



# Hawkeye Area Council

Popcorn Sale

Unit Popcorn Administration Tool

# Before The Sale Begins

- Visit [www.hawkeyebsa.org](http://www.hawkeyebsa.org) to get up-to-date popcorn information
- Figure your “Show & Sell” popcorn order
- Attend the popcorn dinner
- Download the “Popcorn Ledger”

# Popcorn Ledger

Administrative tool developed to help units

- Track popcorn inventory
- Track \$ earned by Scout during sale
- Easy to use, color-coded data entry sheets
- Track “Scout Bucks”
- Print out “check-out” ledgers for each Scout
- Easily compare unit inventory with orders from BSA Office
- Used for “Show & Sell” or “Take Order” method of popcorn selling

# Show & Sell

- Use the instructions on the following pages to use the Popcorn Ledger for the “Show & Sell” method of selling popcorn.

# Popcorn Ledger: Pricing Page

## INFORMATION FOR POPCORN SALES

Unit: \_\_\_\_\_

### STEP 1: COMPLETE PRICING INFORMATION

Popcorn Type	Choc Lovers 5	Gift Set	30 Dbl Butter	\$20 Mag Voucher	Military Donation	Mud Puddles	Caramel Peanut	Cheddar Cheese	White Gold	Jalapeno Cheese	15 Micro Kettle	15 Micro Light	15 Micro Butter	\$10 Mag Voucher	White Ruby	Cashew Thunder	Yellow Popcorn
Retail Price	\$45.00	\$25.00	\$22.00	\$20.00	\$16.00	\$16.00	\$16.00	\$16.00	\$15.00	\$15.00	\$13.00	\$13.00	\$13.00	\$10.00	\$ 9.00	\$ 9.00	\$ 9.00
Unit Amount	\$14.04	\$ 6.16	\$ 6.37	\$ 6.20	\$ 5.12	\$ 5.12	\$ 5.12	\$ 5.12	\$ 4.62	\$ 4.62	\$ 4.25	\$ 4.25	\$ 4.25	\$ 3.10	\$ 2.86	\$ 2.70	\$ 2.65
BSA Amount	\$30.96	\$18.84	\$15.63	\$13.80	\$10.88	\$10.88	\$10.88	\$10.88	\$10.38	\$10.38	\$ 8.75	\$ 8.75	\$ 8.75	\$ 6.90	\$ 6.14	\$ 6.30	\$ 6.35

### STEP 2: COMPLETE POPCORN DINNER ORDER QUANTITIES (CONTAINER)

Choc Lovers 5	Gift Set	30 Dbl Butter	\$20 Mag Voucher	Military Donation	Mud Puddles	Caramel Peanut	Cheddar Cheese	White Gold	Jalapeno Cheese	15 Micro Kettle	15 Micro Light	15 Micro Butter	\$10 Mag Voucher	White Ruby	Cashew Thunder	Yellow P

### STEP 3: COMPLETE INDIVIDUAL SCOUT QUANTITIES TO START SALE

First Date of Sale: \_\_\_\_\_

Choc Lovers 5	Gift Set	30 Dbl Butter	\$20 Mag Voucher	Military Donation	Mud Puddles	Caramel Peanut	Cheddar Cheese	White Gold	Jalapeno Cheese	15 Micro Kettle	15 Micro Light	15 Micro Butter	\$10 Mag Voucher	White Ruby	Cashew Thunder	Yellow P

### STEP 4: COMPLETE DOLLAR AMOUNT GOING INTO THE SCOUT ACCOUNT

- Option 1:** → \_\_\_\_\_ of "\$ earned for unit" goes into the scout account.  
 Example:  
 \_\_\_\_\_ 100% of "\$ earned for unit" goes into the scout account. Then the entire unit profit goes to the scout.  
 If the "\$ earned for unit" = \$500, then \$500 would go into the scout account.
- OR**
- Option 2:** → After \_\_\_\_\_ dollars in dues are collected, the remaining amount of "\$ earned for unit" goes to the scout account.  
 Example:  
 After \_\_\_\_\_ 120 dollars in dues are collected, the remaining amount of "\$ earned for unit" goes to the scout account.  
 If the "\$ earned for unit" = \$700, then \$580 would go into the scout account.

