



# Camp Fire

## Central Puget Sound

# Candy Captain Guide

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# Candy Captain Position Overview

**Position:** Candy Captain

**Role:** Administrate group candy fundraiser supporting your Group Leader, Parents & Youth Sellers

**Reports To:** Group Leader, Distributor & Camp Fire Staff

## Before the Sale: Plan & Prepare

- Attend a Candy Captain training and review all materials to serve as a resource for your group.
- Work with your Group Leader to set group fundraising goals.
- Meet with parents to review incentives, enlist their support, and answer questions.
- Train sellers and parents on Candy Fundraiser Policies & Procedures for Rules, Safety, Money & Record Keeping, Candy Handling, and best practice sale techniques.
- Collect candy and sale aids from your Distributor at your assigned day and time and distribute to sellers, keeping the necessary records of your transactions.
- Work with parents and a Site Sale Coordinator to sign up for locations to sell candy.

## During the Sale: Communicate & Support

- Communicate often with every seller or parent to see if they have enough products in stock, collecting additional candy from your Distributor as necessary.
- Make product transfers between group members as needed to keep the candy moving, recording each transaction with a signed receipt.
- Collect money and donation candy from sellers and deposit frequently with your Distributor.

## After the Sale: Wrap-Up

- At the close of the fundraiser, submit your final Group Report Form, signed receipts, and money to your Distributor.
- Complete the Incentive Claim Form to get the emblems and stuffed animal awards for your group.
- Celebrate your success and thank everyone who helped!

# Candy Fundraiser Policies & Procedures

## Rules

- All youth must be currently registered Camp Fire members with a complete Candy Fundraiser Responsibility Agreement on file for the current program year.
- Sales begin at 4:00 pm on Friday, January 26<sup>th</sup> and concludes on Monday, February 19<sup>th</sup>.
- Camp Fire Central Puget Sound members may only sell candy in King, Kitsap, and north Mason Counties.
- Youth must wear the provided sales button identifying them as Camp Fire candy sellers. Failure to wear the **sales button** could result in a fine to Camp Fire. If you should be contacted by the public for any problems regarding the button, please let your Distributor know.
- Youth may not be removed from school to sell candy.
- All safety rules should be followed at all times.
- **Youth must always sell with an adult present.**

## Safety

Review the following safety rules with youth:

- Never sell alone, always have an adult present.
- Never go inside of a private residence – wait outside.
- Practice traffic safety rules.
- Do not keep large amounts of money in a visible area during a site sale. Keep a small amount to make change and secure the remainder.

## Money & Record Keeping

- **Turn in money often to your Distributor** once a week or more often if possible.
- All transactions must be recorded with a paper receipt and documented on your **Candy Captain Report**. A transaction includes checking out candy from a Distributor, checking out candy to a seller, collecting money or candy from a seller, and turning in money to a Distributor.

## Candy Handling

- Store candy in a cool, dry, secure place.
- If a candy product is not selling, exchange it so that others may sell it.
- Minimal returns should be the goal of every candy seller.

# Paperwork

## Candy Captain Report Forms

Each Candy Captain is responsible for maintaining accurate records of your candy products, money, registration information, and incentives. To facilitate this process, please use the following forms, found as interactive sheets within one Excel document:

- **Group Information:** This sheet will be pre-filled with Leader, Captain, and Distributor information, youth roster, registration status, and a general overview of inventory information for both the Candy Captain and individual sellers.
- **Receipt Documentation:** Use this sheet to record each receipt from your Distributor, including candy check-out, money turn-in, and any candy exchanges or returns. Please keep your paper receipts as a secondary verification.
- **Inventory Worksheet:** This sheet allows you to record the transactions you make with individual sellers.
- **Group Final Report:** This sheet will gather information from your Inventory Worksheet and Receipt Documentation to generate the Group Final Report.
- **Incentives – Emblems & Currency:** This sheet automatically displays the emblems and currency awarded to each youth.
- **Incentives – Stuffed Animals:** Please use the Units Sold column to verify the eligibility for a stuffed animal and complete each row with the selection of your youth sellers.

