

New Team Manager Training – Appendices to Training Material

Appendix B – Example of an Instant Challenge – “Bus Stop”

Destination Imagination®

Instant Challenge

Entry and Advanced Levels

BUS STOP

Challenge: Create an “interesting event” that might occur at a big city bus stop, and present a **PERFORMANCE** to the Appraisers that shows what happens.

Time: You will have up to 5 minutes to use your IMAGINATION to create your skit and up to 2 minutes to present your **PERFORMANCE**.

The Scene: The noises of a big city fill the air traffic, congestion, horns, shouting and then it happens! Your team is to create an “interesting event” that occurs at the bus stop and present a **PERFORMANCE** to the Appraisers that shows what happens. You are to use the materials on the table to make your **PERFORMANCE** more believable. You will be scored on the creativity of two of the characters in your **PERFORMANCE**. Be sure to tell the Appraisers before you begin which two characters you want scored. Be creative and enjoy this big city opportunity!

Materials You Are to Use in Your PERFORMANCE:

(may NOT be damaged)

Pair of Shoes	Dress Coat	Tie	Broom
Stuffed Animal	Plastic Flower	Toothbrush	Shawl
Pair of Eye Glasses	Frying Pan	Trash Can	Magazine

A piece of paper and a pencil will be available for your team to use as you prepare your **PERFORMANCE**.

Scoring: You will receive up to

- A. 40 points for the overall creativity of your **PERFORMANCE**.
- B. 20 points for how creatively you use the materials.
- C. 10 points (20 points maximum) for the creativity of each of 2 characters.
- D. 20 points for how well your team works together.

Appendix C – Explanation of “Interference” from the “Rules of the Road”

Rules of Interference for *Team Challenges*

Only team members may contribute ideas and create the *Team Challenge* and *Team Choice Element* solutions. Help from non-team members, including your Team Managers, is called **Interference**.



The Interference Triangle is a useful tool to help you remember what Interference is and what Team Managers and other people are allowed to help the team with.

The Base of the Triangle consists of two corners: Skills and Challenge & Rules. These two corner support blocks are what teams have in common when they participate in the Destination ImagiNation program and process.

Skills are the skills that the participants already know and bring to the team, and the skills they learn while being a part of the team. Learning skills is an important and valuable part of the process of DI. Every team member's participation in the program will someday end, but the skills learned will continue throughout life. **These skills include: performance skills, technical skills, thinking skills, team building, research, organizational, time management, budgeting and life skills, to name a few. It is not Interference for the team to be taught skills. In fact, it is the job of the Team Manager to facilitate the team members' acquisition of skills. It is the job of the team to apply learned skills to a particular purpose or use in creating a Challenge solution.**

The Challenge & Rules are the printed Challenge, the *Rules of the Road* and Published Clarifications. These are the documents that teams, Team Managers and Tournament Officials have in common. The Challenge requirements and limitations, and the rules in *Rules of the Road* are the facts by which all must abide. Understanding them and internalizing them is the job of the team, the Team Manager and the Officials. What does the Challenge say? What does it say in *Rules of the Road*? What are the Published Clarifications? Let's write for a Team Clarification! This is all learning that can be shared, should be shared, and is shared among teams, Team Managers and Officials.

Sometimes skills determine which Challenge to choose; sometimes the Challenge is chosen, and skills have to be learned in order to solve it. Regardless of which comes first, there is a back-and-forth of learning skills and understanding the Challenge that occurs before and while the team makes choices that apply to its solution.

Your team's solution is your team's alone. It is something that the team members build from their acquisition of skills and from their understanding of the Challenge and rules. **It is Interference** to be in the team's solution corner of the Triangle. Recognize and respect that the "top" is where team members reign!

1. A total of seven team members may contribute ideas, work on the solution, and participate in your team's Presentation at the Tournament. **Every idea for every part of your unique solution must come from your team**

members and team members only. If an idea is offered by someone not on the team, your team may not use that idea, even if you might have thought of it yourselves later on.

