

Destination Imagination – Helpful Ideas and Tips for Having a Really Positive Experience

I. Make Your Home DI-Friendly

A. Supplies on Hand for IC

1. *Bookshelf with storage bins*
2. *Fill in the blank: _____*
3. *What are common supplies?*

B. DI Storage for Building and Props, etc.

1. *Garage*
2. *Room in house*
3. *Outside shed*
4. *Fill in the blank: _____*

C. Dedicated Work Space – if possible

1. *Garage*
2. *Room in house*
3. *Outside shed*
4. *Fill in the blank: _____*

II. Scheduling Your Year and Your Meetings

1. Set up your entire Fall schedule now

1. *Have a standard meeting time*
2. *Remember that it is your life too!*
3. *Make sure you allow enough time in a meeting*
4. *Take advantage of school holidays if you can*

2. Be ready to have more meetings in January and February than in the Fall

1. *Prepare your team for this and tell them that you will expect them to try to make all meetings.*
2. *Sign a team and parent contract for meeting attendance so no one is surprised when “DI Season” starts.*

3. **Shutterfly Share Site**

1. <http://www.shutterfly.com/sites/create/welcome.sfly?fid=ac9cea47b9f2e05f>
2. *Scheduling on Share site*
3. *Forms on Share site*
4. *Email reminders from Share site*
5. *Team Roster*

III. Financial Stuff – How to Handle

1. **Decide what you are comfortable with:**

1. *Paying for it all yourself*
2. *Activity fee for each kid*

(1) Be sure to specify that this is for expenses for the meetings only and does not cover items such as pins, T-shirts, duplicate trophies, moving vans, or meals at meetings

(2) Be sure to be realistic about this amount—tendency is to ask for too little

(3) Let your parents know up front that you will do the best you can to work with this amount, but that you may have to ask for more if you go over budget and it is out of your control

3. ***Keeping track of expenses and asking for reimbursement in the end***

(1) Have a place to keep your receipts

(2) Keep a spreadsheet or accounting sheet for expenses and fill it out as you go. Don't wait until Tournament—you won't have time for this

(3) Be sure you tell your parents so that they don't get hit with an unexpected bill.

IV. Making Your Team Members Responsible for Their Own Challenge and Progress

A. Setting goals

1. **The team is more likely to follow goals they set for themselves, rather than goals you set for them.**
2. **Make visual reminders of goals they set and hang up in an obvious spot.**

3. As team members take too long on projects, make them figure out what they won't be able to accomplish in the time remaining to them. Let them be disappointed, then ask them how they got there. Make this a BIG part of your job as a team manager, so you can teach them about follow-through, hard work, and perseverance in creating something of value.

B. Don't be afraid to "discipline" when they start slacking off (which they will)

1. It is THEIR challenge and responsibility. Don't ever lose sight of this.

2. Follow through on any "consequences."

3. Make sure the team does not take your time for granted. You will only work as hard as they do.

V. Get Help When You Need It

A. You are not in this by yourself. Call someone if you are overwhelmed. We've all been there!

B. Try to identify at least one other person who can assist you in a pinch.

VI. Prepare Now, Save Time Later

A. Don't leave paperwork until the night before Tournament.

B. Give out paperwork assignments and set deadlines for the team.