2020 POPCORN SALE
LEADER GUIDE

FIVE RIVERS COUNCIL

in partnership with

CAMP MASTERS
GOURMET POPCORN

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2020 is an unprecedented year in the lives of our Scouting families. As we look ahead, the most important goal is keeping everyone safe and healthy at all times.

This year’s popcorn sale will look and feel different for many of us. But your Council and CAMP MASTERS are dedicated to supporting you every step of the way. We are continually evaluating the current environment and recommendations with the best interests of everyone in mind. As the popcorn sale nears, we ask that you reach out to your Council regarding best practices and local safety guidelines.

As our Country takes the beginning steps towards recovery, we must continue moving forward as well. We need a united mindset focused on adaptability and resilience to keep the popcorn sale a vital part of funding your Scouting program in the coming year.

In 2020, CAMP MASTERS is providing all Councils and Units with new training and marketing resources. Some information on these resources is included in this guide. And you’ll gain access to others over the coming months leading up to the sale.

However, if there is anything you need to help fuel your popcorn success, please don’t hesitate to reach out. Give us a call at 800.624.2060 or email our great team for assistance: customerservice@campmasters.org.

We are fully invested in your popcorn success!

Warm Regards,

Wilfred Sieg, Jr.
President
IMPORTANT CONTACTS

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Phone  
Email

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This year the Five Rivers Council is offering the following bonus commissions for the 2020 Popcorn Sale.

30%  Base Commission
1%   Attend the Council Kickoff meeting on July 19
2%   Pay unit balance 20 days after receiving delivery of product (available for Show N Sell and Take Order)

* Scout Offices are not open on Sundays
2%   Scouts sell an average of $350 per scout based on membership levels as of July 31st
Important Dates

July
19th - Council Virtual Popcorn Training

August
13th – Show n Sell Orders Due
District Roundtables – pick up yard signs and take order sales sheets
28th – Show n Sell delivery to Seneca Beverage (time TBA)

September
1st – Take Order Sale begins
Unit Popcorn Kickoffs
19th – Show N Sell payment due for additional 2% commission
29th – Payment for Show N Sell Due

October
18th - Show n Sell Ends
25th – Unit Take Orders due

November
13th – Take Order Delivery to district warehouses

December
3rd - Take Order payments due for 2% commission
12th – Take Order payments due
To pick up your popcorn, follow these vehicle recommendations:

- Midsize car holds about 20 cases
- Luxury sized car holds about 40 cases
- Minivan holds about 60 cases
- Large SUV holds about 70 cases
- Small Pickup bed holds about XX cases
- Large Pickup bed holds about XX cases
- Rental Truck holds over 70 cases
New Products!

- Salted Jumbo Cashews
  - 10 oz.
  - $20 Retail

Honey Roasted Peanuts 9 oz.
$15.00 Retail

Product Changes

Caramel Popcorn Bag – No longer a tin, 25% more product!

Sea Salt Popcorn Bag – No longer a tin, 50% more product!
LEADING YOUR UNIT

The Popcorn Kernel oversees operations of the Unit’s popcorn sale. This is an important leadership role within the Unit. The PK ensures distribution, promotion, reporting and payments for Unit’s entire sale period. They also work closely with their Unit committees and District Popcorn Kernel.

The best part is leading their #PopcornSquad in the Unit’s goals for the sale. This includes:

★ Encouraging Scouts to Earn Their Way
★ Developing the Overall Sale Strategy for the Unit
★ Establishing Relationships with Community Businesses
★ Helping Parents Support Their Scout
★ Guiding the Unit’s Progress to Their Sales Goal
★ Gathering and Distributing Important Information
★ Running Logistics for Product and Sales Earnings
★ Rewarding Scout Efforts with Great Prizes
★ and Hosting an EPIC Unit Kick-Off Celebration

Your #PopcornSquad includes (based on your Unit and District Size):

