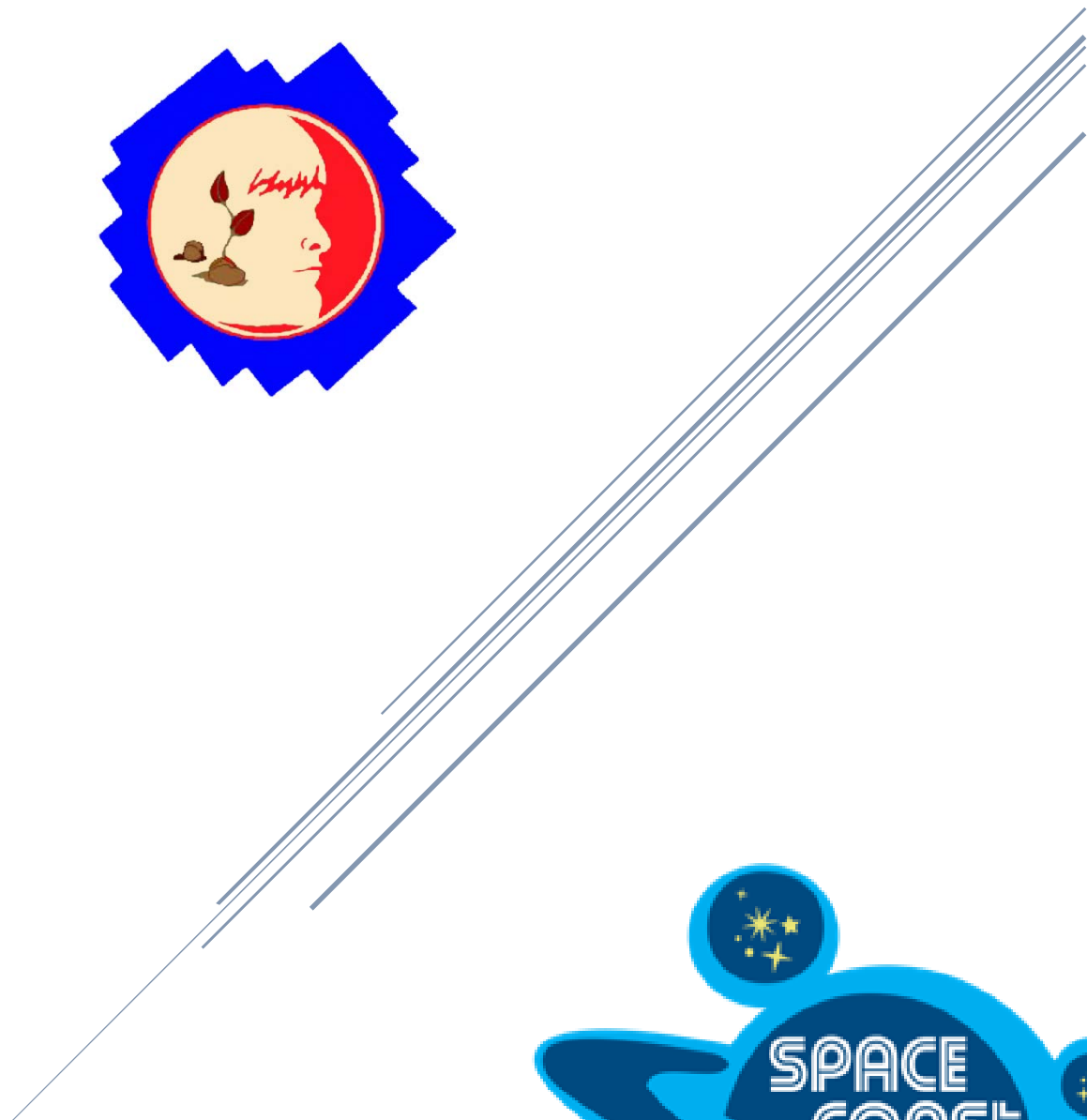


# ODYSSEY OF THE MIND

School Coordinator Handbook 2018 - 2019



Space Coast Region



## TABLE OF CONTENTS

<b>SCHOOL CONTACT CHECKLIST</b>	<b>5</b>
<b>STEPS TO GETTING STARTED:</b>	<b>8</b>
WHAT ELSE CAN I DO?	9
<b>CO\$TS OF ODYSSEY OF THE MIND™</b>	<b>10</b>
<b>HOW IS THE REGION FUNDED?</b>	<b>12</b>
<b>HOW TO GET YOUR SCHOOL MEMBERSHIP</b>	<b>13</b>
<b>HOW TO DEAL WITH REGISTRATION!</b>	<b>14</b>
MORE ABOUT JUDGES & WORKERS	17
<b>SPECIAL AWARDS AND SCHOLARSHIPS</b>	<b>18</b>
<b>PROCEDURES SPECIFIC TO INDIVIDUAL SCHOOLS</b>	<b>19</b>
<b>RESOURCES FOR YOUR TEAMS</b>	<b>19</b>
<b>A FEW QUESTIONS AND ANSWERS</b>	<b>20</b>
<b>IT'S TOURNAMENT DAY!!</b>	<b>23</b>
<b>APPENDIX</b>	<b>25</b>
THE OUTSIDE ASSISTANCE RULE	27
ODYSSEY OF THE MIND RECRUITMENT	29
2018 -2019 ODYSSEY OF THE MIND: STUDENT-PARENT CONTRACT	31
CAROL ROWELL AWARD APPLICATION	33
JESSE SHOENIG AWARD APPLICATION	35
HIGH SCHOOL SENIOR SCHOLARSHIP APPLICATION	37
INSTRUCTIONS FOR BOOKKEEPERS	39
<i>SCHOOL MEMBERSHIP – Purchased in fall to mid-January.</i>	40
<i>TEAM REGISTRATION</i>	41
<i>WORKSHOPS and TSHIRTS</i>	41
QUICK REFERENCE FOR ODYSSEY OF THE MIND PAYMENTS	42



