

BEFORE YOU START!! Have you contacted D’Kolle at the Council office? If yes, proceed with the following steps. If no, this process will not work for you until you have reached out and she has activated your “chapter” in the Walmart system.

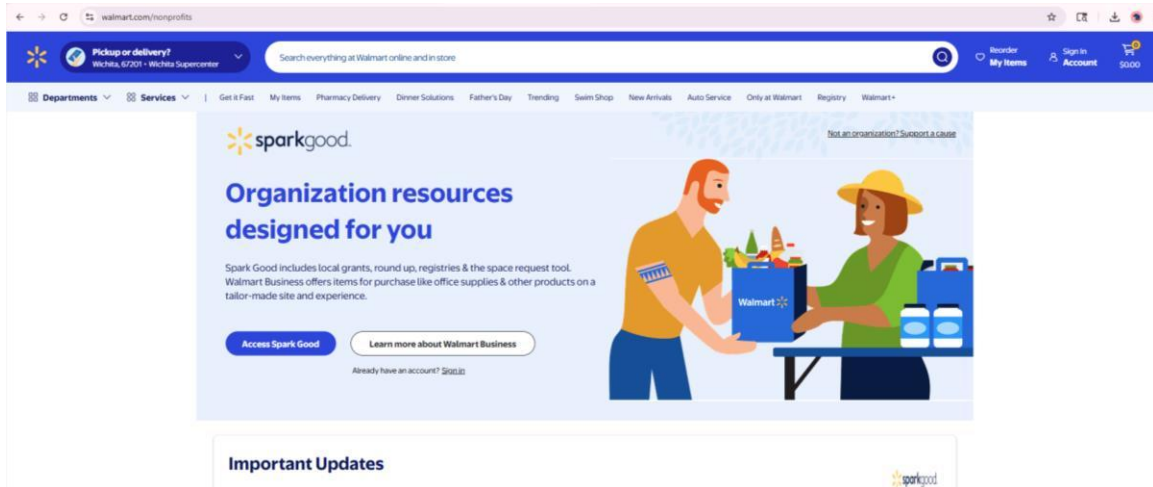
1) Create and send D’Kolle a designated unit email address.

Here are the Steps to get signed up for Spark Good and Verified on Deed:

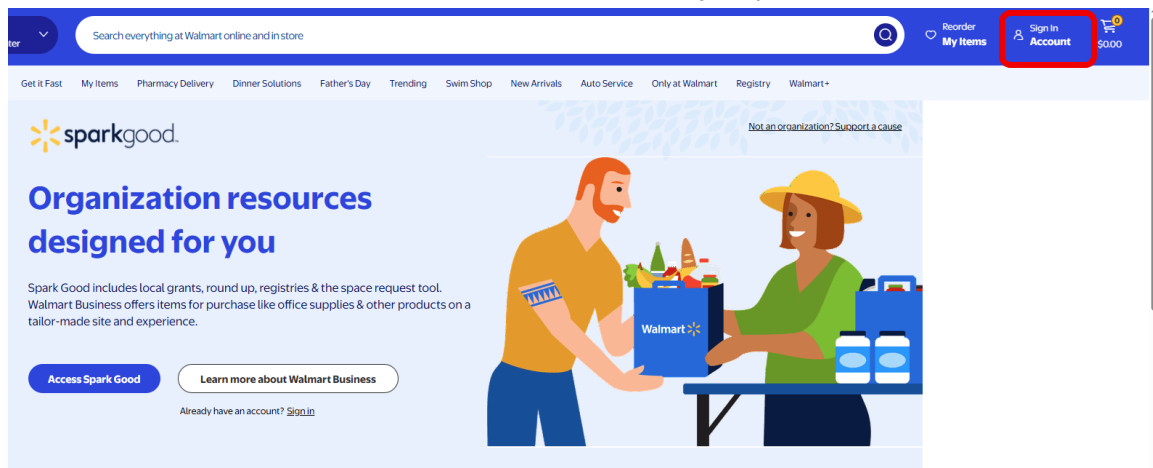
- i) Establish a Unit Email
 - a. This is the email you sent D’Kolle in Step 1. This email will be set as the Chapter Email Address in the Deed System so that even when a leader has moved on the unit is still established in the system.
- ii) Send the Unit Email to D’Kolle – d'kolle.mowery@scouting.org
 - 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 with unit email.
- iii) Get your EIN from your Chartered Organization
 - a. Get with your COR and request the EIN to establish your organization.
- iv) Establish a PayPal Giving Fund.
 - a. A personal or a standard business account will not work
 - b. If you have trouble setting this up through PayPal you will be able to Enroll during the verification process. This will just take a little more time.
 - c. EITHER WAY YOU CHOOSE TO ESTABLISH A PAYPAL GIVING FUND, THIS STEP NEEDS A 24HR PROCESSING TIME!!!

