

Notes to go along with PowerPoint pdf:

Tip 1: EMAILS

- Make sure to add these emails to your “Safe Senders List”.
- Create a folder just for DI emails so you don’t miss any.

Tip 2: CDI INFO

- We are on Facebook – search for Centerville DI
- DI main website is .org; ours is .com.
- Bookmark our Region 12 website & also the CDI one, because you need to become VERY FAMILIAR with the “TM Hub”. All items you need will be there!

Tip 3: TRAINING

- It’s up to you to take advantage of the training offered; first up will be Region 12 sponsored training.
- Groups will be split by amount of experience & tailored appropriately.
- HIGHLY RECOMMEND YOU ATTEND!
- Harry & Michelle will also do monthly Zooms focusing on topics that are appropriate to that time (ie., near the end will talk about how to do budget sheets, etc...).

Tip 4: DATES

- Make sure when you hand out paperwork packet that you tell the families that State is at the back-end of our Spring Break!
- Fill out the Info boxes at the box of the paperwork packet so that your families know your name & how to reach you!

Tip 5: IC TOOLKIT

- Everyone provided with IC Toolkit, if you need additional items, please contact Anita (PSG Treasurer / Cline Building Coordinator).

Tip 6: ADMIN ITEMS

- Please “just do it” (paperwork) so we don’t have to adult adults & nag you for it !
- GOOGLE FORM, BIB, CCS APPLICATION – get them in NOW!!
- Log into DI HQ & do Code of Conduct.
- You are going to be a supplemental contract holder with the school district, and are held to Centerville City Schools policies.
- Please make sure to always follow Youth Protection Policies; Michelle & Harry suggest a basic guideline similar to what the Scout organization now uses which is 2:1 – so never be alone with a student, always have another adult in the area, and if you are emailing or texting a student, ALWAYS copy the parent on the text/email. ALWAYS. This is for their protection and YOUR protection.

Tip 7: AND MORE PAPERWORK

- You should have already contacted all of your families & set a meeting day/time!!
- Talk about items in paperwork packet – contest information, shirt sponsorships, calendar, and GET YOUR TEAM VOLUNTEERS@

- Must provide 2 medical forms. Form on CDI website or can download from HAC.
- Supply fee from families – use to purchase materials to solve challenge, IC materials, snacks or have parents supply snacks, etc...

Tip 8: START THE PARTY!

- Again – contact your families!
- Set up a parent meeting – can do while waiting on background check/paperwork completion.
- ROADMAP – gives you a meeting-by-meeting suggestion on how to proceed!

Tip 9: TEAM BUILDING

- Important to work on team building to help kids learn collaborative learning.
- Ideas are team rules, making snack as a group (have kids bring in separate items to make trail mix, etc), look for group board games, acting games, icebreakers on TM Hub.
- Plan a field trip (Michelle sending an email with specific ideas).

Tip 10: MEETINGS

- Read the challenge, re-read, and then have the kids read a third time! They are responsible for knowing it backward & forward!
 - We live in a wonderful multicultural school district, which means we also have some families where English is their Second Language (ESL). DI Inc provides translated materials (ask if you need & can't find/don't yet have access) in languages such as Spanish, Mandarin, Polish, etc...
- Project planning is key!
- Try to do AT LEAST one instant challenge per meeting!