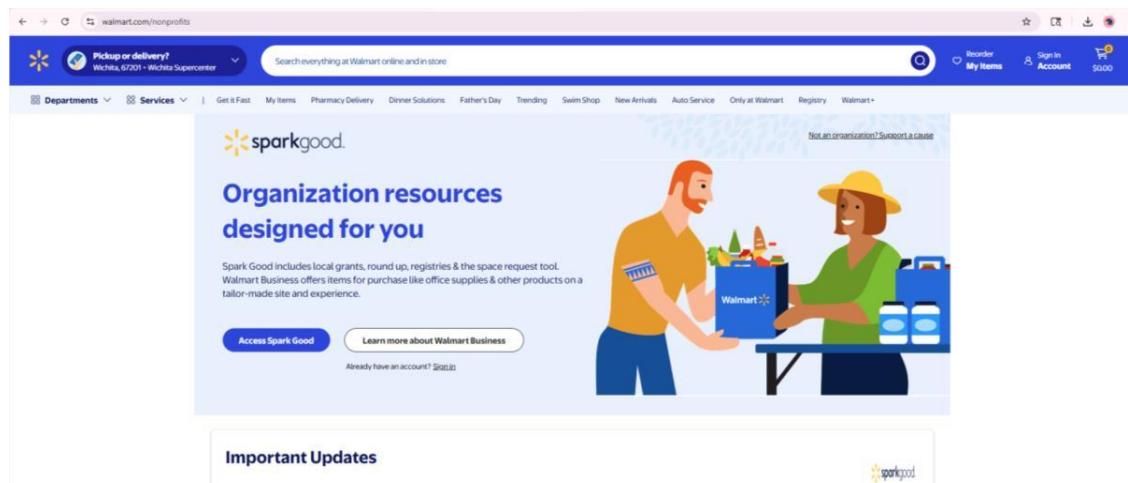
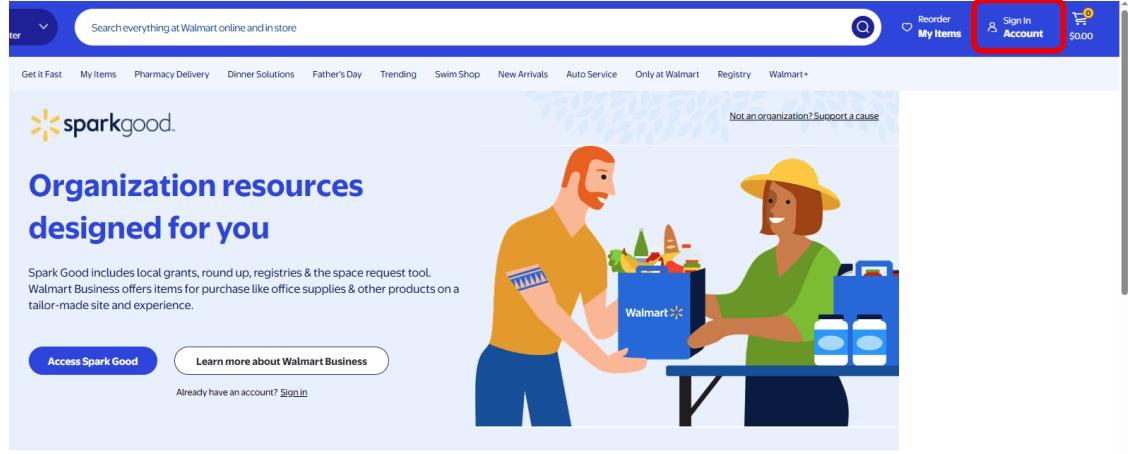


**BEFORE YOU START!!** Have you contacted either D'Kolle at the Council office or Sherri, the Council Popcorn Kernel? If yes, proceed with the following steps. If no, this process will not work for you until you have reached out to one of them and they have activated your “chapter” in the Walmart system.

