



Week of November 16, 2009

What's Going On...

Tuesday, November 17
 Pennsylvania Eurythmy
 Ensemble performs
 Multipurpose Room, 9:30 and
 11:00 a.m.

Friday, November 20
 Children's Garden
 Lantern Walk
 5:00 p.m.

Sunday, November 22
 Festival Choir Rehearsal
 Music Room, 6:00-8:00 p.m.

Wednesday, November 25
 Assembly, 10:45 a.m.
 Half day: 12:15 dismissal

Thursday, November 26 and
 Friday, November 27
 School closed for
 Thanksgiving holiday

Tuesday, December 1 and
 Wednesday, December 2
 Winter Garden
 (Open to the public on
 Tuesday, 2:30-3:30 p.m.)
 Eurythmy Room

Saturday, December 5
 Holiday Fair

Sunday, December 6
 Festival Choir Rehearsal
 Music Room, 6:00-8:00 p.m.

Thursday, December 10
 Festival Choir Rehearsal
 Multipurpose Room,
 5:30-6:00 p.m.

Thursday, December 10
 Festival of Light
 Multipurpose Room

Please join us on Wednesday, November 25, 2009 for the Thanksgiving Assembly

We heartily invite you all to the Thanksgiving Assembly, to be held in the Multipurpose Room of the Yellowwood Building on Wednesday, November 25, at 10:45 a.m.

All students, Grades 1-11, will be performing from their Main Lesson work or from their specialty subjects. There will be wonderful selections full of variety, which include Spanish, German, math, recorder, singing, the Bible, copper rod exercises, and orchestra.

Please be reminded that students must wear assembly dress. Assembly dress consists of a collared dress shirt (no t-shirts, please), dress pants (no jeans, please), and dress shoes for boys; and a dress, or dressy blouse or top with sleeves and skirt, and dress shoes for girls. The fifth grade should be in Orchestra dress. The eighth grade has received their dress code requirements already.

We look forward to seeing you on November 25.

Did you know . . . ?

- Jason Davis (11th grade) was the MVP of the Chesapeake Athletic Conference soccer season.
- Both girls' and boys' combined WSB/Shoshana Cardin High School soccer teams were Conference champs!
- Upper school basketball practices begin at the Towson YMCA--Go Wolves!
- Sam Gallagher is in Spain as a visiting student at the Madrid Waldorf School.
- Marie Lompo, from Burkina Faso, visited the seventh grade on November 10 to demonstrate dances from her country.
- The eighth grade is having a main lesson block in platonic solid geometry with Ms. Breen.
- The seventh grade went to the Baltimore Museum of Art on November 11 to see African Masks, and will go to the African History Museum in Washington, D.C. on November 20 as part of their main lesson studies.
- Half of the eighth grade went to JoAnn Fabrics on November 12 to choose their fabric and patterns; the other half will go on November 19.
- The eleventh grade went to Goucher College on November 12 to attend a lecture on genetically engineered food.
- The eleventh grade will canoe on the Nanticoke River on the Eastern Shore on November 18 in conjunction with their botany studies.
- The ninth grade is going to the Cryptological Museum on November 17 for their math studies.
- Zeke's Coffee fundraiser is ongoing. See descriptions of the flavors available, along with order form and delivery dates, on our website with the *Weekly*.
- The 1st grade visited the middle school art exhibition on Friday, November 13th, where they began to learn how to view and appreciate works of art.
- At our Open House on November 8th, we were visited by 30 families, 6 of whom have already submitted applications.