2) After all of Step 1 is completed, go to <https://www.walmart.com/nonprofits> . (I just google ‘Spark good Walmart’ and the first link is usually the website)

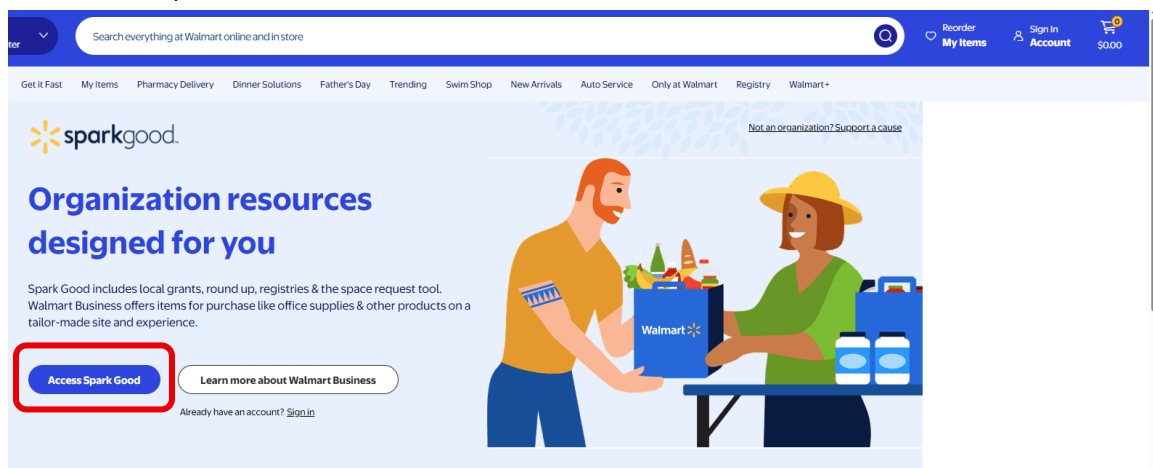
3) Your page should look like this:



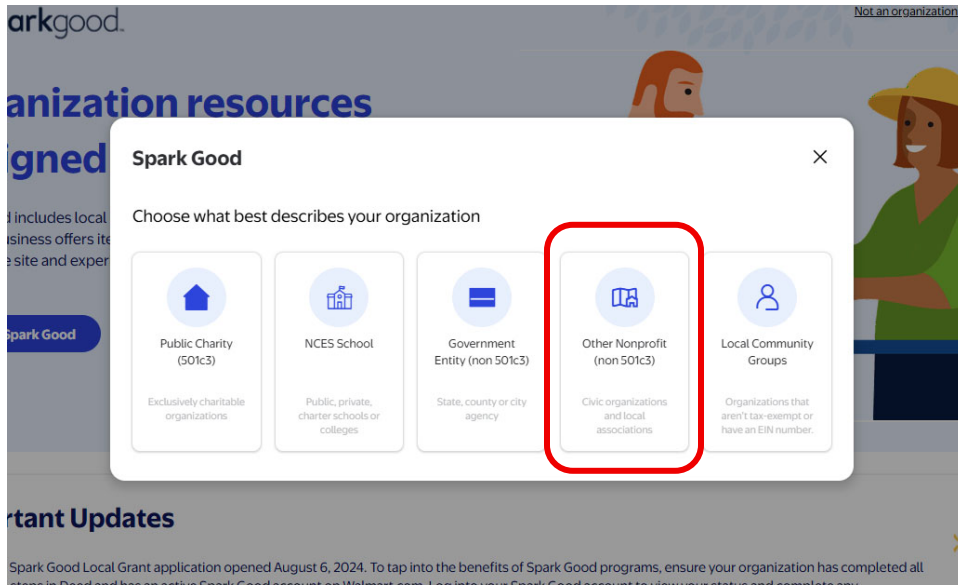
4) Sign in to / Create an account with unit email address you provided to D’Kolle.



5) Click “Access Spark Good”

