



Lovettsville Cub Scout Pack 962

OPERATIONS GUIDE

Event Planner: Pinewood Derby Clinic

Description: Adult volunteers conduct a two-hour clinic where Cub Scouts can bring their Pinewood Derby cars for help. Volunteers will be able to assist with cutting the cars out, attaching wheels, tuning weights, and testing the car on the Pack's test track.

Timing: Should be held 2-3 weeks prior to the Pinewood Derby.

Tasks:

Task	Timing	Notes
Arrange for use of LES Cafeteria	4 weeks prior	Usually runs from 6:00 to 8:00 on a Thursday in mid to late January. Leave ½ hour before 6:00 and after 8:00 for setup/clean-up.
Recruit volunteers	2 weeks prior	
Make provisions for tools, supplies	2 weeks prior	

Volunteers: [list and describe volunteers needed for this event]

Volunteers	Number	Duties
Setup	4	Arrange tables, assemble track, set up stations
Instructors	2-4	Work with the boys on assembling their cars
Saw operators	2	Run bandsaws
Cleanup	4	Disassemble track, sweep, return tables to original position

Other Resources:

Resource	Description
Band saws	Need 2 band saws for cutting out Pinewood Derby Cars
Test track	Pack Pinewood Derby track for testing
Example cars	Bring old cars to give the boys ideas. You should probably put them on a stadium and not let the boys handle them.
Extra Pinewood Derby kits	
Coping saws	
Xacto knives (for adults only)	
Sandpaper	
Needle files	
Power Tools	Drill, Dremel, Jigsaw, ...
Clamps	
Digital scale	
Dimension check box	
Extension cords (4-5)	
Shopvac	
Pinewood Derby flyers	
Pinewood Derby rules	Copies of the 2006 rules are included in the Pinewood Derby Planner.
Pinewood Derby Car Design Sheet	There are leftover copies from 2006, bring lots of pencils.



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Budget:

Item	Income	Expense
Cafeteria rental		\$100.00

BUDGET TOTAL: (\$100.00)