



**HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL**

AI
29845

DATE OF REQUEST: 11/22/11
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Texas AgriLife Extension Service
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Barbara Storz, County Extension Agent - Horticulture

EVENT INFORMATION

TITLE OF EVENT: Presentation for Master Gardener 2013 State Conference Bid
EVENT DATE(S) FROM: 12/02/11 TO: 12/03/11
DEPARTURE DATE: 12/02/11 RETURN DATE: 12/03/11
LOCATION OF EVENT: CITY: College Station STATE: Texas

PURPOSE OF TRAVEL

Place an "X" by the applicable purpose of the trip.

- To obtain statutorily required continuing professional education.
- To obtain continuing education related to an employee's work or maintenance of a license or certification.
- To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
- To participate in professional organizations related to the employee or official's job assignment.
- To conduct essential research & information-gathering for improvement of County operations or compliance with law.
- To monitor the development of state or federal legislation or implementation of legislation that might affect the County
- To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
- To pursue the County's interests in litigation or criminal justice.
- To promote the economic development interests of the County.
- To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL (Place an "X" by applicable mode of travel)
1. REGISTRATION FEE(S)	\$0.00		AIRFARE* _____
Subtotal for Object Code 584	\$ -	\$ -	BUS** _____
2. AIRFARE - ROUNDTRIP COACH FARE ONLY	\$ -		Rental Car** _____
3. TAXI FARE	\$ -		County Vehicle** <input checked="" type="checkbox"/>
4. BUS FARE	\$ -		Private Vehicle** _____
5. RENTAL CAR	\$ -		OTHER** (Specify) _____
6. GASOLINE/DIESEL/FUEL	\$ -		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT	\$ -		
8. TELEPHONE CALLS	\$ -		** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
9. PARKING	\$ -		
10. LODGING	\$ 83.40		
11. MEALS	\$ 48.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 131.40		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 131.40	\$ -	

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:

- Trip expenses are necessary and will be incurred for official county business.
- Reasonable efforts to minimize the use of county funds have been explored.
- Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.

If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: *Barbara C. Storz* DATE: 11-22-11 DEPARTMENT CONTACT PERSON: *Nora L. Cruz* PHONE NO.: 383-1026

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS **APPROVED** for the individuals listed below:

TRAVEL IS **NOT APPROVED** for the individuals listed below:

REVIEWED BY (PRINT NAME): _____ DATE: _____ REVIEWER'S SIGNATURE: _____ PHONE NO.: _____

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): _____ DATE: _____ SIGNATURE OF DBM DEPARTMENT HEAD: _____

1-1100-461-00-380-001-0-583

From: Duddly Hargrove [mailto:duddlyhargrove@tx.rr.com]
Sent: Friday, November 11, 2011 11:05 AM
To: Barbara Storz; Jennifer Herrera
Cc: Homer Babbitt (TMGA President)
Subject: Presentation for 2013 Conference

Barbara and Jennifer:

The agenda is being developed for the Saturday, December 3, TMGA board meeting. I was asked to confirm that you indeed will be there to make your proposal for the 2013 Conference.

Duddly Hargrove
VP for Community Projects
Dallas County Master Gardener Association
Home 972-216-5077 Cell 972-816-1911

Early to bed, Early to rise, Work like hell and fertilize.....Mrs. Emily Whaley

Re: Presentation for 2013 Conference

Homer Babbitt [hlbabbitt@swbell.net]

Sent: Thursday, November 17, 2011 2:05 PM

To: Barbara Storz

Ignore the last line of my earlier message. I hit the paste tab by mistake and that line was carried over from another email and ended up on the one to you. I'm sure it doesn't make sense, so just ignore it.

Homer

From: Barbara Storz

Sent: Wednesday, November 16, 2011 10:40 PM

To: Homer Babbitt

Cc: Jennifer Herrera ; Jayla Fry

Subject: RE: Presentation for 2013 Conference

Homer: I will do my best not to get too wordy after my 6.5 hour drive to make this presentation! I am going to depend on you to be the time keeper!

From: Homer Babbitt [hlbabbitt@swbell.net]

Sent: Tuesday, November 15, 2011 11:41 AM

To: Barbara Storz

Subject: Re: Presentation for 2013 Conference

OK, I will shoot for that, but we would need to keep that as a maximum.

Thanks,

Homer

From: Barbara Storz

Sent: Tuesday, November 15, 2011 11:37 AM

To: Homer Babbitt

Cc: Jennifer Herrera

Subject: RE: Presentation for 2013 Conference

Homer: I believe it will take 45 minutes for presentation, especially if you have questions. We are looking forward to seeing everyone.
Barbara

From: Homer Babbitt [mailto:hlbabbitt@swbell.net]

Sent: Tuesday, November 15, 2011 11:28 AM

To: Jennifer Herrera; Duddly Hargrove; Barbara Storz

Subject: Re: Presentation for 2013 Conference

Thanks, Jennifer

We are looking forward to meeting you and seeing what you are proposing. I have tentatively set aside 30 minutes on the agenda for your presentation. Will this be sufficient? We aren't having a program this meeting in order to provide time for your presentation as well as an update from San Antonio on the 2012 conference, so there is some flexibility.

Let me know, since I hope to finalize the agenda before the end of the week so we can get it posted to the TMGA website.

Thanks,

Homer

From: Jennifer Herrera

Sent: Tuesday, November 15, 2011 11:00 AM

To: Duddly Hargrove ; Barbara Storz

Cc: Homer Babbitt (TMGA President)

Subject: RE: Presentation for 2013 Conference

Yes, we will be there.