★ District Popcorn Kernel - Your right-hand in all things popcorn
★ Unit Committee Members - Helping you develop the plans and budgets
★ Assistant Popcorn Kernel - Your left-hand in all things popcorn
★ Kickoff Kernel - Your party planning partner
★ Show-N-Sell Kernel - Your logistics coordinator (preferably with a truck!)
★ Pickup Kernel - Your warehouse watchdog for product inventory
★ Prize Kernel - Your fun-lovin’ prize patrol buddy
★ Communications Kernel - Your social media / email master spreading popcorn love

As exciting as these position titles are, people tend to more receptive when asked to execute a specific task, not just serve a role in the popcorn sale. When asking for help, be sure to say what you specifically NEED help with and how much time you think it will take them.

For example, instead of: Hey Sarah, will you volunteer as Kickoff Kernel this year?
Ask: Hey Sarah, your creativity and crafting skills are top notch. Would you help me with decorations and games for the Popcorn Kickoff? I’m thinking it will take us about 5 hours in planning and decorating day of, plus whatever time you’d estimate for creating them.
Council / District Policies on popcorn sales, pickup, returns, swaps, etc.

1. Attend the Council’s Popcorn & Membership Kickoff event to prepare for a successful sale.
2. Work with unit committee to develop a unit sales goal then divide that goal into a “per Scout” goal.
3. Develop a unit incentive plan for your Scouts in addition to the Council prize program.
4. Arrange Show ‘N’ Sell locations (i.e. Walmart, Dunkin Donuts, any high traffic area, etc.). Decide on how much product your unit needs and place your Show ‘N’ Sell order by August 13th.
5. Establish unit deadlines for Take Orders, money and prize forms. Take orders are due to the Council by October 25th.
6. Prepare a unit kickoff for both leaders, Scouts and parents. Units will be provided with order sheets/prize forms and yard signs.
   · Timeline showing sale dates and date orders are due
   · Unit goal and per Scout sales goal
   · 1 order form and 1 prize flyer per Scout (electronic copies available on the Council’s website at www.fiveriversbsa.org)
   · Display highlighting the Prize Program
7. Hold unit kickoff to discuss sales techniques, money collection, safety suggestions, recognitions and per Scout goals.
8. Collect Scout order forms and total amount of product to order prior to due date.
9. Submit all popcorn and prize orders through the Camp Masters website by October 25th.
10. Pick up popcorn at the designated site on pickup date. Make sure to bring vehicles large enough for your order.
11. Distribute popcorn to your Scouts for distribution to their customers.
12. Remind Scouts of money due dates. Make sure check is made payable to the unit itself. The Council office will only accept checks from units.
13. Collect and tally money by due date, and submit one check made payable to Five Rivers Council, BSA to the Scout Service Center at Arnot Mall, 3300 Chambers Rd, Suite 5190, Horseheads NY no later than December 3rd.

Note that late payments will be assessed a 5% late fee.
A great popcorn sale starts with a great popcorn kickoff! Follow these simple steps to start your popcorn sale with a BANG and motivate your Scouts, parents and other volunteers.

1. **Set the Agenda.** Think of things that are fun and fast-paced. This helps build energy and excitement for the popcorn sale. Scouts will leave ready to earn their way selling delicious popcorn!

2. **Ask for Help.** Enlist others to help you pull off a fun and exciting popcorn kickoff! No need to try and take it all on yourself.

3. **Know Your WHY.** Share the exciting Scouting Program that this fundraiser will support. Talk about the activities and what the Scouts will experience. And reiterate that it can all be paid for by POPCORN! *(See pg 4 for additional info to share.)*

4. **Review the Forms.** Show Scouts the forms they’ll be using in detail so they understand how to use them to promote the products and capture orders.

5. **Build their Profile.** Have each Scout register or update their profile at CAMPMASTERS.org.

6. **Ready to Sell!** Add CAMP MASTERS to their phones.