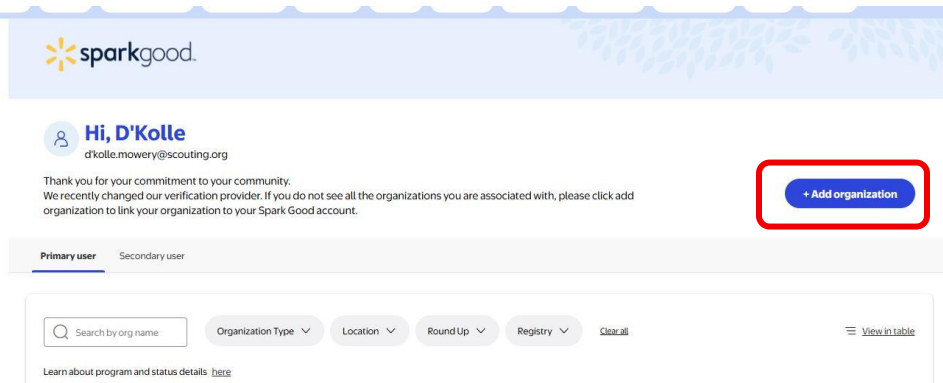


6) Click on the 'Other Nonprofit' Icon

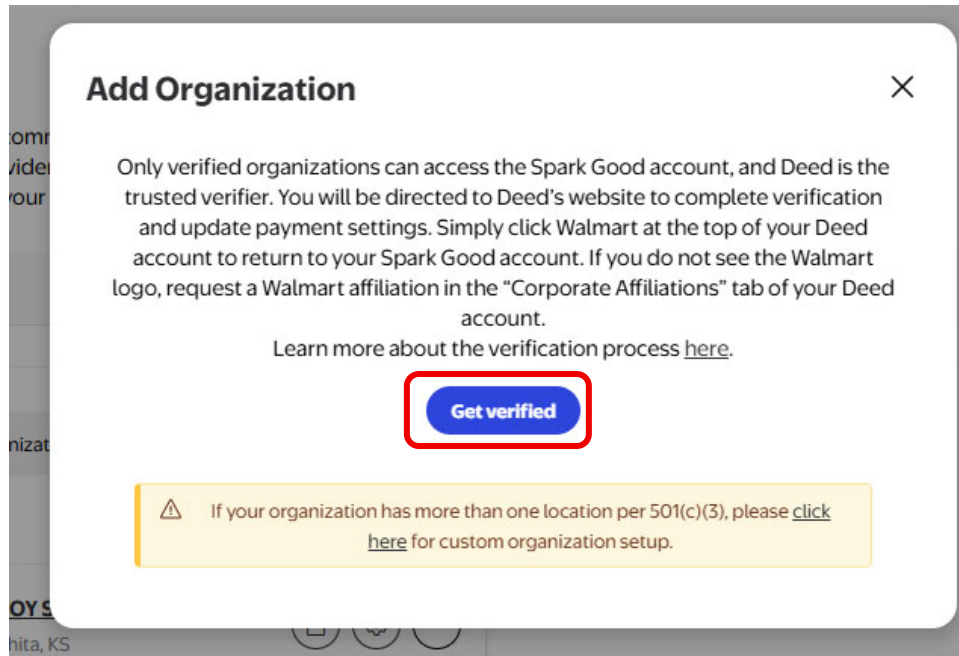


7) In order for us not to max out the number of requests we can make, you will have to add and verify your District/Unit through their 3rd party system Deed.

