



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:	Kayla Tallmadge (Green Fund) Amanda Schofer (Green Jacks)
Phone:	Kayla - 9705296813
NAU Email:	krt368@nau.edu ams3642@nau.edu
Date:	October 9th, 3 - 5 PM
Event Name:	Books, Brushes, & Brews; Get to know the Greenies

Event Department/ Advisor Information	
Event Advisor Name:	Rod
Phone	
NAU Email:	
NAU Department/ Unit for Funding Reimbursement	NAU 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 event is a partnership between NAU Green Fund, the Office of Sustainability, Green Jacks, Botany Club, and SSLUG.

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 event will be hosted by the participating 'Green' clubs in the University pedway, on October 7th from 3 to 5 PM. It will be open to all students, and we hope to use the event as a promotional/educational opportunity to provide information about the sustainability-focused clubs and organizations on campus. The participating clubs will have representatives attend that will have information about their organizations and on ways to get involved. The primary activity will be mug-decorating, with resources to complete this activity provided by the clubs (and items purchased by Green Fund). There will also be a book swap. (Student attendees will be encouraged to bring old books and exchange them for new ones. The Green Fund will purchase 15 used books to add to the book exchange.) Finally, refreshments will be provided to student attendees.

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

The event has been registered on TRUEBLUEConnects, which makes it available to the entire student population. The participating clubs will also create promotional material for social media (specifically, Instagram) and will collaboratively post to promote the event. The event will also be included as an upcoming event in the Green Fund newsletter. The Green Fund Community Outreach Specialist will also coordinate with the Union Utilities Manager to place a digital poster on the advertising TVs in the Union.

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

Yes.

5. How does this event promote sustainability at NAU?

The Books, Brushes, & Brews Event promotes sustainability at NAU because it will be an impactful opportunity for students to connect and learn more about sustainability-focused clubs and organizations on campus and what those organizations are doing. Students will be able to join associated clubs or find more opportunities to get involved with sustainable actions. Also, the event activity materials will be upcycled—promoting sustainable practices.

6. What category best fits your event?

Waste Minimization
Multicultural

Environmental Justice
 Sustainable Landscaping / Gardening
Communication
Education
 Forestry
 Other (Enter Below)
Sustainability culture & awareness

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.

Yes (Waiting on confirmation from Green Jacks president)

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

N/A

Provide an itemized budget with justification below:

Item	Quantity	Price (tax + shipping included)	Justification
Table rental	12	\$250	Tables to make the mug-decorating activity possible & provide tabling space for Green clubs
Chair rental	30	\$100	Necessary for chairs & event setup
Speaker rental	1	\$100	Will allow music to be played at the event, making it more attractive to students

			passing by/attending
Coffee Mugs (purchased from local location)	72	\$279.19 (\$82.99/24 pack)	https://www.michaels.com/product/15-oz-large-el-grande-coffee-mugs-case-of-24-112579886655012866
Ceramic specific Paint	Pack of 16	\$36.41 x 2	https://www.michaels.com/product/folkart-enamel-paint-set-16pkg2oz-379414811214495782
Mini Cinnamon Roll	4 dozen	\$56.00	Catering, attract students
Brownies	2 dozen	\$24.00	Catering, attract students
Chocolate Chip Cookies	2 dozen	\$22.00	Catering, attract students
Hot Cider	2 gallon	\$36.00	Catering, attract students
Hot Chocolate	2 gallons	\$36.00	Catering, attract students
Subtotal	\$976.01		

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5% Contingency (5% of total project cost)	\$48.80
Total Project Cost	\$1,024.81

- ~~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.
 - 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
 - ltm228@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 working with you.

NAU
NORTHERN
ARIZONA
UNIVERSITY

Office of Sustainability

NAU SUSTAINABILITY PRESENTS



BOOKS, BRUSHES, AND BREWS

📍 STARBUCKS LAWN ON NORTH CAMPUS

JOIN US TO PAINT MUGS
/ TRADE BOOKS /
DRINK WARM DRINKS

THURSDAY, OCTOBER 9
3-5PM

