

BLACK SWAMP AREA COUNCIL COFFEE & TEA SALE



BOY SCOUTS
OF AMERICA®
BLACK SWAMP
AREA COUNCIL



Welcome to Black Swamp Area Council's Spring Coffee & Tea Sale!

COFFEE CALENDAR

February 1-March 15	Commit to Sell at www.BlackSwampBSA.org
March 1	Take Order Sale Begins
April 7	Sale Ends
April 11	All Orders Due to Council
April 21	Submit Scouts for Patches, Prize Drawing, and Top Seller
April 24-28	Est. Coffee Distribution to Units (Location TBD)
May 26	Payments Due
June 1	Prize Drawing and Top Seller Announcement

HOW TO GET STARTED

Here are the steps to follow if your unit is interested in selling coffee to earn money for summer camp and Scouting programs.

1. Fill out the Sale Interest Survey form at www.BlackSwampBSA.org → Click on DONATE NOW → For dropdown menu, then click COFFEE & TEA SALE 2023
 - You can also click here [Sale Interest Survey Form](https://blackswampbsa.doubleknot.com/survey/coffee-tea-sale-interest/84633) or <https://blackswampbsa.doubleknot.com/survey/coffee-tea-sale-interest/84633>

2. Black Swamp Area Council staff will follow up with you to arrange delivery of order forms

HOW TO SELL COFFEE

Take Order

- Distribute order forms to Scouts
- Scouts sell to friends, family, neighbors, and local businesses
- Collect order forms and money from Scouts
- Place Unit Order with council on Coffee Take Order Form or at www.BlackSwampBSA.org by April 11
- Pick up order the week of April 24-28, locations to be announced.
- Distribute product to Scouts for delivery

HOW TO COLLECT & MAKE PAYMENTS

Collect

- Scouts collect payment at time of order
- Scouts turn in payments and individual order forms to the unit's Coffee Coach
- Unit deposits all payments into unit's bank account

CONTACTS

Council Staff Advisor: Development Director Jennifer Treece Jennifer.Treece@scouting.org
General Help: Fundraising Assistant Linda Weyer Linda.Weyer@scouting.org (payments, orders, etc.)
Website page: <https://blackswampbsa.doubleknot.com/donate-now/coffee-tea-sale>

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Payment

- Unit writes a check to **Black Swamp Area Council** for 70% of unit's total sales.
 - Council office WILL NOT accept checks from individuals purchasing product. Only checks from the unit will be accepted.
- Mail check to: Black Swamp Area Council, 2100 Broad Ave., Findlay OH 45840, or
 - Bring check into one of our two Scout Service Centers, or
 - Pay by credit card: call Linda Weyer at (419) 422-4356
- Payments are due by May 26.

PRIZE SUBMISSION

Submit all individual Scouts' names and dollar amount sold by one of the following methods: (Please note: List each individual Scout by Name, Scout's sales, **NOT** combined family sales). This information is due by April 21, for Scouts to be eligible for Prizes.

- Enter online at www.BlackSwampBSA.org
 - Option 1 – Upload an Excel sheet with data "Unit Prize Report"
 - Option 2 – Fill out form online
- Download and print "Unit Prize Report" form at:
 - Bring to a Scout offices
 - Mail to Black Swamp Area Council, 2100 Broad Ave., Findlay OH 45840
 - Email Jennifer Treece at Jennifer.Treece@Scouting.org

PRIZES

Scouts who sell coffee during the 2023 Spring Coffee Sale will be eligible for prizes. Prizes for youth only. See details on submitting Scout's Sales efforts in "Prize Submission" section.

- **Patch** – Scouts who sell \$25+ earn a patch.
- **Prize Drawing** – Scouts earn one entry for every \$150 sold. Two prizes to be drawn. Drawing **June 1**.
 - Prize Drawing 1 – \$30 Scout Shop Gift Card
 - Prize Drawing 2 – \$20 Scout Shop Gift Card
- **Top Sellers** – The Top 3 Sellers in Black Swamp Area Council will receive Scout Shop gift cards!
 - #1 Seller – \$100 Scout Shop Gift Card
 - #2 Seller – \$50 Scout Shop Gift Card
 - #3 Seller – \$25 Scout Shop Gift Card

Thank you for participating in the Black Swamp Area Council 2023 Spring Coffee & Tea Sale!

Complete Sale Interest survey at

<http://www.blackswampbsa.org/survey/coffee-tea-sale-interest/84633>