



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:	Charlotte Hurley
Phone:	(757) 679-1738
NAU Email:	cwh95@nau.edu
Date:	2/17/2026
Event Name:	Vermicompost Workshop

Event Department / Advisor Information	
Event Advisor Name:	Dr. Jeff Meilander
Event Advisor Department:	Biology, Pathogen and Microbiome Institute (PMI)
Phone:	(928) 202-0588
NAU Email:	jem292@nau.edu
Title:	Researcher

Funding Information for Reimbursement	
Local Speedchart:	1910024F25
Financial Contact:	Dr. Jeff Meilander

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:** A living lab demonstration and sustainability project

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.
 - i This event is for the Vermicompost Living Lab research project funded by the Green Fund. This project was created by Dr. Jeff Meilander and is being managed by Charlotte Hurley, undergraduate manager and researcher. The purpose of this research project is to conduct a feasibility study on the possibility of long-term vermicomposting at NAU. Vermicomposting is beneficial to the environment, waste management, sustainability, and water conservation. This project has the potential to improve NAU's commitment to sustainability and directly get students involved with hands-on learning and scientific engagement.

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.
 - i The event we are requesting funding for is an outreach event at the SSLUG garden. The event involves an educational presentation on what

vermicomposting is, the importance of it, and its place here at NAU. From there, attendees will be directed outside where they will implement the knowledge learned and help with building vermicompost bins. The bins will be left at the SSLUG garden after the event for students to upkeep and continue facilitating in the health of the worms through the help of SSLUG garden staff and club members. The bins themselves are already at the SSLUG garden and just need to be revitalized and converted into vermicompost bins.

3. Provide an overview of your outreach plan. Include promotional materials and platforms through which you will promote the event.
 - i This outreach event is for the purpose of student engagement, fostering hands-on learning, and direct education through community building. This event will be promoted with the help of the Green Fund members (already spoken to some, thank you again), the manager of the SSLUG Garden, the Office of Sustainability for the City of Flagstaff, Charlotte Hurley, and Dr. Jeff Meilander. Most of the promotion for this event will likely be through emails, phone calls, word of mouth, and flyers.

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

5. How does this event promote sustainability at NAU?
 - i Vermicomposting is a prime example of sustainability. It is a great way to reduce and reuse consumer food by-product. This project is directly impacting NAU by showing that it is possible to divert food-waste on this campus towards something beneficial to the environment and community. This outreach event is to show that vermicomposting is doable and feasibility for anybody to participate in it. It is not only possible, but easy to have your own vermicomposting bin at home, as well as economical. This outreach event will allow students and attendees to learn the skills to build their own vermicompost bins and raise healthy, happy, waste-reducing worms!

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

i 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.

i Yes, I have already been speaking with Paige Yeakle, the SSLUG garden manager, and have confirmed the date of April 17th at the SSLUG Garden.

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

i N/A

Catering

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

a. N/A

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
Red Wiggler Worms	Worms for vermicompost bins	10,000	\$300.00

5% Contingency (5% of total project cost)	\$15.00
Total Event Cost	\$315.00

Total Funding Requested:

_____ \$315.00 _____

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 Gehrmann)

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.