*Leave behind this letter when a manager is not available* Customize this letter for your Unit – add or delete logos, pictures or text as needed:

  

(Add Unit Here) Boy Scouts of America (Add Charter Name) (Add Address) (Add City, State, Zip)

(Add Unit Name) Scout Popcorn Sale – Location Request

 (Add Date of Request)

Hello from the leaders of (**Add Unit Name**) chartered by (**Add Charter Organization**).

We will soon be participating in an annual Scout fund raising drive to help raise money for our local Scout organization by selling popcorn. This is a national program which not only helps to support our work within your local community, but it also helps cover the costs associated our activities, such as camping, hiking, biking, fishing and so much more.

You can help us by providing a small area outside of your establishment where our Scouts will set up to sell their popcorn, create awareness about Scouting and their work within your community. All of our boys have been trained to work and communicate in a professional manner. You will be giving them an opportunity to practice their communication skills while they take the responsibility of supporting their Scout Unit and the programs the unit offers to the community.

Our Scouts will be in their uniforms and there will be adult supervision at all times. We can assure you that our boys will be unobtrusive and courteous; the sales area you supply us with will be kept neat throughout the sale and cleaned up after the sale concludes.

A certificate of insurance can be provided upon request.

The fundraising drive lasts throughout the months of September and October and we appreciate the dates that you are able to supply us with. We are targeting the following dates and times for your location:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Should you have any questions or require additional information please contact: (Add Name) – (Add Unit) Popcorn Kernel at (Add Phone Number) (Add Name) – (Add Unit Position) at (Add Phone Number)

Thank you for your support, (Add Unit Name)