Contact information for School Chairs

Upper School Chair: Donald Bufano, dbufano@twbsb.org; 410-367-0647
 Middle School Chair: Ed Meade, emeade@twbsb.org; 410-367-6808 ext. 365
 Lower School Chair: Laura Trosch, ltrosch@twbsb.org; 410-367-6808
 Children's Garden Chair: Noris Friedman, nfriedman@twbsb.org; 410-367-6808 ext.371
 Administrative Chair: Larry Snyder, lsnyder@twbsb.org; 410-367-6808 ext. 201

Scrip News

SCRIP Sales

Week ended 11/6/09:

Value of cards sold: \$4,230
 Profit from these cards: \$194.60

Total profit (YTD): \$1,045.75

The Gift of Giving

Thanks, **Anita and Lenny Shefts**, for using SCRIP to help the less fortunate this holiday season. In their office, Anita and Lenny placed a Giving Tree full of Giant gift cards purchased through the SCRIP program. Anyone visiting is encour-

aged to donate one of the cards to charity this season. What a great gift: to simultaneously help our school *and* those less fortunate.

December 11 Deadline

Gift our school by ordering your holiday gift cards through the WSB SCRIP program. Our remaining holiday preorder deadline is **December 11**. And don't forget that you can also order SCRIP at the **Holiday Fair**. All orders placed by the December 11 preorder deadline will be delivered prior to the holiday break. You won't be able to miss our booth at the fair—just inside the

double doors of the Multipurpose Room.

Standing Weekly Orders (WSO)

Would you like to become a WSO customer? It's easy to get into the weekly delivery cycle: Just e-mail us at wsbscrip@gmail.com. We will pull your order each week and make sure you get your SCRIP either every Friday on the plaza or every Monday at the Spring Garden Store. *Every action counts and you are making it happen. Thank you, Waldorf Families.*

SCRIP PARTICIPANTS

(WEEK ENDED NOVEMBER 6, 2009)

Boys' Soccer Team, Victoria Eisner, Kimberly Field, June Fletcher-Hill, Sherry Frick, Handwork Program, Jane Hardy, Gail Kurek, McCabe/Williams, Cate Mulvihill, Eva Roque, Anita Shefts, Laurel Vincenty

Block II of Special Eurythmy

Block II of Special Eurythmy will begin on January 4, 2010, the day we return from the holiday break. This block will have nine sessions for a total cost of \$270. There is limited financial aid available, which must be requested in writing before

December 4, 2009. You may have had conversations with your child's class teacher regarding therapeutic eurythmy during the teacher conferences in November. If you have further questions, please feel free to contact me. I look forward to hear-

ing from you and working with your child/ren.

Virginia Efta
 410-358-7274
vefta@twbsb.org

Why I Give to the Annual Fund

by Judy Golombeck

In my job as a music teacher and college level education instructor, I have worked in many schools and learned about many educational approaches; but I never had an emotional reaction to a school the way I did to Waldorf.

I learned about Waldorf education in 1988 through an article in the *Baltimore Sun Magazine*. There was a photo of the third grade class, and the caption read that the children learned their multiplication tables by chanting while moving in a circle. This was the first school I had heard of where they understood that rote memorization is made easier by rhythmic movement. It brought tears to my eyes. I knew I wanted to know more about Waldorf education, and I knew that this was where I wanted my children to be.

Nate and Molly are grown now. They are college graduates with interesting, productive lives. They have been successful in school, in work, and in their relationships with friends and community. I believe they have achieved this success because of the strong foundation they received at Waldorf. Nate and Molly know who they are. They respect themselves and others. They are confident and happy in their lives, because they know what they are good at doing. Waldorf gave them the opportunity to develop their bodies, spirits, and minds, and their sense of beauty in the world.

Nate and Molly left Waldorf many years ago, but I am still here. Of all the schools I have been with, Waldorf is the closest to my heart. And I knew my husband and I made the right decision in sending our children to Waldorf when Molly, who studied education and worked in

several schools, said "When I have children, I can't imagine sending them anywhere but a Waldorf school."

Judy teaches violin and serves as a member of the Board of Trustees. Her son, Nate Pretl, Class of 1998, lives in Baltimore City and works as an urban planning consultant. Judy's daughter, Molly Pretl Georges, Class of 2000, lives in Nice, France with her husband, Fabrice. She is a nanny to a special needs child and gives English lessons.

Make your gift today to the 2009-2010 Annual Fund.

