

## What's New in this Guidebook


 **2015 THEME: "Get Grit"**

 **GIFT CARD PRIZE INCENTIVE PROGRAM:** Scouts can earn prizes with gift card options at various sales levels. Help them to set goals based on the prize order form.

- Top Aloha Council Salesmen Prizes:

- 1<sup>st</sup> - (2) night stay at an Aqua Hotel (airfare not included) or campership value gift card of \$400 (minimum 400 cards sold to qualify)
- 2<sup>nd</sup> - iPad mini 16GB or Campership value gift card of \$200 (minimum 350 cards sold to qualify)
- 3<sup>rd</sup> - \$125 Visa Gift Card or equal Campership value gift card (minimum 300 cards sold to qualify)

 **TOP COUNCIL SELLING UNIT will receive a Farrell's Ice Cream Party!**

 **EACH DISTRICT HAS A MAKAHIKI CARD SALES COORDINATOR** to help you with your sales (contact name and information below)

<u>DISTRICT</u>	<u>CONTACT</u>	<u>PHONE &amp; EMAIL</u>
Hamakua-Kohala	Miexia AhLoy	Miexia.ahloy@scouting.org
Hukilau	Richard Galluzzi	Richard.galluzzi@scouting.org
Koolau	Kevin Harada	kevinharada@gmail.com
Kaala	Jeff Eshelman	jemail@hawaii.rr.com
Kamehameha	Wendy Kamimura	wamk96819@yahoo.com
Kapiolani	Lisa Nakagawa	Inakaga@aol.com
Kauai	Paul Curtis	Paul.curtis@scouting.org
Ko Olina	Mike Fifhause	Mike.fifhause@scouting.org
Kona	Miexia AhLoy	Miexia.ahloy@scouting.org
Pukahi	Steve Baca	sbaca@hawaiiantel.net

### KEY DATES

Kauai Makahiki	April 18 9:00a-3:00p	Kapaa Beach Park
Hawaii Island Makahiki	April 18 9:00a-3:00p	Edith Kanakaole Stadium 1500 Kalaniana'ole Ave.
Oahu Makahiki	May 9 9:00a-3:00p	Ala Moana Beach Park 1201 Ala Moana Blvd.
Makahiki Card Settlement	May 1 12:00 noon	All Islands
Prize Orders placed online	May 11 5:00 p.m.	All Islands

# 2015 MAKAHIKI CARD SALES INFORMATION PACKET



**TO BE USED BY UNIT CARD COORDINATORS**

**UNIT CARD SALES COORDINATOR  
JOB DESCRIPTION**

- Attend Council Rally and Informational meeting on February 21 at 8:00 or 9:30 a.m. at Nuuanu Elementary School's gym.** At the rally, complete the Commitment Form, (see sample on left below) if you have not done so already, and indicate whether you want your commission deposited to the council unit account, directly into the unit checking account (attach voided check if the latter) or a check made payable to the unit. You also will need to complete the Makahiki Card Sales Single Transaction Form (see sample on right below) and receive the cards (suggested 20/Scout) and guidebook. At the rally, you will also have the opportunity to sign up for storefront sales.
- Schedule a unit kick-off/rally immediately following the Council Rally.** At your kick-off, promote the prize program, sign out cards to Scouts, and teach them how to sell. See the Akamai Booklet download available via council website for Scouts selling tips.
- Continue to promote sales with weekly checkpoints, email blasts and periodic meetings throughout the campaign and until May 1.**
- Collect money and unsold cards from all Scouts prior to May 1.** Complete the Makahiki Single Transaction & Reconciliation form (see sample 2 below) and submit to the Aloha Council Service Center with the card sales monies AND all unsold cards no later than May 1, 2015 at noon.
- Order prizes for your unit.** Prizes must be ordered by May 11<sup>th</sup> online through the Aloha Council's website for approval. Prizes will arrive at council service centers within 2 weeks after the orders are approved by Aloha Council. **Prizes will not be released to units that have not closed out their sales and have outstanding cards pending return.**
- Attend Mahalo Wrap-up party and provide feedback for evaluation.**

**Makahiki Card Sales and Booth Commitment Form**  
Please complete and return to the Aloha Council Service Center by February 18, 2015

YES! Our Unit will participate in the Makahiki card sales and will attend the Makahiki Rally on February 21, 2015.

YES! Our Unit will have a demonstration booth at this year's Makahiki.

**Card Sales Commission Structure:**

- Base Commission = 45%
- 5% Bonus if you complete the following:
  - Attend the Makahiki Rally on February 21<sup>st</sup>
  - Your Unit hosts a booth at the Makahiki Event on May 9<sup>th</sup>
  - Turn in all sales results to Aloha Council by May 1<sup>st</sup>
  - Hold a Family Friends of Scouting presentation and submit results by May 1<sup>st</sup>
- 2% Sales Bonus if 100% of your Scouts each sell 5 cards or more  
\*Number of youth in your Unit is determined by your 2015 recharter membership

**Top Commission Available = 52%!**

\*\*\*Top Unit and Youth Makahiki Card selling prizes will be presented at the Makahiki Event on May 9<sup>th</sup>; all other prizes for card sales will be delivered to the Unit.