Jennifer Herrera

County Extension Agent-Horticulture

1390 W. Expressway 83

San Benito, Texas 78586

email: Jennifer.Herrera@co.cameron.tx.us

email: JHerrera@ag.tamu.edu

Phone:956.361.8236

Fax:956.361.8289



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 11/21/11
TOTAL NUMBER OF EMPLOYEES TRAVELING: 2
DEPARTMENT NAME: Agrilife Extension Service
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Brad Cowan-CEA-AG, Alonso Lopez- 4-H Youth Coordinator

EVENT INFORMATION

TITLE OF EVENT: District 12 4-H Food Show & Food Challenge
EVENT DATE(S) FROM: 12/10/11 TO: 12/10/11
DEPARTURE DATE: 12/10/11 RETURN DATE: 12/10/11
LOCATION OF EVENT: CITY: Laredo STATE: TX

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
To obtain statutorily required continuing professional education.
To obtain continuing education related to an employee's work or maintenance of a license or certification.
To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
[X] To participate in professional organizations related to the employee or official's job assignment.
To conduct essential research & information-gathering for improvement of County operations or compliance with law.
To monitor the development of state or federal legislation or implementation of legislation that might affect the County
To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
To pursue the County's interests in litigation or criminal justice.
To promote the economic development interests of the County.
To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

County Agents will be fulfilling their assigned duties and supervising the Hidalgo County 4-H Youth participating in the District Food Show. Need to arrive 1 day early due to registration duties beginning at 7:30 AM on 12/10/11.

Table with 4 columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, MODE OF TRAVEL. Includes rows for registration fees, airfare, taxi, bus, rental car, gasoline, mileage, telephone calls, parking, lodging, meals, and other expenses.

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:
[X] Trip expenses are necessary and will be incurred for official county business.
Reasonable efforts to minimize the use of county funds have been explored.
Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: [Signature] DATE: 11/15/11 DEPARTMENT CONTACT PERSON: Noralinda Cruz PHONE NO.: 385-1024

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:
TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): DATE: REVIEWER'S SIGNATURE: PHONE NO.:
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD:

1-1100-461-00-380-001-0-583

September 30, 2011

MEMORANDUM

To: District 12 4-H Coordinators

From: District 12 Food Show Committee -West Cluster

Joy Vazquez, Chair	Cris Mussett
Josie Farias	Christine Sanchez
Oscar Galindo	Tina Treviño
George Gonzales	Marcel Valdez
Richie Griffin	

Subject: 2012 DISTRICT 12 4-H FOOD SHOW

The District 12 4-H Food Show will be held on Saturday, December 10th at Col. Santos Benavides Elementary School, located at 10702 Kirby Drive in Laredo. Registration and check-in will take place from 8:30 a.m. to 9:00 a.m. All contestants and dishes must be in place by 9:00 a.m..

Specific details about the District 12 4-H Food Show are in the enclosed Food Show Packet. This packet includes a variety of information, rules, examples, and guidelines for participating in the District 12 4-H Food Show, and is available on the District 12 4-H website (<http://d124-h.tamu.edu>). Additionally, you should refer to the 2012 State 4-H Food Show Guidelines, Rules & Regulations which are also available on the District 12 4-H website. This resource includes 4-H Food Show objectives, food groups, and other information. Please keep in mind that the State 4-H Food Show information was developed for Senior 4-H members attending State and there are district guidelines that differ slightly. Please contact the District Office if you have any questions.

Please note that a light lunch will be provided for participants, judges, volunteers and agents ONLY. Parents will be directed to a designated waiting area. Agents, please advise parents that they should not be in the judging area (Cafeteria or Judging hallways) while youth are being judged.

Registration, Fees & Deadline: Each 4-H'er participating in the District 12 4-H Food Show must register online through 4-H CONNECT. There will be a registration fee of \$10.00 per contestant. Registration will open October 10th through the deadline of November 17th. Counties must have all entries certified by November 21, 2011. There will be a late registration period from November 17th through November 23rd with a fee of \$20 per contestant. No refunds will be given to a county and/or individual. This makes it very important for registrations to be correct. Payment is due prior to the event date.

put on small 1/2 sheet for people going to district



South District 12
2401 E Highway 83
Weslaco, Texas 78596
Tel. 956.968.5581
Fax. 956.969.5639
l-saldana@tamu.edu

Calendar: D12 4-H Reg.
10/10 - 11/17
17 - 23 w/ \$20 fee (late)

CEA Responsibilities/Volunteer Information: Please see Attachment H for a detailed list of agent assignments.

The County 4-H Coordinator from each participating county must contact, confirm, and submit the names and information of four (4) confirmed adult leaders to assist during the District 12 4-H Food Show. A link is provided on the District 4-H website to submit this information. You may use Attachment XXX to organize the information. However, the online submission must be completed by November 21st. Leader roles are as follows:

- Three (3) judges - these individuals must be willing and qualified to serve as a judge. It is important that they review the Judge's Orientation Video on the District 12 4-H website.
- One (1) adult/youth leader to serve as a superintendent's assistant.

District 4-H Council Meeting: There will be a District 4-H Council Meeting at 11:30 a.m. in the library for District Council delegates to attend. An agenda will be provided under separate cover.

Community Service Project: The community service project will consist of Christmas Ornaments made by 4-H'ers. A list of materials needed will be compiled by the District Council and made available to counties before the event. Participants will have the opportunity to bring new/used ornaments and craft supplies in order to work on the ornaments after they have been judged. All ornaments will be redistributed to counties with "holiday" service projects.

District 12 4-H Spirit T-Shirt: The District 12 4-H Council has designed a t-shirt (*My Plate Rocks!...Committed to Make the Best Better*), specific to the Food Show, which can be purchased by participants when they register for this event on 4-H CONNECT (See attached flyer). Only one order will be placed for this event, so be sure and order the shirts. No additional shirts will be ordered after the event. All shirts will be distributed at the Food Show. All proceeds from shirts sales are to support the District 12 4-H Council leadership and service programs.

Be sure to read this letter in its entirety and share the necessary information with county faculty, 4-H'ers, parents and leaders. Recruit the appropriate people needed to fulfill any responsibilities, and submit the requested information by the **deadline of November 17, 2011.**

cc: District 12 4-H Council
District 12 County Extension Agents

D12 4-H FOOD SHOW AGENDA

(Signs will be posted throughout the building for direction - map attached.)