You may bring in a check, payable to Waldorf School of Baltimore. Online donations are also welcomed at www.waldorfschoolofbaltimore.org

June Fletcher-Hill
Development Manager

Greens Needed for the Winter Garden

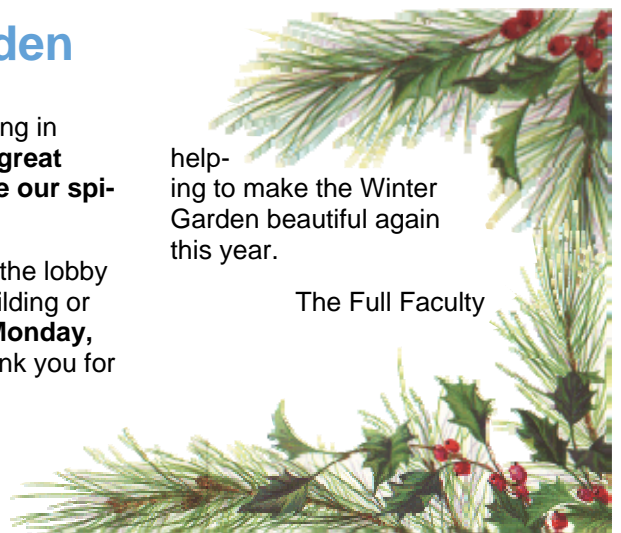
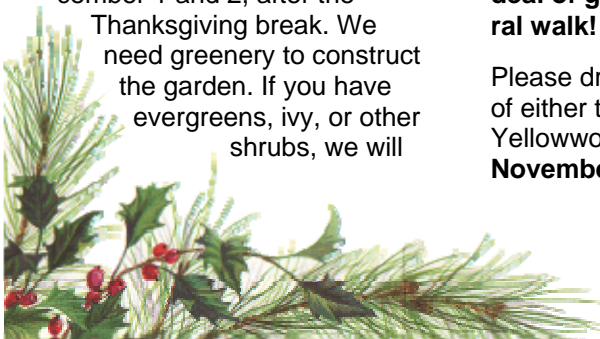
The Winter Garden will take place on Tuesday and Wednesday, December 1 and 2, after the Thanksgiving break. We need greenery to construct the garden. If you have evergreens, ivy, or other shrubs, we will

appreciate it if you can bring in some cuttings. **It takes a great deal of greenery to make our spiral walk!**

Please drop off greens in the lobby of either the Tamarind Building or Yellowwood Building on **Monday, November 30, 2009**. Thank you for

helping to make the Winter Garden beautiful again this year.

The Full Faculty



Library News

Once again, thanks are due to those who have thought of the library. Matthew Thurber (7th grade teacher) donated a copy of Charles C. Mann's *Before Columbus: the Americas of 1491*. Mann is the author of the adult book *1491: New Revelations of the Americas Before Columbus*, a recent bestseller that cast a light on the Americas as they were before Europeans arrived; his new book is replete with color illus-

trations that complement the text. Both teachers and students will enjoy this book.

Jakob Raitzyk (4th) has again given the library a book that fills a hole—the last book in the Percy Jackson and the Olympians series, *The Last Olympian*, by Rick Riordan. Our students will be checking this one out left and right.

Skyler Kessenich (formerly Class of 2018) gave us two Boxcar Children books, which will replace some of our well-used and badly-worn copies.

Thanks to everyone who has thought of the library this year, and happy reading.

Charlotte Snyder
Librarian

The New Lending Library in the Upper School

Thanks to the dedication and hard work of Upper School parents, Carol Newill and M'Lissa Moss, we now have a lending library for Upper School students. With advice and consultation from Charlotte Snyder and support from Upper School faculty members Donald Bufano and Marian Perry Tamburrino, and Larry Snyder, Administrative Chair, Carol and M'Lissa gave many hours to build a lending library for high school students. The library now has 150 books, a subscription to *Sports Illustrated* and one to *People Magazine*—in Span-

ish! Using her expertise as a librarian, M'Lissa compiled a list of all the books.

