

School of the Incarnation Newsletter

Thursday, February 1, 2024

January 28 - February 3:	Catholic School Week
Friday, February 2nd:	Color Wear Day - see Catholic Schools Week below First Friday Adoration in the Chapel
Wednesday, February 7th:	7th Gr. Field Trip - Museum of the Bible, Washington, DC 8:15 AM - 2:15 PM
Friday, February 9th:	Spirit Wear Day PAC Father/Daughter Dance 6:30 - 8:30 PM - ticket link in blurb below!!
Saturday, February 10th:	Wine, Food & Brew 7:00 - 11:00 PM - Ticket sales close tonight!! See below for link
Wednesday, February 14th:	Ash Wednesday - School Mass 10:00 AM
Thursday February 15th:	Due Date for Intent to Re-enroll with \$200 fee
Friday, February 16th:	No School for Pre-K and Kindergarten students ½ Day - ESP in session for students in Grades 1 - 8 Spirit Wear Day
Monday, February 19th:	School Closed - Presidents Day
Friday, February 23rd:	Spirit Wear Day
Friday, March 1st:	School Closed - Professional Day
Wednesday, March 6th:	ACRE test for students in Grades 5 & 8
Friday, March 8th:	End of Trimester 2 First Friday Adoration in the Chapel Spirit Wear Day
Saturday, March 9th:	PAC Irish Fest 12:00 - 4:00 PM 
Tuesday, March 12th:	Class Picture Day 8th Gr. Panoramic Photo



Catholic Schools Week Activities

• Tomorrow, Friday, February 2nd: *Celebrating our Students*
Students will wear colors to match their prayer pals! At 2:00 PM the school community will gather to watch a teacher vs. teacher volleyball game.

Prayer Pal Colors:

PreK and 8th grade - Blue

Kindergarten and 4th grade - Orange

1st and 6th grade - Green

2nd and 5th grade - Purple

3rd and 7th grade - Red



Catholic Schools
United in Faith and Community

2024-2025 School Year

First day of classes for students: August 26, 2024

Christmas Break: December 23, 2024 – January 1, 2025

Easter Break: April 18 - 25, 2025

8th Grade Graduation: May 31, 2025

Last day of classes for students: June 5, 2025

Re-enrollment for current students for the 24-25 school year

The re-enrollment process for current students at School of the Incarnation for the 2024-2025 school year has begun. It is important for us to know which students are returning before we begin to offer spots to new applicants. The "Intent to Re-Enroll" Form and re-registration fee must be submitted electronically through your SchoolAdmin parent portal account if you plan for your child/children to return to School of the Incarnation next year.

*The re-enrollment fee is now \$200 per student if paid by February 15th. See below for the complete fee schedule and deadlines.



Re-enrollment fee schedule:

\$100 if paid by January 15th

\$150 if paid between January 16th and January 31st

\$200 if paid between February 1st and February 15th

If not paid by February 15th, your child's spot will be released.

Applications for 2024-2025 school year

Applications for new students (**not current students**) are now available on our school website. Applications should be submitted online by Friday, February 2, 2024, to be considered in the first round. If you know a family interested in attending SOTI, please complete the attached referral form.

****Re-enrollment for current students began on Wednesday, January 3, 2024. (See above)**

FACTS Grant and Aid Applications

FACTS Grant and Aid Applications are now open for the 2024-2025 school year. The deadline to apply for Grant and Aid will be February 29, 2024. 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. Aid is awarded by the AOB, the school and parishes. The application can be found through this link: <https://online.factsmgmt.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.

Wine, Food & Brew

LAST CHANCE TO PURCHASE YOUR TICKET! Put on your favorite pair of jeans and enjoy a fabulous evening of amazing food, cold beverages, great music, and a wonderful community. Come join us on Saturday, February 10th from 7:00-11:00 pm. Ticket price is \$50 per person. **Ticket sales will close tonight, February 1st, and no tickets will be sold at the door.**

Use this link to purchase tickets: [Wine Food and Brew Tickets 2024](#)



Wine Food & Brew Out of Uniform Fundraiser

Back by popular demand! We will again be hosting our **ONE WEEK Out-of-Uniform fundraiser!** Parents that buy tickets to the event will be able to purchase passes for their child(ren) at the special discounted event only price after they complete their ticket purchase for the event. **When you purchase your tickets, it will then redirect you to the page to purchase the Out of Uniform passes. Please do not close your window!**

Students may be out of uniform the week of March 4th-March 8th. Here's how the out-of-uniform pass pricing works (EVENT ATTENDEE 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, etc.)