i) You need to "Add organization" to your Spark Good account

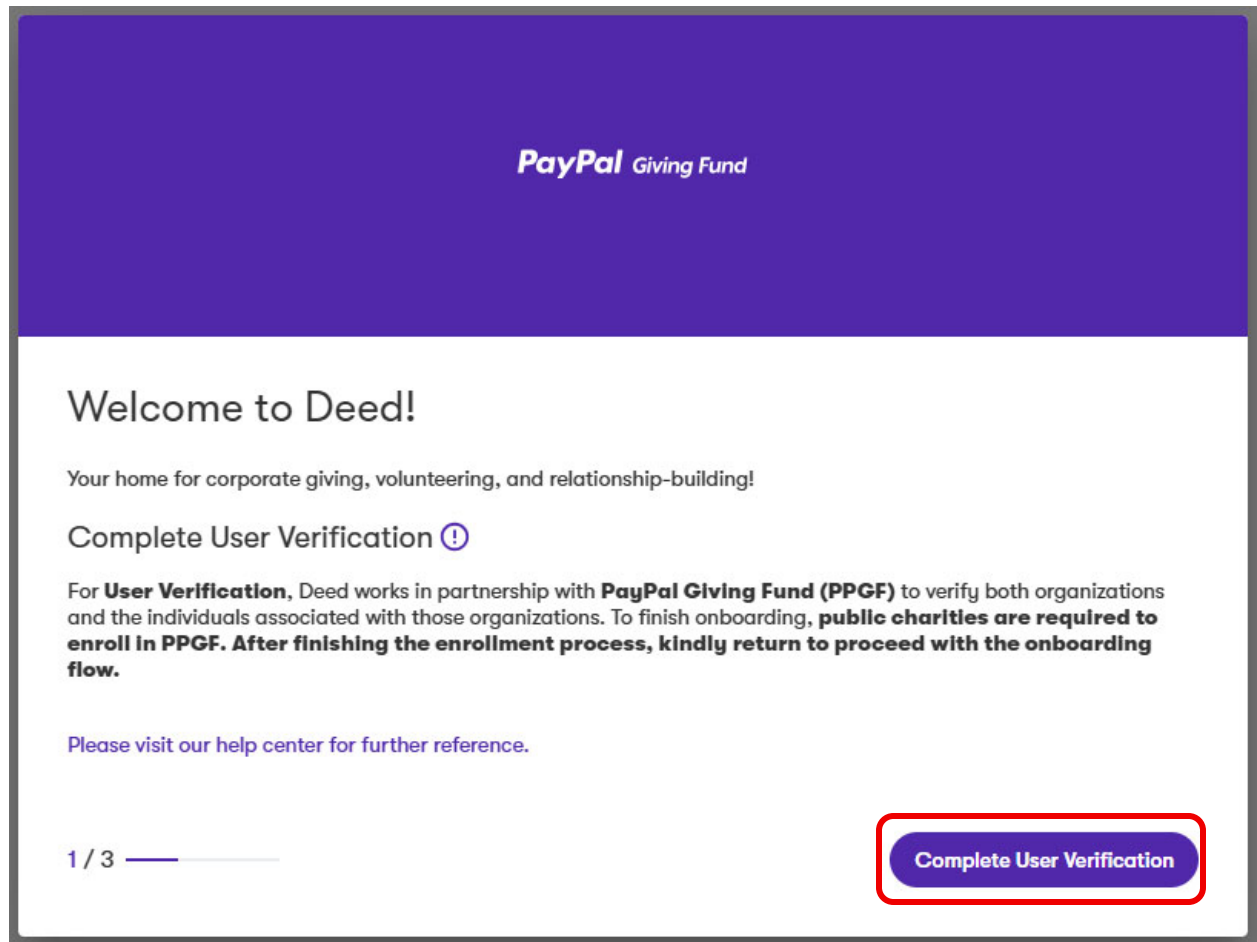


- ii) Click “Get Verified” in order to start the account verification process.



- iii) This will take you to the Deed website. Walmart's 3rd party verification website.

- iv) Click the “Complete User verification button on the pop up to link the “PayPal Giving Fund” that you previously established.



- v) Click Log in if you already have an PayPal Giving Fund or Enroll if you still need to establish one.

PayPal Giving Fund

[Join PayPal Giving Fund](#)

[About Us](#)

[Partner with Us](#)

[Help](#)

[Log In](#)

[Enroll](#)

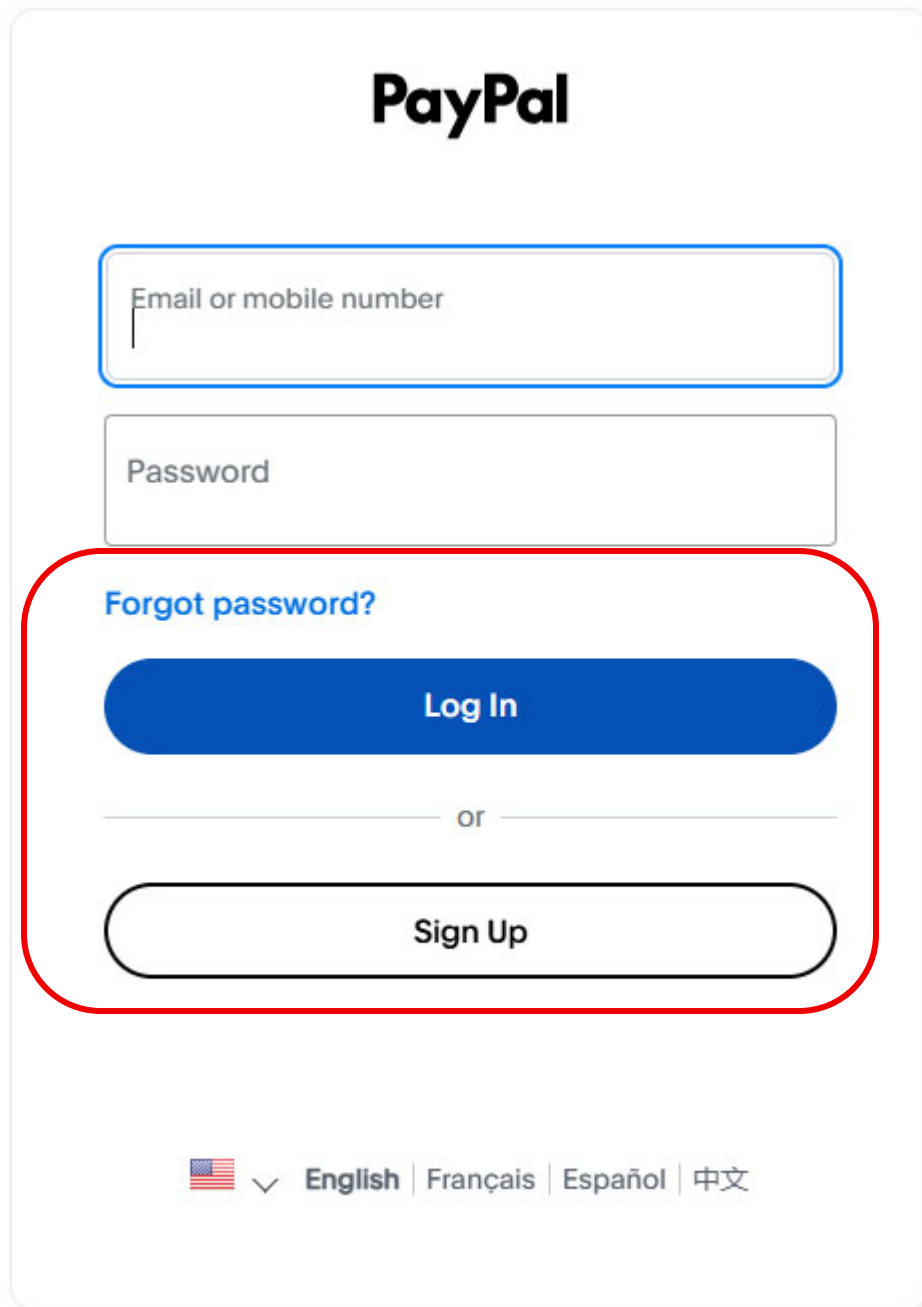
Join PayPal Giving Fund

Help maximize your charity's digital fundraising. Access helpful fundraising tools. And get your funds sooner, delivered right to your account with PayPal.

