



## BOY SCOUTS OF AMERICA

ALAMO AREA COUNCIL  
DIAMONDBACK DISTRICT  
BOY SCOUT TROOP 500  
1602 THOUSAND OAKS DRIVE  
SAN ANTONIO, TEXAS 78232

8 Oct 2011

### Subj: TROOP 500 POPCORN STANDARD OPERATING PROCEDURES (SOP)

Encl: (1) Troop 500 Popcorn Fact Sheet/Commitment Form  
(2) Sample Popcorn Invoice  
(3) Popcorn Training  
(4) St Mark's Area Map

**1. Purpose.** The following provides Troop 500 SOP for Troop Popcorn Sales. Troop 500 normally does (1) Popcorn Sale a year on the first weekend in October. It is held after the the 8 and 10 am, and 12 pm Masses on Sunday at St Mark's. Troop 500, normally through the Scoutmaster, schedules the dates up to a year in advance through the Facilities Coordinator (Ms Carlene Zunker). Her contact info is 494-1606 ext 327.

Popcorn is pre-ordered online by the T500 Popcorn Kernel around the September timeframe. The popcorn is normally delivered to a warehouse (Graebel Van Lines) off of TX Road 3009 (near Garden Ridge) around the last Saturday in September. The Troop 500 Popcorn Kernel normally coordinates payment for the popcorn with the Troop 500 Treasurer, Mr Angelo Armondo. The Troop 500 Popcorn Kernel also normally coordinates pickup of the troop's commission (normally 35%) from Alamo Area Council and delivery to the Troop 500 Treasurer.

### 2. Sequence of Events

a. An adult volunteers to be the Troop 500 Popcorn Kernel and the Troop submits a popcorn sale commitment form to Alamo Council (see Encl [1]). The Popcorn Kernel will then be provided by e-mail user account/login info. The popcorn is ordered online from the Trail's End website. The deadline for ordering is usually around the second week of September. The amount ordered is approximately \$1,500.00 worth, in assorted bags/boxes (microwave, cheese flavored, caramel corn with and without nuts, etc) (see Encl [2]). If the Popcorn Kernel is new, there is required training (see Encl [3]).  
Login Instructions for the Trail's End Popcorn Sales System

- To use the Trail's End Popcorn Sales System
  - Go to <http://www.trails-end.com/>
  - Navigate to the Leaders section.
  - Click on the 'Popcorn System' link.
  - Enter your username and password.

b. The Troop 500 Popcorn Kernel ensures that the popcorn is at the church NLT 7:30am on Sunday.

c. NLT 7:30am on Sunday arrive at St Mark's to begin setup for sales after the 8am, 10am, and 12pm Masses. Place Popcorn Sales signs out. Conduct Popcorn Sales until approximately 1:30 pm.

d. Take down signs outside and return to Supply Room underneath Scout Hut. Put up all tables and chairs. e.

### 3. Setup:

- Set up (1) 6ft long table and at least (2) chairs at each station. Tables can come from the old church or the Gym (under the stage storage area). Chairs can come from the Gym or Scout Hut.
  - Normally have two or three stations (across from new church, in front of old church, and in breezeway between old church and Community Center/Gym) for sales after the 8am, 10am, and 12pm Masses on Sunday. (See St Mark's Area Map).
- Need to have startup money (change), cash boxes/envelopes, pens for each station.
- Need (2) T500 Popcorn Sales signs put in metal frames and placed in the ground on the church grounds:
  - (1) near the fire hydrant across from main entrance to the church
  - (1) near the median dividing parking lots on the church grounds

#### 4. Coordinating Instructions:

- Need a minimum of (2) adults and (4) Scouts for Popcorn Sales at the church.
- Normally have two or three stations (across from new church, in front of old church, and in breezeway between old church and Community Center/Gym) for sales after the 8am, 10am, and 12pm Masses on Sunday. (See St Mark's Area Map).
- All Scouts and leaders should be in Class A uniform.
- Need to have startup money (change), cash boxes/envelopes, pens for a total of (3) stations.
- Number/type of popcorn sold/money/checks received must be annotated. Checks are payable to "BSA Troop 500". Some people may make a donation in excess of the cost or a donation with no desire for popcorn.
- Normally donuts/breakfast tacos/ pizza is provided during the sales on Sunday. An adult(s) normally purchases the food, delivers it to the church to Troop 500. Save the receipts for reimbursement by the troop.
- Popcorn that is not sold needs to be stored in a safe place (normally someone's home) and coordination/plans to sell remaining should be made (take to work, door to door, additional sale(s) set up outside a business, etc.).
- For any facilities issues/requests, contact Mr George Wetherill 849-9892.
- Coordinate with the church to ensure announcement is made at the masses about the Popcorn Sales that day. Recommend contact Carlene Zunker (494-1606 ext 327) or George Wetherill (849-9892).

//signed//  
Mark Rayfield  
Scoutmaster, Troop 500