

Site Coordinator/Team Manager Handbook for

Destination Imagination

Germantown School District

Important Dates for 2017-18:

Kettle Moraine Regional Tournament	March 3, 2018
Wisconsin Affiliate Finals Tournament	March 24, 2018
Global Finals	May 23-26, 2018

2017-18 Challenge Budgets

Each team will be reimbursed through the Germantown School District for material costs up to the amount listed on the DI expense form for each challenge (+10% for experimentation). The forms for reimbursement will be distributed to the Team Managers at the Site Coordinator meeting.

Maze Craze (Technical: Challenge A)	\$200
Unlikely Attraction (Scientific: Challenge B)	\$150
Change of Tune (Fine Arts: Challenge C)	\$150
Treasure! (Improv: Challenge D)	\$0
Drop Zone (Structural: Challenge E)	\$150/\$100wood
Inside Impact (Service Learning/Project Outreach)	\$150
Friends Everywhere (Rising Stars)	\$50

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Introduction

Welcome to Destination Imagination! We are excited to have you as part of this great organization.

Taken from: <http://www.destinationimagination.org/about-us/vision-mission-history>

Destination Imagination (DI) is a non-profit, volunteer-led, cause-driven organization. Our purpose is to inspire and equip students to become the next generation of innovators and leaders.

Our organization was incorporated in 1982, when we took over the charter for OM Association, Inc. In 1999, our name was changed to Destination Imagination, Inc. Since then, our non-profit has impacted more than one million participants. Approximately 200,000 youth make friends and learn the creative process through our programs every year, and 38,000 volunteers support us!

All of our programs are Challenge-based, and they teach the creative process from imagination to innovation. Our goal is to help student teams learn to be creative in every aspect of their lives.

Our Challenge program is our most popular offering. At the start of the season, teams choose one of seven Challenges. After weeks spent creating, developing and practicing their solutions, they go to a local tournament. Top-scoring teams advance to state or country tournaments. The top level of the tournament is our Global Finals—the world’s largest celebration of creativity.

Our programs are developed annually to ensure they are relevant and align to National Education Standards, STEM standards, ELA Common Core Standards and Mathematics Common Core Standards. Every year, with the help of parent volunteers, educators, and subject matter experts, we design new and exciting Challenges for student teams to solve.

Germantown School District has a long-standing tradition of success with Destination Imagination. For many years, teams have a strong showing at the regional, affiliate, and global tournaments. Kennedy Middle School traditionally hosts the Kettle Moraine Destination Imagination (KMDI) regional tournament in March.

Please visit the following websites for additional information about DI:

kmdestinationimagination.com (Regional information)

wisconsinindi.org (Wisconsin DI information)

destinationimagination.org (National Site)

globalfinals.org (Global Finals information)

District Coordinator

The district coordinator is employed in an administrative-level position in the Germantown School District. The district coordinator for Destination Imagination is the liaison between the DI Coordinator and the School Board. Responsibilities include:

- ★ Communicating with the School Board and DI Coordinator
- ★ Seeking School Board approval for all contracts
- ★ Assisting in the organization of the informational meeting early in the school year
- ★ Collecting all paperwork and ensure reimbursement payments and global registrations are made in a prompt manner

DI Coordinator

The DI Coordinator is a contracted position in the Germantown School District. The DI Coordinator is the liaison between the District Coordinator, Site Coordinators/Team Managers, Regional (KMDI) tournament, and State Affiliate. Responsibilities include:

- ★ Collecting all paperwork and submit to the District Coordinator
- ★ Communicating to all Team Managers and Coordinators
- ★ Facilitating the informational meeting, meetings with site coordinators, and team managers throughout the school year
- ★ Being a resource to Site Coordinators and Team Managers
- ★ Coordinating and managing funds and activity fees for DI teams
- ★ Being well-versed with the DI program in Germantown, including the Regional tournament
- ★ Attending Global Finals and coordinate all activities associated with this event

Site Coordinator

The Site Coordinator is a contracted position in the Germantown School District. The Site Coordinator is the liaison between the District Coordinator and the Team Managers. Although the Site Coordinator is usually a Team Manager, this is not required. If the Site Coordinator is not a Team Manager, he/she must be approved by the District Coordinator. Responsibilities include:

