

Michael's Woodshop
2025-26 Pack & Den Pinewood Derby Sessions
Rules & Responsibilities
Revised August 2025

Please bring a set of your Pack # patches to post on the wall of Michael's Woodshop!

A Pack or Den Pinewood Derby Session is a great way for Cub Scouts to build their cars. Before scheduling a Session, please review the following rules and responsibilities to confirm that this event will meet your needs.

1. Weekend sessions can be scheduled for Full Pack Sessions (up to 4 hours, 18 to 28 participants) or 1/2 Pack Sessions (up to 2 ½ hours, 10 to 16 participants). Weeknight sessions can be scheduled for Den Sessions (up to 2 ½ hours, 6 to 10 participants). Packs or Dens with fewer than 6 Scouts should plan to participate during an Open Registration Session.
2. Packs and Dens must provide a Shop Assistant to help coordinate activities throughout the session. The Shop Assistant will ACTIVELY assist in the shop for the duration of the session (check-in, shop safety briefings and assisting Scouts throughout the process).
3. Work Flow Rate: Pack Sessions - four Cub Scouts every 30 minutes; Den Sessions – three Cub Scouts every 30 minutes. Target completion time is 45 minutes, which is adequate for most car designs. To avoid overcrowding in the shop, we will have a maximum working time of 1 hour per car. Please encourage your participants to avoid complex car designs to ensure they have sufficient time to complete their work.
4. A Scout is Thrifty – please help us use shop and volunteer time efficiently. **A) Scheduling:** The Pack/Den is responsible for scheduling Cub Scouts into time slots AND is responsible for adhering to the schedule. Packs/Dens are expected to compress their schedule into the fewest number of time slots as reasonably possible. No Cub Scouts should be scheduled during the last half hour of the scheduled session as this time is set aside to allow Cub Scouts to complete their cars and for clean up. **B) Confirming Attendance:** At least 3 weeks in advance of your session, please email a copy of your roster to PinewoodDerby.CWBS@gmail.com. If you are using a scheduling application (e.g., SignUpGenius) you may provide access to the application in lieu of emailing your schedule. See **Scheduling Examples** (below) for application of these concepts. Adhering to the schedule is necessary to maintain shop safety and improves the experience for all participants.
5. PLEASE VERIFY YOUR DISTRICT OR PACK RULES ABOUT RE-DRILLING AXLE HOLES. Our process includes a work station to re-drill axle holes (instead of using the pre-cut slots). Some Districts permit this BUT SOME DISTRICTS DO NOT. We can remove this work station if your District does not allow re-drilling. Due to the number of Districts, Michael's Woodshop is not able to provide guidance on these rules.
6. Adult Car Building: The primary purpose of PWD Days is to provide assistance to Cub Scouts to build their cars. Adults needing assistance are welcome to build a car “alongside” their Cub Scout in the same time slot. Adults need to be aware that volunteer time and tool use will be prioritized for use by the Cub Scouts.
7. Coordinators should share the [PWD Participant Information link](#) with all parents/leaders before the event.

Scheduling Examples

Michael's Woodshop is extremely busy during pinewood derby season and it is very important that we all do our best to get the most out of the available shop time and volunteer time.

We normally schedule Full Pack Sessions on Saturday mornings (8am-noon), Saturday afternoons (1-5pm) and Sunday afternoons (1:30-5:30pm). The examples will use the standard Saturday morning time session time, but the concepts apply equally to all Pack and Den sessions.

Concept 1 – No youth to be scheduled in the final ½ hour of the scheduled session time. The Saturday morning Full Pack Session is scheduled for four hours (8am – noon) and can accommodate 18-28 youth. Youth should be scheduled at a rate of 4 youth per half hour start time. The process takes approximately 45 minutes, so there will be an overlap between the groups. The maximum attendance is achieved if 4 youth are scheduled at each start time 8:00, 8:30, 9:00, 9:30, 10:00, 10:30 and 11:00 (7 start times x 4 youth = 28 youth maximum). No youth should be scheduled to begin at 11:30am. The last ½ hour is to allow time for youth who started at 11am to finish their cars and to allow time for shop clean up.

Concept 2 – Packs/Dens are expected to compress their schedule into the fewest number of start times as is reasonably possible. If a Pack with a Full Pack Session scheduled on a Saturday morning (8am-noon) has only 18 youth attendees (the minimum number), then these youth should be compressed into the 5 earliest time slots (8:00, 8:30, 9:00, 9:30 and 10:00). These slots provide 20 available spaces for the 18 youth. Compressing the times opens up space for use by other youth and/or minimizes the volunteer hours required to support the session.

Concept 3 – Packs/Dens are expected to provide their final roster 3 weeks prior to their session date. This requires Packs/Dens to be organized which will help us efficiently use available shop time. The 3-week advance notice period provides us with the opportunity to adjust our volunteer schedule and/or to make use of available shop time for other youth participants.