

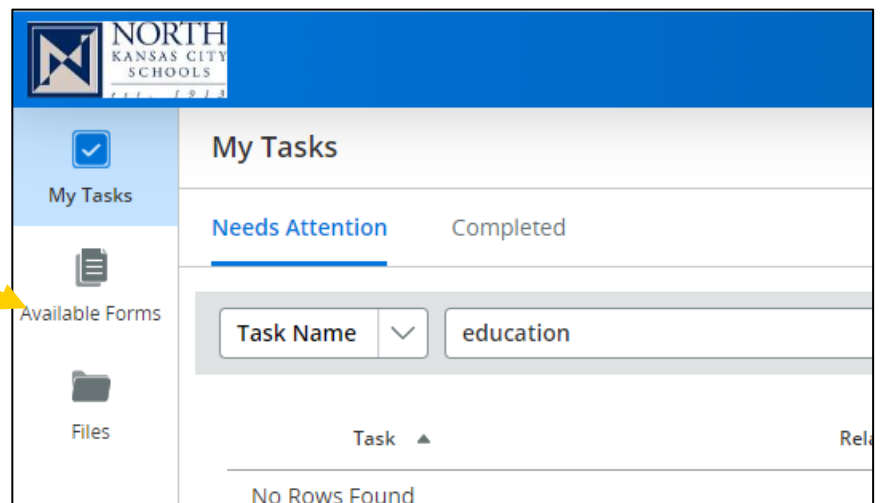


Employee Donor Club Instructions

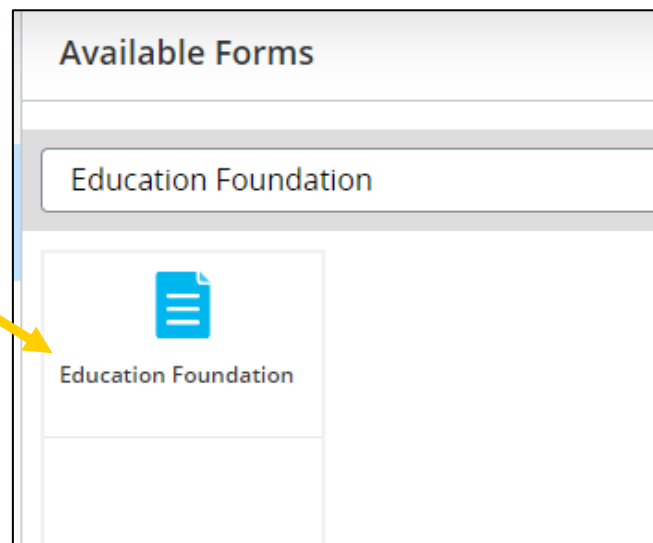
1. Login to TalentEd Records: <https://northkcmo.tedk12.com/records>



