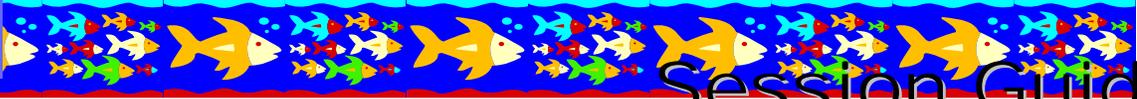


Module Four

Organization and Registration of Cooperatives



Session Guide

SESSION 7: Organization and Registration of Cooperatives

Objectives

At the end of the session, the participants will be able to discuss the procedure for organizing and registering a cooperative.

Equipment/Materials Needed

Whiteboard
White board marker
Flipchart
Synergy questionnaire

Duration: 20 Minutes

Duration	Trainer	Learners
2 min	<ul style="list-style-type: none"> ▪ Explain the purpose of this session 	<ul style="list-style-type: none"> ▪ Relate their needs with the objectives of the session
15 min	<p>Topic # 1. Organizing a Cooperative</p> <ul style="list-style-type: none"> ▪ Discuss the basic steps in organizing a cooperative. ▪ Provide emphasis on the minimum number of members as required by government (Department of Koperasi) and the age requirement. ▪ Discuss the types of members of a cooperative. ▪ Explain the importance of the by-laws and cooperative articles of association of a cooperative. <p>Topic # 2. Registering a Cooperative</p> <ul style="list-style-type: none"> ▪ Discussion arises from the previous topic; emphasize that that the word does not stop after organizing. The cooperative now needs a legal status to achieve its ultimate goals. ▪ With legal status, the cooperative can now borrow money, sell its goods, and services, and enter into all sorts of business transactions. ▪ In the Indonesia, only Dinas Koperasi Kabupaten/Kota or Propinsi (according to the region) can register cooperatives. ▪ Discuss the requirements for registering a cooperative (see Hand-out on Organizing and Registering Cooperative). <p>Additional Readings: FAQs about cooperatives</p>	<ul style="list-style-type: none"> ▪ Discuss the procedures for organizing a cooperative and the minimum requirements of the government (Department Koperasi).
	<ul style="list-style-type: none"> ▪ To summarize, do Activity 5 (the synergy questionnaire). ▪ Ask the participants to answer the questionnaire individually. 	<ul style="list-style-type: none"> * Answer the questionnaire individually * Discuss the answer in the group and fix one answer for the group by

Duration	Trainer	Learners
	<ul style="list-style-type: none"><li data-bbox="418 233 907 331">▪ Ask the participants to answer the questionnaire based on the discussion.<li data-bbox="418 338 907 411">▪ Check the answers (individual vs. in group)	checking the second box.