7. **Sharing is Caring.** Explain how they can share their CAMP MASTERS profile link with friends, family and through social media.

8. **Cover What’s Critical.** Spend some time explaining the different ways to sell, key dates for the program and show and sell locations.

9. **Focus on the Goal.** Motivate Scouts to take on the Unit Scout goal and to pick an awesome prize as part of their goal!

10. **Create a Memory.** End the night with a fun and memorable event. Scouts love to be part of the action. And they always love a good pie to the face of their Unit Leader!
ANNUAL PROGRAM PLANNER

Involvement is key in the successful planning of your annual program. We recommend allowing Scouts and their families express their ideas during a Troop brainstorming session. The older the scout, the more benefit they get from participating in this planning. It also keeps everyone more engaged in the popcorn sale because they know the rewards of their efforts.

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**TOTAL UNIT BUDGET** $$$

**NOW CALCULATE YOUR POPCORN SALES GOALS**

Divide UNIT BUDGET by UNIT COMMISION   
(This is your Unit Sales Goal) $ $

Divide by NUMBER OF PARTICIPATING OF SCOUTS   
(This is your Scout Sales Goal) $ $

**TOTAL UNIT BUDGET** $ $$
PRIZES

In addition to the standard Popcorn Prize Program (prizes and prize levels are listed on the prize form), Scouts may qualify for the following additional Special Prizes provided by the Five Rivers Council:

NOTE: ALL PRIZES MUST BE ORDERED BY DECEMBER 3rd (NO EXCEPTIONS!!)

SALE PATCH Every Scout who sells at least one item will receive the 2020 Popcorn Sale Patch.

WEEKLY FILL A SHEET DRAWING
Drawings will be held every Friday from September 6th to October 25th for all Scouts who sell $750 worth of Popcorn. To enter, Scouts must provide copies of their order forms to the Council office or email to chris.Theurich@scouting.org by noon on Friday each week.

$750 Club - Every Scout who sells $750 will receive either a Zing Air Zoom Zooka or Outdoor Adventure Set.

$1,000 Club - Scouts who sell $1,000 worth of product will be entered into the top seller drawing (prizes TBA).

Top Selling Unit in the Council
The Top Selling Unit in the Council will receive a one day pass to Greek Peak Mountain Resort Cascades Indoor Waterpark for all registered Scouts and registered leaders.
IN ADDITION to these incentives, CAMP MASTERS offers High Achiever Prizes to recognize Scouts Popcorn Sale efforts.

SELL $400+ ONLINE
GET A $10 AMAZON GIFT CARD

SELL $3000+ TOTAL
GET 5% BACK ON A VISA DEBIT CARD

OR THIS CAMPER PKG
Tent, Grilling set, Hammock, Cooler Chair Backpack, Camp Stove, Bluetooth Speaker & Lantern
CAMP MASTERS is dedicated to the safety of our Leaders, scouts, Families & customers. As we prepare for the popcorn sale, it’s important that everyone operate in accordance with any restrictions outlined by your state and local health department or other state and local authorities. Be sure to check with your Council if you are unsure what’s required in your area.

When it comes to the products, we have implemented numerous safety protocols at our production, warehouse and fulfilment centers. This measure includes many of the guidelines recommended below. And we continue to evaluate the current environment in our local area.

Show-n-Sells are an exciting time for your Scouts. All the energy and enthusiasm of representing their pack within the community. CAMP MASTERS is offering the following guidelines to keep everyone safe this fall. These will be updated when necessary.

**As you prepare for the Product Sale, please operate in accordance with any restrictions outlined by the state and local health departments. Be sure to check the Council website for updates, too.**
Show & Sell Guidelines

- Everyone should wear masks and gloves to minimize the spread of germs. Watch this video to see how quickly they can spread.
- One Scout to handle all money transactions. And one to handle all popcorn.
- Use Signs to help inform customers you’re fundraising and provide directions for safe interactions between Scouts and customers.
- Do not shake hands with customers and maintain social distance to them as well as any other booth participants.
- Do not have open food or drinks in the area. Do not share drinks, cups or utensils. There is high potential for spread of the virus to these items.
- Do not give out samples.
- If you have to sneeze or cough do it away from the booth and other people. Remember to sneeze or cough into your elbow.
- When possible, avoid engaging with anyone exhibiting symptoms
Show & Sell Guidelines Cont.