[Get Started](#)



- vi) Make sure when signing in or signing up to use that Unit Email address you created at the very beginning of this process.

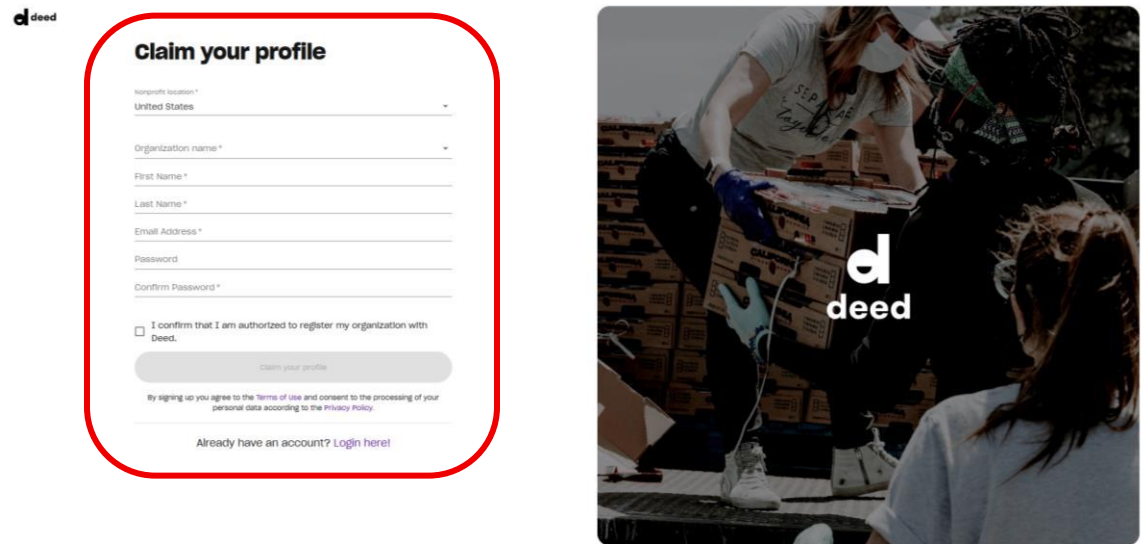


The image shows the PayPal login and sign up interface. At the top is the PayPal logo. Below it are two input fields: "Email or mobile number" and "Password". Below these fields is a red rounded rectangle containing the "Forgot password?" link, a blue "Log In" button, the word "or" with horizontal lines on either side, and a white "Sign Up" button. At the bottom, there is a language selection bar with a US flag icon, a dropdown arrow, and the text "English | Français | Español | 中文".

- I. You may get stuck in a PayPal <->Deed loop after verification, if this happens Call Council and ask for D’Kolle. The system may have blocked your email address for some reason.

**This process, start to finish, can take anywhere from 2-5 business days to complete if there are no other issues. Getting the information needed to D’Kolle at the Scout office ASAP can help delayed set up times.*

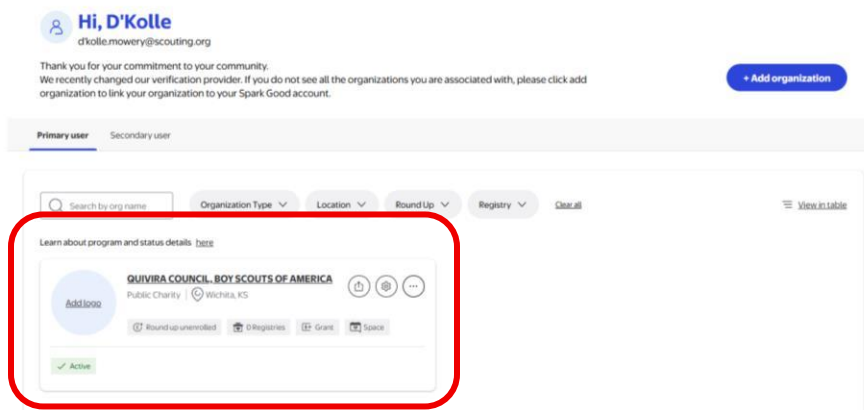
- 8) Once you are verified you can Claim your profile!
- 9) Your Organization name will be “Boy Scouts of America, Quivira Council - [Unit Type][XXXX]”



The image shows a screenshot of the 'deed' website's 'Claim your profile' form, which is highlighted with a red rounded rectangle. The form includes fields for 'Nonprofit location' (set to 'United States'), 'Organization name', 'First Name', 'Last Name', 'Email Address', 'Password', and 'Confirm Password'. Below these fields is a checkbox for 'I confirm that I am authorized to register my organization with Deed.' and a 'Claim your profile' button. A note at the bottom states: 'By signing up you agree to the Terms of Use and consent to the processing of your personal data according to the Privacy Policy.' A link 'Already have an account? Login here!' is also present. To the right of the form is a photograph of two people wearing face masks and gloves, handling cardboard boxes, with the 'deed' logo overlaid on the image.

