



## **IBCLC Care Award Application Form Checklist: Community-Based Agencies**

Listed below is all information you will need **BEFORE** you apply online for the IBCLC Care Award program for your community-based agency. You will receive an email copy of your application after completion.

**ALL INFORMATION MUST BE SUBMITTED WITH YOUR INITIAL SUBMISSION.**

**You cannot save your application and return later.**

### **1. Agency Information**

- a. Agency name (this will be used on your Agency's certificate, if approved)
- b. Agency mailing address (including your department/building/room number)
- c. Agency website (optional, if your Agency has a website)
- d. A dedicated lactation program **available at least 2 days a week.**
- e. Approximate number of currently hired IBCLCs and number of days on staff in the position
  - i. Full name **and** IBCLC number of at least one currently hired IBCLC
- f. **Description of how the agency/program/clinic/office promotes, protects, and supports breastfeeding**

### **2. Contact Information**

- a. Your name, email address and preferred phone number. You will be the primary contact for your agency's award. IBLCE or ILCA may request additional information from you during the application and review process. **Please reply within ten (10) days.**
- b. Name and email address information of your Agency's marketing personnel (for the press release).

### **3. Project Information**

- a. Project start date **between January 2023 and January 2025**
- b. Type of project or brief title (e.g., establishment of a lactation consultant service, setting up a lactation consultant warm line, establishment of a breastfeeding

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support group, etc.)

- c. Documentation to upload the 1) description of the project; 2) goal of the project; 3) any outcomes of the project as one file, and 4) evidence of the project (i.e., brochure, newsletter, flyer, etc.) preferably as a PDF.
- d. Project website address (optional, if applicable)

#### **4. Breastfeeding Training and Updates to Staff (not mandatory but recommended)**

- a. If your agency has conducted breastfeeding training education in your agency **between January 2023 and January 2025** you may complete the following questions. **All education/trainings need to be free of commercial influence.**

#### **5. Administrative Fee**

- a. There is [an administrative fee](#) to apply for the IBCLC Care Award. Credit card (preferred) and checks are accepted.
- b. **Please note there are two separate applications:** one for payment by check and one for payment by credit card.
  - i. **If you are an ILCA member** or have previously purchased anything from ILCA, select “**an existing customer**” and enter your ILCA username and password.
  - ii. **If you are not an ILCA member** or have never purchased anything from ILCA, select “**a new customer**” and create an account.

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