# Step 1: Complete Pricing Information

## STEP 1: COMPLETE PRICING INFORMATION

Popcorn Type	Choc Lovers 5	Gift Set	30 Dbl Butter	\$20 Mag Voucher	Military Donation	Mud Puddles	Caramel Peanut	Cheddar Cheese	White Gold	Jalapeno Cheese	15 Micro Kettle	15 Micro Light	15 Micro Butter	\$10 Mag Voucher	White Ruby	Cashew Thunder	Yellow Popcorn
Retail Price	\$45.00	\$25.00	\$22.00	\$20.00	\$16.00	\$16.00	\$16.00	\$16.00	\$15.00	\$15.00	\$13.00	\$13.00	\$13.00	\$10.00	\$ 9.00	\$ 9.00	\$ 9.00
Unit Amount	\$14.04	\$ 6.16	\$ 6.37	\$ 6.20	\$ 5.12	\$ 5.12	\$ 5.12	\$ 5.12	\$ 4.62	\$ 4.62	\$ 4.25	\$ 4.25	\$ 4.25	\$ 3.10	\$ 2.86	\$ 2.70	\$ 2.65
BSA Amount	\$30.96	\$18.84	\$15.63	\$13.80	\$10.88	\$10.88	\$10.88	\$10.88	\$10.38	\$10.38	\$ 8.75	\$ 8.75	\$ 8.75	\$ 6.90	\$ 6.14	\$ 6.30	\$ 6.35

At the Annual Popcorn Sale Dinner, you will receive the POPCORN SALE information pamphlet. Use this resource to update the “popcorn type”, “price” & “unit amount” information on the PRICING page of the workbook. Only update the highlighted areas, all other areas will automatically update for you.

# Step 2: Complete Popcorn Order Quantities

## STEP 2: COMPLETE POPCORN DINNER ORDER QUANTITIES (CONTAINER)

Choc Lovers 5	Gift Set	30 Dbl Butter	\$20 Mag Voucher	Military Donation	Mud Puddles	Caramel Peanut	Cheddar Cheese	White Gold	Jalapeno Cheese	15 Micro Kettle	15 Micro Light	15 Micro Butter	\$10 Mag Voucher	White Ruby	Cashew Thunder	Yellow P

Enter the quantities you ordered for your unit at the Annual Popcorn Dinner in this section on the PRICING page of the workbook. Only update the highlighted areas, all other areas will automatically update for you.

If you did not place an order at the dinner, leave this section blank & it will not update the individual sheets on the workbook.

# Step 3: Complete Starter Quantities

**STEP 3: COMPLETE INDIVIDUAL SCOUT QUANTITIES TO START SALE**

First Date of Sale:

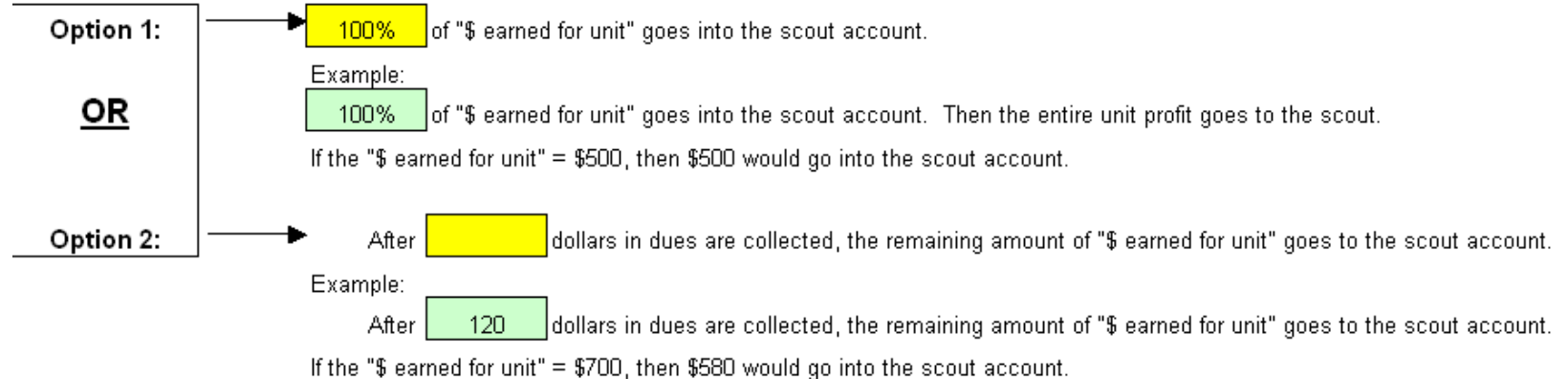
Choc Lovers 5	Gift Set	30 Dbl Butter	\$20 Mag Voucher	Military Donation	Mud Puddles	Caramel Peanut	Cheddar Cheese	White Gold	Jalapeno Cheese	15 Micro Kettle	15 Micro Light	15 Micro Butter	\$10 Mag Voucher	White Ruby	Cashew Thunder	Yellow P

