**Turn In Instructions**

**What to Bring:**

* PINK Popcorn Sales Summary Sheet completely filled out (front & back)
* Checkbook (you MUST bring - in case your totals are incorrect)
* All Show & Deliver Sales Forms
* All Trail's End Order Forms
* Your Online Sales Report (only sales through 10/16 are eligible)
* All checks (see below)
* Fee Check if you did not sell $375 (I will provide total, but refer to parent instructions sheet)
* **Checks:**
* All checks must be written out to BSA Pack 250
* All checks must have the Scout Name/Den in the Memo section
* All checks must be sorted by amount (smallest to largest)
* All cash must be converted into a personal check**; *no cash accepted****.*
* **Popcorn Sales Summary Sheet:**
* Fill in your **Scout Name & Den**
* Fill in the **Take Order Total Sales**:  Using your **Trail's End order form**, total each page by quantity and dollar amount.  Remember this is only for popcorn that needs to be **ordered & delivered**.  (All popcorn that has been delivered should be on the Show & Deliver Sales Form). If you have more than one page, total all pages to get your Grand Total.  You can then use your Grand Total to fill in the **Popcorn to be Ordered** at the bottom of the page. Remember, the Pack does not order extra popcorn so your totals need to be correct.
* Fill in the **Show & Deliver Total Sales**:  Show & Deliver is the popcorn you have already delivered to your customers (it does not need to be ordered).  This is the total amount of Show & Deliver you signed for (you have the yellow receipts).  It should match your **Show & Deliver Sales Form** totals. Please note that most errors take place here so make sure you have the most current Show & Deliver total. I gave everyone who returned or picked up a new S&D total.  What we have on record (and you signed for) is the dollar amount you are responsible for submitting.
* Fill in the **Cash Donations**:  These are cash donations that you received going door-to-door or through storefront sales. These go 100% to Pack 250 and will not be count toward your Prize Mania 2016 Insert.
* Fill in the **Sub-Total**:  Add your Take Order, Show & Deliver, and Cash Donations to get your Sub Total.  This total should match the total dollar amount of the checks you are submitting.  If your totals do not match, you must contact me prior to turn-in.
* Fill in the **Online Total Sales**:  Print off your sales history report and bring with you.
* Fill in the **Grand Total Sales**:  Add your Online Total Sales to your Sub-Total.  Your Grand Total Sales will be your prize level.
* Turn the sheet over and make your **Prize Selections.** Review the Overview of Incentives sheet from your packet to make sure your total reflects the Prize Level you earned for the Pack and Trails End Prizes. Use the Prize Mania 2016 Insert to choose your prize level and write your prize option on the PINK sheet.