

School of the Incarnation Newsletter

September 26, 2019

Friday, September 27 th :	6 th Grade Field Trip – Biz Town 8:30 AM – 2:45 PM
September 30 – October 4:	Scholastic Book Fair Preview Week
Tuesday, October 1 st :	HSA Informative Social 7:00 PM – HSA Uniform sale 6:00 PM
October 2 – 8:	Interim Assessments for Grades 2 - 8
Wednesday, October 2 nd :	2 nd Grade Field Trip – Kenney/Shallow Homeroom – Jug Bay 8:30 AM – 2:30 PM
Thursday, October 3 rd :	2 nd Grade Field Trip - Richards – Jug Bay 8:30 AM – 2:30 PM ACRE testing – Grade 8
Friday, October 4 th :	Spirit Wear Day/Homecoming/Oktober Fest – more info to come! Scholastic Book Fair sales begin 3:00 – 6:00 PM
Saturday, October 5 th :	NJHS Rainbow Dash 9:00 – 11:00 AM – see attached flyer to register
Mon – Thurs, Oct 7-10:	Scholastic Book Fair sales 8:00 AM – 4:00 PM
Tuesday, October 8 th :	HSA Room Parent Meeting 7:00 – 8:00 PM in the Art Room
Wednesday, October 9 th :	7 th Grade Field Trip – Franciscan Monastery, DC 9:00 AM – 2:00 PM AOB High School Fair at SOTI 6:00 PM
Thursday, October 10 th :	School Liturgy 9:50 AM
Friday, October 11 th :	12:15 Dismissal – ESP in sessions Scholastic Book Fair sales last day 8:00 AM – 12:15 PM
Monday, October 14 th :	No School for Students – Parent/Teacher conferences
Wednesday, October 16 th :	8 th Grade Retreat – Downs Park, Pasadena 8:45 AM – 2:30 PM Individual Student Picture retakes – starting at 8:30 AM



From the Principal's Desk

Dear Parents,

First, Mr. Lorenz and I would like to thank you for the great job that everyone is doing at morning drop-off and afternoon dismissal. On both ends, we seem to be finishing earlier and have less tardies and almost no late pick-ups. Way to go! And thank you so much for your cooperation at both of these times.

Next week, we have two important community events during the week and Rainbow Dash on the following Saturday: The HSA Informative Social on Tuesday, October 1 as well as Homecoming on Friday, October 4. Although very different events, each one provides a great opportunity to support the school, build community, learn, and have fun. Mark your calendars and see below for more information.

In Christ,
Ms. Baker

Fall Book Fair needs Volunteers!

The Fall Scholastic Book Fair is coming up! Book sales will begin on Friday, October 4th from 3 – 6 pm during the Homecoming festivities. The Book Fair will be open the following week from Monday, October 7 through Thursday, October 10 from 8 am - 4 pm, and on Friday, October 11 from 8 am - 12:15 pm. Volunteers always make the Fair run more smoothly, and we appreciate your help. If you would like to volunteer during the Book Fair, please use this Sign Up Genius: <https://www.signupgenius.com/go/8050A4BACAD2BA2FE3-book>. All volunteers must be Virtus certified. Thank you, and see you at the Book Fair!

Chick-Fil-A

A huge **THANK YOU** to all the families who joined us last night at Chick-Fil-A for our first Spirit Night! We hope you enjoyed the evening and look forward to our next event in November!

Parent Informative Social on October 1st

All parents are invited to attend our first Parent Informative Social on Tuesday, October 1st. This is the first Home and School Association Meeting of the year. Come early and shop the Uniform Sale and Exchange at 6pm in the Middle School wing. Our Hospitality Committee will serve beer, wine and water beginning at 6:30 pm- socialize and catch up with friends. Our meeting will begin at 7pm. Learn what's happening this year with the Home and School Association and how you can help us. We look forward to seeing everyone there!

