

Pinewood Derby Coordinator

(Timeline: November-January)

Responsibilities:

- Pinewood Derby takes place during January Pack meeting.
- Serve as the lead person to organize a committee to run Pinewood Derby. The following responsibilities should be done by the coordinator:
 - Form committee by late November.
 - Delegate task to each committee member.
 - Attend December Pack committee meeting for planning with the Pack leaders.
 - Give a Pinewood Derby presentation at the December Pack meeting. (Powerpoint file on CD)
 - Check track finish gates to assure the electronics & tracks are working properly.
 - Review Pinewood Derby check list for race supplies. (available on CD)
 - Get Scoutmaster Signature for certificates. Paste image into master certificate.
 - Contact Troop 207 for some Boy Scout Volunteers. (There is a link to Troop 207 from Pack 207 website www.pack207.org or talk to them at Christmas tree recycle, they are usually set up at Cedar Mill School the weekend after Christmas.
 - Day of event lead the setup of the race tracks. Ends of track should be placed near outlets.
 - At the end of event, lead the tear down of the tracks. Check tracks before storage, see if they need repair before next year.
 - Day of race make notes on needs or improvements for next year.
- Task the Committee should carry out:
 - Gym or Cafeteria reserved. Check with Cedar Mill School secretary to assure that Pack 207 has the Gym or Cafeteria reserved. (note: check on basketball start dates for gym conflict)
 - Get the car kits from the scout store. Plan on getting the amount that will cover the scouts plus 5-10 extra for siblings to sell at December pack meeting.
 - Make sure there is ribbon cut up for 1st, 2nd, and 3rd place for both Pinewood Derby tracks.
 - Create and Print Certificates (refer to CD for file).
 - Printout award stickers (refer to CD for file).
- Day of event, Volunteers needed for the following areas:
 - Setup (start 1 hour before meeting)
 - Starter
 - Finish Line
 - Pit Area
 - Weigh-in (start at least 30 min before you want to start racing.)
- Day of event the following items are needed: (see checklist on CD for complete list)
 - Tracks
 - Weigh in table
 - Repair station table
 - 2-3 display tables
 - Chairs

All of the above can be borrowed from the school with the exception of the Pinewood Derby tracks. The tracks should be in storage or with the designated Pack member.