

Instructions for completing the HCS Fundraising Request Form

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 HCS webpage, under the Information/Forms, Schedules, Manuals tab and click on the form under the Transportation subsection and complete the field trip form. <https://nc02214548.schoolwires.net/domain/29>
4. Facility Use. If the fundraiser will involve using the building, please check with the principal for building availability. For some events, a **Request for Use of Facility** contract may be needed. These can be found under the Information/Forms, Schedules, Manuals tab of HCS webpage. <https://nc02214548.schoolwires.net/Page/145>
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. (Note: This step does not apply to non-fulltime employees i.e. coaches, after-school staff, and etc. These non-fulltime staff will manually complete the form, sign and hand deliver to the principal for processing.)
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 requests. (Note: This step does not apply to non-fulltime employees i.e. coaches, after-school staff, and etc. These non-fulltime staff will manually complete the form, sign and hand deliver to the principal for processing.)
8. After it is saved, you will need to email the request to the principal for his/her signature. (Note: This step does not apply to non-fulltime employees i.e. coaches, after-school staff, and etc. These non-fulltime staff will manually complete the form, sign and hand deliver to the principal for processing.)
9. Principals will follow the same process above for setting up a new digital signature under the principal’s signature section. **If the request is for a schoolwide fundraiser, the principal makes the request on behalf of the school if the request is not being made through a school organization.**
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 Tammy Sadler at Central Office.