2. If someone not on your team, including your Team Manager, builds or creates an item using your team's idea, you may not use that item. Your team must start over and build it yourselves in your own way. If someone not on your team, such as your Team Manager or a parent, tells your team how to do something, whether you are building something new or just practicing your Presentation, your team must politely tell that person to let you do it yourselves.

3. If your team does not know the skills that are needed to build your idea, you must learn the skills or find another way to do the project. For example, a drama teacher may teach you acting skills, but cannot direct your team as you practice the actual skit. A professional welder or shop teacher may teach you how to weld, but that person may not show you how to weld any part of your team's actual solution. If you are not able to weld it yourselves, you must find another way to solve that part of the Challenge.

4. **Acquiring Materials:** Use the following guidelines when gathering materials:

a. Your team may create a list of **specific** items and ask a Team Manager or other non-team member to obtain those items for your team's use.

b. In situations in which your team is purchasing a specific amount of a raw material from a commercial business for use in your solution (such as a piece of fabric or a sheet of plywood), your team may ask the store to cut the material to a specific size. **This is not Interference, as long as the cutting required is standard practice for that type of item and the store cuts the item in a standard way that would be the same for any customer.** Your team must calculate on your own the size or dimensions of the item needed and request that the material be cut to that size. The intent of this rule is to allow your team to purchase the appropriate amount of raw material needed for a solution without unnecessary waste. This only applies to materials that are commonly cut to size when purchased. Your team may not ask the store to cut the item using a team-created template, sketch or anything else that would require unusual or custom shaping or cutting.

c. Raw materials found in other places (such as a team member's home) are not included in this rule, as the team is not purchasing the materials in the same way as it would in a commercial business. For example, if a team member happens to have a large piece of wood at home, and your team only needs half of it, it is your team's responsibility to cut the wood to the size required.

5. Your Team Manager's job is to smooth the progress of the team by promoting discussion and helping your team gather information and resources. Team Managers may record and write down the team's ideas in idea-generating sessions and may type or write out the team's script ideas **as long as the words and/or ideas recorded are the team's and are not added to or embellished by the Team Manager.** Your Team Manager may facilitate the educational process by helping your team understand what is available and how to get it. Your Team Manager may not take the lead and make decisions for your team. For example, your Team Manager may help your team figure out what you need to learn in order to solve parts of your Challenge, and s/he can even help gather the resources you would like to use. However, your Team Manager may not direct or lead your team towards a certain kind of information or solution. Your team must always be involved in the process of getting information and resources.

6. Only members of your team may assemble, prepare or repair props, direct your performance, decide how to stage your Presentation, and decide on all other aspects of your Challenge solution. If anyone else helps, it is **Interference.** You need to work on your props, costumes, directing and staging yourselves!

7. Safety is always paramount for Destination ImagiNation teams. It is not Interference for a Team Manager or parent to point out something to the team that the Team Manager or parent considers unsafe, nor is it Interference to prevent the team from engaging in any unsafe behavior. The team must then figure out what it needs to do to be sure its solution is safe.

8. Internet Safety: The use of the Internet for research also comes with the risk of children being exposed to objectionable content or content more sophisticated than appropriate for their age. Destination ImagiNation expects that children will have adult supervision if they use the Internet as they work to solve their Challenge. It is not Interference for responsible adults to audit and limit team members' Internet research. Adults can disallow team members from researching or using characters or situations they deem inappropriate for the team members' ages or circumstances. Adults can disallow a team from working on a Challenge the adult deems inappropriate for the age or sophistication level of the team.

9. The reuse of items from prior years' *Team Challenge* solutions or made by team members for other purposes is permitted but these items may not be claimed as original creations made by your team especially for this *Team Challenge* solution. (See "Determining the Value of your Solution" for more information.)