- ★ Coordinating rooms/spaces in each building for teams to practice
- ★ Coordinating and managing tryouts
- ★ Coordinating workshops during the course of the year
- ★ Coordinating fundraising efforts at the school
- ★ Communicating schedules, activities and other pertinent program information to the building principal
- ★ Supporting and training Team Managers
- ★ Maintaining communication and relaying information to Team Managers
- ★ Ensuring rules are followed
- ★ Disseminating information from the district to teams
- ★ Acting as a representative at Regional meetings
- ★ Adhering to the district's policies

Team Managers

The Team Manager is a contracted position in the Germantown School District. The Team Manager is the liaison between the Site Coordinator and the Team Participants. Responsibilities include:

- ★ Attending all Team Manager meetings/trainings
- ★ Facilitating working relationships with team participants
- ★ Fostering independence in team participants
- ★ Participating in tryouts and team selections
- ★ Complying with the rules and regulations of the Destination Imagination program
- ★ Making arrangements for regional and affiliate competitions, as necessary
- ★ Completing all necessary paperwork
- ★ Being knowledgeable of the rules of the program
- ★ Communicating with participants and parents
- ★ Adhering to the district's policies

Team Participants

Team participants are resident students who range in grades from kindergarten through 12th. Team participants work together in small groups of similar age peers to problem-solve challenges. Responsibilities include:

- ★ Being a cooperative team member
- ★ Attending team practices
- ★ Contributing to the solutions of the team challenge
- ★ Submitting the necessary paperwork to the Team Manager, including an activity fee prior to participation in DI (fee waiver forms are available at the school's main office)

Health Information Form

At the start of the DI season, each Team Participant needs to return a completed *Health Information Form* (Appendix M) to the Team Managers. The intent of this form is to communicate any health-related concerns of Team Participants to the Team Managers. Team Managers must keep the information on these forms confidential.

Expense Reimbursement and Use of Tax Exemption

Team Managers are reimbursed for reasonable expenses for materials related to the solution of the long term Challenge. The allocations for reimbursements are aligned with the National's Team Budget (see page 2) plus up to 10% for items used for purposes of experimenting prior to tournaments. Please number your receipts and complete the *Receipt Log* (See Appendix A). Attach the original receipts to the log and return to the District Coordinator at the District Office at the close of your Destination ImagiNation Season or no later than the 5th of June. The Business Office will only accept the original receipt for reimbursement.

Transportation of props to any tournament event (including but not limited to: rentals, gas surcharges, and gas expenses) is not a reimbursable expense.

For teams advancing to the Wisconsin Affiliate Tournament, Team Managers will be reimbursed for one night's hotel (up to \$150) and mileage to and from the competition.

The Germantown School District is a tax-exempt organization. Team Managers requesting reimbursement are strongly encouraged to use the tax exempt sheet when making purchases for Destination Imagination. The district will not reimburse tax on any receipts turned in with the receipt log.

Non-Interference Signatures

All student participants, parents/guardians, and team managers/site coordinators are required to sign a *Non-interference Contract* (see Appendix B and C). Adult interference with solutions to the challenges is in conflict with the spirit of Destination Imagination and will not be tolerated.

The first concern regarding team managers/site coordinator interference brought to the District Coordinator's attention will be a verbal reprimand and reminder of the agreement made by signing the non-interference contract. The second concern regarding interference brought to the District Coordinator's attention will result in a revocation of the Site or Team Manager Contract.

Site Coordinator Meeting

Each year, the Germantown School District and the DI Coordinator will host a meeting for all site coordinators in late September. The purpose of the meeting is to:

- Discuss DI participation
- Discuss fundraising
- Distribute all necessary paperwork and forms

The DI Coordinator and District Coordinator will arrange a mutually-agreeable date, time, and location for this meeting. The DI Coordinator will communicate the meeting information to the site coordinators.

Timesheets and Compensation

Each team manager is paid at a rate of \$250. If there are two adults sharing the role of team manager, each person will split the \$250, resulting in each person receiving \$125. If three adults share the role of team manager, each adult will split the \$250, resulting in each person receiving \$83.33.

The Germantown School District Payroll Department requires time sheets in order to process compensation. Complete the *Timesheet* (see Appendix D) reflecting the dates and time spent on activities for Destination Imagination. At the end of the DI season or no later than the 5th of June, submit the timesheet to the District Coordinator for payroll processing.

Transportation of Team Participants

If a Team Participant is driven to any DI event or tournament by someone other than a parent or legal guardian, both the *Parental Consent for Private Transportation* (see Appendix E) and *Volunteer Driver Form* (see Appendix F) must be filled out and submitted to District Office at least ten (10) days prior to the event. The forms should be given to the Team Managers, who will then submit the forms to the District Office.

