STEPS FOR REGISTERING A NEW STUDENT ORGANIZATION

Before starting the New Organization Registration (NOR) application, please be sure to review the most up-to-date NOR Guidelines. Note, this is the same process for reinstating inactive organizations at NAU, but there are some additional technology considerations mentioned at the end of this document. Importantly, **registration applications will only be approved if they are submitted by student leaders, not faculty or staff advisors**.
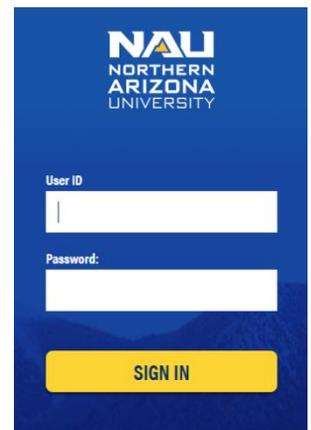
NAVIGATE TO APPLICATION

1. Go to nau.edu/clubs
2. Select the blue button on the top right of the screen titled "Sign In"

   a. Use NAU SSO sign-on (You may be prompted via Duo Mobile)

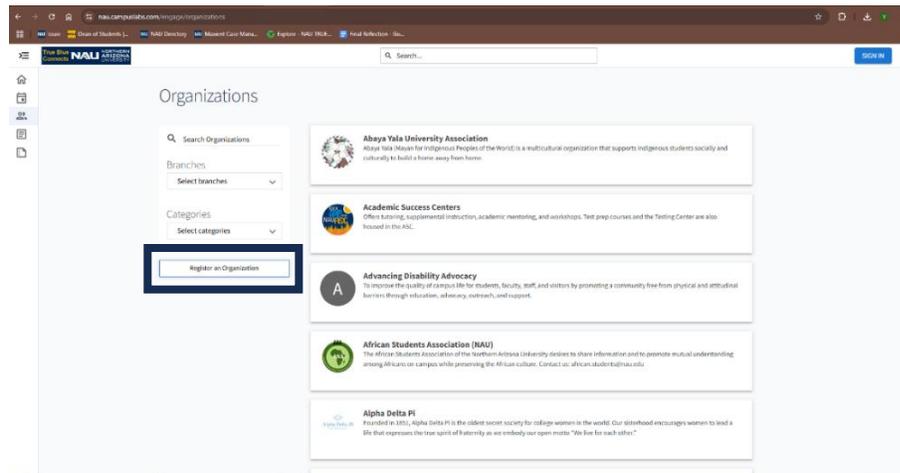3. Select "Organizations" or the people icon on the left navigation sidebar

4. Select "Register an organization" below the organization types on the left side of the page

5. Select the blue "Register a new organization" at the bottom of the page, beneath "Register New"
   a. Ignore the top section under "Re-register Existing". You won't need this information during the new organization registration process
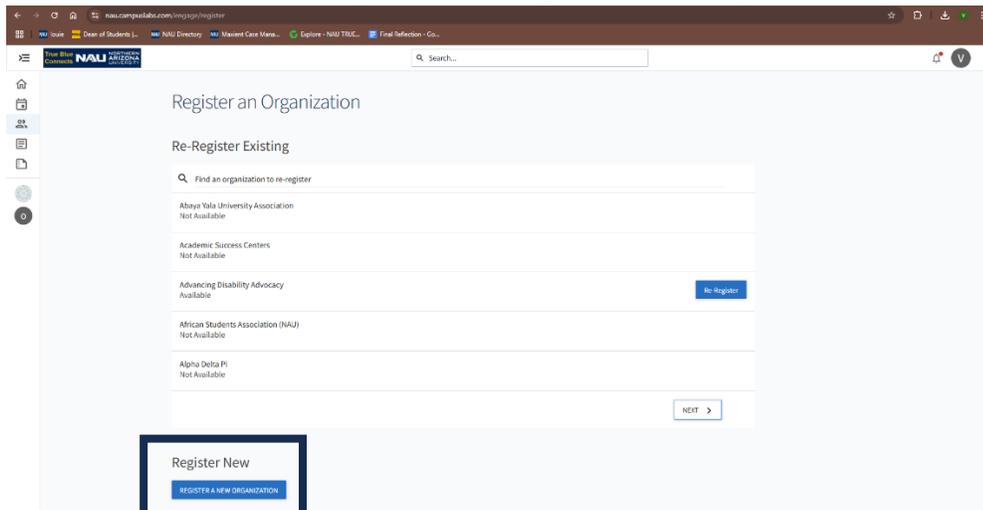
6. A new page will open with instructions; after reading them, select the "Next" button.

Please review the following instructions.

Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it from your Submissions.