10. Team Managers, parents, teachers and others may help move or store team items. However, Team Managers, parents, teachers and others are **not** responsible for the care of team props, scenery or costumes either before or on the day of the Tournament. Any team item that is accidentally damaged or lost by a team member or non-team member must be repaired or replaced by your team.

11. Anyone MAY help unload, uncrate and move scenery and props to and from the Tournament site(s) and to the Launch Area, depending on the site. Non-team members are also allowed to move any scenery or props that have been left in a high-traffic area or are a safety hazard.

12. At the Tournament, Appraisers and other Tournament Officials will deduct points for Interference. This rule is enforced to keep a level playing field for all participants—in other words, to make sure every team receives every point they have earned—no more, no less. Deductions will be given whether the Interference was intentional or not. Deductions are not given for unintentional Interference caused by an Official.

13. At the Tournament your team MAY NOT involve the audience or the Appraisal Team in your performance in any *Team Challenge*, including the Improvisational Challenge (*News to Me*). If you use members of the audience or the Appraisal team in your Presentation, it is like having extra team members because they will add something to your Challenge solution. Your team cannot ask the Appraisal Team how much time is left for its Presentation. In addition, audience members may not communicate with your team in any way. This includes Team Managers and all nonperforming team members. However, if a member of the audience who is not a Team Manager or a non-performing team member spontaneously interferes through no fault of the team, the team will not receive a deduction.

14. At the Tournament, playbills, programs and flyers advertising or telling about the team's Presentation may be handed out to Appraisers ONLY during the team's eight-minute Presentation. These materials MAY be handed out to the general public at any time prior to or during the Presentation.

15. Due to potential allergy and health concerns, Appraisers must not be asked to sample food items brought by your team. In addition, your team must not ask Appraisers to wear items such as headphones, glasses, etc. for your team's Presentation.

16. During your Presentation, no one in the audience may signal or communicate with your team. For example, your Team Manager and/or non-performing team members may not signal how much time has elapsed or use hand signals to indicate that you should speak louder.

17. Regarding the use of audio and video technology in a live Presentation, it is the intent of all *Team Challenges* that solutions be presented "live" at the Tournament.

a. Video and audio recordings may be used for portions of the Presentation (such as pre-recorded piano playing by a team member), but these recordings are not meant to replace a live performance. If the Appraisal Team thinks that too much of your Presentation has been prerecorded, your team's scores may reflect this.

b. Any costumes or props used in the audiotape or video must be included on the *Expense Report*.

Appendix D – Example of a DI Team Schedule – Starting with the School District Schedule


BOULDER VALLEY SCHOOL DISTRICT 2015-2016 School Year Calendar

JULY 2015	AUGUST 2015	SEPTEMBER 2015	OCTOBER 2015	NOVEMBER 2015	DECEMBER 2015
S M T W T F S	S T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
5 6 7 8 9 10 11	2 3 4 5 6 7 8	1 2 3 4 5	4 5 6 7 8 9 10	1 2 3 4 5 6 7	1 2 3 4 5
12 13 14 15 16 17 18	9 10 11 12 13 14 15	6 7 8 9 10 11 12	11 12 13 14 15 16 17	8 9 10 11 12 13 14	6 7 8 9 10 11 12
19 20 21 22 23 24 25	16 17 18 19 20 21 22	13 14 15 16 17 18 19	18 19 20 21 22 23 24	15 16 17 18 19 20 21	13 14 15 16 17 18 19
26 27 28 29 30 31	23 24 25 26 27 28 29	20 21 22 23 24 25 26	25 26 27 28 29 30 31	22 23 24 25 26 27 28	20 21 22 23 24 25 26
	30 31	27 28 29 30		29 30	27 28 29 30 31
JANUARY 2016	FEBRUARY 2016	MARCH 2016	APRIL 2016	MAY 2016	JUNE 2016
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
3 4 5 6 7 8 9	1 2 3 4 5 6	1 2 3 4 5	3 4 5 6 7 8 9	1 2 3 4 5 6 7	1 2 3 4
10 11 12 13 14 15 16	7 8 9 10 11 12 13	6 7 8 9 10 11 12	10 11 12 13 14 15 16	8 9 10 11 12 13 14	5 6 7 8 9 10 11
17 18 19 20 21 22 23	14 15 16 17 18 19 20	13 14 15 16 17 18 19	17 18 19 20 21 22 23	15 16 17 18 19 20 21	12 13 14 15 16 17 18
24 25 26 27 28 29 30	21 22 23 24 25 26 27	20 21 22 23 24 25 26	24 25 26 27 28 29 30	22 23 24 25 26 27 28	19 20 21 22 23 24 25
31	28 29	27 28 29 30 31		29 30 31	26 27 28 29 30