# SCHOOL CONTACT CHECKLIST



- \_\_\_\_\_ 1. Attend Coordinators Training and Information Meeting at the beginning of the School Year.
- \_\_\_\_\_ 2. Obtain your school/organization's membership with Creative Competitions.
  - Register through Space Coast to save \$35.
    - First Deadline Oct. 1<sup>st</sup> - \$100 make check/purchase order to CCI
    - Second Deadline Oct. 15<sup>th</sup> - \$100 make check/purchase order to CCI
- \_\_\_\_\_ 3. Recruit teams and coaches
- \_\_\_\_\_ 4. Have them select a problem and give them the full problem from Creative Competitions Inc. Either the printed copy or the soft copy.
- \_\_\_\_\_ 5. Have teams' complete paperwork listing Coach information and team members' ages/grades.
- \_\_\_\_\_ 6. Share regional T-shirt information and Spontaneous workshop information with the teams.
- \_\_\_\_\_ 7. Have teams recruit a volunteer to work 2-3 hours the day of competition and get a completed Worker Information Form.
- \_\_\_\_\_ 8. Recruit one (1) judge PER team and have them complete the Judge Information Form.
- \_\_\_\_\_ 9. Register your teams for Regional competition with FLOMA by Dec. 17<sup>th</sup> for NO LATE FEE
  - Registration fee for Div. I, II & III teams is \$105 for each team.
  - Registration fee for Primary is \$50 for each team.
  - If you did not register by Dec. 17<sup>th</sup> Register by January 18<sup>th</sup> and add a \$20 late fee per team.
- \_\_\_\_\_ 10. Determine if you have a team member who should be considered for one of the special awards. Deadline FEBRUARY 1<sup>st</sup>!
- \_\_\_\_\_ 11. Keep in touch with your coaches and assist them with any issues offer to help with spontaneous practice!
- \_\_\_\_\_ 12. Consider a fund raiser to help with costs of going to State or World Finals should the team(s) advance!



## **School Contact**

It is the membership contacts that make *Odyssey of the Mind*™ possible for all the students in your region. Without you, teams would not be organized, coaches would not be informed, the Regional Board would not be aware of teams' and coaches' needs, and creativity would not be flourishing through *Odyssey of the Mind*™. You make it all happen, and have the thanks of all our team members, who believe that together we truly can make the world a better place in which to live.

The Space Coast Odyssey of the Mind Board thanks you for serving as your School Contact. Remember we are here to help you in any way we can!

Your tasks are to help the students at your school be successful by finding coaches, organizing teams, recruiting judges and getting pertinent information. As always, should you, or any member of our organizing team be stuck, the entire team is stuck. You may not skip your turn, nor pass, but you may repeat (and be the contact again next year!).

We have assembled this manual to make it easier for you to successfully do your job. We suggest that you read this material and then discuss with your administrator your plans and their expectations of you in this role. This is an opportunity to request their support if it should ever be needed. Remember, Brevard Public Schools provides three (3) Odyssey of the Mind stipends per school. It is up to your principal to allocate them.

## STEPS TO GETTING STARTED:

1. Attend the Space Coast Contact Meeting in the fall. Even if you have been the Contact for many years, some processes have changed slightly. It's also helpful to have experienced contacts there, especially those in the BPS system.
2. Talk to the principal about the goals and the value of **Odyssey of the Mind™**.
  - Get approval if this is the first year for your school.
  - Explain what might be required in terms of sending flyers to parents either by paper or electronically, having an Awareness Meeting one evening at the school and perhaps soliciting teachers to be judges at the Regional Tournament March 2, 2019 at Viera High School.
  - Discuss who might finance the \$135 membership fee. Schools can get a discounted rate of \$100 if the membership application is submitted through Space Coast Odyssey of the Mind
  - Determine if any funds might be available to pay the State Registration fee of \$105 per competitive team and \$50 per Primary team...
  - If funds are not available from the principal but he or she approves, ask the PTA for funding. Talk to the PTA/PTSA president about **Odyssey of the Mind™**.
  - Find out if fundraising by the teams is an option.
3. Invite interested parents, students and teachers to an Awareness Meeting to tell them about Odyssey and how to form teams. Odyssey is a program for all students – not just gifted. Board members can help you with this meeting if you wish.
  - The information about this meeting can be sent by flyer, PTA newsletter and/or announcements over the PA system.
  - There is an excellent YouTube video you can use that explains the program from the view of a teacher coach, parent coach, and team member. Look for:  
Odyssey of the Mind - A Creative Experience (length is 10:26 minutes)
  - It's important at this meeting to stress that while parents may teach skills, they may not suggest or help the team develop the solution to any aspect of the problem.
4. Recruit coaches by explaining a team cannot be formed without a coach. Coaches may be a teacher at the school or a parent volunteer. (Some schools have had much success by requiring team parents have some responsibility, either as coach, assistant, spontaneous coach, etc.)



Remember Parent Volunteers must be an "A" level volunteer. Co-coaching is recommended for the protection of students and coaches.

5. Have students sign up and juggle their interests, ages, and available coaches to form teams. (Ideally, all interested students should have the opportunity to participate.)
  - You should support and encourage teams from prior years staying together. Before adding a new member to an existing team talk to the coach.
  - Some students may form their own team and if possible work with them.
  - Before forming teams or letting teams choose their problem, have them work together on spontaneous problems and team building activities to ensure commitment by team members and their parents. Once a team member works on the long-term solution they cannot be replaced. They are permanently on the roster for that competition year.
6. Provide initial support to coaches by giving information, copies of the rules and of the problems. Rules and problems are sent in a packet from New Jersey when you join. Information about training will come from the local region. Encourage coaches to attend trainings.

