

# **PACK 1776 Popcorn Sales Station Instructions**

## **First Shift**

- Designate someone to pick up inventory and supplies from the popcorn coordinator the night before: 3244 Carpenter Way, San Ramon (unless a volunteer signed up to do so already)
- 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**

- Please arrive 10 minutes before your scheduled shift.
- Complete Sales Tracking Ticket for EACH sales transaction, including method of payment.
- Checks should be made out to Pack 1776.

## **End of Shift**

- Place all cash/checks, donations 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 shift's adult, 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 Suma at 3244 Carpenter Way, San Ramon.

## **All Scouts**

- All scouts must be in Class A Uniforms
- Please have cubs be courteous and respectful
- Have the scouts stand in front the table to pitch the sale. Bring consumer to the table to close the deal.
- Cubs may ask customers "Would you like to support cub scouts?" as a subtle way of asking them to buy popcorn.
- Store extra product under the table or directly behind where you can see it easily.
- Take all empty boxes with you; leave no trace behind.

## **If Working at Draegers, Toys r Us or Safeway**

- Only ask the customers leaving the store to avoid redundancy.
- Do not let cubs swarm customers or block the store entry.

### **If Working at BART**

- Bring the attached Sales Permit.
- Say "hello" to the station manager and ask for the best spot to set up. Ask for permission or avoid setting up next to a concession vendors.
- Do not block the turn styles and exits.
- For safety, we recommend not having a cash box, but have an adult handle all the money and hold on to the money pouch.
- Be aware of your surroundings and ask the station manager for help.

### **To Accept Credit Cards**

**We are using Square to accept credit card payments. Email our Pack Treasurer Silvia, [SilviaYeh@gmail.com](mailto:SilviaYeh@gmail.com), with your name, email, den number, and your Scout's name.** Silvia will send you an email invitation to create a Square account and the instructions on how to set it up.

### **Questions?**

- Call Popcorn Coordinator, Suma Yerra at 408-594-5693
- To Setup Credit Card Payment, email [Silviayeh@gmail.com](mailto:Silviayeh@gmail.com) or text 408 613 7076.
- Backup, Cubmaster Jimmy Almeida at 408-533-3815