Anyone exposed to the Coronavirus should find an alternate person to take their place at the sale.

No more than 3 Scouts and 2 adults at any single selling location. Wash hands often for a minimum of 20 seconds. Clean surfaces frequently with a disinfectant wipe. Use hand sanitizer regularly, especially after a customer transaction. Assign one individual to handle all money transactions. Maintain social distance from customers and other booth participants. Laminate a take order form or two so that they can be viewed by customers and disinfected. A good alternative to laminating is a page protector.

Council Guidelines

All units must submit a NY Forward Business Re-Opening Safety Plan at least 5 days prior to any sale. More information can be found at www.fiveriversbsa.org “Five Rivers Council Guidelines” and “BSA Restart Scouting Guidelines”.

You can never start too early in securing storefronts. Of course, it’s going to be a bit different this year. And that means adapting your approach. Here are some of the best tips to help you do just that:

- Grocery stores and home improvement stores are both essential businesses. But they are receiving policies and procedures for Coronavirus from corporate. Make sure you approach the store/company Manager with this in mind. Do some research and find out the policies in place so you can adapt your approach and relate how Show-N-Sell will meet these guidelines.

- Right now, resources are tapped thin in these stores. Consider sending an email or leaving a message for the Manager to call you back. The reality is, you’re not going to be their first priority right now. After a few attempts, and still no response, only then try going in person.

- Think of other high-traffic, essential businesses in your area to contact. As other businesses begin reopening, reach out to them as well.

- Use the COVID-19 recommendations in this guide to help the Manager/Owner understand that above all else, safety comes first. This will help ease their mind while it is still uncertain what the fall recommendations will be.
Hello [NAME],

This is [YOUR NAME] from Scout Troop [Troop #]. Our Scouts are holding our annual popcorn fundraiser this year. The funds raised supports their ability to participate in our local Scouting program.

Due to the coronavirus, it’s going to look a lot different this year. However, with everyone’s safety guidelines in mind, I wanted to reach out regarding hosting a Show-N-Sell at {STORE NAME} in [MONTH].

Much can change between now and then, so I’m not looking for a definite answer today. What I’d like to do is confirm you’d consider it and then reach back out for a yes or no as the date draws closer.

Can I reach back out in [A MONTH, A FEW WEEKS]?
SHOW ‘N’ SELL TIMELINE

● During the Show ‘N’ Sell Sale, which runs from September 1st to October 18th, units sell popcorn in front of businesses or at events. Groups pre-order their popcorn from the Council by August 13th and receive it on August 28th ready for selling.

● **AUGUST**
  ● Decide with your unit leaders how many Show ‘N’ Sell locations and dates your unit will sell. Be sure to only sign up for 4 hour blocks at a time to prevent burnout and boredom by your Scouts.
  ● Log on to www.campmasters.org, follow the online instructions, and order your popcorn no later than August 13th.
  ● The Council will contact you with a pick-up time for your Show ‘N Sell Popcorn.
  ● Pick up your popcorn at the distribution site on August 28th. Be sure to bring a large enough vehicle to haul your order and be on time to ensure timely distribution.

● **September**
  ● Create a sign-up sheet for your sale dates and have unit parents and youth sign-up for time slots.
  ● Conduct a Unit Kickoff to train youth on salesmanship techniques and to highlight the product for sale and prizes Scouts can earn. Have Scouts memorize and practice the sales script. Store product in a cool and clean location to keep sweeter, coated items from melting. Conduct Show ‘N’ Sell events.

