



# CLUB AND ORG FUNDING SUPPORT



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# NAU Funding Opportunities

Northern Arizona University provides a variety of ways to gain financial support for co-curricular engagement opportunities. These services provide funding for events and programs that enhance and enrich students' lives. Depending on your program, funding is available for students, clubs, and departments. See below for detailed descriptions of each application process.

## Alumni Association Lumberjack Thrive Grants

Student clubs can engage alumni through various events, activities, and philanthropic endeavors. The grant is open to all student groups, including service, leadership, academic, affinity, cultural, social, and Greek organizations. Funded by alumni donors Greg '82 and Nancy '82 Wilson through the NAU Foundation, the Lumberjacks Thrive Grant supports:

- Networking or social events with alumni
- Guest speakers on relevant topics
- Travel to visit alumni-led companies and organizations.

To apply for this fund, please fill out the [Lumberjacks Thrive Grant Application](#).

## ASNAU Appropriations Form

The Associated Students of Northern Arizona University (ASNAU) Appropriations Form is a service funded by the ASNAU 23 Fee and is provided to all Mountain campus undergraduate students and clubs/organizations of NAU. We provide up to **\$2,000** annually in funding for enrichment activities, such as attending conferences, purchasing marketing materials, renting vehicles, taking graduate exams, or organizing events based on the club's or individual's interests.

To apply for this fund, please fill out the [ASNAU Appropriations Form](#).

# Jacksfunder

Jacksfunder is the [NAU Foundation](#) crowdfunding tool, available to members of the NAU community looking to raise \$2,500 to \$15,000 in support of projects that drive student engagement, new research, and other efforts to advance NAU. Lumberjacks from various student groups and organizations have united their efforts to fund a wide range of activities, including sports equipment, travel expenses, competition and conference fees, events, activities, and research projects. Their dedication has resulted in raising over \$80,000, making an immediate and positive impact on the student experience and extending the social impact well beyond NAU.

Curious about launching your own Jacksfunder project? All you need to do is reach out to [Abraham.Kelley@nau.edu](mailto:Abraham.Kelley@nau.edu) / [Kayleigh.Boomgaard@nau.edu](mailto:Kayleigh.Boomgaard@nau.edu) for more information.

The club/organization will need to execute either of the following to obtain funds raised through their Jacksfunder account and email all of the required information/documents to [StudentOrgs@nau.edu](mailto:StudentOrgs@nau.edu):

#### Option #1 – Reimbursement checks:

- Provide **ALL** itemized receipts (if multiple, make sure you provide all receipts and list all expenses/vendors/items purchased/etc. in an Excel spreadsheet) – **the receipt(s) needs to list all of the items you purchased. Only receipts are accepted, not invoices, not pictures**
- The first and last name of the person and the name of the club that made the purchase
- The purpose: **Please provide the name of the event and a 4-5 sentence paragraph explaining your event/justifying your purchase**
- A completed [W-9 form](#) with the information of the person and/or club that made the purchase

**Please note that for reimbursements that are \$1,000+, you will need a *SPECIAL AND PRIOR* approval from the NAU Foundation before executing the purchase and receiving reimbursement. You will first need to email [FoundationFinance@nau.edu](mailto:FoundationFinance@nau.edu) (CC. [StudentOrgs@nau.edu](mailto:StudentOrgs@nau.edu) & [Salvador.lopez@nau.edu](mailto:Salvador.lopez@nau.edu)) requesting a future reimbursement of \$1,000+. They will let you know via email if your request is either approved or denied (with additional information).**

#### Option #2 – Direct Check to Vendor:

- Provide **ALL** itemized receipts/invoices (if multiple, make sure you also provide all receipts and list all expenses/vendors/items purchased/etc. in an

Excel spreadsheet) – **the receipt/invoices(s) need to list all of the items you would like to purchase (Not a picture)**

- The first and last name of the person or the name of the company/vendor to whom the check needs to be made out
- The purpose: **Please provide the name of the event and a 4-5 sentence paragraph explaining your event/justifying your purchase**
- A completed [W-9 form](#) with the information of the person/vendor who needs to get paid

**Please note that a direct check to the vendor is preferred for anything that is \$1,000+.**

Other vital items clubs/organizations need to acknowledge:

- Reimbursement/direct check requests **WILL NOT** be executed if they are related to an event, gathering, meeting, etc. that the Office of Leadership and Engagement did not approve
- Some requests might require a list of club members (e.g., for competitions, events with food, etc.)