## WHAT ELSE CAN I DO?

*Not in the basic job description, but you could:*

- Help teams with spontaneous practice
- Be an Odyssey judge or volunteer
- Organize parent resources and perhaps hold a "skills" workshop to teach students some basic skills, such as sewing or painting
- Have a "Spontaneous Night" at your school. Each coach provides a problem and runs a station. Assistant coaches bring the teams around to each station
- Help the Regional Board find sites for trainings
- Send information about teams to your local newspapers
- Start an Odyssey Resource Library for your school. Buy a few books and/or order a video from New Jersey, and add to the collection yearly
- Try your hand at writing a few spontaneous problems for the teams at your school to practice
- Plan a "Coaches' Recovery Party" and/or an Awards Ceremony for just your school
- Arrange for teams to rehearse at the school and perhaps give a performance to the other students



# COSTS OF ODYSSEY OF THE MIND™

## WHAT DOES Odyssey COST?

You will need a Membership from Creative Competitions \$135 (subject to change annually)

 Your membership entitles you to:

- 1 team *per* Division *per* competitive Problem
- Unlimited Primary Teams
- **However, if you submit your application through Space Coast Odyssey of the Mind you can receive the bulk rate of \$100 (11+ Schools)**
- Deadline for first mailing will be October 1, 2018
- Deadline for second mailing will be Oct. 31, 2018
  - Once we receive your application we will be able to forward a soft copy of the Program Guide and 2018 - 2019 Problems.
  - Once CCI receives the bulk mailing from us they will send you the printed copy of the Program Guide and the Problems.

## State Association Registration for Regional Competition

- Fee per competitive team is \$105 and Primary fee of \$50 per team if submitted by the December deadline. This amount includes our regional fee of \$30 per team (new for 2018-2019).
- After that date, a \$20 late fee will be applied per team.
- Competing teams **MUST BE** registered no later than January 15<sup>th</sup>.

## Materials and supplies

- Typically \$135 or less (average per team; may be more or may be less).
- Teams may spend more than that as they work out their solution.
- Keep in mind that teams will need to transport their props and creations! If they get large a small moving trailer may be needed.
- Only cost of what actually ends up being used during the skit is applied to the total cost sheet.

## Teams Advancing to State Finals

- \$50 per team registration fee

- Teams may choose to stay at a hotel by UCF which will add additional costs.

#### WHO PAYS?

- In most schools, the principal or the PTA funds the membership fee to the national organization.
- The individual team members and parents are usually responsible for the remaining costs. **Most team members can, therefore, participate for approximately \$30-\$45 per child, even when you add in the occasional pizza!**

## HOW IS THE REGION FUNDED?

The State registration fee of \$105 is paid to FLOMA by each team. Primary teams pay \$50.

- Insurance fees for all the sites used for trainings, workshops and tournament
- Problem Captain trainings
- Ribbons, medals.
- Scholarship Awards
- Included this year is a \$30 Regional fee which will help cover regional tournament expenses and provide a Regional Champion T-shirt to each team member advancing to state tournament.

The rest of our funding comes from Sales of Regional T-Shirts, Tournament Sales, and grants and fund raising. We encourage you to purchase team shirts through us to support the tournament.

You will notice on all the forms that we ask for parents, judges, and volunteers to voluntarily share the name of their employer. Having this information will allow us to collect data (numbers) to use when applying for grants and funding from corporations and other sources. Please encourage everyone to include that information if at all possible. It is not required.



**AND IF THEY SUCCEED AT STATE THEY ARE ON TO WORLD FINALS!**

While these costs will seem high, it is an experience they will never forget. There will be teams from United States and over 25 other countries. Through planned activities the teams get a chance to interact through pin trading, Creativity Festival and at meals. Teams generally stay in dorms on campus, but can choose to stay off campus.

World Finals up to \$1,000 per team member and chaperone.


To assist teams with fund raising for World Finals – Space Coast Odyssey of the Mind is scheduling some fund raisers at restaurants to support World Finals teams. Even if your team does not advance, supporting those events will help local teams.


If a team from your school advances to State Tournament, it's a good idea to start a discussion with your administration about the possibility of the team advancing to World Finals. The turnaround time is very short after state. Your coaches will need information regarding chaperones the Monday after State if they advance to World Finals! The School Board will want to know each the plans for each team regarding modes of transportation, number and names of chaperones, costs per student, & lodging arrangements.

# HOW TO GET YOUR SCHOOL MEMBERSHIP

1 First you will need to register your school with Creative Competitions, Inc. There are two ways you can do this.

 REGISTER through Space Coast Odyssey of the Mind and save \$35.

 Complete the Application – a copy is included in appendix if you don't have one.

 To get the discounted rate check the line for “11 or more memberships from the same school district (registered at the same time).

\* Each individual membership costs \$135, but you will receive discounts if you purchase more than one membership. For each membership purchased, you get five competitive long-term problems, one primary problem, one copy of the Program Guide, and more!

\_\_ Individual 2018-2019 Odyssey of the Mind Membership @ \$135

\_\_ Additional membership(s) for the same school or community group @ \$100


\_\_ 6-10 memberships for the same school district (must register at the same time) @ \$120

11 or more memberships from the same school district (registered at the same time) @ \$100

 Provide a check or purchase order made out to CCI.

 Mail the completed application and check/purchase order to:

Space Coast Odyssey of the Mind  
1105 Baywood Court  
Malabar, FL 32950

 Or send by courier to:

Port Malabar Elementary School  
Attn.: Space Coast Odyssey of the Mind





2 The current year's problems are released Sept. 1<sup>st</sup>. When your membership application is received by either Space Coast or CCI the current year's problems will be forwarded once the problems are released. CCI will send you the entire membership package. We will forward a soft copy of the problems, and once we submit the batch of applications to CCI they will forward the membership package to you with your membership information and printed copies of the program guide and problems.