If your unit assigns each scout with a “starter pack” of popcorn (each Scout gets the same amount of popcorn products to start out with at the beginning of the sale), enter the quantities in this section on the **PRICING** page of the workbook. Only update the highlighted areas, all other areas will automatically update for you.

If your unit does not start out Scouts with the same starter quantities, then leave this section blank.

# Step 4: Complete Scout Acct Information

## STEP 4: COMPLETE DOLLAR AMOUNT GOING INTO THE SCOUT ACCOUNT



The Popcorn Ledger workbook allows you 2 different options when allocating \$ into scout accounts from popcorn profits.

Only enter a value in either the OPTION 1 or OPTION 2 highlighted areas, not both.

# Entering Scout Data

<b>Unit</b> <b>0</b>		Scout: <b>Joe Scout</b>																Den/Patrol: <b></b>	
<b>2009 BSA Popcorn Sales</b>		Choc Lovers 5	Gift Set	30 Dbl Butter	\$20 Mag Voucher	Military Donation	Mud Puddles	Caramel Peanut	Cheddar Cheese	White Gold	Jalapeno Cheese	15 Micro Kettle	15 Micro Light	15 Micro Butter	\$10 Mag Voucher	White Ruby	Cashew Thunder	Yellow Popcorn	
Signature	Date	\$45	\$25	\$22	\$20	\$16	\$16	\$16	\$16	\$15	\$15	\$13	\$13	\$13	\$10	\$9	\$9	\$9	
Pre-Order		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

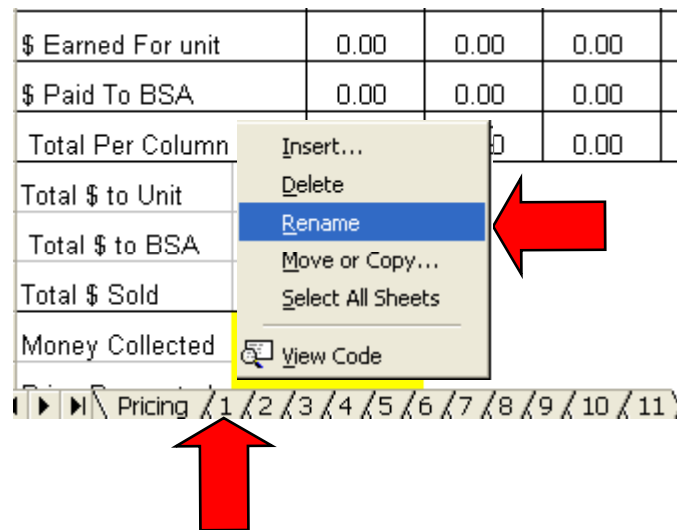
Enter a Scout's name and patrol in the highlighted areas at the top of each sheet.

If you setup a "starter pack" for your scouts on the PRICING page of the workbook, the values will not be visible UNTIL you enter the scout's name above.



# Change the Page Name on each Sheet

After entering the Scout's name and patrol, change the sheet tab in the workbook to reflect the Scout's last name. It will be easier to flip through the popcorn sheets by last name.



To change the page name, right mouse click on the page labeled 1 and select RENAME. Enter the Scout's last name. Continue this until you have renamed all the pages for the Scout's selling popcorn in your unit.

# Alphabetize the Scout Sheets

Total Per Column		152.00	328.00				
Total \$ to Unit	\$	1,521.81					
Total \$ to BSA	\$	3,490.19					
Total \$ Sold	\$	5,012.00					
Money Collected							
Prize Requested							
▶▶ Pricing	Scouter	2	3	4	5	6	7

Once the pages are renamed with last names, you can arrange the pages in alphabetical order. Simply click on the page and drag it to its new location in the workbook.

# Popcorn Dinner “Show & Sell” Order

- Special Note to Remember:

Popcorn ordered at the dinner is in case quantity. Remember to update the UNIT INVENTORY page with any undistributed popcorn after you update section 2 on the PRICING sheet.