## NAU Concessions

Clubs can earn money by working concession stands throughout the semester. There are more than 80 opportunities to volunteer annually!

Please email [StudentOrgs@nau.edu](mailto:StudentOrgs@nau.edu) for more information.

## Room Reservation Costs

ASNAU helps cover room reservation costs (staffing, setup, open/close) for student orgs during the academic year.

- For recurring meetings, clubs must request monthly invoices from Unions & Activities or Campus Rec and forward them to ASNAU.
- Missed the deadline? One-month grace period to submit previous invoices.

Below are the following steps to access this funding:

1. Student Organization makes a reservation via True Blue Connects.
2. Clubs/orgs will request an invoice from Unions & Activities ([unions@nau.edu](mailto:unions@nau.edu)) or Campus Rec ([reservetherec@nau.edu](mailto:reservetherec@nau.edu)) via email, listing all events for the month the club is seeking funds.
3. The campus department sends invoices to the Student Organization

4. Student Organization will forward the invoice to Katherine.Hanson@nau.edu.
  - a. Email subject line: Room Reservation Funds – [Club’s Name – No Acronyms] – Month
5. ASNAU pays bills directly to the campus department

They can cover up to **\$3,000** per club, per semester. If costs exceed the limit, clubs must pay the difference. Once funds run out, ASNAU can no longer cover room fees. For any questions, please email [StudentOrgs@nau.edu](mailto:StudentOrgs@nau.edu).

## Sodexo Catering Services

Student organizations can apply for up to **\$300 per semester** to help supply food at their event. If accepted, the food will be provided by Sodexo catering services.

Apply for this opportunity by completing the **[Student Programming Fund Application](#)**.

# Percentage Nights

One of the easiest fundraisers to hold is a restaurant percentage night. On these nights, restaurants will donate a percentage of their profits on a specific day if guests mention your organization or club. The following restaurants have fundraising options available:

- [Café Rio](#)
- [Chili's](#)
- [Chipotle](#)
- [Country Meats](#)
- [Crumble Cookies](#)
- [Karma Sushi Bar & Grill](#)
- [Krispy Kreme](#)
- [Little Caesars](#)
- [Papa Murphy's](#)
- [Panda Express](#)
- [Panera Bread](#)
- [Raising Canes](#)
- [See's Candy](#)
- [Someburros](#)



# Fundraising Event Ideas

Another way to earn funding is by hosting fundraising events. Below is an alphabetical list of potential fundraising events to hold. Please note that you are not limited to the activities below. Be creative!

## Auction



Approach businesses in Flagstaff and ask for donations for an auction or collect fun items from club members. The items can be auctioned off at a silent or live auction.

*Please note that clubs will need to submit the full list of items being auctioned to [StudentOrgs@nau.edu](mailto:StudentOrgs@nau.edu) prior to the event.*

purchase bingo sheets at a local party store or print free online templates.

## Candy Grams

Charge students to send a positive note (with candy

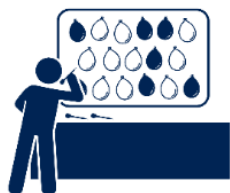


attached) to a student or faculty member on campus. You can distribute the candy grams at the end of the day or have students pay extra to have the candy sent right away.

*Please note that candy should be purchased from **Sodexo**, or you can get a **food waiver** to purchase it from the community.*

## Balloon Pop

Attach small balloons to a posterboard or a piece of plywood. Have students pay a small fee per bean bag thrown for a chance to win candy or small prizes.



