**PACK 1776 Popcorn Sales Station Instructions**

**First Shift**

* Designate someone to pick up inventory and supplies from the popcorn coordinator.
* Set up table and poster board, tape banner to front of the table
* Display products with prices labels affixed.
* Set up Pack donation box

**All Shifts**

* If you want to accept credit card payments, email our Pack Treasurer Silvia Yeh with your name, email, den number, and your Scout's name. Download the PayAnywhere app from iTunes or Google Play to your smart phone.
* Please arrive 10 minutes before your scheduled shift.
* Complete Sales Tracking Ticket for EACH sales transaction, including method of payment.
* For Military donations, complete military donation ticket and give customer their receipt portion.
* Checks should be made out to Pack 1776.

**End of Shift**

* Place all cash/checks, military donation receipts and completed sales tickets into an envelope and complete label. Place envelope back into the large folder.
* Ensure Cash Box has $60 remaining of petty cash, try to leave as many small bills as possible.
* Sign off to the next leader, hand over card scanner

**Last Shift**

* Follow End of Shift instructions
* Do not mix money from pack donation bin with popcorn sales proceeds, keep in the bin
* Return remaining inventory and all supplies/proceeds to popcorn coordinator.

**All Scouts**

* All scouts must be in Class A Uniforms
* Please have cubs be courteous and respectful
* Do not let cubs swarm customers or block the store entry.
* Only ask the customers leaving the store to avoid redundancy.
* Cubs may ask customers “Would you like to support cub scouts?” as a subtle way of asking them to buy popcorn.