AFTER EVENT PRICE - Available until 3/1/2024 (the after-event purchase link will become available on Sunday, February 11th) *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 etc.) *Staff members may purchase an out of uniform for the week too! Staff members who wish to participate will be receiving an employee link for "Out of Uniform" passes.

Tuesday, February 13th- Celebrate St. Valentine's Day

On Tuesday, February 13th students may wear Valentine/red/pink accessories (socks, bows, headbands, necklaces, ties, etc.) with their uniform. It is **not** a Tag Day or an out-of-uniform day.



Girls on the Run Registration

Girls on the Run (GOTR) is back for the spring season! GOTR is a fun whole body health program for girls in grades 3 through 5. Participants learn about positive relationships, healthy habits, and girl power all while practicing for a 5K! Our spring season begins on February 12. Practices will be on Mondays and Wednesdays after school until 4:15. The spring 5k will be at Druid Hill Park on Saturday, April 27 - all team members will need a running buddy (adult to run with her) for this event. Registration is open from January 22 through February 4. Go to www.gotrchesapeake.org to register. Space is limited - after registration closes a lottery will be run to determine team members. Feel free to reach out to Sarah Spaulding with questions (sspaulding@schooloftheincarnation.org).

SOTI SPORTS OPPORTUNITIES

2nd-5th grade basketball clinics and middle school spring sports are back! We are also exploring the possibility of adding middle school girls softball and co-ed flag rugby to our spring options (not a guarantee). Below, you will find the registrations for all activities. If you have not done so already, please take a moment to fully read and complete the registration(s). If you have any questions, please contact our Athletic Director, Mr. Keith Smith (kbsmith@schooloftheincarnation.org).

 [Middle School Spring Sports Registration \(Baseball and Lacrosse\)](#) 

 [Preliminary Middle School Softball/Flag Rugby Survey](#) 

SOTI Summer Camp 2024 Dates and Themes

Below are the dates and themes for our summer camp – check future newsletters for more information!

- June 17-21 Maryland Week
- June 24-28 Lego Week
- July 1-5 Sports Spectacular Week (Closed July 4)
- July 8-12 Winter Wonderland Week
- July 15-19 Science/Discovery Week
- July 22-26 Under the Sea Week
- July 29- August 2 Saints Alive!



Picture Day/Photo Order Questions

info@hamilton-images.com

410-267-6090

www.hamilton-images.com

The Spirit Wear store is always open!!

The new Spirit Wear store will stay open year round. Items may change based on the season or special events. These items will be shipped directly to your home.

<https://chesapeakedistribution.com/collections/school-of-the-incarnation>

Volunteer Certification

If you are new to School of the Incarnation and would like to volunteer or chaperone for an upcoming event or field trip, you must complete Virtus training. Please follow the steps outlined on our website. The link can be found here: <https://www.schooloftheincarnation.org/resources/parent-volunteering>

If you need assistance or have questions, please contact Megan Johannes, Volunteer Screening Coordinator, at mjohannes@schooloftheincarnation.org.

Returning parents who have already completed Virtus training can contact Megan Johannes to check your Virtus status.

ESP Teachers/Aids Needed

Do you know a college student or older high school student who loves to work with children and is looking for some part-time work? Our ESP program is still in need of additional staff for the afternoons (3:15-5:30 PM). In order to be considered for ESP Teacher positions, the candidate must be 18 years old. Teens 16-18 are eligible to be considered for assistant positions. Please contact Lisa Bucci, lbucci@schooloftheincarnation.org for more information.



BEYOND PROGRAM INFORMATION

UPCOMING EVENTS:

Please support our FIRST Lego Robotics Challenge Teams! These events are free to attend and open to the public. It would be especially wonderful to have 4th-7th graders who may be interested in participating next year to come see what the program is all about!

Here are the dates and host locations for Qualifier Events:

- This Saturday, Feb. 3rd (AACC in Arnold, MD, 11:00-3:00 PM for spectators) is the SOTI's Robotic Knights event (Coaches Gilmore/Peck)
- Next Saturday, Feb. 10th (Johns Hopkins APL in Laurel, MD) is the Maroon Knights Team event (Coaches Martin/Kerley)

UPDATES:

The Preschool & Kindergarten Arts and Crafts Club wrapped up last week with their final projects, which included animal sock puppets and Valentine's themed painting. Thank you to Mrs. Vasey, Mrs. Arnold, and Mrs. Robertson for helping our little artists during the sessions!

The Coding & Technology Club as well as the Knights Chess Club continue to enjoy learning and practicing skills related to their topics. Those groups continue to meet for 2 or 3 more sessions.

Our 2nd grade Lego Explore and Lego Discover Teams will be finishing up their season with "Showcase" presentations for their families and teachers next week. Our 3rd and 4th grade Lego Explore Teams are in the process of finalizing their projects and presentations as well.

By the end of February, look for Interest Form links to be available in the school newsletter for proposed Spring/Trimester 3 clubs. Adult moderators are vital to the creation and success of these groups, so please consider sharing your time and talents with our students!

REMINDERS

- When picking up your child at the end of a club meeting, **parents must park in the lot** and walk up onto the sidewalk before that child will be dismissed. Please make sure one of the parent volunteers for that club or Miss Santini knows that you have your child. Your promptness at pick up time is appreciated!
- Snacks for clubs are not mandatory, however, if your child does bring one, it needs to be a **quick, healthy, non-messy/no crumbs item** (great options: cheese, fresh fruit or veggie, applesauce pouch, small protein bar).

If you have any questions or ideas for a club, please contact our school's Auxiliary Services Coordinator, Amy Santini .



The God Spot

Adoration Volunteers Are Needed for February

Tomorrow, February 2nd we will have First Friday Adoration in our school chapel. We are looking for volunteer adorers to provide coverage for 30-60 minute blocks between the hours of 8:30-1:45. This will allow the teachers to bring their classes in for adoration according to their schedule throughout the day. If you are interested and would like more information please contact our Adoration Coordinator, Liz Pryor via email liz@horizonbuildersinc.net

To volunteer, please click on this link:

<https://www.signupgenius.com/go/10C0849AFA92AA5F5C25-47110272-volunteers>

For general information on Adoration, you may want to visit the following website for Catholic articles and resources: <https://catholic-link.org/how-to-go-to-adoration-eucharist/>

Weekly Rosary

Parents, faculty, and staff are invited to participate in saying the rosary on Wednesday mornings at 7:15 a.m. in the chapel (enter through front doors – chapel through door to immediate right). We hope that you can join us for all or part of the rosary! Questions - please contact Ms. Hinton at chinton@schooloftheincarnation.org



Parent Advisory Council News

Father/Daughter Dance

Last day to purchase tickets for the 2024 SOTI Father/Daughter Dance presented by the PAC on Friday, February 9, 2024, from 6:30 – 8:30 PM in Marian Hall! Girls in PreK through 5th grade are invited accompanied by their dad, grandfather, uncle, or other adult to enjoy a night filled with dancing, light refreshments, crafts and fun. Tickets may be purchased online for \$12 per person. There won't be any tickets available at the door, so make sure to secure your tickets today! **Ticket sales will close at 11:59pm tonight, Thursday, February 1 st .**

Click here to purchase tickets by the end of the day on February 1st:

<https://forms.diamondmindinc.com/schooloftheincarnation/fddance2024>

We are looking for additional assistance from parents to help create an enjoyable event for everyone at the dance. If you can volunteer, please click this link to lend a helping hand:

<https://www.signupgenius.com/go/5080A4CA4AF2BA5FE3-47240605-father#/>

Save the Date!!

Please save the date for the upcoming PAC Irish Fest and plan to join us on March 9th from 12-4 for music, food and family fun! More details and ticket sales link to follow!



Volunteer Corner

Are you interested in volunteering for PAC events throughout the year? There are lots of options from Bingo to Irish Fest or the Mother & Son Dance, we'd love to hear from you!

Please sign up here: <https://tinyurl.com/pacvolsign>

PAC Facebook Page

Did you know the PAC has an [official Facebook page](#)? Join today to stay up to date on important PAC news and events!

Community News

Archdiocese of Baltimore






The Archdiocese of Baltimore is in a Chapter 11 Reorganization process. As we all work through these steps, there are some items that parishes and schools are doing to fulfill the court ordered requirements. One of those requirements is for all parishes and schools to announce that May 31, 2024, is the deadline date for anyone to submit a claim against the Archdiocese of Baltimore. To view the public notice and to submit a claim, please visit: <https://www.archbalt.org/filing-a-sexual-abuse-claim/>

Holy Family Church - Faithfully Ever After - A Celebration of Love & Marriage with Dinner and Dancing!

Holy Family Church invites you to join us for a special celebration of love and marriage on Saturday Feb 10, 2024 5:00 - 9:30 pm! The evening begins with Mass and a blessing of married couples, followed by a delicious dinner, and a talk by our special guest speakers, Dr. Daniel and Bethany Meola of Life-Giving Wounds. Lastly, the evening caps off with time for dancing the night away! Cost is \$60 per COUPLE. Engaged and dating couples are also welcome. Must be 21 years or older. Sign up below to attend this wonderful event! For more information, please contact Margaret Wood at margaret.wood@hfccmail.org.

<https://www.signupgenius.com/go/9040F4AAFAA29A3F58-47176229-celebration/54976413#/>

February 2024 Lunch Menu
TOMMY'S FOOD SERVICE @ School of the Incarnation
"Great Food for Great Kids"

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Breakfast for lunch Pancakes or French toast sticks, sausage, tater tots and baked apples w/ cinnamon sugar	2 Pizza Day  Better Ingredients. Better Pizza.
5 Chicken Patty Sandwich , homemade mac & cheese and veggie	6 Spaghetti in marinara sauce, meatballs and tossed salad	7 7 th Field Trip Baked Potato Bar with bacon bits, cheddar cheese, steamed broccoli, butter and sour cream	8 Breakfast for lunch Pancakes or French toast sticks, sausage, tater tots and baked apples w/ cinnamon sugar	9 Father-daughter dance Pizza Day  Better Ingredients. Better Pizza.
12 Chicken Tenders , mashed potatoes and veggie	13 Breakfast for lunch Pancakes or French toast sticks, sausage, tater tots and baked apples w/ cinnamon sugar	14 Ash Wednesday Rotini in marinara sauce and tossed salad	15 Pizza Day  Better Ingredients. Better Pizza.	16 Early Dismissal Cafeteria Closed
19 SCHOOL CLOSED President's Day	20 Pasta shells in marinara sauce, meatballs and tossed salad	21 Cheeseburger , French fries and veggie	22 Breakfast for lunch Pancakes or French toast sticks, sausage, tater tots and baked apples w/ cinnamon sugar	23 Pizza Day  Better Ingredients. Better Pizza.
26 Corn dogs/Chicken nuggets , homemade mac & cheese and veggie	27 Cheese Ravioli in marinara sauce, meatballs and tossed salad	28 Breakfast for lunch Pancakes or French toast sticks, sausage, tater tots and baked apples w/ cinnamon sugar	29 Pizza Day  Better Ingredients. Better Pizza.	1 March SCHOOL CLOSED Professional Development Day

Combo lunch is \$6.50 it includes the **entrée**, choice of milk or juice or bottled water. **Hotdog or grilled cheese**, plus a side & drink (milk, juice or bottled water) is also combo lunch. **Available daily except pizza day:** variety of subs, hotdog, and grilled cheese sandwich, homemade soup, pretzel and **freshly baked cookies daily**. Nachos on Wednesdays, ice cream on Tuesdays & pizza days. We do not deep fry any food. **Prices and menu may change without notice.**

Available Daily	Available Daily	Not Available Daily
Hot dog \$2.75	Cookies \$1.25	French Fries \$2.75
Grilled Cheese \$2.75	Chips \$1.25	Rice or Mashed Potato \$2.75
	Soft Pretzels \$1.50	Waffle/Curly Fries/Tater tots \$2.95
Homemade Soup	Pretzel Logs/Bites \$1.95	Buttered Noodles \$2.75
Chicken Noodle \$2.75	Fruit (Apple or Orange) \$1.50	Chicken Patty Sandwich \$3.95
Tomato \$2.75	Fresh Fruit in a Cup \$2.50	Chicken Tenders (3 pcs) \$3.50
Vegetable \$2.75	Yogurt (Yoplait) \$1.75	Cheeseburger/Hamburger \$3.95
	GoGurt Yogurt Tube \$1.00	Corn dog \$2.75
Salad	String cheese \$0.60	Meatballs (4 pcs) \$2.50
Greek, Chicken, Tuna or Egg \$4.75	Veggie (tossed salad, carrots or sliced cucumber) \$2.00	Meatball Sub \$4.00
	Tuesdays and Pizza Days ONLY	Pancakes (3)/French toast sticks (3-4) \$3.50
Beverage	Ice cream cup \$1.00	Philly Cheesesteak \$4.50
Milk or Juice \$0.90	Twister \$1.75	Pizza (1 slice) \$2.85
Bottled Water \$1.00	Scooter Bar \$1.50	Mac and Cheese \$3.95
Gatorade/Propel \$1.75	Wednesdays ONLY	Cheese Ravioli (7 pcs) \$3.95
	Nachos, Chips and Cheese \$2.75	Walking Taco \$4.25
		Fish sandwich \$4.00

Please call us at the school cafeteria 410-519-2285 Ext. 2504 or E-mail us at lunch@schooloftheincarnation.org for any inquiries.

Thank you, Tommy and Ivanna

You're invited to School of the Incarnation's



**WINE
FOOD
& BREW**

Your ticket includes...
You guessed it, wine, food, and brews! Come
join us and dance the night away.
New this year 50/50 Raffle.

This is an over 21 event.

FEBRUARY 10, 2024

7 -11 o'clock in the evening

MARIAN HALL

2601 Symphony Lane
Gambrills, MD

TICKETS

\$50 per person

Tickets on sale now through February 1st
<https://payit.nelnet.net/form/TNOBVSKV>

**YOU'RE INVITED TO THE
SCHOOL OF THE INCARNATION
FATHER DAUGHTER DANCE 2024**

WINTER WONDERLAND

Friday, February 9th

6:30 - 8:30PM

Marian Hall

TICKETS \$12 PER PERSON

TICKET LINK IN NEWSLETTER

TICKETS NOT AVAILABLE AT THE DOOR

LIGHT REFRESHMENTS WILL BE SERVED

SEMI-FORMAL ATTIRE REQUIRED

2024 Father-Daughter Dance

PreK - 5th Grade

Friday, February 9, 2024

Marian Hall, School of the Incarnation

6:30pm–8:30pm

Father Daughter Dance FAQs

What is the Father Daughter Dance?

The Father Daughter Dance is a Parent Advisory Council (PAC) event for fathers to spend a special evening with their daughter(s). This is a school community event hosted by the PAC to provide an evening of fun and special memories between fathers and daughters. Girls may be accompanied by their dad, grandfather, uncle, brother, or another responsible adult.

What should I wear?

The attire is semi-formal. Dress up because the night is about making your daughter feel special! Semiformal is less formal than cocktail attire. For the dads it could include button-down shirts (with or without a blazer or sports coat), dress pants or a suit and dress shoes. For the girls examples include dresses, pantsuits, or jumpsuits with flats, sandals or comfortable heels.

What happens at the Father Daughter Dance?

A lot of fun of course! There will be a DJ to keep everyone dancing the night away. When they need a break there will be crafts. There will also be a photo booth for pictures to take home as a special keepsake.

What type of food and drink will be served?

Dinner is not served at this event. Please plan to eat dinner before you arrive. We will provide appetizers and some sweet treats! Water will also be available.

How can I get tickets?

Tickets for the Father Daughter Dance are \$12 per person. Dad/adult and girl(s) must each have a ticket to attend. You may purchase your tickets online at

<https://forms.diamondmindinc.com/schooloftheincarnation/fddance2024>

Tickets will not be sold at the door. Tickets are non-transferable and non-refundable.



If you have further questions, please contact Wendy Marshall wendyrose.marshall@gmail.com and Michele Ciapa msurricchi@yahoo.com.

NJHS

AT SCHOOL OF THE INCARNATION
IS COLLECTING FOR OUR ANNUAL

CEREAL DRIVE



JANUARY 22
-
FEBRUARY 2

TO BENEFIT THE FOOD
BANKS IN OUR COMMUNITY





Did you know?



Foods cooked in Olive Oil



Homemade Soups



Parental Control
Add a "stop" to your child's account to avoid certain foods.



Menu Calendar
Linked on SOTI website

**Peanut Free
Baked, Never Fried**

Email Tommy's food with questions:
lunch@schooloftheincarnation.org

Info:

<https://www.schooloftheincarnation.org/resources/hot-lunch>

A La Carte Items



**Sandwiches,
yogurt, fruit, eggs,
cheese**

Many
Homemade
Items: Sauces,
Mac & Cheese



*Prepared
in house*





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>-Office use only- Form submission date _____ Contact date _____</p> <p>Enrollment date _____ \$250 tuition credit date _____</p>
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Faithfully Ever After

A Celebration of Love & Marriage with Dinner & Dancing!

February 10th: 5:00 pm - 9:30 pm
Unity Hall, Holy Family Catholic Church



✝ NURTURING YOUR COMMITMENT BY GOD'S GRACE



Join us for a special evening event that features Mass with a blessing of couples, dinner, dancing, and guest speakers: Dr. Daniel and Bethany Meola, from "Life-Giving Wounds." Learn more about the speakers at: www.lifegivingwounds.org.



SCAN TO
RSVP

RSVP & REGISTER NOW!

Cost: \$60 per couple

Register after all the Masses starting Jan. 13, and running up to the day of the event. Visit the Adult Faith table in the narthex after Masses. Payment can be made by cash, check, or card. Reserve your spot at: www.holyfamilychurch.com or scan the QR code.

Contact Margaret Wood at margaret.wood@hfccmail.org for more information.

United States Bankruptcy Court for the District of Maryland

In re: Roman Catholic Archbishop of Baltimore Case No. 23-16969

Claims Notice for Victims of Sexual Abuse and Others with Claims Against the Roman Catholic Archbishop of Baltimore

If you were sexually abused by any person or entity connected with the Roman Catholic Archbishop of Baltimore (also known as the Archdiocese of Baltimore), a Roman Catholic parish or Roman Catholic school within the geographical area of the Roman Catholic Archdiocese of Baltimore, or have any claim against the Roman Catholic Archbishop of Baltimore, you must file a claim by **May 31, 2024**. If you fail to file a timely claim, you may lose the right to assert a claim at a later date.



ARCHDIOCESE
of BALTIMORE

For more Diocesan information, visit: <https://www.archbalt.org/>
or <https://dm.epiq11.com/RCABaltimore>

For U.S. Bankruptcy Court for the District of Maryland information,
visit: <http://www.mdb.uscourts.gov/>

**UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND**

In re:

ROMAN CATHOLIC ARCHBISHOP OF
BALTIMORE,

Debtor.¹

Chapter 11

Case No. 23-16969-MMH

**NOTICE OF THE DEADLINE FOR TIMELY FILING PROOFS OF CLAIM
RELATING TO, OR ARISING FROM, SEXUAL ABUSE**

**THIS IS AN IMPORTANT NOTICE.
YOUR RIGHTS MIGHT BE AFFECTED.**

**TO ALL PERSONS WITH CLAIMS ARISING FROM SEXUAL ABUSE FOR WHICH
THE ROMAN CATHOLIC ARCHBISHOP OF BALTIMORE MAY BE LIABLE:**

**MAY 31, 2024
IS THE LAST DATE TO TIMELY FILE
PROOFS OF CLAIM FOR SEXUAL ABUSE**

On September 29, 2023, the Roman Catholic Archbishop of Baltimore, also known as the Roman Catholic Archdiocese of Baltimore (the “*Debtor*”), filed a voluntary petition for relief under chapter 11 of title 11 of the United States Code (the “*Bankruptcy Code*”) in the United States Bankruptcy Court for the District of Maryland (the “*Court*”). The Debtor’s address, the case number, proof of claim form, and other relevant information related to this chapter 11 case may be obtained at the website maintained by the Debtor’s claims and noticing agent (<https://dm.epiq11.com/RCA Baltimore>). Individuals have asserted sexual abuse claims against the Debtor, on account of alleged actions by people and entities associated or alleged to have been associated with the Debtor. Any person who believes that he or she has, or may have, a claim (as defined in section 101(5) of the Bankruptcy Code) resulting or arising in whole or in part, directly or indirectly from any actual or alleged sexual offense as laid out in Subtitle 3 of Title 3 of the Maryland Statutes as well as any sexual conduct or misconduct, sexual abuse or molestation, indecent assault and/or battery, rape, pedophilia, ephebophilia, or sexually-related physical, sexually-related psychological, or sexually-related emotional harm, or contacts, or interactions of a sexual nature between a child and an adult, or a nonconsenting adult and another adult, sexual assault, sexual battery, sexual psychological or emotional abuse, humiliation, or intimidation, or any other conduct constituting a sexual offense, incest, or use of a child in a sexual performance, and seeking monetary damages or any other relief, under any theory of liability, including vicarious liability, any negligence-based theory, contribution, indemnity, or any other theory based on any acts or failures to act by the Debtor or any other person or entity for whose acts or failure

¹ The last four digits of the Debtor’s federal tax identification number are 1535. The Debtor’s principal place of business is located at 320 Cathedral Street, Baltimore, Maryland 21201.

to act the Debtor is or was allegedly responsible, including but not limited to, claims against clergy, deacons, seminarians, employees, teachers, volunteers, parishes, schools, or other entities related to the Debtor should carefully read this notice.

**YOU SHOULD CONSULT AN ATTORNEY IF YOU HAVE ANY QUESTIONS,
INCLUDING WHETHER YOU SHOULD FILE A PROOF OF CLAIM.**

LAST DATE FOR TIMELY FILING

The Court entered an order establishing **May 31, 2024** (the “*Claims Filing Deadline*”) as the last date for each individual with a sexual abuse claim to timely file a proof of claim. All references to “proof of claim” or “proof of claim form” herein are to Official Bankruptcy Form 410. The Claims Filing Deadline and the procedures set forth below for proofs of claim apply to all sexual abuse claims against the Debtor, based upon alleged acts of sexual abuse occurring prior to September 29, 2023.

WHO SHOULD FILE

If you believe that you have a sexual abuse claim against the Debtor or any other person or entity for whose acts or failure to act the Debtor is or was allegedly responsible, including but not limited to, claims against clergy, deacons, seminarians, employees, teachers, volunteers, parishes, schools, or other entities related to the Debtor, you must file a proof of claim form. A proof of claim form should include sufficient information to substantiate the claim. To provide such information, a claimant wishing to assert a sexual abuse claim may, but is not required to, accompany the proof of claim form with the Sexual Abuse Claim Supplement, substantially in the form included herein, or otherwise provide information substantially similar to the information requested by the Sexual Abuse Claim Supplement (such proof of claim with any additional forms or information provided in support of same, a “*Survivor Proof of Claim*”). You must file a Survivor Proof of Claim to maintain and preserve any claims that you have against the Debtor. Even if you have already filed a lawsuit against the Debtor alleging sexual abuse prior to September 29, 2023, you are still required to file a Survivor Proof of Claim to maintain and preserve your rights in the Debtor’s chapter 11 case.

WHAT TO FILE

FILE A PROOF OF CLAIM FORM. THE DEBTOR STRONGLY ENCOURAGES YOU TO ALSO FILE A SEXUAL ABUSE CLAIM SUPPLEMENT, A COPY OF WHICH IS ENCLOSED, OR OTHERWISE PROVIDE INFORMATION SUBSTANTIALLY SIMILAR TO THE INFORMATION REQUESTED BY THE SEXUAL ABUSE CLAIM SUPPLEMENT. IF YOU DO NOT PROVIDE SUFFICIENT INFORMATION TO SUBSTANTIATE THE CLAIM, YOUR CLAIM MAY BE SUBJECT TO OBJECTION. ALL INFORMATION PROVIDED IN RESPONSE TO THE SEXUAL ABUSE CLAIM SUPPLEMENT WILL BE KEPT STRICTLY CONFIDENTIAL UNLESS THE CLAIM HOLDER ADVISES OTHERWISE. YOU MAY ALSO OBTAIN A COPY OF THE SEXUAL ABUSE CLAIM SUPPLEMENT BY FOLLOWING THE INSTRUCTIONS BELOW. IN ADDITION, YOU MAY ELECTRONICALLY COMPLETE AND SUBMIT

A PROOF OF CLAIM AND/OR THE SEXUAL ABUSE CLAIM SUPPLEMENT AT <https://dm.epiq11.com/rcabaltimore>.

