

STUDENT ORGANIZATION MANUAL

The Community, Leadership, Alliances, and Belonging (CoLAB) Center
26/27 Academic Year



Community, Leadership, Alliances, and
Belonging (CoLAB) Center

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STUDENT ORGANIZATION BASICS

The Student Organization Manual is the contract between the student organization (“organization”) and the Arizona Board of Regents for and on behalf of Northern Arizona University (“university” or “NAU”) and is entered into by both parties to formalize the policies, procedures, rules, and expectations between the parties. Student organizations also provide learning experiences specific to students’ areas of academic or extracurricular interest. Student organizations at Northern Arizona University are designed to serve students and contribute to the academic, political, cultural, religious/spiritual, social, or recreational life of the campus and are student- initiated, student-led, and student-managed. Student organizations are a valuable part of the student experience and provide opportunities for students to take on leadership roles and build skills related to organizational development and administration, event planning, fundraising, budgeting, marketing, and public relations.

While the University supports student organizations, registration of a student organization with CoLAB does not constitute University endorsement or approval of the policies and/or activities of the organization.

The University and the student organization are separate and independent entities. The organization, including its officers, advisors, staff, and members, is not considered an agent or employee of the University, and neither party may act on behalf of or enter into agreements for the other. While the University does not supervise or direct the organization’s activities, it maintains full authority over its own facilities, resources, and property. Student organizations seeking to use University spaces or resources must comply with any additional terms and conditions required for such use. If the organization is unable to meet those additional terms and conditions, requested use of spaces or resources may be denied at the University’s discretion.

The student organization understands and agrees that Northern Arizona University, the Arizona Board of Regents, and the State of Arizona—including their employees and agents—are not liable for injuries or damages arising from the organization’s activities, except when caused by the University’s own acts or omissions. The University, the Arizona Board of Regents, and the State of Arizona are also not liable for any contracts, actions, or omissions of the organization or its officers, members, advisors, staff, participants, or other affiliates.

The organization understands that it and its officers, members, advisors, staff, participants, or other affiliated individuals are not covered under the University’s insurance policies or self-insurance program, and that the University will not provide legal defense for the organization or its affiliates in the event of a claim.

Membership

- A. Northern Arizona University values the diversity of the human experience. Student organizations should intentionally strive to enrich themselves and ensure access by inviting membership from a diverse range of students on campus.

- B. Membership in a student organization is open to all members of the University community. Non-members of the University community who are also members of scientific, academic, scholarly, and/or honorary organizations that have recognized units or chapters on the NAU campus may become affiliated with that organization. However, membership is determined by the student organization leadership.
- C. In order to hold an officer position in a registered student organization, a student must meet the following academic requirements:
 - 1) The undergraduate student must be registered for a minimum of twelve (12) credit hours at Northern Arizona University. Exceptions may be made on a case by case basis. Graduate students can be enrolled in less than twelve credit hours.
 - 2) The student must have a minimum cumulative grade point average of 2.0 for all NAU course work undertaken.
- D. Individual student organizations may impose higher standards regarding minimum grade point average and other membership requirements.
- E. Each organization must have a membership of at least five (5) currently enrolled students with at least two (2) officers. The organization must verify this via an updated roster in the True Blue Connects system.
- F. Each registered student organization must have an advisor who is a full-time NAU faculty or staff member. Part-time status for a faculty/staff advisor exceptions may be made on a case by case basis. In addition, student organizations may choose to have additional advisors such as graduate students, community members, or members of clergy. The group determines the choice of advisor and may change advisors at any time. Those wishing to be club/org advisors must have been employed by NAU for at least the last two years in a Full-Time capacity. Exceptions for advisors will be reviewed by the Vice President of Student Affairs.
- G. Northern Arizona University prohibits discrimination in organizational membership on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information [Nondiscrimination and Anti-Harrassment Policy](#).
 - 1) Title IX of the Education Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities with regard to gender requirements for membership.
 - 2) Title IX does not apply to the membership practices of a social fraternity or social sorority if the active membership consists primarily of students in attendance at an institution of higher education and the fraternity or sorority is exempt from taxation under the Internal Revenue Code. 20 U.S.C. § 1681(a)(6)(A); 34 C.F.R. § 106.14(a)
- H. To align with the educational and remedial intent of the NAU student/organizational conduct process, no officers and/or other named individuals within a recognized student organization found to be responsible in an organizational conduct proceeding may form a new organization until the sanctions have been completed. Related, CoLAB may request a roster from a prospective organization to compare membership to organizations not in good disciplinary standing.

Removing a Club Member and Officer

Members can be removed from the organization for a variety of reasons including discriminatory comments, allegations of inappropriate conduct, or disruption of club activities. CoLAB supports student organizations making decisions regarding club membership so they can best operate their clubs. All student organizations adhere to the NAU Nondiscrimination and Anti-Harrassment 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, 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.

We always recommend discussing any conflict with members directly, providing feedback, and sharing expectations to maintain membership. This way, members aren't being removed without an opportunity to learn, listen, and resolve things – an essential skill for all of us.

We also recommend consulting with your club advisor and/or CoLAB to discuss and problem solve. Possible violations of the Student Code of Conduct, Sexual Misconduct policy, or NAU Nondiscrimination and Anti-Harrassment Policy must be reported to nau.edu/reportit.

All Active Members and Officers have the ability to request the removal of another member, including an officer of the club. Below is a recommended procedure for removal of a club member or recall of an officer.

Any Active Members or Officers who wish to have another member/officer removed must present their reasoning in writing to the executive board and advisor through an email/electronic or hard copy documentation. Information reported is not anonymous. Once the complaint/request is brought to the executive board, the following process would take place:

- 1) Individuals in question will be notified of the complaint by the executive board or advisor via email
- 2) Evidence to support complaint is presented, if appropriate
- 3) Individual given an opportunity to argue a defense and offer counter evidence, if appropriate. (State whether you are hosting a special meeting for the defense or if you are having it during a regular meeting).
- 4) Vote is taken by the executive board and/or organization to remove the member or recall the officer (if applicable). (State whether the officer/member in question is able to vote during their own removal proceeding.)
- 5) A majority vote by the executive board will result in the removal of the member/recall of the officer in question. A recalled officer will remain as a member of the organization unless specified in the removal process and given reason.
- 6) Communication regarding the reason for the dismissal is provided to the individual member via email.

- 7) Resources will be shared with the individual in question (e.g. Lumberjack CARE Center, Counseling Services, Equity and Access Office, etc.)

We recommend documenting your decisions and ensuring these processes are clearly stated in your bylaws and shared with membership.

Types of Student Organizations

NAU student organizations are classified into the following categories and groups may designate multiple categories. Student organizations self-select the categories they wish to be in with some exceptions. Groups wishing to be included in the Fraternity and Sorority categories must be recognized by CoLAB. Groups wishing to identify as a Sport Club must be recognized by the NAU Sport Clubs Program.

- **Academic** student organizations comprise the largest number of clubs and organization on campus. These include any organization that is affiliated with an academic program or college.
- **Advocacy** student organizations are those that advocate for a particular cause or population of students.
- **Sport Club** student organizations are sports teams or groups engaged in active practice and competition against other schools or individuals. CoLAB collaborates with Campus Recreation Services to support these organizations.
- **Cultural** student organizations represent and promote the traditions and activities associated with a particular culture.
- **Fraternity and Sorority** groups are associated with national social Greek-letter organizations that select membership through an intake process. We also support local groups, provided they receive approval from CoLAB and the Fraternity and Sorority Life (FSL) Councils.
- **Recreation/Game** student organizations focus on recreational activities and games in a non-competitive atmosphere.
- **Religious** student organizations with a religious affiliation may also register.
 - Although the university, as a state institution, is prohibited from promoting religious activities, it recognizes the importance of religion and spirituality in the life and education of its students.
- **Service/Honorary** student organizations are academically-focused groups that limit membership based on certain requirements or community service-oriented groups.
- **Special Interest** groups are not connected to an academic program or college. They serve the needs of students with specific special interests.
- **Statewide/Online** groups are organizations led by statewide or online students, or organizations that are open for statewide or online students to join.

Procedures for Registering New Student Organizations

Existing student organizations must register annually with CoLAB to maintain their active status. New student organizations are allowed to seek registration status throughout the academic year but once registered they need to re-register annually to remain active.

A. Individuals seeking to form a new or reactivate an old student organization shall:

- 1) Log in to True Blue Connects and complete the “New Group Registration.”
- 2) Upload to True Blue Connects a constitution containing:
 - a) Statement of Purpose
 - b) Statement of Nondiscrimination and Anti-harassment
 - c) Organizational Structure
 - d) Provision for Regular Meetings
 - e) List of Officers
 - f) Provide in True Blue Connects a list of officers.
 - g) Process for removing a club member or officer
- 3) Provide in True Blue Connects the name, email address, and phone number of full-time faculty or staff advisor.
- 4) Provide in True Blue Connects a roster containing the names of student members.
 - a) Note: To align with the educational and remedial intent of the NAU student/organizational conduct process, no officers and/or other named individuals within a recognized student organization found to be responsible in an organizational conduct proceeding may form a new organization until the sanctions have been completed. Related, CoLAB may request a roster from a prospective organization to compare membership to organizations not in good disciplinary standing.
- 5) Organizations wishing to use Greek Letters in their name must be affiliated with a nationally or internationally recognized organization and have a full-time staff member from a national office or national board supporting the organization, unless the organization is in the intake process or was founded on NAU’s campus. This applies to all social, professional, academic, or honorary organizations. (If a group is interested in starting a local Greek Letter chapter, they must collaborate with CoLAB to establish and support the local chapter.)
- 6) Compliance Statement: The Student Organization manual is a contract between this organization and CoLAB. We agree to abide by the policies, procedures, and sanctions stated in the manual.
- 7) Contingency statement: Depending on the behavior of concern executed by an organizational member(s) and/or officer(s), it may be warranted for the organization to move straight to removal, forgoing the previously described removal process.

B. National fraternal organizations do not need to present constitutions that contain secret clauses provided:

- 1) Assurance is obtained from CoLAB and Manager of Fraternity and Sorority Life that the constitution is in order by emailing their constitution to

NAUGreeks@nau.edu. Or if a local fraternal organization is formed with the support of CoLAB.

- C. It is the policy of the university to register any student organization formed in good faith for a lawful purpose consonant with the objectives of the university. A group of students may organize and secure official registration provided that the proposed organization: represents an academic, political, cultural, social or recreational contribution to the life of the campus; is not for profit in nature (student organizations are not required to obtain legal nonprofit status); does not discriminate in the selection of members on the basis of sex, race, color, age, national origin, religion, sexual orientation, disability, veteran status, gender identity, or other legally or policy protected status; agrees to abide by the University Hazing Policy and all applicable state and federal laws and other university regulations; and has followed the established administrative procedures required for registration. CoLAB exercises the authority to withdraw registration immediately from any student organization.

Student Organization Annual Re-Registration (SOAR)

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 Statement
- 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, [applications are only accepted through True Blue Connects.](#)
- If you missed the deadline, you would need to email studentorgs@nau.edu to learn more about potential re-registration dates.

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 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 CoLAB.
- 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 2.0 GPA minimum & if they're undergraduates, enrollment in 12 credit hours
 - No one on the roster should be graduating in May 2027.
- All advisors need to be current full-time staff or faculty who have worked at the university for 2+ years 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!

Statement on Registration of New Social Fraternities and Sororities

Social fraternities and sororities wishing to establish or re-establish a chapter at Northern Arizona University must comply with the expansion policies and processes set forth by the CoLAB in accordance with the College Panhellenic Council, NPC, The InterFraternity Council, NIC, and/or the United Greek Council. Expansion involves inviting inter/national fraternities and sororities to establish chapters at Northern Arizona University. This is encouraged when a need exists and the Greek community is viable for additional chapters. Social fraternities and sororities must be approved to move forward with the expansion process by CoLAB and the potential council their group aligns with before they can register with the CoLAB and be approved as a registered student organization.

Statement on Registration of New Sports Clubs

A Sport Club is a student-initiated, student-led, and student-managed sport or recreation-based Registered Student Organization supervised by Campus Recreation, and meets the following requirements:

- Comprised of at least 10 currently enrolled NAU students; and includes at least 2 student officers and 1 full-time NAU faculty or staff advisor.
- Registered with CoLAB, and established for at least one year prior to applying for admittance into the Sport Club Program

- Involves a physical activity/skill; utilizing either fine or gross motor mechanics
- Involves the ability to compete against other entities, whether as an individual or as a team
- Have the ability to join a national governing body, and follow the rules outlined by this entity whether or not they are formally registered with the organization
- Clubs/Orgs who meet the above criteria also need to be an active, official club for at least one year (two consecutive semesters) before applying to be a Sports Club.

If a student organization meets the above criteria and chooses not to be a Sport Club, they will still be considered a general Registered Student Organization at Northern Arizona University; and will maintain supervision by CoLAB.

No organization shall be duplicated as a general student organization if a Sport Club already exists for that activity.

To learn more about becoming an official Sports Club, [click here](#).

How to Join the Sport Club Program:

In order to join the Sport Club Council interested clubs must meet the above qualifications and follow the process detailed below:

- 1) Submit the Application to become a Sport Club.
- 2) Present in front of the Sport Club Executive Board. In this presentation you should demonstrate how you meet the above qualifications as well as provide proof of the following:
 - Current cohesive leadership structure that is intact and involved in decision-making processes (i.e., club officers: president, vice president, treasurer, secretary etc.)
 - Current involvement as a Registered Student Organization (i.e., proof of events held, regular practices, meetings, competitions, etc.)
 - Current involvement (if any) with a national governing body, or plans to get involved with/under the guidance of one
 - Plans for growth, or how will you continue to maintain active-status after becoming a sport club
 - Financial Needs/Resources (How do you currently pay for things? Do you do any fundraising? How much does your sport as a whole - equipment, gear, space, competitions etc. cost you? Would you need anything else - space/fields/courts etc. from joining the council?)

Applications to join the Sport Club Council are accepted year-round. In order to join the Sport Club Council for the Fall or Spring semester, an organization must have their presentation to the Executive Board scheduled within the first 6 weeks of the respective semester. Clubs that are scheduled to present after the first 6 weeks of a semester will be considered for admittance beginning in the following semester. No presentations will be scheduled over the summer.

Clubs that have been removed from the SCC must wait at least one year prior to

reapplying for SCC membership.

Privileges of Registered Student Organizations

Registered student organizations that maintain an active status have the privilege of:

- 1) Using the University's name or when the University's name is used to designate location (i.e. Art Student Association of NAU, Hillel at NAU).
- 2) Applying for organizational funding from Associated Students of NAU (ASNAU), Campus Dining, Room Reservation Fund, and JacksFunder.
- 3) Utilizing University facilities, including weekly meeting spaces which come at a special price for Student Organizations.
- 4) Hosting/sponsoring events and activities on campus
- 5) Sponsoring candidates in campus events, forums, and elections.
- 6) Requesting Institutional Excuses for extracurricular activities directly related to the educational mission and scope of the University
- 7) Recruiting new members from among the NAU student body including participation in Club Fairs and other recruiting opportunities.
- 8) Participating as an organization in Associated Students of NAU (ASNAU) and SUN Entertainment sponsored events
- 9) Access to resources and event materials at ASNAU's Club Headquarters
- 10) One-on-one consultations with pro-staff to help you manage your club

CoLAB Regulations and Expectations for Student Organizations

The leaders and members of registered student organizations may be held collectively and/or individually responsible for violations of CoLAB regulations and expectations. Outcomes may be assigned, even if a student organization and/or its governing body has already implemented its own disciplinary process and/or actions. If it is determined that a student organization, group, or member violated CoLAB regulations, a range of outcomes may be assigned. Outcomes may lead up to and include a temporary or permanent separation of the individual/organization from the university. Some potential outcomes for organizational concerns may include:

- A pre-warning
- A warning
- A trial period
- Frozen status of the organization as a registered student organization
- Reporting incident(s) to Office of Student Rights and Responsibilities
- Nationally affiliated organizations (the following could be issued by the national organization)
 - Fines
 - National Disciplinary Requirements

[Please note that individual/organization violations of the Student Code of Conduct (SCC)

are managed by the Office of Student Rights and Responsibilities]

Fraternities and sororities will have a tiered approach to conduct oversight, allowing their councils to address minor policy infractions internally before CoLAB intervenes. However, the university will step in for serious or repeated violations.

The following is a common procedure for addressing club/org/chapter behavior that does not violate the Student Code of Conduct, with elevated actions as determined by CoLAB:

Pre-Warning

If an individual/organization violates a policy specified by any NAU entity (e.g., CoLAB, Unions and Activities, Campus Recreation), the individual/ organization will receive an official Pre-Warning Sanction (with or without conditions).

FREQUENCY

Individual/Organization can receive one Pre-Warning per academic year per the identified rule breakage.

NOTIFICATION METHOD

Individual/organization and their advisor will receive a comment within their True Blue Connects Event/Meeting Request submission stating their Pre-Warning sanction.

What this means: An individual/organization will be pre-warned to not break the same rule/policy (with or without conditions). If the rule is broken again, the individual/ organization will not receive an additional Pre-Warning and will be assigned a Warning.

Example: If a club/organization attends or holds an event that does not meet the 5/12-day policy, a pre-warning may be given to allow the organization a chance to learn from its mistake.

Warning

If an individual/organization violates a policy specified by any NAU entity (e.g., CoLAB, Unions and Activities, Campus Recreation), the individual/organization will receive an official written *Warning* (with or without conditions).

FREQUENCY

Individual/Organization can receive two *Warnings* per academic year per the identified rule breakage.