Use this form to complete a registration for a new student organization! (Use the Student Org Manual and the New Organization Registration (NOR) guides provided on our website as resources.):

a. Remember that your group must meet the following requirements:

1. Have a full-time/active faculty or staff advisor who has been employed at NAU for two or more years

2. Have at least five members with at least two officers

3. Have all of your officers be registered for at least 12 credit hours at NAU and have at least a 2.00 cumulative GPA (Graduate students can be enrolled in less than 12 units)

4. Ensure that your constitution/bylaws contain: NAU's non-discrimination statement, a removal process for officers and members, a compliance statement, a contingency provision statement, and a cleanly arranged constitution document

b. Once your registration application is complete and submitted, the Office of Leadership and Engagement will review your submission to make sure it is complete and meets all requirements. If so, your group will be activated within True Blue Connects. Please send any questions to *StudentOrgs@nau.edu*.

Note: If you wish to become a Sport Club, you must complete a secondary application. Please read more about the requirements for attaining a Sport Club designation on the Sport Club website.

NEXT

COMPLETE APPLICATION

1. Start the application
   a. Fields with red stars (asterisks) are required and cannot be skipped to move onto the next page. When you are ready to proceed, you will select the "next" arrow button at the bottom of each page.
   b. *When choosing a name for your organization, NAU Marketing policies state that clubs/orgs/chapters cannot begin their organization name with "NAU" or "Northern Arizona University." More information in the Student Organization Manual.*
   c. For the field title "Organization Web Site URL," create your webpage URL within the True Blue Connects profile. Your URL will be nau.campuslabs.com/engage/organization/CLUB, except "CLUB" will be your club's name, nickname, or acronym

New Student Organization Registration - Step 2 of 8

Provide some basic information about your organization.

General Information

*Official Organization Name

Acronym/Nickname

*Organization Description Summary

254 characters remaining

Organization Description

B I U ✕ ⎘ ⎗ ☰ ☰ ☰ 🔗 ⬚

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Website

*Organization Web Site URL

https://nau.campuslabs.com/engage/organization/

External Website

Social Media

Facebook Page URL

Twitter Username

YouTube Channel URL

Flickr Feed URL

Instagram Page URL

TikTok Username

LinkedIn Page URL

Pinterest Page URL

Tumblr Page URL

Vimeo Page URL

Organization Contact Information

Email

Street Address

Street Address Line 2

City

State/Province

ZIP/Postal Code

Country

Phone Number

Extension

Fax Number

Additional Information

Organization ID (Assigned by Student Life)

* Anticipated Number of Student Members

* Are membership dues required?
- ● No
- ○ Yes

* This organization has the following GPA requirement for membership (type 'None' if there is no GPA requirement):

* Organization's primary location:

...

* Our organization accepts non-NAU affiliates (e.g., community members)

...

* The following students are welcome to join our organization (click all that apply):
- ☐ Flagstaff Mountain Campus
- ☐ Statewide Campuses
- ☐ Online

* The following career skills connect with our organization the most (select up to three):
- ☐ **Career & Self Development** - Take charge of your growth by learning new things, understanding your strengths and weaknesses, exploring job opportunities, and building connections inside and outside your workplace
- ☐ **Communication** - Share information, ideas, and thoughts clearly with people inside and outside your organization
- ☐ **Critical Thinking** - Recognize what's needed in a situation and use logical thinking to analyze important information before acting
- ☐ **Equity & Inclusion** - Understand and respect people from different cultures. Actively work against racism by challenging unfair systems and policies
- ☐ **Leadership** - Use your skills and your team's strengths to help achieve goals and support your organization
- ☐ **Professionalism** - Understand that work environments can be different, and show good habits and attitudes in every setting. Act in ways that benefit the community and workplace
- ☐ **Teamwork** - Build positive relationships to work together on common goals, respecting different views and shared responsibilities
- ☐ **Technology** - Use technology responsibly to work smarter, complete tasks, and reach goals

Meeting Day

...

Meeting Time

Meeting Location

* Faculty/Staff Advisor Name

* Faculty/Staff Advisor Email

* Faculty/Staff Advisor Phone Number

* Faculty/Staff Advisor Department

Additional Advisor(s) Name & Email

Coach Name, Email, & Phone Number (Sports Clubs only)

* Required

☑ *

By submitting this form, you acknowledge that you have reviewed the information with the organization officers and adviser listed, and your organization agrees to adhere to the non-discrimination statement below, the Student Code of Conduct, the University Hazing Policy, and University Rules and Regulations appropriate to student organizations and their members (as listed in the Student Handbook - http://nau.edu/Student-Life/Student-Handbook/).

"We agree to abide by Northern Arizona University's Non-Discrimination and Anti-Harrasment policy: Northern Arizona University is committed to providing a working and learning environment free from discrimination, harassment, including sexual harassment, and retaliation. This policy prohibits discrimination and harassment based on protected status including race, color, religion, sex (including pregnancy), national origin, age, disability, veteran status, sexual orientation, gender identity and expression, or genetic information. This policy also prohibits retaliation for raising concerns under this policy or participating in an investigation."

