



## DEVELOPMENT DIRECTOR GUIDELINES

The NoCo Mini Maker Faire celebrates creativity and innovation by bringing together the community of “doers” and “makers.” The Leadership, Entrepreneurship, Arts Advocacy and the Public Program at Colorado State University joined up with the maker faire to put on a Nerdy Derby. The Nerdy Derby is like a pinewood derby, but with a lot less rules, and a lot more creativity. This event allowed arts advocacy students to engage with their community and show the importance of marrying engineering and creativity together. For this event students in an upper division community outreach course were divided into Materials (Development), Construction, Social Media, Visual Communication and Evaluation. These team leaders then led groups of students from two lower division courses to accomplish needed tasks for the event.

The following document is meant to support future team leaders of the Material Development team at future Nerdy Derby/NoCo Mini Maker Faire events. The team gathered materials for wheels, axels, car bodies and decoration for over 300 participants. Team members reached out, mainly by face to face interactions to over 50 businesses in a short three week time span. They then secured donations from 15 local organizations and Colorado State University departments.

Future teams should focus on securing more car kits instead of random wheel and axel parts. This will ensure cars race on the track properly and allow for for better flow and material distribution in the construction process. Additionally, the projected raise in attendee numbers suggest even more donations will be needed in future years.

Below you will find sample email and donation letter templates.

There are also links to a task timeline, donor/local business information and a video of the event.

## SAMPLE REQUEST EMAIL

[Name, title, company]

I am one of Colorado State's Arts Administration and Outreach students helping to put on a Nerdy Derby at this year's NoCo Mini Maker Faire. The Nerdy Derby is a miniature car race, like a pinewood derby, but with a lot less rules to allow for a lot more creativity. The derby will be held at the NoCo Mini Maker Faire, which celebrates creation, learning, invention, crafting, recycling, building thinking, play and innovation. As creative thinkers and advocates for art we are excited to give young attendees hands on experience that marries together science and the arts with the Nerdy Derby.

This is where we need your help! We are asking local businesses and organizations in Northern Colorado for donated and recycled materials to make the cars out of. These materials can be anything and everything to allow the kids to be truly creative and innovative. Would you have anything you would be interested in donating? All donations are tax deductible.

### **Needed Materials:**

- Wheels and Axels for the cars: washers, bottle caps, CDs, ping pong balls, dowels, nails, bolts, binder clips, derby car kits, ect.
- Car bodies: lightweight wood, cardboard, bottles, tin cans, blocks, legos, ect.
- Car decorations (here is where the fun, creativity and artistry really comes in): craft supplies, scrap metal, old paint, markers, pens, scissors, brushes, ect.

Our event takes place on Oct. 4th and 5th and we will need all materials by Sept 29th. As a thank you for your time and donation we can feature your organization on our social media and show your logo on the sponsor wall at the event.

Attached is a donation letter and supplies list for a bit more information.

Also, this short video can help give you a visual idea: <http://vimeo.com/72394254>

Looking forward to hearing from you,

Tori Green  
LEAP Nerdy Derby Development Director  
303-594-4767



## SAMPLE DONATION REQUEST LETTER



**Help us Celebrate Invention, Creativity, and Resourcefulness!**

We are working with Colorado State University and the NoCo Mini MakerFaire to create a Nerdy Derby, which is a lot like a Pinewood Derby, with a lot less rules.

We are in search for materials to make the cars. Building these cars allows the Nerdy Derby to act as the meeting ground for science and creativity represented by a MakerFaire. These cars can be made out of anything, and yes, we mean just about anything. The point is for kids (and kids-at-heart) to come up with their own creative designs.

Before the creativity can begin, we need to ensure these cars run down the racetracks. Therefore, we are also in search of materials to make the axels and wheels, such as: 2" Binder Posts and 1/2" - 1" Washers. These too can be made of anything, but require more functionality than the body of the cars.

Please contact us by September 18<sup>th</sup> if you are able to make a donation and support our mission. In return for your donation, we can show you as a sponsor for our Nerdy Derby event and present you on our social media. All materials are needed by Sept. 29<sup>th</sup>.

Also, if you would like you could hang up posters and leave our postcards out for your patrons. Any help is greatly appreciated!

Thank You,  
Material Acquisition Team

A handwritten signature in black ink, appearing to read "Tori Green".

Tori Green  
303-594-4767  
[tagreen22@gmail.com](mailto:tagreen22@gmail.com)

A handwritten signature in black ink, appearing to read "Kayla Banks".

Kayla Banks  
303-565-0393  
[banks@rams.colostate.edu](mailto:banks@rams.colostate.edu)

### NoCo Mini MakerFaire Mission:

To inspire, inform, and connect Colorado Makers by producing events that create opportunities for resource sharing and collaboration among the diverse innovation community of tinkerers, tech enthusiasts, artists, innovation businesses, educators, hobbyist students, and entrepreneurs.

## Possible Donation Ideas

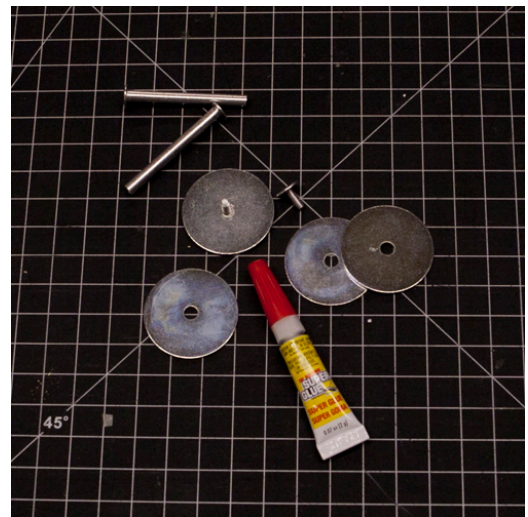
### Wheels

Washers 1", 1 ½ "  
Aluminum Discs  
CDs  
Mini ball bearings  
Skateboard or RC car bearings  
Rubber or Ping-Pong Balls  
Toy or Lego Wheels



### Axels

Binding Posts 2"  
1x2" pine  
Balsa wood  
Cardboard tubes  
Nuts and Bolts  
Tin Cans



### Supplies

Glue  
Scissors  
Rulers  
Pens/pencils  
Tape - (all kinds) scotch, duct tape, ect.  
Nails

### Misc.

Craft Supplies  
Binder Clips  
Bristol Paper  
Grommets  
Scrap Metal  
Hardware Store Materials  
Pinewood Derby Kits

### Tools

Hammers



## TASK TIMELINE

<https://docs.google.com/spreadsheets/d/1ojoPjPW-gk5wRd-04YgoL9Sb5XmKXLRSaM90dgGeoXU/edit?usp=sharing>

## LIST OF DONORS

<https://docs.google.com/spreadsheets/d/1YG81E2zJz3vAllcLyWp6CCjfGlKlmra3aY37KWHRx58/edit?usp=sharing>

## EVENT VIDEO

<https://www.youtube.com/watch?v=HcEwriVXJhs>