That popcorn is now part of your unit inventory.

# Reordering Popcorn

- You can reorder from the Scout Office as often as you like, however, to prevent you or your volunteers from running to the office everyday during the sale, set **REORDER RULES**.

# Unit Orders To BSA

<b>Unit 0</b>		Scout: <b>Unit Orders to BSA</b>									
<b>2009 BSA Popcorn Sales</b>		Choc Lovers 5	Gift Set	30 Dbl Butter	\$20 Mag Voucher	Military Donation	Mud Puddles	Caramel Peanut	Cheddar Cheese	White Gold	Jalapeno Cheese
Signature	Date	\$45	\$25	\$22	\$20	\$16	\$16	\$16	\$16	\$15	\$15
Pre-Order		1	1	1	1	1	1	1	1	1	1

This page will allow you to track your orders from the Boy Scout Office. Any time an order is received, record the quantities on this page. This total should match with the BSA Office at the end of the sale.

# Checking-Out Popcorn

<b>Unit</b> <b>0</b>		Scout: <b>Joe Scout</b>																Den/Patrol: <b></b>	
<b>2009 BSA Popcorn Sales</b>		Choc Lovers 5	Gift Set	30 Dbl Butter	\$20 Mag Voucher	Military Donation	Mud Puddles	Caramel Peanut	Cheddar Cheese	White Gold	Jalapeno Cheese	15 Micro Kettle	15 Micro Light	15 Micro Butter	\$10 Mag Voucher	White Ruby	Cashew Thunder	Yellow Popcorn	
Signature	Date	\$45	\$25	\$22	\$20	\$16	\$16	\$16	\$16	\$15	\$15	\$13	\$13	\$13	\$10	\$9	\$9	\$9	
Pre-Order		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Mrs. Scouter		1	3	5	3	2	5	6	0	0	0	1	1	2	4	5	0	0	

After the popcorn is re-ordered, separate each Scout's order and record the quantities on the individuals Scout's sheet. When the popcorn is picked up, record the the person who picked-up the popcorn and date.

If the popcorn is coming from the unit inventory page, make sure you subtract whatever is entered on the scout's sheet from inventory.

# Does It All Add UP?

- At anytime during the popcorn sale you should be able to compare the UNIT ORDERS – IVENTORY - SALES page with the detailed sales information on [www.hawkeyebsa.org](http://www.hawkeyebsa.org)

# \$ in Scout Accounts

Unit				
<b>0</b>	<b>\$ Popcorn Sales</b>	<b>\$ Magazine Vouchers</b>	<b>Patches</b>	
<b>Scout Name</b>			<b>Pop</b>	<b>Mag</b>
Joe Scout	\$ 787.00	\$ 130.00	1	1

As you enter Scout names on the individual sheets, the names will appear on the SCOUT ACCOUNT TOTALS page, along with the money earned in their Scout accounts and the prizes they request at the end of the sale.

# Calculating Prize Requests

Unit				Prizes				
<b>0</b>	<b>\$ Popcorn Sales</b>	<b>\$ Magazine Vouchers</b>	<b>Patches</b>		<b>Level 2 - \$75</b>			
<b>Scout Name</b>			<b>Pop</b>	<b>Mag</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Joe Scout	\$ 787.00	\$ 130.00	1	1	1	2	0	0

This section of the ledger will also automatically calculate the prizes for each Scout.

# Totals Submitted to BSA

Popcorn Containers	# Vouchers	Total Pieces	Actual Containers Returned	Popcorn Retail	Voucher Retail	Total Retail	Total Profit	Profit to Unit	Scout \$ Bucks Earned
46	9	55	0	\$ 787.00	\$ 130.00	\$ 917.00	\$ 279.78	\$ -	\$ 279.78

- Print the last page of the SCOUT ACCOUNT TOTALS page and submit to the Scout Office.

# Take Order

- The Popcorn Ledger can be easily used for the “Take Order” method of selling popcorn.
- Use the following information to modify the “Show & Sell” instructions for the “Take Order” method.

# Take Order Modifications

- Only complete STEP 1 and STEP 4 on the PRICING sheet of the workbook
- Enter Scout's names as in "Show & Sell"
- Enter the orders on the Scout's individual sheets on the first highlighted line available
- Skip the UNIT INVENTORY

Enjoy the sale!