

Camp Fire USA Snohomish County Council

2012 Candy Sale

Candy Manager Manual

On behalf of Camp Fire, I would like to express deep appreciation to your family for your efforts to make this year's Candy Sale a success. Camp Fire is very proud of the many programs we offer children throughout Snohomish County. Funds raised by the Candy Sale help make the following programs possible:

- Camp Fire Clubs
- Summer camping
- Self Reliance Classes
- Providing Campships to low-income children
- A Bereavement Camp for children suffering trauma because of the death of a family member
- Club programs for children living in low-income housing
- A special camp for developmentally disabled children
- Environmental education
- Community Clubs for families
- Annual improvements to facilities at Camp Killoqua

The Sale also provides each Camp Fire Club with the opportunity to earn money for their Club activities: field trips, beads, emblems, program materials, and other exciting and interesting things that your Club may choose to do. It also lets each child help low income children participate in Camp Fire programs.

For their participation, each child can earn very attractive awards and prizes. They can also earn "Candy Currency" which can be redeemed toward camp fees, program registration, Special Council events, and merchandise at our Camp Fire Store.

Benefits to Clubs and members are more fully explained in this manual and in the annual Candy Connection mailed to each registered Camp Fire member. For questions you may have, please call the Camp Fire office at 425-258-5437.

Thank you again. Enjoy the Candy Sale experience. Know that you are helping Camp Fire provide fun, education, adventure, and exploration that will become lessons for life and memories forever.

Warm regards,

Dave Surface
Executive Director
Camp Fire USA Snohomish County Council

CANDY SALE “WHO’S WHO” AND VOCABULARY

Candy Manager - Volunteer, who picks up candy from the depot, gives candy to youth, collects money from youth, and keeps track of how much is being sold for a club.

Candy Depot - Volunteer who stores candy and collects money from candy parents.

Site Sale Coordinator - Volunteer contacted by parents to reserve a location and time for selling at businesses and organizations that permit Camp Fire Candy to be sold at their establishments.

Unit - One \$5 box of candy. There are 15 units in one case of candy. (Trail Mix has 12 units per case.)

Fair Share - Number of units necessary to be sold to provide services to one (1) youth in Camp Fire over the course of a year. Registration fees are kept low by relying on Candy Sale to provide part of the cost of services. A youth that sells fair share covers their program costs. This year’s fair share level is 75 units.

Club Refund - The amount per unit refunded to clubs for participating in the Candy Sale. The club refund is \$.35 per unit, or \$5.25 per case (15 units) of candy sold.

Due to new restrictions by Brown & Haley, the return policy has changed this year. Clubs will be allowed to have a **maximum of 5% candy returned at the end of the sale.** Depots will not accept a return of more than 5%.

As in past years, clubs can turn in as much candy as they want to their depots with NO PENALTIES by Wednesday, February 8th (The Wednesday after the second weekend).

Candy Currency – Credits, presented in certificate form, that a youth can earn by selling increments of candy beyond fair share. Candy Currency level begins with the sale of 75 units (5 cases) of candy. Youth receives \$7.50 for the 75 units (5 cases) of candy sold and then \$7.50 for every 15 units (one case) thereafter.

Family Awards**

(For families with 2 or more registered Camp Fire members participating in the sale.)

Families have added challenges in achieving awards and Candy Currency levels and are therefore given slightly lower qualifying amounts. *Each child must sell Fair Share to qualify for Family Award levels.*

150+ Seller Recognition Event - 120 units per sibling

300 Club - 250 units per sibling

400+ Special Recognition - 325 units per sibling

600 Club - 500 units per sibling

Family Candy Currency – Family Candy Currency is calculated for families with more than one sibling registered in Camp Fire. The amount sold must average 120 per registered sibling in the family and each must sell fair share.

****Candy Managers:** Ask your leader about members with siblings in your club or another club and use the “Youth Working on Family Candy Currency” space provided on the Club Candy Record (white sheet) to alert your Depot. This prevents omissions and delays in getting appropriate Candy Currency and prorated prizes and awards to the youth in your club whom deserve them.