Make payment to Five Rivers Council for your Show ‘N’ Sell order by September 19th for an additional 2% commission!

Payments due September 29th.
SHOW-N-SELL SCHEDULING

You can manage your Show-N-Sell dates and volunteers within this table. Or look below for instructions to use an online management tool.

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>SHIFTS</th>
<th>NEEDED ADULTS AND SCOUTS</th>
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<tr>
<td>Ex. Sep 15</td>
<td>Harris Teeter</td>
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ONLINE SIGN UP INSTRUCTIONS

Video Training here:

2. Then follow these step-by-step instructions: https://www.signupgenius.com/faq/create-sign-up.cfm
UNIT TIPS FOR A SUCCESSFUL SHOW ‘N’ SELL

- Identify a location that has high foot traffic and is safe for the Scouts to participate.
- Sign your Unit up to accept Credit Card payments for Show ‘N’ Sell sales (see page 10 for additional information).
- Contact store or event organizer to gain permission to sell popcorn and talk about setup times and dates.
- Set up a schedule for Scouts with specific times of participation, i.e. 2 Scouts per 2-hour shift. Put more extroverted Scouts with introverted Scouts to help build confidence.
- When you arrive on site:
  - Arrive early and check in with store manager.
  - Clean site.
  - Set up location. Be sure to organize product in a neat and orderly fashion.
  - Do not setup any chairs.
  - Setup a table to create a barrier between Scouts and customers.
  - Let the youth do the selling. It’s easy for adults to say no to adults but, very tough for adults to say no to Scouts in uniform.
  - Display pictures of Scouting events you have participated in or are planning to attend. Be specific on what you are fundraising for.
  - Display banners advertising your sale and what will be done with the money earned.
  - Be sure to pickup and be done on time. Clean up after yourselves and take all garbage with you.
UNIT TIPS FOR A SUCCESSFUL SHOW ‘N’ SELL

- Have the Scouts practice what they are going to say to the customers. Make sure Scouts always mention Scouting in their sales pitch: “Would you like to support Scouting by purchasing popcorn today? Would you like to help us go to camp by purchasing popcorn today?”
- Be sure to have these items on hand: posters, activity displays, tape, petty cash, and pens.
- Make sure Scouts are in their uniforms and appear neat and clean.
- Use any left over product from the Show ‘N’ Sell to fulfill some of your Take Order needs. Just reduce the amount that you order for the Take Order Sale by the amount left over.
- Always emphasize safety. Review the safety information provided in the sales material and online at www.campmasters.org.

- Adult supervision is required for all aspects of the sale.
Sales Techniques & Tips

Wear your Scout uniform properly and tuck in your shirt.
SMILE!
Speak clearly & loudly.
Approach everyone.
Ask for the sale.
Create a “pitch” that includes what you are selling and why you are selling it. Focus on selling Scouting!
Make eye contact.
At Show & Sells - display the product nicely
Know the products and the prices!
Use the buddy system and follow safety rules.
Say thank you to everyone.
Count change in front of your customer.
Follow the Scout Law!

Potential Customers:
- Parents
- Grandparents
- Neighbors
- Religious Friends
- Area Businesses
- Teachers
- Coaches
- Last Year’s Customers
- Relatives (Aunts, Uncles, Brothers, Sisters)
- Parent’s Co-Workers

67% of people will buy when asked. Less than 30% of the public is asked
During the Take Order Sale, Scouts travel door to door with order forms collecting orders and return in November to deliver the product and collect money. The Take Order Sale begins September 1st and concludes October 25th. Orders must be placed using the online ordering system no later than October 25th and popcorn can be picked up on November 13th for distribution.

AUGUST
Pick up popcorn and packet supplies from your District Roundtable. Familiarize yourself with all printed materials especially the Popcorn Leader’s Guidebook. Additional materials and aids are available at www.campmasters.org and www.fiveriversbsa.org

SEPTEMBER
1. Create Unit Level sales incentives in addition to the Council’s Prize Program and procure weekly prizes for your Scouts.

