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<tr>
<th>Name</th>
<th>Title</th>
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<td>Wenli Bao</td>
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<td>Ceara Genovesi</td>
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<td>Office Assistants</td>
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<td><a href="mailto:dcsdsaoofficeassistants@gmail.com">dcsdsaoofficeassistants@gmail.com</a></td>
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**Who to Contact:**

**Alumni:**
- Alumni looking to connect with Brandeis → **Lucas**
- Brandeis students looking to connect with alumni → **Lucas**

**Assessment:**
- Waltham Group specific questions → **Lauren and Simon**
- Non Waltham Group specific questions → **Will**

**Budget/Payment/Deposits:**
- Waltham Group check deposits → **Katie**
- Waltham Group payment requests → **Katie**
- Waltham Group reimbursements → **Waltham Group Co-Presidents and Treasurer**
- Departmental Co-Sponsorship Funding Requests → **Lucas**

**Celebration of Service:**
- Event specific questions → **Will**
- RSVP questions → **Will**

**Community Service Clubs (outside Waltham Group):**
- Student club/initiative questions → **Lauren**
- Community Partner questions → **Lucas**

**Commitment to Service Award:**
- All questions → Will

**Community Engaged Learning:**
- Exploring new partnerships → Lucas
- Potential partnerships with Waltham Group programs → Lucas and Lauren

**Community Partnerships:**
- Students interested in forging new partnerships with community organizations → Lucas
- Community organizations looking to forge new partnerships with Brandeis → Lucas
- Community partners’ concerns regarding Waltham Group volunteers → Lucas
- Community partners’ concerns regarding non-Waltham Group volunteers → Lucas
- Waltham Group student concerns regarding community partnerships → Lucas
- Non-Waltham Group student concerns regarding community partnerships → Lucas
- All other Waltham community relation questions → Lucas

**Community Service Volunteer Waivers & Rosters:**
- Submit waivers to → Katie
- Rosters → Lucas and Lauren

**CORI’s:**
- To complete a CORI → Lucas, Lauren, Katie, Kerri
- To find out whether your CORI is approved → Katie

**Emergencies/Contact Information:**
- Immediate Safety/Wellness concerns → Call Public Safety at 781-736-3333 (follow up with DCS afterwards)
- Daytime support during business hours (Mon. – Fri. 9-5) → Call DCS at 781-736-3237
- After hours support → Call Lucas (617-281-7353) or Lauren (781-408-9894)

**Fundraising/Grants:**
- Application, deadlines, and proposal submissions → Lucas
- Information needed to collect from donors → Katie
- Tax exemption forms/info and W9 Forms → Katie
- Prospect Hill Specific questions → Lucas and Max
- ELL Specific questions → Emily
- Waltham Group specific questions → Lauren
- Alternative spring break participant financial assistance requests → Katie

**Leadership Development:**
- Trainings (assessment, reflection, cultural competency, conflict, etc.) → Lucas, Lauren, and Will
- Youth specific trainings → Lauren and Max
- ELL specific trainings → Emily

**Marketing:**
- Event marketing questions (i.e. mailbox stuffing, flyer approvals, tabling reservations) → Katie
- Poster Printing/Enlarging → Katie
- Swag item purchase questions → Katie

**Programming:**
- Alternative Spring Break Volunteer Trips → Will and Lauren
- Children’s materials, ideas, behavior questions (WG related) → Lauren
- Children’s materials, ideas, behavior questions (non-WG related) → Lucas
- ‘Deis Impact → Lauren
- ELL Programs → Emily
- Gateway Scholars Program → Lauren
- Ideas for DCS sponsored programming → Lucas, Lauren, and Katie
- International Student Involvement → Lauren
- Program advising assistance (WG related) → Lauren
- Program advising assistance (non-WG related) → Lucas
- Prospect Hill After School Program → Lucas and Max
- Prospect Hill teen programing → Lauren
- MLK Interfaith Day of Service → Lauren
- Waltham Group Volunteer Recruitment Night → Lauren
- Non-Waltham Group requests to borrowing WG games/supplies → Lauren
- Waltham: The More You Know → Max and Simon
- Zale Program → Simon and Lauren

Rich/Collins Community Leadership and Impact Fellowship:
- All questions → Will

Social Justice Pre-Orientation Program:
- Event specific questions → Lucas

Student Worker Inquiries:
- Interest in becoming an office assistant → Katie

“This Week in Service” Email:
- Blurb submissions for weekly listserv emails → Lucas and Office Assistants
- Interested in subscribing to weekly listserv email → Lucas

Vans:
- To book a recurring van reservation for WG program → Lauren
- To book a one-time WG van reservation → Lauren or Katie
- To book a one-time WG staff or student group van reservation → Katie
- To troubleshoot van issues while driving → Lucas or Lauren
- To report van mechanical concerns upon returning the van → Katie
- To schedule a van training → Katie

VolunteerFest:
- Event specific questions → Lauren

Waltham Group Coordinators:
- Notifying DCS about newly hired Waltham Group coordinators → Katie and Lauren
- General Advising → Lauren
- Waltham Group program challenges → Lauren
- Waltham Group room reservations → Lauren
- Educational Outreach → Simon and Lauren
- Assessment → Simon and Lauren

Waltham Group Practicum Course:
- All questions → Lucas and Lauren
**Website/Social Media:**
- DCS Website → **Katie**
- Waltham Group website → **Waltham Group Co-Presidents**
- DCS Facebook → **Office Assistants (via Katie)**
- WG Facebook → **Waltham Group Co-Presidents**
- WG Instagram → **Waltham Group Co-Presidents**

**Social Impact Fair:**
- Event specific questions → **Lucas**
- Community Partner RSVP questions → **Katie**
- Social Impact Fair questions → **Lucas and Lauren**