



2024 Lactation University Volunteer Support Program

LU is offering the following agenda and suggestions to support your volunteer efforts

Thank you for being a LUVS Leader

Begin the group on time and take attendance (ensure you collect email/cell numbers for reminders)

Book Clubs should run 1 to 1.5 hours, and support groups should be scheduled for 1.5-2 hours

Take a screenshot of the course (with participant's permission)

Begin each meeting with a welcome and house rules (15 minutes)

- Thank individuals for attending
- Introduce yourself and have attendees introduce themselves*
- Quickly run through the suggested agenda
- Remind group when class will end
- Ask attendees to turn their camera on (leader's preference whether this is a hard-fast rule, but people need to connect, and if most people shut off their cameras, others will follow)
- Confirm the name on zoom matches the individual attending and have nametags for in-person groups
- Promote confidentiality
- Remind everyone that one person will speak at a time (suggest hand emoji or raising a hand)
- Encourage people to connect through the chat throughout the meeting

*Introductions can include an ice breaker

Ice Breaker Suggestions (pick one):

- One win and a challenge from this week
- A Weekly Win!
- One piece of advice needed, or one piece given
- A goal for this week
- One way you practiced self-care or one way you will in the next week

Ending each class (5 minutes)

- Provide your contact information
- Let students know when they can contact you and when to expect a response (use email auto response if needed)
- Provide some type of evaluation or opportunity for feedback
- Remind attendees when the next meeting will take place and when to expect the zoom link for virtual meetings
- Invite everyone to the FB support group
- Encourage attendees to invite others or post invites to social media
- Remember to document your hours

Our curriculum uses parent/mother/birthing person/breastmilk/human milk interchangeably to model inclusivity. Be respectful and sensitive to your attendees.