



Saint Hilary School

Where faith, family, and academics thrive!

Dear Parent/Guardian,

January 28, 2015

Our kick-off to Catholic Schools Week began with a very well attended Family Mass. Thank you to all of our students who participated in the liturgy. Thank you to Mrs. Allen, Mrs. Giannoni, and Mrs. McNutt for organizing the pancake breakfast hosted by the FSA. Thank you to Mrs. Ernst, Mrs. Martin and Mrs. Wolf for their assistance as we began registration for the 2015-2016 school year. We had our highest re-registration numbers in many years, thank you for coming out and saving a seat for your child early! Congratulations to the Abalos and Scarpelli family on winning the registration raffle. Gail Carreon won the Bingo Raffle and received a bag of St. Hilary goodies!

We will continue to celebrate Catholic Schools Week throughout this week. Today we welcomed members of the St. Hilary Women's Club. Many ladies came to read books to our children; I am not sure who enjoyed it more the children or our guests. We also welcomed Chicago Bear's very own Mr. Patrick McCaskey. He spoke to the children about his book, "Sports and Faith". Mr. McCaskey's mother, Virginia McCaskey is a St. Hilary's alum and we are happy to have him here with us. Thursday we will celebrate our incredible faculty and parents. We are extremely lucky to be blessed with their time, talents, and dedication to our school and parish. On Friday we will celebrate our children with a number of activities. This will be a relaxed dress down day; the theme is lazy day (see flyer in today's envelope for more details). We will enjoy a movie together; enjoy an ice cream treat provided by Student Council, and play Bingo with our faith partners. We are incredibly fortunate to have your amazing children in our school and in our lives.

Registration for the 2015-2016 school year has begun. Last week you received a copy of your child's registration form generated from PowerSchool. This form is more user friendly for you and helps you save time in reregistering your child. Please review the form, make any necessary corrections, complete the tuition payment form, and return these forms to school with the \$100.00 registration fee. The registration fee will increase to \$200.00 for any registration after March 6, 2015. It is important that we are proactive in our enrollment so that teacher contracts can be offered and plans for the new year can move forward. If you have been watching the news, the Archdiocese is watching enrollment for all Catholic schools, early registration is the key to moving forward. Thank you to the many families who have already completed their registration, we look forward to another wonderful year with your child.

Last Friday, we kicked off our Leukemia and Lymphoma Pennies for Patients service project. There are a number of ways that you can donate to this very needy cause: each child was given a collection box that they should turn in to be emptied each Friday, each

class has a collection box, and you can even donate on line through this link <http://il.sy.illsevent.org/StHilarySchool> . After you donate, you'll receive a tax-deductible receipt, which you can also submit to your company's matching gift program to double your donation!

Dates to Remember:

- Thurs. Jan. 29th – We celebrate faculty, staff, and parents!!
- Fri. Jan. 30th – We celebrate our amazing children!
- Fri. Jan. 30th – Jr. High Dance, hosted by 7th grade 6:30 – 9:00 p.m.
- Sat. Jan. 31st – Market Day pick-up 9:30 – 10:30 a.m.
- Sun. Feb. 1st – Men's Club Super Bowl Party
- Sat. Feb. 7th – 7th grade Confirmandi "Day of the Spirit" retreat
- Tues. Feb. 10th – 8th grade Graduation retakes
- Fri. Feb. 13th – Family & School Association's Family Sweetheart Dance

Emergency Closing/Cold Weather

Cold weather: Students will be kept in for indoor recess when the temperature is below 25 degrees (actually or with wind chill) or in wet rainy/snowy conditions. Please make sure your child comes prepared to go outdoors – gloves, scarf, hat or hood. This is especially true of those who are on patrol.

Emergency Closing Information

Our SchoolReach system will notify you either by phone or email in the event of our school closing due to weather. In addition, emergency closing information will be announced on WBBM Radio Newsradio 780 and WGN Radio 720. The television stations to watch are CBS Channel 2 Chicago, Channel 5, ABC Channel 7 Chicago, WGN Morning News, Fox 32 and CLTV News. On-line you may access information at www.EmergencyClosings.com. Our website www.sthilarychicago.org will also have closing information. We will close if the Archdiocese closes and if CPS closes – extremely rare events. **You should choose, based on your own judgment and situation, whether or not to keep your child (ren) home.**

Please check out the Peek at the Week for a look at the week ahead.

