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Please call us anytime for a tour. We'd love to have you join our "family".

*[ridgewoodparkchurch.org/weekdayprograms](http://ridgewoodparkchurch.org/weekdayprograms)*



Don't forget BINGO NIGHT on Thursday!  
Bring your Board Self -Nomination form with you!



# Lakewood Early Childhood PTA

## January 2013

From your president, Nikki Jordan

Dear LECPTA,  
I want to say thank you very much to all who helped support the 36th Annual Lakewood Home Tour Festival back in November. We could not have had such a huge success without all of those who planned, participated, and volunteered. Without all of you this incredible weekend could not have happened. Although the final numbers are not official; the Home Tour, "Boots & Bling" Auction/Party, and Market **raised approximately \$140,000** that weekend for our neighborhood schools. GREAT JOB!

The LECPTA is an incredible organization, and I am so proud to be a part of it. This is such a fun and amazing group of women who have great passion for raising money for our children, schools, and community. I can say personally, I have truly enjoyed the friends made and being able as a mother to utilize my skills and learn new ones. Lakewood is an amazing community in the big city of Dallas, and am happy to be a part of that. I hope you will also become a part of the LECPTA Board.

Check out the self-nomination form inside. There is a place for everyone (both big and small), and we want you to get involved. Fill it out, turn it in. You will not regret it!

There are a lot of fun events coming up this spring we have planned for you, so be sure to check out all the information in this newsletter. These are excellent chances to catch up with old friends and make some new ones. Look forward to seeing you there!

Nikki



**Mary Glenn**  
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I am a mother who understands how a baby changes everything—and every family needs a will. I can help you with a will and other important documents, that everyone should have such as powers of attorney and advance directives (sometimes called living wills). This planning may seem challenging but my goal is make this process as easy as possible.

I work from home (with my baby nearby) which allows me to provide these services at an affordable rate. I would love to meet with you to discuss your family's needs.



Upcoming Events			
Date	Event	Place	Time/Details
Jan 15	Lakewood Elem PTA - LEEF	Lakewood Theater	7pm
Jan 17	January General Meeting - Bingo Night	7040 Hillgreen Dr.	7am - 10pm
Feb 5	Kid Event - Valentine Boogie	718 N. Buckner Blvd.	10am - 12:30pm
Feb 7	Board Valentine Party	7002 Merrilee Ln.	7pm
Feb 21	FOUNDERS DAY BRUNCH	Evite to follow	9:30am - 10:30am
Mar 20	Kid Event - Eggstravaganza	Evite to follow	10am - Noon



We would like to thank all of our wonderful volunteers and homeowners that participated in the Home Tour in November. Many of you braved warm, windy weather and a few hangovers to help and we are forever grateful.

A special shout-out to Jennifer Eyestone and the Home Captains who spent their weekend making sure the tour ran smoothly, even with the wind and rain:

6636 Avalon: **Ann Renneker & Jennifer Lark**  
 6739 Avalon: **Mason Ellis & Suzy Conley**  
 6903 Bob O Link: **Kasey Loughry & Mindy Jacobe**  
 6947 Coronado: **Peter Eyestone & Amanda Cecil**  
 6552 Lake Circle: **Beth Goff, Daniela Fagundes, Sandy Jenish**  
 7031 Lakewood: **Kelly Heatly & Jenny Caldwell**  
 3616 Vintage Place: **Chera Jackson & Tara Page**  
 JL Long: **Lori Walker, Becky Daniel, Consuelo Hammond, Susan Overman**

Sincerely,

Heather Cronister, Leigh Straughn, Mandy Townsend  
 2012 Home Tour Committee

*Home Tour was a huge success this year.*

*Watch for info on funds disbursement in April's Newsletter.*

## HERE, IT'S ALRIGHT

### TO EAT YOU'RE CLASSWORK!

At The Children's Center we believe it's alright to eat your class work, especially when it involves counting pepperonis and measuring cheese to make a yummy pizza pie! We believe in a hands-on learning environment that teaches skills through authentic activities.



Currently touring for fall enrollment for ages 2 ½ to 5 years of age. Please call 214-823-2119.  
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New student enrollment begins  
January 23, 2013  
for students aged 2 ½ -4.

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# URBAN SPOOLS

*a sewing lounge*



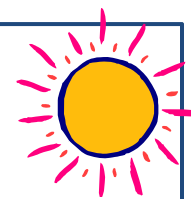
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Congratulations to  
The Fitzgerald's and  
their new arrival Cora!

