

Pack 444 Storefront Information, Q&A and Help Guides:

Contact Information:

Popcorn Kernel (PK)- Lexie Andreson – P: 720-375-0907 E: admin@littletonpack444.com

Backup Person: *(As on most Saturday's Lexie is coaching soccer games for multiple hours)*

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The Scouts Parent needs to ensure the following things are brought to the Storefront each time:

Things to bring to Storefront:

- Storefront Popcorn Inventory (The PK will provide you with enough inventory based on the shifts signed up for)
 - If multiple Scouts signed up for a storefront shift on the same day the 1st shift Scouts will bring the inventory assuming shifts are back-to-back and not split shifts.
- Banner/sign (PK will give to you when giving you the popcorn for the storefront)
- Storefront Information Packet (Laminated)- PK will provide
- A fully charged phone with the Trail's End App.
- 4 to 6-foot table per Scout
 - If you do not have one, the Andersons may have one you can borrow but this will vary on availability.
 - Each Scout should bring their own table as the shift before yours likely will want or need to take their table when their Scouts shift is up so to ensure each shift has a table to display the popcorn for customers is critical.
- Camping/Folding Chairs (for parents only!)- Scouts should be up and selling during entire storefront shift.
- Envelope or Small box with small bills.
- Water and small snacks for your Scout

Things to return after storefront (typically on Tuesday at meeting):

- Storefront Popcorn Inventory Remining
 - Banner for in front of storefront table
 - Any cash collected during storefront (DO NOT CONVERT CASH TO CREDIT-PK WILL DO THIS FOR THE ENTIRE STOREFRONT)
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Storefront Inventory Distribution:

If signed up for a storefront opening shift before Tuesday's meeting: The PK will bring what you need for upcoming storefront to meeting.

If you are not signed up before Tuesday's meeting or are not at Tuesday's meeting: Whichever Scout is signed up for the first shift at the storefront location will need to coordinate to come pickup the Storefront inventory from the PK's house on Friday evening between 4 PM-6PM.

Typical Flow of Storefront Set up/Take Down (per day):

The first shift of the day: 1st Shift Parents will have the popcorn inventory for storefront and setup for the start of the days shifts.

The middle shifts of the day: Typically, there will be another Scout coming to take over the storefront when your shift ends. You will leave the Popcorn inventory with the next shift. This is the process for each following shift throughout the day.

The last shift of the day: The final shift for the day will take the remaining popcorn inventory and any other storefront items (banners, signs etc). These things will be returned to the Popcorn Kernel at Tuesdays meeting if not sooner.

PLEASE DO NOT KEEP POPCORN IN YOUR CAR OVERNIGHT OR FOR LONG PERIODS OF TIME.

When Scout Shifts are not back-to-back→ If there is not a Scout from our Pack signed up for the shift following yours then you are considered the last shift. At times there may be a window between one Scout shift and another Scout shift that is unclaimed. In this case the first Scout will be considered the 1st and last shift as we can not leave inventory or storefront set up unattended. The Scout that is signed up for the shift later in the day will then be considered the 1st and Last shift.

Example: Scout Ellie signs up for shift at King Soopers starting at 8 AM till 10 AM. No Scout is signed up for shift starting at 10 AM to 12 PM. Scout Charlotte signs up for shift at the same King Soopers for shift starting at 12 PM to 2 PM. Both Ellie and Charlotte would need to complete the 1st shift and last shift functions as they will not see each other as there is a two-hour window in between the two shifts. Therefore, Ellie would need to bring her own storefront inventory, table, banner, chairs etc. and take remaining inventory, items and cash with her at the end of her 10 AM shift. When Charlotte arrives for her shift at 12 PM she would need to bring her own storefront inventory, table, banner, chairs etc. to set up for her 2-hour shift. At the end of her shift, she would take remaining inventory, items and cash when she is done at 2 PM.

Key Reminders:

Storefront Inventory Storage: Any inventory you are holding on to before or after a storefront need to remain untouched, stored inside until returned and **not sold as a wagon sale.**

→ If for whatever reason you need to use some of the storefront inventory to do a wagon sale before returning the inventory you need to notify the Popcorn Kernel before wagon sale is made to avoid negative inventory. This way the PK can move the amount you're selling as wagon sale from the storefront inventory to your Scouts individual inventory for wagon sale allocation.

Pre Shift Communication: The PK will send out an email to all Scouts signed up for a storefront location on the same day on Friday evening so everyone is aware of who is working at the same store each day. This way those parents can connect and communicate as needed to ensure a seamless flow on the day of the storefront.

Frequently Asked Questions

How do Scouts record their sales if there are multiple Scouts working a storefront shift?

Ensure all Scouts working are registered for the shift. Our unit splits the storefront sales by shift. So, it does not matter which Scout records the sales; they will get credit for the sales accordingly.

As a Scout/parent, where can I find the store scheduling agreements?

Scouts/parents can see the agreement that allows Scouts to sell at a storefront from the Trail's End app. See PDF at end of document for how to locate this.

What happens if someone pays with Cash?

If someone chooses to pay with cash this will be the method selected during the sale during the storefront. The parent will keep the cash and provide to the Popcorn Kernel.

The PK will convert the cash to credit for the entire storefront for the entire day and the additional rewards will be allocated to the scouts as necessary for that day's storefront shifts.

Do we accept checks?

We do accept checks but would prefer card payments or cash payments when possible.

Checks need to be made out to Pack 444. When completing a sale in which someone is paying with a check under the payment method section you would choose cash. The check would be turned into the PK just like cash would be.

What do I do if someone just wants to provide a donation? IF DONATING BY CREDIT CARD ONLY!

If someone would like to just donate to our Pack without purchasing popcorn this is acceptable. These donations are entered as Heroes and Helpers Sale.

Using the Trail's End App you will follow these steps to record the donation as a Heroes and Helpers donation:

1. **Tap "Make a Sale":** from the app's dashboard.
2. **Select the option for Heroes & Helpers**
3. **Enter the donation amount,** and the app will record the sale for the scout.
4. **Go to cart to complete the sale,** you will choose payment method (credit card, customer device or cash) and complete the sale. A check is considered cash when completing the sale so you would choose the cash option if paying by check.

Help Guide for Storefront

A supplement information packet has been provided which should have all the necessary documents you need to be successful at your store front. You can access the packet online via our website by clicking [here](#).

The Information packet includes the following:

- Popcorn Unit Leader Contact Information
- Trails End 2025 Product Menu
- Tap to pay guides for Android and IOS
- Step by step on how to find storefront agreement in Trails End App.
- Scout Pitch
- Trails end Parent Guide

I suggest watching these two short storefront Prep video before your first storefront as its very helpful:

[Storefront Prep-Trail's End](#)

[Parent Role-Storefront Training](#)