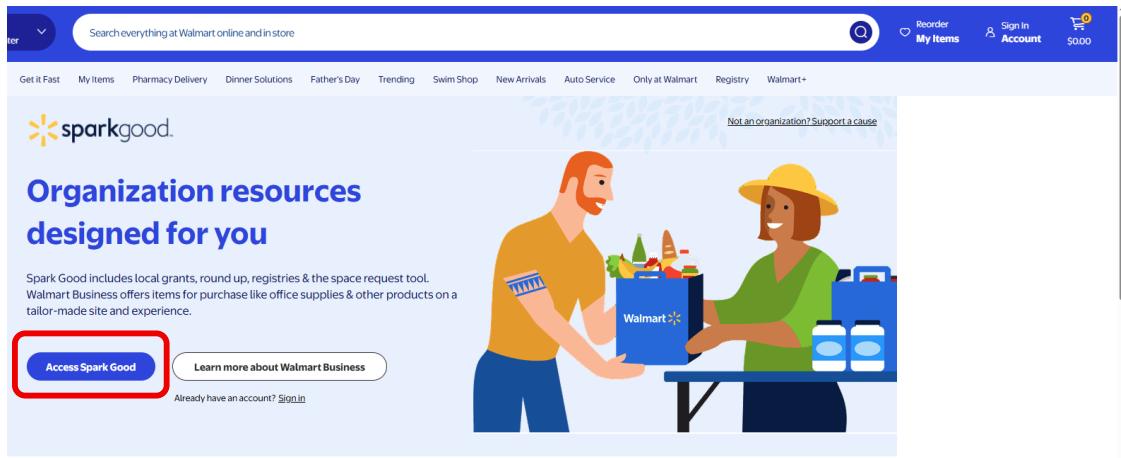
1. Go to <https://www.walmart.com/nonprofits>. (I just google ‘Spark good Walmart’ and the first link is usually the website)
2. Your page should look like this:



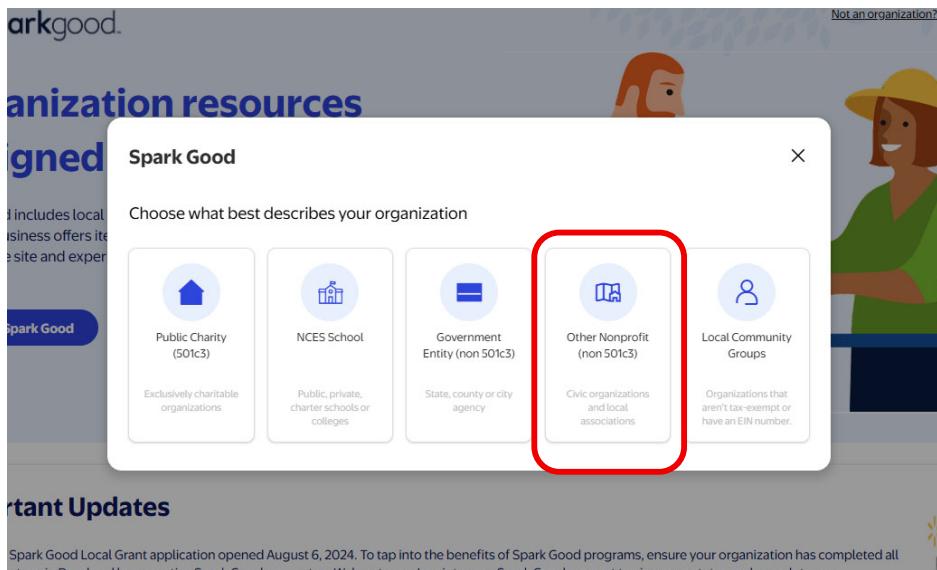
3. Sign in to / Create an account



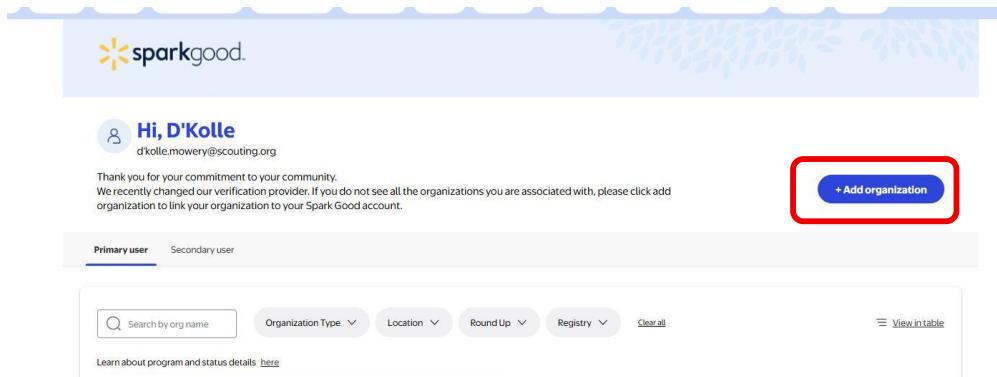
4. Click “Access Spark Good”