# HOW TO DEAL WITH REGISTRATION!














*or, How to Make Sure Your Teams are Legal!*

- 1 Once your Membership is paid with CCI, you will receive your Membership number. This will be the same from year to year – but you must be paid up for the current year to register your teams with Florida Odyssey of the Mind (FLOMA).
- 2 Determine how Tournament fees will be paid. If the school is paying for all teams, make sure you **start the check process early** so that you will have the check before the winter break.
- 3 Team Registration begins Oct. 1<sup>st</sup>. The registration is done online. Cost for a Primary Team is \$50 and for Div. I, II, & III is \$105.
- 4 You will need to have the following information on each team:
  - A Information of the coaches including cell # and email address and any scheduling conflicts.
  - B Team member's names, grades, and school attending and any scheduling conflicts. (Only 7 team members)
    - 🚫 Remember to check the Program Guide for grade level cutoffs to make sure you've registered in the correct division. The highest grade of a team determines the division.
    - 🚫 The roster is part of the team's online registration and must be completed by December 17th to avoid the \$20 late fee. The names listed online will be compared to the team's Outside Assistance form submitted at each level of competition.
      - Note: Paying for the team's registration LOCKS the roster, so make sure it is correct before submitting payment. After payment, you will need to add team members through your Regional Directors.
  - C Additional requirements such as disabilities or medical info we would need to know about, e.g. peanut allergy, etc.
  - D Volunteer:
    - 🚫 Each team will need to provide one volunteer to work a 2-3 hour shift the day of tournament. The time will NOT conflict with the team's performance time. If the volunteer has children on multiple Odyssey teams – please give the school, problem and division for any siblings so we can arrange the work time around all the performance.
    - 🚫 You will need the name, address and phone number of a volunteer, along with their preferred work assignments. A form is included in the Appendix.
    - 🚫 THE VOLUNTEER will work If the team volunteer fails to show to work their shift the team will be assessed a 25-point penalty. If the original volunteer can't work, they can have someone else fill-in.

E Judge:

-  The school should supply a judge for each team they have competing.
-  You can recruit from teachers, responsible adults in the community, even administrators!
-  While parents can serve as a judge THEY WILL NOT be able to see their child's performance and cannot judge for the problem their child is competing in. It is not recommended to use a parent.
-  There is a form included in the Appendix for Judge Volunteers along with a synopsis of this year's problems to help them select a problem to judge. THEY WILL NEED TO SIGN the form. This covers you and Space Coast as to what the expectations are of judges. Please bring or send the signed copy to the First Mandatory Coaches Meeting.

5 Once you have the team information REGISTER THE TEAM.

- A Go to the National Odyssey of the Mind website – [www.odysseyofthemind.com](http://www.odysseyofthemind.com)
  -  If you have not yet registered your school or organization with the national site and gotten information about your membership, you can do that by clicking on JOIN!
  -  If you have already registered for your national membership, you can go to TEAMS → MEMBERS AREA
- B Once in the members area, login using your Membership # and Zip Code associated with the membership.
- C When you are logged in you have a number of options:
  -  Contacts Info – gives you contact information for each Regional Director
  -  Events – List of events relevant to your Region & State
  -  Long-Term Problems – A PDF version of each Long-Term Problem
  -  Membership Status
  -  Team Registration
  -  Team Login
  -  Judge Registration
  -  Volunteer Registration
  -  Judge/Volunteer List
  -  Find out how Odyssey of the Mind problems meet STEM & 21<sup>st</sup> Century Skills requirements
  -  Division Finder
- D Click on TEAM REGISTRATION on the left-hand list of options.

- 👤 From the drop-down boxes choose your teams Regional Tournament, Long-Term Problem & Division. If you are a Primary team, once you choose the program you do not need to choose a division.
- 👤 You will see a welcome screen that details all the requirements by Florida Odyssey of the Mind and your Region in order to complete all of your registration. Click that you agree to all the requirements and go to the next screen.
- 👤 Enter the Coach Information as well as any medical issues and scheduling conflicts. Also put the number of team members and additional coaches. Click Next.
- 👤 For each team member put in their First Name, Last Name, School, Grade, and a Parent/Guardian email.
- 👤 Please review all of the information carefully, re-enter the email address that was provided as the coach and click submit.
- 👤 Your confirmation page will include a User Name and Password. This will allow you to get into the Team Login area back in the MEMBERS AREA. You can go here if you need to add team members, or get approval to have something modified.





#### E Add your Judge from the Members area

- 👤 Click on JUDGE REGISTRATION on the left-hand list of options.
- 👤 Fill out the JUDGE REGISTRATION form making sure to include all items in **Bold. BE SURE TO INCLUDE THE MEMBERSHIP NUMBER IF REPRESENTING A TEAM SO THE TEAM RECEIVES CREDIT FOR THE JUDGE OR WORKER.**
- 👤 Your judge, coach and coordinator will all receive emails confirming the Judge.
- 👤 To register your team Worker Volunteer, repeat the steps and choose **VOLUNTEER REGISTRATION** in the Member Area.
- 👤 If you want to see a list of the Judges & Workers that you have registered for a particular Membership, go back to the Member area and choose the Judge/Volunteer list. It will show the names of your Judges & Volunteers, and the Problem/Division team they are representing.




## MORE ABOUT JUDGES & WORKERS

### JUDGES

-  Remember your Judge volunteer will need to attend one of our Judge training meetings on a Saturday morning. Dates are listed on the Regional Calendar.
-  They may not judge a problem in which they have a child competing.
-  Judges need to be 18 years or older. Under 18 can only be used for a limited number of positions (Primary, Score Keeper, Time Keeper). Please do not use someone under 18 without permission from the Regional Director.
-  They will need to report at the time assigned by the Problem Captain and will be required to stay with their judging team until the Judging Team is released by the Score Room. They will not be able to attend any other problem performances.

### VOLUNTEERS

-  Your volunteer will work a shift of 2-3 hours the day of competition. Their shift will not interfere with the team they are representing. **IF THERE ARE OTHER CONFLICT PLEASE BE SURE TO NOTE THEM WHEN YOU REGISTER THEM.**

# SPECIAL AWARDS AND SCHOLARSHIPS

## Carol Rowell Award

The Carol Rowell Award is presented to an outstanding Space Coast Odyssey of the Mind middle or high school student.