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

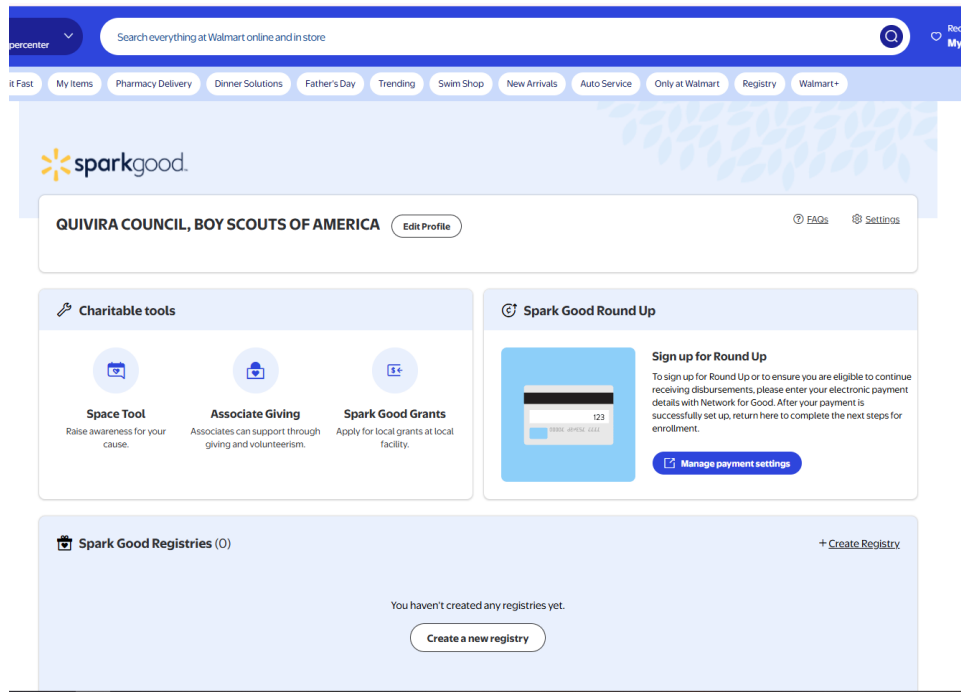
- 10) Once you are verified and have claimed your profile it should show up under your Spark Good account to reserve Walmart spots.



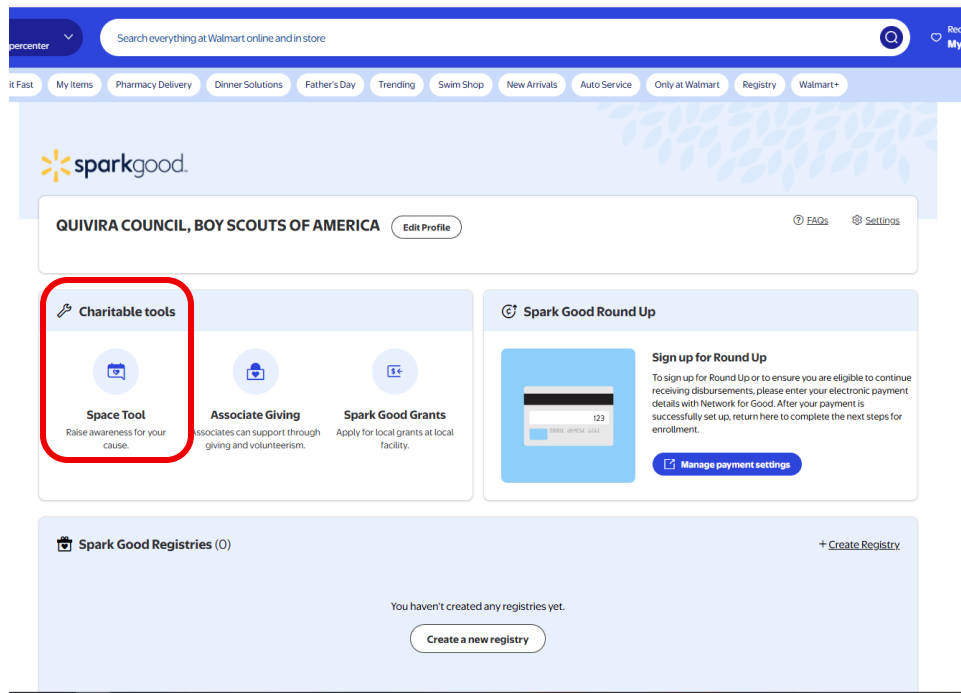
The image shows a screenshot of a user's Spark Good account interface. At the top, it says 'Hi, D’Kolle' with the email 'd'kolle.mowery@scouting.org'. Below this is a message: 'Thank you for your commitment to your community. We recently changed our verification provider. If you do not see all the organizations you are associated with, please click add organization to link your organization to your Spark Good account.' There is an 'Add organization' button. The interface has tabs for 'Primary user' and 'Secondary user'. Below the tabs is a search bar and filters for 'Organization Type', 'Location', 'Round Up', 'Registry', and 'Clear all'. A 'View in table' link is on the right. A red rounded rectangle highlights a specific organization entry: 'QUIVIRA COUNCIL, BOY SCOUTS OF AMERICA', a 'Public Charity' in 'WICHITA, KS'. It includes an 'Add logo' button, a status of 'Round up unenrolled', and icons for '0 Regimes', 'Grant', and 'Space'. At the bottom of the entry is a green 'Active' status indicator.