Candy Managers and the family of each registered member will receive a Candy Currency Chart that includes the definitions of Candy Currency and family Candy Currency in the “Candy Connection” mailed each January.

CANDY PARENT

Job Description and Agreement to Fulfill Role

Who is the Candy Manager?

The Candy Manager is the communication link between the boys and girls selling candy and the Depot who distributes the candy. Your enthusiasm and support will help your group to maintain enthusiasm for the sale. The group will, in turn, be motivated to sell candy to help provide needed funds for Camp Fire programs for all youth members in the Council. For their service to the Council, they gain the opportunity to earn awards for themselves and club refunds.

Term: Approximately 4 hours per week for the month during the sale

Goal: Help your club support the Council's need for funds

Achieve the goal your club sets for refunds, individual awards and Candy Currency

What Does the Candy Parent Do?

_____ Attends Candy Manager training

_____ Gains **understanding** of the Candy Sale's importance to the Council and its members

_____ **Provides** that information to the parents and youth in your club

_____ **Works** with club leader and members to determine a club goal

_____ **Secures** parents' support of the club goal

_____ **Encourages** club to sell the Council Fair Share of 75 units per member

_____ **Helps** members earn Candy Currency for use at camp, day camp or Council store items

_____ **Attends** Council Candy Rally with your club

_____ **Picks up** candy from Depot; distribute candy and sale materials to youth and parents

_____ **Keeps** track of club candy sales with the forms provided in the candy parent packet

_____ **Maintains** weekly contact with Depot to assure availability of candy for club & Council

_____ **Turns** in money and/or candy to Depot at regular intervals

_____ **Returns all** materials, candy, money, etc. to Depot within 3 days after the end of the sale

CANDY MANAGER'S MATERIALS CHECKLIST

**Please sign the Candy Manager Agreement before you leave your depot
(located on the back of the blue Candy Sale Youth Record Sheet)
Before you leave Candy Manager Training (or your Depot),**

You should have these items:

- ___ 1. Large Candy Manager Envelop to hold your materials
- ___ 2. Candy Receipts- enough for all your transactions with your Club and Depot
- ___ 3. Candy Sale Manual- each Club should have 2 (one for Leader, one for Candy Manager)
- ___ 4. One (1) Club Goal Thermometer
- ___ 5. Club Final Record in triplicate (White sheet with carbonless copies)
- ___ 6. One (1) Depot Worksheet for each Individual Club (Green sheet)
- ___ 7. One or two Candy Inventory Worksheets (tan) Optional!

**You Should Have One of These for Each Youth in your Club
Who Plans to Sell Candy:**

- ___ 1. ID Tag
- ___ 2. Money Envelope
- ___ 3. Youth Record Sheet (Blue Sheets) with Permission Forms on back
- ___ 4. Individual Goal Thermometer
- ___ 5. Super Seller Sheet (gold strips of paper)
- ___ 6. Candy Sale Poster
- ___ 7. Candy Currency Chart

**What You Should Receive, Turn in or Complete
At Your Last Depot Visit:**

- 1. Turn in: All unsold Candy and ALL money.
- 2. Return: All unused forms and materials for re-use.
- 3. Turn in Completed Parent/Youth Candy Sale Questionnaires
- 4. Fill out: Candy Manager Opinion Sheets given to you by your depot at your club close out.

Extra Sheets Available for New Members/Parents Include:

- ___ 1. Parent Letter ("Candy Connection" mailed to each **registered** member's parents in January)
- ___ 2. Site Sale Coordinator Lists with Candy Sale Calendar attached (mailed with above)
- ___ 3. Blue Sheets with permission slips on back

If you need other materials, please tell your Depot and we will help you ASAP!