PREVIOUS

NEXT

2. Choose a category or categories for your organization because it is one way prospective members can find your organization in True Blue Connects.
   a. At this time, no new organizations can select the "Sports" category; an official Sports Club must have submitted and approved an application with the Sports Club office.
   b. *More information about how to become a sports club can be provided during the review process.*

New Student Organization Registration - Step 3 of 8

Select the categories that your organization belongs in.

Organization Categories

Available Categories   Assigned Categories

Academic
Advocacy
Cultural
Recreation/Game
Religious
Representative
Residence Hall Community Council
Service/Honorary

PREVIOUS   NEXT

3. When adding members to your roster, you can execute one of the following:
   (a) Add students one at a time and carefully indicate their position title using the "Add Individual Members or Positions" tab
   (b) Add many students at once using the "Add Multiple Members in Bulk" tab
   (c) a combination of the two.

View Organization Roster Requirements
Fulfill your Organization's Roster Requirements

At least 5 total participants
Any combination of 2 positions below
President, Vice President, Secretary, Treasurer, Chair, Co-Chair, Officer

Add New Members and Assign Positions
Add new members or assign positions to your roster. Please use a school associated e-mail (.edu/.ca) when inviting users to this organization.

Add individual Members or Positions | Add multiple Members in bulk

Position   * Email
Member

First Name   Last Name

ADD

Review Roster
Review, Remove, or Edit Position Assignments within your Roster.

You currently have no users in your Organization. Check out the position fulfillments above to get started!

Roster Requirements
Does your Organization Roster meet all Position requirements?

At least 5 total participants
Any combination of 2 positions below
President, Vice President, Secretary, Treasurer, Chair, Co-Chair, Officer

PREVIOUS   NEXT

Before completing your roster, you will need a minimum of 5 total students successfully added with a minimum of 2 student officers before you will be allowed to continue to the next page. Visually, you can see you have met this requirement if there are two green check marks. *Only NAU email addresses should be used within the roster.* When the application is approved, all the students you list within your roster will be sent an email invitation to join the organization. **They need to accept the invitation to join your roster.**

4. Upload your constitution as a PDF or Word document
    a. Ensure your constitution meets the standards listed in the [Student Organization Manual and the constitution guidelines](#)

5. Rank the interests that are relevant to your organization
    a. Use the "move up," "move down," and "remove" choices as necessary
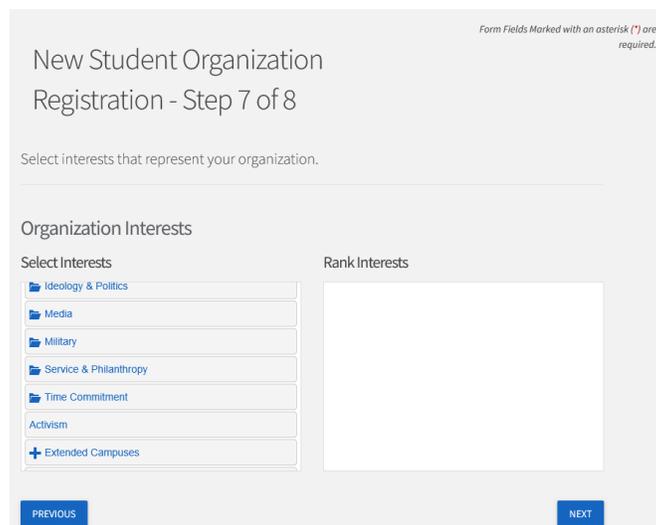
6. Upload an optional profile picture for your organization, which will appear in a circular frame for site visitors
7. Select **two** officers to be the Microsoft Teams contacts and type their names and NAU student email addresses
8. Answer the last required questions, including national affiliation and advisor eligibility questions and the agreements to complete the mandatory training, attend monthly meetings, and follow all relevant policies.

2026-2027 Reregistration

Please complete the following form as part of your Student Organization Annual Reregistration.

* Your first and last name:

* Student Organization name (No Acronyms):

* Has your potential club advisor been employed at NAU for two years?
○ Yes
○ No

* Microsoft Teams - Please provide the name and NAU email of two officers in your organization that would be responsible for sharing all essential information from our office with the group/board members (The club's advisor and coach will also be added to Teams, BUT should not be considered as either of the two representatives):

* Is your club affiliated with a national organization?
(If yes, please provide the name and website / If no, please write N/A.)

* Required
☐ * We understand it is our organization's responsibility to have two designated officers oversee and share all Teams communication from the Office of Leadership and Engagement.