NOTIFICATION METHOD

Individual/organization and their advisor will receive an email from StudentOrgs@nau.edu.

What this means: An individual/organization will be warned to not break the same rule/policy (with or without conditions). If the rule is broken again, the individual/ organization will not receive an additional Warning and be assigned a Trial Period status.

Example: If a club/organization attends or holds an event that was not approved, a warning may be given to allow the organization a chance to learn from their mistake.

Trial Period

If an individual/organization violates a regulation specified by any NAU entity (e.g., CoLAB, Unions and Activities, Campus Recreation) after two *Warnings* have been given for a specific rule breakage, then the individual/organization will be assigned *Trial Period* status limiting any club-affiliated actions (e.g., meetings, events, recruitment, etc.) for a specified period of time (e.g., week, month, semester, or academic year).

FREQUENCY

Individual/organization can receive *Trial Period* status upon breaking policy after an issued Warning. After two separate *Trial Periods*, CoLAB will transfer the case to Student Rights & Responsibilities.

DURATION

The time length of the *Trial Period* status will be determined on a case-by-case basis. Typically, this action will last no longer than one month.

NOTIFICATION METHOD

Individual/organization and their advisor will receive an email from StudentOrgs@nau.edu.

What this means: An individual/organization will be given a Trial Period status that restricts the organization from hosting/conducting events, meetings, etc. for a certain period of time.

Example: If a club/organization holds an unapproved or denied event after receiving a Warning, a Trial Period may be considered.

Interim Frozen [Due to violation of CoLAB Procedures]

If an individual/organization breaches their *Trial Period* by not following specified guidelines by any NAU entity (e.g., CoLAB, Unions and Activities, Campus Recreation), the individual/organization will be adjusted to *Interim Frozen* status that consists of meeting with CoLAB to discuss their policy/regulation violations and organization's overall standing within the university and a referral to SRR for a possible SCC violation. The possibility of meeting requirements to un-freeze an individual/organization will be maintained at this stage.

Frequency: This can be received once within an academic year based upon the severity of the behavior.

Duration: The time length of the *Interim Frozen* status will be determined on a case-by-case basis. Typically, a minimum would be 2 weeks up to a maximum of an academic year.

Notification Method: Individual/organization can receive *Interim Frozen* status as a verdict of the rule/policy breakage via an email following a meeting with CoLAB staff.

What this means: An individual/organization will be given *Interim Frozen* status that prevents all organizational actions from happening until their case has been resolved with SRR. Any violation of the *Interim Frozen* status will lead to further reporting to SRR (or further information for the SRR case).

Example: For a third occurrence of executing an unapproved event, a club/organization can be considered for an *Interim Frozen* (Due to violation of CoLAB Policies) status. A club/organization can immediately receive an *Interim Frozen* (Due to violation of CoLAB Policies) status if they are found to have damaged property on or off campus and would immediately be reported to Student Rights and Responsibilities.

(Note: *Interim Frozen* due to SOAR and *Interim Frozen* due to Training are not Student Code of Conduct statuses.)

Locked

A student organization would be placed in *LOCKED* status based on guidance from the Student Rights and Responsibilities department.

Based on the Student Handbook, CoLAB reserves the right to transfer the case to Student Rights & Responsibilities to process any violation (e.g. persistent inactive response to CoLAB sanctions, nonadherence to student organization policies).

Reconsideration Process:

- An individual/organization (President or equivalent) has the right to request a re-evaluation of a Warning or Trial Period by emailing StudentOrgs@nau.edu with the following within 5 business days of receiving a formal CoLAB Notice of Violation. If an individual/organization does not submit a reconsideration within the allotted time frame, they will automatically waive their right to be reconsidered:
 - Subject Line: Reconsideration – Organization’s Name – Date
 - Cc’d all club advisors on the email
 - Attached a PDF Copy of the final email/action provided previously by CoLAB
 - Specify in the body of the email:
 - The action being reconsidered
 - A detailed rationale for the reconsideration
 - Proof of new information or claims of unfair decision
 - The Director for CoLAB will review the request for reconsideration and provide a final decision.

NOTE:

If a status has been given by the Office of Student Rights & Responsibilities [Student Code of Conduct], the action matter is not eligible for reconsideration by CoLAB.

Updated: Spring 2026

TRUE BLUE CONNECTS

Northern Arizona University uses an online student organization tool called [True Blue Connects](#). This is a platform for student organization leaders to keep track of updated organization registration, add members, and update other information such as meeting times and membership dues. All current NAU students have access to True Blue Connects and are eligible to have administrative privileges for their student organization –at least one student, usually the President, is automatically a group administrator and can assign that status to any other members. Student Organizations can use True Blue Connects as a marketing tool for recruitment and events, and a way to keep information organized.

Current and prospective students, faculty, staff, and visitors can also access True Blue Connects to search for student organizations. Information visible to the public includes the names of the President and Advisor, contact information for the group, and meeting times, if available.

True Blue Connects also gives student organizations the ability to connect to social media, upload photos and video, and create news articles about their activities. Please note that all photos and posts are visible to University staff members and any reference to illegal or prohibited activities may result in University sanctions. Remind your officers and members to use good judgment when adding information to their True Blue Connects profiles.

Finally, True Blue Connects is also where organizational leaders register all events, meetings, and gatherings for the club. This allows the appropriate teams to support your event planning, help you book meeting space, contract with vendors, and much more. All clubs activities are required to be registered no later than 12 calendar days in advance. Encourage your peers to log-in and find the clubs and events for them by visiting nau.edu/clubs.



STUDENT ORGANIZATION OFFICERS

Northern Arizona University student organization policy requires that all student organizations have at least two officers. In addition, all officers must be registered as full-time students at NAU and must have a cumulative GPA of at least 2.0. CoLAB staff members check these requirements each semester and contact those officers who have not fulfilled them.

Each student organization determines how many officers are needed and what titles are used. Below is a list of typical officers and suggestions for what their duties may include. This is by no means a complete list and your organization may decide to divide officer responsibilities differently. Officer roles should be laid out in the organization's constitution. Amendments can be made at any time and must be updated in True Blue Connects. If you are unsure of what is expected of you as an officer, ask your advisor, previous officers, fellow officers, or CoLAB for guidance. Request all members who run for officer positions to ensure they abide by NAU guidelines before officially adding their name to the election.

The Role of the President

- Preside over meetings of the organization
- Call special meetings as needed
- Maintain contact with advisor, affiliated University department or community partner, and/or national organization
- Represent the organization to the University and at official functions
- Serve as secondary signer on bank accounts
- Assist and support all other officers
- Coordinate officer transition process
- Provide encouragement and motivation to officers and members
- Keep up to date on Microsoft Teams information and announcements
- Attend monthly President's meetings

The Role of the Vice President

- Assume the duties of the President in their absence
- Facilitate election and training of officers
- Coordinate recruitment efforts
- Maintain constitution and other organizational documents
- Coordinate recognition and awards

The Role of the Secretary

- Keep a record of all members
- Keep a record of all activities



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SPACE

- Take and distribute minutes of each meeting
- Notify members of meetings and events
- Maintain organization's calendar
- Handle all official correspondence (mail, email, etc.)
- Keep members informed about organization and University business
- Maintain organizational files and records

The Role of the Treasurer

- Keep all financial records
- Serve as signer on bank account
- Be familiar with financial policies and procedures
- Collect dues and pay bills
- Prepare budgets
- Prepare and submit funding requests
- Advise members on good financial practices
- Coordinate fundraisers

Chairs & Co-Chairs

Chair and Co-Chair positions usually fall underneath other officers and are task specific. Some examples include Social Chair, Recruitment Chair, Community Service Chair, Marketing Chair, and Special Events Chair.

Other Officers

Other officers might include Parliamentarian, Sergeant-at-Arms, Marketing/Public Relations, Historian, Webmaster, etc. Organizations may have as many officers as they wish and as make sense within the scope of organizational business. Keep in mind, however, officers may withdraw if they begin to feel they are overburdened or they don't have enough to do. Try to maintain a balance of duties between officers and be sensitive to your members' time and other commitments.

Transition of Officers

Too often, organization leaders dedicate themselves to successfully leading their groups for an academic year and at the end of their terms, leave the positions without time spent making sure the incoming officers have the opportunity to be trained. When that happens, all the information and lessons learned are not passed on to the incoming officers, thus slowing down their progress. Without taking the time to effectively transition incoming officers, organizations lose the opportunity to continue momentum gained in the previous year. Time that could be used moving the organization forward and accomplishing new goals is spent catching up.

In addition to gathering information for the new board members, the outgoing officers should tie up any loose ends in their position. Use this list of suggestions to ensure all necessary items have been completed:

- Coordinate new officer election/selection. Refer to your organization's constitution and/or bylaws for processes and procedures. After new officers are selected, update your roster with the new officer and membership list in True Blue Connects.

- Organize all notes, files, and electronic documents. Transfer access to group email, website, bank account, True Blue Connects, and Teams.
- Finish all necessary correspondence (letters, e-mail, phone calls).
- Complete re-registration for the next academic year.
- Develop an action plan and timeline for new officer transition, including but not limited to:
 - Necessary meetings attended and conducted by officer
 - Important tasks
 - Sharing tasks and duties with other group members
 - Introductions to key people / relationship building
 - One-on-one meetings and training
 - Financial information
 - Mandatory training for new presidents and treasurers
- Complete and share outgoing and incoming officer worksheets
- Schedule a joint meeting or retreat between outgoing and incoming officers to go over necessary information and goals for the upcoming year.
- Check GPAs before swearing members into officer roles, while ensuring your organization is adhering to FERPA regulations.
- Make sure all outstanding bills or invoices have been paid. If any are in process at the time of transition, write a memo to the new officer noting what is complete/what needs to be done with them.
- Allow incoming officers to shadow outgoing officers.
- Create an officer transition binder (see below for suggested list of what to include), and share any documents with the new officers.

Creating Officer Transition Binders

To assist with transition, officers should keep important files and documents throughout the year and organize them in a binder or in an electronic format like a flash drive to hand off to the new officer. This should be customized for the needs of the organization and each individual position but here are some suggestions for what to include:

- Organizational mission statement
- Organizational constitution and/or by-laws
- Organizational policies and procedures
- Constitution and/or by-laws and contact information for a larger national organization and/or governing organization (PHC, IFC, etc.)
- Officer position descriptions
- Year-end reports and evaluations
- Organizational calendar
- Information about annual or traditional events
- Budget information
- Bank account information and Tax ID number
- Organizational goals (both met and unmet)

- Specific officer/position goals
- Agendas and meeting minutes
- Committee reports
- Important names and numbers (contact list)
- Pertinent correspondence
- Resource list
- Important forms
- Names and contact information of outgoing officers
- Unfinished project information
- Dos and don'ts, helpful hints, and lessons learned
- Update MS Teams representatives by emailing StudentOrgs@nau.edu

Officer Transition Meeting Outline

Before the newly elected officers of your organization officially assume their responsibilities, it is a good idea for the old and new officers to get together for a transition meeting. Such a transition meeting provides continuity and continued growth for the organization while allowing the new officers to learn from the experiences of the outgoing officers. A casual, open atmosphere should be encouraged so the organization can benefit from an honest evaluation of the accomplishments and issues of the previous year. The following is one suggestion of an outline to help make the transition meeting flow as smoothly as possible.

- I. Welcome and Introductions
- II. The Year in Review
 - a. Goals: Review the group's goals for the previous year
 - i. What did we hope to accomplish?
 - ii. How well did we do on each goal?
 - iii. What goals should be continued this year?
 - iv. What goals need to be changed?
 - v. What goals are no longer feasible?
 - b. Events and Activities: Evaluate what your group did
 - i. How successful were the events / activities we sponsored?
 - ii. How did we measure their success?
 - iii. Did we have a good balance in our schedule of events and activities?
 - iv. Were our events and activities consistent with our goals?
 - v. What activities and events do we want to repeat?
 - c. Membership: Evaluate number of members and their commitment
 - i. Do we have too many, too few, or just the right amount of members?
 - ii. What actions did we take to recruit members?
 - iii. Were our recruitment efforts successful?
 - iv. Are our members as actively involved as we want them to be?
 - v. What were the opportunities for members to get involved in a meaningful way?

- d. Officers and organizational structure: Evaluate officers and structure
 - i. Are officer roles and responsibilities clearly described?
 - ii. Did officers work as a team, or is there more teamwork needed? If so, what contributed to that dynamic?
 - iii. Is the time and effort required in each position comparable?
 - iv. Is there two-way communication between officers and members? How do the members feel about the officers?
- e. Organizational operations: Evaluate finances, communication, etc.
 - i. Were the finances adequate for our group and managed properly?
 - ii. Were meetings run effectively? Was their frequency adequate?
 - iii. Did the committee structure work?
 - iv. Did we have scheduling conflicts with other groups or activities?
- f. Advisor involvement: Evaluate both quality and quantity
 - i. Did our advisor provide the support we needed?
 - ii. Did we give our advisors and other faculty a chance to get involved?
 - iii. How could we improve faculty and advisor involvement?
- g. Public image: Evaluate how other groups perceive you
 - i. How do we see ourselves?
 - ii. Is this how “outsiders” see us?
 - iii. How can we enhance our image?
- III. Your Legacy to the New Officer Team
 - a. What are the current strengths and weaknesses of the group?
 - b. What is the best advice you can give your successor?
 - c. What were there major challenges and accomplishments in your term?
- IV. Officer Transition (Have the new and outgoing officers meet individually to discuss)
 - a. Responsibilities of the position, with a job description
 - b. A timetable for completion of annual duties
 - c. Unfinished projects
 - d. Important contacts and resource persons
 - e. Mistakes that could have been avoided
 - f. Advice for the new officer
 - g. Any questions the new officer may have
 - h. Where the outgoing officer can be reached with future questions
- V. Wrap-Up
 - a. “Pass the gavel” in a semi-official ceremony in front of outgoing and incoming board and wish everyone luck
 - b. Provide an opportunity for informal socializing



STUDENT ORGANIZATION ADVISORS

Role of an Advisor

Northern Arizona University's faculty/staff advisors are vital assets to student organizations. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational. Advisors are still NAU employees even in their role as an advisor. Advisors also play a vital role in assuring that the experiences of a student organization are meaningful to students and aid in managing institutional risk and liability. The critical role of the advisor is to serve as a resource for the organization. Club advisors have varying levels of commitment and responsibilities based on the organization and student leadership.

Required Qualifications

- A club advisor must be a current full-time employee of the university with two academic years of full-time work experience at NAU.
 - Existing club advisors as of August 1, 2024, with less than two years of experience at NAU may continue as the advisor on record.
 - Active duty military assigned as NAU ROTC staff may serve as the advisor on record for ROTC related clubs, with less than two years of experience at NAU.
- Advisors must be able to advise the student organization on operating within ABOR and university policy.
- Part-time employees of the university, employees with less than two years of experience at NAU, and individuals not directly affiliated with the NAU (such as a coach or campus minister) may serve as a secondary advisor if and only if the organization also has a full-time faculty or staff member who will be the advisor on record.
- Secondary advisors are required to be listed on the roster and complete all required advisor trainings.
- Attend or watch recording of mandatory Advisor Summit
- Attend or watch recording of Monthly advisor meetings

Note: Exceptions to advisors will be approved by the Vice President of Student Affairs.

Initial Training & Resources

- Serve as a Campus Security Authority (CSA) as defined in the [Clery Act](#).
- Complete the [Clery Training](#) requirements as well as submit the [CSA Crime Report](#) form when necessary
- Take the online [Title IX Training](#), which is required of all NAU employees
- Complete Hazing Prevention
- Attend mandatory Advisor Summit in August of each year
- Attend Monthly advisor meetings throughout the active academic year
- Complete required training assessment(s)

Expectations

- Understand [ABOR Policies](#), [university policies](#), and the policies and procedures within the student organization manual.
- Maintain current knowledge of the student organization's constitution and all other governing documents.
- Notify the student organization immediately if the status as advisor changes.
- Establish open lines of communication with organization leaders to enable effective management of the student organization.
- Understand policies and procedures implemented by NAU and CoLAB.
- Respond to communication from student organization leaders and members within 72 hours unless extenuating circumstances apply.
- Be aware of all meetings, activities, and events hosted or attended by the student organization.
- Attend executive officer, general meetings, or organizational events based on club needs (have a solid compromise between the advisor and club members/leaders).
- Attend the August Advisor Summit and monthly advisor meetings during the academic year hosted by CoLAB or read/watch summaries if unable to attend.
- Meet with the student organization at the start of the semester and assist in developing realistic goals for the academic year. The goals should contribute to the educational and personal development of the students involved.
- Assist with the leadership transition process each year and the orientation of new members, if applicable.

Active Responsibilities

- Read MS Teams and email updates from CoLAB to stay informed on news and updates to advisor duties and policies.
- Regularly attend club meetings and events to timely advise the student organization of how to operate within ABOR and university policy.
- Answer university policy-related questions and guide the group and its officers to follow established policies and protocols.
 - Explain the consequences of choosing to violate ABOR and/or university policies or act outside of established guidelines.
- Provide support to the organization regarding managing risk and liability, on- and off-campus.
- Ensure that student organizations strive to maintain a positive and appropriate image within the university and the Flagstaff community.
- Aid student organizations with conflict that doesn't align with their constitution's mission, vision, and values.
- Assist the organization in maintaining current records.
 - Emphasize the importance of routinely updating and reviewing their constitution, rosters, and organization policies on True Blue Connects and MS Teams member.
- Assist the organization in maintaining current financial records.
 - Organization leaders should be responsible for budgeting and raising funds. However, the organization advisor may be asked to hold funds or

maintain records of banking information and the organization's Tax-ID, if applicable.

