



# Centerville Destination Imagination

## Team Number Distribution Guidelines

The Team Number is necessary to register your team with DI, Inc., Region 12 DI, and Centerville DI. To obtain a team number and make your team official, you will need to adhere to the following guidelines:

### What you need to do to become a Team Manager:

- Attend your building's organizational meeting to learn more about being a Centerville Destination Imagination (DI) TM and how teams are formed in your building.
- Commit to being a Team Manager. Coordinate Application Process with Building Coordinator.
- Attend the Region 12 TM Training in November at Sinclair Community College—especially if you are a 1<sup>st</sup> or 2<sup>nd</sup> year manager. The training will be extremely helpful.
- Participate in your building's team formation process.
- **Complete Centerville City Schools Personnel paperwork at TM meeting in September. If you are a returning TM, this may be just signing the issued contract. If you are a new TM, you will need to complete: SERS/STRS forms, payroll tax forms, a voided check for direct deposit, fingerprinting, 2 forms of ID (driver's license, SS card, passport, birth certificate), Proof of Residency form, I-9 form.**

### What you need to do to receive a Team Number:

- After you have your team in place and have completed the CCS employment process, conduct a meeting with parents to complete the following:
  - The parents and team members will need to read and sign the **Team/Parent Contract**. Turn them in at the TM meeting on October 24.
  - Collect the info needed on the **Team Info Form**. Make a copy for yourself, return three copies of the form at the TM meeting on October 24.
  - Collect the \$120 (\$95 for Rising Stars!, \$290 family max) registration fee per team member (include **Registration Form** with payment) and turn in at the TM meeting on October 24. Checks should be made payable to Centerville DI.
  - Have parents fill out the **Emergency Medical Authorization Form**. Keep it with you at rehearsals, tournaments, etc. Turn in one copy at the TM meeting on October 24.
  - Pass out the **T-Shirt Sponsor forms** to parents and turn in at the TM meeting on October 24 (optional).
  - Pass out the **T-Shirt and Pin Design forms** to parents and turn in at the TM meeting on October 24 (optional).
  - Pass out and collect **Spirit Wear forms** and turn in at the TM meeting on October 24 (optional).
- After you have completed the CCS employment process and met with parents, begin your meetings with team members and complete the following:
  - Read the 2018-19 Team Challenge First Look guide and pick a Challenge

### What you need to do after you receive a Team Number:

- Log on to the Resource Page of [www.idodi.org](http://www.idodi.org) to register your team and challenge.