**Conroe ISD**

**Destination Imagination**

 **Dates, Deadlines & Reminders**

 2017-2018

After reading ***Making a Decision to Participate in Destination Imagination*** and deciding DI is right for you and your campus, please make note of and complete the following:

**IMMEDIATELY**:

1. Purchase a DI Membership from the national organization by logging onto [www.idodi.org](file:///C%3A%5CDocuments%20and%20Settings%5Csdwood%5CDesktop%5Cwww.idodi.org).
	1. If you are unsure of the rules in purchasing this membership, please contact Pat Sudduth, Conroe ISD teacher and DI Regional Manager.
	2. You may use Conroe ISD GT funds to purchase a team membership if you have at least one identified GT student participating on that team.
2. Register your team at the Texas DI website: <http://www.texasdi.org/tminstructions>
3. Read Conroe ISD’s **“*I Want to Play*”** **packet** and submit the required forms to the Gifted Programs Department in the Administration Building.
4. Meet with your campus Team Managers and go over the rules and stipend information.
	1. In order to receive a stipend, Team Managers **MUST** attend Team Manager Training **AND** attend the Regional Tournament with their team.
	2. We do **NOT** pay stipends to paraprofessionals or parents.
	3. Adherence to “No Pass, No Play” must be communicated to all managers and parents.
	4. Rules and stipend information can be found in the **“*I Want to Play*”** **packet** available online through the Gifted Programs’ Website.

If after reading all of the information you have questions or need additional clarification, please contact one of the following individuals for assistance:

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| Pat SudduthCISD Teacher/ DI Regional Managerpsudduth@conroeisd.net |  | Chris ReicheltGifted Programs Specialistcreichelt@conroeisd.net |

**Gifted Programs Department**

936-709-7817

**DATES and DEADLINES**

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|  **Tuesday, August 29, 2017****4:30 pm-6:00 pm** **Thursday, August 24, 2017****6:00 pm-7:00 pm****Tuesday, September 5, 2017 6:00 pm – 7:00 pm****Thursday, September 14, 2017****6:00 pm-7:00 pm****Tuesday, September 19, 2017****6:00 pm-7:00 pm****Tuesday, September 26, 2017****6:00 pm- 7:00 pm** **Saturday, September 30, 2017****9:00 am-11:00 am****Saturday, October 21, 2017****9:00 am to 12:00 pm** | **-****-****-**----- | Campus DI Coordinators Meeting- DI Coordinators only Address: The Woodlands College Park High School - LGI 1300 3701 College Park Drive, The Woodlands Awareness and Informational Meeting Address: Willis ISD 1304 N. Campbell St., WillisAwareness and Informational Meeting Address: Kaufman Elementary - Cafeteria  2760 Northridge Forest, Spring Awareness and Informational Meeting Address: The Woodlands Methodist School 2200 Lake Woodlands Drive, The Woodlands Awareness and Informational Meeting Address: York Jr. High- Library 3515 Waterbend Cove, Spring Awareness and Informational Meeting Address: Mitchell Intermediate - Cafeteria  6800 Alden Bridge Drive, The Woodlands Team Manager Training- EXPERIENCED managers only**(Required for eligible managers seeking a stipend.)** Address: The Woodlands College Park High School 3701 College Park Drive, The Woodlands **OR**Experienced and Novice Team Manager Training **(Required for eligible managers seeking a stipend.)** Address: The Woodlands College Park High School 3701 College Park Drive, The Woodlands |
|  |  | **OR** |
| **Tuesday, November 7, 2017****6:00 pm to 8:30 pm****Saturday, December 2, 2017****9:00 am-12:00 pm****Saturday, December 9, 2017****9:00 am-12:00 pm** | **-****-****-** | Experienced and Novice Team Manager Training **(Required for eligible managers seeking a stipend.)** Address: Kaufman Elementary  2760 Northridge Forest, Spring **OR**Experienced and Novice Team Manager Training **(Required for eligible managers seeking a stipend.)** Address: Kaufman Elementary  2760 Northridge Forest, Spring  **OR**Experienced and Novice Team Manager Training **(Required for eligible managers seeking a stipend.)** Address: The Woodlands College Park High School 3701 College Park Drive, The Woodlands |
| **Friday, October 20, 2017****Friday, November 17, 2017** | **-****-** | Submit CISD’s **“*Single Team District Registration*”** (2 pages) to the Gifted Programs Department to register team with Conroe ISD. **Form MUST BE RECEIVED by date noted.** Send to: Chris Reichelt, GT SpecialistGifted Programs DepartmentConroe ISD Administration BuildingRegistration for Regional DI Tournament Due to Gifted Programs* + Register online at [www.texasdi.org](file:///%5C%5Ctitan%5Cemployee%24%5CCurriculum%5Csdwood%5CGifted%20Programs%20Department%5CDestination%20Imagination%5Cwww.texasdi.org). (Directions provided at trainings.)
	+ When you register online, select “pay with a P.O.” and print one copy of your registration receipt.
	+ Keep one copy for your records.