This application can be completed by a coach, parent, teacher, the student, or other individual. Award recipients can be recognized for a variety of reasons. Students, who set exceptional standards for themselves, exemplify the philosophy of Odyssey of the Mind, have risen above circumstances, or are leaders in their community may be chosen.

## Jesse Shoenig Award

The Jesse Shoenig Award recognizes outstanding Odyssey participants in elementary school.

This application can be completed by a coach, parent, teacher, the student, or other individual. Award recipients can be recognized for a variety of reasons. Students, who set exceptional standards for themselves, exemplify the philosophy of Odyssey of the Mind, have risen above circumstances, or are leaders in their community may be chosen.

## Graduating Senior Scholarship

Graduation seniors who have participated in the Odyssey of the Mind program for a minimum of two (2) years can apply for this scholarship.

## College Alumni Scholarship

Florida's Odyssey of the Mind Alumni group has created a scholarship to benefit Florida Odyssey of the Mind Alumni currently enrolled in University/College who are currently officiating. We will award at least one annual scholarship of \$250 to a Florida Odyssey of the Mind Alumni who officiates this year at any regional tournament in Florida and at the Florida Odyssey of the Mind State Tournament, embodies the spirit of Odyssey, and demonstrates the creativity so central to Odyssey of the Mind.

Please view the application in the Appendix for requirements.

*Applications for these awards and scholarships can be found in the appendix folder or our website [www.spacecoastodyssey.org](http://www.spacecoastodyssey.org).*

***Deadline to turn in the applications is February 1, 2019***

# PROCEDURES SPECIFIC TO INDIVIDUAL SCHOOLS

Some things are up to individual schools. It's up to you!

- What funding is available and who provides it
- How teams are formed
- What flyers you want to send home
- How to best disseminate information
- How & when to put articles in the school newspaper
- Whether to have an in-school or PTA performance
- How to recognize team members after the competition

## RESOURCES FOR YOUR TEAMS

### Internet sites:

<https://www.flodyssey.org/> (State site)

<http://www.odysseyofthemind.com> (Creative Competitions, Inc./Odyssey of the Mind™)

For spontaneous problems you can Google Odyssey of the Mind Spontaneous problems. There are many websites out there with loads of spontaneous problems!

### Skills:

Ask shop, drama, art, and home economics teachers, or parents who can teach how to act, sew, put on make-up, dance, wire batteries to a motor, etc. Just make sure that the person teaching a skill knows that he or she may NOT teach directly to the problem that the kids are trying to solve. Showing the kids how to operate equipment or several ways to put something together is OK, though. Consider a workshop on a Saturday for all the Odyssey teams at your school.

The earlier in the year you do this the less likely it is for outside assistance. Consider holding the workshop BEFORE teams read and select a problem.

### Teamwork:

Some teambuilding activities are given to coaches at training. Difficulty with individual children might be addressed by meeting with the school counselor and the parents.

## A FEW QUESTIONS AND ANSWERS

**Q: How can I be sure which division a team is in?**

**A: There is a division calculator on the International website. Go to [http://www.odysseyofthemind.com/division\\_calculator.php](http://www.odysseyofthemind.com/division_calculator.php). US teams are based on grade.**

Division I – Grades K-5 (U.S.)

Division II – Grades 6-8 (U.S.)

Division III – Grades 9-12 (U.S.): Oldest team member does not qualify for Divisions I or II and is attending regular school—not a college or university or anything similar (Other International).

**Q: How do we find enough judges to provide for the tournament, especially if we have a lot of teams?**

**A:** Start at the very first Awareness Meeting. Inform parents that they must each have a role, whether coach, judges, volunteers, spontaneous problem provider, or whatever. Start in October to recruit judges. Talk to teachers, co-workers, team parents, or team parents' relatives (18 or more years old!) Ask someone who has coached before but is not coaching this year. Give coaches some ownership in this problem also: they must provide a judge in order for their team to register for the Tournament!

**Q: What if a team has 7 members, but then one or more quits?**

**A:** If a team has discussed the long-term problem AT ALL with 7 people, those 7 are carried on the registration for that team until this year's Odyssey season is over. They may not be replaced. The team may continue on, however, even with fewer than 5 members, if they wish.

**Q: What if a team has less than 7 members, but then one or more quits?**

**A:** You may add additional team member until the roster reaches 7. Again, once a team member is on the roster they stay on the roster even if they decide not to participate any longer.

**Q: What if a student attends another school?**

**A:** Each team is allowed one student that attends a different school without a membership, but who resides in the same general area. However, the team members must agree and must have written permission from principals from both schools involved. If a team member transfers to another school he/she may continue on the team until the end of the competition year, provided both principals agree. If more than one student attends another school all schools must have a membership and permission from both principals.

**Q: What if some parents are giving Outside Assistance, either with or without the coaches' knowledge, and I find out about it?**

A: As in all volunteer activities, a certain amount of tact is called for. However, it does not teach the ethics that Odyssey of the Mind™ wishes to promote if you allow this to continue. If the coach is not aware, let him or her know and suggest a letter home to ALL the team parents stressing the importance of allowing the team to "own" their own solution. If the coach is aware, and is allowing this to happen, have a meeting of all your coaches and go over the detrimental aspects of Outside Assistance (and not just penalties, though those are important.) If it continues, discuss the situation with your Regional Director.

**Q: How do we handle a student who is a discipline problem?**

A: Always inform the parents of the problem first. Enlist their help. You may want to find out if the child really wants to do Odyssey or if his parent pressured him or her to join. If he/she really does want to do Odyssey, find out why he or she is having difficulty getting along. Have a meeting with the coach, parent, and child and set conditions for continuing on the team. If those conditions are not met, inform the parent, perhaps employing the "three strikes, you're out" philosophy. Odyssey always wants every child to succeed, but one student should never be allowed to submarine the efforts of the rest of the team. Remember the school counselor might also be a valuable resource.