- 7:30 a.m. Col Santos Benavides Elementary School opens
- 8:30 a.m. - 9:00 a.m. Registration for Food Show Participants - Enter through side door next to cafeteria.
- 9:00 a.m. Food Show entries must be in place in the Exhibit Area - Cafeteria
Practice good food safety. Keep hot foods hot - cold foods cold.
- 9:00 a.m. Orientation for Food Show Participants - Library
- 9:00 a.m. Orientation for Judges, Superintendents, and Assistants - Gym?
- 9:30 a.m. - 11:30 a.m. Judging of Food Show contestants - Assigned Classrooms
- 11:30 a.m. District 12 4-H Council Meeting - Assigned Classroom
- 12:30 p.m. Awards Program for Food Show and Food Challenge - Gym
- 1:00 p.m. Review and removal of exhibits to make room for Food Challenge competition - Cafeteria

Immediately following judging and completion of tabulation, the Awards Program will begin.

Guests may view Food Show exhibits after the Awards Program.

ABSOLUTELY NO TASTE TESTING WILL BE ALLOWED.

Clean Up: Everyone helps. Please leave the facility clean.

October 4, 2011

MEMORANDUM

To: District 12 4-H Coordinators

From: District 12 Food Show Committee -West Cluster

Cris Mussett, Chair	Richie Griffin
Joy Vazquez	Christine Sanchez
Josie Farias	Tina Treviño
Oscar Galindo	Marcel Valdez
George Gonzales	

Subject: 2012 DISTRICT 12 4-H FOOD CHALLENGE

The District 12 4-H Food Challenge will be held on Saturday, December 10th at Col. Santos Benavides Elementary School, located at 10702 Kirby Drive in Laredo. Registration and check-in will take place from 1:30 to 2:00 p.m. All contestants and supply boxes must be in place by 2:00 p.m..

Specific details about the District 12 4-H Food Challenge are in the enclosed Food Challenge Packet. This packet includes a variety of information, rules, agenda, agent assignments, and guidelines for participating in the District 12 4-H Food Challenge. It is also available on the District 12 4-H website (<http://d124-h.tamu.edu>). Additionally, you should refer to the *Texas 4-H Food Challenge* resources also available on the District 12 4-H website. Please contact the District Office if you have any questions.

Please note that a light refreshments will be provided for participants, judges, volunteers and agents ONLY. Parents will be directed to a designated waiting area. Agents, please advise parents that they should not be in the judging area while youth are being judged.

Registration, Fees & Deadline: Each 4-H'er participating in the District 12 4-H Food Challenge must register online through 4-H CONNECT. There will be a registration fee of \$15.00 per contestant. Registration will open October 10th through the deadline of November 17th. Counties must have all entries certified by November 21, 2011. There will be a late registration period from November 17th through November 23rd with a fee of \$30 per contestant. No refunds will be given to a county and/or individual. This makes it very important for registrations to be correct. Payment is due prior to the event date.

Team Information: There will only be two age divisions in this event (Seniors & Junior/Intermediate). All Senior team members must be 14 through 18 years of age as of August 31, 2011. Senior Teams must compete at District to be eligible to qualify to advance to the state competition. All Junior/Intermediate team members must be 8 (& 3rd grade) through 13 years of age as of August 31, 2011. Teams consist of at least three but no more than five team members.



South District 12
2401 E Highway 83
Weslaco, Texas 78596
Tel. 956.968.5581
Fax. 956.969.5639
l-saldana@tamu.edu

Supply Boxes: This process has changed from last year. Attached is a form that every team must provide when they arrive at the contest. It must be signed by a team member and a parent/leader for the respective team (Attachment B) affirming that their supply box includes only those items listed in the *2011-2012 Texas 4-H Food Challenge Manual*. Upon arrival, one person must submit the form to the Supply Box Check-in Superintendent. Each team will select a chip from a bag, where a specified number of teams will be randomly selected for a complete inspection of their supply box. Others will not be required to undergo the inspection. However, spot inspectors will be monitoring all teams for compliance. Any team that is out of compliance will receive penalty points.

Pantry Supplies: This process has changed from last year. Instead of every team receiving a bag of ingredients, there will be two pantries established for that purpose. Each team will be assigned a specific pantry where only one person must go to get their team's ingredients. They will only be permitted to take their "measured" amount. **Be sure all are prepared for this important change.**

CEA Responsibilities/Volunteer Information: Please see Attachment D for a detailed list of agent assignments. All assigned agents are responsible for reviewing information and preparing for their specific assignment.

Volunteers: The County 4-H Coordinator from each participating county must contact, confirm, and submit the names and information of two (2) adult leaders to assist as judges during the District 12 4-H Food Challenge. A link is provided on the District 4-H website to submit this information. You may use *Attachment I* to organize the information. However, the online submission must be completed by November 21st.

District 4-H Council Meeting: There will be a District 4-H Council Meeting at 11:30 a.m. in the library for District Council delegates to attend. An agenda will be provided under separate cover.

Community Service Project: The community service project will consist of Christmas Ornaments made by 4-H'ers. A list of materials needed will be compiled by the District Council and made available to counties before the event. Participants will have the opportunity to bring new/used ornaments and craft supplies in order to work on the ornaments after they have been judged. All ornaments will be redistributed to counties with "holiday" service projects.

District 12 4-H Spirit T-Shirt: The District 12 4-H Council has designed a t-shirt (*My Plate Rocks!...Committed to Make the Best Better*), specific to the Food Challenge, which can be purchased by participants when they register for this event on 4-H CONNECT (See attached flyer). Only one order will be placed for this event, so be sure and order the shirts. No additional shirts will be ordered after the event. All shirts will be distributed at the Food Show. All proceeds from shirts sales are to support the District 12 4-H Council leadership and service programs.