To reserve your Walmart location

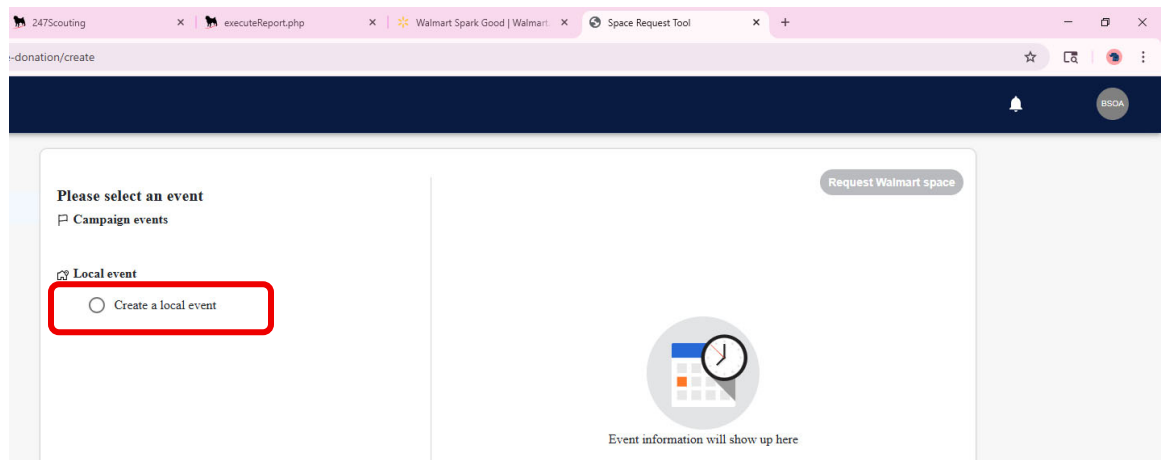
1. Log into Spark Good
2. Access Spark Good
3. Click Other non-profit
4. Click on your organization
5. You should be at this screen



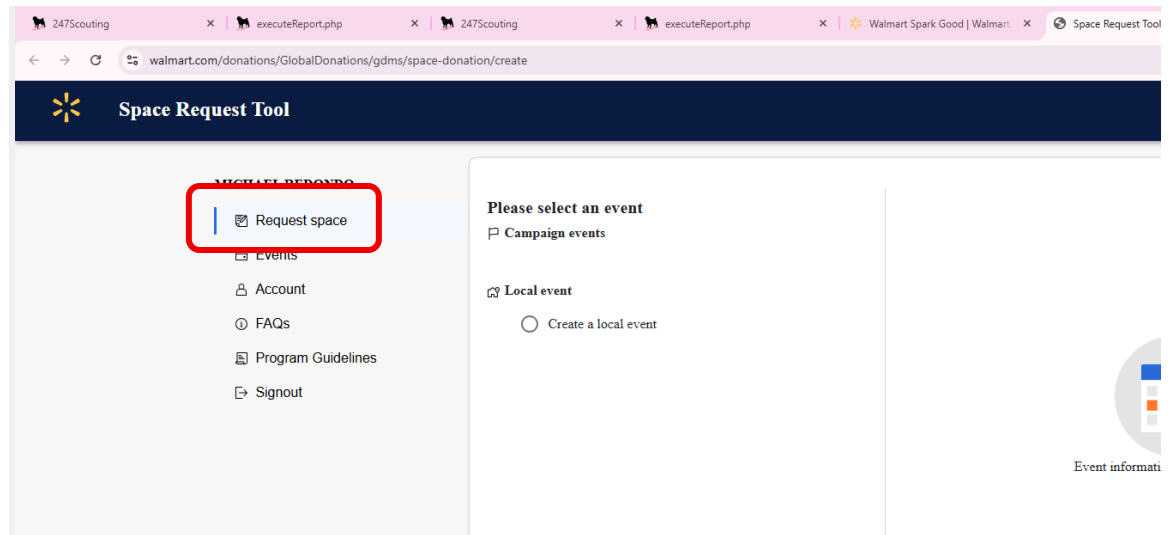
6. Click on “Space Tool”