HOMECOMING & OKTOBERFEST - October 4th, 2019

PLEASE READ FOR UPDATED OPPORTUNITIES - Join us on Friday, October 4th for our family friendly Homecoming and Oktoberfest. There will be fun, food, and games for everyone in the family to enjoy! Festivities will start with home soccer games. Come cheer on the Knights!

~Pre-register here: <https://forms.gle/9F4CkpFNUKDaNXkB7>.

~Sign up here to Volunteer at our event: <https://www.signupgenius.com/go/60B0D45A5A92AA02-2019>

~and one more fantastic opportunity to be a Sponsor for our event:

<https://docs.google.com/document/d/1TuWTBERB0123G1rORRhtpcGNs6G4bU1hbmSMUo5zctM/edit?usp=sharing>

Beyond Program Update:

A couple highlights from last week's groups:

The Dance and Cheer Squads began learning their routines for the upcoming Homecoming performance!

The Knightly Readers book club had a wonderful first meeting and will continue reading, discussing, exploring outside, and doing projects related to "The Sign of the Beaver" novel.

ALL THOSE INTERESTED IN JOINING OR LEARNING MORE ABOUT **DESTINATION IMAGINATION AND/OR **CATHOLIC ROBOTICS LEAGUE/FIRST LEGO LEAGUES** ARE INVITED:**

Friday, Sept. 27th (3:15-5:15 PM in gym)

Come, learn more about two wonderful opportunities to be a part of a STEM/STEAM based team!

For parents and students interested in joining or learning more about these programs.

- Information and team formation meeting for:
 - Destination Imagination
 - Preschool-2nd grade "Rising Stars" and middle school team
 - Catholic Robotics League/FIRST Lego League
 - Juniors = K-3rd grades and FLL Team = 4th-8th grades
- Drop in during these times for question/answer sessions with students and others familiar with both programs, sign up to volunteer to moderate/coach your child's team, watch videos on each program, see some of the materials on display, and **those who attend will have the first option to be placed on a team.**
- Miss Santini as well as parents and students familiar with each program will be on hand to provide details.

Run for Fun and a Great Cause - NJHS Rainbow Dash – Saturday, October 5th

National Junior Honor Society invites you, your family and friends to participate in the Rainbow Dash to benefit Catholic Charities on Saturday, October 5th from 9:00 – 11:00 AM on our school grounds. Walk, run, skip or hop on the one-mile campus loop as many times as you choose. Dash through "rainbow zones" where you will run through clouds of color or stay clean and choose the "no color" option. Please complete the attached registration form and return the form to the school office with cash or check payment (made payable to SOTI). We cannot guarantee tee shirts if your registration form/payment is received after today's deadline.

HSA Trunk or Treat

Save the Date!!! Our annual Trunk or Treat will be held on October 25th from 6:30-8:00 P.M. See the attached flyer for more details and link to purchase entrance ticket and pizzas.

Gala Survey

Don't forget - only one more day to get your feedback in for the Spring Gala. The HSA is looking to you, our parents and caregivers, for feedback. This is an anonymous survey. 7 easy to answer questions and should take no more than 2 or 3 minutes of your time! The HSA would like to thank you in advance for your time! The survey is only open until tomorrow - Friday, September 27th.

The following is a link to the survey: <https://forms.gle/kfts1i7jwCoTza4m9>

Bring Back the Father Daughter Dance?

Because of lack of volunteers for the 2019 Father Daughter Dance, the event was changed to a Daddy vs. Daughter Sports Night hosted at API in Gambrells. We understand that many of our families would like the Dance to return. Based on the results of this survey, calendar availability to schedule the event and most importantly, adequate volunteers to run the event, there is an opportunity to reschedule the Dance. Please click on the quick survey and vote.

<https://forms.gle/L2ykkJQinTw4RkzY9>

Family Bingo

We are seeking volunteers for SOTI's Annual Bingo Night. This year Bingo Night will be held on Friday, November 22, 2019. Please consider being a part of this fun filled family event! If you would like to join the committee, please contact Neena Holland at dst10@me.com. We look forward to sharing the various ways you can support this event!