Gratefully,

Mrs. Kathie Donovan

Mrs. Kathie Donovan, Principal

A Peek at the Week

Week of February 2 - 6

St. Hilary where faith, family, and academics thrive!

MONDAY: February 2nd - Happy Groundhog Day!

Altar Servers: T. Dang, L. Sirgiovanni

- ✓ Religious Education classes
- ✓ Yearbook Meeting in Room 206 3:00 – 4:00 p.m
- ✓ Cadet band 7:00 – 7:50 a.m. in Room 109
- ✓ Concert band 3:00 – 4:00 p.m. in Room 109

TUESDAY: February 3rd

Altar Servers: D. Echeverria, M. Cabrera

- ✓ Student Council meeting- Officers
- ✓ School Advisory Board Meeting 7:00 p.m. in the rectory

WEDNESDAY: February 4th

Altar Servers: J. McNabb, B. Sheehy, M. Crowe

- ✓ 1:45 dismissal - Faculty Meeting
- ✓ 8:30 all school liturgy

THURSDAY: February 5th

Altar Servers: T. Gallegos, A. Obra

- ✓ Concert band 7:00 – 7:50 a.m. in Room 109
- ✓ Choir 3:00 – 4:00 p.m. in Room 109

FRIDAY: February 6th

Altar Servers: C. Nono, N. Kalensky

7 pm Mass: G. Carreon, L. Nguyen

SATURDAY: February 7th

Altar Servers: 8:30 a.m. C. Keta, B. Pham

5:00 p.m. B. Rafol, G. and K. Gianonni

SUNDAY: February 8th

Altar Servers: 8:00 a.m. N. Kefle, S. Joseph, B. Anaclet

10:00 a.m. A. Rodriguez, L. and J. Sirgiovanni

12:00 Noon C. and K. Buenaventura

Don't forget to register your child for the 2015-2016 school year!!



“Refer a Friend” and receive \$100 credit
on your December tuition.



Sat. Feb. 7th Day of the Spirit for our 7th grade Confirmandi
Please keep them in your prayers.



KIDS DAY

January 30th

Out of Uniform Day

~Lazy Day~

Come dressed in your favorite sweatpants, T-shirt, hoodie, sweater, etc. Slippers are acceptable, but they **MUST** have a back to them.

!NO PAJAMAS or LEGGINGS!



On Kids' Day we'll be enjoying a movie in the morning & then we'll be playing bingo in the afternoon!

Kids may bring pillows and blankets for the movie!!!



This is Catholic Schools Week! Why not buy SCP's for all your needs!

You can now use your rebate towards reducing your tuition, your book fee, purchase gym uniforms, after school care, or add to your lunch card and as always you can buy more certificates, or donate your rebate to the school which would be used towards the school technology program

Remember, no order is too Big or too Small. It all goes to benefit our children.

- ❖ USE THEM TO SHOP INSTEAD OF CASH, CHECK, OR CREDIT.**
- ❖ ST. HILARY RECEIVES A COMMISSION ON EACH CERTIFICATE SOLD.**
- ❖ WE WILL SPLIT THAT COMMISSION "50-50" ON YOUR TOTAL PURCHASE FOR EACH QUARTER. IT CAN BE USED TOWARDS TUITION, BUY MORE CERTIFICATES OR DONATE IT TO THE SCHOOL.**
- ❖ "FACTS" PARTICIPANTS ARE ELIGIBLE FOR ALL THE BENEFITS OF THE SCP PROGRAM.**

**FOR MORE INFORMATION ON SCP* Email
KATHY ERNST @ ernst@sthilarychicago.org**

CERTIFICATES USUALLY ON HAND:

CERTIFICATE ORDERS RECEIVED BY FRIDAY WILL BE AVAILABLE ON TUESDAY OF THE FOLLOWING WEEK:

RESTAURANTS:

Burger King (2% rebate)	\$10 ____
Chili's (5.5% rebate)	\$25 ____
Chipotle (5.5% rebate)	\$10 ____
Dunkin Donuts (1.5% rebate)	\$10 ____
I Hop (4%rebate)	\$25 ____
Kentucky Fried Chicken (4.5% rebate)	\$5 ____
Lettuce Entertain You Restaurants (6.5% rebate)	\$25 ____
Lou Malnatis (3.5% rebate)	\$25 ____
Panera Bread (4.5% rebate)	\$10 ____
Olive Garden/Red Lobster (4.5% rebate)	\$25 ____
Panera Bread (4.5% rebate)	\$10 ____
Pizza Hut (4% rebate)	\$10 ____
Starbucks Coffee (3.5% rebate)	\$10 ____
Subway (1.5% rebate)	\$10 ____
Wendy's (2% rebate)	\$10 ____