* Required
☐ *
We understand that all events, meetings, gatherings, etc., for my student organizations need to be submitted and approved in True Blue Connects.

They must be submitted at least:

  - 12 days prior to the actual day of the event/meeting/gathering/fundraising/etc. (12-day policy)
  - 5 days prior to the actual day of the tabling/tailgate event (5-day policy)

* Required
☐ * We will complete the mandatory training in August 2026 to ensure my organization remains in good standing with the university.

* Required
☐ * We understand that two officers from my organization should attend all monthly meetings hosted by the Office of Leadership and Engagement to ensure my organization remains in good standing with the university.

* Required
☐ * We understand it is our responsibility to update the organization's roster in True Blue Connects, manage my organization's True Blue Connects info page, and routinely connect with our advisor(s).

* Required
☐ * We understand that any questions about managing our organization can be directed to the Office of Leadership and Engagement via email (StudentOrgs@nau.edu) and in-person (Get Involved Lounge - University Union Room 104).

PREVIOUS   NEXT

9. On the final page, titled "Review Submission", you can select any of the previous pages, which are hyperlinked to make revisions.
   a. When you are done, you can select the blue button titled "Submit for Approval" or the following gray button "Delete submission."
   b. Following the submission, you will be waiting for the Leadership & Engagement team to review your NOR application.

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Registration for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Registration Form. Your organization will be available as soon as it is Approved, but it may take a few minutes to appear in search results.

Submission

🖨 PRINT

| In Progress

gg

1. Instructions (optional)
2. Organization Profile
3. Organization Categories (optional)
4. Organization Roster
5. Upload Constitution - Bylaws
6. Organization Interests (optional)
7. Organization Profile Picture (optional)
8. 2024-2025 Reregistration

   ◦ Page 1

✔ SUBMIT   🗑 DELETE SUBMISSION
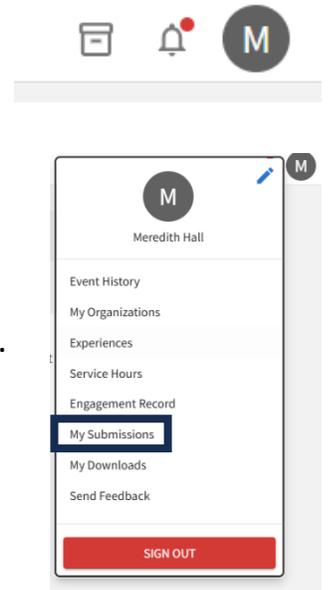
REVIEW & REVISIONS

Typically, new organization registrations (NOR) applications are reviewed for the first time within 3-5 business days, although this may vary depending on peak busy times within the school year.

You will receive an email when comments are posted and status changes (i.e., approval and denial) are made on your application. The best way to minimize multiple stages of revisions is to carefully review the current NOR and constitution guidelines.

If the application is denied, you can click within the email to be navigated to its subsequent webpage within True Blue Connects, and you can select the blue "Resubmit" on the top right to address any required edits. Denials generally come with comments of items to address for resubmission. When using the resubmission feature, you can minimize processing time for both yourself and the Office of Leadership and Engagement!

Resubmit
Click the button below to update and resubmit this form.

RESUBMIT
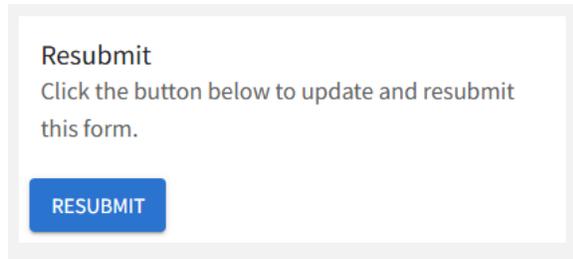
If the email isn't routing to you properly, you can also click your initial in the top right corner of the webpage. Select "My submissions" from the drop-down menu. Then "Organization registrations" tab. Finally, you will be able to identify the row labelled by your student organization name, and you can click the eyeball icon to view the status, resubmit, and edit your application.

Meredith Hall

Event History
My Organizations
Experiences
Service Hours
Engagement Record
My Submissions
My Downloads
Send Feedback

SIGN OUT

My Submissions

FORMS   ELECTIONS   ORGANIZATION REGISTRATIONS   EVENTS   BUDGETING

| L&E Test Organization | Denied | 4/7/2024 4:26 PM | 4/2/2024 3:47 PM | |

NEED MORE HELP?

Beyond this guide, all students are welcome to schedule a consultation or drop by our office to receive additional assistance.

University Union

Office of Leadership and Engagement

University Union 104

1050 Knoles Dr, Flagstaff, AZ 86011

Office Hours:

Monday – Friday

8 am -5 pm

Phone: 928-523-5181

Email:
StudentOrgs@nau.edu

Instagram:
@NAUGetInvolved