

## **2025 Product Sale Calendar**

**August 6** ..... Fayette Kickoff  
**August 7** ..... Westmoreland Kickoff  
**August 13** ..... Show and Sell Orders Due

**Week of 9/1-9/6** .....Show and Sell Distribution/Sale Begins  
**September 15** .....Kickoff Photo Contest Entries due

**October 6** .....Show and Sell Photo Contest Entries due  
**October 16** .....Show and Sell Money and Popcorn/Peanut Returns Due to Council by 3:00pm!  
**October 20** ..... Take Orders Due (Submitted Online by Unit)  
**October 20** ..... Prize Orders (Submitted Online by Unit)  
**October 20** ..... All Required Paperwork Due to Council  
     ➤ 700 Club Submission Form (Council Sponsored Prizes)  
     ➤ District Prize Entry (Digital Entry)

**Week of 11/10-11/15**..... Take Order Distribution

**December 1**..... Final Product Sale Money Due to Council by 3:00pm!

### **Key Contacts**

NAME	TITLE	PHONE	EMAIL
<b>BUSHY RUN DISTRICT</b>			
Jennifer Bittner	District Popcorn Chair	(H) (724) 344-4002	<a href="mailto:jennymonkeygirl@gmail.com">jennymonkeygirl@gmail.com</a>
Paul Rock	District Executive	(B) (724) 837-1630 x 306	<a href="mailto:paul.rock@scouting.org">paul.rock@scouting.org</a>
<b>LAUREL HILLS DISTRICT</b>			
Heather Ressler	District Popcorn Chair	(H) (724) 331-5710	<a href="mailto:ehressler@gmail.com">ehressler@gmail.com</a>
Hugh Hubble	District Executive	(B) (724) 837-1630 x 316	<a href="mailto:hugh.hubble@scouting.org">hugh.hubble@scouting.org</a>
<b>OLD TRAILS DISTRICT</b>			
Brenda Gower	District Popcorn Chairs	(M) (724) 963-5811	<a href="mailto:brendagower@verizon.net">brendagower@verizon.net</a>
Lois Dirda		(H) (724) 245-7488	<a href="mailto:aliasv6@yahoo.com">aliasv6@yahoo.com</a>
Kristen Eagle	District Executive	(B) (724) 837-1630 x 302	<a href="mailto:kristen.eagle@scouting.org">kristen.eagle@scouting.org</a>
<b>COUNCIL CONTACTS</b>			
Marcus Ragland	Scout Executive	(B) (724) 837-1630 x 309	<a href="mailto:marcus.ragland@scouting.org">marcus.ragland@scouting.org</a>
Annalee Waugaman	Fundraising Assistant	(B) (724) 837-1630 x 303	<a href="mailto:annalee.waugaman@scouting.org">annalee.waugaman@scouting.org</a>
Dave Hostoffer	Council Popcorn Chair		<a href="mailto:davidhostoffer@gmail.com">davidhostoffer@gmail.com</a>

COUNCIL WEBSITE: [www.wfbsa.org](http://www.wfbsa.org)

PECATONICA RIVER WEBSITE: [www.prpopcorn.com](http://www.prpopcorn.com)

PRIZE WEBSITE: [www.kellerprizeprogram.com](http://www.kellerprizeprogram.com)

# Popcorn Distribution Information

Distribution Locations	
Site # 1	Site # 2
Westmoreland County Food Bank 100 Devonshire Drive Delmont, PA 15626	Export Tire Warehouse 131 Feed Mill Road Everson, PA 15631

**\*\*Distribution Site Selection is made by completing the 2025 Unit Commitment Form, which is due August 15, 2025\*\***

## Show & Sell Pickup Information

Pick up for Show & Sell will be held during the week of 9/1/25 - 9/6/25

Units will be contacted by the district leadership with the specified days and times for pick up!

## Take Order Pickup Information

Pick up for Show & Sell will be held during the week of 11/10/25 - 11/15/25

Units will be contacted by the district leadership with the specified days and times for pick up!

