

2010

SALESMANSHIP PROGRAM OVERVIEW & WORKBOOK



CENTRAL COMMUNITY COLLEGE
MERIT BADGE UNIVERSITY
OVERLAND TRAILS COUNCIL
7/31/2010

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(COMPLETE BEFORE ATTENDING MBU)

WORKBOOK PART TWO

(WILL BE COMPLETED DURING CLASS)

ADDITIONAL RESOURCES

APPLICATION for MERIT BADGE

(MUST HAVE UNIT LEADER SIGNATURE PRIOR TO CLASS)



FEBRUARY 2010

Information in this booklet was accurate at the time of publishing.
Boy Scouts Requirements 2010, Copyrighted Boy Scouts of America
Program Overview & Workbook was reviewed by
MBU Staff/Committee.

SALESMANSHIP PROGRAM OVERVIEW

COUNSELOR: tba

C/O: Overland Trails Council
PO Box 1361
Grand Island, NE 68802-1361

LOCATION: Central Community College

TRANSPORTATION: N/A

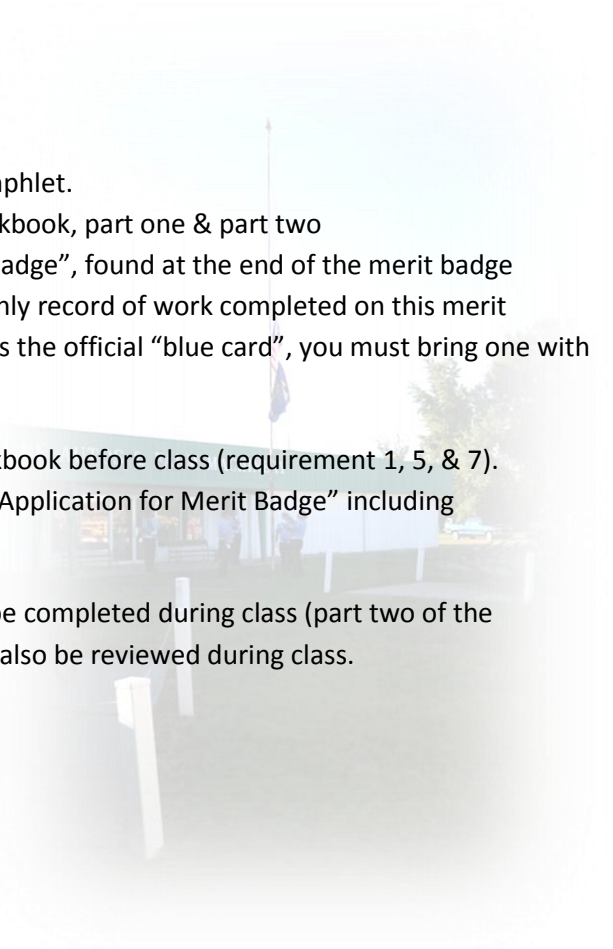
ADDITIONAL COSTS: None

CLASS SIZE: 10

BRING TO CLASS: Salesmanship merit badge pamphlet.
Salesmanship merit badge workbook, part one & part two
Signed "Application for Merit Badge", found at the end of the merit badge workbook. (This will be your only record of work completed on this merit badge.) If your Council requires the official "blue card", you must bring one with you to class.

PRE-REQUISITES: Complete Part One of the workbook before class (requirement 1, 5, & 7).
Complete information on the "Application for Merit Badge" including Scoutmasters signature.

CURRICULUM: Requirements 2, 3, 4, & 6 will be completed during class (part two of the workbook). Pre-requisites will also be reviewed during class.





SALESMANSHIP
Boy Scouts Requirements 2010

PRE-REQUISITE REQUIREMENTS ARE PRINTED IN **ITALICS &**
MUST BE COMPLETED BEFORE CLASS.

1. **1. Explain the responsibilities of a salesperson and how a salesperson serves customer and helps stimulate the economy.**
2. Explain why it is important for a salesperson to do the following:
 - a) Research the market to be sure the product or service meets the needs of customers.
 - b) Learn all about the product or service to be sold.
 - c) If possible, visit the location where the product is built and learn how it is constructed. If a service is being sold, learn about the benefits of the service to the customer.
 - d) Follow up with customers after their purchase to confirm their satisfaction and discuss their concerns about the product or service.
3. Write and present a sales plan for a product or service and a sales territory assigned by your counselor.
4. Make a sales presentation of a product or service assigned by your counselor.
5. **Do ONE of the following and keep a record (cost sheet). Use the sales techniques you have learned, and share your experience with your counselor:**
 - a) **Help your unit raise funds through sales of merchandise or of tickets to a Scout show.**
 - b) **Sell your services such as lawn raking or mowing, pet watching, dog walking, snow shoveling, and car washing to your neighbors. Follow up after the service has been completed and determine the customer's satisfaction.**
 - c) **Earn money through retail selling.**
6. Do ONE of the following:
 - a) Interview a salesperson and learn the following:
 - 1) What made the person choose sales as a profession?
 - 2) What are the most important things to remember when talking to customers?
 - 3) How is the product or service sold?
 - 4) Include your own questions.
 - b) Interview a retail store owner and learn the following:
 - 1) How often is the owner approached by a sales representative?
 - 2) What good traits should a sales representative have? What habits should the sales representative avoid?
 - 3) What does the owner consider when deciding whether to establish an account with a sales representative?
 - 4) Include your own questions.
7. **Investigate and report on career opportunities in sales then do the following:**
 - a) **Prepare a written statement of your qualifications and experience. Include relevant classes you have taken in school and merit badges you have earned.**

b) Discuss with your counselor what education, experience, or training you should obtain so you are prepared to serve in that position.