Be sure to read this letter in its entirety and share the necessary information with county faculty, 4-H'ers, parents and leaders. Recruit the appropriate people needed to fulfill any responsibilities, and submit the requested information by the **deadline of November 17, 2011.**

cc: District 12 4-H Council
District 12 County Extension Agents

D12 4-H FOOD CHALLENGE AGENDA

(Signs will be posted throughout the building for direction - map attached.)

- 1:30 p.m. - 2:00 p.m. Registration and Check in for Food Challenge Teams
- Col. Santos Benavides - Cafeteria Foyer
- 2:00 p.m. Orientation for Food Challenge Teams
- Col. Santos Benavides - Library
- 2:00 p.m. Orientation for Judges, Superintendents and Assistants
- Col. Santos Benavides - Cafeteria
- 2:15p.m. Food Challenge Teams MUST BE in Preparation Area
- Col. Santos Benavides - Cafeteria
- 2:30 p.m. - 3:30 p.m. Judging of Food Challenge Teams (Preparation & Interviews)
- Col. Santos Benavides - Assigned Classrooms
- 4:30 p.m. All Food Challenge Contestants MUST BE in Designated Seating
- Col. Santos Benavides - Cafeteria
- 4:30 p.m. Awards Program for 4-H Food Challenge
- Col. Santos Benavides - Gymnasium

<< NOTE: Parents, Children, & Guests may wait in the Gymnasium >>

Immediately following judging and completion of tabulation, the Awards Program will begin.

Guests may view Food Challenge exhibits after the Awards Program.

ABSOLUTELY NO TASTE TESTING WILL BE ALLOWED.

Clean Up: Everyone helps. Please leave the facility clean.

AGENT ASSIGNMENTS

- Event Committee:** West Cluster - Joy Vazquez (Chair) and agents on the planning committee will be available throughout the event to answer questions.
- Registration:** George Gonzales, Richard Griffin & Council Officers assisted by District Council Officers will conduct registration for the Food Show. Plan to arrive early enough to have registration set up and ready to go by 8:00 a.m., council officers may serve as runners.
- Food Display Coordinators:** Cris Mussett & Nora Garza will make sure that contestants' recipes and name cards are correctly placed in exhibit area and that place signs indicating categories/divisions are set up as well. District Office will supply food category signs (2 each) to be put on ends of rows of tables. The space allotted for food exhibits is 24" wide x 18" deep. Make and put up signs to direct contestants to designated areas for both the Food Show and the Food Challenge.
- Judging of Senior Record Forms and Senior Recipes:** Adelita Muñoz, Nora Garza, Luisa Colin, Beatriz Loya, Cris Mussett, Tina Treviño, & Yolanda Morado will judge the Senior Record Forms and Senior Recipes prior to the Food Show. The forms will be sent via e-mail by the district office, the return time for results should be no more that two days. No travel is required.
- Set-Up and Decorations:** Christine Sanchez, Tina Treviño & all West Cluster agents will set up tables for registration, judges, and judging area. All table covers, decorations and door signs should be in place on Friday, November 9th by 7:00 p.m. (day before event). Plates, napkins, cups, serving forks, and bottled water should be made available for judges. The planning committee will set up table displays.
- Judges' Gifts:** Adelita Muñoz & Yolanda Morado will be in charge of providing and presenting the gifts for judges (approximately 40). Please coordinate with District Office.
- County Group Photos & Video:** Brad Cowan & Christine Sanchez will be taking photos of Food Show and Food Challenge participants.
- Educational Activities:** Barbie Wymore & Council Officers will conduct educational and service activities in the holding area for youth as they wait to be judged and following judging.
- Participant Orientation:** Josie Farias & Isaac Cavazos will conduct the orientation for Food Show participants. Remind participants that they must have exhibit in designated area by 9:00 a.m., if not already placed. Review judging order.
- Contestant Coordinator:** Isaac Cavazos will be monitoring and coordinating contestants throughout the period where they are waiting to be judged. Judging will begin immediately following orientation. Parents who are not judging must remain in the designated waiting area at all times.

participants are recognized.

Viewing of Exhibits: All agents are responsible for having their county participants and themselves in the designated area for the awards program. Viewing of exhibits will follow. (There will be **ABSOLUTELY NO TASTING ALLOWED!**).

Clean-up After Viewing of all Exhibits: ALL AGENTS will help clean up and see that the building is left clean and in an orderly manner.

Recruiting Volunteers: The **County 4-H Coordinator** from each participating county must submit the names and contact information of four (4) confirmed adult leaders to assist during the District 12 4-H Food Show. Please e-mail the contact information (*Attachment E*) to the District Office by the deadline of November 17th. Leader roles are as follows:

- Three (3) judges - these individuals must be willing and qualified to serve as a judge. Judges shall not be released until after all score sheets are tallied, ties are eliminated and tabulation is complete.
- One (1) leader/youth to serve as a superintendent's assistant. This may be an older 4-H'er.

Division Superintendents & Assistants

The superintendent's role is to supervise the conduct of judging in the respective room. This includes keeping time, facilitating entrance/exit of contestant in the judging room, collection of score sheets from the judges, and serving as a point of contact for all questions from judges and contestants in their respective division and category. Assistants work cooperatively with the Superintendent to move contestants to/from the holding area and deliver score sheets to the tabulation room.

Division	Category	Superintendent	Assistant
Senior	Main Dish	Jennifer Hofferichter	Cris Mussett
	Fruits & Vegetables	Lilian Mezquida	Enrique Perez
	Breads & Cereals	Adelita Muñoz	Nora Garza
	Nutritious Snacks	Beatriz Loya	Humberto Martinez
Intermediate	Main Dish	Tina Treviño	Oscar Galindo
	Fruits & Vegetables	Joe Taylor	Josie Farias
	Breads & Cereals	Luisa Colin	Yolanda Morado
	Nutritious Snacks	Celia Salinas	Nikolo Guerra
Junior	Main Dish	Jaime Lopez	Omar Gonzales
	Fruits & Vegetables	Ronnie Zamora	Jennifer Herrera
	Breads & Cereals	Larry Perez	Odell Farias
	Nutritious Snacks	Rogelio Mercado	Marcel Valdez

Alternates: The following individuals serve as Alternates to any of the roles listed. All agents listed here may also be called upon to fill a need not specified above.