Please let our Sunshine  
team know if you or an  
LECPTA friend are  
expecting or if you are a  
new mom. We would  
like to bring a little  
"Sunshine" to you and  
celebrate your baby!

Email us at  
sunshine@lecpta.org

## OFFICIAL SELF-NOMINATION FORM

**Lakewood Early Childhood PTA**  
**2013-2014 Board and Sub-Committee Positions**

Return form by **Wednesday, January 16th:**

Lori Volney  
6831 Clayton Avenue  
Dallas, TX 75214  
parl@lecpta.org

or bring to general meeting on **Thursday, January 17th**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**TELL US ABOUT YOURSELF.** The Nominating Committee wants to know about your skills, resources, and past experiences as they apply to the positions that interest you.

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*Board meetings are held the first Thursday of each month (except July)*

**PLEASE MARK YOUR TOP THREE CHOICES IN ORDER OF PREFERENCE (1, 2, 3)**

*Sub-committee positions are listed in italics and are not required to attend meetings.*

\_\_\_\_ **President (Officer)**

Presides over all Board and General Meetings. Serves as member of all committees except Nominating and Audit. Represents LECPTA in community; serves on Lakewood Elementary Site Based Decision Making Team (ex-officio); Oversees the Lakewood Home Festival.

\_\_\_\_ **Vice President (Officer)**

Acts as aide to President. Serves as Chairman of the Committee for Life Membership and presents Life Membership Awards for the state. Plans board events, including the Board Party, Holiday Party and Valentine Party. *This person should consider becoming President the following year.*

\_\_\_\_ **Treasurer (Officer)**

Handles the organization's funds. Creates budget in conjunction with officers and committee chairs. Writes checks, makes deposits, balances accounts, keeps ledgers for all committees, and coordinates disbursements with President. Trains, supervises, and assists Assistant Treasurer in all of the above. Prepares organization's tax return. Submits books to audit committee. *Current Assistant Treasurer fills this position.*

\_\_\_\_ **Assistant Treasurer**

Assists Treasurer in handling the organization's funds. Writes checks, makes deposits, balances accounts, keeps ledgers for all committees, and coordinates disbursements with Treasurer and President. Assists with audit and tax return. Assists Preview Party committee with financial procedures and set-up. *This position is a two (2) year commitment; Assistant becomes Treasurer the second year. Knowledge of QuickBooks is a plus.*

\_\_\_\_ **Secretary (Officer)**

Takes minutes at Board and General Meetings. Types, copies and distributes minutes at meetings. Handles correspondence for the organization. Orders and distributes stationery to board members as needed.

\_\_\_\_ **Parliamentarian (Officer)**

Provides assistance to board members as needed. Ensures use of parliamentary procedure during meetings. Coordinates nominating committee and election procedures. Updates bylaws, when necessary.

\_\_\_\_ **Historian (Officer)**

Acts as a custodian of all records and materials pertinent to the history of the association and keeps a record of events and activities as the official history of the group.

\_\_\_\_ **Membership (2 people)**

Recruits new members year round, plans new member socials, collects dues and maintains membership records. Coordinates playgroups and mentors. *Access to computer with Excel required.*

\_\_\_\_ *Directory/Distribution Coordinator – Compiles, prints and distributes membership directory. Maintains member email list; handles monthly electronic distribution of the newsletter; oversees requests from members to email the membership*

\_\_\_\_ *Membership Coordinator – Assists membership committee where needed, including playgroups, special interest groups, planning new member parties, and compilation/distribution of membership directory.*

\_\_\_\_ *Sunshine Coordinator – Organizes meals for members with new babies or otherwise needing support. Sends cards expressing congratulations or sympathy on behalf of the group.*

\_\_\_\_ **Programs (2-3 people)**

Arranges locations and refreshments, engages speakers and all other details for General Meetings (5) and mom social events. Acts as official greeters at all events. Coordinates with Social.

\_\_\_\_ *Childcare Coordinator – Coordinates locations and sitters for childcare during meetings. Coordinates members' reservations and payments for childcare.*

\_\_\_\_ **Social (2 people)**

Plans and implements all kid social events. Arranges locations, refreshments and all other details for a minimum of 2 fall events and 2 spring events. Coordinates with Programs.

