

Instructions for completing the Fundraising Request Form 70-70.

1. Fill out the appropriate information requested. Use the Tab key to go to the next item.
2. Financial Summary. Please complete all items that apply. If a section under financial summary does not apply please enter N/A.
3. Field Trips. If the fundraiser involves field trips, please go to the NHCS webpage, under the Employee tab and click on the Field Trips item and follow the instructions for following the field trip procedures and completing the field trip forms. http://www.nhcs.net/links_employees.htm
4. Facility Use. If the fundraiser will involve using the building, please check with the principal for building availability. For some events a Facility Use contract may be needed. These can be found under the Community tab of NHCS webpage. <http://www.nhcs.net/facilityuse.htm>
5. 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.
6. 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
7. Save. You may want to create a special folder on your desktop for Fundraising request.
8. After it is saved, you will need to email the request to the principal for their signature.
9. Principals will follow the same process above for setting up a new digital signature under the principal’s signature section.
10. After the principal either approves or denies this request, the principal will email the completed form back to the teacher, to the school treasurer and to Sheila Wilkes at Central Office. sheila.wilkes@nhcs.net