PROCEDURES FOR FILING A SURVIVOR PROOF OF CLAIM

To file a Survivor Proof of Claim, take the following steps:

Fill out a proof of claim form in its entirety and fill out the Sexual Abuse Claim Supplement or otherwise provide information substantially similar to the information requested by the Sexual Abuse Claim Supplement.

For additional copies of the Sexual Abuse Claim Supplement: (a) photocopy the Sexual Abuse Claim Supplement; (b) contact the Debtor's claims and noticing agent at (in the United States) (877) 337-1944 or (outside the United States) +1 (503) 438-3079; (c) visit the Debtor's website at: <https://www.archbalt.org/>; or (d) visit the website of the Debtor's claims and noticing agent at <https://dm.epiq11.com/RCABaltimore>.

Please note that neither the Debtor's staff nor the Debtor's claims and noticing agent is permitted to give legal advice. You should consult your own attorney for assistance regarding any such inquiries.

Return the completed original proof of claim form and any supporting forms or information to the Debtor's claims and noticing agent via online submission or at the address set forth below by the Claims Filing Deadline. Survivor Proofs of Claim will be deemed timely filed only if they are **actually received** by the Debtor's claims and noticing agent by **May 31, 2024**.

If you are returning a Survivor Proof of Claim by mail, allow sufficient mailing time so that the Survivor Proof of Claim is **received** on or before **May 31, 2024**. Survivor Proofs of Claim that are postmarked before that date, *i.e.*, the Claims Filing Deadline, but which are received by the Debtor's claims and noticing agent after the Claims Filing Deadline, will be considered tardy, and may result in legal consequences.

The filing of a timely proof of claim form with sufficient supporting information is the first step for all claims in a bankruptcy case. Any claim (even those providing sufficient supporting information) may be subject to objections or requests for discovery during the claims administration process.

You may file a claim using the proof of claim form and Sexual Abuse Supplement approved by the court by logging on to the following website: **<https://dm.epiq11.com/rcabaltimore>**, clicking on the "File a Claim" link in Case Actions and creating an account.

If you do not want to submit your claim electronically, proofs of claim along with the Sexual Abuse Claim Supplement or other supporting information should be delivered to the following address such that they are actually received by May 31, 2024:

<i>If by First Class Mail:</i>	<i>If by Hand Delivery or Overnight Mail:</i>
Roman Catholic Archbishop of Baltimore, Claims Processing Center c/o Epiq Corporate Restructuring, LLC P.O. Box 4420 Beaverton, OR 97076-4420	Roman Catholic Archbishop of Baltimore, Claims Processing Center c/o Epiq Corporate Restructuring, LLC 10300 SW Allen Blvd. Beaverton, OR 97005

CONSEQUENCES OF FAILURE TO FILE A PROOF OF CLAIM

There may be consequences for failing to file a claim. Please consult your attorney.

CONFIDENTIALITY

Filed Survivor Proofs of Claim and Sexual Abuse Claim Supplements will remain confidential in this chapter 11 case, unless you elect otherwise. Therefore, the Survivor Proof of Claim and Sexual Abuse Claim Supplement that you file will not be available to the general public, but will be kept confidential, except that information will be provided to the Debtor, the United States Trustee for the District of Maryland, the Debtor’s insurers, attorneys for the Committee, any unknown claims representative appointed by the Court, any settlement trustee appointed to administer payments to Sexual Abuse Claimants, prison authorities for any incarcerated Sexual Abuse Claimants, and such other persons as the Court determines should have the information in order to evaluate the sexual abuse claim, all of whom will agree to keep the information provided by you confidential.