Once a volunteer driver has submitted the Volunteer Driver Form to the Germantown District Office, the validation form does not need to be refiled as revalidation automatically happens every six months. However, a copy of proof of current insurance must be on file with every event when using a private vehicle. If the driver changes insurance companies, a new proof of insurance must be on file prior to transporting students other than his/her own.

There are times when spontaneous trips might happen such as a team manager wanting to take a group of students to the store for supplies. In this event, there must be a Volunteer Driver Form on file prior to these occurring. It is highly encouraged for all parents and team managers to become validated drivers at the beginning of the DI season should such outings occur.

Use of Technology/Social Media

Team Managers are considered employees of the district and must follow Board Policy 7540, 7540.01, 7540.02, 7540.03, and 7540.04 with regards to the use of technology and student privacy laws. Any Team Manager choosing to use social media for DI-related matters must fill out the *Plan for Social Media Use* form (Appendix G). The plan must be submitted to the respective building principal prior to the use of social media.

Parents have a right to opt their children out of the use of media. Team managers must verify the students who are posted in pictures have not opted out of media. The list of students who have opted out is filed at each respective building in the district, and the secretary or principal will disclose this list to site coordinators and team managers upon request.

Contained within policy 7540.04 is the use of social media. This policy reads:

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment Rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy [8330](#). Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

Staff members shall not access social media for personal use on the District's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the Principal's approval of that plan in advance.

Regional Tournament Information

Germantown School District has traditionally hosted the Kettle Moraine Destination Imagination regional tournament in March at Kennedy Middle School.

Wisconsin Affiliate Tournament

The Wisconsin Affiliate Tournament is usually hosted on the UW - Stevens Point campus in April. The Germantown School District will be responsible for the team registration fee for all competitive teams. Parents/Guardians of Participants on competitive teams will be responsible for the costs associated with the tournament, including hotel, mileage, and food. The Germantown School District will reimburse one night's lodging (not to exceed \$150) in Steven's Point as well as mileage to and from the tournament for the Team Managers for the 1st and 2nd place teams at the Regional Tournament. Any Team Managers and Participants who advance to the Affiliate Tournament but do not place in the top two teams will be responsible for all fees associated with participation in the Affiliate Tournament, including the registration fee.

Team Managers requesting reimbursement for one night's lodging (not to exceed \$150) may use the tax exempt sheet when checking into the hotel. The district will not reimburse tax on hotel rooms.

The non-competitive teams such as Rising Stars can choose to attend the Affiliate Tournament. However, all non-competitive (Rising Stars) teams will be responsible for all fees associated with participation in the Affiliate Tournament, including the registration fee.

Each Participant must fill out the *Hotel Contact Information* (see Appendix H) and submit to the Team Manager prior to the Wisconsin Affiliate Tournament. The Team Manager will submit all Participants' forms to the Site Coordinator, who will then forward all to the DI Coordinator.

Global Finals Tournament

Participants in the Global Finals Tournament compete on the University of Tennessee - Knoxville campus near the end of May. Parents/Guardians of Participants will be responsible for the costs associated with the tournament, including hotel, mileage, and food. Fundraising efforts can help offset the costs associated with the Global Finals Tournament (see *Fundraising* section).

Students who participate in the tournament are expected to stay in the campus housing provided. This helps maintain supervision of students, ensure safety, address liability concerns, and enhance a student's overall experience in the activity. Students who opt to stay off-campus must have a parent or legal guardian submit a *Student Waiver of Lodging* (see Appendix I). These waivers should be submitted to the DI Coordinator no later than ten (10) days prior to the start of the Globals competition. Parents/Legal Guardians must maintain supervision of and responsibility for their children.

The District makes an effort to consolidate transportation in situations where students are involved in co-curricular activities that require overnight travel out of the District. Students who opt for transportation to and/or from the Global Finals Tournament other than the common bus transportation must have a parent/legal guardian submit a completed *Student Waiver of Common Transportation* (see Appendix J). Additionally, if a Team Participant is driven to or from the Global Finals Tournament by someone other than a parent or legal guardian, both the *Parental Consent for Private Transportation* (see Appendix E) and *Volunteer Driver Form* (see Appendix F) must be filled out and submitted to District Office at least ten (10) days prior to the event. The forms should be given to the Team Managers who will then submit the forms to the District Office.

