

Getting Started: Onboarding

Slide 1: Title

Welcome to our Getting Started Video covering how to onboard schools.

Slide 2: Resource Location

The following slides will be reviewing the “Getting Started” section in NAMINet. All links and references will be available to download from that page.

Slide 3: First Interactions with Interested Schools

When people start to reach out about starting a NOC club at their school, it helps to be prepared to answer questions and get them started on the right foot.

We’ve created an email template to help facilitate first-time interactions with interested students or schools. If the template doesn’t work for you, try incorporating the following elements in your email or conversations:

- Show appreciation for their interest in starting a club
- Provide brief overview of NOC and their next steps to start a club
- If they did not mention seeing the NOC page online, you can guide them to it for more information.
- Address any specific questions they may have asked

Slide 4: Requirements to Start a Club

Both high school and college clubs will have the same requirements for starting a NOC club.

- Step 1: Get in touch with your local NAMI Affiliate or State Organization
- Step 2: Complete all campus requirements
- Step 3: Secure a faculty advisor
- Step 4: Secure club leaders
- Step 5: Register NOC club with NAMI

It is the responsibility of the NSO and NA to provide support through responding to questions from the interested school and providing support when needed. Most of the startup work will be on the interested club’s side, so it’s important to check in during the process and go over the next steps.

Slide 5: Requirements Continued

Once a club has submitted their NOC Contact Form, we will send the club an email including their local and state NAMI and attach a copy of their contact form for everyone’s records.

NAMI National uses their contact information for our email distribution list for NOC or youth and young adult-related opportunities.

Slide 6: Let's Review

To wrap up this section, let's review what you learned.

- New clubs must complete all requirements to receive the NOC Contact Form.
- Clubs will not be officially recognized by NAMI if they are not properly registered.
- NSONA's main job during onboarding is to support the club through the process and check in with the club periodically.

Slide 7: Closing

All information provided in this video can be found in the "Getting Started" section. If you have any questions about NOC, please contact NAMIONCampus@NAMI.org.