2. Conduct a Unit Kickoff to pass out order forms and prize vouchers to all unit youth emphasizing the importance of the sale to parents and the benefits the unit and Scouts will receive. Make sure each parent and unit leader are aware of deadlines for handing in popcorn orders, prize orders, bonus prizes and weekly drawings.

3. Share and post a chart with your unit goal and individual Scout goals in your meeting place or have it on hand during meetings. As the sale progresses be sure to update the chart.
TAKE ORDER TIMELINE

OCTOBER
1. Each week show the unit goal chart and check on your Scouts progress. Present Unit level prizes and rewards as soon as they are earned. Make sure to collect any Fill a Sheet forms for the weekly drawing and get copies of them to the Council Service Center or email to chris.Theurich@scouting.org by noon on Friday each week.

2. After the final week of sales collect all popcorn order forms and prize orders from the Scouts. Total all of the orders onto a single order form to make entering the orders on line simpler.

3. Enter popcorn orders and prize orders on line following the ordering instructions (see Guide to placing your order on the Council Website or at www.campmasters.com. The last day to order is October 25th.

NOVEMBER
1. The Council will contact you with a pick up time for your popcorn order.

2. Pickup your popcorn at your distribution location on November 13th. Be sure to being a large enough vehicle to haul your order and be on time to insure timely distribution.

3. Distribute your popcorn to your youth at a pre scheduled time. Make sure you have copies of your Scouts order forms.

4. Collect payments from your Scouts and make payment to the Council by making one check payable to Five Rivers Council by December 3rd for an additional 2% commission, all payments need to be made by December 12th.

Units with outstanding payments after December 12th will incur a 5% penalty. Additional late penalties may be imposed at the Council’s discretion.
UNIT TIPS FOR A SUCCESSFUL TAKE ORDER POPCORN SALE

1. Set a unit budget and establish a unit goal.

2. Use the “Fund Your Adventure Worksheet” to plan the money you need to earn to have a great Scouting year (available on Council website at www.FiveRivers.org or on the last page of this guide).

3. Hold a big Unit Kickoff for the youth to get all materials and GET EVERYBODY EXCITED! All youth should receive the Prize Brochure and Take Order Form. Review all prizes available to the youth. Set per Scout sales goals.

4. Educate parents of the direct benefits to them—i.e. Billy sells $x amount and gets to go to camp. Explain why this is such an important fundraiser, state goal, uses, explain High Achiever’s Program, Bonus Awards Program, Achievements that can be earned, etc. Show how this fundraiser gives more back to their Scout than other fundraisers.

5. Have a unit “Blitz Day” where every Scout in the unit goes out selling and whomever sells the most that day gets a prize.

6. Establish a unit prize program in addition to the Council prize program.

7. Write a letter that all of your Scouts can use which explains the popcorn sale and why they are selling, tells the dates of delivery, and explains the benefits for your unit and the Council. Have your Scouts leave a copy of this letter with an Order Form copy at the houses of people who are not home.

8. Ask parents to take Popcorn Order Forms to work to sell to their friends and colleagues.

9. Scouts work with parents and make a list of 30 potential customers and email them the scout link from Camp Masters for online sales.
Boost Your Sales!

● Our Units are privileged to sell at many different locations. We must respect any rules that the host sets for us and leave the area where we sell better than we found it. Remember to say thank you to the host of the Show & Sell. Thank you suggestions include: a card signed by the Scouts, some product, or a patch. If possible, encourage the selling Scouts to say “thank you” in person before they leave the Show & Sell.

● Consider using different methods to reach your supporters: posters, letters, phone calls, and social media. Social media use can increase fundraising totals by as much as 40%. If possible, place ads about the sale and include unit contact information or upcoming Show & Sell locations.