For the current forms needed for the Global Finals Tournament, visit <http://globalfinals.org/>. Each student attending Global Finals must complete the forms found under the "Event Info" tab, then "Globals Guide and Forms" on this website.

All forms must be turned in to the Team Manager prior to traveling to Global Finals or submitted according to the DI Globals Tournament registration process. If using paper copies, Team Managers should make one copy of each set of participants' forms. The originals will be submitted at the DI Global Finals registration (if on-line registration), and the other copied set should be kept with the Team Manager.

Team Managers must also use the "Registration payment, Change, and Update Form" whenever there is to be change or payment toward the Global Finals Team Registration. A copy of the Team's final invoice must be forwarded to the DI Coordinator by the date determined annually.

If the Germantown School District funds all or part of the expense for the Global Finals Tournament, the funds will be evenly distributed among all teams participating.

Fundraising

The spirit of fundraising is to help offset the costs associated with events that would benefit DI participants. Such events include, but not limited to: skills workshops, acting workshops, improv workshops, and professional improv actor presentations. All funds raised, including those through on-line funding, go to the Team Participant's current school and will be used for the benefit of all teams at that school, as determined by the Site Coordinator and Team Managers. The exception to this would be any private donations given to a specific team participant. In this case, the money will be earmarked for that specific participant.

Fundraising is also used to offset team participants' costs and the Team Managers' costs for every team associated with Global Finals. Teams are expected to fundraise for the costs associated with DI Global Finals. The money raised at each school will carry over into the following school year should no team advance to Globals.

Each Team Participant/Family Member must fill out the *Fundraising Options Form* (Appendix L) at the start of the DI season. This form explains the options for fundraising.

Team Managers must complete the *Fundraising Event Form* (Appendix K) for each fundraising event. These must be submitted to the DI Coordinator prior to the fundraising event. Building principals must also sign-off on these forms if the fundraising event will take place in the schools.

Appendix B:

Non-Interference: A Contract for Team Participants

The Team Participant:

1. My team owns every bit of our *Team Challenge* solution.
2. Every idea for every part of the solution must come from the members of the team. This means our parents, friends, teachers, and Team Managers must keep their ideas to themselves.
3. If we use other people's ideas or allow others to build any part of our solution, it's no longer my team's solution. When someone offers to help us or works on our solution in any way, we will say, "No thanks! We can do it ourselves!"
4. If we get stuck and can't figure out how to solve a problem that arises, we will generate ideas as a team and come up with another way to do it.
5. When we finish our solution, we can proudly say that the entire solution is OURS!

By signing this contract, I understand and agree to each of the above statements.

Team Participant's Signature: _____ Date: _____

Non-Interference: A Contract for Parents/Guardians

Parents/Guardians:

1. My child's team owns every bit of their *Team Challenge* solution. I must keep my ideas to myself and my hands off their solution.
2. Every idea for every part of the solution must come from the members of the team. They don't need my help or help from anyone else. They must figure it out for themselves. That means that sometimes they will do things in a way that will take longer and/or might not be the most efficient or best way (in my opinion). I understand that this is a normal part of the process, and I will not interfere.
3. When my child's team finishes their solution, I will be proud of them because they have worked hard and have completed the project with their own hands and minds. I will also be proud to say that they did it all by themselves!

By signing this contract, I understand and agree to each of the above statements.

Parent/Guardian's Signature: _____ Date: _____

Appendix C:

Non-Interference: A Contract for Team Managers/Site Coordinators

1. My team owns every bit of their *Team Challenge* solution. I can facilitate their understanding of the Challenge and rules, as well as help them to learn skills, but I must keep my ideas to myself and my hands off their solution.
2. Every idea for every part of the solution must come from the members of my team. They don't need my help or help from anyone else. They can figure it out for themselves even if it means that sometimes they will have to change their plans and do something another way. My job is to facilitate this process.
3. At the team's request, I may acquire specifically requested materials for their use. At no time may I ever choose materials for the team without their input, and I may never select materials or take actions with the idea of leading the team to a solution.
4. When my team does not know how to go about researching and/or acquiring information and materials, my role is to teach them the skills they will use to become independent learners for a lifetime. In other words, I may provide them with multiple resources, but I may not select or lead them to any aspect of their solution.
5. When my team is ready to turn their ideas into reality, I will stand by and MANAGE, not direct or coach. That means I may facilitate discussion and/or disagreements, help my team manage their time to meet their deadlines, make sure they are working in a safe manner, acquire items requested by the team, and most importantly, ensure that each individual on the team is valued by the others.
6. When my team finishes their solution, I can proudly say that my team's solution is all THEIRS.

