

2007-08

Coordinator Guide



This document will acquaint you with the Destination Imagination Program and provide you with the information you need to coordinate one or more teams in your school or organization. This is not a guide for Team Managers, but rather an organizational tool that will help you administer the program as the Coordinator for a school or organization. You will find more detailed information about the program on the official website for the Destination ImagiNation program, www.IDODI.org. Program rules are available in the 2007-08 *Rules of the Road*.

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About Destination ImagiNation, Inc.

Destination ImagiNation, Inc. is located in Glassboro, New Jersey. Destination ImagiNation, Inc. is the international headquarters and corporate umbrella for Destination ImagiNation and for a community of programs such as Rising Stars!, Tech Effects®, DI eXtreme®, Imagination-4-Life™, projectOUTREACH®, D!cor®, D!namic ClassroomsSM. The headquarters office is also responsible for receiving annual program registrations, coordinating the annual Global Finals Tournament, publishing Clarifications and resources, including videotapes, books and kits. Destination ImagiNation, Inc. provides support to all Affiliates, including providing trainer workshops for Affiliate Training Directors and others.

The Destination ImagiNation® Program

- Destination ImagiNation is a creative problem solving program for participants from elementary through college levels. A Guide to the program can be found on the Web site and in the *Rules of the Road*.
- The Destination ImagiNation Program develops *Team Challenges* and *Instant Challenges* each year. Five competitive *Team Challenges* are open to participants from elementary through college levels. One non-competitive *Rising Stars! Team Challenge* (for 7-9 year olds) is also developed each year.
- Destination ImagiNation incorporates a specific creative problem solving process and tools into its training and the Challenges.

Affiliate Organizations

Every state, province, or country affiliated with Destination ImagiNation is known as an **Affiliate Organization**. The director is known as an Affiliate Director (AD). Affiliate Organizations have by-laws, copies of which are kept on file in the Destination ImagiNation, Inc. office. You will find a list of the Affiliate Organizations and their Affiliate Directors and Web sites at the Destination ImagiNation, Inc. Web site (see bottom of page). Each Affiliate sponsors an Affiliate Finals Tournament (e.g. British Columbia Finals, Colorado State Finals, United Kingdom Finals, etc.). See "About the Tournament" for more information.

Regional Directors

Very often, the Affiliate organizations are large enough to need Regional Tournaments prior to their Affiliate Tournaments. The number of Regions within each Affiliate varies widely from 0 (Affiliate Finals only) to 20. Each Region has a Regional Director (RD) or Co-Directors. The Regional Director depends upon the participation and involvement of the memberships within the Regional boundaries. Coordinators are key in communicating the needs Regional Tournaments have for volunteers in order for the Tournament to run smoothly for the teams. **The Coordinator is the key connection for the Team Managers and teams to the Destination ImagiNation Program at large.** The Coordinator serves as a link between Team Managers, parents and team members. See "About the Tournament" for more information.

What is Destination ImagiNation?

Destination ImagiNation is the largest worldwide creative problem solving program for teams in preschool through college. In most Affiliates, there are Regional and Affiliate Finals Tournaments that are held between February and April of each year. The Destination ImagiNation year culminates with the Global Finals Tournament, which takes place in May of each year. However, teams do not have to take their solutions to a competition, if they wish.

The mission of Destination ImagiNation is to foster the development of creative thinking and problem solving skills. The emphasis is on the “process,” the learning that takes place all year as the teams prepare their Challenge solutions. Great minds don’t necessarily think alike, and they often march to different drummers; there are no set “right” answers. Those involved with Destination ImagiNation discover that creative solutions come from teamwork, cooperation, and risk-taking.

Who Participates in Destination ImagiNation?

Teams of no more than seven members from kindergarten through college-age participate in Destination ImagiNation. All receive the same Challenge packet, which has five competitive *Team Challenges* and one non-competitive *Rising Stars! Team Challenge*. Teams in the “competitive” Levels – Elementary, Middle, Secondary, and University – choose any of the five competitive *Team Challenges*. Each team’s solution will vary greatly – not simply because of age grouping but mostly due to the innovation and imagination of the creators.