**Q: What ages can I put together?**

A: You may consider mixing grade levels, but be certain you know the **birthdates** of the students so that you can be sure in which division they must compete. You might mix 4<sup>th</sup> and 3<sup>rd</sup> graders, for example, and still have a Division I team. But if you add a 6<sup>th</sup> grader, you might end up with a Division II team, depending on his or her age on May 1. Caution is advised in mixing students two grades or more apart (e.g. 3<sup>rd</sup> with 6<sup>th</sup>.) Different ages can get along just fine, but in verbal spontaneous their exposure to information will be very different and in the Long-Term problem their skill levels may be very different. It is also difficult to have an elementary child on a middle school team, as the daily environments are so different and some level of communication/shared experiences is lost.

**Q: How do schools determine who can participate?**

A: Each membership operates as an individual entity in making these decisions, so...it's up to you and your members. Factors which influence the decision are: number of students who want to participate, the amount of funds available, support by parents and the administration, and how many coaches you can recruit. Ideally, **all students who wish to participate should be given the opportunity to be on a team.** However, you may have too few coaches, students that simply cannot work in a small team environment, or such a wide variety of ages that forming teams is difficult. If you should choose to limit participation, you might: have auditions; have students do mini-projects to demonstrate interest and commitment; or even simply make this a first-come, first-served activity.

Another good practice is to have students and parents sign a Team Contract committing to attending meetings, being available for competition dates, etc. An example of a team contract is included in the Appendix.

**Q: How do we find enough coaches???**

A: TELL PARENTS AT THE VERY FIRST MEETING THAT THEY MUST ALL PARTICIPATE IN SOME WAY, whether as coach, judge, or volunteer. Suggest that they co-coach or be spontaneous coach. Emphasize that they will have lots of help, training, and support.

**Q: Who can answer any questions I have later?**

A: Your Regional Co-Director's (Sarah Holmes and Sue Klaasen) can usually answer any questions you may have. IF we can't we will contact state and get the answer.

Questions about Long Term problem interpretations, however, should be directed to New Jersey by a team via a clarification by e-mail.

## IT'S TOURNAMENT DAY!!

What does a coordinator do at the Tournament??

- **Enjoy the day!**

Come to the Tournament if you can and watch as many different problems and teams as you can find time to watch.

Bring a lunch or plan to buy lunch and eat with a friend or a team.

If possible, check on your school's judges and volunteers and make sure all is going smoothly.

- **Enjoy the students, parents and other coordinators!**

Talk to people about their experiences. Help students or parents who are lost or confused. Listen to compliments or complaints and let the Regional or State Board know later how we're all doing.

- **Enjoy your school's teams!**

Watch as many of your school's teams as possible. We try to schedule them so you can get to their performances ... this will depend upon how many teams your school has.

- **Enjoy the other schools' teams!**

If you have time, go cheer for other teams, also.

- **Enjoy the awards ceremony!**

Pat yourself on the back for a job well done and enjoy the excitement of the closing ceremony. If your school has a team that places first, you are welcome to come to the meeting for winning teams after the awards to hear details about the State Tournament.





## Appendix



You can also find these documents on our website  
[www.spacecoastodyssey.org](http://www.spacecoastodyssey.org)



## Florida Odyssey of the Mind Association

### The “OUTSIDE ASSISTANCE” Rule

Odyssey of the Mind believes teams learn the most when they solve problems themselves.

Therefore, TEAM MEMBERS must design ALL problem solutions. Props, costumes, membership signs, skit presentations, and technical requirements (vehicles, balsa structures, etc.) all must be devised and produced ONLY by the team members.

This includes, but is not limited to, styling hair, applying make-up, taping, gluing, nailing, sawing, painting or otherwise adjusting or repairing anything related to the team’s solution or presentation of the solution.

The Outside Assistance Rule applies to all non-team members including, but not limited to, coaches, school personnel, siblings, friends and parents.

Outside Assistance penalties will be assessed ONLY by a tournament official.

Outside Assistance is strictly prohibited in OM!

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# Odyssey of the Mind Recruitment

## ***What is Odyssey of the Mind?***

- Odyssey of the mind helps children learn creative problem-solving skills while having fun! It teaches them to “think outside the box” while fostering team-building among participants. Students learn how to identify challenges and develop creative solutions.

## ***What is the program?***

- The program was developed in the 1970’s by Dr. Sam Micklus, a former college professor, to challenge students to use their imaginations and ingenuity. It has grown to become an international program with teams from all over the world competing.
- Brevard County became formally involved in this program for the first time during the 1989-1990 school year and is now known as the Space Coast Region of Florida Odyssey of the Mind.

## ***How does it work?***

- Millions of students from kindergarten through college form teams. Under the guidance of coaches, teams spend several months working cooperatively to develop a solution to one of five long-term problems. Problems cover a variety of areas from building mechanical devices to giving an artistic or performance base interpretation of the classics (music, art or literature).

## ***Dates that are important?***

- Regional Competition at Viera High School **March 2, 2019**
- State Finals at University of Central Florida **April 6, 2019**
- World Finals at Michigan State University **May 22<sup>nd</sup> – 25<sup>th</sup>**

Is your child interested in learning more about Odyssey of the Mind? Please join us for an informational “Awareness Meeting”

Date , Time, Location

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Would they like to join a team? Please complete and return THIS form by (Day & Date)

Student’s Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent’s Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Would you be willing to coach or co-coach a team? \_\_\_\_\_

School Contact: (Name and mode of contact – email or phone #)

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# 2018 -2019 Odyssey of the Mind: Student-Parent Contract

\_\_\_\_\_ has become a member of an Odyssey of the Mind team. In order to ensure that parents and students understand the responsibility and commitment needed by each team member, please take the time to read over and sign this contract with your child.