- Provide continuity within the group and be familiar with the group's history and constitution.
- Provide guidance to students to prevent repeating mistakes made earlier in the organization's history.
- Assist the group in developing realistic goals for the academic year.
 - Help new officers build on the history and develop long-term plans for the future of the organization.
- Provide guidance to organizations on appropriately managing student time, abilities, and duties within the program.
- Help students maintain a balance between academic and co- curricular responsibilities when needed.
- Offer ideas and suggestions for projects, events, and procedures when asked, but refrain from directing the activities.
- Encourage organization leaders to take charge of activities and decisions.
- Encourage the organization to pursue opportunities within the university and. Flagstaff community that will contribute to their personal, professional, and academic development.
- Ensure organization leaders share responsibility for the organization
 - All members should have the opportunity to exercise initiative and judgment and participate in facilitating organizational activities. If the opportunity arises, encourage quieter students to take the initiative.

Liability:

Club advisors are not generally liable for the wrongdoing of a club member, leader, or organization. However, if an advisor becomes aware of wrongdoing (including violations of law or policy) and fails to report it or encourages behavior that is in violation of the law or university policies, they could be held responsible by university officials and/or law.

Interim Advisor Support

- If a club loses an advisor, they have two weeks to identify a new advisor
- If they do not find a new advisor, a CoLAB team member will be identified to provide interim support
- The club will be given a deadline to find a new, permanent advisor. If they are unable to do so the club will be frozen until a new one is identified (depending on the timing of the advisor change, we may decide on an alternative timeframe – e.g. April).
- The CoLAB team member will provide basic support to the organization in the following ways:
 - Meet with President and/or other officers if needed
 - They will not attend evening meetings, but can support larger events (for these they can use flex time)
 - Org can put their name on travel form
 - Ensure club is meeting all policies and procedures

Advisor Assignment Limits High-Risk Organizations

Following state mandates and consultations with university leadership, it has been determined that faculty and staff members will be limited to advising only **one** of the following types of student organizations deemed high risk (related to risk management, liability, travel, events, financials, and/or student safety responsibilities associated with these organizations):

- One Fraternity or Sorority Life (FSL) chapter; or
- One Sport Club.

Faculty and staff may not simultaneously serve as the primary advisor for multiple Fraternity and Sorority Life chapters, multiple Sport Clubs, or a combination of a Fraternity/Sorority chapter and a Sport Club. However, they may advise additional student organizations not deemed high risk, including cultural, special interest, academic, etc. **Advisor Workload Threshold** Faculty and staff members serving as advisors for more than three (3) total student organizations must obtain written approval from their immediate supervisor before accepting or continuing additional advisor appointments. This requirement is intended to:

- Ensure advising responsibilities do not interfere with primary job duties.
- Support student organizations with engaged and responsive advisors.

Supervisor Approval Process

Faculty and staff seeking to advise more than three student organizations must complete the following process:

STEP 1: REQUEST APPROVAL

- The faculty or staff member sends a brief email to their supervisor that includes:
- Names of all organizations currently advised.
- The organization(s) they wish to add.
- Confirmation that advisor responsibilities can be managed alongside their primary job duties.

STEP 2: SUPERVISOR AUTHORIZATION

The supervisor replies via email indicating one of the following: "I approve [Employee Name] serving as advisor for more than three student organizations during the current academic year."

STEP 3: SUBMIT APPROVAL

The faculty or staff member forwards the supervisor's approval email to StudentOrgs@nau.edu.

STEP 4: ANNUAL RENEWAL

Supervisor approval must be renewed each academic year if the advisor continues to serve more than three organizations.



ERNEST CALDERÓN LEARNING COMMUNITY

RESOURCES FOR STUDENT ORGANIZATIONS

Mailboxes

Student organizations often need to provide a mailing address for organizational business such as bank accounts, journal or magazine subscriptions, national organizations, or other activities. Most commonly, student organizations use a departmental address, their advisor's address, or the general student organization address. We recommend using one of these options rather than an individual member's address to maintain consistency from year to year and ensure that important items do not get lost as members leave the group or graduate.

ASNAU provides non-physical mailboxes in their office for every student organization that would like one. All student organizations use the same mailing address for these mailboxes:

Organization Name
PO Box 6036
Flagstaff, AZ 86011

Mail sent to this address is delivered to the ASNAU office. Clubs will then be contacted to retrieve the mail. To pick up your mail, check in at the desk in the ASNAU office where you will sign a log indicating your name and what organization you are picking up mail for. If you receive a large item or your mail starts to pile up, ASNAU may contact you to remind you to pick up your mail. All uncollected mail is typically thrown out over the summer after a final attempt at contacting student organizations.

Club Storage

Student organizations accumulate supplies and equipment as they grow, and often these cannot be stored at a member or officer's house. CoLAB and ASNAU are excited to offer free storage space for student organizations, from lockable lockers to shared cabinets. Storage space will be available for use on a semesterly basis. Please be aware student organization needs and the requests greatly exceed availability. Rentals are granted on a first come first served basis and based on availability.

To submit an application for a storage space visit nau.edu/clubresources.

Websites and Email

The main website for student organizations is through True Blue Connects. Each organization's home page has a unique URL which will point visitors directly to that page. This page is the official university record for your organization and should be kept as up to date as possible.

Student organizations may also choose to utilize social media or other web hosting programs to create an online presence for the group. You may provide links to these external sites on your True Blue Connects page.

Student organizations may also wish to set up a shared email address for organizational business. Many groups do this using free services such as Gmail, Yahoo, or Hotmail.

Some groups also wish to request an nau.edu email address for the group. Any advisor can request a shared email address so the request should be made by your advisor. Any number of faculty, staff, and students can be given access to the mailbox and management can be easily transferred to a different individual if needed. Shared mailboxes are great for student organizations because the mailbox remains unchanged, including any saved messages, sent items, etc. when a new individual logs in to read or respond to email. In addition, the address can be personalized to reflect your group's name—myclub@nau.edu for example. To learn more or request a shared mailbox, contact ITS at 928-523-1511 or ASK-its@nau.edu.

When you create an organizational website or email address, be sure that more than one member of your group knows how to access the account. If the person with primary responsibility for the account leaves the group, be sure to get all pertinent information from them so you do not lose access to your website or email.

Club Headquarters

Club Headquarters is located in the ASNAU Office, Room 206 of the University Union. Through Club Headquarters ASNAU provides supplies and services to registered student organizations. Supplies available at no charge include balloons and a helium tank, an Ellison press for making letters and shapes, butcher paper, colored paper, and markers. Club Headquarters also has printing and copying services available. To make use of this resource just stop by, sign in, and get to work!

- Butcher paper—unlimited
- Balloons and helium—6 dozen per semester
- Black and white copies—75 per day
- 11x17 posters and colored printing—50 copies per event (3 events per semester)
- Paint pots—unlimited
- Ellison press—unlimited
- Laminations—20 per semester

Other supplies available for use within club headquarters: scissors, sharpies, glue, glue sticks, hot glue gun, staples, tape, paper clips, rubber bands, cutting board, rulers, walkie-talkies, sound systems, yard games, and a table.

[Club Headquarters](#) is open during the fall and spring semesters. The hours are Monday - Friday 9:00am-5:00pm and Thursday 9:00am-4:00pm) for ASNAU Club Headquarters: ASNAU@nau.edu.

Get Involved Lounge

The Get Involved Lounge is open to all students interested in learning how to get involved on campus and to members of current active organizations. Additional resources such as crafting materials, paper, and more are available for free for organizational use. Visit our [Get Involved Lounge](#), located inside the University Union, room #104.

Lumberjack Club Fair

The Lumberjack Club Fair is held during Welcome Week at the beginning of the fall semester and at the start of the spring semester. The fair is a chance for all registered student organizations to increase their membership by reaching out to new and returning students. CoLAB staff contacts registered student organizations about signing up during the summer months. Please note that club fairs are only open to registered student clubs and orgs.

Tracking/Submitting Service Hours

You have the ability to manually submit service hours that you would like to associate with a specific organization you are a part of. These service hours allow you to showcase your involvement in an organization or in the community. Note that you must be a member of an organization in True Blue Connects in order to add service hours within that organization.

As an officer of your organization who has full access to manage the Service Hours tool, you also have the ability to submit service hours on behalf of other organization members.

To do so:

- 1) Go to the Action Center for your organization and select the Service Hours tool from the org tool drawer.
- 2) Click +Add Service Hours. This provides you a different form with the ability to tie the submission to any member of your organization.
- 3) Fill in the required and/or optional information and click Create.
- 4) Service hours submitted by officers will be automatically approved.

Members of the organization are also able to submit hours to track individual efforts, while also giving organizational leaders a snapshot of the contributions their club makes to the community.

SpEAK

The SpEAK (Speech Expression Action Knowledge) Team is present at free-speech events that occur on campus and responds to questions regarding the role of the University in being a marketplace of ideas. The SpEAK Team is a neutral entity that facilitates civil discourse and free expression regardless of the topics being discussed. Team members provide support to both participants and bystanders as needed.

Northern Arizona University honors its commitment to the freedoms of speech and assembly guaranteed by the First Amendment of the Constitution. NAU is a public institution, and public universities are considered to be the quintessential marketplace of ideas – where both the campus community and the general public engage in free speech activities. As a public institution, NAU recognizes that freedom of expression is integral to the purpose and process of the university, whose primary goal is education. Many speakers use our campus, and some may have messages which seem inconsistent with the mission and values of the institution. In the marketplace of ideas, not all ideas will resonate with the listener and some ideas may even seem distasteful or offensive. NAU encourages both the listener and the speaker to exercise this important freedom with respect, civility and responsibility. Those assembling on campus should be aware of the [Campus Use](#) and [Fire Safety](#) policies.

- Avoid activity that infringes on the rights of others, such as blocking and/or preventing movement or access of others.
- Protesting an event is permissible, but protests may not violate the speaker's right to free speech, nor may they violate the audience's right to see and hear the speaker.
- The use of amplified sound may interfere with university operations and may therefore be prohibited.
- Follow the instructions of police officers or university officials. Examples include being asked to disperse from an area declared an unlawful assembly, or relocate away from an area that blocks others' access to a building.
- Leave the area if others engage in illegal activities or acts of violence. Your presence may be interpreted as participating in that activity and could have legal consequences.
- Refrain from speech that incites others to commit acts of violence, such as assaulting others or destroying property.
- Be aware that some behavior, while not deemed unlawful, may still violate the Student Code of Conduct.
- The use of the NAU logo on promotional items must be approved. Please ensure you are following NAU logo guidelines for use.
- If you represent a student club and are being asked to organize the event by an outside or parent organization, please have that organization submit an event request on their own.

Please visit [Freedom of Expression policy](#) for more information.



UNIVERSITY POLICIES

Student organizations are expected to abide by all University policies and regulations. As of 2022, Arizona has enacted "[Jack's Law](#)" making hazing illegal in the state. A federal law has also been implemented to prevent hazing. The policies in this section are especially important for officers and members of student organizations to note. For more additional information, please review our [Hazing Prevention page](#).

Registered student organizations, as well as their members, may be held collectively and/or individually responsible for violations of the Student Code of Conduct, Hazing Policy, or other university policies. The Office of Student Rights and Responsibilities can take action according to the Code even if a student organization and/or its governing body has already implemented its own disciplinary process and/or sanctions. If it is determined that a student organization, group or member did violate university policy, the following sanctions may apply (this is not an exhaustive list:):

- Suspension of the organization as a registered student organization
- Loss of campus privileges for the student organization
- Restitution for damages that may have resulted from the incident (student organization and/or individual)
- A warning may be issued (student organization and/or individual)
- A probationary period may be implemented (student organization and/or individual)
- An individual may be suspended from the university
- An individual may be expelled from the university

Northern Arizona University Student Code of Conduct

The [Student Code of Conduct](#) applies to individual students as well as student organizations. Student organizations may be charged with violations of the Student Code of Conduct to the same extent as students. Organizational Conduct investigations may result in outcomes for individual students as well as the organization as a whole. We encourage you and your members to become familiar with the Student Code of Conduct as violations can have ramifications regarding the status of your organization.

Northern Arizona University Hazing Prevention Policy

As stated in the [Hazing Prevention Policy](#), Northern Arizona University cannot and will not tolerate any act of hazing associated with registered student organizations, groups of students affiliated with the University, or individual students. Students and Student Organizations that engage in Hazing are subject to disciplinary action and sanctions up to and including expulsion or de-registration. Student organizations are expected to abide by all the Student Code of Conduct, university policies, as well as local/state/federal laws. The policies in this section are especially important for officers and members of student organizations to note.

Some examples of hazing include, but are not limited to:

- Paddling in any form
- Physical or psychological shocks
- Late work sessions that interfere with scholastic activities
- Advocating or promoting alcohol or substance use and/or abuse
- Tests of endurance
- Submission of members or prospective members to potentially dangerous or hazardous circumstances or activities, which have a foreseeable potential for resulting in personal injury
- Any activity that may have a potential to cause mental distress, panic, human degradation, or embarrassment.

Please review [A.R.S. 15-2301](#), also known as Jack’s Law, for more information.

Hazing Prevention and Training Requirements

Northern Arizona University is committed to fostering a safe and inclusive environment for all students. In accordance with the NAU Hazing Prevention Policy and state law, all recognized student organizations—specifically Fraternity and Sorority Life (FSL) chapters and Sport Clubs—must ensure compliance with the training requirements outlined below. This training is distinct from the 3rd Millennium mandatory training that all new students will begin taking in fall 2026.

GENERAL COMPLIANCE STANDARDS

- **Accepted Badge Years:** The current accepted badge year for member compliance is 2025-2026 and 2026–2027.
- **Officer Badge Requirement:** All recognized officers (FSL and Sport Clubs) must hold a completion badge from the most recent badge year. Compliance is verified every term that an officer holds office.
- **Member Frequency (One-Time):** General members are required to complete the training only once. A member’s training remains valid for future years provided their completion badge year is still listed as “Accepted” by the University.
- **Completion Rate:** Organizations must achieve a 100% completion rate by their respective deadlines to maintain good standing.

NON-COMPLIANCE & FROZEN STATUS

Failure to meet the training requirements or deadlines listed below will result in the organization being placed on Frozen status. While frozen, the organization is not permitted to operate in any official capacity. The University is not responsible for any fines incurred by an organization while it is in Frozen status.

- **Operational Ban:** Frozen organizations are not permitted to host or participate in events or meetings—even if they have been previously approved. This includes, but is not limited to: games, social events, practices, philanthropy events, tailgates, and club/chapter meetings.

- **Travel & Support:** The organization will lose access to institutional excuses and is not permitted to travel.
- **Public Notification:** The organization will be listed publicly on the NAU website as out of compliance with the Stop Campus Hazing Act.
- **Enforcement:** Continued operations while frozen may result in an investigation for potential violations of the Student Code of Conduct.

FRATERNITY AND SORORITY LIFE (FSL) REQUIREMENTS

Required Officer Roster: All officers listed on the chapter roster are required to complete Hazing Prevention Training by the officer deadline. Additionally, the following positions (or equivalent) must be designated on the True Blue Connects roster:

- President
- Vice President
- New Member Educator
- Risk Management Chair
- Social Chair

Training Deadlines for FSL

- **Chapter Officers:** Compliance is verified on August 28 and January 27. Officers must possess a badge from the current badge year by this date.
- **Chapter Members:** All members must complete training by September 29 for CPC. All new members must complete by October 20 for IFC chapters. UGC chapters must complete by November 24.

Grade Report Release

- **Roster Accuracy:** To ensure accurate academic reporting, the University will only release fall grade reports for members who are officially listed on the chapter's True Blue Connects roster by the Friday of the 13th week of classes.

SPORT CLUB REQUIREMENTS

Required Officer Roster: The following positions must be designated on the True Blue Connects roster:

- President
- Second club officer

Training Deadlines for Sport Clubs

All Members: All officers must complete the training by August 28 and members must reach 100% completion by October 9. This is a single combined deadline for all Sport Club members and officers.

Organizational Conduct

Registered student organizations, as well as their members, may be held collectively and/or individually responsible for violations of the Code, violations of university policy, and/or violations of the law. The Student Rights and Responsibilities Office may investigate alleged violations and take action against student organizations as well as individuals. Outcomes may be assigned, even if a student organization and/or its governing body has

already implemented its own disciplinary process and/or sanctions. If it is determined that a student organization, group, or member did violate university policy, a range of outcomes may be assigned. Outcomes may lead up to, and include, a temporary or permanent separation of the individual/organization from the university. Some potential outcomes for organizational conduct may include:

- A warning may be issued
- A probationary period may be implemented
- Completion of organization-wide educational outcomes
- Restitution for damages that may have resulted from the incident (student organization and/or individual)
- A loss of privileges to host or participate in social events on and/or off-campus. Also known as Social Probation
- Suspension of the organization as a registered student organization
- A permanent separation from the university/de-registration of the organization.

Fraternity & Sorority Conduct Structure

- Fraternities and sororities at NAU are governed by their respective councils (Interfraternity Council, College Panhellenic Council, and United Greek Council) in partnership with CoLAB.
- While fraternities and sororities remain subject to NAU policies and the Student Code of Conduct, minor conduct matters (e.g., event management, recruitment violations, or chapter-specific policies) may be addressed within their respective governing councils before university-level intervention.
- CoLAB reserves the right to escalate fraternity or sorority conduct issues to Student Rights & Responsibilities if violations are severe, repeated, or fall under university policies (such as hazing, discrimination, or risk management failures).

Institutional Excuses

Registered student organizations may request an [institutional excuse](#) if members will need to miss class for an organization-sponsored activity. Requests are typically approved for attendance at conferences, sport club competitions, or field trips that are related to the academic mission of the organization and the university. Institutional excuses are not approved for community service, social, or recreational events—student organizations are expected to plan these types of activities around classes and other academic obligations.

