



Fall 2018 Popcorn Sale

HELPFUL HINTS TO GET THROUGH YOUR TAKE ORDER POPCORN PAPERWORK

Make sure your Scouts have filled out their name, address and troop/pack/crew number on each of their order forms.

Double check the math on each Scouts order form totals – across and down. Keep copies of the Scouts' order forms for yourself for future customer lists.

Transfer those totals to the "Unit Take Order Worksheet" or make your own spreadsheet. This is for your records and should be kept for next year's sales.

You are now ready to fill out the "Unit Take Order Form" and place your order online at scouting.trails-end.com. The site for ordering is available to you until Midnight on October 31st.

Record the prize(s) chosen by each Scout on the "Prize Worksheet". Transfer those totals to the "Prize Order Form Fall Product Sale 2018" and order the prizes online through the Trail's End website. The prizes will be sent directly to the mailing address you enter.

Fill out the Scholarship Fund form for any Scout who is currently in the scholarship program or has reached \$2,500 in this sale. Copies of their order forms must be included.

Send only these 3 paper copies to the office:

- ◇ "Unit Take Order Form" (use Unit Sales Summary Worksheet to compile data)
- ◇ "Prize Order Form Fall Product Sale 2018" (use Prize Worksheet to compile data)
- ◇ "Trails End Scholarship Program Form" and copies of youth seller's order sheets.

You can email these documents to susan.ericsson@scouting.org, fax them to 814-866-7514, or mail them directly to:

French Creek Council, 1815 Robison Road West, Erie PA 16509.

Paper copies MUST be received in the office (not postmarked) by Friday, November 2nd

If faxing, please make a follow up call to 814-868-5571 or 800-851-2392 to make sure everything has come through clearly.