## **STUDENT CONTRACT**

**Please write "yes" or "no" in front of each item.**

- \_\_\_\_\_ I realize that no OM problem has only one solution, and that a successful team is one which cooperates by considering EVERYONE'S ideas. I will not criticize anyone's ideas.
- \_\_\_\_\_ I agree that my behavior at meetings will be constructive. If it is behavior that is not appropriate in school, it is not appropriate at an OM meeting.
- \_\_\_\_\_ I agree to cooperate on whatever solution the team chooses, even if it is not my first choice.
- \_\_\_\_\_ I agree that all solutions, "including props, costumes, signs, etc.", will be made completely by me or a member of my team. I realize that if there is any part of our solution that the team cannot complete without assistance, we must redesign that part of the solution.
- \_\_\_\_\_ I understand that, at the tournament, only 5 team members may participate in the Spontaneous part of the competition.
- \_\_\_\_\_ I understand that all teams that bring a solution to the tournaments are considered "winners". I agree to show other teams the utmost respect and good sportsmanship.
- \_\_\_\_\_ I commit that I will be able to attend the following competitions this year should my team progress: Regionals (March 2, 2019), State (April 6, 2019 at UCF) and World Finals (May 22-25, 2019 at Michigan State Univ.).
- \_\_\_\_\_ I understand that if I do not honor my above commitment, my parents will be made aware of the problem and I will be given an opportunity to correct my behavior. If it becomes clear that my behavior is not changing and it is hindering the team's ability to proceed, I may be removed from the team.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **PARENT CONTRACT**

- \_\_\_\_\_ I agree, in the proper spirit of OM, not to interfere with the team's solutions. All creations, inventions, decorations, ideas, and costumes must come from the team members.
- \_\_\_\_\_ I agree to make every effort to have my child attend each meeting. If there is a conflict, either my child or I will notify the coach(es). I understand that each team member is critical, and I will see that my child honors his/her commitment to the team.
- \_\_\_\_\_ I realize that my child's coach(es) will be contributing a significant amount of time and effort to provide a rewarding experience. I can help ease the coach(es)' time commitment by providing snacks when it is my turn, occasionally driving team members on supply runs, and being punctual when dropping off or picking up my child from meetings.
- \_\_\_\_\_ I commit that my child will be able to attend the following competitions this year should my team progress: Regionals (March 2, 2019), State (April 6, 2019 at UCF) and World Finals (May 22-25, 2019 at Michigan State Univ.)
- \_\_\_\_\_ I agree to discuss all items listed above with my child.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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# Carol Rowell Award Application

The Carol Rowell Award can be presented to one outstanding Space Coast Odyssey of the Mind middle or high school student.

This application can be completed by a coach, parent, teacher, or other individual. Award recipients can be recognized for a variety of reasons. Students, who set exceptional standards for themselves, exemplify the philosophy of Odyssey of the Mind, have risen above circumstances, or are leaders in their community may be chosen.

This form should be completed and returned by **February 1, 2019** to:

SPACE COAST ODYSSEY OF THE MIND

c/o Susan Klaasen

1105 Baywood Court

Malabar, FL 32950

Or [spacecoastom@gmail.com](mailto:spacecoastom@gmail.com)

Name of Nominee: \_\_\_\_\_ Grade: \_\_\_\_\_

Current school: \_\_\_\_\_

Problem: \_\_\_\_\_ Division: \_\_\_\_\_

How many years has this student participated in Odyssey of the Mind?  
\_\_\_\_\_

Nomination made by: \_\_\_\_\_

\_\_\_\_\_ Coach      \_\_\_\_\_ Teacher      \_\_\_\_\_ School Contact      \_\_\_\_\_ parent

\_\_\_\_\_ Other (explain) \_\_\_\_\_

**Attach a brief description of the student explaining how he/she demonstrates the philosophy of Odyssey of the Mind.**

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# Jesse Shoenig Award Application

The Jesse Shoenig Award recognizes an outstanding Odyssey participant in elementary school.

This application can be completed by a coach, parent, teacher, or other individual. Award recipients can be recognized for a variety of reasons. Students, who set exceptional standards for themselves, exemplify the philosophy of Odyssey of the Mind, have risen above circumstances, or are leaders in their community may be chosen.

This form should be completed and returned by **February 1, 2019** to:

SPACE COAST ODYSSEY OF THE MIND

c/o Susan Klaasen

1105 Baywood Court

Malabar, FL 32950

Or [spacecoastom@gmail.com](mailto:spacecoastom@gmail.com)

Name of Nominee: \_\_\_\_\_ Grade: \_\_\_\_\_

Current school:  
\_\_\_\_\_

Problem: \_\_\_\_\_ Division: \_\_\_\_\_

How many years has this student participated in Odyssey of the Mind?  
\_\_\_\_\_

Nomination made by:

\_\_\_\_\_

\_\_\_\_\_ Coach      \_\_\_\_\_ Teacher      \_\_\_\_\_ School Contact      \_\_\_\_\_ parent

\_\_\_\_\_ Other (explain) \_\_\_\_\_

**Attach a brief description of the student explaining how he/she demonstrates the philosophy of Odyssey of the Mind.**

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# High School Senior Scholarship Application

Name of Nominee: \_\_\_\_\_ Grade: \_\_\_\_\_

Current school: \_\_\_\_\_

Problem: \_\_\_\_\_ Division: \_\_\_\_\_

How many years has this student participated in Odyssey of the Mind? \_\_\_\_\_

Recommendation made by:

\_\_\_\_\_ Coach \_\_\_\_\_ Teacher \_\_\_\_\_ School Contact \_\_\_\_\_ Other (explain) \_\_\_\_\_

A letter of recommendation from a teacher or coach in a sealed envelope with signature across the seal.

Student answers the following question in a typed document.

1. What are your college plans?
2. What was the most important lesson that you learned as a result of your participation in the Odyssey of the Mind Program?
3. How will you “give back” to Odyssey of the Mind?
4. How will you use the lessons you’ve learned in Odyssey of the Mind in your future life and career?
5. What advice would you give a young person who’s trying to decide whether or not to join an Odyssey of the Mind team?

