DASH Committee Member

**Duties and Responsibilities**
- Commit approximately 3 hours per week to the various duties and meetings, which will include:
  - Plan and facilitate the educational activity and reflection (rotating basis)
  - Add Strengths & Changes to the eval
  - Fulfill roles of:
    - Supply run: meeting at 1pm on DASH day to pick up food and supplies from Smart & Final
    - Set-up: set-up meal prep stations, put up signs, set up educational activity (as needed), pack sack meals
    - Check-in/Runner: set-up check-in table with roster, waivers, pens, flyers, check-in participants, bring sandwiches to packing station
    - PB scooper: preps peanut butter for each station and refills as needed
    - Jelly scooper: preps jelly for each station and refills as needed
    - Delivery:
  - Marketing/tabling

DASH On-Campus Coordinator

**Duties and Responsibilities**
All that is listed above in addition to:
- Take inventory of food and supplies on DASH weeks
- Order supplies from Smart & Final
- Print roster
- Plan and facilitate education activity (rotating basis)
- Prepare receipts for Program Coordinator for Service Programs

DASH Delivery Coordinator

**Duties and Responsibilities**
All that is listed above in addition to:
- Monitor registration site for number of participants
- Coordinate with the Las Vegas Rescue Mission and On-Campus Coordinator
- Plan and facilitate ice breaker and reflection (rotating basis)
- Prepare schedule

DASH On-Campus Coordinator (1:00PM-4:30PM)
Take Inventory on Tuesday
Place food order for Smart & Final
Go on supply run with at least one committee member
Set-up
Check-in
Plan and Facilitate education activity (rotating basis between committee)
Sandwich-making
Clean up
Receipts

**DASH Delivery Coordinator (3:30PM-6:30PM)**
Monitor sign ups (communicate with On-Campus Coordinator for food order)
Call LVRM to confirm spots in the kitchen
Sandwich-making
Clean up/Load up
Lead icebreaker in van
Volunteer in kitchen as needed
Lead reflection activity
Assessments

**DASH Committee Member**
Go on supply run
Check-in
Plan and facilitate education activity (rotating basis between committee)
Sandwich-making
Clean up
Receipts as needed
Delivery
Plan and facilitate reflection activity (rotating basis between committee)

**Staff (Graduate Assistant)**
Create registration
Send thank you emails to all participants Tuesday following DASH
Update evaluations
Update Stats & Facts Sheet
Add Education Activities
Print marketing materials as needed
Print waivers and assessments as needed