28th optional


 NON-STUDENT CONTACT DAYS


Teacher Prep/Work Day/Professional Development Days (No classes for students)
August 13-19; October 12; January 4; February 12; May 27

 FLEX Teacher Prep/Work Day/Professional Development Day
August 12


 K-5 ELEMENTARY ASSESSMENT DAY
September 21


 KINDERGARTEN ASSESSMENT DAYS
August 20 & 21

 New Educator Orientation
August 5-11

 FIRST/LAST DAY OF SCHOOL
August 20, 2015 - Grades 1-5, Grade 6 & Grade 9
August 21, 2015 - Grades 7, 8, 10-12
August 24 -25, 2015 - Kindergarten Staggered Start
May 26, 2016

 END OF TERM - TRIMESTER, QUARTER OR SEMESTER
All schools in session.

 Boulder Regional Tournament

 PARENT/TEACHER CONFERENCE EXCHANGE DAYS/NO CLASSES

Parent/Teacher Conferences are held in evenings beyond the teacher contract day as scheduled by each school November 23-24; April 15, 18

 VACATION/NO CLASSES

 HOLIDAY/NO CLASSES

Independence Day Observed - July 3
Labor Day - September 7
Veterans' Day - November 11
Thanksgiving Day - November 26
Christmas Eve - December 24
Christmas Day - December 25
New Year's Day - January 1
Martin Luther King Jr. Day - January 18
Presidents' Day - February 15
Memorial Day - May 30

STUDENT REPORT DAYS

79 Days 1st Semester HS
93 Days 2nd Semester
172 Total Days

TEACHER REPORT DAYS

88 Days 1st Semester
98 Days 2nd Semester
186 Total Days

 = DI Meeting

TRIMESTER DATES

First Trimester Ends November 6
Second Trimester Ends February 11

SEMESTER DATES

First Semester Ends December 18
Second Semester Begins January 5; Ends May 27

QUARTER DATES

First Quarter Ends October 16
Third Quarter Ends March 11

Appendix E – Examples of Good Instant Challenges to Do During the First Meetings

Destination Imagination®

Instant Challenge

Entry Level

SPLATTER

Challenge: Your **TASK** is to roll billiard balls down a ramp into a tub of eggs without breaking or cracking the eggs.

Time: You will have up to 4 minutes to use your IMAGINATION to place materials and up to 2 minutes to roll billiard balls for score.

Set-up: On one end of the room is a table with a ramp and 8 billiard balls. Underneath the ramp is a tub. When a billiard ball is allowed to roll down the ramp, it ends up in the tub. On a second table are 8 raw eggs, each in a small plastic bag, as well as other materials you may use to direct where and how the billiard balls will land.

Procedure:

- Part One (4 minutes): Practice rolling billiard balls down the ramp. When rolling the balls, they must be placed above the line on the ramp. Then place the 8 eggs along with any of the materials that you want anywhere in the tub. You must leave the eggs in their plastic bags, and may NOT open or alter the bags they are in.

- Part Two (2 minutes): Roll billiard balls down the ramp into the tub without breaking the eggs. The balls must be released above the line on the ramp. Team members must take turns rolling the balls. You may roll as many balls as you want, as long as at least one ball is rolled. No team member may touch anything in the tub or the balls after they have been released. When your team has finished rolling balls or time ends, the Appraisers will remove the eggs to see how many are broken or cracked.

