



PACK 1776 - 2019 Popcorn Sales Station Instructions

Popcorn Coordinator: Govind Peddi, 1526 Banbury Drive, San Ramon CA 94582 (415) 513-3345

Committee Chair: Paul Lannus (925) 822-7896

Cubmaster: Jimmy Almeida (408) 533-3815

Before you start

This year everyone needs to download the Trails End App as:

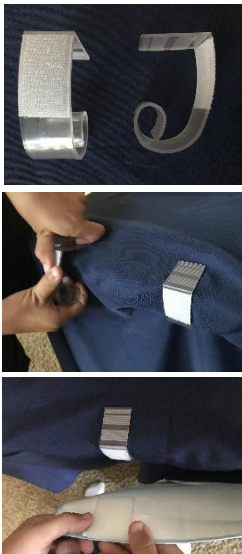
- **Signing up for sales slot will be on the App.**
- **Tracking Inventory** will be on the App
- **Credit Card sales will be used through the App** by using a Pack supplied Square Reader or typing in the credit card number.
- Door to Door / Sales to families can be made through the APP.

The Pack will send one family member an invitation to set up an account with the Trails End App that is linked to Pack 1776. Unfortunately, we can only send one invitation out per scout, so Mom and Dad, one of you will get the invitation and have to set up the account and give that log in information to the other parent.

We are no longer using a standalone Square account like we did last year since Trails End is covering the credit card transaction fees if we go with them.

First Shift

- Pick up inventory, folding table 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 table outside the door and in a manner not to block access to the store.
- Attach the blue table cloth and banner. 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. Do not use tape.
 - Display products with prices labels affixed.
 - Set up Pack donation box



More on back

All Shifts

- Please arrive 10 minutes before your scheduled shift.
- We accept credit card payments. Use the Trails End app and Square Card readers to do so
- Checks should be made out to Pack 1776.
- Complete Sales Tracking Ticket for EACH sales transaction, including method of payment. Log the sale on both the white paper sheet and in the Trails End app. The both should match at the end of your shift

Pack 1776 - 2019 Popcorn Sales

DATE: 9/16/19 SHIFT TIME: 9-11 AM
 LOCATION: Starbucks
 Parents' Name & Phone Nos.: Shirley Cub 555-123-4567

You will have \$60 to make change. Fill out sheet at start of shift. For each sale, make a tally mark. At end of shift, count items and money, recording same in the right column. Have the new shift parent verify. Place this sheet and money (minus \$60 to make change) in an envelope. Leave \$60 in the cash box. Mark your shift, scout's name and your name on the envelope.

Scouts selling and Den number: Bob E. Cub #2

Item	Price	Start of Shift Amount (By Item, not case)	Cash Sales Tally (Mark with a hash mark for each item sold - to IN IN IN)	Square Sales Tally (By Item, not case)	Square Total Dollar Amount	End of Shift Amount of (Item)	Total Sold This Shift	DOLLAR \$ Amount of Total Sales
Classic Caramel Corn	\$10	24	### ### ###	###	\$30	6	18	\$180
Big White Cheddar Cheese	\$20	10	### 11	11	\$60	0	10	\$200
Jalapeno Cheddar Cheese	\$22	12	11	0	0	10	2	\$40
18 pk Unsalted Butter Microwave	\$20	3	111	0	0	0	3	\$60
18 pk Kernel Corn Microwave	\$20	3	0	11	\$60	0	3	\$60
Premium Caramel Corn w/ nuts	\$20	10	### ###	0	0	0	10	\$200
Cheese Lover's Connection Box	\$80	1	0	0	0	1	0	0
Credit Card Transactions \$							Subtotal	\$740
							Donations	\$20
							Total Amount This Shift	\$760

Verified by Start of Shift Parent: Shirley Cub (Print Name) Shirley Cub
 Verified by Next Shift Parent: Joe Seant (Print Name) Joe Seant

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, Starbucks or Draegers

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