Room Parents, Birthday Parents and Gala Parent Signup

There are several classes that are still looking for classroom volunteers! If you are interested in helping, visit <https://www.signupgenius.com/go/20F0B45ADA72AA4FA7-classroom> to sign up and for more information. This is a great way to spend time in your child's classroom. Please contact Frannie Schneider at frannieschneider@gmail.com with questions.

Room Parent Meeting

If you have signed up to be a room parent for 2019-2020, there will be a room parent meeting on Tuesday, Oct. 8, from 7-8 p.m. in the art room to go over changes to the program. Please contact Frannie Schneider at frannieschneider@gmail.com with questions.

News from Your Shop & Save Team - "The Times, They Are A-Changin'...."

- Box Tops are going DIGITAL!
- In case you haven't heard...no more clipping!
- Now you can just download the free app, scan your receipt and earn \$\$\$ for SOTI!
- See attachment in this newsletter for further instructions

So that means the deadline for our Second-to-Last donuts contest for this school year will be next Friday, October 4th. Send in everything that you've collected over the summer because your child's Homeroom could be the winner of our Fall Contest!

Also, some sad news-- [Giant A+ School Rewards](#) has ended their program.

However, some GOOD news -- you can still support our school through Amazon! Save [this direct link](#) when you go to shop & SOTI will get \$\$\$ back!

Amazon Smile

Select: School of the Incarnation, Inc.

<https://smile.amazon.com/>

Questions? Please contact Laura - lgardner04@verizon.net or Paula - pwichmann@comcast.net

Parents – Please Note – Re: Calling School of the Incarnation

When calling school please use the following phone number only: 410-519-2285. If you have any other phone number for SOTI in your phone directory, please replace it with the above phone number.

Spirit Wear Day – Friday, October 4th

Our next Spirit Wear Day is Friday, October 4th. Spirit wear days are distinct from out of uniform days and Tag days. Spirit wear days are special days designated by the principal when the students, faculty, and staff may come to school dressed in official School of the Incarnation spirit wear. These days usually fall on Friday or may be on a spirit night or any day designated by the principal. All spirit wear days will be listed on the calendar. Spirit wear days are optional, and if a student does not choose to dress in spirit wear on these days, he/she should come to school in the regular school uniform. The following are guidelines for spirit wear days:

- Students should wear an official School of the Incarnation spirit wear shirt* which is one of the following acceptable school colors: maroon, gold/yellow, grey, white, or black.
- Any other School of the Incarnation spirit wear can be worn on these days with the exception of hats which may not be worn inside the building.
- Spirit wear that is defaced, torn, altered or written on is not permissible.
- Dresses and skirts must be of reasonable length (no more than 3 inches above the knee) and not too tight. No thin straps or bare shoulders.
- Pants - Presentable jeans or pants are acceptable, but not pants that are tight. Leggings or spandex are not allowed.
- Shorts may be worn from August-November 4th and April-1st-June. Hair may not be dyed or combed in an unusual fashion.
- When the weather turns cold, spirit wear must be visible. For example: it would be unacceptable to be wearing a SOTI t-shirt which was completely covered by a Spalding sweatshirt.
- No hats are to be worn in school unless specified within the themes.
- Any shoes may be worn, except open-toed sandals, flip flops, clogs, thick-soled or high-heeled shoes.
- Earrings: Boys are not allowed to wear earrings at any time. Earrings for girls should be small posts or hoops.

*Examples include: Always t-shirt, past school issued t-shirts of an approved color such as club shirts, SOTI PE t-shirt, or current SOTI athletic jerseys during the appropriate season.

Rainbows begins soon!!