Al Lopez
Omar Montemayor
Tony Reisinger
Barbara Storz
Vidal Saenz

Travel Outside of Hidalgo County In County Vehicle

TO: D.B.M. SAFETY DIVISION
318-2658FAX

FROM: Hidalgo County Extension Service

DATE: 11/21/2011

Notice to be processed
minimum of 24 hours
prior to trip

Date(s) Requested: From: 12/10/2011 To: 12/10/2011
Estimated Time Leave: _____ Est. Time Return: _____
Destination: Laredo, TX
Reason for Trip: District 12 4-H Food Show & Food Challenge (Event)

The following person(s) are requesting to take the following County vehicle(s) out of County:

Name of Driver: Bradley F. Cowan
DL Number: 07015432 (Texas Only)
Birth Date: 9/7/1954
Expiration Date: 9/7/2013

Checklist:
Ins Card in Vehicle
Jack in Vehicle
Drivers License with Driver
This approval with Driver

Name of Driver: Alonso Lopez
DL Number: 13048405 (Texas Only)
Birth Date: 2/16/1946
Expiration Date: 2/16/2012

Name of Driver: _____
DL Number: _____ (Texas Only)
Birth Date: _____
Expiration Date: _____

Vehicle VIN#: 1ftww30525eb48635
Tag Number: 884-793
Asset Number: 42595

Vehicle VIN#: _____
Tag Number: _____
Asset Number: _____

Signed: Barbara C. Murray
Department Head/Designee

D.B.M. Safety Division Checked Insurances:

Dated: 11/21/2011

Date: 12/10/2011



**HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL**

DATE OF REQUEST: 11/21/11
 TOTAL NUMBER OF EMPLOYEES TRAVELING: 2
 DEPARTMENT NAME: Agrilife Extension Service
 NAME & TITLE OF EMPLOYEE(S): Adelita F. Munoz-CEA-FCS, Nora N. Garza-CEA-FR

EVENT INFORMATION

TITLE OF EVENT: District 12 4-H Food Show & Food Challenge
 EVENT DATE(S) FROM: 12/10/11 TO: 12/10/11
 DEPARTURE DATE: 12/09/11 RETURN DATE: 12/10/11
 LOCATION OF EVENT: CITY: Laredo STATE: TX

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
- To obtain statutorily required continuing professional education.
 - To obtain continuing education related to an employee's work or maintenance of a license or certification.
 - To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
 - To participate in professional organizations related to the employee or official's job assignment.
 - To conduct essential research & information-gathering for improvement of County operations or compliance with law.
 - To monitor the development of state or federal legislation or implementation of legislation that might affect the County
 - To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
 - To pursue the County's interests in litigation or criminal justice.
 - To promote the economic development interests of the County.
 - To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

County Agents will be fulfilling their assigned duties and supervising the Hidalgo County 4-H Youth participating in the District Food Show. Need to arrive 1 day early due to registration duties beginning at 7:30 AM on 12/10/11.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL (Place an "X" by applicable mode of travel)
1. REGISTRATION FEE(S)	0		AIRFARE* _____
Subtotal for Object Code 584	\$ -	\$ -	BUS** _____
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ -		Rental Car** _____
3. TAXI FARE	\$ -		County Vehicle** <input checked="" type="checkbox"/>
4. BUS FARE	\$ -		Private Vehicle** _____
5. RENTAL CAR	\$ -		OTHER** (Specify) _____
6. GASOLINE/DIESEL/FUEL	\$ -		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT	\$ -		
8. TELEPHONE CALLS	\$ -		** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
9. PARKING	\$ -		
10. LODGING	\$ 67.26		
11. MEALS	\$ 114.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 181.26		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 181.26	\$ -	

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

- I certify that:
- Trip expenses are necessary and will be incurred for official county business.
 - Reasonable efforts to minimize the use of county funds have been explored.
 - Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
 - If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: *Barbara Steen* DATE: 11/18/11 DEPARTMENT CONTACT PERSON: *Nora Linda Cruz* PHONE NO.: 383-1026

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:
 TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): _____ DATE: _____ REVIEWER'S SIGNATURE: _____ PHONE NO.: _____

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): _____ DATE: _____ SIGNATURE OF DBM DEPARTMENT HEAD: _____

1-1100-461-00-380-001-0-583

September 30, 2011

MEMORANDUM

To: District 12 4-H Coordinators

From: District 12 Food Show Committee -West Cluster

Joy Vazquez, Chair	Cris Mussett
Josie Farias	Christine Sanchez
Oscar Galindo	Tina Treviño
George Gonzales	Marcel Valdez
Richie Griffin	

Subject: **2012 DISTRICT 12 4-H FOOD SHOW**

The District 12 4-H Food Show will be held on Saturday, December 10th at Col. Santos Benavides Elementary School, located at 10702 Kirby Drive in Laredo. Registration and check-in will take place from 8:30 a.m. to 9:00 a.m. All contestants and dishes must be in place by 9:00 a.m..

Specific details about the District 12 4-H Food Show are in the enclosed Food Show Packet. This packet includes a variety of information, rules, examples, and guidelines for participating in the District 12 4-H Food Show, and is available on the District 12 4-H website (<http://d124-h.tamu.edu>). Additionally, you should refer to the 2012 State 4-H Food Show Guidelines, Rules & Regulations which are also available on the District 12 4-H website. This resource includes 4-H Food Show objectives, food groups, and other information. Please keep in mind that the State 4-H Food Show information was developed for Senior 4-H members attending State and there are district guidelines that differ slightly. Please contact the District Office if you have any questions.