SALESMANSHIP WORKBOOK

PART ONE, PRE-REQUISITIES



Name _____
Unit # _____ District _____
Council _____

Part One of the workbook must be completed before class.

Bring the entire workbook (part one and part two) with you to class.

Also bring the "Application for Merit Badge" signed by your scoutmaster (included at the end of the workbook).

1. Explain the responsibilities of a salesperson and how a salesperson serves customer and helps stimulate the economy.

Explain the responsibilities of a sale person:

5. Do ONE of the following and keep a record (cost sheet). Use the sales techniques you have learned, and share your experience with your counselor:
- a) Help your unit raise funds through sales of merchandise or of tickets to a Scout show.

Help you unit raise funds:

OR

- b) Sell your services such as lawn raking or mowing, pet watching, dog walking, snow shoveling, and car washing to your neighbors. Follow up after the service has been completed and determine the customer's satisfaction.

Sell your services:

Name _____

5. continued
OR
<input type="checkbox"/> c) Earn money through retail selling.
<i>Retail selling:</i>

<input type="checkbox"/> 7. Investigate and report on career opportunities in sales then do the following:
<i>Report on career opportunities:</i>
<input type="checkbox"/> a) Prepare a written statement of your qualifications and experience. Include relevant classes you have taken in school and merit badges you have earned.
<i>Qualifications and experience:</i>
<input type="checkbox"/> b) Discuss with your counselor what education, experience, or training you should obtain so you are prepared to serve in that position.
<i>Education, experience or training:</i>



SALESMANSHIP WORKBOOK PART TWO, CLASS CURRICULUM

Name _____
Unit # _____ District _____
Council _____

Part Two of the workbook will be completed during class.

- 2. Explain why it is important for a salesperson to do the following:
 - a) Research the market to be sure the product or service meets the needs of customers.

Research the market:

- b) Learn all about the product or service to be sold.

Learn about the product or service:

- c) If possible, visit the location where the product is built and learn how it is constructed. If a service is being sold, learn about the benefits of the service to the customer.

Visit the location:

Learn about t benefits:

ORGANIZATIONS and WEB SITES

(Whenever you go online, be sure you have your parent's permission first.)

The BizWorld Foundation

<http://www.bizworld.org>

Education, Training, and Enterprise Center

<http://www.edtecinc.com/nye/indes.htm>

Junior Achievement

<http://www.ja.org>

YoungBiz

<http://www.youngbiz.com>

SALESMANSHIP WORKBOOK

Notes



APPLICATION FOR MERIT BADGE

Name: _____

Address: _____

City: _____

State: _____

Is a registered _____ Boy Scout,
 _____ Varsity Scout,
 _____ Venturer,

of _____ No. _____
Troop, team, crew, ship

District: _____

Council: _____

MERIT BADGE UNIVERISTY

Merit Badge: **Salesmanship**

Counselor: _____

Address: Overland Trails Council

PO Box 1361

2808 O'Flannagan

Grand Island, NE 68802-1361

Phone: 308-382-3717

email: mbuotc@yahoo.com

and is qualified to begin working for this merit badge and has completed the following pre-requisite requirements:

SECTION A PRE-REQUISITE REQUIREMENTS

Requirement No. and letter	Date of Approval	Counselor Initial	Requirement No. and letter	Date of Approval	Counselor Initial
1					
5					
7					

The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all pre-requisites requirements for the above stated merit badge and is ready to attend his assigned MBU class.

Signature of Unit Leader _____ Date _____

SECTION B APPLICANTS RECORD

Requirement No. and letter	Date of Approval	Counselor Initial	Requirement No. and letter	Date of Approval	Counselor Initial
2					
3					
4					
6					

The applicant has personally appeared before me and demonstrated to my satisfaction that he has completed all requirements in **SECTION B** above for the

Merit Badge: **Salesmanship**

Name of Counselor: _____

Signature of Counselor _____ Date _____

SCOUT INSTRUCTIONS

- Complete your name, address, city, unit type & number, district, & council on the Application for Merit Badge.
- Your unit leader must sign the Application for Merit Badge before attending class.
- All other information is already printed on the Application for Merit Badge; please make sure all information is correct.
- The merit badge counselor is registered & approved for this merit badge and is on the MBU Counselor's List.
- Read the merit badge pamphlet.
- Attend the merit badge class.
- Always meet with your counselor along with a buddy (a Scout, friend, or parent)
- Have your merit badge worksheet with you when you attend class.
- **If the merit badge pre-requisites are not completed before class, you will not be able to complete the merit badge during this weekend event, you will have to follow up with your Unit's Advancement Chair when you return home**
- **PLEASE BE AWARE THAT SOME COUNSELORS WILL NOT ALLOW YOU TO ATTEND THEIR CLASS WITHOUT PRE-REQUISITES COMPLETED—CLASS CURRICULUM IS DEPENDENT ON PRE-REQUISITE WORK BEING COMPLETED!**

COUNSELOR INSTRUCTIONS

- Never meet alone with a Scout.
- Verify all information & merit badge name on Application for Merit Badge is correct.
- Sign your name on the line at the bottom of **"SECTION B APPLICANTS RECORD"**.