Many school-based Destination ImagiNation programs invite only their students labeled as “Gifted and Talented” to participate. **This program is not defined as a Gifted and Talented program and does not have to be school-based.** Destination ImagiNation is open to **any and all participants** who want to take part. This includes team members of every cognitive ability.

Each team has a Team Manager of Record, 18 years of age or older, who may be a parent, teacher, or other interested adult. Memberships are issued to individual teams, individual schools, homeschoolers and community-based programs. Additionally, the organization provides curriculum and other support materials for those who want to integrate Destination ImagiNation’s creative problem-solving techniques into daily activities.

As Coordinator it is very important that you understand how important you are as a vital link in the Program for Team Managers and their teams and parents, connecting them to the Challenges, Guides, Tournament information, newsletters, and so on. If you are coordinating many other programs besides this one, it might help you and the Team Manager(s) if you designate someone else as your Membership Contact Person. See “Membership Contact Person” section in this Guide.

Destination ImagiNation can be used in the classroom or community organization, as an after school activity, or at home.





We are here to help!
Email us anytime:
AskDI@dihq.org

The Destination ImagiNation Coordinator

The Destination ImagiNation Coordinator wears many hats. This Guide was written to help make your Destination ImagiNation hat easier to wear.

Where Do I Begin?

1. **Learn** about Destination ImagiNation as an international AND a local program. Start by downloading the *Destination ImagiNation Program Guide* from the DI™ Web site at www.idodi.org.
2. **Identify the Membership Contact Person for your group:** If you decide to participate, identify the person who will be the Destination ImagiNation membership Contact Person and re-read this Guide and the *Rules of the Road*. (See “The Membership Contact Person” below.)
3. **Purchase a membership at www.ShopDI.org:** There are two types of memberships: 1-Team Pak and 5-Team Pak memberships. The 1-Team Pak membership entitles one team to all program materials. The 5-Team Pak entitles the membership to have up to five teams. For more specific information about the types of memberships, visit www.ShopDI.org.
4. **Receive and/or Download Materials:** Once your payment has been received and processed, a CD of program materials and a book of printed materials will be mailed to you.
5. **Register with your Affiliate:** When you purchase your International membership, your Affiliate will be notified of your purchase. Your Affiliate Director will contact you about how to register within your Affiliate and your Region. You will also be sent information about trainings and other Affiliate-sponsored activities.
6. **Print and read the *Team Manager Guide*.** This Guide will tell you all about the responsibilities of the Team Manager, something you will need to know when you begin the process of putting teams together.
7. **Meet with interested prospective team members** and parents. Included in this guide is a sample agenda for a Destination ImagiNation Informational Meeting.
8. **Make copies of the *Team Challenges, the Rules of the Road, the Team Manager Guide, IC Set and Charting Your Course*** for all Team Managers within your membership(s).
9. **Register all of your teams** for Regional and/or Affiliate Tournaments. Some Regions and Affiliates ask that you register online, others send registration forms. Contact your Regional and/or Affiliate Director for the registration requirements for your Tournament.



It is very important that each team get a full set of the DI Program Materials.

As Coordinator, there may be up to three types of Registrations that you will oversee:

- Destination ImagiNation Membership: See the Destination ImagiNation, Inc. Web site at www.idodi.org for this information.
- Affiliate Registration and Fee (if required): There may be a separate Affiliate membership fee for any team(s) registered under your membership, generally payable to your Affiliate organization, i.e. Maryland Creative Problem Solvers, Michigan Creativity Association, Texas Creative Problem Solving Organization, etc. Some Affiliate registration fees are collected with your Destination ImagiNation International membership fees and sent to your Affiliate for you by DI. See your Affiliate Web site for information.
- Tournament Registration and Fee (if required): There is usually a Tournament Registration Form to be filled out for each individual team participating at the Tournament, generally payable to your Affiliate or Regional Tournament organization.

