



UNIVERSITY OF WASHINGTON

### Project Approval Form (PAF)

Project Title: Earth Day Event 2018

Primary Contact: Toren Elste

By signing this form, I confirm that the project lead(s) has/have discussed this project with me, and that I (please check all that apply)

- approve the stated project to be conducted on the University of Washington-Seattle campus (this approval can only be given by campus units or by individuals on behalf of campus units) **(REQUIRED)**.
- agree to be a part of the project team.
- will provide support to the project by being a partnering organization, department or individual.
- am the administrator for my campus unit and agree to for the financial and human resources Transactions associated with this project.
- agree to take over the operational costs of this project following completion.

Other notes (if applicable):

PROJECT OUTLINE ON  
BACK →

Name/Signature: <u>Toren Elste</u>	Date: <u>1-30-2018</u>
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Title: Program Specialist

Department/Organization: UW Sustainability

Phone: <u>206-543-1937</u>	Email: <u>tee10@uw.edu</u>
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Additional Notes:

Please save this completed form as "Project Contact Name\_Project Name" and email it to [csfcoord@uw.edu](mailto:csfcoord@uw.edu). The email originating directly from the approving body will be considered a signature. Paper copies may be sent through campus mail to Attn: CSF Coordinator, Box 351248 or dropped off to the CSF Office at Gerberding Hall, Room B-40 and must include an original signature of the approving body.

- Advice + help as requested from the SAN + earth day planning committee
- Logistics of event
- Planning + organization of event
- Weekly progress reports from SAN + Committee as well as UWS office
- Attending weekly meetings w/ updates
- Budget administration
- Contacting UW Stakeholders
- Integrating marketing channels + resources