



## Local Race Director's Paperwork Check List

As the Local Race Director, you are responsible for submitting all race paperwork with the specified deadlines. All Paperwork is due to the International Soap Box Derby Headquarters *within two (2) days after your Local Race date*. Please utilize the following checklist to ensure all the forms are properly submitted. If you have any questions, please contact 330-733-8723 or [raceprograms@soapboxderby.org](mailto:raceprograms@soapboxderby.org).

### Paperwork Submitted via Online Form

- Notification and Certification of Local Champions form
- Local Race Director Post Race Report

### Paperwork to Submit via Email

- Copy of Local Race Registration form for each participant in your Local Race
- Copy of Heat Sheets
- Copy of Birth Certificates of Stock, Super Stock and/or Masters Champs
- Group Photo of all local race participants with their cars
  - Maybe in multiple photographs when there is a larger group of participants
  - If emailing, please use JPEG format
- Individual car photographs of the 1<sup>st</sup> place winners for each division
  - Must include top, side, front and rear angles (4 total photos for each car)
- Local Participant List
  - Please email the formatted excel spreadsheet that includes all of your local race participants
- Volunteer Waivers

Email Address:

[raceprograms@soapboxderby.org](mailto:raceprograms@soapboxderby.org)