Communication

The most important job of a Destination ImagiNation Coordinator is communication. **You have the responsibility for gathering and disseminating information from Destination ImagiNation, Inc., Affiliate and Regional Directors, and sponsoring schools or organizations to Team Managers, parents, administrators, group leaders, volunteers, and teams.** Coordinators may be responsible for organizing meeting schedules, handling the budget, ordering team T-shirts, arranging transportation to and from Regional and/or Affiliate Tournaments, and sometimes Global Finals.

The Membership Contact Person

The membership Contact Person (who is usually also the Coordinator) is the **ONLY** name Destination ImagiNation, Inc. and your Affiliate Director (AD) receive with the purchase of a membership. A Contact Person **MUST** be listed on the registration form. All communications from Destination Imagination, Inc. and your Affiliate are sent to the attention of the listed Contact Person. **Selection of a Contact Person is critical to maintaining communication with all Team Managers and teams covered by the membership!** The Contact Person may be you as the Coordinator, a Team Manager, a team parent, or school or group administrator. S/He must be known to all Team Managers who are participating under the membership. The Contact Person will then be responsible to communicate all information to the Team Managers.

If you are Coordinator for a 5-Team Pak membership, you need to make sure that all Team Managers who are part of that membership receive their unique individual team membership number. If you are listed as the Contact Person, you may be the only one who has received that information, so make sure you get the number to all of the Team Managers who are part of that 5-Team Pak Team membership.

Be sure to check www.idodi.org web site for news and important updates.



Duties vary, depending on the structure of the sponsoring school, group or organization.



What Information Will the Contact Person Receive?

Destination ImagiNation Program materials on a CD ROM and a book of printed materials which includes:

- Five competitive *Team Challenges*, plus a Rising Stars!® *Team Challenge*
- *Rules of the Road* (Guide to the program and rules)
- *Team Manager Guide*
- *Charting Your Course*
- *Parent Guide*
- *Coordinator Guide*
- A set of practice *Instant Challenges*
- *Connecting the Standards*

Team Managers and teams will not receive Program materials if the Contact Person fails to distribute them. Affiliate and Regional Directors receive numerous telephone calls each year from Team Managers who have never seen full copies of the *Team Challenges*, *Rules of the Road* (the Destination ImagiNation Program rulebook), the *Team Manager Guide*, and other support materials provided by Destination ImagiNation. Team Managers and parents seeking information are directed to their Contact Person, who is often unaware of the importance of communicating this critical information. **If your role as Coordinator includes being the Contact Person, it is very important to disperse ALL Program materials and information!**

Newsletters

In some Affiliate organizations, the Contact Person will receive a quarterly or monthly newsletter with a paid Affiliate fee. Not all Affiliate organizations have newsletters, but most do. The frequency of publication varies. **It is the Contact Person's job** to be sure that every Team Manager receives these newsletters. Photocopies can usually be made. Team members should also have the opportunity to read the newsletters.

Forming Teams

A team consists of at least two and no more than seven members. Only those seven may work on the solution to the *Team Challenge*, may perform the solution and may participate in the *Instant Challenge* part of a Tournament.

When forming teams, keep in mind that all teams will need individuals who have talents and abilities in very diverse areas such as building, welding, soldering, sewing, designing sets, designing costumes, and writing scripts, composing and performing music, just to name a few. Teams will also need individuals who have the ability to generate ideas and those who are able to categorize, sift and choose criteria to make the solution work. They need people who can generate many ideas and options for their solution. They also need people who can focus on the many ideas generated and choose those that are considered the best, most unique and useful for their solution.

Teams should have members who are willing to commit their time and energy to the development of the solution and to each other through thick and thin. There are definitely times when things can get thick! If teams do not have the skills they need, those skills may be taught. Resources (human, books, journals, videos, etc.) may be used to help teach the skills to team members. However, the team may not be taught skills specifically tailored for application to their *Team Challenge* solution.

