



# GREEN FUND

## Event Sponsorship Request

**Green Fund Mission Statement:** “The NAU Green Fund promotes student participation in and provides funding for projects that reduce NAU’s negative impact on the environment and create a culture of sustainability on-campus.”

### REQUIREMENTS FOR FUNDING:

- The event must take place on the NAU Flagstaff Mountain Campus.
- The person submitting the Event Sponsorship Request must be a current NAU student, faculty, or staff member.
- Event leaders must provide all necessary documents, letters of support, and authorizations prior to submission.
- The Green Fund distributes funding to the SPONSORING DEPARTMENT. Event teams must partner with a university department for the Green Fund to be able to distribute funds for the event. Once the Event Sponsorship Request has been successfully completed and approved, the Green Fund will distribute funds to the department.
- All Event Sponsorship Requests should be submitted to <greenfund@nau.edu> for review via this form.

### Disclaimers:

- **Event Sponsorship Requests must be submitted four weeks prior to the event or more.**
- **If you are requesting funding for catering, a completed Event Sponsorship Request form must be submitted five weeks prior to the event or more. Additionally, the Green Fund is NOT responsible for submitting catering requests. ALL catering orders must be coordinated by the sponsoring department.**
- **If you are a student group under the Office of Sustainability, therefore not needing a sponsoring department, a completed [Catering Authorization Form](#) must be submitted to the Green Fund NO LATER than 5 days after the event.**
- **Upon submission of this form, it may take the Green Fund Committee multiple weeks to vote on whether or not to approve the request.**
- **A sponsoring department must take responsibility for an event’s operations and management. Event sponsorship requests MUST include a letter of support from the sponsoring department. This letter will acknowledge the sponsoring department’s responsibility for properly distributing the appropriate funds.**

We highly recommend meeting with a Green Fund Committee member prior to submitting the application. The Green Fund Committee member will assist you with the Event Sponsorship Request writing process, if needed.

## CONTACT INFORMATION

### Contact Information

Event Leader Name: **Hannah Magsano**

Phone: **623 565 8592**

NAU Email: **ham345@nau.edu**

Event Name: **Scrappy Corner**

### Event Department/Advisor Information

Event Advisor Name:

Phone:

NAU Email:

NAU Department/Unit for Funding  
Reimbursement: **Green Fund**

## Event Overview

Please respond to the following prompts to the best of your ability, for prompts that are not applicable, please list N/A.

1. What organization, club, or unit is this event for? If this is a collaborative event between multiple organizations, name all parties and provide a brief explanation of their involvement.

**This is an event for Kayettes, a community service club. We will be advertising the event with flyers in buildings as well as on our social media. We will also be obtaining all the supplies for the crafts; this includes recycled fabrics, fabric markers, ribbons, and more.**

2. Provide a thorough description of the event you are requesting sponsorship for. Include the date, time, location, planned activities, projected attendance, and target audience.

**Date: Saturday, March 29, 2025**

**Time: 5 pm**

**Location: Aspen Roon BC (Dub)**

Activities:

- In this event, participants will bring their own bag/article of clothing to decorate. We will provide crafting supplies for participants to use, such as fabric markers, repurposed fabrics, fabric glue, scissors, and sewing supplies
- To align with Kayette's goal of promoting community service, we will also provide sustainably-sourced beads and elastic to create beaded bracelets. At the end of the event, all collected bracelets will be sent to hospitals through the Care Crafts Project.
- The room will be set up with tables and chairs to create "groups" each with an assortment of supplies

Projected attendance:

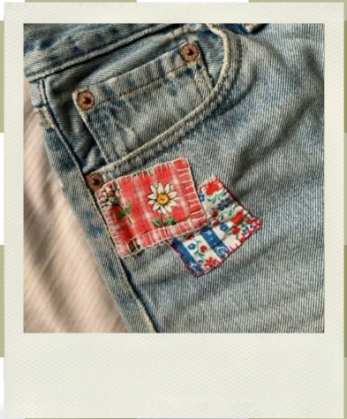
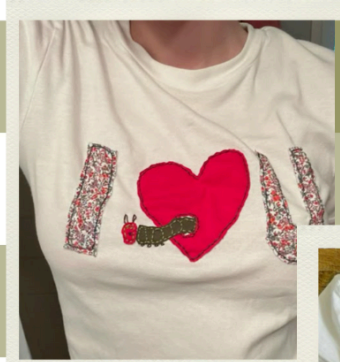
- In our past annual event Cozy Corner, we had around 250 participants, so we would expect around 150 participants for this event

Target audience:

- this event will be open to all NAU students
- we hope to reach students that value making a positive impact on our community and the environment

3. Provide an overview of your outreach plan. Include promotional materials and platforms through which you will promote the event.

