



Destination ImagiNation

Germantown School District

Creative Problem Solving

TIME SHEET

“The role of the team manager is to participate in tryouts and team selection, be knowledgeable of the rules and expectations, supervise team meetings and generally prepare for competition. Team managers are responsible for arrangements for Regional and State competitions including transportation and accommodations for the team members and materials.”

As a Site Manager you are responsible for as stated above, as well as “... added coordinating and communication roles at the building levels.” Site managers will organize and conduct tryouts, support and train coaches, coordinate with the building principal regarding schedules, activities and pertinent program information, as well support their site teams with attendance at regional meetings, supplying judges, preparing for the regional, organizing site run-throughs and other activities involved in the preparation and organization of teams at their site.

Please complete the time sheet listing dates and hours and return at the end of your DI season (or before June 1st for Global Teams) to Doris Adrian at the District Office. List hours for team meetings as a collected number, include hours spent in team meeting preparation, form completion, regional attendance, and other related activities. Once the time sheets have been returned and approved, compensation will be forwarded to payroll for processing.

Date	Activity	Hours
example: November 16	Coaches Training	2 hours

Team Manager _____ **Total Hours** _____
 School _____
 Approved _____