7. Click ‘Create a Local Event’

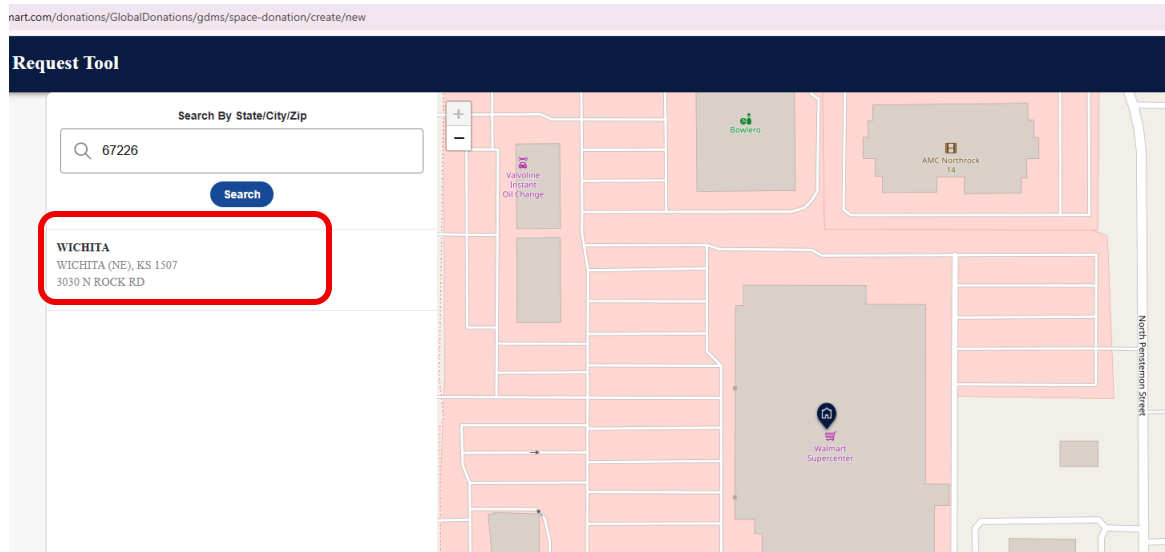


8. If this page does not pop up click 'Request Space' on the left then "Create a local Event"

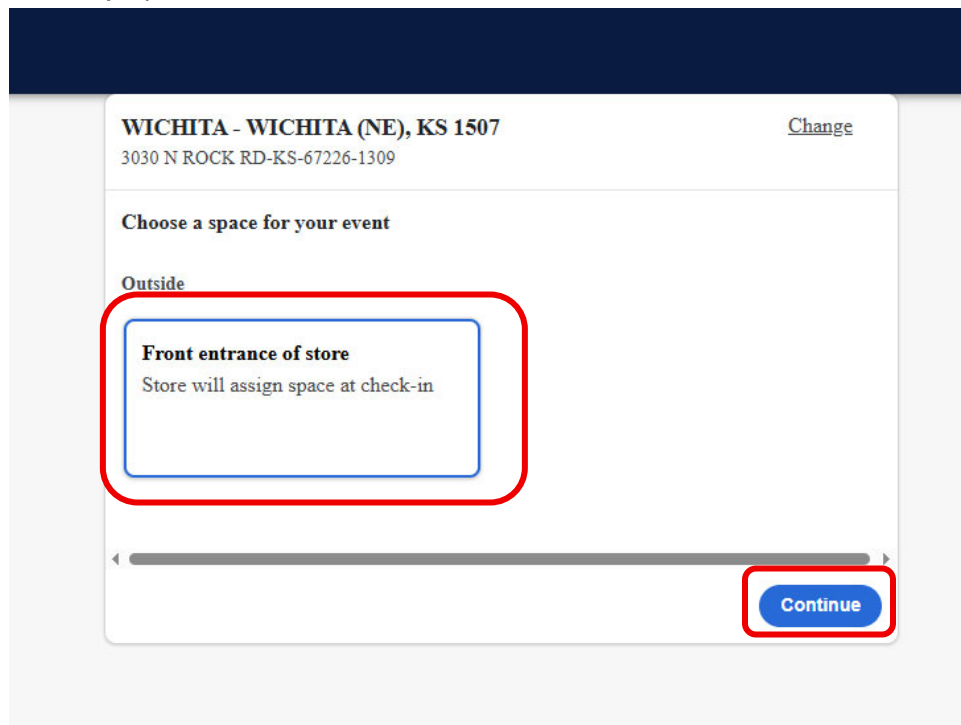


9. Answer all the questions- in the spaces you must type your answer I have provided some examples. They do not need to match verbatim but the message must be clear.
- What is the purpose of the event?
 - Fundraising
 - Which focus area best describes the event?
 - Youth Services
 - Who will be the main contact for the event?
 - This should be yourself or D’Kolle from the Council office, whichever it allows you to choose.
 - How does this event help your local organization meet a need in the community?
 - This response should cover the message and purpose of scouting.
“Fundraising allows Youth to raise funds for the continued enrichment of youth and community.”
 - How will you engage with customers on Walmart property?
 - Respectfully asking customers if they would like to purchase popcorn to support their unit.
 - Will you be selling an item in exchange for a donation? Or will you be giving away items to further engage customers?
 - 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

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S	M	T	W	T	F	S
		1	2	3	4	5
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		

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!