Team members do not have to be the same age. However, the Level in which the team will compete is determined by the age of the oldest child OR the highest grade Level. (See the *Rules of the Road* for more information.) The Presentation is based on creativity and the ability to apply knowledge, not on the age of the participants. Many teams of mixed ages have had incredible success at competition.

By using a team member profile or survey, Coordinators and Team Managers may better organize teams. A sample of items for a team member survey is below.

- | | |
|-------------------------------|--------------------------------------|
| Team Member Name: | Conflicting Dates: |
| Works Best When: | Team Member Address: |
| Other Activities Involved in: | Difficulty Working When: |
| Team Member Phone: | Special Talents/Strengths/Interests: |
| Favorite Foods: | Parent/Guardian Names: |
| Personal Limitations: | Other Likes and Interests: |
| Allergies: | Works Best With: |
| Other Dislikes: | Special Needs: |
| Difficulty Working With: | Conflicting Times: |

Team members must learn the skills apart from their solution, and then apply their new skills when they work towards the development of their solution.



Another great resource for discovering the "Specialties" of team members is the "*Side Trip Specialties Inventory*." This fun 25-question inventory can be found on the Resource Section of www.idodi.org.



Finding and Supporting Team Managers

One of the most difficult tasks of a Destination ImagiNation Coordinator is finding enough Team Managers. Team Managers must be 18 years of age or older. Assistant Team Managers may be younger than 18, but they may not accompany the team into *Instant Challenge* or the *StuDlo* (in the *Chorific! Team Challenge*). Below is a list of people who might be willing to manage a team:

- Parents
- Teachers
- Administrators
- College students
- Team member's older brother or sister
- Community members
- School paraprofessionals

Some Coordinators find Team Managers through an Informational Meeting held for parents, potential participants, administrators, teachers, and other interested people. Some have said they find Team Managers by asking parents if they would "work together with the team." It is important to give these people a list of what they can do to help the team.



By working together, Team Managers feel supported and will be more willing to help next year.

SAMPLE AGENDA: Destination ImagiNation Informational Meeting

- 6:30 p.m. **Welcome/Introductions**
- 6:45 p.m. **Introduction to Destination ImagiNation**
(Distribute informational brochures, talk about your school's history with creative problem solving school programs.) Or, if this is the first adventure. . .
- 7:00 p.m. **Show a video, DVD, or PowerPoint awareness presentation**
Introductory videos and a DVD of actual Challenge Presentations are available for purchase through Destination ImagiNation, Inc. Visit the Web site OR have past participants, Team Managers, parents, etc. give an overview of Destination ImagiNation. Include: Competition Levels, maximum number of members per team, time commitment, Interference, Team Managers' training, etc.
- 7:30 p.m. **Discuss benefits, timeline, Tournaments, cost, volunteer needs, etc.**
- 8:15 p.m. **Questions and Answers; Closing**



www.idodi.org has an abundance of resources to help you promote the DI program.

Team Manager Training Workshops

A person who becomes a Team Manager without attending any kind of training session is at a great disadvantage. Affiliate or Regionally-sponsored Team Manager Training Workshops are offered in all Affiliates. In fact, many Affiliates **require** all Team Managers to attend a sanctioned Training Workshop. Considering the amount of contact time the Team Manager will have with team members (generally once or twice a week for several months), training is time well spent. Check with your Affiliate and/or Regional Director for information regarding Training Workshops. The importance of these training sessions cannot be emphasized enough.

Read what past Team Managers have said about attending Team Manager training....

- "Without the training, I think I would have been lost."
- "Although it's hard to be comfortable as a first year Team Manager, the training gave me a good starting point."
- "I loved the hands-on approach."
- "The Team Manager Guide I received is full of information — a good reference point."
- "The discussion of all the forms was helpful."

