



GREAT ADVENTURES Start with Popcorn

Group Popcorn Coordinator—Role Description

Are you passionate about Scouting? Do you have strong organization skills and a knack for project management? Then put your experience to use in your Group by volunteering as the **Group Popcorn Coordinator**!

Through Scout Popcorn fundraising, youth develop skills that better prepare them for future success. In each campaign youth not only raise money, but they also acquire valuable business experience and learn about financial responsibility, marketing strategy development and time management while also increasing their self-confidence in the process. As a Group Popcorn Coordinator, you support the development of a campaign strategy that helps youth develop meaningful skills.

Following a nomination process and appointment by the Group Commissioner, the Group Popcorn Coordinator takes the helm of their Group's Scout Popcorn campaign, making a positive impact by facilitating the Group's fundraising efforts.

RESPONSIBILITIES

- Promote Scout Popcorn within the Group as a collaborative fundraising activity.
- Use organizational skills to track sales and collect individual order forms and product orders for the Group on the TE Operating system.
- Contact parents, Scouting youth and Scout Popcorn customers by phone, letter and email to further campaign success.
- Motivate and enlighten the Group, including parents, by organizing a Group Scout Popcorn kick-off day.
- Promote the available incentives from national and also use Group profits to create a Group incentive program that could benefit either the whole Group or individual Sections and youth based on their sales.
- Maintain transparency and accountability to Scouting parents of how each youth will benefit from Group's fundraising efforts, including how funds will be used for their Group incentives, adventures, etc.
- Promote use of uniforms and [safety selling practices](#).
- Ensure payment matches the quantity and type of products to be picked up.
- Organize volunteers to pick up products from warehouse and distribute orders.
- Attend any fundraising-related meetings, especially those regarding Scout Popcorn, that may be presented by the Council.

- Coordinate Group members to participate in Show & Sells.
- Organize Show & Sell schedules and locations (example: permissions from local grocery store to sell Scout Popcorn outside its doors for x number of days).
- Reports to the Council Popcorn Coordinator.

NOMINATION AND APPOINTMENT

- Group members can nominate Scouters, or Scouters can nominate themselves.
- Final selection and appointment of the Popcorn Coordinator is done by the Group Commissioner.
- Popcorn Coordinators are appointed on a two- or three-year basis and appointment can be renewed.

REQUIREMENTS

- Must be a registered member of Scouts Canada, adhering to [Scouts Canada's Bylaw, Policies & Procedures](#).
- Must have internet access and be familiar with the workings of a database.
- Possesses effective communication skills and has positive relationships within the Group (Scouters, youth and parents) and with the local community.
- Has received training on the Trail's End Popcorn sales system, which is available upon request to the Council Popcorn Coordinator.