SPECIALTY:

AMC-Cineplex-Sony-Lowes Theaters (4% rebate)	\$25 ____
AMC-Cineplex-Sony-Lowes Theaters (4.5% rebate)	\$9 ____
Fannie May (12% rebate)	\$20 ____
I Tunes (1.5% rebate)	\$25 ____
Mobil/Exxon (0.50% rebate)	\$50 ____
Shell Debit Card (1% rebate)	\$25 ____
Shell Debit Card (1% rebate)	\$100 ____
U.S. Postage Stamps 20 @ .49¢ (0% rebate)	8.8 ____

RETAIL:

Bath & Body Works (6.5% rebate)	\$10 ____
Best Buy (1.5% rebate)	\$25 ____
Carson Pirie Scott (4.5% rebate)	\$25 ____
Claire's (4.5% rebate)	\$10 ____
Dick's Sporting Goods (3% rebate)	\$25 ____
Gordon Food Service (1.5% rebate)	\$25 ____
Home Depot (2% rebate)	\$25 ____
Jewel-Osco (2% rebate)	\$25 ____
Jewel-Osco (2% rebate)	\$100 ____
Lowe's Home (2% rebate)	\$25 ____
Marianos (2% rebate)	\$25 ____
Marshall's/T J Maxx(3.5% rebate)	\$25 ____
Muller Meats (3% rebate)	\$20 ____
Old Navy,Gap,Banana Republic (2% rebate)	\$25 ____
Ross (5% rebate)	\$25 ____
Toy-R-Us (1.5% rebate)	\$20 ____
Walgreens (3% rebate)	\$25 ____
Wal-mart (1.25% rebate)	\$25 ____

ST. HILARY GIFT CERTIFICATE

CHOOSE THE AMOUNT \$_____

CERTIFICATE ORDERS (FROM BOTTOM SECTION) RECEIVED BY FRIDAY WILL BE AVAILABLE ON TUESDAY OF THE FOLLOWING WEEK:

RESTAURANTS:

	\$10 ____
	\$10 ____
Boston Market (6.5% rebate)	\$10 ____
Buffalo Wild Wings (3.5% rebate)	\$25 ____
Eduardo's Pizza (4% rebate)	\$10 ____
Houlihan's (4% rebate)	\$25 ____
Mrs. Fields Cookies (9% rebate)	\$10 ____
Outback Steakhouse (4% rebate)	\$25 ____
Red Robin (4.5% rebate)	\$25 ____

SPECIALTY:

Barnes & Noble (4% rebate)	\$10 ____
B P Gas (.50% rebate)	\$50 ____
Chuck E. Cheese (4% rebate)	\$20 ____
Honey Baked Ham (4.5% rebate)	\$25 ____
Hyatt Hotels (4% rebate)	\$25 ____
Oberweis (4.5% rebate)	\$10 ____
Timber Ridge Lodge (4.5% rebate)	\$25 ____

RETAIL:

Bed, Bath & Beyond (3% rebate)	\$25 ____
Build A Bear (4% rebate)	\$25 ____
Crate & Barrel (3% rebate)	\$25 ____
CVS Pharmacy (2% rebate)	\$25 ____
Eddie Bauer (4.5% rebate)	\$25 ____
Express (5.0% rebate)	\$25 ____
Foot Locker (4% rebate)	\$25 ____
Hair Cuttery (4% rebate)	\$10 ____
J C Penneys (2% rebate)	\$25 ____
Land's End (7% rebate)	\$25 ____
Lane Bryant (4% rebate)	\$25 ____
Mario Tricoci (4% rebate)	\$25 ____
Menard's (1.5% rebate)	\$25 ____
Office Depot (2% rebate)	\$25 ____
Office Max (2.5% rebate)	\$25 ____
Payless Shoes (6.5% rebate)	\$10 ____
Pier 1 Imports (4.5% rebate)	\$20 ____
Pottery Barn/Wm. Sonoma (4% rebate)	\$25 ____
Shutterfly (4.5% rebate)	\$25 ____
Sports Authority (4% rebate)	\$25 ____
Target (1.00% rebate)	\$25 ____
Target (1.00% rebate)	\$100 ____

Please note: When one or more companies are listed together, the certificates are good at either store.

