

New Organization Registration (NOR) Guide

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
- Name & marketing materials follow [NAU Brand Guidelines](#)

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 as an established registered student organization before continuing to other requirements.
- We recommend students interested in creating an FSL chapter or Sport Club consult directly with the appropriate departments (NAUGreeks@nau.edu or Sportclubs@nau.edu) to understand the specific requirements and get advisement on successfully creating and maintaining their organization.

Office of Leadership & Engagement

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Helpful Hints

- View the [constitution guide](#) to learn about current necessary details
- New Organizations need to meet **Current Registration Requirements**
 - Roster: A minimum of 5 members with 2 officers
 - Officers: A minimum 2.00 cumulative GPA & enrollment in 12 credit hours (if undergrad)
 - Graduating students should be removed from the roster
 - Marketing policy must be met for student organization name, nickname, and logo consistently throughout registration application and constitution documents
 - Student led and managed – Advisors cannot hold equal or more power than student officers
 - Primary advisors need to be current-full time staff/faculty that have been employed at NAU for 2+ years, unless grandfathered into this policy
- **Only 2 officers** are allowed to join the Microsoft Teams channel with advisors and coaches

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

Other Resources:

- 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

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