Please note that a light lunch will be provided for participants, judges, volunteers and agents ONLY. Parents will be directed to a designated waiting area. Agents, please advise parents that they should not be in the judging area (Cafeteria or Judging hallways) while youth are being judged.

Registration, Fees & Deadline: Each 4-H'er participating in the District 12 4-H Food Show must register online through 4-H CONNECT. There will be a registration fee of \$10.00 per contestant. Registration will open October 10th through the deadline of November 17th. Counties must have all entries certified by November 21, 2011. There will be a late registration period from November 17th through November 23rd with a fee of \$20 per contestant. No refunds will be given to a county and/or individual. This makes it very important for registrations to be correct. Payment is due prior to the event date.

put on small 1/2 sheet for people going to district



South District 12
2401 E Highway 83
Weslaco, Texas 78596
Tel. 956.968.5581
Fax. 956.969.5639
l-saldana@tamu.edu

Educational programs of the Texas AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age, or national origin. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating

Calendar: D12 4-H Reg.
10/10 - 11/17
17 - 23 w/ \$20 fee (late)

CEA Responsibilities/Volunteer Information: Please see Attachment H for a detailed list of agent assignments.

The County 4-H Coordinator from each participating county must contact, confirm, and submit the names and information of four (4) confirmed adult leaders to assist during the District 12 4-H Food Show. A link is provided on the District 4-H website to submit this information. You may use Attachment XXX to organize the information. However, the online submission must be completed by November 21st. Leader roles are as follows:

- Three (3) judges - these individuals must be willing and qualified to serve as a judge. It is important that they review the Judge's Orientation Video on the District 12 4-H website.
- One (1) adult/youth leader to serve as a superintendent's assistant.

District 4-H Council Meeting: There will be a District 4-H Council Meeting at 11:30 a.m. in the library for District Council delegates to attend. An agenda will be provided under separate cover.

Community Service Project: The community service project will consist of Christmas Ornaments made by 4-H'ers. A list of materials needed will be compiled by the District Council and made available to counties before the event. Participants will have the opportunity to bring new/used ornaments and craft supplies in order to work on the ornaments after they have been judged. All ornaments will be redistributed to counties with "holiday" service projects.

District 12 4-H Spirit T-Shirt: The District 12 4-H Council has designed a t-shirt (*My Plate Rocks!... Committed to Make the Best Better*), specific to the Food Show, which can be purchased by participants when they register for this event on 4-H CONNECT (See attached flyer). Only one order will be placed for this event, so be sure and order the shirts. No additional shirts will be ordered after the event. All shirts will be distributed at the Food Show. All proceeds from shirts sales are to support the District 12 4-H Council leadership and service programs.

Be sure to read this letter in its entirety and share the necessary information with county faculty, 4-H'ers, parents and leaders. Recruit the appropriate people needed to fulfill any responsibilities, and submit the requested information by the **deadline of November 17, 2011.**

cc: District 12 4-H Council
District 12 County Extension Agents

D12 4-H FOOD SHOW AGENDA

(Signs will be posted throughout the building for direction - map attached.)

- 7:30 a.m. Col Santos Benavides Elementary School opens

- 8:30 a.m. - 9:00 a.m. Registration for Food Show Participants - Enter through side door next to cafeteria.

- 9:00 a.m. Food Show entries must be in place in the Exhibit Area - Cafeteria
Practice good food safety. Keep hot foods hot - cold foods cold.

- 9:00 a.m. Orientation for Food Show Participants - Library

- 9:00 a.m. Orientation for Judges, Superintendents, and Assistants - Gym?

- 9:30 a.m. - 11:30 a.m. Judging of Food Show contestants - Assigned Classrooms

- 11:30 a.m. District 12 4-H Council Meeting - Assigned Classroom

- 12:30 p.m. Awards Program for Food Show and Food Challenge - Gym

- 1:00 p.m. Review and removal of exhibits to make room for Food Challenge competition - Cafeteria

Immediately following judging and completion of tabulation, the Awards Program will begin.

Guests may view Food Show exhibits after the Awards Program.

ABSOLUTELY NO TASTE TESTING WILL BE ALLOWED.

Clean Up: Everyone helps. Please leave the facility clean.

October 4, 2011

MEMORANDUM

To: District 12 4-H Coordinators

From: District 12 Food Show Committee -West Cluster

Cris Mussett, Chair	Richie Griffin
Joy Vazquez	Christine Sanchez
Josie Farias	Tina Treviño
Oscar Galindo	Marcel Valdez
George Gonzales	

Subject: 2012 DISTRICT 12 4-H FOOD CHALLENGE

The District 12 4-H Food Challenge will be held on Saturday, December 10th at Col. Santos Benavides Elementary School, located at 10702 Kirby Drive in Laredo. Registration and check-in will take place from 1:30 to 2:00 p.m. All contestants and supply boxes must be in place by 2:00 p.m..

Specific details about the District 12 4-H Food Challenge are in the enclosed Food Challenge Packet. This packet includes a variety of information, rules, agenda, agent assignments, and guidelines for participating in the District 12 4-H Food Challenge. It is also available on the District 12 4-H website (<http://d124-h.tamu.edu>). Additionally, you should refer to the *Texas 4-H Food Challenge* resources also available on the District 12 4-H website. Please contact the District Office if you have any questions.

Please note that a light refreshments will be provided for participants, judges, volunteers and agents ONLY. Parents will be directed to a designated waiting area. Agents, please advise parents that they should not be in the judging area while youth are being judged.

Registration, Fees & Deadline: Each 4-H'er participating in the District 12 4-H Food Challenge must register online through 4-H CONNECT. There will be a registration fee of \$15.00 per contestant. Registration will open October 10th through the deadline of November 17th. Counties must have all entries certified by November 21, 2011. There will be a late registration period from November 17th through November 23rd with a fee of \$30 per contestant. No refunds will be given to a county and/or individual. This makes it very important for registrations to be correct. Payment is due prior to the event date.

