



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: *Joy Johnson*

Phone:

NAU Email: jlj398@nau.edu

Event Name: *SUN's Glowquest Event*

Event Department/Advisor Information

Event Advisor Name: Doug Quick

Phone:

NAU Email: Doug.Quick@nau.edu

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.
 - a. The funding will be for SUN entertainment and Green Fund event collaboration. SUN is the main host while Green Fund is providing some marketing materials and sustainability locations/information for this event.

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.
 - a. GlowQuest is a scavenger hunt where students are given bingo cards with hints/clues about locations on campus and follow the clue to the corresponding locations where they are met by students tabling/working the event who will provide information about the location and some will have small tabling games/activities to play for small prizes.

Tablers/workers at each location will then give each student participating in glowquest a sticker to put on their bingo card. Once they collect all the stickers from all the locations the students return to the check in/starting location at the North Campus Starbucks to trade their completed bingo card in for raffle tickets to win prizes.

- b. Thursday August 29th, 2024 at 7-10PM
 - c. More details about locations and groups here: [Logistics](#)
 - d. Tabling and activities for different locations
 - i. Locations: 1) SUN at starbucks, procnaw auditorium and DUB
 - Bookstore at bookstore
 - Campus rec-maybe at HLC(unconfirmed)
 - Athletics at Lumberjack stadium
 - Botany club at North campus greenhouses-(unconfirmed)
 - Northquad- GF
 - IP-GF
 - SSlug at SSlug
 - e. 200-300 people, all people are expected to attend based on last years attendance
3. Provide an overview of your outreach plan. Include promotional materials and platforms through which you will promote the event.
- a. SUN will be passing out flyers and hanging banners to promote the event. Green Fund outreached to Botany club and SSlug and invited them to participate in the event. SUN and Green Fund will be using social media to advertise prizes for completing the quest.
 - b. SUN's promotion plan:
 - i. 11x17 posters will be distributed around campus (both north and south) 1-2 weeks prior to the event.
 - ii. 3-4 Promotional booths leading up to event where we will distribute handbills for this event
 - c. [flyers](#)
4. Will this event be advertised and available to the entire NAU community?
- a. Yes.
5. How does this event promote sustainability at NAU?
- a. Participants will be able to learn about sustainable locations including the North GreenHouses, the International Pavilion-a sustainable building, and SSLUG

garden that is entrusted with campus gardening and compost. This will allow students to learn about sustainability practices and how to get involved with participating student orgs like Sslug and Botany Club.

- b. Fact Sheets will be available for each of Green Fund’s two locations to help tablers teach participants about their sustainability and relevancy to Green Fund. Feel free to add to them if you have other info about the IP or North Quad
 - i. [Fact Sheet: International Pavillion](#)
 - ii. [Fact Sheet: North Quad](#)

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?
- a. The event is not on True Blue but is part of the Welcome Week Events and is listed on the NAU Welcome Week Webpage

8. For all organizations, clubs, and departments, have you obtained necessary permissions and reserved space? If so, please provide confirmation of your reservation.
- a. Yes
Space reservation confirmation: [Screenshot 2024-07-30 104848.png](#)

9. Please list all additional sources of funding you have pursued, including department, grants, ASNAU graduate, student government, STAC, etc.
- a. None, SUN is covering everything else.
 - b. Receipts from SUN for other things we are not funding: [\\$15.46 Factory Direct Glow Quest.pdf](#)[\\$336.92 Amazon Glow Quest.pdf](#)

Provide an itemized budget with justification below:

Item	Quantity	Price (tax + shipping included)	Justification

Large Prize: Hammock and Picnic Kit Hammock Picnic set	1x Hammock 1x Picnic Set	\$28.99 + tax \$61.19 + tax = ~\$100 (with tax)	Matching SUN's contribution for a final prize. This prize encourages students to spend time outdoors and lessen consumption of single use utensils/plates.
NAU Printing Services	4 A Frames 1 Union Banner 2 Vinyl Banners	4 x \$36.98 = \$147.92 1 x \$60.78 = \$60.78 2 x \$91.58 = \$183.17 = \$391.87	Marketing materials for event Glow Quest Marketing Receipt.pdf
Subtotal:		\$491.87	

5% Contingency (5% of total project cost)	\$24.60
Total Project Cost	\$516.46

- 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 (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 (Lindsay Mauss)
 - **All payment and purchasing activity** with the current Green Fund Treasurer.

- brk76@nau.edu (Brynn Katz)
- **All catering requests** with the current Green Fund Outreach Specialist
 - 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

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