

Information for School Representatives

Click **Schools icon on home page to** enter your student information.



2023 Two available MEETING TIMES ON THE SAME DATE Select One

Wednesday, September 6th, 2023

Mandatory School Meeting

Location: HPOU (Houston Police Officers Union), 1600 State (Downtown Area) 713-426-0309

DAYTIME: NOON - 1:15PM OR EVENING: 5:30PM – 6:30PM Mandatory

- Mandatory meeting for all school representatives for full instruction on participation in the Houston Christmas Program. We will be hosting our program at the NRG Complex, Hall E.
- **Time: 12PM - 1:15PM Lunch served** or 530PM SNACKS
- Inform participants of requirements and schedules for upcoming celebration.
- Review School Icon Information
- Discuss registration fee of \$200 and responsibility of transportation by each school.

Attendance is MANDATORY. It is imperative that someone attend the meeting. No exceptions will be made.

This year, because numerous schools have expressed interest in joining, any school who fails to send a representative will be excluded from the program. **If you cannot attend, it is imperative that you send someone else who can attend for you.**

NOTE: Please be sure that you call and **confirm participation** in this year's program.

Thursday, October 5th, 2023

Houston Deadline for Registration Payment

Location: Law Office of Angelica Landa, 4514 Beggs Street Houston, Texas 77009 [9am-4pm]. 713-861-1258. Please call and ensure that someone will be there or payment.

- Failure to deliver money by this date will jeopardize participation
- TIME: 9AM - 4PM ** **No cash** will be accepted. **Put school name on checks**
- Payment via website thru Paypal. Link will be found on school icon tab.

Thursday, October 5th, 2023 Please work on essays.

Deadline to Input Children's Names Via Website

- 40 Children's' names, age and sex must be completed on our website.
- Click SCHOOL LOGIN on home page to access the login page.
- Contact Izzy Gomez at 832-689-4518 if you have problems completing the input.
- Participant's age range should be from **6 to 12 years old only**.
- Access to web input page will be suspended at 5:00pm on Oct. 5th.
- If you have any SPECIAL NEEDS CHILDREN, PLEASE LET US KNOW.
- **MAKE A COPY OF YOUR 40 STUDENT'S PARTICIPATING to give to your Liaison.**

Thursday, October 12th, 2023 WE NEED YOUR HELP PLEASE We know this is a short time period but by submitting these essays on time gives us the opportunity to read them and select "Little Wishes" to present to our community in order to grant and get the children more presents.

Deadline to submit children's essays to Atty. Angelica Landa @ 4514 Beggs Street Houston, Texas 77009. Please call 713.861.1258 before you go.

- Deadline for Essay Contest submissions. Theme: "If I had 3 wishes, I would wish for..."
- **Each essay must use Navidad's Essay Cover Sheet.** Click School Icon to access form.
- To acquire child's own thoughts, please make this assignment a classroom project.
- Essay winners include 1st through 3rd in each age group and will be recognized at the Christmas Party. Groups (6-8), (9), (10), (11), (12)
- Little Wishes Come True Program - Wishes might be granted after reading the essays, so please have them write as much as possible. This list will be made available to our community on October 19th, so delivery of essays on due date is imperative. We want your children to have the opportunity to receive more gifts.

Date and Location: * Saturday November 18th, 2023

Annual Benefit Dance, Houston

Location: Ripley House Community Center
4410 Navigation 77011
713-315-6400 (for directions)

Friday, December 15th, 2023 – 9AM Until Finished

Gift Wrapping Party

Location: NRG Center, Hall E. Click [here](#) for location.

- Wrap approximately 10,000 gifts.
- Send volunteers from each school with gift wrapping paper, scissors and tape. Any donations become NEEB's property.
- **If your school has any resources for treats for the children's goody bags, please let us know!!! Thank you!!**

Saturday, December 16th, 2023 -9:30am - 12:30pm

36th Annual Navidad En El Barrio Christmas Program

Location: NRG Center, Hall E. Click [here](#) for location.

- 36th Annual Navidad En El Barrio Christmas Program.
- Arrive no later than 9:00am at the NRG center.
- Please remember that we ask that at least **2 canned goods per child should be donated** at the program. Let's show our children how they can help too!
- **Submit any outstanding Authorization & Release of Liability forms to NEEB's Liaisons before students' board bus.**
- **REMEMBER! Parents are not to be included; therefore, a chaperone for every 10 children is required. Please advise chaperones that they are not to bring other children.**

Ongoing

Maintain Contact with Your Assigned School Liaison (NEEB's volunteer)

- Please maintain contact with your assigned Navidad En El Barrio School Liaison.
- Your liaison should contact your school no later than Wednesday, October 11, 2023.
- If you need to contact them and do not know how, please call 832-689-4518 and we will have your liaison contact you.

SCHEDULE OF EVENTS 2023

August 26 th	Saturday	Taquitos & Chanclitas Gala 6pm - Arabia Shrine Temple 10510 Harwin Drive, 77036
September 6 th	Wednesday	<u>MANDATORY</u> Participating Schools Meeting 12pm -1:15pm – Houston Police Officers Union HPOU 1600 State, 77007 – 713.594.2938
September 6 th	Wednesday	<u>MANDATORY</u> Participating Schools Meeting 5:30pm - 6:30pm - HPOU
October 5 th	Thursday	<u>Deadline</u> for Registration Money (No Cash Accepted) Drop Off 9am – 4pm Atty. Angelica Landa @ 4514 Beggs Street Houston, Texas 77009. Please call before 713.861.1258 or pay via website.
October 5 th	Thursday	<u>Deadline</u> for Schools to enter names via NEEB website. Must have login and password
October 12 th	Thursday	<u>Deadline</u> for Student Essays Drop Off 9am – 4pm Call before Going Atty. Angelica Landa @ 713-861-1258
October 19 th	Thursday	Mujeres y Margaritas Ladies Only Fundraiser 6pm – 9pm – HPOU 1600 State St.
October 28 th	Saturday	Benefit Golf Tournament Pasadena Municipal Golf Course 8AM 1000 Duffers Lane Houston TX 77034
November 18 th	Saturday	Christmas Dance Fundraiser 7pm -Midnight Ripley House 4410 Navigation
December 15 th	Friday	Gift Wrap Party @ NRG Hall E 9:00AM Get Free Parking Pass on Website
December 16 th	Saturday	Christmas Program for 2,000 Children @ NRG Hall E 9:30AM-1PM Get Free Parking Pass
December 24 th	Saturday	Christmas Eve Program for Selected Families American Legion Post 472 7599 Ave. C
December 25 th	Wednesday	Teen Shelter Christmas Party TBA
December 28 th	Thursday	Sheriff Gonzalez Harris County Jail Christmas Party for Female & Male Inmates (Tentative)