

New Organization Registration Guide

Last updated Summer 2024

NOR Requirement Checklist

- Ensure new org idea does not duplicate another organization
- Full name of organization
- Name of club advisor(s)
- Constitution that meets minimum requirements
- Roster that meets minimum requirements
- List 2 officers to add to Microsoft Teams channel

Common Questions:

Where do I submit the NOR application?

- Applications are only accepted through True Blue Connects by clicking the people icon on the left-hand side and then the “Register an Organization” button.
- *Applications submitted are typically processed in 3-5 business days.*



Register an Organization

Does this form need to be completed at a certain time?

- New organizations can be created year-round, including through the summer.

What is the process for reinstating orgs that previously existed?

- Reinstating orgs can submit the same form with a comment that your club used to exist! Some information in the form cannot overlap with the “old” organization; however, these don’t matter much since you will have the “old” information (e.g., club name, webpage URL) unless a change is desired.

Is the process different for FSL Chapters or Sport Clubs?

- All FSL chapters and Sport Clubs need to start with establishing a registered student organization before continuing to other requirements.
- We highly recommend students that want to create an FSL Chapter or Sport Clubs consult with the appropriate departments (NAUGreeks@nau.edu or Sportclubs@nau.edu) to answer any questions about their specific processes or gain advisement on creating the chapter/club.

Once a year each Spring, this guide will be updated so that new organizations can meet re-registration requirements for the upcoming academic year.

Recommendations

- View the [constitution guide](#) to learn about current requirements.
- Rosters need to meet NAU Requirements
 - All active clubs and Greek chapters require a minimum of 5 members and 2 officers.
 - Officers are required to have a 2.00 cumulative GPA minimum & if they’re undergraduates, enrollment in 12 credit hours.
 - At the end of a semester, no one listed on the roster should be graduating.
- All advisors need to be current-full time staff/faculty that have been employed at NAU for 2+ years, unless specific permission is granted to an organization.
- Only 2 officers are allowed to join the Microsoft Teams channel with the advisor.
 - Requests for 1 or 3+ contacts in Microsoft Teams will not be granted.

Other information:

- The Student Organization Manual on nau.edu/clubresources has information about the benefits of being a registered student organization and some management tips.
- Any student trying to create a new organization can ask to meet with a staff member on the Leadership & Engagement team by emailing StudentOrgs@nau.edu.

NAU supports and encourages the creation of new clubs/orgs/chapters!

Office of Leadership & Engagement

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