DASH Team Leader Information

Team Leader Responsibilities

- Act as a liaison between students and staff
- Collect data on teammates’ progress toward meeting goals
- Report team progress to staff
- Offer encouragement and support to teammates
- Remind teammates of DASH events
- Encourage teammates to sign up to lead a wellness presentation

To-Do List

First Steps

☐ Arrange first meeting with teammates
☐ Exchange contact information with teammates
☐ Come up with a team name with teammates
☐ Figure out a preferred method for collecting teammates’ data on their weekly goals & progress (Google forms, Wufoo, Survey Monkey, email/text, etc.)
☐ Remind teammates to fill out the DASH Pre-Assessment form

Ongoing

☐ Make sure teammates report weekly progress on goals to you
☐ Ask teammates for any feedback on DASH events or the program in general that you can include in your monthly report
☐ Submit Team Leader Monthly Report each month to update Student Life on your team’s progress and feedback
☐ Remind teammates of upcoming DASH events (plan to attend as a team?)
☐ Check in on teammates- see how they’re progressing toward their goals, and offer encouragement and support
☐ Provide Student Life staff (Alia and Tomás) feedback, concerns, etc.
☐ Encourage teammates to sign up to present on a wellness topic
☐ Share wellness ideas, advice, and inspiration for your peers, and remind them to as well!
☐ Remind teammates to fill out the DASH Post-Assessment form (in April)

All DASH Forms

Sign-Up
Pre-Assessment
Team Leader Monthly Report form
Student Presentation Sign-Up
Wellness Idea Share