



2024 Lactation University Volunteer Support Program

LU is offering the following suggestions for successful support and educational meetings. Thank you for being a LUVS Leader

Begin the group on time and take attendance. Collect contact information so you can send out reminders. Ask if attendees prefer email or text notifications.

Book Clubs should run at least 1 to 1.5 hours, and support groups should be scheduled a minimum of 1.5-2 hours

Take a screenshot of the meeting (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.