

# Student Organization Annual Re-Registration Guide (SOAR) 2025-2026

Last updated Spring 2025

Every year, clubs and Greek chapters need to re-register their organization to maintain good standing with the organization. This helps the university to have an accurate count of current organizations on campus and current students involved on campus.

## SOAR Requirement Checklist

- Full name of organization
- Updated roster, including all active members and officer
  - Updated Primary Contact in True Blue Connects
- Name of club advisor(s) and coach(es)
  - Primary advisor must be employed for 2+ years @ NAU
  - Coaches are only required if a Sports Club.*
- Updated [constitution](#)
  - [Nondiscrimination Statement](#)
  - Compliance Statement
  - Removal process for officers and members
  - Contingency Provision
- List 2 officers to add to Microsoft Teams channel

## Common Questions:

### Where do I submit the SOAR Requirements?

- If you are submitting it **on-time (by May 4<sup>th</sup>)**, [applications are only accepted through True Blue Connects](#).
- If you are submitting it **after** the deadline, clubs/orgs must email [StudentOrgs@nau.edu](mailto:StudentOrgs@nau.edu) to be temporarily unfrozen. *Late applications are prone to longer processing time.*

### What happens if you do not complete the form on-time?

- Your organization will be frozen and no longer be considered an recognized NAU organization if your application is not submitted by the deadline, and your contacts may be completely removed from Microsoft Teams.
- Additionally, you run the risk of missing priority room reservations and/or the deadline to become a Sports Club if you are not registered at the end of the Spring semester.

### Is the process different for FSL Chapters or Sport Clubs?

- All NAU clubs, including sports and Greek chapters, must submit the SOAR application to L&E. Greek chapters should consult with the [FSL](#) team ([NAUGreeks@nau.edu](mailto:NAUGreeks@nau.edu)), and sport clubs have a second separate [Sport Club application](#).

All Student Organizations need to re-register on an annual basis to remain an active club or Greek chapter!

## Common Errors

- Make sure you identify and update the Primary Contact in TBC!
- 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
  - No one on the roster should be graduating in May 2024.
- All advisors need to be current-full time staff or faculty unless specific permission is granted to an organization.
- Constitutions need to meet the necessary requirements, or your application will be denied.
- Clubs and Greek chapters are only allowed 2 officers to join the Microsoft Teams channel with the advisor.
  - Requests for 1 or 3+ contacts in Microsoft Teams will not be granted.

## Office of

### Leadership & Engagement

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