CANDY MANAGER'S PRE-SALE GUIDELINES

January

_____ **Read** through your Candy Manager manual

_____ **Attend** training at Camp Fire Training & Resource Center (Your leader has training dates in "Peeks")

_____ **Emphasize** Council rules for the Candy Sale, including:

- Safety measures
- Site Sale Rules and calling site sale coordinators for appointments
- Strict observance of sale dates
- Refer to "Candy Connection" newsletter that each registered member will receive
- Review methods of selling candy
 - Sales to friends, relatives, parents' place of business (if permitted)
 - Site sales - see section in manual for details and "Candy Connection"

_____ **Know** about the 5% candy return rate and help your club achieve it. Remember that candy can be returned to your depot by Wednesday, February 8th with no penalties.

Each parent and youth must sign the permission form before Candy is sold.

_____ **Receive** clubs candy order: Your Depot will contact you to schedule Candy pickup

If you haven't heard from your Depot by three days before the sale, call the Training and Resource Center.

GUIDELINES to FOLLOW DURING the SALE

Please note: These guidelines are not meant to take the place of Candy Manager Training. Sign up for Candy Manager Training by calling the Camp Fire Training and Resource Center at (425) 258-5437.
All Candy Managers are REQUIRED to attend a Candy Manager Training.

WHAT SHOULD YOU TAKE TO YOUR DEPOT APPOINTMENTS

Green sheet - A must! Depot may ask you to reschedule if you do not have this sheet!

Candy Manager checklist - Tool to help you receive and return important candy sale items

3-ring binder or folder - keeps paperwork safe and in order. Highly recommended!

Club youth record sheet – One for each child selling candy in your club.

Candy Inventory worksheet (tan) - helpful to keep track of issue/receipt of candy

DISTRIBUTING CANDY

Get permission form (found on back of BLUE youth record sheet) signed by parent

Fill out one Youth Record Sheet for each member

Distribute candy- Candy Managers will only receive 50% of their candy from the depot at their initial pickup. They are then advised to distribute up to 2/3 of the candy they receive and to retain 1/3 in reserve. Members may receive more candy when money is turned in, and likewise the club will be able to pick up more candy from the depot when club money is turned in.

Fill out sales receipt for each member and each transaction with each parent and your depot.

Set up time to turn in money or return candy if not sold.

WORKING WITH YOUR DEPOT

ABSOLUTELY No checks over \$75 will be accepted at the Depot

Your Depot will NOT ACCEPT CHANGE

Have All parents pre-count money before turning it in to you

Pre-count the money that you turn into the Depot and **RUBBER BAND \$1's** in groups of 20 etc.

Receipts - Always get a receipt and always give them for candy issued/returned from parents.

Phone candy count to Depot once weekly - helps determine where candy is needed

Turn in money at least once a week with your candy count.

RETURNS – To keep the council's candy return to the manufacturers low, there is a return policy. Clubs will be allowed to have maximum of 5% candy returned at the end of the sale. This will be calculated on the amount of candy checked out from the depot. However, any candy returned to the depot before February 8th (the Wednesday after the second weekend) will not be counted as "checked out" candy. This will hopefully keep more candy available at the depot for those clubs needing it. **YOU CAN STILL CHECK OUT CANDY AFTER THE SECOND WEDNESDAY!**

WORKING WITH YOUR SITE SALE COORDINATOR

Encourage the use of Site sales to club members and their parents

Members' PARENTS must make all calls to Site Sale Coordinators for appointments

Refer parents to Site Sale Rules & phone numbers in the "Candy Connection"

WORKING WITH CLUB MEMBERS AND PARENTS

ABSOLUTELY NO CHECKS OVER \$75 should be accepted from ANYONE (**A \$10 fee will be tacked on to all returned checks**).

ENCOURAGE parents not to write checks to cover the cash from candy that they have received

CHECKS should be made out to: CAMP FIRE USA (**A \$10 fee will be tacked on to all returned checks**).

Emphasize reshuffling candy within your club to get the best use of club inventory. Get candy back from the youth not selling and transfer to those that are.