## Car-Smash Event

Acquire an old car from a junkyard and place it in a large open area. Have students pay a small fee for every hit to the car. Allow students to pay extra to cause more damage (e.g., use a sledgehammer instead of a hammer). To find a car, consider contacting the following Flagstaff businesses:

## Bingo Night



Charge students a small fee per round of bingo. Offer winners a small prize, such as candy or small toys. You can



- **Rusty's Auto Salvage**

*For safety, students should be required to wear eye protection and gloves. In addition, glass*

*and flammable liquids should be removed from the car prior to the event.*

*Please note that students will need to sign a **liability waiver** prior to participating.*

## Car Wash

Purchase some car soap and microfiber towels and host a car wash. For extra earnings, offer car



## Climbing Wall

fresheners for purchase.

Rent a climbing wall from NAU Campus Recreation and charge



students a fee per climb.

Visit the **campus recreation website** to reserve the wall.

*Please note that students will need to sign a **liability waiver** due to safety risks associated with the event.*

## Cornhole Tournament

Charge students per game of cornhole played. Examples of sets are included below:



- **Wooden set**
- **PVC Set**

## Craft Night

Charge students to attend a craft night. Ideas for crafts include:

- **Painting night**
- Painting **wooden cookies**
- Making **friendship bracelets**
- Build and decorate **birdhouses**
- Creating holiday ornaments **(1) (2)**



*Please note that the club is responsible for cleaning the location after the event.*

*Additionally, please note that glitter is not permitted on campus due to its difficulty in cleaning up.*

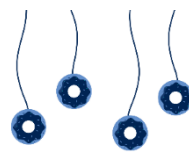
## Dish-Smashing Event

Charge students per dish they smash. Please take precautions to ensure proper cleanup and student safety.



*Please note that students will need to sign a **liability waiver** prior to participating.*

## Donut-On-A-String Contest



Tie a long piece of string or rope between two trees. Tie one end of a section of string to the rope and the other end to a donut. Have students attempt to grab a donut using their mouth (no hands allowed!)

## Exercise Class

*Please note that donuts should be purchased from **Sodexo**, or you can get a **food waiver** to purchase them from the community.*

Charge students tickets to attend an exercise class taught by club members. Teach calming yoga moves, or a Zumba or Pilates class.



## Face Paint

Purchase ***face paint*** and charge students to have their faces or hands painted by club members.

If funding is available, hire a face painter. Contact Sun Entertainment at [sun.ent@nau.edu](mailto:sun.ent@nau.edu) to hire a face painter with experience working at NAU events.



## Fashion Show



Charge students an admission fee to watch a fashion show. Host a traditional ***fashion show*** with outfits designed by

club members, or put a creative spin on it and provide tissue paper, trash bags, or duct tape, and have students design their outfits.

## Free-Throw Challenge

Charge a small fee per basketball throw. Provide small prizes for individuals who get three balls in a row to incentivize playing more.



## Gift Wrapping Fundraiser



Host a 2–4-week event where students or community members can drop off holiday presents to be wrapped. Charge a fee per present wrapped and provide a set day for pick-up (e.g., Dec. 20<sup>th</sup>). To

earn additional funding, charge extra to have presents ready in 24 hours.

## Ice-Cream Social

Charge students a fee for attendance at an ice cream social. Have carnival games or ice breakers planned to further incentivize attendance.



## Karaoke Night



Charge students for admission to a fun karaoke night. Get equipment from NAU Union Services or consider collaborating with the ***Karaoke Club at NAU.***

## Sell Merchandise

Design t-shirts, hats, bags, hoodies, or cups to promote your club. Popular orders of custom merch include:

- ***4Imprint***
- ***Pinnacle PT.***
- ***Anton Sport***
- ***Apparel Pro***
- ***NAU Print Services***



Please note that if you include any NAU branding in your designs, you will need to obtain ***university marketing approval.***

## Movie Night



Charge students an entrance fee to watch popular or classic movies. Rent space in Prochnow Auditorium or set up a project and have an evening-in-the-park event. Consider selling snacks/drinks to bring

in extra earnings. Movie rights can be purchased at [Swank Motion Pictures](#).

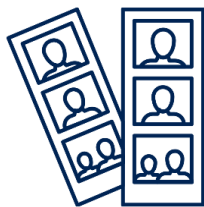
## Obstacle Course

Set up an obstacle course on campus and charge students to participate. Consider renting the [NAU Challenge Course](#) or renting an inflatable obstacle course [\(1\)](#) [\(2\)](#)



*Please note that students will need to sign a [liability waiver](#) prior to participating.*

## Photo Booth



Charge students a small fee to get their photo taken in front of a fun background or with props. You can provide

digital copies of the photos or physical copies to the students.