By signing this contract, I understand and agree to each of the above statements.

Team Manager's Signature: _____ Date: _____

Appendix E:

Parental Consent for Transportation by Private Vehicle

I have reviewed the following information and consent to my child being transported by private vehicle for this purpose.

Child's Name:

Purpose of the Trip(s):

Date(s) of Trip:

Time of Departure:

Time of Return:

Driver of Vehicle:

Description of Vehicle:

The school district verifies that the driver has a valid operator's license. The driver must ensure the vehicle is in proper operating condition and a safety belt will be available for your child.

Driver Signature:

Date:

Parent Signature:

Date:

**Appendix F : Transporting Students by Private/Leased Vehicle
Volunteer Driver Information Form**

Driver of Vehicle:

Owner of Vehicle (if not driver):

Home Address:

Telephone Number:

Date of Birth:

Drivers License No.:

Purpose of Trip:

Date(s) of Trip:

Time of Departure:

Time of Return:

Description of Vehicle:

I verify the following:

- YES I have provided proof of liability insurance in an amount not less than \$300,000. Copy of the Certificate of Insurance must be provided.
- YES I possess a valid Wisconsin Operator's Licence and am at least 18 years of age.
- YES I have not been convicted of reckless driving (346.62); driving while under the influence of an intoxicant or of a controlled substance (346.63); or any offenses enumerated under 346.31, resulting in revocation or suspension of a license within the last two year period.
- YES No other person other than the driver listed above will be driving the vehicle during the trip.
- YES There is a safety belt for each passenger.
- YES The privately owned/leased vehicle transporting students is in proper operating condition.
- YES Each student's parent has provided written consent to travel and is attached to this form.

My signature indicates that all information provided above is accurate, and authorized the Germantown School District to obtain information above my driving record from Wisconsin state motor vehicle departments.

Driver Signature:

Administrator Signature:

Driver's License Background Check: YES NO **Date:**

Request Approved by: YES NO **Date:**

Appendix G:

GERMANTOWN SCHOOL DISTRICT PLAN FOR SOCIAL MEDIA USE

Staff Form (Policy 7540.04) – See below excerpts ahead of completing plan proposal

Staff members shall not access social media for personal use on the District's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the Principal's approval of that plan in advance.

Social Media Use

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment Rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities. In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

SOCIAL MEDIA USE CHECKLIST

- Revisit the social media policy often
- Minimize or remove distractions while managing social media accounts
- Seek advice, if unsure
- Keep private data private
- Do not mix personal accounts with educational accounts
- Provide an update schedule; timely post and update often
- Be mindful that whatever you publish will be public for a long time
- Use content that adds value to your purpose and organization
- Avoid negativity; promote the positives
- Do not violate copyright laws
- Don't forget that Germantown School District's brand is represented by its people and what you publish will inevitably reflect on that brand; identify yourself and your role
- Do your best to add value by providing worthwhile information and perspective rather than mere opinion and bluster – be assertive, not aggressive
- You will be accountable for your online actions – be honorable
- As with any typical social interaction, at the very least, be civil; remind your audience of expected etiquette
- Choose the right platform for the task at hand
- Grammar matters; have your potential posts reviewed and use a word processing program before pasting your post
- Do not use the site as a timewaster
- Check out and/or screen your followers—know your audience

Appendix G: Plan submitted by:
Additional website managers:

Class/Organization:

OVERVIEW

[Use the overview section to provide a brief summary of the reason for the proposal, and how you can best support the needs of your students and Germantown School District. You can expand on this summary throughout the rest of the proposal.]

OUR PLAN

[Provide background information, including a brief background on your class/activity/organization and your understanding of the needs and/or specific issues to be addressed. You may also choose to include the results of any related research, project history, and additional factors that impact those needs and/or issues.]

Show your understanding of the benefits that Germantown School District can expect. For example, describe the risks--what might be lost--if appropriate action is not taken and compare this to the benefits they can achieve with a positive course of action. If applicable, identify potential areas of concern and how you can address them. Describe how your proposed plan aligns with the goals of the District.]

