

Student Organization Annual Re-Registration Guide

SOAR 2024-2025

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 officers
 - Updated Primary Contact in True Blue Connects
- Name of club advisor(s)
 - Coaches, phone numbers, and emails (*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 5th)**, [applications are only accepted through True Blue Connects](#).
- If you are submitting it **after** the deadline, applications are only accepted through email. *Applications submitted through email 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 official 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 if you are not registered at the start of the Fall semester.

Is the process different for FSL Chapters or Sport Clubs?

- All clubs/orgs/chapters at NAU need to register through the SOAR application submitted to the Office of Leadership and Engagement.
- Email other departments directly to see if your club needs to renew any other information.


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.

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

Office of Leadership & Engagement

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