The fall session of Rainbows will be in October – we will be returning to an after school format. Rainbows is a peer support group for children in grades K through 8 who have gone through a life change. Life changes include divorce, remarriage, long separation from a parent/guardian (such as a parent in the military), coping with chronic illness (either the student's or someone close to them), or the death of a loved one. These peer support groups provide a caring environment where

children can share their concerns while enjoying fun activities. **Please call Mrs. Spaulding at 410-519-2285 or email at sspaulding@schooloftheincarnation.org for further information or to request a registration form.**

School Yearbook FYI

Don't wait to purchase your school yearbook! If you order before September 27th and add personalization to your cover, you can choose up to four icons for free. You can also save \$10 if you purchase a yearbook before November 1. Yearbook recognition ads are a nice way to celebrate your child's time at School of the Incarnation. Please visit the yearbook page on our website to order your yearbook and recognition ad: <https://www.schooloftheincarnation.org/resources/yearbooks>

Very Important Parent (V.I.P.) Volunteer Program

Please see the attachment to find out how you can be a VIP of the month or win your child's class an ice cream sundae party. You can sign-up at <https://www.schooloftheincarnation.org/resources/home-school-association>

SAVE THE DATE FOR HOMECOMING & OKTOBERFEST - October 4th, 2019

Join us on October 4th for our family friendly Homecoming and Oktoberfest. There will be fun, food, and games for everyone in the family to enjoy! Festivities will start with home soccer games. Come cheer on the Knights! See the attached save the date flyer and stay tuned for more details.



Student Council Information

Homeroom Student Council Representatives should apply September 23 – 30th. Completed application packet must be received by September 30th.

Please see or email Mrs. Conti – aconti@schooloftheincarnation.org or Ms. Rich – lrich@schooloftheincarnation.org for more information.

School of the Incarnation HSA Facebook

It's official! The HSA has a Facebook group under the school page. As a parent of the school, you are welcome to join. Request to be added to the group, School of the Incarnation HSA. See everyone on Facebook!

October 2019 Lunch Menu
TOMMY'S FOOD SERVICE @ School of the Incarnation
"Great Food for Great Kids"

Monday	Tuesday	Wednesday	Thursday	Friday
Sep 30 Spaghetti w/ marinara sauce, meatballs and tossed salad	Oct 1 Philly cheesesteak or chicken tenders, French Fries and sliced cucumber	2 Soft beef tacos w/ cheese, Spanish rice or buttered noodles and steamed corn	3 Greek baked chicken breast or BBQ chicken breast or leg, mashed potato, gravy & steamed veggies	4 Pizza Day  Better Ingredients. Better Pizza.
7 Cheeseburger, waffle Fries and sliced cucumber	8 Corndog, Homemade Mac N Cheese and steamed green beans	9 Breakfast for lunch Pancake, or French toast sticks, sausage, tater tots and baked apples w/ cinnamon sugar	10 Pizza Day  Better Ingredients. Better Pizza. Liturgy	11 Early Dismissal Cafeteria Closed
14 SCHOOL CLOSED Parents Teacher Conferences	15 Cheese Ravioli w/ marinara sauce, meatballs and tossed salad	16 New Stir-Fry chicken w/ veggie, fried rice or chicken tender	17 Breakfast for lunch Pancake, or French toast sticks, sausage, tater tots and baked apples w/ cinnamon sugar	18 Pizza Day  Better Ingredients. Better Pizza.
21 Spaghetti w/ marinara sauce, meatballs and tossed salad	22 Chicken patty sandwich, French Fries and sliced cucumber	23 Baked Potato Bar w/ toppings: bacon bits, butter, melted cheese, sour cream and steamed broccoli	24 Cheeseburger, waffle Fries and sliced cucumber	25 Pizza Day  Better Ingredients. Better Pizza.
28 Cheeseburger, waffle Fries and sliced cucumber	29 Corndog, Homemade Mac N Cheese and steamed green beans	30 Breakfast for lunch Pancake, or French toast sticks, sausage, tater tots and baked apples w/ cinnamon sugar	31 Pizza Day  Better Ingredients. Better Pizza.	Nov 1 SCHOOL CLOSED Faculty Retreat

Combo lunch is \$5.25 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 day. We do not deep fry any food. **Prices and menu may change without notice.**