Avoid letting youth borrow or lend candy

ENCOURAGE returns and re-issue (for record keeping)

Ask parents to turn in money & report how much candy they have (or need) once weekly

AFTER SALE GUIDELINES

Make appointment with your Depot to turn in money and candy: allow 1 hour for appointment

Emblems and prizes will be given to your leader in April or at the Super Seller Event.

Club refunds will be issued by the office.

Opinion surveys are important. They help the Candy Committee correct problems and improve the sale. Distribute the Parent/Youth Questionnaire to your club and turn them in at your last Depot appointment.

Fill out Candy Manager survey and turn in all questionnaires at last Depot appointment. Surveys are read and responses counted by the volunteer Candy Committee. They will take all suggestions into consideration for next year's sale.

Please leave your club's records with your leader to be retained for further reference.

GUIDELINES FOR INDIVIDUAL SELLERS

What is an individual candy seller?

Individual sellers are *registered* youth members of the Snohomish County Council who are not involved in a Camp Fire club, or the only member of a club participating in the sale.

Call the Candy Sale Coordinator at the Camp Fire Training and Resource Center (425) 258-5437 if you have questions about your child becoming an individual seller.

How does one become an individual seller?

The parent or guardian of the youth should first contact the Candy Sale Coordinator to report that they will sell as an individual. Place an order for the amount of candy that your child plans to sell. You will receive a "Candy Manual" at this time so that you may act as your child's "Candy Parent". A full description of the Candy Manager role is available in the manual. You will be REQUIRED to attend Candy Manager Training. Please call the Camp Fire USA Training and Resource Center and sign up.

You will be placed with a Candy Depot as close to your home as possible. The Depot will receive the paperwork necessary for your child to get credit for being an individual seller. You should receive placement with your Candy Depot by the 2nd week in January.

How does being an individual seller affect refunds, awards, and mintships?

The individual seller refund is \$.25 *per unit sold* rather than the club refund level of \$.35 per unit sold. The individual seller refund is given to the youth in certificate form. It can be redeemed in the same manner as a Candy Currency certificate. A record of the individual seller refund will be kept in the Candy Currency book in the same way Candy Currency records are kept.

No cash refunds are given to individual sellers; however, donations of individual refunds may be designated to Camp Fire groups such as Teens in Action or specified Camp Fire clubs. Discovery or Horizon level youth involved in Camp Fire projects may request a reimbursement check for what they spend on materials for those projects if they present the receipt to Camp Fire. (Allow 7-10 days for check.)

Emblem and Candy Currency amounts are the same as those received by club members. Individual sellers, even if there are two or more siblings selling as individuals, are not eligible for club awards.

CANDY MANAGER IMPORTANT DATES

JANUARY 20ATTEND ALL COUNCIL CANDY RALLY!

JANUARY 23 (MON.).....CLUB MEMBERS' PARENTS BEGIN
SCHEDULING SITE SALES

JANUARY 21-25.....CANDY PARENTS WILL BE CONTACTED BY
THEIR DEPOT AND MAY PICK UP CANDY
FROM DEPOTS

JANUARY 27 (FRI)CANDY SALE BEGINS!

FEBRUARY 8 (WED)NO PENALTIES RETURN DATE

FEBRUARY 20 (MON).....CANDY SALE ENDS

FEBRUARY 21ST – 25THMAKE AN APPOINTMENT WITH YOUR
DEPOT TO TURN IN CANDY, MONEY, AND MATERIALS.

*REMEMBER: YOU CAN ONLY RETURN 5% OF YOUR CANDY AT THE END
OF THE SALE.

APRIL 15.....SUPER SELLER EVENT

MAY 4 & 5ALL STAR EVENT

MAY LEADERS MEETING..... PRIZES ARE GIVEN OUT AT MAY LEADER
MEETINGS. CLUB LEADERS/CANDY PARENTS MAY PICK THEM UP AT
MEETING OR AT THE TRAINING AND RESOURCE CENTER AFTER APRIL 15.