● Design business cards for your Scouts that include contact information and their online purchase information. Spread the word about your sale early and often throughout the sale. Many people who buy early will finish their product and may want to purchase more. Encourage your Scouts to update their profile for Camp Masters online selling.
### Cub Scout Advancement Opportunities

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<tr>
<th>TIGERS</th>
<th>Merit Badge Opportunities</th>
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<td>and Magical Mysteries</td>
<td>Art</td>
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<td>For requirements 5a –</td>
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<td>Produce a Popcorn Sale</td>
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<td>Create a secret code to use during your</td>
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<td>Stories in Shapes</td>
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<td>Create an art piece advertising your</td>
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<td>Lay the Path</td>
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<td>Tell what the Buddy System is and why</td>
<td>For requirements 6d –</td>
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<td>Create a report on how</td>
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<td>WOLVES</td>
<td>Graphic Arts</td>
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<td>Howling at the Moon</td>
<td>For requirements 3 and 4 –</td>
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<td>Pick one of the four forms of</td>
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<td>communication (Req. 1) and create a</td>
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<td>Popcorn Shirt (Req. 2)</td>
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<td>to produce copies of the</td>
</tr>
<tr>
<td></td>
<td>poster.</td>
</tr>
<tr>
<td>Paws on the Path</td>
<td></td>
</tr>
<tr>
<td>Tell what the Buddy System is and why</td>
<td></td>
</tr>
<tr>
<td>you need to use it during your Popcorn</td>
<td></td>
</tr>
<tr>
<td>Sale (Req. 2)</td>
<td></td>
</tr>
<tr>
<td>BEARS</td>
<td></td>
</tr>
<tr>
<td>Baloo the Builder</td>
<td>Personal Management</td>
</tr>
<tr>
<td>Select and build one useful and one fun</td>
<td>For requirements 8, 9 –</td>
</tr>
<tr>
<td>project for your Popcorn Sale (Req. 3)</td>
<td>Define your Popcorn Sales</td>
</tr>
<tr>
<td></td>
<td>Goal. Create a plan, and</td>
</tr>
<tr>
<td></td>
<td>make a calendar for how</td>
</tr>
<tr>
<td></td>
<td>you will achieve your</td>
</tr>
<tr>
<td></td>
<td>goal with all your other</td>
</tr>
<tr>
<td></td>
<td>activities.</td>
</tr>
<tr>
<td>WEBELOS</td>
<td></td>
</tr>
<tr>
<td>Art Explosion</td>
<td>Photography</td>
</tr>
<tr>
<td>Create a Popcorn Sale poster (Req. 3)</td>
<td>For requirement 5a, b, c –</td>
</tr>
<tr>
<td>or a T-shirt or hat (Req. 3g) for display</td>
<td>Take photographs of</td>
</tr>
<tr>
<td>at your Show 'n Sell</td>
<td>popcorn, Scouts selling</td>
</tr>
<tr>
<td></td>
<td>popcorn, and other</td>
</tr>
<tr>
<td></td>
<td>activities related to the</td>
</tr>
<tr>
<td></td>
<td>sale. Arrange the prints</td>
</tr>
<tr>
<td></td>
<td>with captions to tell a</td>
</tr>
<tr>
<td></td>
<td>story of the sale. (Req. 7)</td>
</tr>
<tr>
<td>Build It</td>
<td></td>
</tr>
<tr>
<td>Create and build a carpentry project to</td>
<td></td>
</tr>
<tr>
<td>advertise your Popcorn Sale (Req. 2)</td>
<td></td>
</tr>
<tr>
<td>List all the tools you used to build it</td>
<td></td>
</tr>
<tr>
<td>(Req. 3)</td>
<td></td>
</tr>
<tr>
<td>Check which ones you've used for the first</td>
<td></td>
</tr>
<tr>
<td>time</td>
<td></td>
</tr>
<tr>
<td>Movie Making</td>
<td></td>
</tr>
<tr>
<td>Create a story about your Popcorn Sale</td>
<td></td>
</tr>
<tr>
<td>and do ALL requirements for Movie Making</td>
<td></td>
</tr>
<tr>
<td>(Req. 1-3)</td>
<td></td>
</tr>
</tbody>
</table>
REGISTER YOUR SCOUTS

UNIT LEADERS: Scouts must be registered in the CAMP MASTERS system to receive sales!

