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

Please using the following naming for application submissions 'ProjectName_LeadName_YYYY/MM/DD'

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:	
Phone:	
NAU Email:	
Date:	
Event Name:	

Event Department / Advisor Information	
Event Advisor Name:	
Event Advisor Department:	
Phone:	
NAU Email:	
Title:	

Funding Information for Reimbursement	
Local Speedchart:	
Financial Contact:	

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:

  _____

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.

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.

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

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

5. How does this event promote sustainability at NAU?

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

7. For all organizations, clubs, and departments, have you obtained necessary permissions and reserved space? If so, please provide confirmation of your reservation.

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

Catering

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

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

5% Contingency (5% of total project cost)	
Total Event Cost	

Total Funding Requested:

_____

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.

- cjt446@nau.edu (CJ Torres)

Events under the Office of Sustainability are required to coordinate:

All promotional requirements with the current Green Fund Public Relations Specialist

- cjt446@nau.edu (CJ Torres)

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.