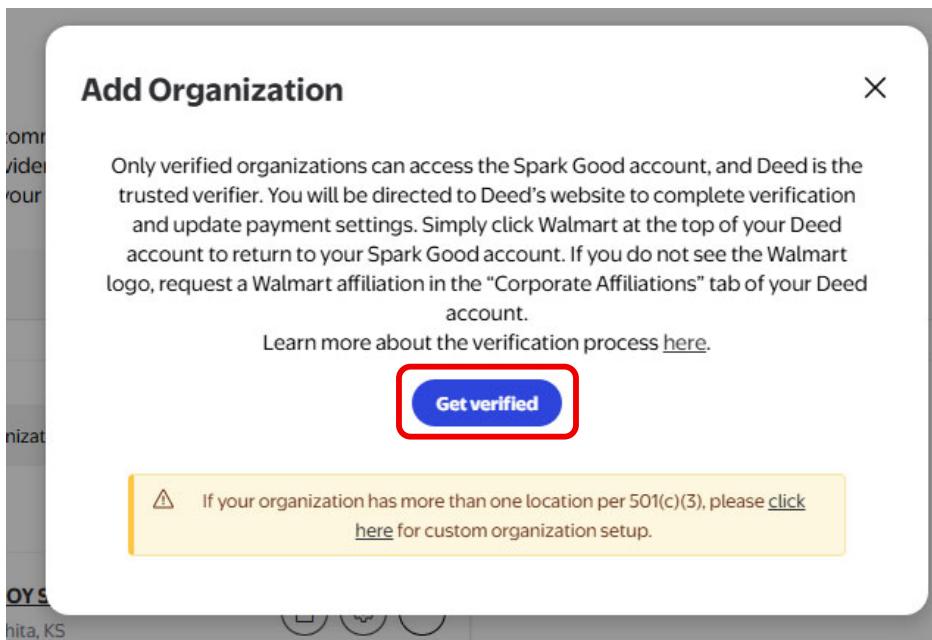


5. Click on the ‘Other Nonprofit’ Icon



6. In order for us not to max out the number of requests we can make you will have to add and verify your District/Unit through their 3<sup>rd</sup> party system Deed.



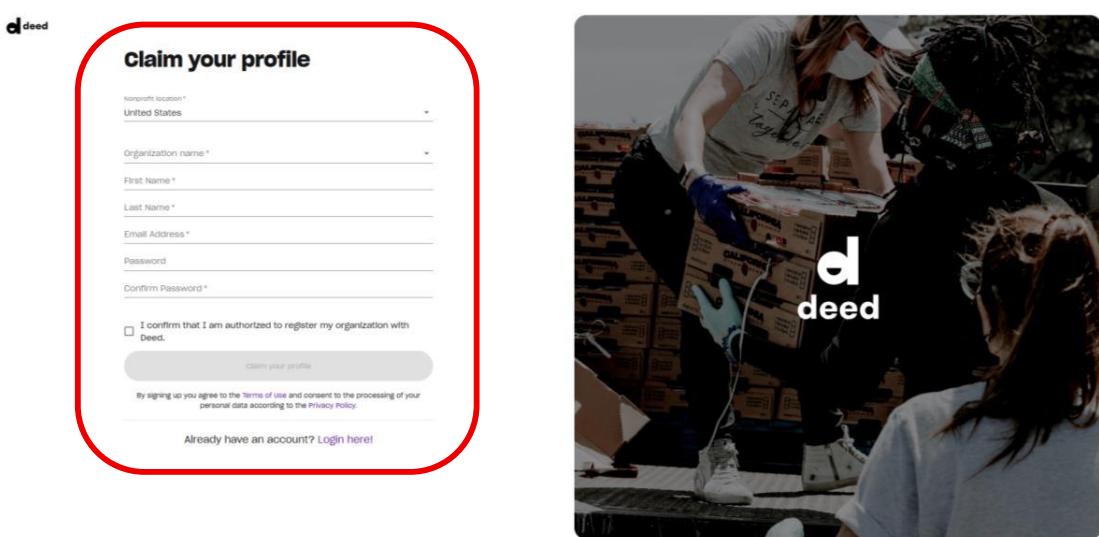


Here are the Steps to get Verified on Deed:

