



NAU Green Fund

Event Sponsorship

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.”

In support of the Green Fund’s Mission Statement and its ability to improve sustainability on campus, the Green Fund encourages sponsorship requests for events that promote environmental awareness, reduce NAU’s environmental impact, or foster a culture of sustainability within the campus community. Sponsored events may use this funding to pilot new programming, expand existing initiatives, or create engaging opportunities for student involvement that align with the Green Fund’s goals of sustainability and outreach.

Grants will be awarded using rolling deadlines and the Committee will enforce a priority date with a soft close during week 12 of the semester. Due to limited time and a reduction in weekly meetings at the end of the semester, the Committee may not review applications submitted after.

Submit completed application packages to: GreenFund@nau.edu

Application Details

All applications **must** meet the following requirements to be considered for funding:

1. The event must take place on the NAU Flagstaff Mountain Campus.
2. The person submitting the Event Sponsorship Request must be a current NAU student, faculty, or staff member.
3. Event leaders must provide all necessary documents, letters of support, and authorizations prior to submission.
4. 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.

Review Process and Responsibilities

- All applications will go through a **comprehensive vetting process**.
- We highly recommend meeting with a **Green Fund Committee member** prior to submitting your request, as they can assist you throughout the process.

Submission Deadlines

- Event Sponsorship Requests must be submitted **at least four weeks prior to the event**.
- If requesting funding for **catering**, the request must be submitted **at least five weeks prior to the event**.

Catering and Department Responsibilities

- The Green Fund is **not responsible for submitting catering requests**.
- **All catering orders** must be coordinated by the **sponsoring department**.
- The sponsoring department must take responsibility for the **event's operations and management**.

- Each request must include a **letter of support** from the sponsoring department acknowledging their responsibility for properly distributing funds.

Special Circumstances for Student Groups

- If you are a **student group under the Office of Sustainability** and do not require a sponsoring department, a **completed Catering Authorization Form** must be submitted to the Green Fund **no later than 5 days after the event**.

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. Please reach out to GreenFund@nau.edu for assistance.

Contact Information

Contact Information	
Event Leader Name:	Erin Stam
Phone:	928-523-1182
NAU Email:	Erin.stam@nau.edu
Date:	3-23-2026
Event Name:	Bike To Breakfast

Event Department / Advisor Information	
Event Advisor Name:	Erin Stam
Event Advisor Department:	University Transit Services
Phone:	928-523-6623
NAU Email:	Erin.stam@nau.edu
Title:	Director

Funding Information for Reimbursement	
Local Speedchart:	5160080F47
Financial Contact:	Erin Stam

Event Overview

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

Please select the focus of your research project.

- Waste Minimization
- Multicultural
- Environmental Justice
- Sustainable Landscaping / Gardening
- Communication
- Education
- Forestry
- Other:

_____ N?A _____

Event Details

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. The Transportation Action Team helps with the event though it has historically been funded by University Transit Services

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. The Bike to Breakfast is an event that takes place all throughout Flagstaff during Ride Your Bike Week month to encourage sustainable transit. The sponsorship will allow us to provide a Bike to Work/ School breakfast station that recognizes and supports those using alternate, sustainable transportation. It promotes participation in bike by offering a tasty incentive that day to bike – this helps creates a culture on campus that celebrates sustainable transportation.

3. Provide an overview of your outreach plan. Include promotional materials and platforms through which you will promote the event. The event is marketed by Flagstaff Biking Org. This event is sponsored all over Flagstaff and promoted by Flagstaff Biking organization. I could ask to place in NAU News, share with ASNAU and perhaps you can place in the Green newsletter.
4. Will this event be advertised and available to the entire NAU community? Yes
5. How does this event promote sustainability at NAU? By encouraging biking (and walking)
6. If you are an official NAU club, have you already registered this event through True Blue Connects? N/A
7. For all organizations, clubs, and departments, have you obtained necessary permissions and reserved space? If so, please provide confirmation of your reservation. Request for space has been submitted
8. Please list all additional sources of funding you have pursued, including department, grants, ASNAU graduate, student government, STAC, etc. N/A

Catering

1. Are you planning on having catered food at this event through Sodexo? Yes

If yes, please coordinate all leftover food to be donated to Louie Leftovers. Find more information here: [Louie's Leftovers](#)

Event Budget

Please respond to the following funding question, and complete a thorough breakdown of all projects in the provided Line Item Budget below. Include a 5% line item for contingency of the overall cost.

Does this event have any other sources of funding, and/or have you applied for other sources of funding? If so, list all additional sources of funding, both confirmed and potential, outside of the funds being requested from the Green Fund.

Line Item Budget:

Item	Item Justification	Quantity	Price per Unit
Breakfast food (attached last year's order which we plan to repeat)	100+ people	Not to exceed \$1500	The event is a breakfast
Union tables/ Chairs	For food, registration, PD	4 table + 4 chairs	Attached last year's invoice

5% Contingency (5% of total project cost)	\$41.25
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Total Event Cost	\$1650
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\$866.25

Total Funding Requested: 50/50 split

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.

- ang496@nau.edu (Ashley Gehrman)

Events under the Office of Sustainability are required to coordinate:

All promotional requirements with the current Green Fund Public Relations Specialist

- ang496@nau.edu (Ashley Gehrman)

All payment and purchasing activity with the current Green Fund Treasurer.

- mgh336@nau.edu (Makayla Harmon-McIntosh)

All catering requests with the current Green Fund Outreach Specialist

- ltn228@nau.edu (Laynie Madden)

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

Thank you for your submission. We deeply appreciate your commitment to sustainability at NAU, and we look forward to reviewing your application. Please direct any further questions to GreenFund@nau.edu.