



Dallas Court Reporters Association

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Jana Bald, President
David Roy, President-Elect
Velma Loza, Vice President
Vielica Dobbins, Secretary
Patty Holt, Treasurer
Cayce Coskey, Historian
Kim Xavier, Immediate Past President

January 24, 2007

Re: Habitat for Humanity Home Project

Dear Fellow Volunteer:

Attached is the current schedule for the 2007 Dallas Bar Association Habitat for Humanity Project. Construction begins Saturday, February 10 at the Habitat warehouse and will continue each Saturday through March 31. Dedication of the home will be April 28th.

The DBA has given us an estimate of up to 50 volunteers for each build date, but this number may vary, depending on the stage of construction. They request that breakfast be ready by 7:45 a.m. and lunch around 11:45 to 12:00. The first weekend will have less volunteers, probably around 20 to 25.

Once again DCRA is seeking volunteer reporting firms and groups to act as Hospitality Sponsors by providing meals (breakfast and/or lunch) for the duration of the project. Please complete the attached form by selecting the meal(s) and date(s) your group wishes to commit to and respond at your earliest convenience, keeping in mind that **assignments will be made in the order responses are received**. As of today, all dates are open except the last build date, which is Officials' Day. We have not received the list of Volunteer Groups as of yet, but will forward that to our membership base as soon as we get it.

Feel free to volunteer for more than one meal and/or date; however, we would ask that you indicate your first, second, third choice, etc. While our main goal is to cover all meals through the end of the project, we would also like to provide all reporting firms and groups an equal opportunity to participate. If you do not wish to participate this year, simply fill in your firm name, check the appropriate box and return the form; no further information will be sent to you regarding this project.

Fax your response page to VELMA LOZA at (214) 761-1339. Confirmations and any further related information will be sent by e-mail.

If you do not receive confirmation by the end of the next business day after you respond, please contact me by e-mail, velmaloz@verizon.net. You may also call or e-mail DCRA President Jana Bald with any questions or concerns. She can be reached at 214-542-8880 or by e-mail jbald@sunbeltreporting.com.

Sincerely,

Velma Loza
Dallas Court Reporters Association Vice President

FIRM NAME: _____
(As you wish it to appear on signs, etc.)

CONTACT PERSON: _____ PHONE: _____

E-MAIL: _____

_____ My firm/group does not wish to participate this year.

_____ In addition to the meal(s) chosen below, my group is willing to volunteer again if needed.

_____ My firm/group is willing to volunteer but we do not have a meal/day preference. Contact us with our assignment.

Circle the meal(s) your group would like to commit to. AM is breakfast; PM is lunch. If meal(s) for different days are chosen, please indicate first, second, third choice.

<u>Date</u>	<u>Meal</u>	<u>Status</u>	<u>Hospitality Sponsor</u>	<u>Volunteer Group</u>
2/10	AM		Open	
	PM		Open	
2/17	AM		Open	
	PM		Open	
2/24	AM		Open	
	PM		Open	
3/03	AM		Open	
	PM		Open	
3/10	AM		Open	
	PM		Open	
3/17	AM		Open	
	PM		Open	
3/24	AM		Open	
	PM		Open	
3/31	AM		DCRA Officials	Judges' day
	PM		DCRA Officials	
4/28		DEDICATION CEREMONY		DCRA VOLUNTEERS NEEDED

NOTES/COMMENTS _____