- I. Establish a Unit Email
  - a. This email will be set as the Chapter Email Address in the Deed System so that even when a leader has moved on the unit is still established in the system.
- II. Send the Unit Email to D'Kolle – [d'kolle.mowery@scouting.org](mailto:d'kolle.mowery@scouting.org)
  - a. Before you can access anything on Spark Good the council Office will need to set the unit up as a Chapter under the Council.
  - b. If the Kernel already uses the Walmart app or has an account for personal use, the email address used may also need to be added to the Deed account for access. If this is true for your Kernel please include that email with the unit email.
- III. Establish a PayPal Business Account.
  - a. A personal or a standard business account will not work
  - b. THIS STEP NEEDS A 24HR PROCESSING TIME!!!
- IV. Get your EIN from your Chartered Organization
  - a. Get with your COR and request the EIN to establish your organization.
- V. You may get stuck in a PayPal <->Deed loop after verification, if this happens Call Council and ask for D'Kolle.

*\*This process, start to finish, can take anywhere from 24 to 72 hours to complete if there are no other issues. Getting the information needed to D'Kolle at the Scout office ASAP can help prevent longer set up times.*

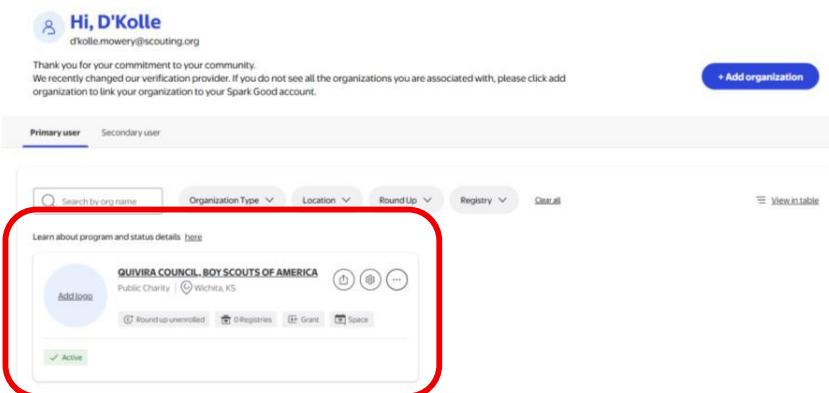
7. Your Organization name will be “Boy Scouts of America, Quivira Council - [Unit Type][XXXX]”



The image is a composite of two photographs. On the left, a screenshot of a web form titled 'Claim your profile' is shown. The form includes fields for 'Nonprofit location' (set to 'United States'), 'Organization name', 'First Name', 'Last Name', 'Email Address', 'Password', 'Confirm Password', and a checkbox for agreeing to terms and conditions. A red box highlights the entire form area. On the right, a person wearing a mask and gloves is working in a warehouse, surrounded by boxes. The 'deed' logo is visible on a nearby surface.

The system will need to verify you and that can take anywhere to a couple days to 2 weeks.

8. Once you are verified you should be able to log back in and see your organization



The image shows a screenshot of a web-based account dashboard. At the top, it says 'Hi, D'Kolle' and 'dkolle.mowery@scouting.org'. Below that, a message says 'Thank you for your commitment to your community. We recently changed our verification provider. If you do not see all the organizations you are associated with, please click add organization to link your organization to your Spark Good account.' A blue button labeled '+ Add organization' is visible. The main area shows a list of organizations. One organization, 'QUIVIRA COUNCIL, BOY SCOUTS OF AMERICA' (Public Charity | Wichita, KS), is highlighted with a red box. Below it, there are buttons for 'Round up unenrolled', '5 Registries', 'Grant', and 'Space'. A green button labeled 'Active' is also visible.