Supporting Team Managers

A Coordinator's responsibility includes providing a wide variety of support:

- Help organize informational meetings for Team Managers, parents, and team members.
- Copy all newsletters received from both Destination ImagiNation, Inc. and the Affiliate and/or Region and distribute to all Team Managers. Coordinators should advise Team Managers to pass the information along to parents as well as team members.
- Provide clear information about what is available in any budget for your Destination ImagiNation teams.
- Meet with the Team Managers and teams to find out what they need. Make sure you and the Team Managers are clear on the role you each hold.
- Help Team Managers by providing them with the Destination ImagiNation Challenge packet with the *Team Challenges*, the *Rules of the Road*, the *Team Manager Guide*, *Parent Guide*, the set of *Instant Challenges* and *Charting Your Course*.
- Become involved in Regional meetings.
- Invite parents and community members to watch previews of the teams' Presentations.

It is critical that new and veteran Team manager's attend training each year.



Consider monthly meetings to allow Team Managers to generate ideas to help and support each other.



About the Tournament

The Regional Tournament: Most Affiliates that are states or provinces are divided into Regions headed by a Regional Director. Generally, every Region within a given Affiliate holds a Regional Tournament. Often the Regional Director is also the Tournament Director and runs that Regional Tournament with a Tournament Team of volunteers from all over the Region. How the Region and Affiliate is organized is unique to every Affiliate. Your Affiliate Director can tell you to which Region you have been assigned.

In preparation for the Regional Tournament, Regional Directors will often provide meetings to acquaint Coordinators and Team Managers with the Tournament site(s) and with the Regional organization. Don't delay in contacting your Regional Director to begin building a cooperative relationship! Just as teams for Destination ImagiNation operate using consensus-building, teamwork and cooperation, ADs, RDs, Coordinators and Team Managers also must work in the same way.

The Affiliate Tournament: Whether or not an Affiliate is divided into Regions, every Affiliate holds an Affiliate Finals Tournament. In Affiliates which hold Regional Tournaments, the Affiliate Finals Tournaments take place after all Regional Tournaments are completed. In Affiliates where there are no Regional Tournaments, the Affiliate Finals Tournament is generally the only Tournament held in that Affiliate. Affiliate Finals Tournaments are run by a "Tournament Team" that may include the Affiliate Director, members of the governing Board of that Affiliate, Regional Directors, Affiliate Challenge Masters, and others.

In order to staff these Tournaments appropriately, Affiliate Directors (ADs), Regional Directors (RDs), and/or Tournament Directors may ask that each team send at least one person to be trained as an Appraiser (see below) and/or to volunteer as a worker during the Tournament. Some of the volunteer positions include Registration, Information, Sales, Doorkeeper, Score Room someone to monitor the *Instant Challenge* areas, someone to organize the Awards Ceremony, etc.

At any Tournament, a large number of people are needed to be *Team Challenge* and *Instant Challenge* **Appraisers**, people who will evaluate the *Team* or *Instant Challenge* solutions. Each *Team Challenge* has at least 7 Appraisers. Each *Instant Challenge* room requires two to four Appraisers, and there are generally several *Instant Challenge* rooms at a Tournament. So in order to have a well-staffed Tournament, a lot of volunteer effort is required. You can see how important it is to be ready to be involved and help the Team Managers and especially parents to understand the Level of cooperation and help that is needed!

Budget

Usually, a school's or group's Destination ImagiNation budget responsibilities are the Coordinator's responsibility. However, budget responsibilities vary by organization. Talk with your administrator or organizational leaders to find out how your Destination ImagiNation budget is administered.



Be sure to offer support to the volunteers running local Tournaments.

After the Tournament...