Student organization members wishing to be granted an institutional excuse should submit the [extracurricular institutional excuse form](#) to the Office of the Dean of Students at least two weeks before the date(s) of the missed classes. If approved by the Office of the Dean of Students, the institutional excuse must be presented to instructors at least 5 working days (one week) before the absence. The Office of the Dean of Students will not approve and instructors are not required to honor institutional excuses submitted after this time period.

First Week/Finals Week Policy

Due to the start of the semester and academic spaces still finalizing class schedules, student organizations are not permitted to meet on campus prior to or during the first week of instruction (unless via Zoom or off campus). Additionally, some exceptions are granted depending on the space being requested and type of event (e.g., recruitment

tabling) on a case-by-case basis. Clubs are not able to meet or host events in academic spaces until the third week of school.

NAU is committed to the academic success of our students. The [Final Exams](#) policy has been developed to ensure that students are not overly burdened at the end of the term with non-academic activities and to ensure that final exams are administered as specified on the Registrar's Office Final Exam Schedule. Finals Week refers to the last week of the term, and the dates are defined in the Registrar's calendar. This policy applies to both graduate and undergraduate programs and applies to regular 16-week and short-format classes that end during Finals Week. This policy is in effect from Monday to Sunday during Finals Week.

With regard to student organizations, the Final Exams policy states:

"Student groups and organizations are not to schedule concerts, major social events, or any activity that might conflict with academic studies or finals, except on weekends. Events scheduled by parties external to the university that require attendance by NAU students are exempt from this policy."

CoLAB interprets this policy to mean student organizations may not hold events during Finals Week.

Note: Organizations are also prohibited from hosting events on NAU commencement dates.

Weapons Policy

The NAU [Weapons on Campus](#) policy defines a weapon as follows:

"Weapon" refers to any object or substance designed to (or which could be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated and real), devices designed to expel a projectile (such as BB guns, air guns, pellet guns, and potato guns), swords, knives with blades of 5 inches or longer, martial arts weapons, bows and arrows, and chemicals such as tear gas, but excluding permitted Personal Safety Devices.

Use, possession, display, or storage of any weapon is prohibited on all property and facilities owned, leased, or otherwise under the University's control, and at all University activities or events wherever located. Prohibited items include firearms carried with a permit and live ammunition. There are a few exceptions which are outlined in the policy.

Non-compliance will result in university disciplinary action and may also result in criminal charges. A club, organization, or program may request a temporary exception to the weapons policy for use of a weapon or a simulated weapon by submitting the [Weapons Prohibition Temporary Exception Request Form](#) to AskNAUPD@nau.edu at least fifteen working days (three weeks) prior to the intended date of such use, possession, display or storage of a weapon or simulated weapon for approval by the Chief of Police.

Registered student organizations that plan to host on-campus practice sessions involving weapons, perform celebratory traditions utilizing real or fabricated weapons, or who use real or simulated weapons as integral to their activity must comply with the following:

- Locate and reserve a designated and approved facility or space.
 - Events utilizing real or simulated weapons and designated for "the entire

- campus” will NOT be approved.
 - Spontaneous or informal gatherings of such clubs cannot be approved.
- Annually file and have approved a *Weapons Prohibition Temporary Exception Request Form* by the NAU Chief of Police.
- Not utilize on-campus storage (including Campus Living Community rooms) of unapproved personally owned weapons as this will not be permitted.
 - This includes even “toy-like” weapons such as neon-colored nerf guns
- Any personal weapon used in on-campus events and competitions must be transported in an appropriate, lockable carry case.
- All weapons (real and fabricated) owned by a department or program must be stored in a secured location approved as part of the Weapons Prohibition Temporary Exception Request Form process. Gasoline must be appropriately stored and used in a properly ventilated area.

Non-Political Clubs

Non-political officially recognized student organizations are entrusted with serving diverse stakeholders and fulfilling a mission that transcends political affiliations. Endorsing or opposing political candidates or ballot measures may compromise the organization’s neutrality, diminish trust, and create a divide within the membership. Supported by state resources (including university staffing, True Blue Connects access, Activity Fee monies, and ASNAU 23 Fee monies), non-political clubs and organizations will maintain non-partisan stances on election and ballot issues.

As such, non-political student organizations may not:

- Publicly endorse or oppose any ballot measure or candidate for political office.
- Use official club communication channels (e.g., websites, social media, newsletters) to support or oppose any political candidate, party, or ballot measure.
- Distribute materials or host events intended to promote or oppose a political candidate or ballot measure.

While individuals affiliated with the club may personally endorse or support political candidates, parties, and/or ballot measures, they must not use organizational resources for political endorsements or represent their personal views as those of the organization.

Freedom of Expression

Northern Arizona University (NAU) has consolidated its [policies on free expression](#), campus use, and political activity into one accessible landing page to promote transparency. As a public university, NAU upholds the First Amendment and embraces its role as a “marketplace of ideas,” where diverse and even controversial viewpoints may be expressed. The university encourages all members of the community to thoughtfully engage with and exercise this essential freedom.



EVENT PLANNING

Event/Meeting Request Date Restrictions

All events, meetings, practices, fundraisers, gatherings, etc., are expected to be submitted and approved in True Blue Connects.

- Clubs/Orgs/Chapters are not able to host in-person meetings/practices/events prior to or during the first week of school unless it is via Zoom or off-campus
- Welcome Week events are okay to host during the first week of school, depending on the location
- Clubs are not able to meet or host events in academic spaces until the third week of school
- Event/meeting requests for Summer/Fall can be submitted starting April 10th and Winter/Spring can be submitted starting October 10th
- Due to standards set forth by national offices, Greek Life is able to host recruitment-based events under the 12-day policy at the start of the semester. These events still must be submitted and approved in True Blue Connects.
- Philanthropic dare-related or pie-throwing events are not permitted.
- All event/meeting requests need to meet the 12-day policy (Request needs to be submitted 12 days PRIOR to the actual day of the event)
- All tabling/tailgating requests need to meet the 5-day policy (Request needs to be submitted 5 days PRIOR to the actual day of the event)

The following 2026-2027 dates are not automatically scheduled due to holidays or academic dates. If you want to meet on any of these dates, you must comment on your event/meeting request submission with a justification for why it must occur on a restricted date for your request to be considered:

- August 24-30: First week of academic year
- September 7: Labor Day
- November 11: Veteran's Day
- November 26-29: Thanksgiving Weekend
- December 7-11: Finals Week / Graduation
- December 12-January 10: Winter Break
- January 11-17: First week of spring semester
- January 18: Martin Luther King Jr. Day
- March 15-21: Spring Break
- May 3-8: Finals Week / Graduation

Please Note:

- The Office of Unions and Activities (UAO) and Campus Rec are able to reserve spaces they oversee or contact the building managers directly to handle

oncampus bookings. Submission of an event/meeting request form does not guarantee the space.

- If your event needs to be cancelled, you must cancel your event within True Blue Connects AND message the venue/Campus Rec/Unions and Activities Office (UAO) to officially cancel your reservation. Failure to communicate may result in your organization being charged for the reservation even if the event doesn't occur.
- Clubs, organizations, and Greek chapters are responsible for contacting the Unions and Activities Office and Campus Rec to plan alternative locations pending inclement weather (e.g., lightning, snow, hail, flooding). Secondary locations are not always able to be accommodated.

Event/Activity Approval Request Form

OFF-CAMPUS EVENTS

All events, meetings, and gatherings for student organizations need to be registered in True Blue Connects through an event request form, which needs to be submitted 12 days PRIOR to the actual day of the event/meeting/activity (e.g., if a club wants to host an event on February 18, their requests would need to be submitted on or before February 6th). Please note that the day you submit a request counts as day number one. Off campus events provide an opportunity for clubs to connect with the Flagstaff community. When the event is registered, CoLAB will review. This helps you plan your event, mitigate risk, and allows for us to be in the know regarding club experiences.

ON-CAMPUS EVENTS

Unions and Activities is located in room 111 of the University Union and is open Monday through Friday from 8:00 am to 5:00 pm during the regular academic semester. Staff members are available to assist student leaders in planning their events and collecting the necessary permissions and documentation including locating and reserving space on campus. The Event/Activity Approval Request in True Blue Connects asks for information about the event including the name of the student organization, contact information for the student organizer and advisor, the name of the event, the proposed date and time, and a brief description of the event or activity. Please be as specific as possible, since staff use this form to determine the following:

- The best available location for the event
- Approval from CoLAB
- Which other offices they will need to contact for additional approvals such as Facilities, Campus Dining, Central Ticketing Office, and the NAU Police Department
- Contracting and insurance needs
- If a meeting is required with the student organization event organizer to go over details.

Once Unions and Activities receives all necessary approvals and documentation for processing, a staff member will review everything and determine if the event is approved or denied. Please keep in mind: some events, especially those involving insurance and contracts, can take several weeks to process. If an event form is not submitted

at least 12 days before your event, it will be denied. Your event is not approved and finalized until a staff member has approved the event form in True Blue Connects; moving forward with an event that is still pending or has been denied will result in an evaluation of your student organization's standing with the university and will likely result in conduct sanctions. If you have any questions about whether an event or activity needs to be approved, please don't hesitate to contact a staff member in the office or leave a comment in TBC. Note: all student organization events and meetings need to be submitted and approved in True Blue Connects.

All student organizations that wish to hold an event on the NAU campus must see approval for that event from CoLAB and Unions and Activities. To start the process, organizations must fill out and submit the Event/Activity Approval Request form online through True Blue Connects at least 12 days prior to the start of the event. Tabling & tailgating requests must be submitted at least 5 days prior to the start of the event.

To access the event form on True Blue Connects, please follow these steps:

- You must be listed on the roster and designated as an officer in order to have access to and submit the form—if you are not you will need to talk with your President to get the roster fixed or contact CoLAB if the President is not up to date. Advisors cannot submit event forms.
- Go to True Blue Connects and log in using the blue button at the top.
- Click on the name of your organization under “My Memberships” on the main page.
- Click the “Manage Organization” button at the top right of the screen.
- You will see the name of your organization on the top left with a menu icon (three horizontal bars) next to it. Click the menu icon and then choose “Events” from the left menu that will pop up.
- Click the blue button that says “Create Event” on the top right to fill out the form and submit a request.
- Once the request has been submitted, the requestor will receive an email from True Blue Connects stating we have received your Event Approval Request Submission.
- If additional information is required about the event or meeting, a comment will be added to the event. An email will be sent to the requestor from True Blue Connects for each comment made. **It is the requestor's responsibility to respond within 3 business days or the event will be canceled.**
- Once all approvals have been received by the appropriate offices and details have been finalized, the requestor will receive an email confirmation from Unions and Activities.
- It is the requestor's responsibility to review the confirmation to make sure the details are correct. If the details are incorrect or incomplete, it is the requestor's responsibility to contact the Unions and Activities Office.
- If an event resubmission is granted, resubmissions must occur within 24–48

hours (at the discretion of CoLAB pending factors such as timing, risk, etc.) or lose original 12-day timeframe.

OFF-CAMPUS EVENT REVIEW

- Club representative submits event request in True Blue Connects 12 days in advance of event.
- Included in request is an upload of the confirmed off campus reservation
 - Examples: contract, email reservations
- If alcohol and other legal substances are present and club is utilizing third party vendor:
 - Club will submit third-party vendor contract
 - Will need to include: food provided, non-alcoholic beverages included, wrist bands
 - Club submits risk management plan
- CoLAB will review and approve

OFF-CAMPUS EVENT APPROVALS

Per the NAU Student Code of Conduct, off-campus conduct that a reasonable person would believe may present a risk or danger to the health, safety or security of the university community or property is not permitted.

Per NAU policy, when operating in official university capacity we expect behavior at events to be consistent with the NAU Student Code of Conduct. NAU does not endorse off campus events where alcohol and other legal substances are present without a third-party vendor. No alcohol is permitted at philanthropic events for Fraternity & Sorority Life. The expectation is a third-party vendor will provide appropriate oversight, risk management, and guidance to ensure safety and adherence to federal and state laws.

RESOURCES AND CITY ORDINANCES

The City of Flagstaff Parks, Recreation, Open Space, and Events division allows NAU students to reserve ramadas during the season (April 1-October 31) for gathering approved by the university and complying with park/ramada rules. A ramada reservation is not intended for large gatherings such a special event but rather smaller group gathering and team building activities. A grassy play area adjacent to the ramada may be rented for yard games and additional space when available. Athletic fields may not be rented by NAU students. For more information and to reserve a ramada, please visit the City of Flagstaff portal.

- www.codepublishing.com/AZ/Flagstaff/html/Flagstaff06/Flagstaff0608000.html
- nau.edu/aod
- in.nau.edu/campus-health-services/substance-use-disorder-program/
- nau.edu/studenthandbook

Off-campus events held at a residence are subject to evaluation by the CoLAB team to determine if they meet the threshold that would require permits. This assessment considers various factors including event size, potential impact on the surrounding community, and adherence to local regulations. If deemed necessary, the CoLAB team will refer the organization to the permit application process, ensuring compliance with all relevant city ordinances. This proactive approach ensures that our off-campus events maintain high standards of safety, responsibility, and community respect, while also facilitating a seamless planning experience for our student organizers.

All groups are responsible for leaving their space in the same condition and in the same setup as found. Nothing may be glued, nailed, taped, pasted, or affixed to the walls, doors, floors, or windows. Fog machines, glitter, confetti, paint, and open flames of any kind are not allowed. No pie throwing, or shaving cream or any similar product may be utilized on university spaces.

Campus Recreation Facilities

NAU Campus Recreation department would like to outline our expectations around meetings and gatherings in Campus Recreation indoor & outdoor facilities. We offer facility space where Student Organizations and Clubs can enjoy the full Lumberjack experience. Student groups are allotted four free hours per week (only 2hrs consecutive) in our Standard facilities.

HIGH USAGE SPACE - SEE PRICING DETAILS BELOW

- MAC Gym
- South Gym
- South Fields (synthetic turf)

STANDARD USAGE SPACE – STANDARD USAGE SPACE – 4 FREE HOURS PER WEEK, 2 HOURS CONSECUTIVE FREE IN ONE DAY

- Exercise Suite 2
- MPG
- Racquetball Courts
- Courtyard
- Wellness Suite (case by case basis)
- Lower Observatory Field (natural grass)
- Upper Observatory Field (synthetic turf)
- ATC Field (natural grass)

PRIORITY-USE FOR CAMPUS RECREATION SPACES FOLLOWS THIS STRUCTURE:

- 1) University Academic Programs
- 2) Campus Recreation Programs
- 3) Informal/Open Recreation & Sport Clubs
- 4) General Registered Student Organizations

- 5) University Departments
- 6) General Public/External or Community Reservations

All facility reservations must be completed through [True Blue Connects](#) via the Event Request Form. It is required the form be completed 12 days prior to the event, meeting, or gathering.

Event Charges

Any event that goes above and beyond the free space per week in Campus Recreation facilities will be subject to facility/staffing charges. This will be dependent on the nature of the event, the number of people in attendance, etc. These details will be shared with you by the Campus Recreation Reservations Team via True Blue Connects prior to confirmation/approval of your event booking. Payment for student group reservations is expected after the event. Campus Rec will supply an adjusted invoice to the group via ReservetheRec@nau.edu email. Future reservations may not occur until a group has paid for the event.

GENERAL PRICING - NAU STUDENT ORGANIZATIONS & GROUPS

FACILITY	NAU STUDENT ORGANIZATIONS & GROUPS
RECREATION CENTER	
Exercise Suite 1 (Just space)	\$20/hr
Exercise Suite 2	\$20/hr
Wellness Suite	\$30/hr
MPG	\$30/hr
MAC Gym (Entire)	\$50/hr
MAC Gym (Half)	\$37.50/hr
South Gym (Entire)	\$50/hr
South Gym (Half)	\$37.50/hr
Racquetball Courts	\$5/court/hr
Courtyard (not pickleball Courts)	\$20/hr
OUTDOOR FACILITIES+	
South Field Ramada	\$12.50/hr
South Field Single Field	\$45/hr
South Field (Single Pod)	\$62.50/hr
South Field Complex	\$125/hr
South Field Sand Volleyball Courts	\$25/hr
SF Disc Golf Course (4 hours)*	\$75/half-day
SF Disc Golf Course (Full Day)*	\$150
ATC Field	\$30/hr
Observatory (Upper)	\$30/hr

FACILITY	NAU STUDENT ORGANIZATIONS & GROUPS
Observatory (Lower)	\$20/hr

SPECIAL NOTES:

- No free hours - MAC Gym, South Gym, South Fields Complex
- 4 free hours per week, 2 hours max per day - Exercise Suite 2, Wellness Suite, MPG, RB Courts, Courtyard, ATC Field, Lower Observatory, Upper Observatory
- The number of CR Attendants requires/ per number of participants for reservations are as follows:
 - 1 Attendant: 0-75 attendees
 - 2 Attendants: 75-125 attendees
 - 3 Attendants: 125-175 attendees
 - 4 Attendants: 175+
- Reservation requiring additional garbage pickup will be charged additionally.

Outdoor space reservations will have a 2-attendant minimum, regardless of reservation size.

If your attendance exceeds the planned expectations, you will be charged additionally for the reservation.

- Additional expenses may be added depending on the size of the event, field policies that aren't followed, clean up for event.

EVENT LOGISTICS AND CONSIDERATIONS

Be sure to include all event needs on your True Blue Connects Event Request submission (if applicable).