This form should be completed and returned by **February 1, 2019** to:

SPACE COAST ODYSSEY OF THE MIND  
1105 Baywood Court  
Malabar, FL 32950

Or Email to:  
spacecoastom@gmail.com

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# Instructions for Bookkeepers

## 1 COSTS.

### A School Membership - \$135 or \$100 purchased through Space Coast OM

🇺🇸 Each school purchases a membership - this gives them the complete requirements for each problem. This allows for unlimited Primary Teams, and one term per problem, per division. If two teams of the same division wish to do the same problem, a second membership must be purchased.

🇺🇸 Membership package with complete current years problems are not released until around September 1st. Softcopies are made available to Regional Directors and I will be forwarded to all schools who have submitted completed applications and check or PO through Space Coast OM.

### B Team Registration is paid to (FLOMA) Florida Odyssey of the Mind by Dec. 15, 2018

🇺🇸 \$75 registration fee, per team Div. I, II, III

🇺🇸 \$20 registration fee for each Primary team.

🇺🇸 A late fee of \$20 per team is added if payment is postmarked after the December Deadline!

### C State Competition Fee – teams advancing to state finals pay a \$50 for Div. I, II & III registration fee. No fee for Primary teams.

### D Workshops & Spontaneous Kits

### E Regional T-shirts

## **INSTRUCTIONS FOR EACH ON THE FOLLOWING PAGES.**

## **2 CONTACT INFO – IF YOU HAVE ANY QUESTIONS AFTER READING THE INSTRUCTIONS YOU MAY CONTACT THE REGIONAL DIRECTOR**

Susan Klaasen

[spacecoastom@gmail.com](mailto:spacecoastom@gmail.com)

321-312-0413 (Cell) – please be sure to leave your name and number if I am unable to answer your call.

SCHOOL MEMBERSHIP – Purchased in fall to mid-January.

A Full price memberships of \$135 can be purchased directly from CCI online or by mail.

- Online registration must be paid by credit card.
- By mail, send completed application and check or purchase order made out to Creative Competitions, Inc. to:
  - Creative Competitions, Inc., 406 Ganttown Road  
Sewell, NJ 08080

 Discounted memberships

- Memberships submitted through Space Coast Odyssey of the Mind receive a group discount rate of \$100.
- Purchase Order
  - You may attach a purchase order to the application. A purchase order is not payment, and only paid members get the membership packet.
- Bill to/Checks should be made out to:
  - CCI or Creative Competitions, Inc.
- Application and check or Purchase Order should be sent to:

**By Mail to**

Susan Klaasen  
1105 Baywood Court  
Malabar, FL 32950

**By Courier to:**

Space Coast Odyssey of the Mind  
Port Malabar Elementary School

- Please note that applications are held and mailed as a group. There are two opportunities October 1 and October 15, so it may take a while for the check to clear.
- Once we receive the application and payment or PO, a soft copy of the membership package will be forwarded to your school contact so that teams can begin.



## TEAM REGISTRATION

- A The School Contact should complete the information for the Team, Judge, and Volunteer. Cost is \$105 per competitive team, \$50 per Primary team.
- B Once the team is registered the school contact will receive an email with the invoice.
  - 👤 You can pay online using PAY PAL (CREDIT CARD).
  - 👤 You can mail a check or PO payable to:
    - Florida Odyssey of the Mind or FLOMA.
    - 1356 Smiling Fish Lane
    - St. Augustine, FL 32080
  - 👤 Full payment must be postmarked by Dec. 17<sup>th</sup> or a \$20 late fee will apply and should be added to the registration fee. This requires that both you and the school contact to plan ahead.

## WORKSHOPS and TSHIRTS

- A Space Coast Odyssey of the Mind does not have a separate account, but workshop and T-shirt funds need to be turned in through the Regional Director or Merchandise Captain to ensure payment is noted.
- B Workshops offered by Space Coast Odyssey of the Mind
  - 👤 Checks should be made out FLOMA or Florida Odyssey of the Mind.
    - Checks are turned in at the event or
- C Regional T-shirts
  - 👤 Checks should be made out FLOMA or Florida Odyssey of the Mind.
    - Checks are either turned in with the order or
    - Order and Check Mailed to
      - Beatrice Showman
      - 2925 St. Marks Ave.
      - Melbourne, FL 32935

## QUICK REFERENCE FOR ODYSSEY OF THE MIND PAYMENTS

WHAT	AMOUNT	Payment Methods	PAYABLE TO:	MAIL TO:	DEADLINE
<b>SCHOOL MEMBERSHIP</b>					
Discounted Price	\$100	Check or Purchase Order Accepted	Creative Competitions, Inc. or CCI	Regional Director 1105 Baywood Court Malabar, FL 32950 OR Send by Courier to Space Coast OM Port Malabar Elementary	1 <sup>st</sup> Deadline Oct. 1 <sup>st</sup> Final Deadline Oct. 15th
Full Price – by mail	\$135	Check or Purchase Order	Creative Competitions, Inc. or CCI	406 Ganttown Road Sewell, NJ 08080	
Full Price – online	\$135	Credit Card	Creative Competitions, Inc. or CCI		
<b>TEAM REGISTRATION</b>					
Div. I, II or III	\$105 per team	Check or Credit Card	Florida Odyssey of the Mind Association or FLOMA	1356 Smiling Fish Lane St. Augustine, FL 32080	POSTMARKED BY Dec. 17 <sup>th</sup>
Primary Teams	\$50				
<b>LATE TEAM REGISTRATION</b>					
Div. I, II or III	\$125 per team	Check or Credit Card	Florida Odyssey of the Mind Association or FLOMA	1356 Smiling Fish Lane St. Augustine, FL 32080	January 18, 2019
Primary Teams	\$70				
<b>TSHIRTS</b>					
Regional T-shirts and merchandise	Listed on Order form	Check or Credit Card	Florida Odyssey of the Mind Association or FLOMA	Beatrice Showman 2925 St. Marks Ave. Melbourne, FL 32935	As listed on order form
<b>WORKSHOPS</b>					
	Listed on flyer	Check or Credit Card	Florida Odyssey of the Mind Association or FLOMA	Bring to workshop	As listed on FLYER