Kayettes will design a flyer promoting the event. These flyers will be posted on our club's social media, and members' personal social media (Instagram and Snapchat). In addition to online outreach, we will also have physical printed copies to place on bulletin boards around campus.



bring your old clothes to customize!

*ex: t-shirts, tote bags, jeans*

March 29

# SCRAPPY CORNER



crafting & sewing supplies provided!



SATURDAY,  
MARCH  
29TH  
12PM-3PM  
  
@ ASPEN  
ROOM IN  
THE DUB

4. Will this event be advertised and available to the entire NAU community?

This event will be open to NAU students

5. How does this event promote sustainability at NAU?

This event promotes sustainability by promoting the idea of using what you have, or making something old into something new. We initially had the idea to provide blank organic tote bags to all participants, but after discussing the idea more, we felt that the message of sustainability would be better communicated through reducing the consumption of new materials, and reusing old supplies/items. The idea of customizing something you already own feels more personal and can give items that you already own a new life.

6. What category best fits your event?

- Waste Minimization
- Multicultural
- Environmental Justice
- Sustainable Landscaping / Gardening
- Communication
- Education
- Forestry
- Other (Enter Below)

7. If you are an official NAU club, have you already registered this event through True Blue Connects?

yes

8. For all organizations, clubs, and departments, have you obtained necessary permissions and reserved space? If so, please provide confirmation of your reservation.

attached in email

9. Please list all additional sources of funding you have pursued, including department, grants, ASNAU graduate, student government, STAC, etc.

we are looking into ASNAU to fund the room reservation

**Provide an itemized budget with justification below:**

Item	Quantity	Price (tax + shipping included)	Justification
second-hand fabrics	as much fabric in varying patterns that can be found second hand within \$40 total.	\$40	Instead of buying new fabrics from a crafting store, it would be more sustainable to find second-hand fabrics which are common at thrift stores. This can also include other decorative items such as ribbons or buttons. Participants can use different fabrics to use to create patches or decorations on their items (ex: patches on jeans, or lettering on a t-shirt)
<a href="#">fabric glue</a>	30 glues (6 packs) (5 in each pack)	\$44.58	Participants that aren't able to hand sew or prefer not to will have the option to use fabric glue on their item instead. The item comes in packs, so a total of 6 packs should be enough to share between tables
<a href="#">fabric needles</a>	250 (1 pack)	\$9.16	the needles can be used with the thread to sew on patches
<a href="#">different colors of thread</a>	72 (1 pack)	\$20.17	there should be enough spools of thread to share between tables

<a href="#">fabric markers</a>	10 packs (20 in a pack)	\$66.40	participants can use fabric markers as an alternative to paint (Aspen room does not allow paint) to decorate items they bring in. 10 packs can be shared between tables.
<a href="#">scissors</a> *	96 2 packs (48 in a pack)	\$58.20	The scissors can be shared at each table to cut fabrics and other things *we may not need new scissors if ASNAU or Green Fund don't have any we could borrow for <b>the event</b>

<b>5% Contingency (5% of total project cost)</b>	\$11.93
<b>Total Project Cost</b>	<b>\$238.51</b>

I am aware that the sponsoring department of this event will be responsible for properly partitioning funds and obtaining necessary event materials after disbursement.

### Coordination Expectations

- The Green Fund reserves the right to promote and host space at ANY and ALL SPONSORED EVENTS.
  - The Green Fund logo must be included on all promotional materials. You are expected to coordinate with the current Green Fund Public Relations Specialist to jointly promote the event.
    - [Lam767@nau.edu](mailto:Lam767@nau.edu) (Lindsay Mauss)
  
- \*Events under the Office of Sustainability are required to coordinate:

- **All promotional requirements** with the current Green Fund Public Relations Specialist
  - [Lam767@nau.edu](mailto:Lam767@nau.edu) (Lindsay Mauss)
- **All payment and purchasing activity** with the current Green Fund Treasurer.
  - [brk76@nau.edu](mailto:brk76@nau.edu) (Brynn Katz)
- **All catering requests** with the current Green Fund Outreach Specialist
  - [kjv76@nau.edu](mailto:kjv76@nau.edu) (Kylie Vetere)

### Sponsorship Form Completion Checklist

- Contact Information
- Project Overview
  - Outreach Plan
- Project Budget
- Obtain **ALL** necessary letters of support, permissions, and confirmations of space reservation. Attach the letters of support to the completed application.
- Submit the completed form to [GreenFund@nau.edu](mailto:GreenFund@nau.edu)

*Thank you for your submission. We deeply appreciate your commitment to sustainability at NAU, and we look forward to working with you.*