

Sample Agenda – Pinewood Derby

Once Scouts Arrive – Prior to Race

Special note: This is a Cub Scout event, and a Cub Scout needs to check-in the car
(we do not ignore the parent, but the Cub Scout is our customer at this point)

Station #1 – Check-in/Registration

- Writes down the name of the Scout, name of car, and description of car
- Distributes packet of handouts
 - e.g., calendar of upcoming activities, newsletter, coloring pages, etc.
- Once everyone is checked in, give list of “car descriptions” to Awards Team to prepare the certificates for each Scout

Station #2 – Inspection

- Inspects each car and certifies that it meets the rules and is ready to race:
 - Height
 - Width
 - Length
 - Weight
 - Etc., as per rules
- Scouting America does not provide any “official” rules, so it is strongly suggested that you use your district or council rules to prevent any surprises at check-in at that level

Station #3 – Photo

- Direct Scouts to report to the photo area for photos

Station #4 – Starter’s Table

- Test run for any issues
- Cars must be reinspected after any last-minute repairs

Once Car is Successfully Checked In

- Parents and Scouts should complete any forms in the packet as needed
 - Away from the check-in tables – otherwise it really gets congested
- Race Control Coordinator will enter the names into the race control software

Sample Agenda – Pinewood Derby

Event Begins

Welcome and Announcements

- Welcome everyone to the Pack _____ Pinewood Derby!
- Introduce self and Pinewood Derby team
- Thank [whomever is letting you use their venue]
 - [Any special instructions from the venue people]
- Recognition of special guests (if any)
- “Kiddie Korner” and coordinator
- “Derby Diner” and coordinator
- Pack Trading Post and coordinator

Opening Ceremony

- Have a Scout call out:
“Would you all please rise, salute the flag, and join me in the Pledge of Allegiance”
<Lead the Pledge of Allegiance>

The Basics

- Today’s race officials are _____, _____, and _____
- The race officials, collectively, have the right to resolve any disputes
- All disputes, if any, will be resolved today at the Derby
- Each Scout will race his /her car ____ times – once on each lane
- Each heat will be timed, and the times from each heat will be added together
- After ____ heats have been run, have a “10-minute break”
- After all heats have been run, we will do a “Parent’s Race” while the awards are being tabulated

Awards

- There is a trophy for the car that is the “Fastest in the Pack”
- There is a 1st Place trophy for each den
- The 4 cars that are the fastest overall – regardless of how they place within their den – will advance to the district Pinewood Derby
The 5th fastest car overall will be an alternate, in case one of the top 4 cars cannot attend.
- Those five cars will be sequestered after our race and will be brought to the district derby.
- We will also have a special award for the “Best-Behaved Scout” [e.g., flashlight]

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A Reminder

- We want to remind everyone that this is about and for the Scout
- Everyone cheers for every Scout, no matter who wins or loses
- From this point forward, ONLY the Scout and the Race Officials or their designees may touch the car
- When it is time for you to race, your name will be called
- When you hear your name, go immediately to the “Car Table” to get your car. One of the race team staff will assist you.
- You should then wait behind the starting line until the Official Starter tells you what lane to put your car on.
- You must place your car on the track yourself; the Starter will not touch it.
- After placing your car on the starting line, walk to the finish area to watch your heat
- Once your heat is over, you must return your car immediately to the “Car Table” until it is time for you to race again.
- If your car goes off the track or interferes with another car, the heat will be rerun.
- Please stay behind the tape posted around the race track.
- Only the race staff and those who are currently racing will be allowed into the Race Area.
- ARE THERE ANY QUESTIONS?

Driver’s Licenses

- [Introduce each Scout and present him/her with their driver’s license!]

The Race!

Between Heats

- Announcements
- Food
- T-Shirt orders
- Pack Trading Post
- Hand out awards earned since the last pack night (if any)
- Popcorn that needs to be sold
- Pack T-Shirts
- Emphasize important upcoming dates (refer people to the pack calendar)
- Blue and Gold
- Upcoming Campouts
- Camp Cards
- Talk about upcoming events
- After ____ heats have been run, have a “10-minute food break”

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After Scouts' Racing

- Do a “Parent’s Race” while the awards are being tabulated
- Have parents vote on the “Best Behaved Scout”

Awards

- Winner of Parent’s Race _____
- Certificates, Patches, Medals [Call up each Scout and present]
- Best-Behaved Scout _____
- Fastest in the Pack _____
- 1st Place AOL _____
- 1st Place Webelos _____
- 1st Place Bears _____
- 1st Place Wolves _____
- 1st Place Tigers _____
- 1st Place Lions _____

District Pinewood Derby

- Announce the 4 cars (and 1 alternate) that will be going to the district Pinewood Derby, which will take place on _____, in _____
- Fastest Overall _____
- 2nd Fastest Overall _____
- 3rd Fastest Overall _____
- 4th Fastest Overall _____
- ALTERNATE (5th Fastest Overall) _____

Conclusion

- Sequester the cars that will be going to the district Pinewood Derby
- Distribute handout for district Pinewood Derby
- Trophy winners to gather for photo
- We could use some help with takedown and cleanup
- Thank all those who helped with today’s Derby
- Thanks again to [whoever let you use their venue]
- Final round of applause for each Scout who raced today