**REQUIRED**… **\*no later than 4:00 p.m. Friday, November 17, 2017*****Failure to process your paperwork at the Texas DI Website by the above due date may result in CISD not funding your team.*** |
| **Friday, December 8, 2017** | **-** | Register appraisers and Final Changes to Registration* All final corrections must be made to team’s registration form by Dec. 8, 2017. After this time teams are locked in challenge, level, name spelling, DOB, etc.
* Submit the names and contact information for **two (2)** appraisers for each DI team you are responsible for registering.
* Appraiser information must be submitted with the Regional Team registration on the Texas DI website at [www.texasdi.org](http://www.texasdi.org). by Dec. 8, 2017.
* **Teams that do NOT provide two (2) appraisers for the Regional Tournament will be considered show teams and will NOT be allowed to advance to State or Global competitions.**
	+ CISD Professional employees will receive credit for 6 GT hours for attending **one (1)** Appraiser Training **and** appraising at the Regional Tournament.
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2nd SEMESTER

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|  **Saturday, January 20, 2018*****New Appraisers:*****8:30 am to 12:00 pm*****Returning Appraisers:*****9:45 am to 12:00 pm** **Saturday, February 3, 2018*****New Appraisers:*****8:30 am to 12:00 pm*****Returning Appraisers:*****9:45 am to 12:00 pm** | **-****-** | Appraiser’s Training***CISD Professional Staff seeking GT hours MUST attend either this training or the training on Feb. 3, 2018.***Address: Oak Ridge High School-9th Grade Campus 27330 Oak Ridge School Road, Conroe**OR**Address: Oak Ridge High School-9th Grade Campus 27330 Oak Ridge School Road, Conroe |
| **Friday, February 2, 2018** | **-** | Submit Stipend Authorization Form * **DI Stipend Authorization Form** can be found in the **“*I Want to Play*”** **packet** available online through the Gifted Programs’ Website.
* Attending **one (1)** of the **two (2)** DI Team Manager Trainings is mandatory in order to be considered for a stipend.
* Incomplete paperwork, incorrect paperwork, late paperwork, or paperwork that is not turned in will result in NO STIPEND.
* Stipends will be processed at the end of the DI season for payment received in July.

Send completed forms to: Chris Reichelt, GT Specialist Gifted Programs Department Conroe ISD Administration Building |
| **Monday, January 8, 2018****Timeline:****12/20:Last day of grading period****1/8: Grades/UIL due****1/16: Eligibility lost or gained** | **-** | Certification of Eligibility Due for Regional Tournament* **DI Competition Eligibility Form** can be found in Canvas under Destination Imagination.
* Each student must be **passing as of Jan. 8, 2018** in order to compete.
* You must certify each member of each team representing your campus according to TEA UIL Side-by-Side Competition rules.

Send completed forms to: Chris Reichelt, GT Specialist Gifted Programs Department Conroe ISD Administration Building**If this form has not been received by the Gifted Programs Department by Monday, January 8, 2018, students will not be allowed to compete. No exceptions.** |
| **Saturday, February 17, 2018****Award Ceremony****Elementary: 6:00 pm-7:00 pm****Secondary: 7:30 pm-8:30 pm** | **-** | Regional DI Tournament & Award Ceremony * It is the team’s responsibility to secure transportation to the Regional Competition.
* If your campus wishes to take a bus, you may make your own arrangements. Smaller campuses sometimes pool their teams on one (1) bus.
* Campus GT money may be used to pay for this transportation as long as there is at least one (1) identified GT student traveling on the funded transportation.

Address: Oak Ridge High School and Oak Ridge High 9th 27330 Oak Ridge School Road, Conroe |

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| **Tuesday, February 20, 2018** | **-** | Registration Due for Qualified Teams for DI State Tournament * Paperwork must be processed and submitted the SECOND working day after your notification of advancement in order to receive District funding for the State Tournament.