Ala Carte Price List Only
Not available daily

Available Daily:		Available Daily:		Buttered noodles	\$2.75
Hotdog	\$2.75	Cookies	\$1.00	Chicken Patty Sandwich	\$3.75
Grilled Cheese	\$2.75	Potato Chips (1oz)	\$1.00	Chicken tenders (3pcs)	\$3.25
Turkey & Cheese Sub	\$3.40	Sun Chips	\$1.25	Chicken wings (4pcs)	\$4.50
Ham & Cheese Sub	\$3.40	Pretzel	\$1.00	Cheeseburger	\$3.75
Homemade Soup:	\$2.75	Fruit (whole apple or orange)	\$1.40	Corndog	\$2.75
chicken noodle		Fresh Fruit in Cup (sliced)	\$1.75	Meatballs (4pcs)	\$2.50
tomato		Yogurt (Yoplait)	\$1.35	Meatball sub	\$2.75
cheesy potato		Veggie (tossed salad, carrots or sliced cucumber)	\$2.00	Pancake 3/ French toast stick	\$3.25
bean soup		Tuesdays & Pizza day only		Philly cheesesteak	\$3.75
Assorted Salad:	\$4.25	Ice cream	\$1.00	Pizza (1 sliced)	\$2.30
Greek, Chicken, Tuna, or Egg		Twister	1.35	Popcorn Shrimp	\$3.75
Beverage:		Wednesday only:		Soft beef taco (1)	\$1.15
Milk or juice	\$0.80	Nacho Chips w/ cheese	\$2.25	Mac N Cheese	\$3.75
Bottled water	\$1.00	Not Available Daily:		Ravioli (7 pcs)	\$3.75
Gatorade	\$1.50	French Fries or Tater tots	\$2.75	Ziti	\$3.75
		Rice or Mashed potato	\$2.75		

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 Gina



**The School of the Incarnation HSA Presents
Our Annual**

**TRUNK
or
Treat**

D.J. & Photo booth!

Costume Contest!

Friday, October 25, 2019

6:30 P.M. – 8:00 P.M.

Parking Lot opens at 5:30

\$20 per car

\$10 Large Pizza

**Use this form to purchase tickets by check. Return form and payment to school marked:
“Attention: Trunk or Treat Committee”**

To pay with credit card, visit:

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

Name: _____ **Phone:** _____

Email: _____ **Youngest child’s teacher:** _____

Number of cars _____ x \$20.00 = _____

Number of large pizzas: _____ x \$10.00 = _____

Total Amount Enclosed: _____ *(Please make checks payable to School of the Incarnation)*

Don’t miss the fun!!!!!!



SCHOOL OF THE
INCARNATION

HOMECOMING & OKTOBERFEST

Schedule of Events:

Dance Team Performance at 3:45pm
Girls Soccer Game at 4:00pm
Boys A Soccer Game at 5:00pm

Festivities:

Beer/Wine Garden (21+)

Concessions

Music

Games

Moon Bounces

Nail painting

Pumpkin Decorating Craft

Pony Rides

Spirit Wear Sale

Bake Sale

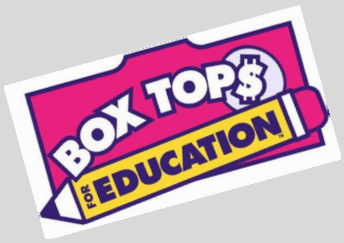
Pre-registration link in newsletter

October 4, 2019

3:30 - 7:30 pm

Stein Athletic Field

SCHOOL OF THE INCARNATION



Contest
Period

Contest
Deadline

Box Tops Brown
Bag due to HR
Parent

Summer / Fall

Friday, October 4

Monday, October 7

Winter-LAST
CONTEST !

Friday,
January 24

Monday,
January 27





EARN CASH FOR OUR SCHOOL

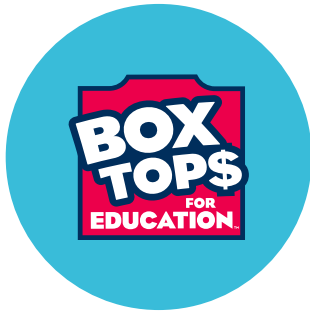
NO MORE CLIPPING. ALL YOU NEED IS YOUR SMARTPHONE.