NAME _____

ORDER TOTAL \$ _____

SEND WITH STUDENT * _____

WILL PICK-UP AT SCHOOL _____

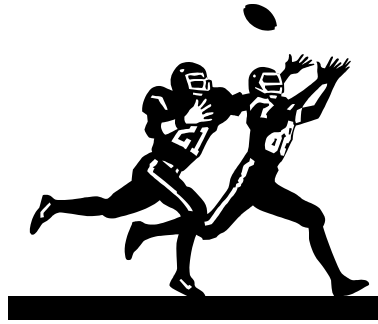
PHONE NUMBER _____

Please make checks payable to: St. Hilary School

*PLEASE NOTE: St. Hilary School & its Board cannot be held responsible for any loss that may occur in transit.

Any Questions, Call Kathy Ernst (773) 989-9249.

ROOM # _____



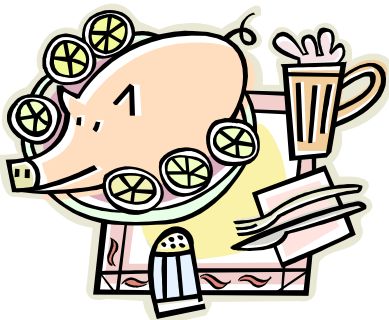
St. Hilary Men's Club
"The Big Game" Gathering
Sunday Feb. 1, 2015
School cafeteria

Ladies welcome

\$40/person \$60/couple

2:00 p.m. – 9:00 pm

Family & Friends welcome
Games of chance
Snacks and dinner served
Game on large screen
and HD television



We recycle!



We reduce!

Recycling Update – February Competition

As we strive towards our **\$50,000 goal**, families, students and friends can participate in another recycle rally!

February Competition

Save your clean plastic #1 & aluminum pop cans. The school is competing against the parish 😊 If the school wins, the top 3 classrooms will receive ice cream sundaes. If the parish wins, all members receive bragging rights.

*Turn in items with your child(ren) the last week of February for the school to earn points.

*Turn in items with a marked label “parish” to the church vestibule during the month of February for the parish to earn points.

ALL BAGS MUST HAVE THE QUANTITY OF ITEMS MARKED ON IT

Contact Maestra Busscher via email to help with sorting.

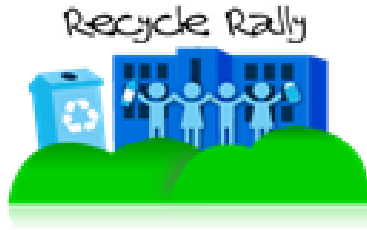
busscher@sthilarychicago.org

All activities completed will count as service hours.

We reuse!

We renew!

We recycle!



We reduce!

Recycling Update – Metal Recycle Bin

To alleviate the hassle of delivering our recyclable items, a large recycle bin was placed by the garage in the northeast corner of parking lot.

DO NOT PUT ANYTHING INSIDE OF IT!

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DO NOT PUT ANYTHING INSIDE OF IT!

It is to be used for weighed items only.

Send items with your child(ren) to school or the blue receptacles by the bike rack/preschool door. This request is till the end of the school year.

Thank you for your cooperation.

We reuse!

We renew!

St. Hilary Elementary School
5614 N. Fairfield Avenue
Chicago, IL 60659

January 23, 2015

Dear Parents/Guardians,

The National Dairy Council (NDC) and the National Football League (NFL) in collaboration with the U.S. Department of Agriculture (USDA) are making a long-term commitment to America's youth with a school based nutrition and fitness initiative called **Fuel Up To Play 60**. This initiative gets students involved in creating a healthier school environment that promotes student health, learning, and achievement. Through **Fuel Up To Play 60**, students will pledge to choose more nutritious foods, get 60 minutes of physical activity per day, and encourage their friends, family, and school to join them and have fun too.

St. Hilary Elementary School is part of a select group of schools in the country to take part in **Fuel Up To Play 60**. This initiative will provide your child with a unique opportunity to develop leadership skills, make positive changes in nutrition, and fitness environment.

Fuel Up To Play 60 calls on students and adults to work together to create in school programs that impact overall health and wellness. If you are interested in becoming part of our St. Hilary Elementary School team, please visit the FuelUpToPlay60.com website. Because your child is making a commitment, I ask for your permission for your student to participate in the program.

