

# Student Organization Annual Re-Registration Guide (SOAR) 2026-2027

Every year, clubs, orgs, and Greek chapters need to re-register their organization to maintain good standing. This helps NAU 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 (TBC)
- Name of club advisor(s) and coach(es)
  - Must be employed for 2+ years @ NAU and full-time
  - Coaches are only needed if a Sports Club*
- Updated [constitution](#)
  - [Nondiscrimination Statement](#)
  - Compliance Statement
  - Removal process for officers and members
  - Contingency Provision Statement
- List 2 officers to add to Microsoft Teams channel
- Name & marketing materials follow [NAU Brand Guidelines](#)

## Common Questions:

Where do I submit the SOAR Requirements?

- If you are submitting it **on-time (by May 3<sup>rd</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 a 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 additional [Sport Club application](#).

Last updated January 2026

All Student Organizations need to re-register on an annual basis to remain active!

## SOAR Dates

The SOAR Application is open:

- March 15<sup>th</sup> – May 3<sup>rd</sup>, 2026\*\*
  - July 20<sup>th</sup> – Aug. 9<sup>th</sup>, 2026
  - Sept. 14<sup>th</sup> – Oct. 4<sup>th</sup>, 2026
  - Second week of Spring semester
- \* Priority application period

## Common Errors

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
- Must be 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 worked at NAU for 2+ years
- Marketing policy must be met for student organization name, nickname, and logo consistently throughout registration application and constitution documents
- Constitutions need to meet the necessary requirements
  - More information available on the [constitution guide](#)
- Clubs and Greek chapters are **only** allowed 2 officers to join the Microsoft Teams channel with advisors and coaches
  - Make sure you identify and update the Primary Contact in TBC!

### Office of

### Leadership & Engagement

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