2. Click on "Available Forms"

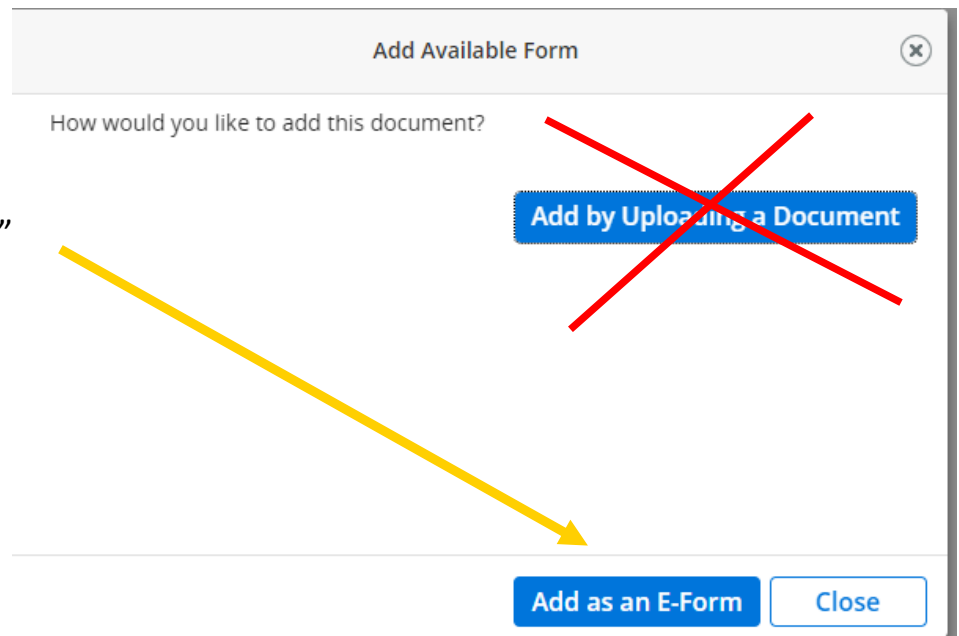


3. Search for "Education Foundation"



4. Click on “Add as an E-Form”

***All new or existing donors
will need to click this button**



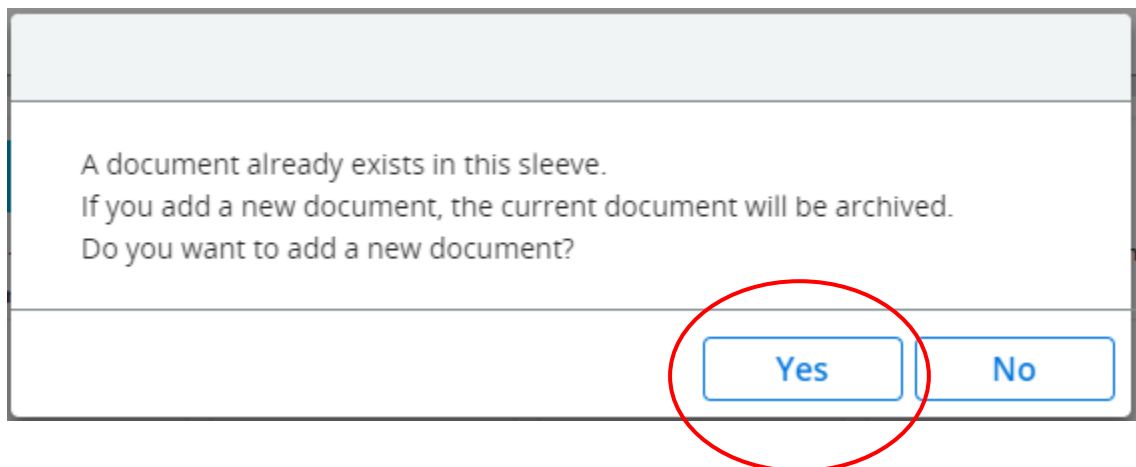
How would you like to add this document?

Add by Uploading a Document

Add as an E-Form Close

5. FOR CURRENT DONORS ONLY

If you are a current donor and need to update your giving level, you must click “YES” when prompted.



A document already exists in this sleeve.
If you add a new document, the current document will be archived.
Do you want to add a new document?

Yes No

6. Complete or update the E-form.

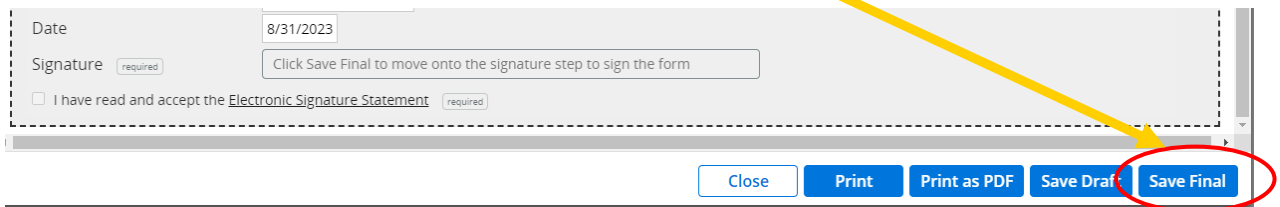
When you join the Employee Donor Club, you are part of creating bright futures at NKC Schools every day. Your pledge supports our entire mission to:

- EMPOWER through our Student Success Fund, providing direct support to each school to meet their students specific needs including hygiene products, clothing, school supplies, behavioral support, lunch meal debt and more
- SPARK creativity by funding bright ideas from staff like you to enhance learning
- INSPIRE innovation by piloting new district-wide initiatives, meet greatest needs, and connect students to novel experiences
- LIGHT THE WAY for graduating seniors through scholarships that invest in the futures, no matter the path they choose

Receive an exclusive Education Foundation shirt every year when you give \$5/month or more in payroll deduction or a one-time \$50 gift!

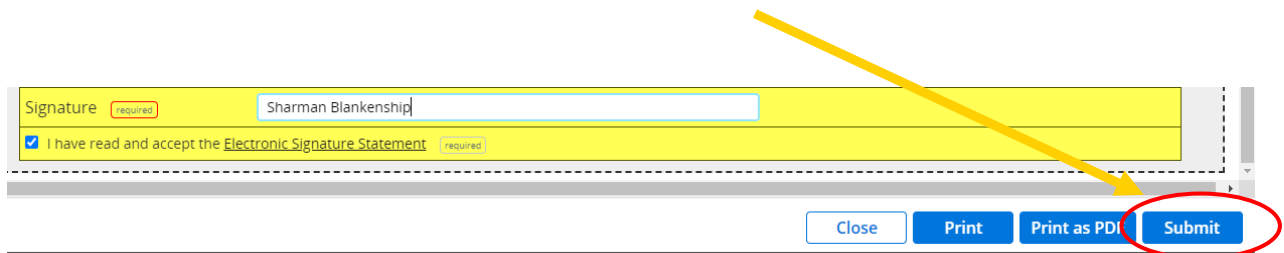
ALL STAFF who receive this shirt may wear it with jeans on Wednesdays!

7. After completing the form, click "Save Final"



A screenshot of the E-form completion screen. The form includes fields for Date (8/31/2023) and Signature (required). Below the signature field is a checkbox labeled "I have read and accept the Electronic Signature Statement" (required). At the bottom right, there are five buttons: "Close", "Print", "Print as PDF", "Save Draft", and "Save Final". The "Save Final" button is circled in red, and a yellow arrow points to it from the text above.

8. Enter signature when prompted and click



A screenshot of the E-form completion screen. The form includes fields for Signature (required) and a checkbox labeled "I have read and accept the Electronic Signature Statement" (required). The signature field contains the text "Sharman Blankenship". At the bottom right, there are five buttons: "Close", "Print", "Print as PDF", and "Submit". The "Submit" button is circled in red, and a yellow arrow points to it from the text above.

Questions? Contact us at x5550 or foundation@nkcschools.org