Appendix G: RESOURCES

[Describe the resources you have in place or plan to acquire, such as social media platform used, devices used, posting calendar, and/or other technology.]

EXPECTED RESULTS

[Describe the results expected from the utilization of the social media and why your approach will achieve those results.]

FOR ADMINISTRATIVE USE ONLY:

Approved by:

Signature:

Building:

Date:

Appendix H: Hotel Contact Information - Wisconsin Affiliate Tournament

Student Name:

Team Name:

Team Manager:

Name of Supervising Adult in Hotel:

Cell phone number of Supervising Adult:

Arrangements have been made to stay at the following:

Name of lodging accommodation:

Address:

Phone number:

Emergency Contact Information:

Name of Parent/Legal Guardian:

Cell phone number of Parent/Legal Guardian:

Signature of Parent/Legal Guardian:

Date:

Appendix I:

Student Waiver of Lodging

I, _____, am waiving _____'s
(parent/guardian's printed name) (child's printed name)
lodging arrangements as provided by the Global Finals organization.

Arrangements have been made to stay at the following:

Name of lodging accommodation:

Address:

Phone number:

Cell phone number of Parent/Legal Guardian:

Signature of Parent/Legal Guardian:

Date:

Appendix J:

Student Waiver of Common Transportation

I, _____, am waiving _____'s
(parent/guardian's printed name) (child's printed name)
common transportation arrangements as offered through the Germantown School District.

Alternative travel arrangements have been made, and the following paperwork has been submitted to the Germantown School District Office:

- Parental Consent for Private Transportation (if other than parent/legal guardian providing transportation)
- Volunteer Driver Information Form

Signature of Parent/Legal Guardian:

Date:

Appendix K: DI Fundraising Approval Form

Team Name: _____ Name of Team Manager: _____

Date of Fundraiser - Beginning Date: _____ End Date: _____

Fundraising Product:

Name and Address of Company:

Price of Product: _____ Approximate Profit Margin: _____

What Profit Will Be Used For:

Account Number Assigned:

Approval of Bookstore: _____ Date: _____

Approval of Activities Director: _____ Date: _____

Approval of Principal: _____ Date: _____

Please return to the Bookstore. A copy of this form will be returned to you when the fundraiser is completed.

Receipts	Date

Disbursements	Date

Appendix L:

FUNDRAISING OPTIONS FORM

Families: Please read below; select the fundraising option of your choice, sign, and return to the Team Manager at the start of the DI season. Thank you!

Team Participant's Name:

School/Team Name:

My child will actively participate in the DI fundraising activities throughout the year. Fundraising activities will be discussed at the beginning of the DI season and expectations of "active participation" will be clearly communicated by Team Managers. I understand that my child will be eligible to receive a portion of the funds raised if he/she advances to the Global Tournament.

I am declining fund participation if my child advances to the DI Global tournament. I will not participate in any of the above fundraising options. By selecting this option, I understand that my child will not be eligible for any of the funds raised by the other participating DI families, and I will pay for my child's Global fees (should the team advance) that would otherwise be offset by the funds raised in this program.

Please keep in mind that is "takes a village to raise a child." The success of the DI Germantown School District family fund raising program is contingent upon the participation of the entire DI community.

Parent/Guardian Name (printed):

Parent Email:

Parent/Guardian Signature:

Date:

Appendix M:

Health Information Form

Team Participant's First and Last Name:

School/Team Name:

Team Manager's Name:

List any health concerns the Team Manager or other DI personnel need to know about the Team Participant (e.g., Peanut allergy, bee sting allergy, medications, diabetes)

I give permission for my child to receive emergency medical care and be transported to a medical facility if I am not able to be reached.

Parent/Guardian Signature _____

Date _____

Home Phone _____

Cell Phone _____

Work Phone _____

**DI HANDBOOK SIGNATURE
2017-2018**

I have received my 2017-2018 DI Handbook. I will be responsible for sharing its contents with my child.

I understand that my child and I are responsible to know and to follow rules referred to in this book.

I will turn in the following forms to the Team Manager at the beginning of the DI season and will turn in the other forms as necessary throughout the year:

- 1) DI Handbook Signatures (page 28)
- 2) Health Information Form (Appendix M)
- 3) Non-interference Contract for Student and Parent/Guardian (Appendix B)
- 4) Fundraising Form Options (Appendix L)

Parent Name (Please Print)

Date

Parent Signature

Date

Team Participant Name (Please Print)

Date

Team Participant Signature

Date