Vehicle Pickup Information	
<b>Things to Bring When Picking Up an Order:</b> <ul style="list-style-type: none"><li>• Enough vehicles to carry the order in one trip.</li><li>• A helper to assist with verifying and loading your order.</li></ul>	<b>Vehicle Guidelines:</b> <ul style="list-style-type: none"><li>• Mid-size car = 20 cases</li><li>• Jeep = 40 cases</li><li>• Mini van = 60 cases</li><li>• Suburban/Explorer = 70 cases</li><li>• Pickup Truck = 90 cases</li></ul>

## UNIT COMMISSIONS/PAYMENTS/PRIZES

UNIT COMMISSIONS
29% Base Commission 2% On-Time Bonus 3% No Prize Bonus (Troops & Crews Only) 5% Sales Bonus (\$8,950 or Greater in Gross Sales) <i>*Must attend one of the kickoffs</i> AND <i>Submit all paperwork, orders, and payments to qualify!</i>

### PAYMENT

Only the NET dollar amount is due to the Council; Units will keep the commission earned. **Payment to the Council MUST be by Unit check or Unit store account only. Cash and personal checks will not be accepted.**

### PRIZES

All prize forms are to be entered into the Keller website no later than October 20, 2025. Prize orders CANNOT be accepted after December 1, 2025.

Please note that council sponsored prizes (700 Club & District Top Seller Prizes) will not be released to a Unit until all required paperwork has been submitted.

**All Scouters and adults who participate in the product sale will receive a patch and/or a pin which must be ordered from the Keller website.**

All Cub Scouts who sell at least \$90 of product will receive their choice of a prize according to the sales level attained. Prizes can be selected from a combination of levels if the total of the prize values does not exceed the level achieved.

Combining sales with other Scouts is not permitted – even if the Scouts are related.

All Troops and Crews who sell popcorn will earn an additional amount of 3% of their total sales (unless the Council office is notified that they want to participate in the prize program). The money will be issued in a “lump sum” to the Unit and placed into the Unit’s account at the Council Service Center. **These Scouts CAN still participate in the Winner’s Circle, District prizes, and the Council Sponsored 700 Club.**

Prizes will be based on total dollars sold. **Adult leaders are NOT eligible for prizes but ARE permitted to receive a patch and/or pins.**

### Product Returns

1. We do not accept any returns from the Take Orders sale. Please order carefully.
2. Your unit will be responsible for, and must pay for, all popcorn not returned from the Show and Sell order by October 16<sup>th</sup>, and any product ordered for the regular sale.
3. Chocolate products are NOT eligible for returns!
4. **Before submitting a return from the Show & Sell, units must deduct the items that can be used to fill their Take Orders.**
5. Units can only submit returns equal in value to 50% of their 2024 sales.

## **Product Sale Unit Operations**

### **Placing Unit Popcorn/Peanut Orders Online:**

1. Go to prpopcorn.com
2. On the right side of the page at the top, you will see a drop-down box labeled Account Login
3. Once you click that, it will give you 3 sites, you will choose Scout Boss
4. It will then send you to the Scout Boss login where you will sign in
  - a. If you do not have an account, you will click "Create Unit Profile"
  - b. Enter your Council Key (512WFC)
  - c. Choose your district, unit type, and unit number from the drop-down menu
  - d. Enter a username (this does not need to be an email address as in previous years, but must be unique) and password for the account
  - e. Enter the remaining profile information including email address (where all confirmation emails for account will be sent)
  - f. Click "Submit"
5. Once on the Dashboard, you will click New Order
6. Choose what type of order you are entering and pickup location
7. Then you can enter your order
8. You may also add notes and/or comments if needed
9. Then click Update to place your order

### **Unit to Unit Transfers:**

Units may find that they do not need some of the products ordered, or they may need additional items. In this instance, a unit may choose to collaborate with another unit to transfer the product.

1. Contact another unit that needs or has a surplus of product(s). Should you need assistance in finding a unit to work with, reach out to your District Kernel or your District Executive.
2. Arrange to deliver/pick up the product transfer(s).
3. Each Unit transferring is responsible for completing the information online at the Pecatonica website. Until the form is submitted and recorded by Pecatonica, the transfer is not official and will result in an incorrect invoice showing payment due to Council. If the transfer is not reflected on your invoice, you will need to contact Annalee Waugaman at the Council office so the transfer can be corrected. If your invoice is incorrect because of a transfer, enclose a copy of the transfer with your invoice.
  - a. Click "Unit to Unit Transfer" from the Dashboard
    - i. Your unit district, type, and number will all populate in the drop downs.
    - ii. Choose a location from the "Pick Up Location" drop down. This value is not important but do make sure that the Pickup Location matches the receiving unit.
    - iii. Choose the respective unit information from the TO unit drop-downs.
  - b. Click "Submit"
  - c. Enter the respective number of cases/containers that you are trading with the other unit.
  - d. Enter any order notes needed
  - e. Click "Submit Order"