- Examples include: scoreboards, tables, chairs, water coolers, field lining, sound system etc.
- All reservations must comply with [Campus Recreation Facility policies and procedures, as well as Field Rules and Regulations.](#)

Snow Closures

Campus Recreation collaborates with Facilities Services to clear snow from ONLY one-pod of the South Fields Rec Complex during winter months. This rotates on a yearly basis to maintain the integrity of the playing surface. Clubs should work to identify a back-up or alternative location in the event of an anticipated snowstorm. Additionally, it is best practice for clubs to limit home competitions during the months of December – March and defer most hosting opportunities to early Fall and late Spring. This will not only avoid cancellations, or rescheduling due to snow on the playing field, but limit the potential for risks during travel to Northern Arizona at that time. Clubs should also be aware that one field during the months of December – Mid March will be blocked from scheduling due to weather and rotating pod clearing.

Emergency snow removal will NOT be considered, as Facilities Services must wait until a snowfall completes before starting to clear out the complex. NAU's snow clearance

priority follows this order:

- Roadways
- Handicap/Accessible Entrances, Parking Spots, and Walkways
- Health and Safety Building Entrances and Parking Lots (NAU-PD, NAU Facilities, Health and Learning Center)
- Residence Hall Entrances and Parking Lots
- Academic Building Entrances and Parking Lots
- Support Service Building Entrances and Parking Lots (Cline Library, Student Union, Dubois Center, Performing and Fine Arts, Parking Services, Human Resources, etc.)

Athletic and Recreational playing fields are not on the campus priority list as they do not pose an imminent safety risk to essential campus operations if left uncleared. Sport Clubs should work directly with Campus Recreation in advance via ReservetheRec@nau.edu to get snow cleared from the field if necessary. **DO NOT CONTACT** Facility Services directly!

If you have your season schedule and send an email to Sportclubs@nau.edu the sport program manager will send that schedule to facilities and inform them of the game days so they are aware the field will be in use. This does not mean it will be plowed but it does give you a better chance to not cancel/forfeit your game.

CoLAB, Campus Recreation, and the Unions and Activities Office will make every effort to get your event rescheduled in a timely manner; however, we cannot make any guarantees.

Inclement Weather

CoLAB, Unions and Activities and Campus Rec reserve the right to cancel any competition/event due to inclement weather. Cancellation of entire time is at the discretion of the any of the above entities. Enforcement of this policy will be done by on-site staff. Cancellations due to inclement weather are made to protect the participants and event spaces. In the occurrence of a cancellation due to weather, event organizers will be contacted via the comments section in the TBC event request. It is the event organizer's responsibility to check comments and stay in the communication loop throughout the process.

If dangerous weather such as: thunder, lightning, rain, hail, sleet, ice, snow, wind, or flooding develops during a club practice or event, clubs should immediately discontinue activity and find a safe place to shelter. Activities should not continue during dangerous weather. It is the club's responsibility to discontinue practice or games when conditions become unsafe for play.

The following may indicate the possibility of imminent lightning and precautions are recommended:

- Thunder

- A sudden cloudburst of enormous raindrops or hail
- A fast-moving cold front; a change in wind direction with a sudden blast of cold air
- Hair “standing on end”, crackling noises in the air, small sparks given off around metal objects.

In the event of severe weather, it is recommended that club personnel immediately seek shelter in their vehicles or the nearest building. If such shelter is unavailable, club personnel should avoid areas that are higher than the surrounding landscapes, not to use a tree for shelter, and keep away from metal objects such as bicycles, golf carts, umbrellas, etc.

Campus Recreation uses the 30/30 lightning rule: Participants should seek shelter when a count of 30 seconds or less occurs between seeing a lightning flash and hearing a clap of thunder. Activity should not resume until 30 minutes after the last clap of thunder is heard.

Outdoor Water-based/Water-centric Events

Flagstaff experiences a beautiful, four-season year. This does mean that cold weather temperatures can start earlier in the year or end later in the year. To protect the safety of the students/participants, any event that is water-based or water-centric (dunk tank fundraisers, baptisms, etc.) will not be permitted if the temperature the day of the event is not forecasted to be between 60-65 degrees at minimum, the event will likely be denied. Final decisions will also be based on temperatures in the days leading up to the event, forecasts of inclement weather, etc. This denial will come from CoLAB and will be communicated via the comments section of the TBC event request submitted for the event. It is the event organizer’s responsibility to check comments and stay in the communication loop throughout the process.

Sponsorship by Third Parties

Occasionally student organizations want to work with third parties such as local businesses or vendors to co-sponsor an event, items, food, etc. Student organizations should approach these partnerships thoughtfully and make sure that both parties are benefiting from the arrangement. Even if a third party sponsor is involved in an event, the registered student organization sponsoring the event ultimately remains responsible for ensuring that university policies are adhered to and all expenses associated with the event are paid in a timely manner.

Student organizations may face sanctions or consequences for policy violations at sponsored events even if the violation resulted from actions of a third party. Student Unions and Activities and CoLAB will review proposed event sponsorships prior to final approval of the partnership. In general, if you cannot possess or use a business or vendor’s product on campus, that business or vendor cannot sponsor a student organization event. Examples include, but are not limited to alcohol, tobacco products, weapons, pets, and food or beverages prohibited by university contract rights.

Student organizations should consult with CoLAB with all sponsorships, contracts, agreements, etc.

Working with Campus Dining

Northern Arizona University [Campus Dining](#) has an exclusive contract for food service

on the Flagstaff campus. If you are planning an event where food will be served at the Mountain Campus, you must contract with Campus Dining to prepare and provide the food. Campus Dining recognizes that student organization events are held on a tight budget and they do offer catering options designed to be easier on your budget.

Campus Dining recognizes that occasionally there are circumstances where using their services is not cost effective, or that they cannot supply the items requested. In these cases, student organizations can request a waiver of the food service requirement. Waivers may be granted if the food to be served cannot be provided by Campus Dining, is prepackaged and sealed, if there is no charge to attend the event, and if food will not be sold to participants. Waivers will not be granted if the food to be served can be supplied by Campus Dining, is to be prepared at home, or needs to maintain a certain temperature. Forms to request food service waivers are available online under Quick Forms, and must be submitted at least two weeks prior to the event.

The above policy is to ensure that those persons attending the event are protected from illness caused by improperly prepared or stored food and that NAU Campus Dining, Northern Arizona University, the Arizona Board of Regents, the State of Arizona, and the entity sponsoring the event are protected against liability.

Campus Dining is able to provide vegetarian, vegan, and Halal meals, and meals free of common allergens. They are also able to provide some kosher items, but at this time they do not have a kosher kitchen to prepare hot meals. If your student organization has questions or special needs, please contact Student Unions and Activities or Campus Catering at catering@nau.edu to discuss them.

Please note: once you complete a catering contract, you may be eligible to apply for programming funding. When you complete your order online, you can indicate "Programming" as your method of payment. You will also need to complete an application for programming funding which is available through Student Unions and Activities and must be turned in at least 7 days prior to your event. Each student organization may be granted up to \$300 once each semester towards catering expenses, so be sure to plan accordingly. Learn more about funding options for Student Organizations at nau.edu/dean-of-students/student-organization-funding.

Contracts

Prior to entering into any contracts or agreements with third parties (e.g., speakers, performers, equipment rentals, etc.), please first consult with CoLAB in order to ensure proper steps are taken. Student organization officers, members, and/or advisors **SHOULD NOT** sign any contract with a person or business committing university funds until the proper review is completed. You can begin this process with the event form in True Blue Connects.

Policy on Off-Campus Speakers

An invitation to an external or off-campus speaker to speak on the university campus may be made at the request of any registered and recognized student organization. The university may authorize the requesting organization to contact the speaker and extend the approved invitation to speak. The fact that the speaker may be provocative and strike at prejudices or preconceptions and may hold views contrary to and disliked by the campus and the surrounding community is not a permissible basis for the denial of the right of the faculty or student organization to hear them.

Showing Movies

Student organizations that wish to show movies on campus need to secure public performance rights for protection against copyright infringement. You need to get clearance or a license if your showing falls into any of these situations:

- The screening is open to the public (including open to members of the campus community)
- The screening is in a public place where access is not restricted
- The people attending are outside a normal circle of family and friends (including showing a film to a student organization)

These regulations apply even if the film has cultural or educational value. Public performance rights are normally valid for one showing of a movie—they do not provide perpetual viewing rights. Student organizations who wish to show a movie on campus must secure these rights and provide proof to Unions and Activities before the event is approved. We suggest that student organizations work with Swank Motion Pictures to secure films and licenses. Please contact Prochnow@nau.edu

Student organizations are responsible for all costs associated with their films and must also assume all the responsibility for acquiring these rights and the film(s). Unions and Activities staff are happy to assist with this process.

Ticketed Events

Depending on the nature of the event, admission fees may be charged for entry. As per NAU Comptroller Policy 306, any event held on campus where:

- The event requires assigned seating or capacity control based on Fire Marshal regulations.
- Space is limited or access must be controlled through specific eligibility requirements.
- The event requires official attendance reporting with auditable or third-party records.
- The event takes place on campus and charges any kind of entry or participation fee. This includes events run by NAU departments, student clubs, or third-party organizations.

Please review the FY27 Fee Structure below for details about CTO's fees and procedures. All ticketed events will be subject to the Per Ticket or Administrative Fee. Any additional fees will be assessed, according to the FY27 Fee Structure. These fees will be collected from the total ticket revenue. The remaining revenue will be distributed to the student organization, once the club representative accepts and approves the event settlement.

CTO Student Ticketed Event Fee Structure - FY 2027

Effective: 5/1/2025. Fees are subject to change, please consult with the Central Ticket Office Manager.

FEE TABLE:

Fee Type	Registered Student Organizations	Cost to
Set Up Fee	Waived	Promoter
Labor Fee	\$25/hour per employee	Promoter
Comp/Fee Tickets	Waived	Promoter
Per Ticket Fee	\$2**	Attendee
Facility Ticket Fee	Varies	Attendee
Admin Fee	See Admin Fee	Attendee

FEE DEFINITIONS:

- **Set Up Fee:** Covers software licensing, event creation in ticketing software, cash handling, event reconciliation/close outs, promotion on NAU event calendar, and provides visibility on event software.
- **Labor Fee:** Student organizations receive two (2) CTO workers for up to one (1) hour of door sales. For events where additional ticket sellers or sale times are required, an additional labor fee is applied. This fee may also be applicable for other labor-related services, including but not limited to:
 - Special reporting requests
 - Custom invoicing
 - Data collection
 - Setup adjustments or cancellations
 - Payment arrangements/bulk refunds

Change requested – per event/performance	Change Fee
Change of Venue	\$100
Change of Time/Date	\$50
Change of Prices (once tickets have been sold)	\$100
Change of Prices (before tickets have been sold)	\$50
Seating Type Configuration (GA vs. Reserved)	\$100
Change in Labor (number of ticket sellers requested)	\$50
New Assigned Seating Venue Map (paid to ticketing system vendor)	\$1000
Seating Chart/Map Changes	\$500

- **Comp Ticket Fee:** Covers per ticket fees paid to ticketing system vendor, labor and materials required to print and process tickets. Applies to complimentary and zero cost/free tickets.
- **Admin Fee:** An 8% admin fee based on total ticket sales may apply to certain events, including:
 - Events with unique setups, ticket arrangements, or where additional processing is required (e.g., conference-style events, events with exhibit space, etc.). This does not include additional labor as noted in the Labor Fee.

- Events where the average individual ticket prices will be \$5 and under, or \$50 and over, the Admin Fee will be charged to the event promoter in lieu of the Per Ticket Fee paid by the attendee.
- **Per Ticket Fee:** Covers credit card, technology, per ticket fees paid to ticketing system vendor, website promotion, and hardware maintenance. The total cost of the ticket will determine the minimum per ticket fee required.
 - **For ticket prices \$5 or under, or \$50 and over, a percentage of total ticket revenue will be charged to the event promoter in lieu of the Per Ticket Fee paid by the attendee.
- **Facility Ticket Fee:** Per ticket fee charge determined by venues. Fees subject to change, please consult with the Venue Manager.

Venue	Facility Fee
Ardrey Memorial Auditorium	\$1.50
Ashurst Auditorium	\$1.00
Clifford E. White Theater	\$1.00
Kitt Recital Hall	\$1.25
Studio Theater	\$1.00
All other venues	Fees vary

- **Ticket Reprint Fee:** Covers costs associated with reprinting lost, forgotten or stolen tickets. This

Planning Inclusive Events

When planning events, it is important to be mindful of the differences of the people in the community. Creating an inclusive environment allows more people to feel welcome. Answering this question will assist in creating an inclusive environment: “Whose perspective, experiences, viewpoints, and voices are included?” The following suggestions can help guide student organizations toward events that inclusive of and welcoming to the entire university community. Discrimination based on protective class is strictly prohibited per the Student Code of Conduct and other state and federal bylaws.

Religious Backgrounds, Rituals, and Traditions

- The United States, along with its practices and traditions, have been heavily influenced by religion. Be aware of how these beliefs have been ingrained in actions and ways of thinking, especially around the beliefs of other people.
- Does the event coincide with specific religious observances that may exclude some community members?
- If you have food at the event will participants of diverse religious traditions be restricted from eating it?
- Will there be food at an event when certain students are fasting due to religious commitments and beliefs?
- In the month of December will you have a Christmas party (while not acknowledging the other religious and cultural celebrations during the month)?

Economic Limitations

Do not assume that everyone can afford to attend the program or event.

- Is there a cost to attend the event or some parts of the event?
- Is there assistance available for students who cannot afford to attend?
- Is the event off-campus, requiring transportation?

Diverse Sexual Identities

Do not assume all participants will have the same identity as you.

- Does the advertising and dialogue before and at the event assume that all participants will be heterosexual? (For example, do marketing materials for the dance state that same sex couples will be welcome?)
- Are pictures on your flyer, website, or social media only of heterosexual couples?

Gender Bias and Gender-Neutral Language

Western society often assumes that men are supposed to act one way and women another. Don't assume that you can tell a person's gender, gender identity, or pronouns by looking at them.

- Did you assume that only men in your community would be interested in participating in intramural football?
- Did you assume that only women will be interested in doing a craft project?
- Does any aspect of your event require participants to separate into categories based on gender?
- Does the registration form have a space for participants to indicate the name or nickname they would like you to use on nametags? Preferred gender pronouns?

Diverse Racial and Ethnic Populations

Do not plan an event as if the people in attendance will only be of one particular racial and/or ethnic group.

- Will the event attract people of different races and/or ethnic groups?
- Will the event affirm (or demean) people of diverse racial and/or ethnic groups?
- Do the advertisements indicate, with words or pictures, that the event will be open to and appreciated by people of different racial and/or ethnic groups?
- Will the theme, costumes, decorations, or other part of the event be perceived as offensive or culturally insensitive?

Accessibility

Do not assume that all community members can readily and easily access all aspects of an event.

- If the event includes a speaker will there be an American Sign Language interpreter available? Will films have captions?
- Is the location accessible for those who use wheelchairs or have other mobility impairments?
- Is the text highly contrasted so its visually accessible?
- Are electronic materials such as flyers, websites, and registration forms accessible for people using screen readers or other assistive technology?
- Is information provided about how to contact the event organizers for accommodations?
- Are speakers using microphones to ensure that their presentation is reasonably audibly accessible?
- Are there inclusive food options to accommodate dietary and/or religious restrictions?



MARKETING AND PUBLICITY

One of the keys to recruiting members for your organization or planning a successful event is a good marketing strategy. There are a lot of resources on campus that you can utilize to get the word out about your organization and its activities.

Tabling

There are vendor booth spaces available in the Union, DuBois Center, and Health and Learning Center as well as designated spots outside these buildings where student organizations can advertise events or pass out information. These must be reserved 5 days in advance through the True Blue Connects event request form separate from a room request and may require an Event/Activity Approval Request form depending on the nature of the advertising students wish to do. Student organizations may not pass out materials or solicit donations anywhere else inside the Union, HLC, or DuBois Center. In addition, individuals must not block building entries and exits, walkways, or streets.

The student organization is responsible for cleaning up any litter or associated mess that is related to distribution efforts. Student organizations may be allowed to pass out materials or set up tables in academic buildings or residence halls with the permission of the Building Manager or Campus Living Coordinator. A True Blue Connects Event Request must still be submitted and approved for all buildings.

Flyers

Student organizations may utilize the bulletin boards at the University Union and Du Bois Center, including the boards next to CoLAB and outside of the ASNAU Office. Individuals/groups are not permitted to post flyers on their own and must receive building approval. Posters and flyers must be taken to the Information Desk in the Union for approval and posting; if you put them up on your own, they **will** be taken down. Each desk will take up to three of your advertisements. They can be posted for up to two weeks before being removed.

There may be sites to post flyers or other information in other buildings across campus. Please check with the individual building managers or main offices to determine whether posted information must be approved ahead of time.

All advertisements, posters, flyers, etc. must include the full name of the sponsoring student organization. All information must be factual, and should not mislead or misrepresent the real nature of a student or student group event, service, or activity. Information about ticketed events through the Central Ticketing Office must include the price of the tickets to the patron and specific disclaimers provided once ticketing is approved. Decisions regarding the permissibility of posting or distribution will not be made on the basis of content, with the exception of materials containing illegal content or that violate university or Board of Regents' policies. Student organizations should make every effort to remove their advertising materials the day after the event.

No signs or posters should be placed on trees, utility poles, fences, doors, walls or

windows of buildings, car windows, or on any painted surface. When in doubt about whether or not it is okay to hang something in a particular location, wait and check with the building manager.

No posters or advertisements can be placed in any residence hall without permission from the Campus Living Community Coordinator. To post flyers in residence halls, please contact Campus Living at 928-523-3978. No door-to-door soliciting is permitted in the residence halls—this includes sliding flyers or other materials under doors.

