER WILL ACHIEVER PRIZES TO CO		M FOR \$3000 AND UP CLUB HIGH E-BY ORDER SETTLEMENT DATE. O SCOUT.
Visa or EGift Card Example: \$3000 = \$ Outdoor Camping (includes Meat Fo	120 debit card (debit card rounded to neares	st \$10) OR 2L Hydration Pack, 6-in-1 Camp Tool le Opener, Corkscrew & Case),
<u>Unit Leader or Kernel please fil</u>	I out this section for \$3000 and Up Club I	High Achiever Prizes
District	Unit type and Number	
Council Office please fill out th	is section for \$3000 and Up Club High Ac	hiever Prizes
Council Name	City /State	
<ul> <li>Program Rules &amp; Regulations <ol> <li>Scouts who sell \$3000 and up r</li> <li>Select ONE Prize only.</li> <li>ABSOLUTELY NO COMBINING Forms is required.</li> </ol> </li> <li>Scout must attach Order Form v</li> <li>Upon receipt of the signed form forms will delay processing.</li> <li>Questions? Please contact your</li> </ul>	when submitting this form to the Unit Leader.	T select <b>1</b> from list above. /ED. Verification of Sales through individual Take Order shipped directly to the Scout. <i>Incomplete or illegible</i> I, ext. 114 or 202.

7. CAMP MASTERS WILL NOT ACCEPT FORMS AFTER 12/31/24.





_	
Data	
Date.	

### 2024 Fall Peanut Sale Unit Product Order Form

Unit Placing this Order: Unit o		of		District
Item #:	Item Description:	CAS	nber of ES y 26 Order)	Number of CONTAINERS (Oct. 28 Order)
4073A	Virginia Trail Mix (14 oz.)			
4091A	Whit's Party Mix (10.5 oz.)			
3070	Honey Roasted Virginia Peanuts (20 oz.)			
4046B	Honey Cinnamon Almonds (13 oz.)			
4035A	Salted Jumbo Cashews (12 oz.)			
1020	Home Cooked Salted Virginia Peanuts (20 oz.)			
3075A	Honey Roasted Virginia Peanuts (12 oz.)	· 		
1040A	Home Cooked Salted Virginia Peanuts (12 oz.)			
7094A	Hot Honey Virginia Peanuts (12 oz.)			
7112A	Sweet & Savory Barbecue Virginia Peanuts (12	oz.)		

 Items inside this box are not available on the first product order due to heat related melting issues

 8075A
 Dark Chocolatey Covered Almond Clusters (10 oz.)

 8085A
 Dark Chocolatey Covered Peanut Clusters (10 oz.)

 8015A
 Milk Chocolatey Covered Peanut Clusters (10 oz.)

 8035A
 Homemade Peanut Brittle (10 oz.)

### To be Completed when Product is Received by the Unit

#### Unit Acknowledgement:

I agree that our unit has placed the order above and by signing below, agree that the order listed above was received by the unit.

Submit this request form Monday - Wednesday for product pick-up Thursday afternoon or Friday of the same week

> **~**. 10

#### **Unit Popcorn & Peanut Sale Order Change Request Form**

District:	2024 Fall Product Sale         Additional order placed by:
Unit:	Order Type to be Revised:
Date:	Show & Sell / Show & Deliver Order

Door to Door Order

#### Unit Product Order Changes To Be Made

Circle One	Case Qua	ntity
Add or Delete		Tasty Trio Tin (Door to Door Only)
Add or Delete		3 Way Cheesy Tin
Add or Delete		22 Pack Movie Theater Extra Butter Microwave
Add or Delete		Chocolatey Drizzled Caramel Corn Bag (Door to Door Only)
Add or Delete		Supreme Caramel w/ Almonds, Pecans & Cashews Tin
Add or Delete		Classic Trail Mix
Add or Delete		14 Pack Extra Buttery Roasted Summer Corn Microwave
Add or Delete		Cinnamon Crunch Popcorn Bag
Add or Delete		12 Pack Sweet & Salty Kettlecorn Microwave
Add or Delete		Chocolate Pretzels Bag (Door to Door Only)
Add or Delete		Purple Popping Corn Jar
Add or Delete		White Cheddar Cheese Bag
Add or Delete		Caramel Popcorn Bag
Add or Delete		6 Pack Butter Microwave (Show and Sell Only)
Add or Delete		Virginia Trail Mix
Add or Delete		Whit's Party Mix
Add or Delete		20 oz. Honey Roasted Virginia Peanuts
Add or Delete		Honey Cinnamon Almonds
Add or Delete		Salted Jumbo Cashews
Add or Delete		Dark Chocolatey Almond Clusters (Door to Door Only)
Add or Delete		20 oz. Salted Virginia Peanuts
Add or Delete		Dark Chocolatey Peanut Clusters (Door to Door Only)
Add or Delete		Milk Chocolatey Peanut Clusters (Door to Door Only)
Add or Delete		12 oz. Honey Roasted Virginia Peanuts
Add or Delete		Homemade Peanut Brittle (Door to Door Only)
Add or Delete		12 oz. Salted Virginia Peanuts
Add or Delete		Hot Honey Virginia Peanuts (Show & Sell Only)
Add or Delete		Sweet & Savory Barbecue Virginia Peanuts (Show & Sell Only)
		Order picked up by:

Date: