

# School of the Incarnation Newsletter

February 20, 2020

Friday, February 21 <sup>st</sup> :	Tag Day (full day of school) - #TEAMGARRETT – see below for more information Middle School Dance 7:00 – 9:30 PM
Saturday, February 22 <sup>nd</sup> :	Wine, Food & Brew 7:00 – 11:00 PM
Wednesday, February 26 <sup>th</sup> :	Ash Wednesday School Mass 9:50 AM
Friday, February 28 <sup>th</sup> :	Spirit Wear Day Faculty vs. Student Basketball Game 7:00 PM – see flyer to buy tickets
<b>Saturday, February 29<sup>th</sup>:</b>	<b>Application Deadline for FACTS Grant &amp; Aid</b>
March 2 – 6:	Wine, Food & Brew out of uniform pass – see below for more information Spring Book Fair preview week
Tuesday, March 3 <sup>rd</sup> :	2 <sup>nd</sup> Grade Field Trip – Nat'l. Portrait Gallery 9:30 AM – 2:30 PM
Friday, March 6 <sup>th</sup> :	12:15 Dismissal – ESP in session End of T2
Saturday, March 7 <sup>th</sup> :	Deadline for Tuition contract, deposit and FACTS Agreement for 20-21 school year HSA Irish Fest 12:00 – 4:00 PM
March 9 – 13:	Book Fair sales begin during Irish Fest
Wednesday, March 11 <sup>th</sup> :	Book Fair open 8:00 AM – 4:00 PM
Thursday, March 12 <sup>th</sup> :	Spring Sports & Club Photos 8:30 AM
Friday, March 13 <sup>th</sup> :	Confession Grade 4/5 1:00 PM
Monday, March 16 <sup>th</sup> :	Pi Day celebrated – see below for more information
Thursday, March 19 <sup>th</sup> :	Class Photos – starting at 8:30 AM 8 <sup>th</sup> Grade Panoramic Picture 8:30 AM
Friday, March 20 <sup>th</sup> :	Spring Concert 2:00 PM and 7:00 PM 12:15 Dismissal – ESP in session
March 23 – 27:	Spirit Wear Day Standardized Testing Week



## Tomorrow!! Tag Day- Friday, February 21st - #TEAMGARRETT

Friday, February 21<sup>st</sup> is a full day of school and a Tag Day. Show your support for 7<sup>th</sup> grader Garrett Brown. Students are asked to wear their #TEAMGARRETT apparel or black, yellow and/or gray. Students who have PE on Fridays must wear sneakers. The cost to dress out-of-uniform is \$1 – dollar bills only please – no coins. The money collected will be donated to The Children's Oncology Group Foundation in Garrett's name. Please see page 47 in Parent-Student Handbook for out of uniform guidelines.



## Team Garrett TAG Day Apparel Update

The dust has settled on our apparel orders and we have some extras!! The extras will be for sale in the office during school hours only Thursday and Friday (Not ESP). Last chance purchases are cash only please. Available sizes are listed below:

Tee Shirts - \$10	YM (1) YL (5) YXL (1) AM (1) AL (1) AXL (5)
Hoodies - \$25	YS (1) AM (1)

## FACTS Grant and Aid Information for 2020-2021

FACTS Grant and Aid Applications are now open for the 2020-2021 school year. **The deadline to apply for Grant and Aid will be February 29, 2020.** There will not be any exceptions to this deadline. FACTS is the validation software used by the Archdiocese of Baltimore, the school and the parishes to verify the applications. FACTS does not provide any aid that is awarded by the AOB, the school and parishes. An information flyer is attached to this week's newsletter. The application can be found through this link:

<https://online.factsmgt.com/signin/3C65P>

If you have any questions or concerns please feel free to reach out to Caroline Agresti, Business Manager, at [cagresti@schooloftheincarnation.org](mailto:cagresti@schooloftheincarnation.org).



### **Safety Reminder**

For the safety of our students and other parents/visitors walking in our parking lot, please do not park in the fire lane in front of the school. Please park in a parking spot when you are coming in to school to volunteer or sign in/sign out a student. Thank you for remembering this.

### **Zaner-Bloser Handwriting Contest**

Grade Level Winners for the Zaner-Bloser Handwriting Contest were announced this week, and their entries have been entered in the state level competition. Congratulations to:

- Leo Gill, Kindergarten
- Otto Schneider, First Grade
- Gabriella Evans, Second Grade
- Victoria Rahim, Third Grade
- Leah Lorenz, Fourth Grade
- Allison Heath, Fifth Grade
- Ysabella Franco, Sixth Grade
- Amanda Gazelle, Seventh Grade
- Brendan Gardner, Eighth Grade

### **Last Call to purchase your tickets in advance\*\* – buy your tickets today!!**

Let's be honest...we all need a night out. A small break away from reality. Add in some amazing food, a cold beverage, comfortable jeans, great music, and a wonderful community, and you have the perfect retreat! Did we mention comfortable jeans?! Fun, fabulous friends?! We have made this dream a reality and it helps your child's school! Join other families, just like you, for the Wine, Food, and Brew on Saturday February 22<sup>nd</sup> from 7:00 -10:00 PM. Click on the link to buy your tickets today!

<https://forms.diamondmindinc.com/schooloftheincarnation/winefoodandbrew2020>

*\*\*tickets will be \$40 at the door*

### **Wine Food and Brew News...BACK BY POPULAR DEMAND!!**

We are hosting our **ONE WEEK Out of Uniform fundraiser!** Parents in attendance at Wine, Food, & Brew may buy out of uniform passes for **their** child(ren) at the special discounted event only price. Students may be out of uniform the week of March 2<sup>nd</sup>.

### **Here's how the out of uniform pass pricing works (EVENT PRICE ONLY):**

- If you have two children, the cost is \$20 each (total \$40). If you have more than two children, each additional child will only cost \$10. (Example: 4 children=\$60, 5 children=\$70, etc.)
- Staff members may purchase an out of uniform for the week too! The price structure will work the same. Staff member will be \$20, first child would also be \$20, and additional children would be \$10 each.

### **AFTER EVENT PRICE - Available until 2/25/20 – link to purchase pass will be available after the event**

- If you have two children, the cost is \$25 each (total \$50). If you have more than two children, each additional child will only cost \$15. (Example: 4 children=\$80, 5 children=\$95, etc.)
- Staff members may purchase an out of uniform for the week too! The price structure will work the same. Staff member will be \$25, first child would also be \$25, and additional children would be \$15 each.

### **Volleyball Clinics**

Please see the attached flyer for information regarding volleyball clinics. The registration link can be found in this newsletter, the flyer, and the school's athletics page.

### **COACHES NEEDED:**

We are in need of a volunteer coach for the following groups: 2/3 grade (B/G Mixed) and 4/5 grade (B/G Mixed). There will be five sessions from 3-4:30pm, for five weeks (days could change if we have any school closings or conflicts). The basic knowledge of volleyball is all you really need. If you are interested in coaching please let me know. I would be happy to give specifics and answer any questions you may have. Anyone that wants to coach would need to have their volunteer screening up-to-date. The position will be given on a first come, first serve basis. However, if multiple parents volunteer, you are more than welcome to work together.

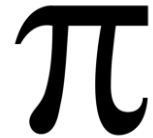
Volleyball Clinic Flyer: [https://docs.google.com/document/d/1k2\\_LEnj6UDy5r-0uWg8FX-TOPo67ubvYTWNLX1uuCOK/edit?usp=sharing](https://docs.google.com/document/d/1k2_LEnj6UDy5r-0uWg8FX-TOPo67ubvYTWNLX1uuCOK/edit?usp=sharing)

Registration link: <https://forms.gle/78XM2jHhD17E3gtAA>

If you have any questions, please contact Mr. Smith ([kbsmith@schooloftheincarnation.org](mailto:kbsmith@schooloftheincarnation.org))

## **Pi Day**

Pi Day will be celebrated at SOTI on Friday, March 13<sup>th</sup>. To celebrate, students may dress out-of-uniform but **must** wear a Pi Day shirt (purchased, previously purchased or homemade). Students who have PE on Fridays must wear sneakers. Please see page 47 in Parent-Student Handbook for out of uniform guidelines.



## **Middle School Lacrosse Tryouts**

The link to register your child for middle school lacrosse tryouts can be found below. All information regarding the tryout and athletic requirements can be found on that page. If you have any questions, please contact our Athletic Director, Mr. Keith Smith ([kbsmith@schooloftheincarnation.org](mailto:kbsmith@schooloftheincarnation.org)).

### **COACHES NEEDED:**

We are in need of coaches for the Boys' A, Boys' B, and Girls' B Lacrosse teams. The team has games during the months of March, April and May. Games are played on weekdays, at either our school or other schools located in the neighboring area. The current game schedule can be found on the [school's website](#). Practice dates and times are at the discretion of the coach. Prior coaching experience is not required; just knowledge and interest in the sport, as well as the desire to help student-athletes develop their talents. If you are interested in coaching, please contact our Athletic Director, Mr. Keith Smith ([kbsmith@schooloftheincarnation.org](mailto:kbsmith@schooloftheincarnation.org)), as soon as possible for further details.

LACROSSE REGISTRATION LINK: <https://forms.gle/9arxcZRc9joX6oYu6>

## **Beyond Program Club Registration Links and updates**

### **Highlights:**

All Chess Club members had a wonderful display of strengthening skills throughout the season. Some members (Lucas Benton, Jaiden Holmes, Max Lemke, Riley McKee, Ethan Thomas, and Anderson Thompson) participated in the "February Freeze" tournament held at our school this past Saturday. Congratulations to the team for earning the FIRST Place Trophy awarded for the most wins out of the four rounds of play!

### **Upcoming Events that all are invited to come out and support:**

- February 28th: Dance and Cheer Squads cheering and performing a dance routine during the Faculty-Student Basketball games at Archbishop Spalding High School. (7-9 PM)
- March 7th: Destination Imagination Teams perform at South River High School for their Regional Tournament (Times to perform: Rising Stars Team: 3:00 and Middle School Team: 3:20)
- March 14th: Robotics teams and Lego League Junior Teams participate in a Catholic Robotics League event at our school (10:00-12:00)
- March 21st: Lego League Junior Teams participate in their end of season "Expo" at South River High School (10:00-12:30)

If you have questions or can volunteer for any of the programs, please contact Miss Amy Santini: [asantini@schooloftheincarnation.org](mailto:asantini@schooloftheincarnation.org)

## **Have you purchased a Yearbook?**

The cost of a yearbook is now \$40. Click on the link below to order your yearbook (no checks accepted – orders must be placed online):

[https://www.jostens.com/apps/store/productBrowse/1521567/School-of-the-Incarnation/2020-Yearbook/2019080704280202796/CATALOG\\_SHOP/](https://www.jostens.com/apps/store/productBrowse/1521567/School-of-the-Incarnation/2020-Yearbook/2019080704280202796/CATALOG_SHOP/).



## **Home and School Association (HSA) News**

### **Gala Class Basket Donations NEEDED**

Please lookout for an email from your Gala/Class Basket parent. You may have gotten an email already. PLEASE donate to your class baskets. These are money makers at the Gala for our school. Let's make them spectacular!!

### **CASH BASH Raffle**

HSA is selling Cash Bash raffle tickets. Nine chances to win with each chance offering a larger money payout. We will draw winners on April 24th at the Gala. You do not need to be present to win. Tickets are \$40 each or 3 for \$100. Tickets can be bought here <https://forms.diamondmindinc.com/schooloftheincarnation/cashbash2020?token=2111788552> or via check (see flyer).

### **Save the Date!!**

HSA Irish Fest is Saturday, March 7, Noon to 4:00 PM. Join us for an afternoon of live entertainment, food, drinks and more! Additional information to follow.



### **HSA Elections**

In accordance with the by-laws, the HSA will hold elections for the following positions for the 2020-2022 term: Secretary and Parent Representative to the School Board. The term of office for these positions will begin on August 1, 2020 and shall run until July 31, 2022. In addition, we will hold an election for the position of Vice President.

Details about the positions can be found on the HSA website. Each open position plays a critical role in our school community!

The tentative timeline for the 2020 elections is as follows:

- |   |                  |
|---|------------------|
| <input type="checkbox"/> Nominations Open   | <u>1/21/2020</u> |
| <input type="checkbox"/> Nominations due  | <u>2/18/2020</u> |
| <input type="checkbox"/> Nominees' biographies due  | <u>2/25/2020</u> |
| <input type="checkbox"/> Bios posted  | <u>2/28/2020</u> |
| <input type="checkbox"/> Primary Ballots (if necessary) distributed   | <u>3/15/2020</u> |
| <input type="checkbox"/> Primary Ballots due  | <u>3/22/2020</u> |
| <input type="checkbox"/> Final Candidates Posted  | <u>3/25/2020</u> |
| <input type="checkbox"/> Election Ballots cast at last HSA Meeting/Informative Social<br>with election results announced. | <u>4/28/2020</u> |

### **Nominating someone is easy! Simply send an email to one of the members to the elections committee!**

Serving on the HSA is a great opportunity to serve the school community! Please contact Mary Sowers [marysowers@comcast.net](mailto:marysowers@comcast.net) or Kerry Beavers at [terpkerry@gmail.com](mailto:terpkerry@gmail.com) with any questions!

# School of the Incarnation

## 2020 Volleyball Clinic



**Description:** For the upcoming volleyball clinics, students will participate in activities to help develop skills and knowledge of volleyball.

**Eligibility:** Open to boys and girls in grades 2-5

**Dates:** 2nd/3rd Grade (Boys/Girls Mixed)- Tuesdays: 3/10, 3/17, 3/24, 3/31 and Friday: 3/13\*

4th/5th Grade (Boys/Girls Mixed)- Mondays: 3/9, 3/16, 3/23, 3/30 and Friday: 3/27\*

\*Dates could change due to school closing or other conflicts.

**Times:** 3:00-4:30 PM

**Where:** Marian Hall

**Cost:** \$30.00 per student (payment through FACTS). If you want to make a payment outside of the FACTS billing, please send a check to the Business Office made out to School of the Incarnation before the first day.

Please register only if your child is available on the scheduled day for his/her group.

**REGISTRATION LINK:** <https://forms.gle/78XM2jHhD17E3gtAA>

Please contact Mr. Smith ([kbsmith@schooloftheincarnation.org](mailto:kbsmith@schooloftheincarnation.org)) with any questions.

# COME JOIN IN ON THE FUN!!!

Friday, February 28th, 2020  
at 7pm @ Spalding High School

**Student Basketball Teams  
Vs. Faculty, Staff and  
Coaches!**



**See your favorite teachers and  
administrators shoot some hoops!**

**ADMISSION: Adults: \$7 and Students/children: \$5**

Return order for tickets to the School Office by February 27<sup>th</sup>. Make  
checks payable to School of the Incarnation.

**Student Name:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_

**# of tickets for Adults** \_\_\_\_\_ x \$7.00 = \_\_\_\_\_

**# of tickets for Students/children** \_\_\_\_\_ x \$5.00 = \_\_\_\_\_

**TOTAL =** \_\_\_\_\_

All orders advance sales are due by February 27<sup>th</sup>.

Ticket prices at the door will be \$10 for adults and \$5 for students and children.

You're invited to School of the Incarnation's  
2nd Annual



**WINE  
FOOD  
& BREW**

Your ticket includes Food & Drink and raffle  
for door Prizes and Drawings Every Hour

This is an over 21 event.

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**FEBRUARY 22, 2020**

7 -10 o'clock in the evening

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**MARIAN HALL**

2601 Symphony Lane  
Gambrills, MD

**TICKETS**

\$30 per person (ends 2/21)  
\$40 at the door

Purchase tickets online at [https://  
forms.diamondmindinc.com/schoolof  
theincarnation/winefoodandbrew2020](https://forms.diamondmindinc.com/schooloftheincarnation/winefoodandbrew2020)



**NINE CHANCES TO WIN!** Winners will be drawn at SOTI's Epic Night: A Totally 80's Gala on Friday, April 24, 2020. You do not need to be present to win. Anyone (friends, relatives, alumni, etc.) can purchase raffle tickets. Cash Bash drawing times and amounts are below.

DRAWING TIME	AMOUNT	TICKETS ARE \$40 EACH OR BUY 3 FOR \$100.
7:30 p.m.	\$250	_____
7:45 p.m.	\$250	NAME _____
8:00 p.m.	\$250	_____
8:15 p.m.	\$250	EMAIL _____
8:30 p.m.	\$500	<b>QUANTITY</b>
8:45 p.m.	\$500	<input type="checkbox"/> Single Cash Bash ticket — \$40
9:00 p.m.	\$500	<input type="checkbox"/> Three Cash Bash tickets — \$100
9:20 p.m.	\$1,000	Total Cash Bash Tickets _____
9:45 p.m.	\$2,000	Total Amount Enclosed _____



Checks are payable to "SOTI" and marked "Attention: Gala Committee" with this form. To purchase raffle tickets by credit card go to

<https://forms.diamondmindinc.com/schooloftheincarnation/springgala2019?token=1159282430>





School of the Incarnation

# 2020 GALA SPONSORSHIP/ ADVERTISEMENT FORM

## SPONSOR/ADVERTISER INFORMATION

SPONSOR/ADVERTISER CONTACT NAME

SPONSOR/COMPANY NAME

ADDRESS, CITY, STATE, ZIP CODE

PHONE

FAX

EMAIL

AUTHORIZED SIGNATURE

DONATION DATE

## SPONSOR AND ADVERTISING OPPORTUNITIES

The various sponsorship and advertising options and corresponding rates are described below. Please complete the form and return it with full payment. Please submit all artwork electronically as a high resolution JPEG, TIFF, or PDF or vector art EPS file. **Please email your ad to the Gala committee at [schooloftheincarnationgala@gmail.com](mailto:schooloftheincarnationgala@gmail.com). Sponsorships and advertisements are due by March 2, 2020.**

- Platinum Sponsor — \$5,000
- Gold Sponsor — \$3,500
- Silver Sponsor — \$2,500
- Bronze Sponsor — \$1,500
- Maroon Sponsor — \$1,000

- Friend of School of the Incarnation Donation
  - \$500
  - \$250
  - \$100
  - Other: \_\_\_\_\_

### PAYMENT

Please make checks payable to SOTI. You may pay by credit card online at [www.schooloftheincarnation.org/resources/home-school-association](http://www.schooloftheincarnation.org/resources/home-school-association). Under Upcoming Events, click on "Purchase Sponsorships and Advertisements."

### TAX INFORMATION

Your donation may be tax deductible to the extent allowed by law. Contact your tax advisor. Please keep a copy of this form for your tax records. **Federal Tax ID #: 52-2324195**


## RETURN FORM TO



School of the Incarnation  
Attn: Gala Committee  
2601 Symphony Lane  
Gambrills, MD 21054



Thank you for your generous donation!



School of the Incarnation  
**SPONSORSHIP BENEFITS**

## PLATINUM SPONSOR

### **\$5,000 — One (1) Opportunity**

- A complimentary table for 10 guests at the 2020 Gala.
- Company name and logo on a recognition banner at the Welcome Reception (Atrium) and one banner strategically located in the Ballroom.
- Company logo and branding on cocktail napkins and hors d'oeuvre displays.
- Company logo and branding on table tents.
- Marketing and branding opportunities at all HSA-sponsored events in the 2020–2021 school year (exclusive of the 2021 Gala).
- Recognition within communications promoting the event — mail, web presence, online auction site.

## GOLD SPONSOR

### **\$3,500 — Two (2) Opportunities**

- Six (6) tickets for the 2020 Gala.
- Company name and logo on a Hanging Banner strategically located in the Ballroom.
- Company logo and branding on hors d'oeuvre displays.
- Company logo and branding on table tents.
- Recognition within communications promoting the event — mail, web presence, social media.
- Logo placement on Gala online silent auction website.

## SILVER SPONSOR

### **\$2,500 — Two (2) Opportunities**

- Four (4) tickets for the 2020 Gala.
- Company name and logo on a Hanging Banner strategically located in the Atrium.
- Company logo and branding on table tents.
- Recognition within communications promoting the event — mail, web presence, social media.
- Logo placement on Gala online silent auction website.

## BRONZE SPONSOR

### **\$1,500 — Three (3) Opportunities**

- Two (2) tickets for the 2020 Gala.
- Company logo and branding on table tents.
- Recognition within communications promoting the event — mail, web presence, social media.
- Logo placement on Gala online silent auction website.

## MAROON SPONSOR

### **\$1,000 — Unlimited**

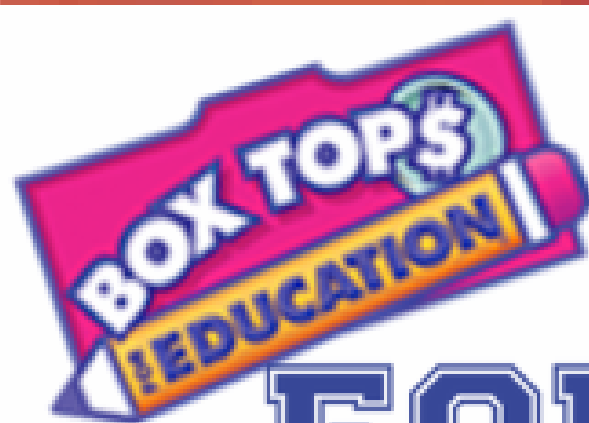
- Prominent signage throughout the silent auction tables (Atrium).
- Recognition within communications promoting the event — mail, web presence, social media.
- Logo placement on Gala online silent auction website.

# SOTI'S FINAL BOX TOPS CONTEST

Turn in ALL of your remaining Box Top clippings by  
FEBRUARY 28th for a chance to win a Donut  
Party!



**A WINNER for EVERY Grade !**



**BOX TOPS  
FOR EDUCATION**

## **SCRIP TO GO**

- Payable by cash, check, credit card or Presto-Pay (set up online and deducted directly from your bank account)
  - Orders placed by 9:00am MONDAYS & FRIDAYS will be sent home the same day in your child's folder
- 

Your First/Last Name: \_\_\_\_\_ Date: \_\_\_\_\_

Youngest Child's First/Last Name: \_\_\_\_\_

Youngest Child's Grade/Teacher: \_\_\_\_\_

### ***New to SCRIP to GO!***

\*Royal Farms

### ***SCRIP TO ORDER***

- Can be ordered on this form or online
- Complete list of available retailers can be found at [shopwithscrip.com](http://shopwithscrip.com)

Your SCRIP Coordinator  
Kim Gonzales ([km68gonzales@gmail.com](mailto:km68gonzales@gmail.com))

# SCRIP TO GO

\* your portion of the rebate at the end of the school year

<u>MERCHANT</u>	<u>% *</u>	<u>CARD VALUE \$</u>	<u># OF CARDS</u>	<u>TOTAL \$ AMOUNT</u>	<u>MERCHANT</u>	<u>% *</u>	<u>CARD VALUE \$</u>	<u># OF CARDS</u>	<u>TOTAL \$ AMOUNT</u>
Amazon	1.5	100			Michael's	2.0	25		
Amazon	1.5	25			Nordstrom	3.0	25		
Amazon	1.5	100			Outback	4.0	25		
Applebee's	4.0	25			Panera Bread	4.5	10		
Applebee's	4.0	50			Panera Bread	4.5	25		
Barnes and Nobles	4.5	10			Papa John's Pizza	4.0	10		
Bath and Body Works	6.5	10			Pottery Bar/William-Sonoma	4.0	25		
Bath and Body Works	6.5	25			Red Robin	4.5	25		
Bed, Bath and Beyond	3.5	25			Regal/United Artists	4.0	25		
Bed, Bath and Beyond	3.5	100			Robert Andrew	5.0	25		
Best Buy	1.5	25			Robert Andrew	5.0	50		
California Pizza Kitchen	4.0	25			Royal Farms	2.0	25		
Chili's	5.5	25			Safeway	2.0	25		
Chili's	5.5	50			Safeway	2.0	100		
Chipotle	5.0	10			Shell	1.2	50		
Cold Stone	4.0	10			Shell	1.2	100		
CVS	3.0	10			Starbucks	3.5	10		
CVS	3.0	25			Starbucks	3.5	25		
Dick's Sporting Goods	4.0	25			Stop & Shop/Giant Foods	2.0	25		
Dick's Sporting Goods	4.0	100			Stop & Shop/Giant Foods	2.0	50		
Dunkin Donuts	1.5	10			Stop & Shop/Giant Foods	2.0	100		
Exxon/Mobil	0.5	50			SuperValu/Cub	2.5	25		
Food Lion	2.5	100			SuperValu/Cub	2.5	100		
Fuji Steakhouse	4.5	25			T.J. Maxx/ Marshalls/Home Goods	3.5	25		
Game Stop	1.5	25			T.J. Maxx/ Marshalls/Home Goods	3.5	100		
Gap/ Old Navy/ Banana Republic/ Athleta	9.5	25			Target	1.0	10		
Gap/ Old Navy/ Banana Republic/ Athleta	9.5	100			Target	1.0	25		
Hallmark	2.0	25			Target	1.0	50		
Houlihans	4.0	25			Target	1.0	100		
IHOP	4.0	25			The Home Depot	1.0	25		
iTunes	2.5	15			The Home Depot	1.0	100		
J. Crew	6.5	25			Under Armour	5.5	25		
Kohl's	2.0	25			Ulta	2.0	25		
Kohl's	2.0	100			Walmart/ Sam's Club	1.3	25		
Krispy Kreme	4.0	10			Walmart/ Sam's Club	1.3	100		
Ledo's (Crofton)	10	25			Wawa	0.5	25		
Little Caesar's	4.0	20			Wawa	0.5	100		
Lowe's	2.0	25			Whole Foods	1.5	100		
Lowe's	2.0	100							
Macy's	5.0	25							

**Total # of Cards Ordered:** \_\_\_\_\_ **Payment Amount:** \_\_\_\_\_  
**Total \$ Amount of Order:** \_\_\_\_\_ **Payment Method:** \_\_\_\_\_ **Reviewed By:** \_\_\_\_\_



# New Family Referral Program

Our current Incarnation families are by far the best ambassadors for spreading the word about our school! Our New Family Referral Program rewards current families with a one-time \$250 tuition credit for referring a new family who applies and enrolls. Here's how it works:

- If you know of a family that you believe may be interested in School of the Incarnation, complete the "New Family Referral Form" below and submit to the school office.
- Reach out to the family and share your experiences at School of the Incarnation. Share with them the reasons you have chosen Catholic education and why you think they should do the same. Let them know that you have or will refer their information to the school and that an admissions representative will call or email them to provide more information.
- For each new family that applies and enrolls at least one full-time student, a \$250 tuition credit will be awarded to the current referring family after the new student has been in attendance for 30 days.
- Siblings of current students and previously enrolled students do not qualify as new families. Staff members are not eligible for the referral credit.
- Note that this form must be on file in the front office before the new family has contacted the school on their own for information or to visit so it is best to submit the form as soon as possible after speaking with the new family. In other words, the referral form is not retroactive and you are not eligible for the referral if the family contacts school before the referral.
- This referral program is open to all families with students currently enrolled in PreK4-Grade 8.
- Referral fees are limited to one per family per academic year.

## Current Family

Parent name(s) \_\_\_\_\_

Student name(s) /Grade(s) \_\_\_\_\_

Address \_\_\_\_\_

City, State, MD \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## New Family

Parent name(s) \_\_\_\_\_

Student name(s)/Grade(s) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**How do you know this family?** Work Friend Relative Neighbor

Church Community Other \_\_\_\_\_

**Any information we should know?** \_\_\_\_\_

By signing below, I confirm that I personally know this family and have shared the good news about School of the Incarnation with them. I understand that an Admissions representative from the school will be contacting this new family to provide more information and invite the family for a tour. I have read and understand the guidelines of the New Family Referral Program. Contact Casey Boswell at 410.519.2285 with any questions.

**Signature** \_\_\_\_\_

<p><b>-Office use only-</b> Form submission date _____ Contact date _____</p> <p>Enrollment date _____ \$250 tuition credit date _____</p>
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## Grant & Aid Assessment

FACTS makes quality education affordable for families by assisting schools in awarding financial aid. We work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.

To apply for financial aid, visit <https://online.factsmgt.com/signin/3C65P>.

After completing the online application, you will need to upload all required supporting documentation.

### The following supporting documents are required to complete the application process:

- **IRS Federal Income Tax Return**, including all supporting schedules (the year of the tax return depends on the tax requirements of your school). If applicant and co-applicant file separately, we require both tax returns for the same tax year.
- Copies of **all the current year W-2 Wage and Tax Statements** for both the applicant and co-applicant.  
**NOTE:** If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax documents if you have business income/loss from any of the following:
  - Business** - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
  - Farm** - send Schedule F and Form 4562 Depreciation and Amortization
  - Rental Property** - send Schedule E (page 1)
  - S-Corporation** - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
  - Partnership** - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
  - Estates and Trusts** - send Schedule E (page 2), Form 1041 and Schedule K-1

### **IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.**

- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

### **All documentation received is imaged upon receipt and then destroyed.**

You may log in to your FACTS user account to review the status of your application. Please allow 2 weeks processing time before inquiring further about receipt and/or status of the uploaded documents. Application deadlines are set by the institution awarding the aid. If you are applying after the deadline, contact your school to ensure that your application will be accepted.

### **A non-refundable application fee may be required before your application will be submitted.**

**NOTE: Award decisions are made by the institution providing the financial aid, not FACTS.**