

# Scouting America

## National Capital Area Council

### Unit Kernel Popcorn Program Checklist

TIMELINE	TASKS
<b>MARCH-JULY</b>	<ul style="list-style-type: none"> <li>Unit popcorn kernel recruited</li> <li>Sign-up to participate in the 2025 Popcorn Program at: <a href="https://ncacscouting.org/popcorn">https://ncacscouting.org/popcorn</a></li> <li>Attend District Popcorn Training seminar in May (back-up seminars in July)</li> <li>Prepare unit budget and popcorn fundraising goals</li> </ul>
<b>JULY/AUGUST</b>	<ul style="list-style-type: none"> <li>Hold a Popcorn kick-off for your unit</li> <li>Log-in and get familiar with the leader's portal at: <a href="https://portal.trails-end.com/">portal.trails-end.com/</a></li> <li>Have the Scouts create accounts through the Trail's End app</li> <li>Reserve Trail's End secured storefront shifts through the leader's portal starting July 22-24</li> <li>Contact local stores/churches/restaurants to find additional storefront show &amp; sell locations not already reserved by Trail's End or your district</li> </ul>
<b>THROUGHOUT SALE</b>	<ul style="list-style-type: none"> <li>Encourage Scouts to participate in online sales</li> <li>Promote incentives and keep Scouts focused on a sales goal</li> <li>Provide and fill as many storefront sales opportunities as possible</li> <li>Keep in contact with your Scouts and their parents/guardians regarding deadlines and information</li> </ul>
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>Scouts start take-order sales!</li> <li>Place first order by Aug. 3</li> <li>Pick-up first order on Aug. 15/16 (Check the Popcorn Guidebook for locations, dates, and hours)</li> <li>Storefront sales start</li> <li>Wagon sales start</li> </ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>First Inventory replenishment opportunity on Sept. 5/6 (order by Sept. 1)</li> <li>Place second order by September 7 (distribution on Sept. 20)</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>Second Inventory replenishment opportunity on Oct. 4 (order by Sept. 29)</li> <li>Place third order by Oct. 5 (distribution on Oct. 18)</li> <li>Review inventory and complete popcorn returns from Oct. 27-Nov. 1</li> <li>Encourage military/first responder donation sales</li> </ul>
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>Place final order by Nov. 2 (distribution on Saturday, Nov. 15 at Marriott Scout Service Center (MSSC) only from 8-11am)</li> <li>Review online dashboard and review invoice</li> <li>Collect Scout's money with checks made out to your unit</li> </ul>
<b>ON OR BEFORE DECEMBER 12</b>	<ul style="list-style-type: none"> <li>Pay any balance due to NCAC</li> <li>Double check Scout totals and submit rewards order in the Trail's End system</li> <li><b>Celebrate a successful popcorn program!</b></li> </ul>