Digital Flyers

Student clubs and organizations can complete the [Digital Signage Request Form](#), or also email their flyers to digitalsignage@nau.edu to have graphics added to tv screens around campus.

Chalking

Student organizations may not use chalk to advertise events on University sidewalks or other surfaces. Although it is washable, it is costly and time-consuming for our grounds staff to remove the chalk. This conduct violation may be subject to a fee.

Social Media Platforms

Many student organizations use Instagram or other social media platforms to get the word out about their group and their events. For social media use (in description, part of the account name, in the homepage or profile images, etc.), either “Student Org name at/of Northern Arizona University/NAU” or StOrg@NAU can be used. Upload photos of your events and activities, but remember that social media is a public space and consider the appropriateness of anything you post. You should also update your group regularly so the information is up to date—consider designating one member of your group to run your social media platforms.

You may also wish to register your social media with the University to help you reach a larger audience. Join the [NAU Social](#) scene and enhance your club’s social networking in three easy steps.

- 1) [Register](#) your social media accounts with NAU.
- 2) [Share](#) your events on NAU’s official social media accounts.
- 3) Tag **#NAU** and share why Lumberjack life is the best life.

Add @NAU_COLAB on Instagram and we can help advertise for you. If you would like for us to post anything or coordinate a takeover with you, email us at Colab@nau.edu. If you would like us to post information about your upcoming events, please email it to Colab@nau.edu and include any pictures or flyers you have.

Pepsi Banners

Due to generous support from our local Pepsi distributor, student organizations can request a free banner that can be hung outside the University Union or DuBois Center to promote their events. The Unions and Activities staff will submit the request on behalf of the student organization. Please allow at least 2-3 weeks before the date you would like to hang the banner for printing. The student organization will be responsible for picking

up the banners from the printer at 4980 E. Railhead Avenue unless other arrangements are made in advance. To request a banner please email unions@nau.edu to receive the banner template. Unions and Activities staff will schedule and hang banners for student organizations. Contact Unions and Activities to schedule your banner and ensure there is space available for your advertisement. Banners must be received by close of business the Friday before your banner reservation begins, and may remain on display for in one or two week increments as space permits for events taking place on the NAU campus. Banner dimensions should be 8 wide x 3 deep and must have grommets on the corners. Return of banners cannot be guaranteed due to wind, theft, or other damage. If you fail to pick up your banner within a week of the end of your banner reservation, it will be recycled.

The Lumberjack

[The Lumberjack](#) is Northern Arizona University's student newspaper. It is published every Thursday during the regular semester.

KJACK

[KJACK](#) is Northern Arizona University's student-run radio station. They often partner with student organizations to live broadcast from various events on campus.

UTV Studios

[UTV Studios](#) is a student-run commercial-free television station and production studio at Northern Arizona University.

Usage of NAU Logos, Trademarks, and Associated Verbiages for Promotional Purposes

Official student organizations that wish to use NAU logos or trademarks in addition to their organizational names must restrict the uses of such marks to those approved by University Strategic Communications at BrandMgmt@nau.edu (listed below).

Student organizations, their members, and all individuals in the NAU community should be aware that the use of the NAU logos and/or marks on a given piece of promotional material does not mean that NAU, as an institution, endorses the student organization's event or initiative. The university does not —either explicitly or impliedly—endorse activities undertaken by student organizations. Use of the "A student organization at NAU" mark on student organization materials is permitted only to ensure that the university brand is presented consistently. University Strategic Communications review (when needed) is strictly limited to reviewing the logo and mark usage and does not extend to reviews and approvals of content and or perspectives expressed in student organization materials.

Logos, Trademarks, and Verbiages Approved for Student Organization's Use on Promotional Materials

A. The phrase of "A student organization at NAU" in the two specified formats shown below are options to be used in addition to the name of the student organization.

**A STUDENT
ORGANIZATION
AT NAU**

A STUDENT ORGANIZATION AT NAU

Artwork and variations can be found at <https://mediagraph.io/nau/share-links/077c7a8f06148b86>

a.1. For t-shirts and any other items (pens, pennants, magnets, etc.) will be ordered through NAU licensees, a registration mark is required for NAU ligature in the options shown above. NAU licensees at nau.edu/brand-strategic-communications/trademarks-licensing/internal-licensee-list

**A STUDENT
ORGANIZATION
AT NAU**

A STUDENT ORGANIZATION AT NAU

Artwork and variations with registration mark can be found at <https://mediagraph.io/nau/share-links/077c7a8f06148b86>

B. Full-body Louie graphic without any alteration, verbiage, text, or additional design elements.



Graphic file can be requested per use case through BrandMgmt@nau.edu.

**C. Verbiage to use in text-only format (instead of using the options under a.):
xxxxx (student organization name) “at Northern Arizona University” or “at NAU”.**

- c.1. For social media use (in description, part of the account name, in the homepage or profile images, etc.), either of the above phrases or StOrg@NAU can be used.
- c.2 For t-shirts and any other items (pens, pennants, magnets, etc.) will be ordered through [NAU licensees](#), a TM mark is required for “Northern Arizona University” and a registration mark is required for “NAU” (as seen in the examples below).
 - xxxxx (student organization name) at Northern Arizona University™
 - xxxxx (student organization name) at NAU®

D. Verbiage associated with the university: Lumberjack(s) and Jacks. TM mark is required for these as well.

To help differentiate between being a student group and an official NAU department the following rules apply:

- 1) Student organization names cannot contain “NAU” or “Northern Arizona University”
- 2) “at/of Northern Arizona University” or “at/of NAU” can be included only if the name indicates that it is a student group by including word/s such as student, club, group, society, organization, association, etc.
- 3) For group created logos using “at/of NAU” or “at/of Northern Arizona University”, the statement needs to be:
 - NAU True Blue or black color for light backgrounds, NAU Gold or white for dark backgrounds
 - Arial or Times New Roman font
 - Font size needs to be at least 50% smaller than the group name

The student org mark shown above is still required even if the name includes “at/of NAU” or “at/of Northern Arizona University”.



FINANCIAL CONSIDERATIONS

Student Organization Bank Accounts

Northern Arizona University **does not** provide and/or manage banking services for student organizations. Organizations that have funds to deposit from member dues, fundraising, or other sources should create and maintain an off-campus bank account. CoLAB can provide information about area banks and what they require in order to open an organizational account. Student organization members should create specific processes for deposits and withdrawals and make sure that the treasurer and other officers are trained in these processes.

Here are some things to keep in mind when dealing with a student organization bank account:

- DO NOT deposit funds in the personal accounts of members or the advisor.
- When personal and organizational funds are mixed together there is a risk for mismanagement of funds, intentional or not.
- DO NOT use personal credit cards or debit cards to cover organizational expenses. You run the risk of being stuck with the debt if the organization cannot repay you.
- Consider having at least two signatures on the account to lessen the risk of mismanagement of funds.
- Consider associating the advisor's name with the account to provide continuity as officers change year to year.
- Keep good records of your bank account numbers, location, and balances—the Office of Student Life does not keep this information on file.
- Student organizations that collect annual dues or participation fees, do extensive fundraising, and/or have a substantial annual budget are encouraged to set up additional financial oversight measures such as an advisory board, regular budget reports to the organizational membership, and/or an annual financial review.

If you would like assistance setting up sound financial practices for your organization, please feel free to meet with a staff member in CoLAB.

Foundation Accounts

Student organizations who wish to accept charitable donations may do so through the university Foundation. Some groups have had success soliciting alumni, family members, and the community for monetary donations to the organization. If a club is not active for 2 years, any Foundation funds will be utilized for general student organization support.

For more information or assistance with this process, please contact us at StudentOrgs@nau.edu

Federal Tax ID Number (EIN)

The Federal Tax ID Number (also known as the Employer Identification Number or EIN) is a number used to identify a business or other organization. If your organization applies for funding through the University, holds an event where ticketing goes through the Central Ticketing Office, or you do a fundraiser with an outside business like a restaurant, you need a tax ID number to get paid. You will also need this number to open a bank account. Student organizations are not allowed to use the University's tax ID number or non-profit status. If your organization is affiliated with a national organization (Greek chapters, honoraria, etc.) you should contact them to see if you are able to use their tax ID number or if you should apply for your own.

If you think your organization already has a tax ID number, check through the materials you received from previous officers or ask your advisor to see if they have a record of it. CoLAB does not generally have a record of your tax ID number but we can check our files to see if we have any information.

The easiest way to apply for a tax ID number is online through the IRS website. You will be walked through the application and receive your number immediately. You can also apply by mail or over the phone. If you have questions or need assistance, you should contact the IRS directly. They can be reached at 1-800-829-4933.

Tax-Exempt Status

Most student organizations at NAU are not legal nonprofit entities. Recognition as a nonprofit organization such as a 501(c)3 is a different and lengthier process than applying for a tax ID number. Please review the IRS website for more details if your organization is interested in pursuing this option. You may also check with your affiliated national organization to see if they permit chapters to use their nonprofit status. Student organizations that wish to provide a tax benefit in exchange for donations may do so through the NAU Foundation.

Student Organization Funding

Student organizations do not automatically receive funding from the University. There are several organizations that provide funds for student organization events on an application basis. You can see all the student organization funding options, and apply for them by visiting in.nau.edu/colab/club-funding/.

ASNAU Appropriations

Student organizations have access to funds through the undergraduate student government, ASNAU. Clubs should fill out an appropriation form and work with ASNAU to identify what is reimbursable. For more information about appropriation policies visit www.nau.edu/asnau.

Campus Dining

If you are ordering food through Campus Dining for an event, you may be eligible to apply for programming funding. When you complete your order online, you can indicate "Programming" as your method of payment. You will also need to complete an application for programming funding which is available through Student Unions and Activities and due at least seven (7) business days prior to your event. Each student organization may be granted up to \$300 once each semester towards catering expenses,

so be sure to plan accordingly. Programming funding application is meant to be filled out simultaneously with your food purchase for food to be bought on campus through Campus Dining. If your programming funding is denied your organization will be accountable for payment of the catering invoice.

To learn more what catering options are available to Student Clubs/Orgs, go to <https://northernarizona.catertrax.com/>.

To fill out the Programming Funding Application, in.nau.edu/colab/club-resources.

FUNDRAISING

Holding a Fundraiser on Campus

All on-campus student events must be submitted and approved in True Blue Connects. Please plan in advance so that you are able to secure the proper permissions—this can take anywhere from a week to 30 days depending on the type of event you are planning. Please see the Event Planning section of this guide for more information.

Jacksfunder – Crowdfunding Platform

Registered and active student groups seeking to fundraise for their organization can do so through the Jacksfunder platform. Jacksfunder—essentially an NAU-branded GoFundMe page—allows groups to fundraise for various needs, including: general operating expenses, food for meetings and events, conference travel, supplies and swag, and other relevant costs. Clubs and organizations have two opportunities to fundraise during the academic year: The fall cohort (Axe of Kindness) and the Spring cohort (Giving Day). Interested in fundraising through Jacksfunder? Contact AnnualGiving@nau.edu for more information.

Restaurant Fundraisers

Many local restaurants can set aside dates where a portion of their profits go to your organization. Details vary, so contact the restaurant you are interested in working with for more information. Remember these still need to be submitted at least 12 days prior in True Blue Connects.

Concession Stands

Campus Dining contracts student organizations to work in the concession stands at the Skydome during football and other large events. Depending on the event there is a minimum number of members that the group must provide. Groups working earn at least a flat payment and usually more than that based on the contracted percentage of sales.

For more information, contact Pamela Dominguez – Pamela.Dominguez@sodexo.com / Gina.Rios@sodexo.com or Donald Crawley – Donald.Crawley@sodexo.com

Fundraisers That Are Restricted or Not Permitted

Bake Sales

Due to food safety regulations and the university's contract with Campus Dining, student organizations are not allowed to sell homemade baked goods or other foods on campus. You may hold a bake sale if you purchase cookies, cupcakes, or other items through Campus Dining and resell them for a profit.

Raffles

The Arizona Attorney General has determined that NAU and its departments and administrative units are NOT permitted to conduct raffles. Using an actual raffle ticket for a door prize is permitted, as long as attendees are not required to pay for the raffle ticket and everyone has an equal chance of receiving it. Any group planning a raffle should be familiar with the law related to this activity and should contact the Office of the Arizona Attorney General for additional information. NAU policies concerning gambling and hosting casino nights can be found [here](#).

A student club or organization that is a 501(c)(3) nonprofit could legally conduct a raffle by satisfying the following conditions:

- The organization maintains its nonprofit status;
- No member or agent of the organization receives any direct or indirect pecuniary benefit from the raffle (other than participating in the raffle on an equal basis as others);
- The organization has been in existence continuously in Arizona for five years immediately preceding the raffle; and
- Only members of the organization participate directly or indirectly in the management, sales, or operation of the raffle.

There are exceptions for nonprofit organizations that are booster clubs, civic clubs, or political clubs or organizations that are formally affiliated with a political party in Arizona.

Date Auctions/Kissing Booths

Date auctions or other events where students or staff members are auctioned off to the highest bidder as a date or to provide services to the winner tend to have the appearance of and the “trappings” of slave auctions. Slave auctions were a very real and tragic part of the history of this country. They devalued the dignity of human beings to the level of merchandise. Regardless of the intent of a date auction, it still involves one person “bidding” for the services of another person. The bidding process invariably involves a comparison of the relative “value” of each person being auctioned. On a campus where equality, openness, and sensitivity are valued, any activity that suggests the auctioning of one human being’s services to another is inappropriate.

An extension of the issues above is the need to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continues to exist is the concept of “whoever pays is entitled.” Many sexual assaults result from the assumption on the part of one or both of the participants that whoever pays for the “date” is entitled to more than the other person may want. Date auctions can create an environment where those expectations may be used to the disadvantage of one or the other participants.

A date auction often involves members of the organization spending time with a stranger that they otherwise might not have chosen to spend time with at all. The organization

sponsoring the auction has no way of knowing the motivations of the persons doing the bidding and cannot guarantee the safety of its members. Given these concerns and with the many positive and imaginative alternatives that organizations have for raising funds, auctions should be avoided and will not be approved on the NAU campus.

Philanthropic dare-related or pie-throwing events

While we always want to support student creativity and event ideas, dare-based activities consistently present concerns that are too significant for us to overlook. These types of events tend to mirror dynamics that are closely associated with hazing—particularly around coercion, embarrassment, and physical or emotional risk.

Because of this, we cannot support or approve events that rely on dares as the central activity or fundraising mechanism. We encourage your chapter to explore alternative approaches that still bring energy, fun, and community engagement to your philanthropy efforts without compromising student well-being or creating reputational risk.

Any Event Where Alcohol is Involved

Alcohol is not permitted at university sponsored events.

Other Examples of Unacceptable or Problematic Events

- Pieing
- Water Events in Cold Weather
- Shaving Heads Events

Student Organizations are encouraged to meet with the CoLAB team to discuss whether their potential event would be acceptable.

STUDENT ORGANIZATION TRAVEL

Travel Guidelines

The University requires all student organizations to register travel through True Blue Connects (TBC) when traveling 50+ miles from Flagstaff. The TBC request must include a comprehensive roster of attendees, an itinerary, and the Multiple-Occupancy form (if staying in shared spaces). When any of the three following conditions are met, student organizations must additionally register their travel with the NAU Service Team:

- 1) If the travel is outside of the United States;
- 2) Third party paid transactions that flow through NAU systems; or
 - a) Ex. NAU pays upfront and a third party (scholarship, grant, etc.) reimburses NAU
- 3) If the travel is financially supported by a university department;
 - a) Most commonly ASNAU reimbursement

When student organizations must additionally register through the NAU Service Team, the team can support all travel plans including lodging, flights, etc. Visit nau.service-now.com/hr for more information. Making travel arrangements can be expensive and time-consuming, and student organizations should begin to plan well in advance of the travel dates.

For student organization travel that requires a NAU Service Team ticket, all students traveling need to complete the following:

- [Annual Travel Certification form](#)
- All individuals (students, employees, affiliates) participating in university sponsored travel or other activity involving university-sponsored shared accommodations must complete the [Multiple Occupancy Form](#).
 - The individual or the appropriate department contact will upload the signed form (wet signature required) to the travel case/form or other appropriate location as documentation.
 - If you have any questions, please contact the Office of Title IX Compliance and Services (TIXCS): Title IX Institutional Compliance, Prevention & Response at titleix@nau.edu.

The individual responsible for submitting the travel ticket on behalf of the organization must complete the following:

- Group Travel Case/Form
- When completing the Group Travel Case/Form in the NAU Service Team portal please ensure:
 - Group Type: "Student Group Travel"

- Faculty/Staff member responsible: the Faculty/Staff member responsible for the trip is your club advisor
- Department authorizing travel:
 - Registered Student Clubs (non-sport) and Organizations: Student Engagement
 - Sport Clubs: Campus Recreation Services
- Funding: Select “Personal Funds” or “Third Party”
 - Do not select ASNAU funds as the funding source. Even if you are applying for ASNAU funding, it is a reimbursement model that has its own unique process (ASNAU funding is not guaranteed)
- You are required to upload an itinerary and roster
 - [Itinerary](#): Please provide details of the activities the club plans to do each day during travel
 - [Roster](#): Complete columns A, B, C, D, I, J, and K

Note: Students are responsible for communicating with professors regarding excused absences. Some may require an approved Institutional Excuse from the Office of the Dean of Students. For more information, students can visit the Institutional Excuse website.

Student organizations are representatives of the University and are responsible for adhering to the Student Code of Conduct, University policies and all applicable national and local laws when traveling.

