

Instructions for completing the Field Trip Request Form 70-75.

1. Fill out the appropriate information requested. Use the Tab key to go to the next item.
2. After receiving principal approval for the field trip, you will need to complete the electronic **Transportation Request** from their webpage.
3. Fundraiser. If the field trip involves a fundraiser, please go to the NHCS webpage, under the Employee tab and click on the Fundraiser item and follow the instructions for following the fundraising procedures and completing the forms.
http://www.nhcs.net/links_employees.htm
4. After you have completed and reviewed the information, it is ready to be signed. Once a document is digitally signed it cannot be altered and another form will need to be completed, so please review the items carefully at this point.
5. Digital Signatures. There is a one-time set up for digital signatures.
 - a. On the Teacher Signature box, enter the date and your name.
 - b. Then click on the small red flag in the Teacher signature box.
 - c. A signature box will open.
 - d. You will need to perform the following steps one time:
 - i. At the “Add a Digital Signature” page, click “I want to create now” then click Next
 - ii. Click on the first item, then type in your name, then click next
 - iii. Enter the information requested in the first 4 boxes, click next.
 - iv. Next you will need to create an alpha and numeric password and then confirm it, click Finish. Store the password in a safe location.
 - v. Now you will need to enter your password in order to sign this document.
 - vi. It requires that you save this document as it is now complete. Then click OK.
 - vii. After the initial one time set up of the digital signature, you will simply enter your password to authenticate your signature each time you fill out this form.
6. Save. You may want to create a special folder on your desktop for Field Trip request.
7. After it is saved, you will need to send this to the principal for their signature.
8. Principals will follow the same process for new digital signature set up as stated above.
9. After the principal either approves or denies this request, the completed form should be emailed back to the teacher, to the school treasurer and to Glenda White at Central Office. Glenda.white@nhcs.net