### **Placing a Prize Order**

1. Go to pecatonicariverpopcorn.com and log into the Scout Boss System using the drop-down menu on the right-hand side of the screen.
2. Below the Council Info box there will be a blue button to click which will take you to the prize order screen.
3. Using this link will automatically populate your units information. From there you will need to complete the remaining questions including total sales and the number of Scouts selling.
4. Click continue
5. You should now see the list of prizes offered to your Council Key in the total quantity needed in the Qty box for each item needed
6. Each time you enter an amount equal to or greater than your # of Scouts selling, you will be prompted to confirm the quantity – click OK and proceed
7. After entering all items, scroll to bottom of page and enter your information; then click [Continue]
8. You will see your order - please write this down, or print this page out for future verification
9. Your order Status is Pending Council Approval

# 2025 Popcorn Sale

## Important Information

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1. When picking up the Unit popcorn/peanut order at the delivery location, it must be matched against the Unit Pick Ticket that comes from Council and is received at the pickup site. **NOT the paperwork that was used by the Unit Popcorn Chair to place the order.** If the order does not match the Unit Pick Ticket, any differences must be called in to the Council. Any product overages that are received and not on the Unit Pick Ticket need to be returned to the Council Service Center and any shortages not marked on the Pick Ticket at the pickup site will be added as an additional order for your Unit when you report the shortage. It is important that all shortages/overages are marked on the Unit Pick Ticket prior to leaving the delivery location!
2. Units are to place all orders on-line and not send or call the order to their District Executives, Popcorn Chairs or the Council!! Tutorial videos are available on the Pecatonica website. Additional/late orders need to be added by calling or emailing [annalee.waugaman@scouting.org](mailto:annalee.waugaman@scouting.org).
3. The top three sellers within each District will receive the following recognition mailed to them by December 31, 2025:  
First Place → \$100 Scout Shop gift voucher and a letter acknowledging their achievement.  
Second Place → \$75 Scout Shop gift voucher and a letter acknowledging their achievement.  
Third Place → \$50 Scout Shop gift voucher and a letter acknowledging their achievement.

## Returning This Year!

1. Bonus prize incentive: All Scouts will receive a \$20 Walmart gift card and an entry to win a pair of tickets to a Steelers game for every \$700 of product sold. **(No combining individual Scout orders is permitted.)** The cards can be ordered on the prize website, but the 700 Club form **MUST** be completed and returned to the Council office before the gift cards will be released by Council.
2. Photo Contest for Kickoffs and Show & Sell. One Unit winner per contest!
3. **Products containing chocolate are not permitted to be returned; however, additional chocolate popcorn products will be available at the Council office for Show & Sell orders.** Chocolate products are listed below:
  - a. Chocolate Lover's
  - b. Chocolate Covered Pretzels
  - c. Peanut Butter Cup
  - d. Mountain Munch (New in 2025)

## New This Year!

1. Online orders will now be reflected in each Unit's invoice and the total commission earned from the sale will be deducted from the amount due to the Council.
2. Products:
  - ***Popcorn: Mountain Munch – Classic Caramel Corn with Pecans, Cashews, and Almonds drizzled in chocolate***
  - ***Nuts: Hot Honey Virginia Peanuts - "Home-Cooked" peanuts covered in a spicy and sweet combination***

# Unit Popcorn Kernel Responsibilities

## #1 Commit Your Unit to Sell

- Complete the information on the Unit Commitment Form and submit it at the District Kickoff or turn it in at the Council Service Center by Monday, August 15<sup>th</sup>.
- Go to [www.prpopcorn.com](http://www.prpopcorn.com) and update user information or click on "Create a Unit Profile" if your Unit hasn't previously participated.
  - Enter the Council Key: 512WFC. Choose District, Unit Type and Unit Number using the drop-down menus. If your Unit does not appear in the Unit dropdown or if the information entered for the Unit is incorrect, contact Annalee Waugaman at the Council Service Center.

## #2 Attend a District Kickoff

- Wednesday, August 6<sup>th</sup> – Morrell VFD, Dunbar, PA 6:30 – 9:00PM
- Thursday, August 7<sup>th</sup> – St. Bruno's, 1715 Poplar St., Greensburg, PA 6:30PM – 9:00PM

## #3 Place your Show & Sell/Show & Deliver Order

- Orders need entered online by 8AM Wednesday, August 13<sup>th</sup>
- Pick up the order during the week of September 1<sup>st</sup>
- Submit returns & payment to Council by 3PM on Thursday, October 16<sup>th</sup>. Bring a completed Return Form with you when returning Show & Sell product. Payment to the Council must be made with a Unit check, money order or Unit store account only!!