If you have the funding, you can rent a photobooth from NAU's Sun Entertainment by contacting [Douq.Quick@nau.edu](mailto:Douq.Quick@nau.edu).

## Pinata Party



Purchase a piñata and fill it with candy or small prizes, such as stickers or keychains. Have students pay a small amount for each hit to the piñata.

To purchase a piñata, we recommend supporting local Hispanic businesses. Consider visiting *Dulcería y Raspados El Miguelito* located at [1051 S Milton Rd, Flagstaff, AZ 86001](#).

## Ring Toss

Set up rubber duckies, mini traffic cones, or glass bottles in a unique layout.



Charge students a small fee per ring to participate. Offer prizes, such as club merchandise or stuffed animals, to incentivize playing.

## Quest

Charge students to participate in a scavenger hunt on campus. Provide individuals or groups with a list of items to find, as well as restrictions on what does not count. Offer a prize to the group/individual with the most items.

You could also consider utilizing an event company to reduce the preparation needed.



## Tailgate

Charge students admission for a tailgate event. To earn more money, consider offering a higher-priced package with fan gear included.



*Please note that any food provided should be purchased from [Sodexo](#), or you can acquire a [food waiver](#) to purchase food from the community.*

## Talent Show

Host a [talent show](#) and charge students for



admission. Consider selling snacks or drinks to earn more money.

## Tie-Dye Party



Purchase white T-Shirts (1) (2) and tie dye kits, and set up a booth on campus. Allow

students to pay to tie-dye a shirt and then have them pick up the finished project on a set date. Ensure a large size range is offered to be inclusive of our diverse student population.

## Theme Party

Host a fun theme party and charge students an entrance fee. Party theme ideas include:



- Masquerade Ball
- Murder Mystery Dinner
- Roaring '20s Dance Party
- Disco Dance Party
- Tea Party

## Trivia Night

Charge students to attend a trivia night. Build an online trivia game with a variety of questions (1) (2) (3) or consider



using pre-made trivia games to make preparation easy.

## Used-Book Sale

Gather used books from students, the local public library, or local businesses for donations. Host an event on



campus and allow students to purchase a book to read. For additional sales, the club could sell bookmarks for a small fee or offer them for free if at least 5 books are purchased.

# Event Request Form

Once you have an idea for a fundraiser, please be sure to submit an event request through True Blue Connects **at least 12 days prior to the event**. If you need any assistance when completing an event request, please review the most recent Summit training or the training videos located at [nau.edu/clubresources](http://nau.edu/clubresources).

## SUBMITTING THE FORM

- a. Go to [nau.edu/clubs](http://nau.edu/clubs) and log in using the blue button at the top.
- b. Click on the name of your club under “My Memberships” on the main page.
- c. Click the “Manage Organization” button at the top right of the screen.
- d. You will see the name of your organization on the top left with a menu icon (three horizontal bars) next to it. Click the menu icon and then choose “Events” from the left menu that will pop up.
- e. Click the blue button that says “Create Event” on the top right to fill out the form and submit your request.
- f. You must be listed on the roster and designated as an officer to submit the form. If you are not, please consult with your President to update the roster or contact the Office of Leadership and Engagement team if the President's information is not up-to-date. Advisors cannot submit event forms.
- g. Unions and Activities or Campus Recreation staff will connect with you to discuss additional details regarding your event. If you have not heard from them within 72 hours, please feel free to call them and follow up.

If you plan to sell tickets for an event, you may need to go through the NAU Central Ticket Office. To learn how to ticket your next event, see the contact information below:

### Location:

**Ticket Office:**  
University Union (Building 30)  
Central Ticketing Office (Room 113),  
1050 Knoles Dr, Flagstaff, AZ 86011

### Contact Info:

**Phone:** 928-523-5661  
**Toll Free:** 1-888-520-7214  
**Email:** [tickets@nau.edu](mailto:tickets@nau.edu)  
**Mail:** PO Box 5658, Flagstaff, AZ 86011