To reserve your Walmart location

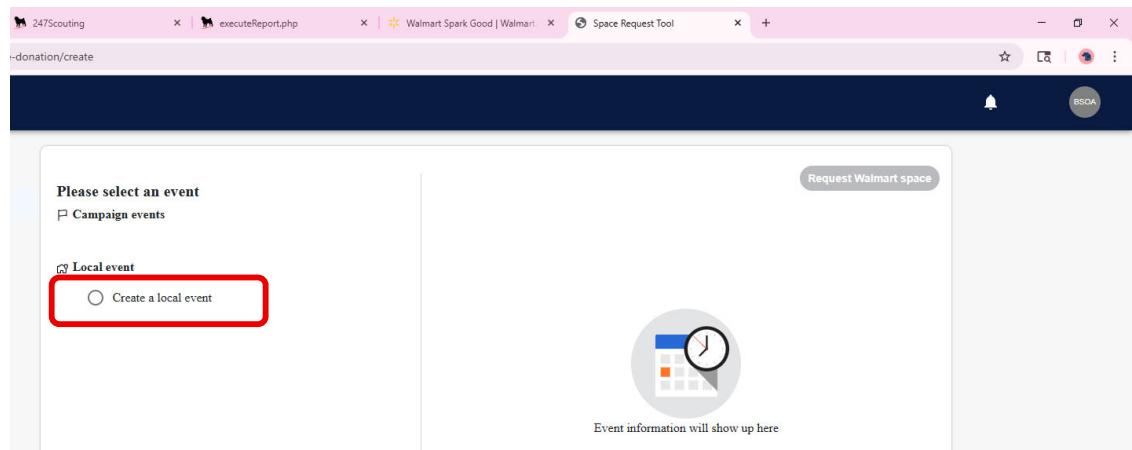
1. Log into Spark Good
2. Access Spark Good
3. Click Other non-profit
4. Click on your organization
5. You should be at this screen

The screenshot shows the Spark Good dashboard for the Quivira Council, Boy Scouts of America. The top navigation bar includes links for it Fast, My Items, Pharmacy Delivery, Dinner Solutions, Father's Day, Trending, Swim Shop, New Arrivals, Auto Service, Only at Walmart, Registry, and Walmart+. The main content area features a 'Charitable tools' section with three items: 'Space Tool' (Raise awareness for your cause), 'Associate Giving' (Associates can support through giving and volunteerism), and 'Spark Good Grants' (Apply for local grants at local facility). To the right is the 'Spark Good Round Up' section, which includes a 'Sign up for Round Up' button and a 'Manage payment settings' button. Below these are sections for 'Spark Good Registries' (0) and a 'Create a new registry' button.

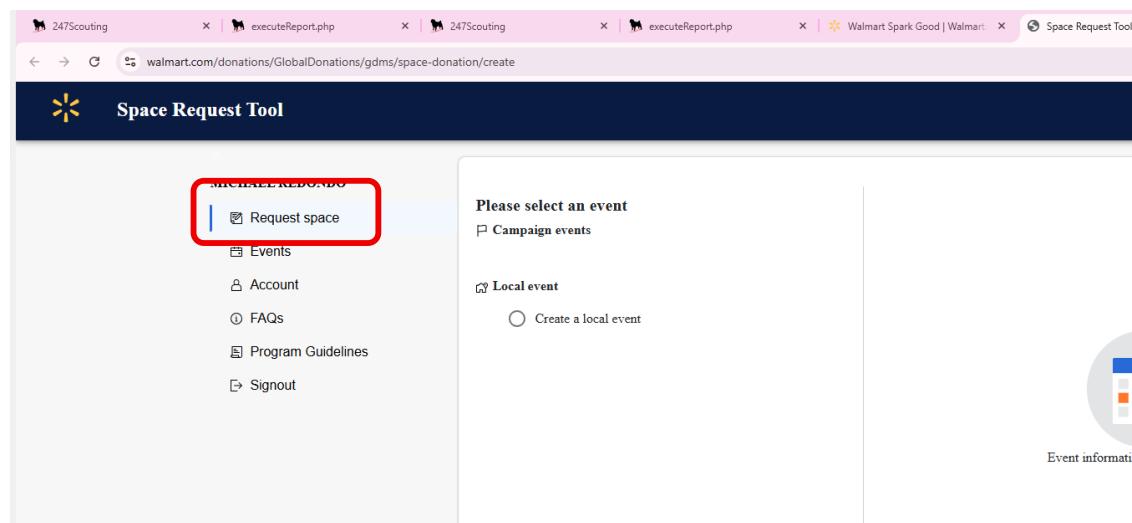
6. Click on “Space Tool”

This screenshot is identical to the one above, showing the Spark Good dashboard for the Quivira Council, Boy Scouts of America. The 'Space Tool' section is highlighted with a red box to indicate the step for the user to click on.

