

## PACK 1776 Popcorn Show and Sell Instructions

- First Shift leaders/parents
  - Designate someone to pick up inventory and supplies at Hartwell's house, 9590 Velvetleaf
- Leaders/Parents

*If you want to accept credit card payments:*  
*Please email our Pack Treasurer [Silvia Yeh](#) with your name, email, den #, and your Scout's name.*  
*and download the PayAnywhere app from [iTunes](#) or [Google Play](#) to your smart phone.*

**Please arrive 10 minutes before your scheduled shift.**
- Set-up
  - Set up table and posterboard, tape banner to front of the table
  - Set out display products with prices labels affixed, no taste test samples
  - Set up Pack donation bins and credit card app
- Sales
  - DO NOT OPEN MICROWAVE POPCORN TO SELL INDIVIDUAL PACKETS
  - 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
- End of Shift
  - Place all cash/checks, military donation receipts and completed sales tickets into a yellow envelope and complete label, place envelope back into large blue or red 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
- End of Day
  - 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 Hartwell's house 9590 Velvetleaf Circle
- Cub Scouts
  - All cubs to wear [Class A Uniforms](#)
  - Please have cubs be courteous and respectful
  - Do not let cubs swarm customers
  - Cubs may ask customers "Would you like to support cub scouts?" as a subtle way of asking them to buy popcorn.