



# Manage YOUR unit's **HOW TO** inventory.

Start with formulating a sales plan with your Scouts, Parents and Unit Leaders.



Develop a plan to track the popcorn inventory your unit has in stock. The goal is to keep popcorn product in the hands of the Scouts and keep them selling throughout the sale. Not running out of product will help your unit have a bigger, better sale!

You have **FOUR** opportunities to pick up product (August through November)  
And **THREE** opportunities to return full cases (September through November.)

This means there are several options to get you product you need  
**and** let you return what you have not used.

Step #7 in Building a Successful sale will help you order the right amount of popcorn for your unit.

You can use the product calculator to help you; [How Much Should I Order? Product Calculator.xls](#)

Or the order based on the size of your unit; [Sample Order Based on Unit Size](#)

Remember that your order should be based on what types of sale your unit is participating in as well as how many Scouts you have selling.

Step #8 Is about managing your inventory and gives you spreadsheets to track your unit and scout inventories as well as a family check out form and a unit transfer sheet.

[Unit Inventory Management Worksheet.xls](#) - Utilize this worksheet to keep track of your unit's inventory.

[Family Popcorn Check-Out Form.xls](#) - Utilize this form when checking out popcorn product to families.

[Unit Product Transfer Form.pdf](#) - Utilize this form to transfer popcorn product from one unit to another.

See the other 'How-To' information offered on the website on making this 'YOUR' sale and ordering the right amount of product.

If you find your unit in trouble with their inventory, let us know! Call your district Kernel or professional (numbers are on your FSC popcorn fact sheet at [www.michiganscouting.org/popcorn](http://www.michiganscouting.org/popcorn))

Remember that there are three opportunities to return product in full cases.

Exchanges between units are an option. See the website for details!

or email us at [mccpopcorn@scouting.org](mailto:mccpopcorn@scouting.org) so that we can help!