Team Information: There will only be two age divisions in this event (Seniors & Junior/Intermediate). All Senior team members must be 14 through 18 years of age as of August 31, 2011. Senior Teams must compete at District to be eligible to qualify to advance to the state competition. All Junior/Intermediate team members must be 8 (& 3rd grade) through 13 years of age as of August 31, 2011. Teams consist of at least three but no more than five team members.



South District 12
2401 E Highway 83
Weslaco, Texas 78596
Tel. 956.968.5581
Fax. 956.969.5639
l-saldana@tamu.edu

Supply Boxes: This process has changed from last year. Attached is a form that every team must provide when they arrive at the contest. It must be signed by a team member and a parent/leader for the respective team (Attachment B) affirming that their supply box includes only those items listed in the *2011-2012 Texas 4-H Food Challenge Manual*. Upon arrival, one person must submit the form to the Supply Box Check-in Superintendent. Each team will select a chip from a bag, where a specified number of teams will be randomly selected for a complete inspection of their supply box. Others will not be required to undergo the inspection. However, spot inspectors will be monitoring all teams for compliance. Any team that is out of compliance will receive penalty points.

Pantry Supplies: This process has changed from last year. Instead of every team receiving a bag of ingredients, there will be two pantries established for that purpose. Each team will be assigned a specific pantry where only one person must go to get their team's ingredients. They will only be permitted to take their "measured" amount. **Be sure all are prepared for this important change.**

CEA Responsibilities/Volunteer Information: Please see Attachment D for a detailed list of agent assignments. All assigned agents are responsible for reviewing information and preparing for their specific assignment.

Volunteers: The County 4-H Coordinator from each participating county must contact, confirm, and submit the names and information of two (2) adult leaders to assist as judges during the District 12 4-H Food Challenge. A link is provided on the District 4-H website to submit this information. You may use *Attachment I* to organize the information. However, the online submission must be completed by November 21st.

District 4-H Council Meeting: There will be a District 4-H Council Meeting at 11:30 a.m. in the library for District Council delegates to attend. An agenda will be provided under separate cover.

Community Service Project: The community service project will consist of Christmas Ornaments made by 4-H'ers. A list of materials needed will be compiled by the District Council and made available to counties before the event. Participants will have the opportunity to bring new/used ornaments and craft supplies in order to work on the ornaments after they have been judged. All ornaments will be redistributed to counties with "holiday" service projects.

District 12 4-H Spirit T-Shirt: The District 12 4-H Council has designed a t-shirt (*My Plate Rocks!...Committed to Make the Best Better*), specific to the Food Challenge, which can be purchased by participants when they register for this event on 4-H CONNECT (See attached flyer). Only one order will be placed for this event, so be sure and order the shirts. No additional shirts will be ordered after the event. All shirts will be distributed at the Food Show. All proceeds from shirts sales are to support the District 12 4-H Council leadership and service programs.

Be sure to read this letter in its entirety and share the necessary information with county faculty, 4-H'ers, parents and leaders. Recruit the appropriate people needed to fulfill any responsibilities, and submit the requested information by the **deadline of November 17, 2011.**

cc: District 12 4-H Council
District 12 County Extension Agents

D12 4-H FOOD CHALLENGE AGENDA

(Signs will be posted throughout the building for direction - map attached.)

- 1:30 p.m. - 2:00 p.m. Registration and Check in for Food Challenge Teams
- Col. Santos Benavides - Cafeteria Foyer
- 2:00 p.m. Orientation for Food Challenge Teams
- Col. Santos Benavides - Library
- 2:00 p.m. Orientation for Judges, Superintendents and Assistants
- Col. Santos Benavides - Cafeteria
- 2:15p.m. Food Challenge Teams MUST BE in Preparation Area
- Col. Santos Benavides - Cafeteria
- 2:30 p.m. - 3:30 p.m. Judging of Food Challenge Teams (Preparation & Interviews)
- Col. Santos Benavides - Assigned Classrooms
- 4:30 p.m. All Food Challenge Contestants MUST BE in Designated Seating
- Col. Santos Benavides - Cafeteria
- 4:30 p.m. Awards Program for 4-H Food Challenge
- Col. Santos Benavides - Gymnasium

<< NOTE: Parents, Children, & Guests may wait in the Gymnasium >>

Immediately following judging and completion of tabulation, the Awards Program will begin.

Guests may view Food Challenge exhibits after the Awards Program.

ABSOLUTELY NO TASTE TESTING WILL BE ALLOWED.

Clean Up: Everyone helps. Please leave the facility clean.

Nora Cruz

From: Janie Perales
Sent: Monday, November 21, 2011 8:53 AM
To: Nora Cruz
Subject: La Quinta-Laredo, TX

La Quinta Inn Laredo I-35

3610 Santa Ursula
Laredo, TX 78041-4453
Phone: 1-956-722-0511
Fax: 1-956-723-6642

Janie Perales
Administrative Assistant II
Texas AgriLIFE Extension Service
Hidalgo County
Tel: (956) 383-1026
Fax: (956) 383-1735

Janie Perales

From: LQ0506GM@laquinta.com
Sent: Friday, November 18, 2011 5:23 PM
To: Janie Perales
Subject: rate quote

if you book the room today 11-18-11 the rate will be \$67.26 tax included. This includes a one night stay in a double room. A double room includes 2 full sized beds. This also includes free WIFI and continental breakfast. please keep in mind that the rates do fluctuate from day to day.