PLEASE PRINT CLEARLY

Commitment & Card Request Form:

Print Name: \_\_\_\_\_ # Makahiki Cards: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ District: \_\_\_\_\_

Unit # \_\_\_\_\_ Circle Unit Type: Pack, Troop, Team, Crew, Ship or Post

Number of Active Scouts: \_\_\_\_\_ Number of Scouts selling: \_\_\_\_\_

Makahiki Unit Chairperson / or Committee Chair / or Unit Leader \_\_\_\_\_

Cell phone \_\_\_\_\_ E-mail \_\_\_\_\_

Our unit will be attending the 8:00 AM presentation on February 21, 2015  
 Our unit will be attending the 9:30 AM presentation on February 21, 2015

ALOHA COUNCIL BOY SCOUTS OF AMERICA  
**MAKAHIKI CARD SALES  
SINGLE TRANSACTION FORM**

Unit Card Sales Coordinator \_\_\_\_\_ Unit # \_\_\_\_\_  
Phone # \_\_\_\_\_ Unit Type \_\_\_\_\_  
District \_\_\_\_\_

# of Cards Issued _____	Money Turned In \$ _____
# of Cards Sold _____	Bag / Receipt # _____
# of Cards Returned _____	Received By _____

I understand and agree that by signing for the Card transaction amounts listed above that our Scout Unit is responsible for the total number of Cards received, total number of Cards sold, and returning ALL unsold Cards need to be returned to the Aloha Council Service Center or Units will be charged for cards not returned.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NO commissions will be awarded to units closing after the deadline.**

Original - Council Yellow Copy - Settlement Form

ALOHA COUNCIL BOY SCOUTS OF AMERICA

**GUIDELINES FOR UNIT SALES COORDINATORS**

**Instructions for Receipting Cash, Checks, and Cards**

- The Unit Sales Coordinator verifies and signs out all cards issued to the Scouts/Leaders.
- Periodically, throughout the sale, the Unit Sales Coordinator collects monies for cards sold and turns in money to Aloha Council using the Makahiki Single Transaction and Reconciliation form. Each transaction will be recorded on a separate tracking form. Please write the alpha/numeric unit # on the front of each check received prior to turning in to council.
- Prior to May 1, the Unit Sales Coordinator collects monies for the balance of cards sold and collects all unsold cards from each Scout/Leader and reconciles the unit sale.
- The Unit Sales Coordinator completes the Council Reconciliation Form. Record the number of cards sold and number of cards returned. Bring in one check for the total of all sold cards. Print neatly and clearly, DOUBLE check work.
- The Unit Sales Coordinator will confirm where commissions are to be paid. Attach voided check, if applicable.

**Instructions for ordering Patches**

Each Scout that sells 1 or more cards will receive a 2015 Makahiki patch. Unit card coordinators will also receive a patch for their help. Please order these items on the reconciliation sheet when closing out your unit sale.

**Instructions for ordering prizes**

The Unit Sales Coordinator must place the "Unit" prize order online via [www.alohacouncilbsa.org](http://www.alohacouncilbsa.org) Please be sure to enter District information and total dollars of all sales. Then proceed to enter the number of each gift card needed. Prize orders that are over the total eligible amount will be rejected. Please ensure that you do not order more than the total value of your sales. A Verification Email will be sent to you by Aloha Council confirming receipt of the unit prize order. Prize orders will be approved and released by Aloha Council for all units that have properly closed out their sales campaign. Prizes will arrive 2 weeks after this approval, usually by May 31<sup>st</sup>.

**Commissions Schedule 2015**

**Commission Base for all card sales is 45%** - units will earn a minimum of \$5.40 for every \$12 card sold. All commissions will be paid out by May 29, 2015 provided all cards are paid for and leftovers returned by May 1. Please ensure commission payout choices have been selected!

Base Commission = 45%

5% Bonus if you complete all of the following:

- Attend a Makahiki Rally on February 21
- Hosts a booth at any Makahiki Event
- Turn in all sales results to Aloha Council by May 1
- Conduct a Family Friends of Scouting presentation and submit results by May 1

**BONUS 2% Sales Bonus if 100% of your Scouts\* each sell 5 cards or more**

- \*Number of Scouts in your Unit is determined by your 2015 recharter membership

**NOTE: UNITS MUST TURN IN MONIES FOR ALL SOLD CARDS AND RETURN ALL UNSOLD CARDS BY MAY 1, 2015 IN ORDER TO RECEIVE ANY BONUS COMMISSIONS. THERE WILL BE ABSOLUTELY NO EXCEPTIONS.**

**\$5 (REIMBURSEMENT COST) FOR EACH UNRETURNED MAKAHIKI CARD WILL BE DEDUCTED FROM THE UNIT COMMISSION, IF APPLICABLE, OR DEDUCTED FROM THE UNIT ACCOUNT AS AUTHORIZED ON THE SIGNED COMMITMENT FORM.**