7. Click 'Create a Local Event'



8. If this page does not pop up click 'Request Space' on the left then "Create a local Event"

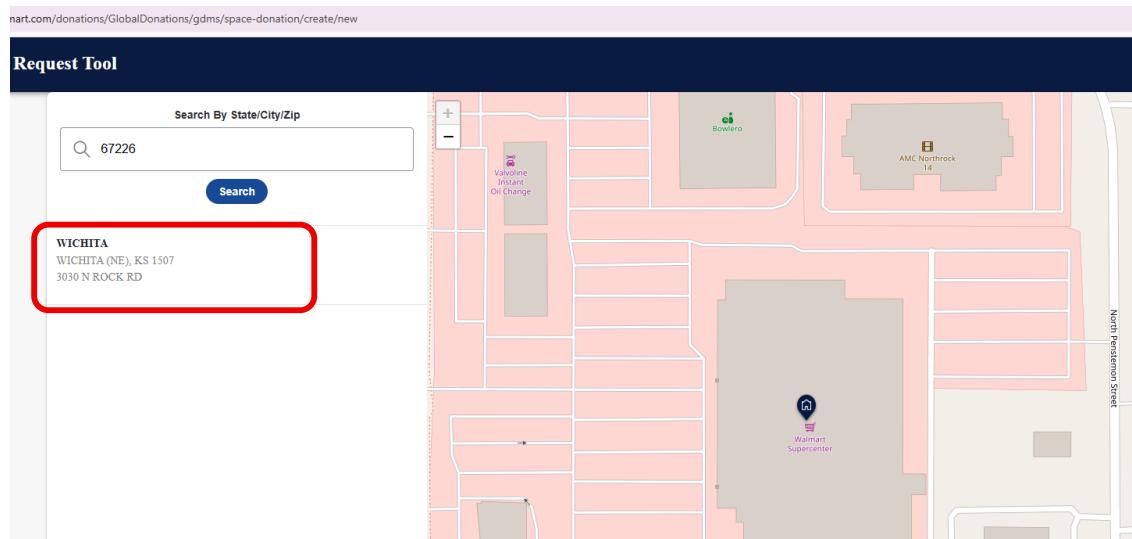


9. Answer all the questions- in the spaces you must type your answer I have provided some examples. They do not need to match verbatim but the message must be clear.

- a. What is the purpose of the event?
  - i. Fundraising
  - ii. Youth Services
- b. Who will be the main contact for the event?

- iii. This should be yourself or D'Kolle from the Council office, whichever it allows you to choose.
- d. How does this event help your local organization meet a need in the community?
- iv. This response should cover the message and purpose of scouting.  
"Fundraising allows Youth to raise funds for the continued enrichment of youth and community."
- e. How will you engage with customers on Walmart property?
- v. Respectfully asking customers if they would like to purchase popcorn to support their unit.
- f. Will you be selling an item in exchange for a donation? Or will you be giving away items to further engage customers?
- vi. Yes, popcorn.

10. Search Walmart location by the Walmart's Zip code, otherwise no store will pull up. Click the Walmart and then continue at the bottom.



11. We only operate outside front entrance.



12. Select your date and time and then submit your request. The individual store will be reaching out to the contact listed for the reservation. This can take anywhere from 3 days to 2 weeks.

**Select Dates:**

- Total requested days: 0
- Total remaining days: 14

July 2025

S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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Select All Day or up to two consecutive timeslots

Selected Store Timezone : CDT

**All Day**

10:00 am - 06:00 pm

**Morning**

08:00 am - 12:00 pm

**Afternoon**

12:00 pm - 04:00 pm

**Evening**

13. Reverify your request and submit!