Materials:

2 Sheets of Paper	2 Plastic Bags	1 Piece of Foil
2 Pencils	1 Balloon	12 in (30 cm) Piece of String
4 Straws	2 Rubber Bands	4 Mailing Labels

Scoring: You will receive

- 1 point for each egg that is not broken at the end of Part 2 times the number of billiard balls that went into the tub. (Maximum score = 8 X 8 or 64)
- Up to 20 points for how creatively you use the materials.
- Up to 20 points for how well your team works together.

Appendix E – Examples of Good Instant Challenges to Do During the First Meetings

Destination Imagination®

Instant Challenge

Entry Level

BODY RESCUE

Challenge: Present a **PERFORMANCE** in which members of your team become Super Doctors and get rid of a disease.

Time: You will have up to 5 minutes to use your IMAGINATION to plan your **PERFORMANCE** and up to 2 minutes to present your **PERFORMANCE** to the Appraisers.

The Scene: The time is the future. One or more members of your team are Super Doctors. These doctors have the ability to become very small, enter a patient's body, and go directly to the place where healing needs to occur. In this Challenge, your team will present a **PERFORMANCE** in which the Super Doctors go inside a patient and get rid of a disease.

•Part One (5 minutes): Plan your **PERFORMANCE**. Include the 5 items on the table. Decide who will be the Super Doctors and who will be the Disease. At least one team member must play each. Other team members may play any other roles that you want.

In this Challenge, the disease may be present in the heart, stomach or knee of the patient.

•Part Two (2 minutes): Present your **PERFORMANCE** to the Appraisers.

Materials You Must Use in Your PERFORMANCE

(may NOT be damaged):

Frying Pan

Plunger

Rope

Broom

Hula Hoop

In addition, four folding chairs will be available for you to use in your **PERFORMANCE** if you wish. However, no points will be awarded for use of the folding chairs. A piece of paper and a pencil also will be available for your team to use as you plan your **PERFORMANCE**.

Scoring: You will receive up to

- A. 15 points for the creativity of the Super Doctor(s).
- B. 15 points for the creativity of the Disease(s).
- C. 4 points (20 points maximum) for how creatively you use each of the materials in your **PERFORMANCE**.
- D. 30 points for the overall creativity of your **PERFORMANCE**.
- E. 20 points for how well your team works together.

Destination ImagiNation®

Instant Challenge

Entry Level

GOOFY GADGETS

Challenge: You **TASK** is to make a tool or “gadget” that could be used by two different types of workers and then to present a **PERFORMANCE** where you show how it would work and convince the Appraisers to make more of them.

Time: You will have up to 4 minutes to use your **IMAGINATION** to complete your **TASK** of making a tool or “gadget” and up to 2 minutes to present your **PERFORMANCE** to the Appraisers.

The Scene: The DI Tool and Gadget Company is about to go out of business. They need a new product. Your team has been chosen to create a new tool or “gadget” that can be used by at least two different types of workers. For example, you might make something that both a farmer and a doctor could use.

•Part One (4 minutes): Use the materials on the table to create a tool that can be used by at least two different types of workers. A list of different types of workers is available to help you—but you do not have to choose your workers from this list.

•Part Two (2 minutes): Present a **PERFORMANCE** where you show the Appraisers how your tool works and convince them to start making more.

Materials You Can Use to Make Your Tool:

1 Paper Cup	1 Pair of Chopsticks	4 Mailing Labels
4 Paper Clips	4 Rubber Bands	1 Paper Plate
1 Styrofoam Ball	1 Pencil	4 Large Washers

You will also have 2 pairs of scissors and 2 markers to use, but these items cannot be included as part of your tool. In addition, a piece of paper and a pencil will be available for your team to use as you plan your **PERFORMANCE**.