\_\_\_\_ **Newsletter**

Compiles and distributes the quarterly newsletter. Solicits advertising for newsletter. *Access to computer required. Knowledge of publishing software a plus.*

#### \_\_\_\_ **PTA & Community Liaison**

Serves as liaison between LECPTA and district and local PTA groups. Attends monthly local PTA meetings and makes report to LECPTA. Coordinates all wish list disbursements related to the Lakewood Home Festival. Attends Lakewood, Long and Woodrow SBDM meetings when possible.

#### \_\_\_\_ **Webmaster**

Maintains all aspects of the two websites: [www.lecpta.org](http://www.lecpta.org) (related to membership activities) and [www.lakewoodhomefestival.com](http://www.lakewoodhomefestival.com) (fundraiser). Requires extensive interface with Home Festival chairs.

\_\_\_\_ *Assistant Webmaster – Trains with current Webmaster to take over the following year. Fills in when Webmaster is unavailable.*

## ***HOME FESTIVAL – HOME FESTIVAL – HOME FESTIVAL***

#### \_\_\_\_ **Home Tour (3 people)**

Selects private neighborhood homes for the Home Tour. Recruits, trains and supervises home captains for each tour home. Solicits florists for each home. In conjunction with Publicity, writes home descriptions and acts as liaison between homeowners and press. Oversees all aspects of Home Tour, including the Candlelight Tour of Homes on Friday night.

\_\_\_\_ *Home Captains Coordinator – Assists Home Tour with recruiting, training and supervising all Home Captains.*

\_\_\_\_ *Home Captains (10-12) – Oversees the volunteers at the homes during the Home Tour (volunteers are recruited by the Volunteer Administrator) and works as liaison with the homeowners before and during the Festival weekend.*

\_\_\_\_ *Home Tour Historian – Researches the history of homes on the tour at local libraries. History may include information on the house itself, on the original owners, and on the neighborhood. This information will all be compiled into binders to be displayed during the home tour.*

#### \_\_\_\_ **Volunteer Administrator (1-2 people)**

Solicits and manages all volunteers for the Lakewood Home Festival. Extensive computer work and promoting volunteer opportunities.

#### \_\_\_\_ **Market and Café (3 people)**

Solicits and selects vendors (artists, craftsmen and food vendors) to participate in our annual Market and Café. Maintains vendor mailing lists. Organizes and coordinates school staff and volunteers for event. Sets up Market and Café, decorates, and works with vendors to meet their needs. Coordinates vendor donations with Auction Chairs.

#### \_\_\_\_ **Underwriting Chair**

Coordinates solicitation of funds for annual Home Festival, including sponsorships for Home Tour, Market and Café, Silent and Live Auctions, and Preview Party. Maintains sponsor database and monitors mailing to donors. Works with Live and Silent Auction committee regarding solicitation of auction donors. Establishes levels of sponsorship and advertising opportunities.

\_\_\_\_ *Underwriting Assistants (4) – Assist Underwriting Chair in above tasks.*

#### \_\_\_\_ **Publicity Chair**

Oversees all aspects of publicity including media & public relations; advertising; signage and ticket design, production and sales. Along with other committee members establishes publicity plan, committee timelines and coordinates with each sub-committee to be sure all work is complete. Specific publicity knowledge is not necessary but is needed for sub-committees.

\_\_\_\_ *Media & Public Relations Coordinator – Story writing, phone contacts and press releases for print and broadcast media. Marketing, PR, or journalism experience a plus, but not a necessity.*

\_\_\_\_ *Advertising Coordinator – Determine placement of all paid advertising. Work with advertising company to have ad created.*

\_\_\_\_ *Signage Coordinators (2) – Work with our existing sign inventory, determine which signs can be reused and any new signage needed for the 2013 tour. Work directly with selected signprinter to get all new signs fabricated. Oversees the distribution of all car signage and yard signs to our membership. Oversees the installation of all banners and pole banners. You will have 2 volunteers to assist with the sign distribution and installation. Large SUV or truck a plus, but not a necessity.*

\_\_\_\_ *Ticket Production/Sales Coordinator – Design and printing of tickets, save the date cards and posters. Work with our design company to determine poster design and the ticket book layout/text. Oversees the printing and distribution of Home Tour tickets within our organization as well as outside ticket vendors. You will have 2 volunteers to assist with poster placement. You will have 2 volunteers to assist with ticket distribution and sales tracking.*

\_\_\_\_ *Publicity Assistants (4) – Distribute posters in October. Distribute yard signs in November. Assist with ticket distribution and sales tracking.*



## Party & Auction

\_\_\_\_ **Party Manager (2)** oversees all aspects of party and all party board positions including Party Chair, Pre-Party Chair, Party Publicity and Party Underwriting.

\_\_\_\_ **Party Chair** coordinates location, theme, menu, and decorations; organizes the meetings with the sub-committees and sends out email reminders. This position is also part of Lakewood Elementary's PTA Board and should be a Lakewood Elementary parent.

\_\_\_\_ *Reservations – Manages sales of Party and Candlelight tickets. Works closely with all Party committees and Home Tour Chairs and coordinates with Technical for use of software. Heavy computer work and emailing.*

\_\_\_\_ *Party Volunteer Coordinator – Assists in securing volunteers from the school. (Should be a Lakewood Elementary parent.)*

\_\_\_\_ *Party General Subcommittee (5) – Various opportunities (stuff letters, pickup items, prepare bid packets, help with Party publicity, etc.)*

\_\_\_\_ **Pre-Party Chair** Coordinates all aspects of the kick-off party (i.e., skating party '12, sports bar party '11, poker tournament '10) and Art Project "Preview Party" with Party Managers and Party Chair.

\_\_\_\_ *Pre-Party Assistant – Assists Pre-Party Chair in above tasks.*

\_\_\_\_ **Party Publicity** Oversees all publicity that relates to Party, including t-shirts, newsletters, flocking, promotional materials, etc. Coordinates with Publicity Chair & Party Chair.

\_\_\_\_ *Party Publicity Assistant – Assists Party Publicity Chair in above tasks.*

\_\_\_\_ *Auction Catalog Coordinator – Develops and prints Auction Catalog, including layout of ads.*

\_\_\_\_ *Party Signage Coordinator – Assists with all signage related to party.*

\_\_\_\_ **Party Underwriting** Oversees all Underwriting opportunities developed by Party Committee. Includes solicitation, collection and coordination with Party Publicity and Festival Underwriting chairs. (Should be a Lakewood Elementary Parent.)

\_\_\_\_ **Auction Manager** Oversees all aspects of auction and all auction board positions including Live Auction, Silent Auction and Technical.

\_\_\_\_ *Auction Assistant – Assists Auction Manager in above tasks.*

\_\_\_\_ *Auction General Subcommittee (5) – Supports Auction Manager, Live Auction Coordinator & Silent Auction Coordinator with solicitation of auction items and any other tasks as needed.*

\_\_\_\_ **Live Auction Coordinator** Oversees all live auction activity including soliciting donations of bigger ticket items

\_\_\_\_ *Class Art Project Coordinator – Oversees all aspects of class art projects from concept, design, logistics, coordination with the school and students, etc. (Should be a Lakewood Elementary parent.)*

\_\_\_\_ *Live Auction Set-Up Coordinator – Assists Live Auction Coordinator with setting up items at the party.*

\_\_\_\_ **Silent Auction Coordinator** Coordinates mailings and makes follow-up calls as reply cards come in (which indicate requests for pickup, etc.); coordinates collection of items or donations from Market vendors.

\_\_\_\_ *Big Board Coordinator – Oversees all aspects of Big Board auction items.*

\_\_\_\_ *Sign-Up Parties Coordinator – Develops themes, solicits hosts and matches them with donated catering; provides write-ups for parties in the catalogue. (Should be a Lakewood Elementary Parent.)*

\_\_\_\_ *Silent Auction Set-Up Coordinator – Assists Silent Auction Coordinator with setting up items at the party.*

\_\_\_\_ **Technical Coordinator** Oversees all aspects of the committee, sets up meetings with Auction Source, coordinates with auction manager, sends all solicitation letters out.

\_\_\_\_ *Data Entry – Enters all auction items into the Auction Source database and works with Technical Coordinator to download images for Big Board touch screens.*

\_\_\_\_ *Check-In/Check-Out Coordinator – Handles Early Party Check-in at the elementary school. Trains volunteers to check-in/check-out guests at the Party based on reservations list. (Last year we used Auction Source so they trained the volunteers, but would oversee these efforts.)*

\_\_\_\_ *Follow-Up – Sends out all thank-you notes (for tax purposes), which go out in Jan./Feb.; Auction Source wrap-up.*