

### **Creating an Early Childhood Student Organization**

- 1.** Research your college handbook for Student Government Organization (SGA) requirements. Get in touch with your Dean of Student Life, or whoever can give you the appropriate forms. Check with your SGA and make sure you find out if there are different types of organizations and which ones, if any, present the opportunity for funds from them. Ask them when the next SGA meeting is so a representative can attend and find out the official process to follow. Keep in touch with them as to the particulars your SGA requires for new organizations.
- 2.** If possible, have 2 faculty advisors. It helps lessen the load, gives alternate viewpoints on things, and helps if one can't make a meeting. With the other advisor, create your group's constitution and bylaws. (It's better to do this without the students!) Your SGA might have a specific template to follow. Remember though, this is the student's group and they should run it, the advisor is there for guidance, advice, and the occasional act of labor! The students own the group and all that comes with it. Executive meetings with officers should be held in-between the group meetings. This gives them time to plan the meetings and get the word out to other potential members. Remember to also contact nontraditional students.
- 3.** Decide on a date, time, and location for your first meeting with students. ADVERTISE!! Get a core group of students excited and specifically ask them to attend. Mention you'll need to elect officers and ask any of them you feel are capable to think about volunteering for nominations. Decide ahead of time what offices will make up your executive committee (It has to be in your constitution anyway). This might be dictated to you by your SGA. Decide on committees that your group will have. Examples of standing committees could include: Promotions, Fundraising, and Events.
- 4.** Bring food to the meeting! 😊 (Feed them and they will come.) Start with a fun ice breaker. Have an agenda set up, but keep it relaxed. Using Roberts Rule of Orders helps keep the meeting in a professional realm and stay on track. Create registration forms for them to fill out. Ask them to set a meeting time that will remain the same for each month, such as the first Monday evening of each month. Decide if you'll have membership fees and the amount. Take lots of pictures at each meeting to document your group's journey. You might want to have a historian that does this and creates an annual documentation of the year's meetings and activities. This could be a powerful recruiting tool for the next year. Ask the attendees to "talk it up" with other students who didn't attend, before the next meeting. You might check with the early childhood department to see if they would be willing to offer extra credit in their classes to attend a meeting with an assignment attached to it. It might be enough to "hook" several in as members who will become active participants!
- 5.** As your group progresses, encourage students to look outside the campus walls in ways to be involved with their communities as early childhood professionals. Get out in the public's eye to be seen as a viable organization – helping with community events, hosting a speaker for area early childhood professionals, attending a local AEYC meeting or event, presenting at a local or state conference, etc.
- 6.** Connection with KAEYC. The KAEYC Board has a method to officially recognize official student organizations. The Criteria Form outlining the requirements to be met and documented is available upon request from the Student Involvement Committee (You may email Teresa Thompson @ [tthompson@butlercc.edu](mailto:tthompson@butlercc.edu)) or found on our website, [www.kaeyc.net](http://www.kaeyc.net) . After completing all requirements, the organization submits it to a KAEYC board member. After the material is submitted it will be evaluated by the KAEYC Student Involvement Committee. Those meeting the requirements will be personally recognized at the next state conference as well as on the student section of the KAEYC website.