Use of University Vehicles

When approved, registered student organizations may use state vehicles (cars, SUVs, vans, etc.) to attend educational conferences and/or other educational activities directly associated with the mission and scope of Northern Arizona University. State vehicles to be driven by the members or advisor of the organization will not be approved for social activities, community service events, sports competitions, or other activities falling outside the direct educational mission of the University. Students may not drive state vehicles to an event or activity for which they receive a benefit, such as a field trip for which they earn course credit.

In order to use a state vehicle, the student organization advisor must accompany the group on the trip. All drivers must possess a valid driver’s license and be registered with the University as an [authorized driver](#). Authorized drivers are those who are employees of NAU and who are driving as part of the official duties of their employment for NAU (student employees driving members of their student organization to a conference or competition generally do not meet this criteria). Drivers of vans must have an NAU van training certification.

Transportation Services requires payment via interdepartmental transfer. CoLAB will not provide an account number to student organizations for the purposes of paying for state vehicles so student organizations must make other arrangements. In some cases, the advisor’s department may be willing to provide an account number and be reimbursed by the student organization.

Student organizations wishing to use state vehicles should contact [University Transit](#)

[Services](#) to discuss the request and obtain a Vehicle Utilization Request form. Completion of the form does not guarantee approval of the use of a state vehicle for the student organization event or the availability of state vehicles. CoLAB will not be responsible for any vehicle damages and it will be the club's responsibility to manage these situations.

Note: If an individual would like to seek reimbursement from driving, they must be an NAU Authorized Driver prior to the trip(s).

Use of University Shuttles and Charter Buses

Registered student organizations may arrange to use university shuttles or charter buses, driven by a university employee, with appropriate approval from CoLAB. Shuttles or charter buses may be requested for educational activities as described above as well as social, community service, athletic, or other events.

CoLAB will not provide an account number to student organizations for the purposes of paying for shuttles or charter buses so student organizations must make arrangements to pay directly via check, credit card, or other approved method.

To request university shuttle buses, student organizations should use Parking and Shuttle Services [online request form](#). Parking and Shuttle Services staff will contact CoLAB for appropriate approval before finalizing the reservation. Remember, all club activities, events, and meetings should still be registered in True Blue Connects at least 12 days prior.

In both cases, student organizations will be required to fill out any relevant paperwork (FSL event approval, Sport Clubs travel paperwork, etc.) before final approval is given.

Safety Guidelines

- Collect phone numbers and emergency contact information from all participants. Take one copy with you and leave one with your advisor.
- Touch base with your advisor or other designated contact person when you leave and when you arrive at your destination.
- Avoid driving when weather conditions are hazardous or drivers are overtired. Be prepared to stop if necessary.
- Begin the trip well rested, rotate drivers every two to four hours, and allow stops for rest and bathroom breaks.
- Avoid driving between the hours of midnight and 6 am if at all possible.
- Have at least two approved drivers in each vehicle and assign someone to stay awake in the front passenger seat to keep the driver alert and help with navigation.
- Obey all traffic laws, including posted speed limits and seatbelt regulations.
- Don't call, text, or check email on your cell phone while driving. If you need to make a call, have a passenger do it for you.

RISK MANAGEMENT AND CRISIS RESPONSE

Student Organization Liability

Student organizations play an important role in managing institutional risk. When a group is planning an event or activity, the organizers should take care to consider any foreseeable risk of injury or harm and take steps to mediate that risk. Student organizations are responsible for complying with the law and campus policies and should understand the risks inherent in violating laws or policies. If you have a concern about any activity that your student organization is planning or engaging in, contact CoLAB.

Liability waivers are used when there is a need to inform students or other participants about a risk of an activity or equipment use that is outside the normal educational environment of student learning where there is a higher risk of injury or damages. Waivers must be signed by all participants, including students, at events when equipment used for the event is not owned or serviced by NAU. The student organization is responsible for collecting signed waivers, when required, and saving the waivers.

Risk Assessment

When planning an event, student organizations should consider risks in five categories:

- Physical risks involve harm or injury to the physical body. Examples might include injuries due to physical activity, food-related illnesses, use of alcohol or drugs, dangerous travel conditions, and medical emergencies.
- Reputation risks apply to the reputation of the individual officers and members, the reputation of the student organization, and the reputation of Northern Arizona University. Examples might include poor conduct or behavior, a negative representation of the group, or hazing of members.
- Emotional risks involve the thoughts and feelings of members and participants and any other constituents of the event or activity, or the campus community at large. Examples may include hazing of members, lack of accessibility for participants with disabilities, sensitive or controversial subject matter, adverse reactions of participants, or disruption of the campus community.
- Financial risks apply to the budget for the specific event and the overall financial health of the student organization. Examples include poor budgeting, the incursion of debt, overspending, and mismanagement of organizational funds.
- Facilities risks include the safety and maintenance of the facilities used by members and participants. Examples might include lack of proper set-up or clean-up, safety and security issues, and damage to University or community facilities.

Student organizations should assess all risks associated with an activity, considering both the probability of occurrence and the severity of potential consequences. When

the probability is high that something will go wrong and the consequences are serious, the organization should reconsider sponsoring the event or activity. In all cases, student organizations need to take actions to minimize risk and develop contingency and crisis response plans in case of emergency. Student Unions and Activities reviews and approves all on-campus student organization events and can assist in the risk assessment process.

Crisis Response

Even if reasonable precautions are taken to minimize risk, student organizations may occasionally find themselves facing an emergency situation. Examples include, but are not limited to: an injury or incident which occurs during an organization event; an injury or incident which occurs while the group is traveling; the death or serious injury of a member of the student organization. Organizations need to deal with an emergency or crisis effectively to minimize the potential for harm to students, the organization, and the University.

The first step in any emergency is to make sure that everyone involved is safe and, if necessary, to call for help. **CALL 911 FOR EMERGENCY ASSISTANCE.**

Once any immediate concerns are dealt with, the advisor or a student leader should notify CoLAB of the situation as soon as possible. CoLAB can assist you and your organization in making the appropriate contacts including law enforcement, family members, media, etc.. CoLAB will work with the organization to determine the next steps and make referrals to resources such as Counseling Services.

Certificate of Insurance (“COI”)

A student organization’s activities may require a certificate of insurance to be provided and approved by the University’s Risk Management department. Student organizations that cannot verify insurance may have activities limited or suspended.

The COI policy shall include, or be endorsed, to include the following provisions:

- 1) Student organization’s insurance shall be placed with companies licensed in the State of Arizona. Insurers shall have and “A.M. Best” rating of not less than A- VII.
- 2) Student organization’s policy shall list the Certificate Holder as: “State of Arizona, Arizona Board of Regents, and Northern Arizona University.”
- 3) Shall stipulate that the coverage afforded under this certificate shall be primary and any insurance carried by Northern Arizona University, the Arizona Board of Regents, or the State of Arizona shall be excess and not contributory insurance to that provided by the named insured.

Commercial General Liability – Occurrence Form. Policy shall include bodily injury, property damage, personal injury, advertising injury and contractual liability coverage.

- Each Occurrence \$1,000,000.00
- Damage to Rented Premises \$50,000.00
- Personal and Advertising Injury \$1,000,000.00
- General Aggregate \$2,000,000.00
- Products – Completed Operations Aggregate \$1,000,000.00

Policy shall contain a waiver of subrogation in favor of the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the student organization.

Policy shall be endorsed to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the student organization.

If the student organization does not have an insurance policy and is required to provide insurance for their activity due to potential risk, a single event policy can be purchased through the University's TULIP program. For more information, please contact nau-insurance@nau.edu.

Note: A COI with the requirements contained herein is required to be submitted and approved as a part of the student organization registration for all fraternity, sorority and student organizations. CoLAB will directly contact those organizations that require a COI.

APPENDIX A: SAMPLE CONSTITUTION

Constitution Construction Guide

The fundamental requirements of all constitutions are as follows:

CONSTITUTION

ARTICLE I – NAME

States the name of the organization

ARTICLE II - PURPOSE

States the purpose and aim of the group

ARTICLE III – MEMBERSHIP

- States the requirements and size limitation, if any. Regular membership must be limited to the University's students, faculty, and staff
- Must include a removal process for regular members. An example of a removal process is provided on page 7 in the Student Organization Handbook
- Must include a statement of nondiscrimination/harassment, such as the following example:
 - *"Northern Arizona University (NAU) 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, national origin, age, disability, veteran status, sexual orientation, gender identity and expression, or genetic information. The policy also prohibits retaliation for raising concerns under this policy or participating in an investigation."*
- Official social fraternities and sororities must also include the following phrase:
 - *"Title IX of the Education Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities regarding gender requirements for membership."*

ARTICLE IV - OFFICERS/EXECUTIVE COMMITTEE

- Contains the list of officers and their duties/responsibilities of office in the group
- Must have a cumulative 2.0 or higher GPA for all Northern Arizona University coursework undertaken
- The officer must be registered as a full-time student at Northern Arizona University. Exceptions may be made for graduate students

- States the make-up of the executive committee (board or council, the method of their selection, and their term of office
- Provision for vacancies of officers or other executive members may be included in a section under this article
- Must include a removal process for board/office members. An example of a removal process is provided on page 7 in the Student Organization Handbook

ARTICLE V - MEETINGS

States the regular meeting time and provisions for calling special meetings. If meetings cannot be held regularly, the authority to call meetings may be stated here

ARTICLE VI – AMENDMENTS

The process usually requires previous notification; also, a two-thirds or three-fourths affirmative vote of those present and voting, or of those present for its adoption

ARTICLE VII - RATIFICATION

It may or may not be necessary. A special article should be included if more than a majority of those present is desired

BY-LAWS

If the organization has by-laws, sections can be concerning the following:

- 1) 1. Detailed material concerning members, that is, rights, duties, resignation, and expulsion procedures. Provision for honorary or associate members or honorary officers if the group so desires. We always recommend discussing any conflict with members directly, providing feedback, and sharing expectations to maintain membership. We also recommend consulting with your club advisor and/or CoLAB to discuss and problem-solve.
 - a) Must include a removal process for regular and board members. Members can be removed from the organization for a variety of reasons, including discriminatory comments, allegations of inappropriate conduct, or disruption of club activities. An example of a removal process is provided on page 7 in the Student Organization Handbook
- 2) Provision for initiation fee, if any, and dues and assessments should be covered here. Also, details regarding delinquencies
- 3) Time and method of electing officers and duties of the officers
- 4) Duties, authority, and responsibilities of an executive committee
- 5) The names of the standing committees and the method of choosing chairmen and committee members. The duties of the committee should also be stated
- 6) A provision for some accepted rules of order or parliamentary manual as Robert's "Rules of Order, Revised."
- 7) The number or proportion of the group constituting a quorum

- 8) A method to amend the by-laws, usually a majority vote
 - a) Amending the constitution should not be too simple a process, for the sake of stability of the group; it should be possible to amend the by-laws with greater ease. The constitution should always carry the date it was last revised. It is a good idea to insert in parentheses after an amendment the date it was passed.

The Student Organization manual is a contract between this organization and CoLAB. We agree to abide by the policies, procedures, and sanctions stated in the manual.

Note: Depending on the behavior of concern executed by an organizational member(s) and/or officer(s), it may be warranted for the organization to move straight to removal, forgoing the previously described removal process.

APPENDIX B: BANK INFORMATION

The following is a list of local banks close to the NAU campus. Student organizations are encouraged to call any bank they are considering to find out specific details regarding setting up an account including what information is needed to open the account and any applicable fees.

Bank of America

2625 S Woodlands Village Blvd, Flagstaff, AZ

Phone: 928-213-8034

PNC Bank

2 E Birch Ave, Flagstaff, AZ

Phone: 928-774-7430

Chase

1484 S. Milton Rd., Flagstaff, AZ

Phone: 928-779-7331

National Bank of Arizona

211 N. Leroux St., Flagstaff, AZ

Phone: 928-779-9000

OneAZ Credit Union

825 E Butler Ave Flagstaff, AZ 86001

Phone: 844-663-2928

Wells Fargo

1251 S. Riordan Ranch St, Flagstaff, AZ

Phone: 800-869-3557

APPENDIX C: FEDERAL TAX ID NUMBER

What is a Federal Tax ID Number?

The Federal Tax ID Number (also known as the Employer Identification Number or EIN) is a number used to identify a business or other organization.

Why do I need a Federal Tax ID Number?

If your organization applies for funding through the University or you do a fundraiser with an outside business like a restaurant, you need a tax ID number to get paid. You will also need this number to open a bank account.

Can we just use the University's Tax ID Number?

No. Student organizations are not allowed to use the University's tax ID number or non-profit status. If your organization is affiliated with a national organization (Greek chapters, honoraries, etc.) you should contact them to see if you are able to use their tax ID number or if you should apply for your own.

Can you tell me what my organization's Federal Tax ID Number is?

Maybe. If you think your organization already has a tax ID number, check through the materials you received from previous officers or ask your advisor to see if they have a record of it. The Office of Student Life does not generally have a record of your tax ID number but we can check our files to see if we have any information.

Is the Federal Tax ID Number the same as being a non-profit organization?

No. Recognition as a non-profit organization is a different and lengthier process. Please review the IRS website for more details if your organization is interested in pursuing this option.

If my club has a Federal Tax ID Number does that mean we need to file taxes?

Maybe. Most student organizations do not deal with large enough amounts of money to necessitate a tax return, but you should always consult with a tax professional to be certain.

How do I get a Federal Tax ID Number?

The easiest way to apply is online through the IRS website. You will be walked through the application and receive your number immediately. You can also apply by mail or over the phone.

To apply online:

- 1) Go to the [IRS' Apply for an Employer Identification Number \(EIN\) Online website](#)
- 2) Click the "Apply Online Now" button.
- 3) Once you have read the instructions on the page, click the "Begin Application" button.

- 4) Select the "View Additional Types, Including Tax-Exempt and Governmental Organizations" option for the "What type of legal structure is applying for an EIN?" question and then click the "Continue" button.
- 5) Any of the following options may describe your type of organization:
- 6) Political Organization; 2) Church-Controlled Organization; 3) Community or Volunteer Group; 4) Social or Savings Club; or 5) Sports Teams (community). Once your selection is made, click on the "Continue" button.
- 7) To confirm your selection click the "Continue" button.
- 8) Enter your first name, last name, and SSN/ITIN.
- 9) Select whether you are an officer or member of the organization or whether you are applying for the EIN as a third party on behalf of the organization and then click the "Continue" button.
- 10) Enter the address information for your organization and click the "Continue" button when you are done.
- 11) Enter the requested information about your organization and click the "Continue" button when you are done. Repeat this step for the next screen requesting additional organizational information.
- 12) Select the "Other" option for the question "What does your business or organization do?" and click the "Continue" button.
- 13) Select the "Organization" option for the question regarding your business activity and click the "Continue" button.
- 14) From the list of organizational activities select the activity that best describes what your organization does and click the "Continue" button.
- 15) Select whether you would like to receive your EIN confirmation letter online or by mail and click the "Continue" button.
- 16) Once you receive the information, retain it in your student organization files for current and future leadership.

Who do I contact if I have questions or have trouble filling out the online form?

For assistance you should contact the IRS directly. They can be reached at 1-800-829-4933.

APPENDIX D: OUTGOING OFFICER WORKSHEET

Position: _____

Name: _____

Phone Number: _____

Email Address: _____

Date: _____

Please think through and respond to the following questions regarding your responsibilities; this information will be helpful to your successor. Lessons learned from this reflection can be shared with incoming officers verbally or in written format.

The responsibilities of my position included:

List other officers with whom you worked and the projects involved:

List what you enjoyed most and least regarding your position:

Who was the most helpful in getting things done? Who were good resources? List other aids that helped complete your job:

Things you wish you had known before you took the position include:

List specific accomplishments realized during your term in office and the reasons for their success. What did you try that worked well and you would suggest doing again? Why?

List any problems or disappointments you encountered as a part of your position and suggest ways of avoiding or correcting them. What did you try that did not work? Why did it not work? What problems or areas will require attention within the next year?

What could you have done to make this a better experience?

List supplemental materials and sources of information you found most helpful. Include specific staff or faculty contacts, university / college officers, community resources, etc.

Create a timetable/list important dates related to your position. Provide suggestions for increasing efficiency and effectiveness.

What should be done immediately during the summer? In the fall?

List any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office.

APPENDIX E: INCOMING OFFICER WORKSHEET

Position: _____

Name: _____

Phone Number: _____

Email Address: _____

Date: _____

The new officer can ask these questions to the outgoing officer to gain a solid understanding of the position.

Things specific to the position I want to know about (forms, duties, etc...)

Things I should do over the summer...

People (positions) that I should get to know...

Services or offices that I need to know about...

Things I need to know about working with my advisor...

Other questions I want answered...

What do you consider to be the responsibilities of your position?

What expectations do you have of the executive council/board?

What expectations do you believe your members have of you?

What problems or areas will require attention within the next year?

What should be done immediately in the fall?

OFFICER TRANSITION CHECKLIST

At the end of every semester, take the following steps to ensure the smoothest transition within your organization. Below is a list of action items to perform and key information to share during the training of new officers.

In addition to following the checklist below, refer to your organization's constitution/bylaws and officer transition binders for more steps. For more detailed information, see the Officer Transition section and the transition worksheets in the appendix of the Student Organization Manual.