## #4 Schedule Show & Sell/Show & Deliver

- Booths – set up a booth with products, banners & most importantly **Scouts** in front of stores, after church, at festivals or even at a school function...think "outside the box".
- Popcorn Drive-Thru – set up canopies in a parking lot & display products...flag customers in by using banners or hand-made signs.
- Show & Deliver – meet as a Unit, have some snacks & drinks on hand, go out and canvas neighborhoods (following these simple steps: always wear your uniform, smile & introduce yourself, ask the customer if they would like to support Scouting...not if they would like to buy popcorn) make sure you know the products & pricing, have a clipboard with an order form & pen (or pencil) ready, remember to say "Thank you"....even if they don't order from you.
- Please note that units are responsible for coordinating with local stores on times and locations for Show and Sell.

## #5 Hold a Unit Popcorn Kickoff

- Invite all families in your Unit via telephone, text, email, etc.
- Offer product samples, decorate the room, promote Unit incentives
- Hand out take order forms, door hangers, take to work order forms and money envelopes to all Scouts & parents
- Explain Unit sales goals. **Example: We want 75% of our Scouts to sell with an individual goal of \$300.**
- Explain why your Unit is selling popcorn. **Example: We are using this money to help fund a trip.**

## #6 Sell....Sell....Sell

- Remember the 5 selling methods: Show & Sell, Show & Deliver, Take Order, Online & Corporate Sales (Take to Work)
- Have at least one Show & Sell/Show & Deliver day as a Unit
- Use a credit card reader to collect customer payments, such as: Square Reader or Pay Anywhere. Use it to counter the "I don't have any money on me right now" excuse for not making a purchase.
- Have a Unit incentive for a goal: top selling Scout, first Scout to reach his individual goal, etc.

## #7 Online Sales

- Enter Scouts names at [www.prpopcorn.com](http://www.prpopcorn.com)
- Have Scouts promote via email, text, Facebook, etc.

### **#8 Place Unit Popcorn Take Order**

- Collect Scout take order forms, enter them onto a master spreadsheet and place the Unit order no later than 8AM Monday, October 20<sup>th</sup> by entering the order online at [www.prpopcorn.com](http://www.prpopcorn.com)
- Pick up the order during the week of November 10<sup>th</sup>
- Distribute popcorn to Scouting families for delivery & payment. *(Recommended: photocopy/scan Scout order forms for your records before returning them to the Scouts in the event they lose their copy before they finish delivering their orders.)*
- Allow time to collect money for Scout orders prior to submitting payment to Council by 3PM on Monday, December 1<sup>st</sup>.
- Payment to the Council must be made with a Unit check or money order only!!

### **#9 Submit Prize Orders**

- Prize Orders are due on Monday, October 20<sup>th</sup>
  - Prizes from the brochure are to be ordered using the link on the unit dashboard at [www.prpopcorn.com](http://www.prpopcorn.com)

### **#10 Final Paperwork**

- Submit the following to the Council Service Center by Monday, October 20<sup>th</sup>
  - 700 Club Prize Program Form
  - Top Unit Salesman Entry Submission (for District Drawing)- This will be a digital submission. A link will be available on the Council Website or through the QR Code on the prize information sheet.
  - Prizes and/or 3% No Prize Bonus will not be approved until ALL paperwork has been received
  - All paperwork must be submitted to Council office by bringing it to the Service Center, mailing it to: 2 Garden Center Drive, Greensburg, PA 15601, or emailing it to: [annalee.waugaman@scouting.org](mailto:annalee.waugaman@scouting.org).

### **#11 Order Payment**

- Show & Sell payment and Returns are due October 16<sup>th</sup>.
- Final order payment is due December 1<sup>st</sup>. Pay the amount shown across from "Amount due Council ". Each Unit keeps the commission earned!



# Photo Contests



*Would your Unit like a chance to win \$50?*

*Our photo contests are returning!!*

The first contest winner will be chosen from among the pictures that best represent a Unit popcorn kickoff.

The second contest winner will be chosen from the picture that best represents a Unit Show & Sell (or Show & Deliver). Choose your best picture(s) and enter for a chance to win.

All photos received by the deadline (see rules 3 & 4 below) will be posted on the Council Facebook page.

