

Student Programming Fund Application

Applications for Student Organizations events requesting Programming Funds for food must be submitted along with a Catering quote to the NAU Office of Campus Services and Activities (University Union, Rm 111).

Application is due seven (7) days prior to event

Received in CSA Office (Date Stamp):

Application date: _____

Event Date: _____

Event Title: _____

Event Location: _____

NAU Student Organization/ Department: _____

NAU Sponsor/ Advisor Name: _____

Is there a charge to attend this event? No ☐ Yes ☐ Amount: \$ _____

If yes, please explain what the revenue will be used for: _____

Expected total # of attendees: _____ Expected number of NAU student attendees: _____

Please describe how this event benefits students: _____

Catering quote amount: \$ _____ (*pre tax*) Order #: _____ quote must be attached

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____

Applicant Email: _____

Applicant Phone Number: _____

Approval Signature:		
	Date:	Notes:
OFFICE USE ONLY		Logged:
		EMS: Yes / N/A
Email Sent:		

STUDENT PROGRAMMING FUND POLICY/PROCEDURE

Rev. 07/2025

Student Programming Funds are restricted to \$300 per registered student organization per semester for student-focused activities and events.

Application must be submitted at least seven (7) days prior to the event with complete catering quote.

Qualified Applicants:

- Officer or member of an approved NAU student group or organization.

Qualifying events:

- Event is held on NAU campus, with the exception of a "No Frills" order that is taken off campus.
- Event is for the benefit of the student organization, and not for the benefit of alumni, donors or fundraising not related to student groups or organizations.
- Attendees may not be charged for admittance.
- Food purchased with programming funds cannot be resold or exchanged for a donation.
- Expected attendance is at least 75% NAU students.

** Campus Services and Activities reserves the right to make exceptions on a case-by-case basis.*

Student Group event planning steps start in the Reservations Office (University Union, Rm 111) or complete an event request form in True Blue Connects.

1. Meet with Northern Arizona Catering (University Union, Rm 209) to plan menu for event, or use www.northernarizona.catertrax.com.
2. Fill out the Programming Fund Application and submit back to Campus Services and Activities Office along with the complete catering quote (University Union, Rm 111).
3. Await the final approval from the Office of Campus Services and Activities.

Campus Services & Activities
PO Box 5670 * Flagstaff, AZ
86011 Building 30, Room 111
CampusServices@nau.edu (email)