There are two options to give permission and get signed up to participate in the Fuel Up To Play 60 program. Sign up and permission can be done on line by going to Fueluptoplay60.com and click the tab I'm a Student and get logged on. If your child is under the age of 13, parental permission must be given. Children 13 and up may sign up by themselves. Option number 2 is to fill out and return the enclosed permission slip.

Further information will be shared in class. As always, I look forward to assisting the students in reaching their fitness and nutrition goals. Please notify me if you have any questions about the Fuel Up To Play 60 program.

Respectfully,

Mr. Flaherty
St. Hilary Elementary School
Physical Education Teacher
flaherty@sthilarychicago.org

Give Your Under 13 Child Permission to...

Get Active! Get Healthy!



#1

Go to FuelUpToPlay60.com
Select "I'm a Student"
Create a username and password



Username: _____

#2 Required Student Info

First Name: _____

Last Name: _____

Date of Birth: ____/____/____ **School Name:** _____ **School Zipcode:** _____

Email Address: _____

(Parent or Student)



For us to process this form, you must provide a valid parent or student email address. If you do not have an email address, please create one using a free service.

#3 Optional Info

Phone Number: (____) _____ - _____

Providing a phone number is a great way for us to contact you quickly and efficiently if there is a problem with your form. All of your information stays 100% private!

#4 About Fuel Up to Play 60

Fuel Up to Play 60 is a program founded by the NFL and National Dairy Council, in collaboration with USDA, which empowers students to take charge in making small, everyday changes at school that can encourage students to exercise regularly and eat healthy food!

Fuel Up to Play 60 collects personal information from all student participants that may include first and last name, email address, parent's cell phone number, date of birth, school name, and location. This information is used to provide each student with an individualized experience of FuelUpToPlay60.com.

Please visit <http://students.fueluptoplay60.com/privacy-policy/> to view the complete Privacy Policy.

#5 What it Means for You

Your child has requested access to the student site of FuelUpToPlay60.com where he/she can win awesome prizes, like an NFL player visit or Super Bowl tickets, for choosing good-for-you foods and getting active for at least 60 minutes every day. However, before we can allow him/her to participate fully in our program, we need your permission!

#6 All Set? Give Your Permission!

By checking the box below and signing, you agree to our terms of use and Privacy Policy and confirm that you grant your child access to FuelUpToPlay60.com. At any time, you may rescind your parental authorization for access to all that FuelUpToPlay60.com has to offer by notifying us in writing via mail, fax, or email.

☐ **YES! My child can have full access to FuelUpToPlay60.com**

Parent Signature: _____

Date: _____



Mail to: CustomED
710 Haddon Avenue
Collingswood, NJ 08108



Fax to:
856-340-4596



Scan document and
email to:
StudentAmbassador
@FuelUpToPlay60.com



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The St. Hilary Family & School Association cordially invites your family to our

Sweetheart DANCE

Friday, February 13, 2015

7 to 9:30 p.m.

School Gym

\$6 for adults ♥ \$3 for children ♥ children under 3 free

♥ Pizza and refreshments will be provided

♥ Bring your cameras for our DIY photo booth (we'll provide the props)

♥ Please RSVP so we know how much food to order

♥ Advance payment is recommended, but families can pay at the door

♥ This is a family event—no drop-offs

Please cut and return this form with your payment by **Wednesday, Feb. 11**, to let us know that you are coming. This will help us make it a great evening. Thank you!

Yes! My family is planning to attend the Sweetheart Dance.

Family name: _____

A total of _____ family members will be there.

