



## **REPUBLIC OF KENYA**

### **GOVERNMENT OF MACHAKOS COUNTY DEPARTMENT OF YOUTH AND SPORTS**

#### **Register a Youth Group**

##### **Step 1 : Organize yourselves in a group of at least 10 members**

##### **Step 2 : Draft the group's constitution**

A constitution is the group's guide. Once this has been drafted and approved, every member should get a copy which they sign and commit to the terms and conditions.

The constitution identifies the group's mission, goals, and objectives.

##### **Step 3 : Hold meeting to Elect groups officials and to seeking registration**

The three most important slots to be filled are the Chairman, Secretary and Treasurer.

It's important to have these positions occupied for accountability and organisation purposes of the group.

Roles under these titles should also be defined, written down, and put in a document (preferably the constitution) so that every official understands and agrees to their scope of their work.

It is important that the office of the secretary must know how to read and write.

The minutes of the meeting seeking registration and showing elected officials are to be attached to the application forms.

##### **Step 4 : Registrations with the Ministry of Public Service, Youth and Gender Affairs**

Visit the District Public Service, Youth and Gender Affairs Offices or Huduma centre Machakos to make the application with the youth officer.

You will be given a Self Help Group Registration Form 2016 to fill.

Fill the Registration Form and attach the following REQUIREMENTS:



- i. The groups constitution
- ii. Minutes of the meeting seeking registration and showing elected officials
- iii. List of All members duly signed with Name/Position/ID No. and Signatures.
- iv. Copies of National Identity Cards of all group members

#### **Step 5 : Payment of applicable fees**

Pay the Approved Registration fee of Ksh.1, 000/= and lodge the Application at the office of the District youth officer or Huduma Centre

#### **Step 6 : Obtain the certificate**

It takes 5 working days for the Registration to be approved and a Certificate of Registration is issued by the District Youth Officer.

#### **Required Documents**

- 1.Groups constitution
2. Minutes of the meeting seeking registration and showing elected officials MUST be attached to the application forms.
- 3.List of All members duly signed with 4.Name/Position/ID No. and Signatures.
- 5/Copies of National Identity Cards of all group members
- 6.Registration fees receipt.

#### **Processing Time**

- 5 working days is processed from Huduma centre  
2 weeks if processed from District offices.

#### **Eligibility for Affirmative Funds by Youth Groups.**

- A group should have at least 10 members  
70% of the group's members should be aged between 18 and 35 (youths).

#### **Fees**

- Registration fees of Ksh 1,000.  
Membership cards going for Ksh30 for each member.



### **Processing Time**

5 working days is processed from Huduma centre

2 weeks if processes from District offices.

### **Instructions on how to form youth groups in Kenya step by step.**

1. Organize yourselves in a group of at least 10 members
2. Identify the mission, goals, and objectives of the group
3. Draft the groups' constitution
4. Ensure each of the group members has a national ID
5. Go to the District Gender and Social Development Office
6. Submit details of your group and fill the registration form.
7. Have each member pay registration fees, and pay the certificate fees
8. Obtain the certificate

### **Required Information**

1. Name of the Group
2. Names of Members
3. Proof of Identity for each member
4. Mission and objectives of the Group
5. Name of the Group
6. Names of Members
7. Proof of Identity for each member
8. Mission and objectives of the Group
9. Physical and postal address.

### **Why Register Groups.**

The registration gives the group formal recognition and listed by in the government records.

This allows the group to legally carry out its activities in Kenya.

Financial institutions and many other funding organizations want to invest in groups and communities.



## **Information registration of Groups**

A group should be registered in the district it resides in the district gender and social Development Offices. These offices are located in all districts around the country.

Examples of Activities Carried Out by Youth Groups.

Some of the activities commonly carried out through youth Groups are:

- i. Merry go rounds
- ii. Community project
- iii. Crop farming
- iv. Cultural/traditional activities
- v. Environment Conservation
- vi. Financial services
- vii. Fishery
- viii. Health care
- ix. livestock rearing
- x. Poultry keeping
- xi. Skills development
- xii. Tourism
- xiii. Youth empowerment
- xiv. Merry-go-round
- xv. Table banking
- xvi. Sports clubs

## **Regulations on Groups**

- After Registration, the Group/Community Project Must adhere to the following;
- i. Renew the Certificate Annually. A fee of Ksh 100 is charged
  - ii. Submit Quarterly Progress Reports to the Registering Authority
  - iii. Allow accessibility of records to the registering authority upon request or when demanded to do so.

NOTE: Failure to adhere to the above requirements will result to Non-registration/Deregistration.



Every registered group must furnish the registrar with the annual returns at a fee of Sh100. Failure to file returns is an offence and a group that fails to do the same can be deregistered.

Any change in group officials or office titles should be notified to the registrar within 14 days of notice and signed with three officials.

A group planning to amend its constitution must obtain permission from the registrar. This too must be signed by three officials, the chairperson, secretary and treasurer.

Registered groups are required to hold an annual general meeting once a year and all members must be invited.

### **Benefits of forming Youth Groups**

Legally registering of the group gives the group powers to transact business in its name.

The group certificate of registration is used when obtaining grants and loans from the government and micro-financial institutions.

**This public information on 'How to register a Youth Group' is brought to you by the Department of Youth&Sports, County Govt. Of Machakos.**

**For queries contact:**

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