

Inaugural Meeting KIT



DEMENTIA
ALLIANCE

of North Carolina

A STATE OF CARING

SUPPORT GROUP GUIDELINES

It is okay to remain silent.

Group time is confidential – what is said in group, stays in group.

Avoid side-conversations.

Be respectful while others are sharing.

Be aware of your time, don't monopolize, and allow time for others.

Everyone is in a different place – we don't judge but accept and support.

Those new to the group can go first but they don't HAVE to share.

There is no right or wrong answer or way to do things.

Don't interrupt.

Watch your language.

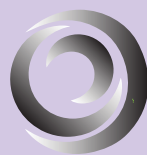
Share your resources – we don't endorse but we do share what has worked for us.

It is OK to cry, laugh, share, be emotional – this is a safe space.

All subjects are OK to discuss.

Do not bring a person living with dementia unless it is that type of group.

YOU ARE NOT ALONE!



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9131 Anson Way, Ste. 206,
Raleigh, NC 27615
(919) 832-3732

www.DementiaNC.org



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Support Group Member Mailing List & Interest Form

Name: _____

Address: _____

City: _____ County: _____

State: _____ Zip: _____

Home Phone #: () _____ - _____ Cell Phone #: () _____ - _____

Email: _____

I attend a support group lead by: _____ City: _____

I am interested in receiving the following information:

- | | |
|--|---|
| <input type="checkbox"/> Monthly DA-NC E-Newsletters | <input type="checkbox"/> Community Events/Fundraisers |
| <input type="checkbox"/> Education Workshops & Conferences | <input type="checkbox"/> Music & Memory at Home Kit |
| <input type="checkbox"/> Educational Materials | <input type="checkbox"/> Volunteer Opportunities |

Please notify us if you have a change in address so that we can keep our database up to date and you informed. Thank you for your assistance.

*Facilitators: Please ask all new support group members to complete this form.
After completion, please send to DA-NC Attn: Dee Dee Harris*



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Welcome to Our Dementia Alliance of North Carolina Caregivers Support Group

Group Member Contact & Information

Date: _____ Group Member Name: _____

Address: _____

City: _____ State _____ Zip _____

Home Phone: _____ Cell Phone: _____

Email: _____

Emergency Contact Name: _____

Address: _____

City: _____ State _____ Zip _____

Home Phone: _____ Cell Phone: _____

Email: _____

Relationship to group member: _____

Other (if needed): _____



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Support Group Name: _____

Location: _____

Date: _____

MEETING SIGN-IN SHEET

1.	_____
2.	_____
3.	_____
4.	_____
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21.	_____
22.	_____
23.	_____
24.	_____
25.	_____

Meeting Agenda

1. Welcome and Introduction (15 minutes)

- Welcome attendees, introduce self and other key persons and deal with housekeeping issues, such as the location of bathrooms, length of meeting, etc
- Make any announcements of upcoming events or research updates, etc
- Review the support group guidelines about confidentiality and treating other members with respect and other pertinent issues (talking one at a time, etc.)
- Have participants introduce themselves and briefly share their reason for attending the meeting. Be especially attentive to the needs of first time attendees who may be overwhelmed with their own or other attendees' situations

2. Formal Program (30-45 minutes)

- Speaker: Introduce speaker and describe the approach to questions (address during or after formal program)
- Allow time for Q&A
- Other program: Introduce and present the topic or video

3. The Support Group (30-45 minutes)

- Allow each attendee who is interested express his or her response to the program
- Help individuals interact with each other and share common experiences and solutions
- Try to find themes and commonalities among the different issues and concerns expressed

4. Closing Remarks (15 minutes)

- End the meeting on time. If at a difficult point to stop, wind up the formal meeting, excuse those with commitments or who would prefer to leave, and follow through with the crisis work
- Summarize the process of the meeting and try to offer general words of support
- Encourage those who have had an emotional experience to follow up with another member or facilitator if needed
- Ask for volunteers to perform certain roles for the next meeting – providing refreshments, setting up or cleaning up
- Thank attendees for coming and invite them to attend the next meeting. Ask for any suggestions to make the next meeting more successful
- Encourage attendees to review and take available information
- Provide a warm and accepting opportunity for participants to talk casually and begin to establish/continue relationships

5. After the Meeting:

- Debrief with co-facilitator
- Send mailing list to Dementia Alliance of North Carolina office
- Make arrangements for the next meeting