As the Upper School grows, the library will grow, too. Please consider donating a book, new or used (in good condition) to the new lending library. Titles Carol and M'Lissa are still looking for include *The Diary of Anne Frank*, *Ender's Game* and other books in that series by Orson Scott Card, and books in the *Heroes of Dune* series by Brian Herbert and Kevin Anderson.

Think back to your high school

years and the books that made a difference to you then. Copies of those books would make a meaningful gift to the new Lending Library of the Upper School. **You may drop off a book (in good condition) to either building; please make sure to include a note indicating that it is for the Upper School library.**

We are very appreciative to Carol and M'Lissa for their vision and work on this project.

June Fletcher-Hill
Development Manager

Seventh and Eighth Grade Art on Display in Tamarind Building

Come and visit the gallery on the second floor of the Tamarind Building. Every student in the seventh and eighth grade has chosen a painting from our work together this year. The paintings have been framed and are looking beautiful. Framed paintings are for sale for \$75; checks can be given to Ms. Engelke.

Edna Emmet



Holiday Fair: Coming up on December 5

Afghan Raffle Tickets For Sale!

As always at this time of year, the third grade, under the guidance of Cate Mulvihill, our Handwork teacher, is hard at work finishing a beautiful afghan throw to be raffled at 3:00 p.m. at the Holiday Fair on December 5th. This year, raffle tickets are for sale in advance from Jean Engelke at the front desk in the Tamarind Building and from Sherri Kasky at the Spring Garden Store. Tickets are \$2 each or 3 for \$5. Do not miss your chance to win this exquisite, one-of-a-kind, hand-crafted item!

Holiday Preparation in Full Swing!

Our Holiday Fair is the biggest event in the WCA's calendar. Each family plays a part in bringing this event to life as each class is responsible for an activity of some kind, and this is the time to be making your final arrangements. Please

contact your class parent to see what you can do to help! Here's a list of what each class is responsible for:

- Acorn Room - Candle Dipping
- Rose Room - Fishing Game
- Dandelion Room - Gingerbread decorating
- 1st Grade - Staffing the Spring Garden Store
- 2nd Grade - Decorations
- 3rd Grade - Rudolf's Diner
- 4th Grade - Children's Shopping Room
- 5th Grade - Set-up the night before
- 6th grade - Breakdown
- 7th Grade - Jump-rope making and a paper craft
- 8th Grade - Dessert Cafes and Waffle Stand
- 9th grade - Silent Auction
- 10th Grade - Silent Auction
- 11th Grade - Green Team Ambassadors and cupcake decorating.

Other activities include this year's Marionette Show, entitled "Roly Poly Rice Ball" a Japanese Tale about Mouse Country, Seated Massage available from Bill Good, Spinning demonstrations, live musical performances in both buildings, our magical Winter Faeries Grotto, student vendors selling their own work, outside vendors (some familiar, some new) selling all kinds of goodies, a peaceful lounge for parents and toddlers, and a showcase of student work hosted by the Outreach, Admissions, and Development staff. Please tell your friends, family and neighbors about the Fair and what a wonderful day out it is for people of all ages. Fliers will be available soon for parents to distribute. Thank you all for your part in this truly extraordinary event. The WCA's Holiday Fair team.

Jo Keller

Calling all bakers! Join the 8th grade in providing baked goods for the Fair!

If you can donate, the drop-off is Friday, December 4, at dismissal: please put all baked goods in the conference room behind Jean Engelke's office. Clearly label your platters/trays, and you can pick them up Monday morning in the conference room. If baked goods can't be dropped off on Friday, please try to get them to the Holi-

day Fair as early as you can on Saturday.

You probably know that Waldorf is trying to get certification as a Green School, which in turn impacts how we deliver and serve baked goods. We are trying hard to reduce waste. Baked goods should NOT be individually wrapped. If we can avoid individual wrapping, it will

contribute to being Green, and also the goods sell better if they're not obscured by plastic wrap. Baked goods that need to be cut into serving portions can be cut at the school.



We offer condolences to the Redgrave family at the death of Brooke's father, Edgar Billops, last week.

Holiday Fair Roundup (the date is closer than you think!)

Silent Auction

This year our upcoming Holiday Fair (Saturday, December 5th) will again feature a fabulous silent auction. For this effort the committee is looking for donations of good and services to auction. This is your opportunity to be really creative! New items of most any kind are, of course, gratefully accepted. BUT...are you a wizard at cutting hair; baking cakes; changing oil in a car; preparing a gourmet meal; babysitting; dog training or pet sitting; guitar, knitting, or language lessons? Does your employer make or sell something which could be donated (tax deductible!)? Hand-made items have been particularly popular in the past—so those creative folks who would be so kind as to donate their creations would be greatly appreciated. You get the idea! Drop off donations (with the form on the next page), to June Fletcher-Hill in the Development Office. Questions? E-mail Holiday Fair Coordinator Jo Keller (jojomauk@gmail.com) or Upper School Class Parent Christa Athas (collcourt@aol.com) for answers or guidance. Get ready for the best Holiday Fair ever!

Children's Shopping Room

The Children's Shopping Room needs your donations of old, new,

and gently-used items, such as well-maintained games, household items, jewelry, artwork, and pottery. Wrapping paper, gift bags, tissue paper, and clear tape are also needed to make the shopping room a success. Drop-off boxes are in the lobbies of both buildings. The fourth grade thanks you!

Music

Bring forth your family's musical talents for this year's Holiday Fair. The live music in the Multipurpose Room and in the Tamarind Building lobby are an important part of this annual event. We want to show off our talents! If you, your children, or your friends would like to donate 15-60 minutes of your time, please contact Brent Flickinger at brentflick@verizon.net or 410-367-1777 (Sequoia, 8th; Emmie, 11th). See you at the Fair.

Book Sale

Do you have unneeded or outgrown books at home? Donate them to the book sale. All money raised by the Book Sale will go to the WCA, which purchases items for the classroom and funds events throughout the year for the children and community, such as the Pennsylvania Eurythmy Ensemble performance this week, and many others. There will be boxes in both lobbies to receive your books. If you

could bring them already in a box, this will help with display at the fair and storage during collection!

Student Crafters

Would you like to sell your goods and crafts at the holiday fair? This is your chance to show off your masterpieces for fun and profit! Applications for student vendors are available at the front desk and can be returned to Jean Engelke or Vicki D'Anna (Elias, 4th).

Winter Fairies' Grotto

Do you enjoy physical work, teamwork, and having fun while creating magic? Then here is the job for you: join the Winter Fairies Grotto Team (formerly known as "Winter Walk"). We're looking for a core group of people who will become the creative backbone in pulling this magical winter wonderland together. Please contact Tia Thompson (Ethan, 1st) at Tiallama@yahoo.com.

Also: Remember when you were a child and wanted to become a fairy? Well, now you can! We're looking for magical people to be the Winter Fairy in the Winter Fairies' Grotto. These highly-sought-after time slots do fill up very quickly! Payment: witnessing the wonder in a child's eyes! Please contact Tia Thompson (Ethan, 1st) at Tiallama@yahoo.com.

The Upper School is in need of two VCR/VHS recorder/players, or better yet, VHS/DVD players, with cables. Contact Donald Bufano or Marian Perry Tamburrino in the Upper School, 410-367-0647.

Don't forget to order now for the next Graul's lunch session!



Silent Auction Donation Form

Description of Item(s): _____

Any Restrictions?: _____

Retail Price: _____

Donor Contact Name: _____

Daytime Phone Number: _____

Address: _____

City, State, and Zip: _____

Authorized Signature: _____

Name of donor or company as it should appear in the Auction Program:

Please circle one:

- Item or Gift Certificate is enclosed
- Item or Gift Certificate will be delivered to the Waldorf School of Baltimore by **November 21st** at the latest
Gift Certificate to be prepared by the Waldorf School of Baltimore (please be sure to include all of the necessary information – restrictions, expiry date, how the item should be collected, who to call, etc.)

