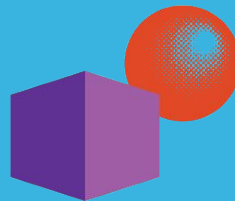


DESTINATION IMAGINATION

2026-27 INFORMATIONAL KICK-OFF MEETING



DESTINATION
IMAGINATION®

DI - TEAM MANAGERS – WE NEED YOU!!!!!!

What does it mean to be a team manager?

- Recruiting, selecting, and training the team
 - Attending a virtual team manager training
 - Presenting the team challenges to the team
 - Conducting brainstorming sessions to develop solutions to the team challenge
 - Conducting and evaluating instant challenge practice sessions
 - Helping team obtain materials and knowledge necessary to solve the team challenge
 - Supervising practice sessions
 - Registering team for regional and state (if applicable) tournament(s)
 - Accompanying the team to competitions and representing them should a problem occur
 - Identifying an appraiser for your team
- 

WHAT ARE THE NEXT STEPS?

1. **Form a team – each team must have a Team Manager.**
2. **The People Operations Department will guide you through the onboarding process to be approved as a DI Team Manager and to receive your Supplemental Contract.**

**The People Operation contact is: Karen Holt -
Kholt@wscloud.org - 614-450-6090**

Requirements:

- A. A valid BCI/FBI background check in order to work with your DI Team*
 - B. Complete payroll forms for your Supplemental Contract
 - C. Coaches Tool Chest Training
 - D. Rapback Enrollment with ODE
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WHAT ARE THE NEXT STEPS?

Onboarding Information - continued

A. BCI/FBI background check

Make an appointment with People Operations for fingerprinting and processing through this link:

<https://go.nemogappointment.com/Booking/Booking/Index/1z2187wsdcp>



**If you have completed a BCI/FBI background check within the last year AND you have the copies of the results, reach out to Karen Holt to determine if it meets the requirements needed for this position.*

Your appointment will be at the Worthington Education Center (WEC) at 200 East Wilson Bridge Road, Worthington, OH 43085.

There is a \$53 fee for BCI/FBI background check - preferred payment - Debit/Credit Card. We will accept Check/Money Order payable to Worthington School. We cannot accept cash in our office.

WHAT ARE THE NEXT STEPS?

Onboarding Information - continued

B. Payroll Forms

After you schedule your appointment, Karen Holt will email you the payroll forms to complete and return at your BCI/FBI appointment.

Please bring the following:

- ☐ Completed Payroll Forms
- ☐ Verification from your bank for the Direct Deposit account - either a Voided Check or Direct Deposit Authorization Form from your bank.
- ☐ Driver's License
- ☐ Social Security Card (required by the payroll department)

WHAT ARE THE NEXT STEPS?

Onboarding Information - continued

C. Complete the Coaches Tool Chest Training -

- ❑ This **annual** training program provides comprehensive instruction in: CPR, Fundamentals of Coaching, Concussion in Sports, First Aid for Coaches, Sudden Cardiac Arrest/Lindsay's Law, Positive Behavior Intervention and Supports (PBIS), Mental Health Training, the Auditor of State's Fraud Training, and Cyber Security.
- ❑ While you are not an athletic coach, you will be working with our students and we want to ensure that you are properly trained to handle various situations that may arise during your time with your team of students.
- ❑ Worthington will provide a one-time use "Discount Code" to you so that your cost for the training through Coaches Tool Chest will be **\$19** (discounted from \$49). Karen Holt will send the code to you after your BCI/FBI background check is clear.
- ❑ When you have completed your Coaches' Tool Chest training, you will be provided a certificate of completion. Please save this certificate as a PDF and email it to Karen Holt, kholt@wscloud.org and Suzanne Palmer, spalmer@wscloud.org.

WHAT ARE THE NEXT STEPS?

Onboarding Information - continued

D. Enroll in RapBack* with Worthington Schools through the Ohio Department of Education

**Record of Arrests and Prosecutions Background*

- ❑ The State Board of Education requires that all individuals working in schools must be enrolled in Rapback with each district they work with.
- ❑ [Rapback](#) helps ensure student safety by providing timely notifications to districts and schools regarding any criminal activity involving non-licensed staff. Under **Ohio Revised Code 3319.39**, ongoing background checks are mandated for all school employees. Rapback expands upon these background checks by ensuring continuous monitoring beyond the initial check.
- ❑ People Operations will give you instructions for this enrollment process.

WHAT ARE THE NEXT STEPS?

4. Fill out the Destination Imagination Team Manager Form - **by FRIDAY, OCTOBER 30th**
5. Team Registration Complete on DI site – **January 15th**

WHAT ARE NEXT STEPS?

6. **Appraiser Registration – January 22, 2027**
 7. **Worthington Dress Rehearsal –
March 2, 2027, 6:30 PM at the WEC.**
 8. **Central Ohio Regional Destination Imagination
Tournament -
March 6, 2027, Circleville HS**
 9. **State Tournament –
April 3, 2027, OSU Marion Campus**
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REGISTRATION AND FEES

Worthington Schools covers cost of:

- Team Challenge #
- Registration fee for state tournament (if applicable)
- Registration for qualifying Global teams
- Supplemental contract for Team Manager

Team manager covers cost of:

- Background check (\$50) if applicable
- Coaches Tool Chest Training (\$19) - required ANNUALLY



IMPORTANT RESOURCES

[Destination Imagination](#)

[Worthington DI Information](#)

Sign up **[HERE](#)** to become a DI Team Manager

[We Need You!!](#)



QUESTIONS?

**For more information, contact
Suzanne Palmer, Gifted Services
Coordinator**

spalmer@wscloud.org

614-450-6055