St. Hilary K-8

LunchSmart Menu

February 2015



Monday	Tuesday	Wednesday	Thursday	Friday
February 2 Creamy Chicken Brown Rice Carrots Rainbow Variety Bar Fresh Fruit or Peaches Whole-Grain Roll	February 3 Turkey Tacos on Ultragrain Tortillas with Garnish Cup & Salsa Refried Beans Rainbow Variety Bar Fresh Fruit or Mixed Fruit	February 4 Whole-Grain Chicken Corndog Mashed Potatoes Green Beans Rainbow Variety Bar Fresh Fruit or Pineapple	February 5 Whole-Grain Pasta with Homemade Meat Sauce Broccoli Florets Rainbow Variety Bar Fresh Fruit or Applesauce Whole-Grain Breadstick	February 6 Toasted Cheese Sandwich on Whole-Grain Bread Home-Style Beef Vegetable Soup Oven-Baked Crinkle-Cut Fries Rainbow Variety Bar Fresh Fruit or Mixed Fruit
February 9 Zesty Italian Turkey Burger on a Whole-Grain Bun Sweet Potato Waffle Fries Rainbow Variety Bar Fresh Fruit or Pears	February 10 Whole-Grain Chicken Tenders with BBQ Dipping Sauce Kettle-Baked Beans Rainbow Variety Bar Fresh Fruit or Peaches Whole-Grain Roll	February 11 Baked Pasta with Beef & Cheese Corn Rainbow Variety Bar Fresh Fruit or Mixed Fruit Whole-Grain Breadstick	February 12 Chinese Chicken Brown Rice Asian Vegetables Rainbow Variety Bar Mandarin Oranges Fresh Fruit	February 13 Hot Turkey Ham & Cheese Sub on a Whole-Grain Hoagie Baby Carrots Rainbow Variety Bar Fresh Fruit or Pineapple Whole-Grain Sugar Cookie
February 16 No School	February 17 Oven-"Fried" Chicken Drumstick Mashed Potatoes Green Beans Rainbow Variety Bar Fresh Fruit or Mixed Fruit Whole-Grain Cinnamon Bun Stix	February 18 Burrito Bowl (featuring ground beef, black beans, corn) with Garnish Cup, Sour Cream & Salsa Cilantro-Lime Brown Rice Rainbow Variety Bar Fresh Fruit or Peaches	February 19 BBQ Chicken Flatbread Baby Carrots Rainbow Variety Bar Fresh Fruit or Applesauce Oat & Honey Goldfish Cracker	February 20 Mac 'n' Cheese Broccoli Florets Rainbow Variety Bar Fresh Fruit or Mixed Fruit Whole-Grain Breadstick
February 23 Chicken Fajita on Ultragrain Tortilla with Garnish Cup Flame-Roasted Peppers & Onions Cilantro-Lime Brown Rice Rainbow Variety Bar Fresh Fruit or Peaches	February 24 Whole-Grain Pasta with Homemade Meat Sauce California Blend Veggies Rainbow Variety Bar Fresh Fruit or Pears	February 25 Breaded Chicken Sandwich on Whole-Grain Bun Sweet Potato Criss-Cut Fries Rainbow Variety Bar Fresh Fruit or Pineapple	February 26 Home-Style Salisbury Steak with Gravy Mashed Potatoes Green Beans Rainbow Variety Bar Fresh Fruit or Applesauce Whole-Grain Roll Whole-Grain Sugar Cookie	February 27 Southwest Vegetable Quesadilla with Salsa & Sour Cream Marinated Black Bean Salad Rainbow Variety Bar Fresh Fruit or Mixed Fruit

Matters of the Heart

February is American Heart Month. Celebrate by incorporating more colors into your meals to increase your exposure to an assortment of heart-healthy antioxidants. Fruits and vegetables have the greatest variety of color. Eating more colorful meals means you are taking advantage of their heart-friendly properties. To find out more, visit www.cdc.gov/Features/HeartMonth.

Special note: Only cheese pizza and entrée salads will be served on February 18, 20, and 27

Additional Entrées Offered Daily

Extra cheesy pizza / Hamburger / Entrée salad

Weekly Specials

Beefy cheesy nachos with salsa - Week of February 2

Spicy chicken sandwich - Week of February 9

Chicken tenders with breadstick and BBQ

dipping sauce - Week of February 16

Philly cheesesteak - Week of February 23

Menu is subject to change based on availability and quality of food items

Around the World in a Lunch Period – China



Are you ready to head to China for our next Culinary Explorations journey? China is the most populous country in the world, with more than 1.35 billion people. The country's official name is The People's Republic of China. Beijing is the capital. China is located in Asia and is the home of the fourth longest river in the world, the Yangtze. Geographically, China is one of the largest countries on Earth. Because it is so big, food is usually grouped by region. Did you know . . .

- Sichuan cuisine, served in the western part of China, is hot and spicy?
- Hunan food, from south-central China, is sweet and sour or spicy?
- Fujian meals, eaten in southeast China, emphasize subtle flavors?
- Cantonese cooking, served in southern China, is the style best known in the United States?

This month, you will get an early start on Chinese New Year with a feast that includes Chinese chicken, brown rice, and Mandarin oranges. The Chinese New Year begins on February 19. It is the year of the sheep/goat/ram.

Enjoy! 食飯

The U.S. Department of Agriculture prohibits discrimination against its customer, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in any program or activity conducted or funded by the USDA. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or by fax (202)690-7442 or email at programintake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.