UNIT KERNEL CHECKLIST

- Complete a Unit Commitment Card online at CherokeeAreaBSA.com or on paper and submit it to your District Kernel or Executive.
- Attend the Council Program Kick-off and Popcorn Sale Unit Fundraiser training.
- Complete a Unit Annual Program & Budget Plan. Establish Unit and "per Scout" sales goals. Submit form before September 2014.
- Decide when you want Take-Order forms, prize forms and money turned in to you. Please allow at least one week for processing and any late orders before the Council's deadlines. Arrange your own "Final Payment" deadline so you can pay your Unit's full balance before the Final Unit Balance Deadline (see calendar).
- Conduct a FUN Unit Kick-off for parents and Scouts. Make it exciting and communicate the benefits of the sale. Prepare handouts, promotional pieces and sales packets ahead of time. Other helpful ideas for a successful Unit Kick-off are available online.
- Order product for Show & Deliver before the deadline at Trails-End.com or by submitting a Unit Order form to the Scout Service Center. Be conservative with your Unit's order as some products cannot be returned. Contact your District Executive to schedule a time for your Unit to pick-up your ordered product.
- If your Unit is participating in a Show & Sell, **obtain written permission** from a responsible individual (store manager, etc.) for each location and time.
- Monitor sale efforts from week to week. Encourage and reward sale participation by recognizing interim sales leaders at Unit meetings. Consider using inexpensive prizes to sustain excitement among the Scouts.
- Return any remaining Show & Deliver product and money at the Scout Service Center before the deadline. Write one check payable to Cherokee Area Council.
- Compile all Scout sales forms and calculate your Unit's final orders. *Utilize any remaining Show & Deliver popcorn to fill final orders*. Submit your Unit's order at Trails-End.com, by fax or drop off at the Scout Service Center. Contact your District Executive to schedule a time for your Unit to pick-up your ordered product.
- Calculate your Unit's Prize Orders and submit your orders at Trails-End.com.
- Coordinate someone to pick up your Unit's Take Order popcorn product at the distribution location. Distribute popcorn to your Scouts at a later date and time.
- With the assistance of your Unit's Treasurer, monitor that you receive all payments from each Scout.
- Make final payment for your Unit's products before the deadline and with one check payable to Cherokee Area Council.