

PACK 1776 - 2018 Popcorn Sales Station Instructions

First Shift

- Designate someone to pick up inventory and supplies from the popcorn coordinator the night before: **Govind Peddi, 1526 Banbury Drive, San Ramon CA 94582 (415) 513-3345.**
(govindpeddir@gmail.com)
- Set up the tent (if applicable)
- Set up table, blue table cloth and banner/flag, tape or clip banner to the Tent. There are clips with velcro that slip over the front and sides of the folding table. The banner has velcro on the back with attaches on to those clips.
- Display products with prices labels affixed.
- Set up Pack donation box

All Shifts

- If you want to accept credit card payments, ask Treasurer Shawna, with your name, email, den number, and your Scout's name. Shawna will send you an email invitation to create a Square account and the instructions on how to set it up. Please also download the free Square app to your smart phone.
- 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 Each 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 popcorn coordinator.

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 Safeway or Draegers

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