The NEW and improved Box Tops mobile app uses state-of-the-art technology to scan your store receipt, find participating products and instantly add Box Tops to our school's earnings online.

LOOK FOR THE NEW LABEL:

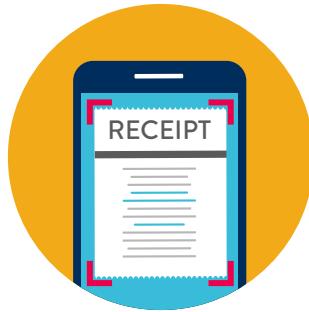


HERE'S HOW IT WORKS:



BUY BOX TOPS PRODUCTS

You can find Box Tops on hundreds of products throughout the store.



SCAN YOUR RECEIPT

Use the app to snap a photo of your receipt within 14 days of purchase.



EARN CASH FOR OUR SCHOOL

Box Tops earnings are identified and automatically updated at BTFE.com.

You do not need to clip or send Box Tops labels to school.



BOX TOPS CLIPS ON PACKAGES

Traditional Box Tops clips are being phased out of production but may continue to be found on many products throughout the store as packages transition to the new Box Tops labels. **You can still clip these and send them to school.** Please make sure each clip has a valid expiration date.



BUY
BOX TOPS
PRODUCTS



CUT
OUT THE BOX TOP
FROM EACH PACKAGE



SEND
YOUR BOX TOPS
TO SCHOOL

SEE PRODUCTS & LEARN MORE ABOUT THE BOX TOPS APP AT BTFE.COM

THE ALL-NEW BOX TOPS IS HERE!
DOWNLOAD THE APP:



SCHOOL OF THE INCARNATION'S
NATIONAL JUNIOR HONOR SOCIETY
INVITES YOU, YOUR FAMILY AND FRIENDS TO PARTICIPATE IN
THE

Rainbow Dash

TO BENEFIT
CATHOLIC CHARITIES



Saturday, October 5th from 9 AM- 11 AM on our school grounds
Walk, run, skip or hop on the one-mile campus loop as many times as you choose.
Dash through "rainbow zones" where you'll run through clouds of color

OR stay clean and choose the "no color" option.

*Colored powder is non-toxic colored cornstarch made in the USA and washes out.

All participants will have the chance to win door prizes! Fun, colorful, rainbow
attire is encouraged.

\$15 registration fee per participant. All proceeds benefit Catholic Charities.
Reserve your place at the Rainbow Dash by turning in payment (cash or check
made payable to SOTI) and the completed registration form by Thursday, Sept.
26th to guarantee tee-shirt! **We cannot guarantee tee shirts after Sept. 26th.**



SCHOOL OF THE INCARNATION'S
NATIONAL JUNIOR HONOR SOCIETY
INVITES YOU TO PARTICIPATE IN THE

Rainbow Dash



TO BENEFIT
CATHOLIC CHARITIES

Registration Form

\$15 registration fee per person. Return payment (cash or check made payable to SOTI) and the completed form to School of the Incarnation Main Office- Attention NJHS Rainbow Dash by **Thursday, September 26th**.

Family Name _____

Do you have a student enrolled at School of the Incarnation? yes no

Name of Homeroom Teacher of Youngest Child in the Family: _____

(This is for delivery purposes if you have students enrolled at the school)

Address _____

Phone: _____ Email _____

Name of Participant	Grade at School of the Incarnation (if applicable)	Shirt Size- Child	Shirt Size- Adult
		S M L XL	S M L XL XXL 3XL 4XL
		S M L XL	S M L XL XXL 3XL 4XL
		S M L XL	S M L XL XXL 3XL 4XL
		S M L XL	S M L XL XXL 3XL 4XL
		S M L XL	S M L XL XXL 3XL 4XL
		S M L XL	S M L XL XXL 3XL 4XL
Total participants x \$15=			
Additional donations (optional)=			
Total amount enclosed=			