Year-End Closure

It is very important to bring closure to a Destination ImagiNation program year once Tournaments and meetings have finished. The end of a Destination ImagiNation year can feel very sudden to the teams and Team Managers. They have spent an entire year working closely together, and suddenly it's all finished. Year-end closure activities cannot be underestimated! Here are some ideas for bringing closure to your season:

- **Have a pizza or ice cream party.** Get together with team members, Team Managers, parents, administrators, teachers, friends and schoolmates to talk about the past year, previous years, and plan for next year.
- **Create a personalized award ceremony.** Purchase or get your team(s) to make their own awards and trophies. Give awards for most energetic, most cooperative, most humorous, etc.
- **Start a journal at the very beginning of the season.** Include the calendar notes from the year's activities. Ask each team member, Team Manager, parent and volunteer to write several personal observances and experiences about the past Destination ImagiNation season. Add photographs and other memorabilia. Add to the journal each year. Use this journal to introduce new participants and parents to Destination ImagiNation each year.
- **Make a list of the names of each team member on a single sheet of paper and leave space for a sentence to be written.** Give a copy of this sheet and an envelope to seal it in to every member of the team. Each team member is to write a sentence about what he/she liked about the other team members. Then compile the results and give each person their personal sheet of comments. (The Team Manager may add his/her comments also).
- **Using a Creative Problem Solving (CPS) Tool for Closure:**
ALoU stands for Advantages, Limitations (and how to Overcome them), and Unique potentials.
 1. Have the team members list all of the **Advantages** there have been (or are) for being part of the Destination ImagiNation program and/or part of a team.
 2. Then list some of the **Limitations**, but list them in the form of "how to..." such as, "how to find more people to help," or "how to heal hurt feelings," etc. "How to" as a stem helps the team to see the limitations as challenges or opportunities rather than problems.
 3. **Unique Potentials** are listed using, for example, the stem, "wouldn't it be nice if..." All statements should be broad, brief, and beneficial. You can also think of "headline" as a form in which the statement can be made.

A complete explanation and description of the use of this tool can be found in the Team Manager Resource Section of the Destination ImagiNation, Inc. Web site at www.idodi.org.

Resource:

Treffinger, D. J., Isaaksen, S. G., & Dorval, K. B. (2000). *Creative Problem Solving: An Introduction* (3rd Ed.). Prufrock Press: Waco, TX

Take time to celebrate the entire DI process.



Thank You! You have helped provide the DI experience - we sincerely appreciate you.



Sample Coordinator's Timeline for DI® Program Year

<p>September/ October</p>	<ul style="list-style-type: none"> • Register with Destination ImagiNation, Inc. for the Destination ImagiNation program. • Register with Affiliate organization. • Conduct a Destination ImagiNation Awareness program for Team Managers, parents, and team members. • Identify Team Managers. • Recruit participants. • Join Regional organization if necessary. • Make sure teams are in the correct Level of competition. • Register Team Managers for Team Managers' Training Workshop and/or attend yourself.
<p>October/ November</p>	<ul style="list-style-type: none"> • Register for Destination ImagiNation with Destination ImagiNation, Inc. if you haven't yet. • Register with Affiliate organization if you haven't yet. • Organize your approach and support materials. • Organize meeting schedules. • Register Team Managers for Team Managers' Training Workshop and/or attend yourself. • Pass Affiliate and/or Regional newsletters and information to teams.
<p>November/ December</p>	<ul style="list-style-type: none"> • Register with Destination ImagiNation, Inc. if you haven't yet. • Register with Affiliate organization if you haven't yet. • Register each team for the Regional or Affiliate Tournament. • Pass Affiliate and/or Regional newsletters and information to teams.
<p>January</p>	<ul style="list-style-type: none"> • Review carefully any information sent from the Affiliate office! • Recruit parents and volunteers for Regional Tournament. (You may need to do this earlier if your Regional is in January.)
<p>February</p>	<ul style="list-style-type: none"> • Check to make sure all Regional, Affiliate, and Destination ImagiNation Membership and Tournament fees have been paid. • Organize transportation to Tournament.
<p>March</p>	<ul style="list-style-type: none"> • Regional Tournament (some occur as early as January!)
<p>April</p>	<ul style="list-style-type: none"> • Arrange for closure Celebration with team, parents, Team Managers, etc. • Affiliate Finals Tournament.
<p>May</p>	<ul style="list-style-type: none"> • Global Finals Tournament.