## Contest Rules

1. Only 2 photos per Unit, per contest can be submitted.
2. Photos are to be submitted via email to: [annalee.waugaman@scouting.org](mailto:annalee.waugaman@scouting.org). Please be sure to include which contest you are entering in the subject line.  
For example: *Troop 383 kickoff or Pack 199 Show & Sell.*
3. The deadline to submit kickoff photos is September 15<sup>th</sup>.
4. The deadline to submit Show & Sell photos is October 6<sup>th</sup>.
5. Judging will be conducted by Council Staff and District Popcorn Chairs. Money will be deposited into the Unit store account of each winning Unit. One winner per contest.





# Q & A SHEET

## **Popcorn Questions:**

Q: How does my Unit participate in online ordering?

1. Go to <http://prpopcorn.com>
2. Click "My Account" (top right), then "Create Unit Profile."
3. Enter the Council Key: 512WFC
4. Select your District, Unit type, and Unit number from the dropdown.
  - If your unit is found, follow the instructions to complete the process.
  - If not, click "Create My Profile Now" and fill out the form.

*Note: A confirmation will be sent to the email provided.*

5. Review your details and click "Submit."
6. You'll receive a confirmation email. You can log in at any time to update your info.

If your Unit has sold in the past and you need login help, contact Annalee Waugaman at the Council office.

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Q: I submitted our Unit's order online but need to make changes. What do I do?

A: If the Council has already approved the order, contact Annalee Waugaman immediately by phone or email. Changes can be made only if the order hasn't been sent to Pecatonica River. Do NOT fax or mail adjustments! If the order is not approved yet, the unit can still go in and edit the order.

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Q: A Scout turned in a late order. Can it be added to our Unit's order?

A: Yes—if the Council has inventory available. The Unit Popcorn Chair should contact Annalee Waugaman right away.

- You'll still receive your on-time bonus even if the Scout was late.
  - If you're willing to wait, Annalee may be able to place a late order with the vendor.
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Q: I found product missing or extra after leaving the pickup site. What should I do?

A: All product should be checked at the site before signing the packing slip.

- Signing the slip confirms your Unit received everything listed.
  - Any missing items must be noted on both the Unit and Council copies of the pick ticket by the District Executive or site manager.
  - If it's not noted, your Unit will be charged for the "extra" product.
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## **Prize Questions:**

Q: Can a Scout choose more than one prize?

A: Yes, as long as the combined prize value doesn't exceed their sales level.

Example: A Scout who sells \$425 can choose:

- One prize from the \$425 level, OR
  - One prize from the \$325 level and one from the \$90 level.
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Q: When will prizes be received?

A: Units will receive prizes before the end of November as long as all prize submissions are completed by the October 20, 2025 due date.

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Q: I already entered our prize info online but need to add a prize. What now?

A: Call Annalee Waugaman at (724) 837-1630 x303; No additional prizes can be ordered after December 1, 2025.

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Q: Some prizes were missing or broken when they arrived. Who do I contact?

1. First, check the packing slip to verify what was supposed to be shipped.
  2. Match it to what you actually received.
  3. If anything is missing or damaged, contact Keller Marketing at 1-888-351-8000. Keep your packing slip—it's required for reporting issues.
  4. If the packing slip and your order form don't match, contact Annalee Waugaman so replacements can be ordered.
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### **Commission Questions:**

Q: We didn't turn in our popcorn payment on time. Do we lose commission?

A: If your payment and paperwork were not received by the deadline, your Unit will lose the 2% on-time bonus.

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Q: How do we know how much our Unit owes?

- The total owed = Total sales minus earned commission.
  - You'll receive an invoice with the amount due, attached to your Unit's packing slip.
  - It includes any commission bonuses earned at the time of pickup.
  - You can also check online at [www.prpopcorn.com](http://www.prpopcorn.com) or call the Council office and ask for Annalee Waugaman.
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Q: Why did our Unit only receive the 29% base commission for Show & Sell?

A: Higher bonus levels aren't applied until your Unit reaches \$8,950 in sales and the final order is processed. The On-Time bonuses only apply once all requirements are met. Contact Annalee Waugaman if you have questions about your Unit's commission status.

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Q: How are commissions from online sales paid?


A: Pecatonica River pays online commissions in late December. Whitley's pays by the 15th of the following month. All online sale earnings are sent to the Council, and a lump sum check is issued to your Unit. Online sales earn the same commission percentage as your physical sales.

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### **Need Help?**

Contact your District Executive, District Popcorn Chair, or reach out directly to:

 Annalee Waugaman

 (724) 837-1630 x303

 [Annalee.Waugaman@scouting.org](mailto:Annalee.Waugaman@scouting.org)

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