

**Student Programming Fund Application**

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

**Application is due seven (7) days prior to event** *NOTE: If your event is scheduled on a Wednesday, the application is due the Wednesday before your event, if on a Thursday, the Thursday before, etc. Please be mindful of holidays.*

**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: \_\_\_\_\_

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

## STUDENT PROGRAMMING FUND POLICY/PROCEDURE

Rev. 09/2024

**Student Programming Funds are restricted to \$250 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](http://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 or email).
3. Await the final approval from the Office of Campus Services and Activities.

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Building 30, Room 111  
[CampusServices@nau.edu](mailto:CampusServices@nau.edu) (email)