Action Items:

- ☐ Leadership:
 - ☐ Revise officer responsibilities as needed
 - ☐ Elect new officials
 - ☐ Schedule training for new officers
 - ☐ Update faculty/staff advisor responsibilities as needed
 - ☐ Schedule the introduction of new officers with faculty/staff advisor(s)
- ☐ True Blue Connects (TBC):
 - ☐ Re-register your organization for the next semester before finals
 - ☐ Update the TBC primary contact
 - ☐ Update rosters in TBC
- ☐ Other:
 - ☐ Change social media passwords
 - ☐ Update communication platforms (GroupMe, WhatsApp, etc.)
 - ☐ Draft a budget for the next semester
 - ☐ Ensure two future officers download the Microsoft Teams app and request MT access for next semester (in SOAR)

Information to Share:

- ☐ Banking Information
 - ☐ Bank account number & Tax ID number
 - ☐ Primary account holder info
 - ☐ Ending balance
- ☐ Social Media:
 - ☐ Accounts in use (Instagram, Facebook, etc.)
 - ☐ Username/password for accounts
 - ☐ Posting schedule, if applicable
- ☐ Leadership:
 - ☐ Executive board/club officers' contact information
 - ☐ Advisor(s) contact information
- ☐ Meeting Information:
 - ☐ Day of the week and time, if consistent
 - ☐ Typical frequency(weekly, monthly, etc.)
 - ☐ Location, if consistent
- ☐ Club-Specific:
 - ☐ Traditions, timing, etc.
 - ☐ Prospective organization-wide goals
 - ☐ Organization's event planning logistics

Contact Us:

Email: StudentOrgs@nau.edu

Location: CoLAB (Room 104), University Union

Appendix F: Role of an Advisor

Northern Arizona University's faculty/staff advisors are vital assets to student organizations. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational. Advisors also play a vital role in assuring that the experiences of a student organization are meaningful to students and aid in managing institutional risk and liability. The critical role of the advisor is to serve as a resource for the organization.

CoLAB requires all registered student organizations to have a primary advisor who is a current full-time and active employee of the university. Simultaneously, student organizations can have additional advisors that are unaffiliated with the university or hold a part-time employment status.

Club advisors have varying levels of commitment and responsibilities based on the organization, its constitution, and current student leadership. Due to feedback from student groups, we revised this guide to showcase the differences between under involved and overly involved advisors, so that we can help advisors strive to be more well-balanced between needs and expectations between their student organizations and work.

In the following pages, we'll answer some common questions including degree of liability for advisors, what trainings are available, what expectations advisors need to meet, and how you can develop into a better advisor for your organization. Beyond this guide, we encourage advisors to reach out to CoLAB for more specific questions or scenarios.

Club-Specific Training

Advisors for different clubs/orgs/chapters may have different responsibilities or expectations as outlined in the current constitution of their organization. Some clubs may want minimal presence or support from an advisor while other clubs may have aspirational goals that will require more support from their advisor.

If students are trying to create a new organization, you can collaborate with the students on what you recommend for advisor role and responsibilities to support the function and longevity of their organization.

Advisor Involvement

Our office encourages most advisors to aim to be a well-balanced advisor that goes beyond minimum expectations to best support their organizations. However, advisors meeting only minimum expectations may be a good fit depending on the student organization's needs. Conversely, our office does not endorse overly involved advisors, so we'll cover some warning signs and missteps that some advisors can make that could harm their student organizations.

Minimum Expectations:

When a club does not desire much involvement from their advisor and/or the advisor has a high workload that decreases the time they have allotted for their advisor role, an advisor might only meet minimum expectations. This is not necessarily a bad thing if this meets the goals of the organization. Advisors that want to ensure they are meeting their responsibilities even if they have a limited capacity should ensure the following expectations are met so their organization maintains good standing.

- Know your club's name and current club leadership
- Establish open lines of communication with organization leaders to enable effective management of the student organization
- Respond to communication from student organization leaders and members within 72 hours unless extenuating circumstances apply
- Notify the student organization immediately if your status as advisor changes
- Read MS Teams and email updates from CoLAB to stay informed on news and updates to advisor duties and policies
- Attend the August Advisor Summit and monthly advisor meetings during the academic year hosted by CoLAB
- Or watch the recordings if unable to attend
- Know where to locate resources for organizations to refer your club
- Understand policies and procedures implemented by NAU and CoLAB
- Answer university policy-related questions and guide the student group and its officers to follow established policies and processes
- Explain the consequences of choosing to act outside of established policies and processes
- Be able to work with students and CoLAB as necessary to handle conflict within the organization
- Assist the organization in maintaining current records
- Emphasize the importance of routinely updating and reviewing their constitution, rosters, and organization policies on True Blue Connects and MS Teams member

The Well-Balanced Advisor

In addition to meeting the above minimum expectations, this type of advisor does more to meet the needs and wants of the officer team. If the advisor has the time, they should try to incorporate the following recommendations below as appropriate to be as supportive of and collaborative with their organization.

- Attend executive officer, general meetings, or organizational events based on club needs (have a solid compromise between the advisor and club members/leaders)
- Aid student organizations with conflict that doesn't align with their constitution's mission, vision, and values
- Provide guidance to students to prevent repeating mistakes made earlier in the organization's history

- Assist the group in developing realistic goals for the academic year
- Help new officers build on the history and develop long-term plans for the future of the organization
- Provide guidance to organizations on appropriately managing student time, abilities, and duties within the program
- Help students maintain a balance between academic and co-curricular responsibilities when needed
- Offer ideas and suggestions for projects, events, and procedures when asked, but refrain from directing the activities
- All members should have the opportunity to exercise initiative and judgment and participate in facilitating organizational activities. If the opportunity arises, encourage quieter students to take the initiative.
- Provide support to the organization regarding managing risk and liability, on- and off-campus
- Assist the organization in maintaining current financial records
- Organization leaders should be responsible for budgeting and raising funds. However, the organization advisor may be asked to hold funds or maintain records of banking information and the organization's Tax-ID, if applicable
- Be familiar with funding opportunities
- Assist with the leadership transition process each year and the orientation of new members, if applicable
- Ensure that student organizations strive to maintain a positive and appropriate image within the university and the Flagstaff community

The Over-Involved Advisor

Some advisors are incredibly invested in their organizations and/or want to take a key role in the development and maintenance of an organization. Sometimes this is due to alumni affiliation, previous student leadership experience, passion about the organization's mission or more. The problem with this advisor type is that they can undermine the organization being student-led, impede organizational growth, and in severe cases, encourage members or officers to terminate their positions. Here are some examples of concerns that may indicate an overly involved advisor:

- Defining the expectations/goals of the student's organization without letting the students provide their input
- Completing student organization requirements like re-registration, registering for events like club fair, and submitting event requests instead of the executives
- Feeling that the student organization is not achieving necessary requirements if the advisor doesn't step in to complete them
- Remember that failures can sometimes be more effective teaching moments for student leaders!
- This is different from the profile of a long-term and committed advisor that may showcase the following traits which are protective from being overly

involved.

- Provide continuity within the group and be familiar with the group's history and constitution
- Encourage organization leaders to take charge of activities and decisions
- Encourage the organization to pursue opportunities within the university and Flagstaff community that will contribute to their personal, professional, and academic development
- Ensure organization leaders share responsibility for the organization

It is key to remember that you are an advisor, not the leader, to understand which roles you might be asked to complete. You provide guidance, insight, and perspective to students as they work on projects, but you should not be doing the work.

Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions and for the successes and failures of their groups.

Again, there are many different approaches to advising and you will develop a style that is most comfortable for you and the students you work with. In most cases, it is best to be involved with the students and to talk them through the process they are going through when they are trying to turn their ideas into action. Students will challenge you to assume and work with different roles depending on the situation. The following roles are some that you may assume as an advisor: Mentor, Motivator, Team Builder, Conflict Manager, Policy Translator, Supervisor, and Reflective Agent.

Mentor

Many students will come to see their advisor as a mentor, and flourishing relationships can last many years and be rewarding for both the student and the advisor. Because of the nature of student organizations, your mentoring role may meet different needs.

Dunkel and Schuh (1998) describe mentoring as a one-on-one learning relationship between an older person and a younger person based on modeling behavior and an extended, shared dialogue. They identify five qualities that characterize good mentors:

- 1) Good mentors have been successful in their own professional endeavors.
- 2) Good mentors behave in ways worthy of emulation.
- 3) Good mentors are supportive in their work with students by being patient, slow to criticize, and willing to work with those who are less well-developed in their careers.
- 4) Good mentors are not afraid to delegate tasks to colleagues and are not threatened by others who exhibit talent and initiative. They provide support for protégés who have been unsuccessful and provide plenty of praise for those who have been successful.
- 5) Good mentors provide periodic, detailed, and honest feedback to the protégé.

Conflict Mediator

Inevitably, students are going to join the organization with different agendas, goals, and

ideas about how things should function and the direction they should be taking. This is a natural part of running an organization and conflict that is properly managed can lead to a more successful and active group. If conflict is ignored and not handled, the potential for the organization to become inactive is increased.

When working with students who have come into conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization, ask them how they think they can work together, and to point out the organization's mission and ask how their conduct is helping the group achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases this student may not realize that their actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are no one has met with the student previously and discussed how their attitudes are impacting other people, and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.

Team Builder

When new officers are elected, or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and into one collaborative team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and work through conflicts and difficult times.

Team formation does not occur by accident, but rather through an intentional design and process. To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process. As the advisor, you may consider working with the student officers to develop a plan and to have them implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team. If you need resources on team building activities, Student Activities can provide them, or the office can conduct a workshop with your organization.

Supervisor

There are many similarities between advising and supervising and many of the skills and styles are transferable. Dunkel identifies the components this style as a supervisory cycle many of which are transferable to effective advising. The six stages of the supervisory cycle are team building, performance planning, communication, recognition, self-assessment, and evaluation.

Team Building – In team building, your role is to work with the president and executive board soon after their appointment or election. Team building establishes relationships that will enhance the ability of the organization's leadership, members, and adviser to work.

Performance Planning – This includes writing position descriptions, determining and listing expectations, and setting.

Communication – The third stage of supervision is regular communication which includes the transfer of both knowledge and keep in mind that communication comes in many forms and is both verbal and nonverbal.

Recognition – As an advisor, you may participate in meetings with individual meetings. Students may express a wide range of emotions, and to respond effectively in unexpected situations, a working knowledge of these characteristics and backgrounds can be helpful. Some situations may require documenting the incident for your protection and the protection of the institution. Written documentation should include the specific nature of the exchange, the date and time, the individuals involved, and the outcome of the exchange. If there are concerns about meeting a student individually, consider notify the student that you're recording the meeting to ensure professionalism is maintained and in case the consultation ever needs to be evaluated by another office.

Evaluation – The sixth and final stage of supervision is formal appraisal. Some institutions, national organizations, or oversight bodies require students to complete various evaluations.

You should know what forms the students need complete as part of the duties of their office or in order to fulfill all of their requirements. A formal evaluation is an opportunity for you to provide feedback to the organization or to individual members. Your participation in the evaluation process should be understood early in your relationship with the organization so as not to come as a surprise to the students.

Educator

As you work with student organizations, students will undoubtedly look to you for guidance and assistance. In your work with them, you will find ample opportunities to help them learn. There may be formal educational moments such as workshops on how to run meetings or event planning or a seminar on topics related to the organization's purpose. There may be informal moments when a student doesn't follow through on a commitment or when a project doesn't occur as anticipated. As an advisor, your role of educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing; however, sometimes this can be the most important action of all. Allow the students to make their decisions even if their actions do not agree with your ideas. Sometimes students will succeed and other times they may fail. The key for you is to fill the role of a reflective agent and by doing so give the students a safe place to reflect on their experiences.

Reflective Agent

One of the most essential components to learning in "out of classroom" activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and, in a tactful manner, let them know when you disagree. Remember any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they

need; they just don't like to ask for help. Remember to have students reflect on their successes and failures. Student Activities can provide self-assessment tools for students to complete. There are also organizational and programmatic assessment tools available so groups can assess how they are functioning.

Policy Translator

Student organizations operate under NAU policies, procedures, and rules. Some student organizations are affiliated with national or international organizations and are responsible to those entities too. At times, students may not be aware of these policies and may do things inappropriately. The more you know about these policies the better advisement you can give to the students on their actions.

Motivator

As an advisor, you may have to motivate students to excel, to carry out their plans, and achieve their goals. Some students are easily discouraged, and at the first sign of difficulty, they may want to quit. You will need to be their "cheerleader," working to keep them excited about all the potential successes they will experience. You can motivate students through the recognition of their efforts, by appealing to their desire to create change, and by helping them connect their experiences at university to the experiences they will have in the community.

Dunkel, N. W., & Schuh, J. H. (1998). Advising student groups and organizations. San Francisco: Jossey-Bass.

New Organization Registration (NOR) Guide

NOR Requirement Checklist

- ☐ Ensure new org idea does not duplicate another organization
- ☐ Full name of organization
- ☐ Name of club advisor(s)
- ☐ Constitution that meets minimum requirements
- ☐ Roster that meets minimum requirements
- ☐ List 2 officers to add to Microsoft Teams channel

Common Questions:

WHERE DO I SUBMIT THE NOR APPLICATION?

- Applications are only accepted through True Blue Connects by clicking the people icon on the left-hand side and then the “Register an Organization” button.
- Applications submitted are typically processed in 3-5 business days.

DOES THIS FORM NEED TO BE COMPLETED AT A CERTAIN TIME?

- New organizations can be created year-round, including through the summer.

WHAT IS THE PROCESS FOR REINSTATING ORGS THAT PREVIOUSLY EXISTED?

- Reinstating orgs can submit the same form with a comment that your club used to exist! Some information in the form cannot overlap with the “old” organization; however, these don’t matter much since you will have the “old” information (e.g., club name, webpage URL) unless a change is desired.

IS THE PROCESS DIFFERENT FOR FSL CHAPTERS OR SPORT CLUBS?

- All [FSL chapters](#) and [Sport Clubs](#) need to start with establishing a registered student organization before continuing to other requirements.
- We recommend students interested in creating an FSL chapter or Sport Club consult directly with the appropriate departments (NAUGreeks@nau.edu or Sportclubs@nau.edu) to understand the specific requirements and get advisement on successfully creating and maintaining their organization.

Once a year each Spring, this guide will be updated so that new organizations can meet re-registration requirements for the upcoming academic year.

Helpful Hints

- View the [constitution guide](#) to learn about current necessary details
- New 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
- Marketing policy must be met for student organization name, nickname, and logo-- consistently throughout registration application and constitution documents
- 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 been employed at NAU for 2+ years, unless grandfathered into this policy
- Only 2 officers are allowed to join the Microsoft Teams channel with advisors and coaches

Other Resources:

- The Student Organization Manual on in.nau.edu/colab/club-resources/ has information about the benefits of being a registered student organization and some management tips
- Any student trying to create a new organization can ask to meet with a staff member on the CoLAB team by emailing StudentOrgs@nau.edu

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

Every year, clubs, orgs, and 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)
 - ☐ 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 3rd), [applications are only accepted through True Blue Connects](#).
- If you are submitting it after the deadline, clubs/orgs must email 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 CoLAB. Greek chapters should consult with the [FSL](#) team (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

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 been employed at NAU for 2+ years, unless grandfathered into this policy
- 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 nau.edu/clubresources
 - Make sure you identify and update the Primary Contact in TBC!

Student Organization Constitution Guide 2026-2027

For new AND existing constitutions

Constitution Checklist

REQUIRED:

- ☐ Full title of organization (and chapter if applicable)
- ☐ Define purpose of organization
- ☐ Define membership eligibility criteria
- ☐ List and describe officer positions
- ☐ [Nondiscrimination and Anti-Harassment Statement](#)
- ☐ Removal process for members
- ☐ Removal process for officers
- ☐ Cleanly arranged Constitution document
- ☐ Compliance Statement: "The Student Organization manual is a contract between this organization and CoLAB. We agree to abide by the policies, procedures, and sanctions stated in the manual."
- ☐ Contingency Provision: "Note: Depending on the behavior of concern executed by an organizational member(s) and/or officer(s), it may be warranted for the organization to move straight to removal, forgoing the previously described removal process."
- ☐ Title IX Statement (FSL/Social Greek only) "Title IX does not apply to the membership practices of a social fraternity or social sorority if the active membership consists primarily of students in attendance at an institution of higher education and the fraternity or sorority is exempt from taxation under the Internal Revenue Code. 20 U.S.C. § 1681(a)(6)(A); 34 C.F.R. § 106.14(a)."

OPTIONAL:

- ☐ List names of current officers
- ☐ List names of founders
- ☐ Detailed election process to prevent future issues
- ☐ Describe membership expectations/club code of conduct
- ☐ Include expectations for off-campus trips and trip leaders
- ☐ Create a process for amending the constitution
- ☐ Include the dates amended
- ☐ Describe changes made for each amendment
- ☐ Mention that your organization agrees to abide by all state laws relevant to your organization
- ☐ An additional bylaws document

Common Errors

- Only the summary of the nondiscrimination statement on the webpage is required
- There can be no statements that break marketing policies nor undermine the student-led status of an organization
- The removal processes needs to be clear and comprehensive with some key details listed below:
 - Discussion/Action: a detailed process of how the complaint/issue would be addressed
 - Notification method: a form of communication that notifies a member of a particular complaint/issue
 - Voting: who is allowed to vote for a member's removal
 - Probation: If granted this status, explain what a probation status looks like within the organization
 - Exceptions: whether the officer/member in question can vote
 - Ramifications: what can the vote decide regarding outcomes (remove a title, membership, etc.)
 - Resources: list of resources a member could utilize during and after the removal process

Additional Resources

- ☐ Sample Constitution located in the Appendix of the [Student Org Manual](#)
- ☐ Example of a Removal Process located in the Student Org Manual
- ☐ Published constitutions for existing student organizations in True Blue Connects



Community, Leadership, Alliances, and
Belonging (CoLAB) Center