In consideration of myself and my child participating in this experience, I hereby release School of the Incarnation, Archbishop William Lori, Roman Catholic Archbishop of Baltimore, a corporation sole, and their agents, employees and principals, of and from any and all liability, claims, demands, actions, and causes of actions whatsoever, arising out of or related to any loss, damage, or injury that may be sustained by me or my child/ children. I hereby grant permission for participation in the Rainbow Dash:

Name of Parent/Guardian

Signature of Parent/Guardian

Date

School of the Incarnation

Very Important Parent (V.I.P.) Volunteer Program

Objective

The Program gives parents, friends and alumni of the School of the Incarnation an opportunity to get involved in various activities and events that support our school community

Why V.I.P.?

Parents are an important part of the School of the Incarnation. Volunteering for the school is also very important for the school.

Goals

- Create a sense of community among the staff, parents, friends, family and alumni of the School of the Incarnation
- Meet and befriend other parents, staff and students of SOTI
- Help with fundraising efforts
- Be an example to your children
- Have fun
- Improve or increase the programs and activities available to our students

How the Program Works

Any parent, alumni of the school, or family member of a student (current or graduated) or alumni is eligible to be a VIP. VIPs must be VIRTUS certified per the Archdiocese of Baltimore. If you are not sure if you are certified or your certification has expired, please contact Jackie Haslinger (jhaslinger@schooloftheincarnation.org).

To assist our Committee Chairpersons with managing and organizing their events and activities, we ask that volunteers sign-up for opportunities found on the HSA website page (<https://www.schooloftheincarnation.org/resources/home-school-association>). A volunteer may sign-up for one or more opportunities of interest and will be contacted by the Committee Chairperson or POC to get started. Periodically, throughout the school year, an additional link asking for more volunteers may be included in the newsletter and school social media if we do not have enough volunteers for an event.

VIPs who volunteer during school hours will check-in with the receptionist or front office when she or he arrives at school. She/he will be given a badge (sticker) to wear while volunteering and asked the purpose for her/his visit. The school's check-in security system allows the front office staff to capture hours for a particular volunteer category.

When the VIP leaves, she/he will return the badge so the office staff can log-out the volunteer and capture the correct number of volunteer hours.

VIPs who volunteer time during non-school hours (IE – event planning meeting, carpooling students to an away game, etc.) will complete the online Volunteer Form found on the HSA website page (<https://www.schooloftheincarnation.org/resources/home-school-association>). Please round volunteer time to the nearest 30 minutes (IE – 2.75 hours is entered as 3 hours, 1hr 10 minutes would be 1hr, 1hr 30 minutes is 1.5hrs). The form will automatically email to the VIP Volunteer Committee Chairperson when it is complete and submitted. These hours will be inputted into a spreadsheet to be consolidated with the in-school volunteer hours.

Incentives

For each activity or event that a VIP volunteers in a month, a red ticket will be entered into that month's drawing for Volunteer of the Month. On the last Friday of the month, when the blue ticket (student) and gold ticket (faculty) winners are drawn, a red ticket (volunteer) winner will also be drawn and announced. Volunteers will be notified and can select a gift card of their choice.

Each month, the pool of red ticket winners will change based on volunteer levels for that month. Red tickets will not carry over from month to month.

The Volunteer Committee Chairperson will maintain a cumulative total of hours by volunteer and credit those volunteer hours to the classroom(s) in which the volunteer has children. For example, a parent (or grandparent) who has three children in three different grades at SOTI will receive credit in all three classrooms for volunteering time with the school. The exception would be for a class-specific activity or event such as a class party or field trip. The classroom with the highest amount of volunteer hours for the school year will win an ice cream sundae party at the end of the school year.

Questions regarding the VIP Volunteer Program

Please contact our VIP Volunteer Committee Chairperson, Nicole Murphy at naquiar6@hotmail.com.



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 _____ Enrollment date _____ \$250 tuition credit date _____</p>
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