

Pushmobile

Pack Preparation

- ❖ Develop Event Committee
 - Chair (report to Pack Committee Chair or Cubmaster)
 - Event Committee (report to Event Committee Chair)
 - Car Mechanic
 - Team management
 - Set-up
 - Tear-down
- ❖ Dates and/or deadlines
 - Registration with the district
 - Sign-up within the Pack
 - Practice schedule
 - Car inspection with the district
 - Distribute the fliers to the Pack
- ❖ Budget
 - Car repairs
 - Equipment updates

Pushmobile Chair

Report to: Pack Committee Chair or Cubmaster

Objectives: Coordinate sign-up, registration, car inspections, team assignments, practices and race day performance of the Pack.

Duties:

2 Months Before

- ❖ Research on the Polaris District Website, www.polarisbsa.org
 - Rules & Regulations
 - Registration Deadlines
 - Midway sign-up
- ❖ Meet with Event Committee to assign duties
- ❖ Promote within the pack
- ❖ Create a Flier for sign-up within the pack
 - Date, time and location
 - Items to bring:
 - Wear Pack 469 t-shirt, pants (preferred for safety), closed toe shoes and hats (optional)
 - Lawn chairs
 - Money for food
 - Drinks (optional)
 - Scouts name
 - Fee
 - Den
 - Rank
 - 1st time to participate in the race

1 Month Before

- ❖ Obtain a Pack Roster Worksheet for sign-up
- ❖ Collect sign-up forms and fees (must pay in advance)
- ❖ Develop teams & assign the cars
 - Teams
 - Rank Races
 - Group of a Maximum of 8 boys per team (a boy can move up a rank to create a full team, but not move back a rank)
 - Pack Races
 - Choose 2 boys from each rank (2-Tigers, 2-Wolfs, 2-Bears, 2-Webelos; same applies as above, a boy can move up a rank to form teams)
 - Adult Races
 - Choose up to 8 adults willing to race (if the race is ran it will compete at the end of the day)
- ❖ Register Rank & Pack Race Teams with Polaris District (form on the website)
 - Acquire a check from the Pack Treasurer
 - Return receipt to Pack Treasurer
- ❖ Schedule practice dates & times (at least 2)
 - Follow up with Car Mechanic for status

Pushmobile Chair (continued)

2 Weeks Before

- ❖ Forward to the participants:
 - District's race schedule
 - Pack's assignment for midway activity to the participants
 - Parents supply their own lawn chair
 - Dress appropriately for the weather
- ❖ Follow up with Set-up and Tear Down on status

1 Week Before

- ❖ Send out reminder
 - Date, race schedule, location
 - What to wear and bring
- ❖ Follow-up with Event Committee

Day of the Event

- ❖ **Before**
 - Confirm the success of check-in
 - Bring:
 - Team Rosters with phone numbers
- ❖ **During**
 - Coordinate teams
 - Keep track of winners
- ❖ **After**
 - Supervise clean-up
 - Collect Participant Patches and Pack Ribbon

After the Event

- ❖ Return supplies and equipment to the Pack storage container
- ❖ If Applicable, Reimbursement for purchases
 - Submit an Expense Voucher with original receipts attached to the Pack Committee Chair for approval
 - Make a copy for personal records
 - Forward to the Pack Treasurer for payment (within a month of purchase and payment should be returned within 2 weeks)
- ❖ Submit Evaluation to the Pack Committee Chair or Cubmaster with the binder and bin (if applicable)

Car Mechanic

Report to: Event Committee Chair

Duties:

2 Months Before

- ❖ Read Rules & Regulations (posted on Polaris District Web site www.polarisbas.org)
- ❖ Locate existing cars, inspect and perform proper maintenance

1 Month Before

- ❖ Confirm
 - Cars are available for the practices
 - Assignments per Team

Day of the Race

- ❖ Provide (2 people) transport cars & register all

After the Event

- ❖ If Applicable, Reimbursement for purchases
 - Submit an Expense Voucher with original receipts attached to the Pack Committee Chair for approval
 - Make a copy for personal records
 - Forward to the Pack Treasurer for payment (within a month of purchase and payment should be returned within 2 weeks)

Set-up Coordinator

Report to: Event Committee Chair

Duties:

1 Month Before

- ❖ Confirm the Midway Activity
- ❖ Confirm location of supplies to bring
 - Pack flag & stand
 - Pack Banner
 - Canopy (if needed)
 - Midway Activity

Day of the Event

- ❖ Transport to the races
 - Midway Activity Supplies
 - Pack Flag & stand, Banner
 - Canopy (if needed)
- ❖ Supervise Set-up
 - Pack's area
 - Midway location

Tear Down Coordinator

Report to: Event Committee Chair

Duties:

Day of the Event

- ❖ Supervise Teardown of pack area
- ❖ Transport from the races
 - Midway Activity Supplies
 - Pack Flag & stand, Banner
 - Canopy (if needed)
- ❖ Patrol area for trash

After the Event

- ❖ Return equipment and supplies to Pack storage container