**Transportation and hotels will be provided by CISD for the DI State Tournament based on each team’s decision to comply with CISD policies. In the event the State Tournament is in the Houston area, teams are responsible for their own transportation and hotel should they choose to stay closer to the site.**  |
| **Thursday, March 8, 2018****6:00 pm- 7:00 pm****Monday, March 19, 2018**Timeline:**3/9 :Last day of grading period****3/19: Grades/UIL due****3/26: Eligibility lost or gained** | **-**- | State Parent & Student Information MeetingAddress: The Woodlands College Park High School, LGI 1300 3701 College Park Drive, The WoodlandsCertification of Eligibility Due for Regional Tournament* **DI Competition Eligibility Form** can be found in Canvas under Destination Imagination.
* Each student must be **passing as of March 19, 2018** in order to compete.
* You must certify each member of each team representing your campus according to TEA UIL Side-by-Side Competition rules.

Send completed forms to: Chris Reichelt, GT Specialist Gifted Programs Department Conroe ISD Administration Building**If this form has not been received by the Gifted Programs Department by Monday, March 19, 2018, students will not be allowed to compete. No exceptions.** |
| **Friday, April 6, 2018 to****Sunday, April 8, 2018**  | **-** | State Tournament Check-In& Team Mixer Location: Mansfield, TX | State DI TournamentLocation: Mansfield, TX |
| **Monday, April 10, 2017** | **-** | Registration Due for Qualified Teams for DI Global Tournament * Paperwork must be processed and submitted the SECOND working day after your notification of advancement in order to receive District funding for the Global Tournament.

**Transportation, meals and housing will be provided by CISD for the DI Global Tournament based on each team’s decision to comply with CISD policies.**  |
| **Thursday, May 3, 2018****6: 00 pm- 7:00 pm****Monday, April 30, 2018****Timeline:****4/27 :Last day of grading period****4/30: Grades/UIL due****5/4: Eligibility remain or gained** | **-** | Global Parent & Student Information MeetingAddress: The Woodlands College Park High School, LGI 1608 3701 College Park Drive, The WoodlandsCertification of Eligibility Due for Global Tournament* **DI Competition Eligibility Form** can be found in FirstClass under Curriculum & Instruction, Gifted & Talented, DI
* Each student must be **passing as of April 30, 2018** in order to compete.
* You must certify each member of each team representing your campus according to TEA UIL Side by Side Competition rules.

Send completed forms to: Chris Reichelt, GT Specialist Gifted Programs Department Conroe ISD Administration Building**If this form has not been received by the Gifted Programs Department by Monday, April 30, 2018, students will not be allowed to compete. No exceptions.** |
| **Monday, May 21, 2018** **through****Sunday, May 27, 2018** | **-** | DI Global TournamentLocation: University of Tennessee  Knoxville, Tennessee |

**Conroe ISD**

**Destination Imagination**

**Definitions**

**Team Manager (TM)-** Can be an Assistant Principal, teacher or parent. TM is the head coach of the DI team(s). TMs comply with all CISD rules and regulations, complete and turn in all paperwork on time, ensure students have a positive and safe experience and report to Campus DI Coordinators. TM are eligible for a CISD stipend if stipend requirements are met. Experienced Team/Co Mgr.- managers that have previously coached a DI team.

**Team Co Manager (CTM)-** Can be an Assistant Principal, teacher or parent. CTM is the assistant to Team Manager. CTMs comply with all CISD rules and regulations, assist in completing and turning in all paperwork on time, ensure students have a positive and safe experience. CTM are eligible for a CISD stipend if stipend requirements are met.

**Campus DI Coordinator**- Liaison between the campus and GT Specialist, Chris Reichelt. DI Coordinators are responsible of communicating messages to and from the GT Department about DI, turning in Campus DI paperwork on time, overseeing campus travel requests and overseeing that all teams/parents comply with all CISD rules and regulations.

**Awareness and Informational Meeting**

Audience: Administrators, teachers, parents interested in starting or joining a DI team

Purpose: Introduction to Destination Imagination

Topics: Overview of DI, what to expect, DI challenge preview and time for Q/A

**Team Manager Training- Experienced Only**

Audience: Team/Co Managers that have coached a DI team last year

Purpose: Yearly training for managers and stipend requirement

Topics: Updates to DI and challenge preview

**Team Manager Training**

Audience: New Team/Co Managers that have never coached a DI team

Purpose: Stipend requirement and familiarize with DI program

Topics: Overview of DI, what to expect, how to register, expectation of team/co manager, challenge preview

**Campus DI Coordinator Meeting**

Audience: Campus DI Coordinator Only

Purpose: To inform of procedures and policies

Topics: DI registration, stipends, UIL, deadlines, student travel, POs and parent expectations

**Appraiser Training**

Audience: Administration, teachers, parents, volunteers (graduated HS and 18+ years old) interested in appraising at Regionals on Saturday, February 18, 2017

Purpose: Yearly training appraisers and GT hour requirement

Topics: Detailed duties as an appraiser