We must receive all items and gift certificates no later than November 21st. Late items may not make it into the auction.

Please hand this form to Jean Engelke no later than November 21st, fax it to 410-664-4221 Attn: Holiday Fair Silent Auction, or e-mail it to Christa at collcourt@aol.com

Please send items to:

June Fletcher-Hill, Development Office
Waldorf School of Baltimore
4801 Tamarind Road
Baltimore, MD 21209

Community notes

Joshua Frick (4th grade) will perform with the Maryland State Boychoir's annual presentation of *The Festival of Nine Lessons and Carols*, Sunday, December 13, at 4 p.m.; Saturday, December 19, at 7 p.m.; Sunday, December 20, at 4 p.m. Tickets: \$12-22 depending on seating preference. To purchase, call: 410-554-8644 or e-mail: info@marylandstateboychoir.org

How to Overcome Green Overload in Your Small Business: Okay, so you know two things for sure:
 A. You care about helping the earth.
 B. You want to start greening your business. The problem is getting from point A to point B. If you're overwhelmed by the amount of information available on greening your business, then join my FREE 75-minute audioseminar on November 12: **How to Overcome Green Overload in Your Small Business: Five Steps for Cutting Through the Clutter.** This call is about more than giving you a list of products to recycle or tips about energy-saving appliances. It's

about designing your eco-inspired business NOW! Sign up at: <http://www.overcomegreenoverload.com>. Julie Gabrielli Garver (Toby, 2nd grade). ♦

Monthly Peace Circle: December 13, 3-5 p.m. Beginners welcome. Dances of Universal Peace are heart-felt, healing, fun, community-building, with simple movements. Near Catonsville at the Westchester Community Center; 2414 Westchester Avenue, Ellicott City, MD 21043. Wear layers: outside Circles held when weather allows. Followed by pot-luck dinner, optional, around the corner at our home. For directions, see www.oella.org. For questions, call Peggy (Naji, 7th) 410-465-1914. ♦

Join us for Baltimore's 14th annual celebration of the ancient art of storytelling, Tellabration 2009! on Saturday, November 21. We proudly present 10 of the region's finest storytellers. Their stories are guaranteed to entertain and delight you, to touch your heart, to bring tears to your

eyes, and make you laugh uproariously. 25 Stevenson Lane (off Charles Street). Plenty of free parking, wheel chair accessible. Family stories 7-8:15, adult stories 8:30-10:30. Doors open at 6:30 p.m. Refreshments available, Please bring canned goods for The Towson Assistance Center. Admission: Adults, \$8 members, \$10 non-members, Children and full-time students: \$5. Group discounts available. For more information: specialevents@bfms.org or Diane at 410-321-8419. ♦

Jennifer Downs, RN, Licensed Acupuncturist, is now accepting Blue Cross/Blue Shield and EHP insurance for Acupuncture treatment: I am now billing for insurance from Blue Cross Blue Shield and EHP (Hopkins). Find out if you are eligible by sending information to billing service from the website jennifer-downs.com, and/or for more information call 410-542-5441, or email jdownslac@gmail.com. Also offering group ear acupuncture sessions at your site or mine. ♦

Marketplace

Wanted: working HiFi record turntable! Phil Gallagher (Sam, 10th) was in the process of digitizing his old vinyl record collection when his turntable died! He is looking to borrow a reasonable quality turntable for a couple of weeks; in return, he'll put any old records you have onto CD (you provide the record and the blank CDs, and Phil will make a digital copy for you). Contact: 443-956-9908. ♦

For sale: Schwinn Exercise Bicycle: excellent condition; \$100. laleach@comcast.net ♦