# Candy Distribution

## Distributor → Candy Captain:

- ☐ Make an appointment with your Distributor to pick up candy and arrive on time.
- ☐ Count candy with your Distributor and sign receipt, keeping a copy in your records.
- ☐ Double check the count of candy with your Distributor before leaving. Teach youth to wait for permission to move or load candy to avoid a miscount of your products.
- ☐ Record your information from receipt to your **Receipt Documentation** when you arrive home. The **Receipt Documentation** is designed to help you keep an accurate count of your inventory. If you fill this out after each trip to your Distributor, you will always have a correct count of units received and money deposited.

## Candy Captain → Parents:

Before distributing candy to parents and sellers, please:

- ☐ **Complete Registration & Candy Fundraiser Responsibility Agreement:** All youth must be registered Camp Fire members and parents must have signed the online *Candy Fundraiser Responsibility Agreement* before a child is allowed to check out products.
- ☐ **Distribute Seller Packet:** Available from your Distributor, encourage parents to review the information sheets.
  - ☐ For Parents: Parent/Seller Guide
  - ☐ Seller button
  - ☐ Business cards

Do not dispense unusually large amounts of candy at one time, it is best to give only one or two cases. Waiting to give each member their full order reduces the chance for large loss of money or product, and there is less candy to store if for some reason sales are slow. Exceptions can be made at your discretion for a seller who historically has sold large amounts of candy with little or no returns.

- ☐ Make an appointment with parents to pick up candy.
- ☐ Count out the order for parents. We suggest pre-counting and stacking candy by youth members.
- ☐ Write a receipt for the correct number of units to be picked up.
- ☐ With parents, count and verify candy amount. Captain and Parent signs receipt.
- ☐ Arrange a time for the first money deposit with each parent.
- ☐ Arrange a set time each week with each parent for money deposits for the remainder of the fundraiser.
- ☐ Record number of units picked up by each seller from the receipt to your **Inventory Worksheet**.

## During the Fundraiser

### Manage Group Candy & Money:

- ☐ Keep your receipts!
- ☐ Keep your records current by transferring receipt information to your **Inventory Worksheet**, including money turned in to your Distributor or additional candy checked out throughout the sale.
- ☐ Encourage youth to turn in money often and check each seller's progress weekly at minimum.
- ☐ **Never** issue additional candy to a youth until money has been turned in for most of the initial order.
- ☐ Consult with your Group Leader if any youth or family might have a problem accounting for their money or candy.
- ☐ Any candy or money problems from a parent, Group Leader, or your own supply should be reported to your Distributor immediately.

### Communicate with your Distributor:

- ☐ Report candy inventory to your Distributor at least weekly or if requested more frequently.
- ☐ Turn in money often to your Distributor. ***Money for 50% of candy checked out should be deposited to your Distributor by the second week.***
- ☐ Adjust your inventory by turning in surplus candy by the mid-sale date (February 7<sup>th</sup>, 2024) to help maximize your refund.
- ☐ To be respectful of your Distributor, please be sure to call to arrange a meeting and never show up unannounced. Allow 30 minutes to count money and receive receipts when possible.

## After the Fundraiser

Collect all money and unsold candy **promptly** at the end of the fundraiser from your sellers and **turn it in to your Distributor by February 19<sup>th</sup>, 2024.** You are responsible for seeing that all money is turned in and unsold candy returned. If you are unable to close out any youth records, contact your Distributor immediately for further instructions.

### Complete and turn in to your Distributor by February 23<sup>rd</sup>, 2024:

- ☐ Complete **Candy Captain Report** (Email Excel File to Distributor)
- ☐ Extra forms, buttons, and receipt books
- ☐ Any remaining money and unsold candy in appropriate boxes (mints in mint boxes, etc.)

### Group Treasury Fund Distribution:

Your group will receive a 25¢ or 35¢ refund on each unit sold depending on your percentage of return. A check will be mailed to the group leader listed on your Group Final Report after your Distributor closes out with Camp Fire staff.

### Candy Currency Distribution:

Youth who sell 120+ units will earn individual Candy Currency that may be used for program fees, emblems, or other council expenses. Currency is distributed to your UltraCamp account and expires on December 31<sup>st</sup>, 2024.