



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.

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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 Department / Advisor Information |
|---|---|
| Event Leader Name: Laynie Madden | Event Advisor Name: Doug L. Quick |
| Phone: 515-664-8659 | Event Advisor |
| NAU Email: ltm228@nau.edu | Department: Campus Activities |
| Date: 3/9/26 | Phone: |
| Event Name: Earth Jam 2025 | NAU Email: doug.quick@nau.edu |
| | Title: Manager/coordinator of campus activities |
| | Funding Information for Reimbursement |
| | Local Speedchart: 4500046F22 |
| | Financial Contact: mgh336@nau.edu |

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: _____

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.

Earth Jam is a collaborative effort between SUN entertainment, Green Fund, SSLUG, ASNAU, and STAC. All parties are providing funding for the event and tabling.

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.

Earth Jam is an annual festival celebrating Earth Day. This year Earth jam will be happening on April 18th, from 3-7pm in the North Quad. In previous years, attendance has surpassed 1500 individuals and this year 2000 people are expected from the NAU and Flagstaff communities. Planned activities include axe throwing, inflatable games, a clothing swap, guest speakers, live music, dance performances, trivia, and sustainability demonstrations, such as a composting tutorial. There is no one "target audience" for this event. The aim is to encourage anyone from any background to come in hopes that they leave with a deeper understanding of sustainability and actionable ways they can

implement sustainability in their own lives and communities.

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

Large vinyl posters in heavily trafficked areas like the union and south campus have been put up. Further, the earth jam posters are also visible on various tv's and bulletin boards across campus. Flyers have been distributed at the open air markets and will continue to be until the event. Finally, the event is being promoted on the Instagrams of all parties involved.

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

This event has been extensively advertised and will be available to the entire NAU and Flagstaff community.

5. How does this event promote sustainability at NAU?

This event promotes sustainability at NAU by educating individuals on environmental problems elaborated upon by our guest speaker and illustrating how they can implement sustainability in their own lives through various educational demonstrations and activities. Further, sustainable clubs and organizations marketing their membership will encourage individuals to join a community within NAU that continues to contribute to sustainability even after Earth Jam.

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.

N/A

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

Other funding sources for this event include STAC, ASNAU, SUN and SSLUG.

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 |
|----------------------------|--|----------|----------------|
| Guest Speaker | | 1 | \$200 |
| Vegan Bowls | Free student meals that encourage sustainable eating habits. | 500 | \$8.00 |
| Bike Rack & Fencing Rental | Provides a distinct boundary for the event and aids with crowd control | 1 | \$960.19 |

| | | | |
|--------------------------------------|---|---|----------|
| Bathroom Trailer | Restrooms | 1 | \$559.77 |
| Rain Barrel (Purchased from Warners) | Sustainable activity that will be used for rain collection at SSLUG after the event | 1 | \$84.48 |

| | |
|--|------------------|
| 5% Contingency (5% of total project cost) | \$290.22 |
| Total Event Cost | \$6094.66 |

Total Funding Requested: \$6094.66

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 reviewing your application. Please direct any further questions to GreenFund@nau.edu.