Scoring: You will receive up to

- A. 10 points (20 points maximum) for how creatively the tool may be used by each of the two types of workers.
- B. 20 points for how creatively you use the materials to make your tool.
- C. 20 points for the creativity of your **PERFORMANCE**.
- D. 20 points for how convincing you are.
- E. 20 points for how well your team works together.

Appendix F – Agenda and Information for First Meeting With Parents and Potential Team Members

Parent Meeting –

- Explain - What is DI
 - Central Challenge – explain long term project Management
 - Instant Challenge - example – thinking on your feet
 - Tournaments
 - Schedule – review the copies of the schedule
 - Explain that missing a meeting means not being part of critical team decisions that are made every week.
 - Explain - It really hurts the team when someone cannot attend.
 - Explain – Be careful about over-committing. If you can't make DI a priority, then maybe this isn't a fit.
- Why DI is a valuable activity – see the attached blog post
 - Skills that will set your kid apart in today's world
- Goals for this year
 - Introduce DI, have fun*, learn lots of valuable skills
 - The DI experience emulates real-world innovation projects. At times it will be thrilling and other times will be frustrating. Overall, though, it will be a great fun experience.
 - This first year – goal is not to win, but we could
 - This first year is a try-DI year.
 - Next year, goal will be to do well.
- Introduce the concept, “At DI meetings, we do DI things”
 - I explain...
 - At DI meetings we work in skills and plans to solve the Central Challenge and get better at Instant Challenges. This involves working as a team, brainstorming, meeting, building things, and giving presentations. That's what we do and lots of kids find that really fun.
 - While you are all always welcome at our house for a playdate, a DI meeting isn't a play date. My time is valuable and I'll make sure we stay focused on DI activities. Lots of goofing around and doing non-DI things isn't how I'm going to allocate my valuable time. (Come over for a playdate later, if you wish to do that).
 - If you don't like doing DI things or want to come to meetings for the snacks and to goof around, my DI team isn't going to be a good place for that.
- Explain Interference
 - Hand-out the attached sheet on interference and carefully review it.
 - Show the parents and kids the declaration of independence (attached). Explain that each child will certify in writing that all their ideas and work was done with no outside (parent) help. Explain that if you help your child, then you are setting your child up to

lie on this form when they sign it. <that works pretty well to keep parents from interfering!>

- Parent's expectations for final product
 - Set parent expectations for the final product
 - The final Central Challenge that they watch will be 100% the work of the kids only. That makes it a unique and wonderful experience.
 - Don't expect a polished presentation and props that come from adult-directed plays.
 - These challenges are difficult. Our grade-school kids are using the same challenge as college kids. Our kids may not solve every part of the challenge – and that is very common at this grade level.
- Attendance
 - Everyone needs to commit to the schedule.
- Safety –
 - Explain that safety the #1 concern and will be part of the experience.
 - Parents are welcome to drop-in a meeting any time
- Expenses –
 - Regular season – typically \$200 to \$300 per child in stuff we buy.
 - No everything we buy ends-up in the presentation. We are fine with buying things and then learning they won't work as planned.
 - I would like a pre-payment of _____ to get started.
 - Globals – possible, not mandatory this year. If we go, it is ~\$1300 for all expenses.
- General process for the year
 - Have some fun to start with instant challenges
 - Build a foundation for realistic long-term teamwork – leadership, team membership
 - Introduction of Technical skills
 - Pick a challenge and study it
 - Introduce and develop creative thinking skills
 - Brainstorm, plan, develop a project plan
 - Build and rehearse.
 - Tournament
 - Celebrate all that we accomplished
- "Homework" – will try to limit – none for most kids the first year
 - Some possible homework items
 - Discussions with Parents on teamwork and creativity
 - Getting Materials
 - Some tasks done best alone or smaller groups - like script writing
 - Tool safety training
- Communication – email? – confirm a communication method that everyone will use.
- Food – bring, allergies, candy
- Weekend meetings – rotate parents that bring lunch at noon.