-Alexander Perez

La Quinta

AGENT ASSIGNMENTS

- Event Committee:** West Cluster - Joy Vazquez (Chair) and agents on the planning committee will be available throughout the event to answer questions.
- Registration:** George Gonzales, Richard Griffin & Council Officers assisted by District Council Officers will conduct registration for the Food Show. Plan to arrive early enough to have registration set up and ready to go by 8:00 a.m., council officers may serve as runners.
- Food Display Coordinators:** Cris Mussett & Nora Garza will make sure that contestants' recipes and name cards are correctly placed in exhibit area and that place signs indicating categories/divisions are set up as well. District Office will supply food category signs (2 each) to be put on ends of rows of tables. The space allotted for food exhibits is 24" wide x 18" deep. Make and put up signs to direct contestants to designated areas for both the Food Show and the Food Challenge.
- Judging of Senior Record Forms and Senior Recipes:** Adelita Muñoz, Nora Garza, Luisa Colin, Beatriz Loya, Cris Mussett, Tina Treviño, & Yolanda Morado will judge the Senior Record Forms and Senior Recipes prior to the Food Show. The forms will be sent via e-mail by the district office, the return time for results should be no more that two days. No travel is required.
- Set-Up and Decorations:** Christine Sanchez, Tina Treviño & all West Cluster agents will set up tables for registration, judges, and judging area. All table covers, decorations and door signs should be in place on Friday, November 9th by 7:00 p.m. (day before event). Plates, napkins, cups, serving forks, and bottled water should be made available for judges. The planning committee will set up table displays.
- Judges' Gifts:** Adelita Muñoz & Yolanda Morado will be in charge of providing and presenting the gifts for judges (approximately 40). Please coordinate with District Office.
- County Group Photos & Video:** Brad Cowan & Christine Sanchez will be taking photos of Food Show and Food Challenge participants.
- Educational Activities:** Barbie Wymore & Council Officers will conduct educational and service activities in the holding area for youth as they wait to be judged and following judging.
- Participant Orientation:** Josie Farias & Isaac Cavazos will conduct the orientation for Food Show participants. Remind participants that they must have exhibit in designated area **by 9:00 a.m.**, if not already placed. Review judging order.
- Contestant Coordinator:** Isaac Cavazos will be monitoring and coordinating contestants throughout the period where they are waiting to be judged. Judging will begin immediately following orientation. Parents who are not judging must remain in the designated waiting area at all times.

participants are recognized.

Viewing of Exhibits: All agents are responsible for having their county participants and themselves in the designated area for the awards program. Viewing of exhibits will follow. (There will be ABSOLUTELY NO TASTING ALLOWED!).

Clean-up After Viewing of all Exhibits: ALL AGENTS will help clean up and see that the building is left clean and in an orderly manner.

Recruiting Volunteers: The County 4-H Coordinator from each participating county must submit the names and contact information of four (4) confirmed adult leaders to assist during the District 12 4-H Food Show. Please e-mail the contact information (*Attachment E*) to the District Office by the deadline of November 17th. Leader roles are as follows:

- Three (3) judges - these individuals must be willing and qualified to serve as a judge. Judges shall not be released until after all score sheets are tallied, ties are eliminated and tabulation is complete.
- One (1) leader/youth to serve as a superintendent's assistant. This may be an older 4-H'er.

Division Superintendents & Assistants

The superintendent's role is to supervise the conduct of judging in the respective room. This includes keeping time, facilitating entrance/exit of contestant in the judging room, collection of score sheets from the judges, and serving as a point of contact for all questions from judges and contestants in their respective division and category. Assistants work cooperatively with the Superintendent to move contestants to/from the holding area and deliver score sheets to the tabulation room.

Division	Category	Superintendent	Assistant
Senior	Main Dish	Jennifer Hofferichter	Cris Mussett
	Fruits & Vegetables	Lilian Mezquida	Enrique Perez
	Breads & Cereals	Adelita Muñoz	Nora Garza
	Nutritious Snacks	Beatriz Loya	Humberto Martinez
Intermediate	Main Dish	Tina Treviño	Oscar Galindo
	Fruits & Vegetables	Joe Taylor	Josie Farias
	Breads & Cereals	Luisa Colin	Yolanda Morado
	Nutritious Snacks	Celia Salinas	Nikolo Guerra
Junior	Main Dish	Jaime Lopez	Omar Gonzales
	Fruits & Vegetables	Ronnie Zamora	Jennifer Herrera
	Breads & Cereals	Larry Perez	Odell Farias
	Nutritious Snacks	Rogelio Mercado	Marcel Valdez

Alternates: The following individuals serve as Alternates to any of the roles listed. All agents listed here may also be called upon to fill a need not specified above.

- Al Lopez
- Omar Montemayor
- Tony Reisinger
- Barbara Storz
- Vidal Saenz

Travel Outside of Hidalgo County in County Vehicle

TO: D.B.M. SAFETY DIVISION
318-2658FAX

FROM: Hidalgo County Extension Service

DATE: _____

Notice to be processed
minimum of 24 hours
prior to trip

Date(s) Requested: From: 12/9/2011 To: 12/10/2011
Estimated Time Leave: _____ Est. Time Return: _____
Destination: Laredo, TX
Reason for Trip: District 12 4-H Food Show & Food Challenge (Event)

The following person(s) are requesting to take the following County vehicle(s) out of County:

Name of Driver: Nora N. Garza
DL Number: 17958966 (Texas Only)
Birth Date: 3/22/1955
Expiration Date: 3/22/2017

Checklist:
Ins. Card in Vehicle
Jack in Vehicle
Drivers License with Driver
This approval with Driver

Name of Driver: _____
DL Number: _____ (Texas Only)
Birth Date: _____
Expiration Date: _____

Name of Driver: _____
DL Number: _____ (Texas Only)
Birth Date: _____
Expiration Date: _____

Vehicle VIN#: 1fmre11262ha49041 ✓
Tag Number: 824-672
Asset Number: 37766

Vehicle VIN#: _____
Tag Number: _____
Asset Number: _____

Signed: Barbara C. Henry
Department Head/Designee

D.B.M. Safety Division Checked Insurances:

Dated: 11/21/2011

Date: _____