

Student Organization Basics

Office of Leadership and Engagement



Office of Leadership & Engagement



Student Organization Manual

Read the manual!

@ nau.edu/clubresources

There is a high likelihood, the manual will answer your questions.

350+ Student Clubs/Orgs/
Chapters at NAU

7,700+ Events held
in 2023-2024

We're aiming for 100% student involvement, and we'd love to have you help us achieve this mission.



Minimum Requirements

When trying to meet current requirements, use the registration and constitution guides & follow the checklist for quick approval!

ROSTER

- Minimum of 5 active student members
- Minimum of 2 officers that are full-time students with a cumulative GPA of 2.0+

CONSTITUTION/ BY-LAWS

- Easy-to-read document for members
- Non-discrimination, compliance, and contingency statements
- Removal process for officers and members

OTHER

- 1 full-time faculty/staff advisor employed at NAU for 2+ years
- 2 officers as Microsoft Teams contacts
- Attendance to required trainings & meetings



Student Organization Annual Re-registration (SOAR)

Every Spring semester beginning in April, all organizations are required to submit a form indicating their interest in remaining active in the following school year.

To prepare throughout the year, consider the following recommendations:

Keep your constitution and by-laws up to date!

Keep an accurate and updated roster in True Blue Connects.

Plan to hold elections before April 1st!
(when SOAR opens)



Organization Resources

- **Student Organization Manual**
(nau.edu/clubresources)
- **ASNAU – University Union RM 206**
 - Mailbox
 - Club Headquarters & Club Storage
 - Funding opportunities (appropriations, room reservation fund, travel reimbursement, etc.)
 - & more!
- **ITS**
 - NAU email addresses
- **L&E**
 - Get Involved Lounge
 - True Blue Connects Station
 - Staff

Funding	Brief Description
STAC	Funding high-profile events to the NAU student body
Alumni Thrive	Funding events with alumni presence
Sodexo	Catered food at an event or meeting
Jacks Funder	Crowdsourcing platform through NAU
Concessions	First-come, first serve; Work a stand at a game



Communication with Orgs

We try to communicate efficiently and strategically with student orgs through the following means:

- **Instagram** @NAUGetInvolved
- **Emails** from StudentOrgs@nau.edu
 - To presidents, primary contacts, and advisors of clubs/orgs/chapters
- **Microsoft Teams**, Student Clubs & Greek Chapters channel

The most comprehensive and up-to-date communications will come from Microsoft Teams!

(including deadlines, resources, opportunities & more)

All registered organizations should have a minimum of 3 contacts in the Microsoft Teams channel.



THANK YOU!

If you have any additional questions, please reach out to StudentOrgs@nau.edu and/or schedule a meeting with staff from the Office of Leadership and Engagement.