Step One: Log in to the CAMP MASTERS system and click “Setup / Invite Scouts.”

The list of current Scouts registered in your Unit will be displayed.
Step Two: Remove any Scouts no longer in your Unit by clicking the box to the left of their name(s). And then selecting “Remove” from the menu above.

Step Three: For the remaining Scouts, make sure their contact information is correct. Then select them by clicking the box to the left of their names. And then select “Send Sign-On Link”.

This will email each of the Scouts their unique CAMP MASTERS link so they can access the system without having to login. This makes taking orders and payments much easier.
REGISTER YOUR SCOUTS

**Step Four:** For new Scouts, select the “Setup / Import Scouts” option from the dashboard.

**Step Five:** Click the “Import Scouts” button and upload your Excel spreadsheet.
Register Your Scouts

**Step Six:** Select your file and complete the field matches to the spreadsheet columns below. If your sheet has headers, be sure to select the “First Row Has Headers” box.

You’ll see a data preview as you assign each field for import. Once complete, click “Import”.

You’ll see a green success box once imported.

If you get an error, check your spreadsheet rows again carefully for typos.
SCOUTS, PARENTS & LEADERS

Follow these instructions to easily create a CAMP MASTERS app icon on your smartphone.

1. Open Safari
2. Go to ordering.campmasters.com/Account/Login
3. Enter your login and click “Remember Me” then Login
4. Once on your dashboard, click the menu button (circled icon above) (3 dots in upper right on Android)
5. Select “Add to Home Screen”
6. Then click “Add”
7. Ready to sell? Click the icon!
TAKE ORDERS ON THE GO

SCOUTS, PARENTS & LEADERS
Follow these instructions to easily take orders and payment on your smartphone.

Click “Place a Take Order” from the dashboard

This will take you to the products page.

Scroll down to find the requested product. Then click “Order” to add the item to the shopping cart.

A confirmation window will appear. You can either go to cart or continue adding items.

In the cart, you can change the quantity of the product if needed.

Complete the customer information.
TAKE ORDERS ON THE GO

SCOUTS, PARENTS & LEADERS
Follow these instructions to easily take orders and payment on your smartphone.

Return to your home screen and open the PayAnywhere app.
Enter the total charge.
Insert or swipe the credit card depending on your reader type.
Offer the customer a SMS text or email receipt.
When you receive payment confirmation, return to CAMP MASTERS window.
Mark as paid and then tap the “Place Order” button.
ACCEPTING CREDIT CARDS

CAMP MASTERS has partnered with PayAnywhere to provide accounts and free readers to all Units. Just go to: payanywhere.com/campmasters
CREATE YOUR ACCOUNT

Applying for PayAnywhere.

Head to payanywhere.com/campmasters to apply for your account. As the head of your Unit, you are responsible for your account. Use your information for the majority of the fields on this page.

The Boy Scouts of America National Council does not permit any regional or local councils, troops, packs, or units to use the National Council’s Tax Identification Number (TIN) when applying for a merchant processing account.

Units should not use the Social Security Number of an adult leader. If they do, the IRS will attribute all banking transactions, unit purchases, etc., to that leader as an individual and they will be solely responsible for any tax related burden. Total transactions under $20,000 do not trigger a 1099 however.

If you do not have a TIN, use the “individual” tab to apply for an account.

Be sure to write down your password. You will use it to log in to the PayAnywhere app and PayAnywhere Inside.

Select “Non-Profit” + “Charities & Nonprofits” + “Fundraisers.”

Select “$25,000+”

This site and your information are protected by SSL encryption.