Qigong classes at Ruscombe Mansion starting in January; free introduc-

tory class 1/12/10. Contact Jeremy, 410-409-4803. www.danceswithspirit.com. ♦

For rent: Spacious and elegant 3 floor, 4 BR, 2ba, E. Palmer-designed townhouse in a lovely Tudor-style complex in Guilford. On a quiet, park-like cul-de-sac. Near Charles Village restaurants, Barnes & Noble complex, etc, Lovingly rehabbed. Walking distance to JHU Homewood campus, Memorial Hospital, parks, etc. Landscaped front and back gardens. Great neighbors. Photos at <http://www.flickr.com/>

photos/17695459@N00/. \$2200/month. Contact ltuthill@gmail.com. ♦

Eco-friendly, zero voc painting options for any room in your house. Painting by Roderick O'Connor is all green painting concern. I use only zero voc materials for all projects in your home. These paints have no voc's, the materials found in most paints that can lead to health and environmental problems. Call for a free quote today at 410.747.0882 or e-mail me at rodo217@verizon.net ♦

Tutoring: Victoria Mansuri (former WSB class teacher and Waldorf Graduate, grades 1-12) is available to

Marketplace (continued)

tutor your child in math and all Main Lesson subjects, grades 1-8, and in Language Arts grades 1-12. Sessions on Wednesdays, Thursdays, and Fridays between 10:45 and 4:30. \$30/hr. Please contact Ms. Mansuri at 410-925-8532 or frecklenosed-cat@gmail.com to arrange tutoring for your child that utilizes and supports the pedagogy and artistry of Waldorf education. ♦

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Do you live in Mt. Washington? Are you going to be out of town for Thanksgiving? We have an overflow of Thanksgiving guests and need a spare bedroom for Thursday and Friday night. We are happy to provide pet sitting. Call Monica or Ed (Meade) at 410-542-7749 or email Monica at meade@pbworld.com. ♦♦

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Join us at Ruscombe Mansion on Tuesdays for healthy vegetarian fare. Two menu items, one of them a soup and the other a salad, vegetable, pasta, or grain dish, as well as cook-

ies and a dessert are available. Ingredients are organic and everything is made from fresh ingredients, local if possible. Coffee is organic and fair-trade. The atmosphere is homey and inviting, and the food is altogether affordable. The hours are from 12:00 until about 3:00. ♦♦

♦ ♦ ♦

Tutor available for American Government, American or World History, or Social Studies. Degrees in History and Public Administration. Carole Breen (Kathleen Breen's sister). Hourly rate: \$30.00. Please contact me at carole.b.7428@gmail.com. ♦♦

♦ ♦ ♦

Fresh, fast, and organic lunch! Soup, salad, and wholesome dessert for no more than \$10. Dine in or take out. Thursdays, Ruscombe Mansion, 11:30-2. This week: Smokey Greens and Beans Soup, Polenta Pizza, and Zucchini Bread. ♦♦

♦ ♦ ♦

Pain Relief, Finally! Back Pain, Neck Pain, Joint Pain, Headaches, Mi-

graines, Digestive Problems, Sleeplessness . . . For the next 3 weeks Dr. Leonard R. Shefts is offering to all Waldorf Friends, Families, and Faculty a Free Consultation and Examination. (X-rays, if necessary, are only \$25 and \$15 will be donated to WSB!). Chiropractors are experts in the care of the bones, nerves, muscles, and connective tissue that makes up about 60% of your body. Instead of covering up your symptoms with medication, Chiropractic can correct the underlying causes! To make an appointment call 410-560-0333. ♦♦♦

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Clothing alterations: men's, women's, or children's. Charge by hour or by garment; rates competitive with dry cleaner. Call Kimberly Field (former handwork assistant and mother of Lucretia, 6th), 410-366-5033. ♦♦♦

Weekly

Editor: Charlotte Snyder. Submissions: Email to csnyder@bcpl.net by noon on Friday. Submissions should be in Microsoft Word in plain text (no text boxes, tables, or other formatting, please!).

