

# Tips for Location Supervisors

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**1) Locations:** Introduce yourself and your team to the manager on duty when you arrive. If there is one door in and out of the location, set up against a wall near that door yet out of the main thruway (Approx. 15 ft. away). If there are two doorways some distance apart, try to place team members at both doors. Keep the area neat.

**2) Be Prepared:** You should know the presentation that the scouts are using and listen to make sure that they do not change it. If they start to make changes they will eventually forget what they were going to say or stammer through a presentation. They and you will want to make every minute count when they are out there and they don't want to lose sales due to a poor presentation.

**3) DO NOT CREATE COMPETITION BETWEEN THE BOYS!** This is very important. All sales should be fairly distributed amongst the boys working at a location. Keeping tabs of what each boy sells individually can become extremely difficult and creates a competitive situation that could have the boys in arguments or fighting over customers. This is a team effort!

**4) DO NOT Sell the Popcorn for the Boys:** Let them do it. You will find that they will back each other up, assist each other, develop increased and additional skills, and develop new levels of self confidence. You should be there as an advisor and motivator. Use two cash bags with zippers to control money. Allow the boys to keep control of one and handle all sales dollars. You should keep the other in the car and from time to time clean out the excess cash. At the end of each selling period, do an accounting and let the boys know how well they did. If you know each boys individual selling level, give them that information and let them know how "little" they have to sell to get to the next prize level.

**5) Keep Your Team Happy and Motivated:** The boys will be given donations for the scouts by people who do not like popcorn, do not have enough cash, or would just like to sponsor the scouts without taking the popcorn. By taking an inventory from time to time, you will be able to tell just how much donation cash you have available in your possession. After about 2 hrs, use some of it to keep the boys motivated. For example, look at the popcorn and tell them that if they sell 6 to 12 more boxes, you'll get each of them a large Icee. Or at the end of the shift, take them to McDonald's for lunch. This type of motivation will help them to band together to accomplish a goal and reward them with something they'll enjoy.

**6) DO NOT Sell the Popcorn In Any Quantity Other Than The Way It Is Packaged:** Once you start opening boxes and selling the popcorn as individual packets, your average sale will be reduced. If you do it for one customer, you will be obligated to do it for all customers. Instead of your average sale being \$15.00 it will be \$1.00.

**7) DO NOT Allow Horse Play:** The boys should act as professionals on site. If they are horsing around they will miss sales and upset the management of our host location. There is no running around or stepping into the parking lot of any location for any reason. We work hard to obtain these locations and we would like to keep them from year to year.

**8) Use an Inventory Control Sheet:** When popcorn is consigned from our inventory it will be listed on an inventory control sheet. There is a place on the sheet for you to mark down what you are returning and the value of all products sold. Please make sure that this is filled out when taking inventory and returning it. Please make certain that the sheet lists the date, the location worked, the time you started and the time you finished, and the names of all boys who were working that location. Sales for each boy should be at the discretion of the supervisor based on merit. If all boys applied themselves equally in effort (not necessarily in sales), they should be given an equal percentage of the total sold amount. 2 boys = 50% each, 4 boys = 25% each. There should always be a minimum of 2 boys at each location and no more than 4 boys.