



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 04/18/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 6
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Christina L. Perez, CEA-4-H & Youth Dev.; Adelita Munoz, CEA-FCS; Brad Cowan, CEA-Ag;
TRAVELING: Nora N. Garza, CEA-FR; Alonso Lopez, 4-H Outreach Coord.

EVENT INFORMATION

TITLE OF EVENT: 2012 District 12 4-H Rounup
EVENT DATE(S) FROM: 05/05/12 TO: 05/05/12
DEPARTURE DATE: 05/05/12 RETURN DATE: 05/05/12
LOCATION OF EVENT: CITY: Laredo 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.
[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.

Table with 4 columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, and MODE OF TRAVEL. Rows include Registration Fee, Airfare, Taxi Fare, Bus Fare, Rental Car, Gasoline/Diesel/Fuel, Mileage Reimbursement, Telephone Calls, Parking, Lodging, Meals, Other Expenses, and Total Estimated Travel Expenses.

2-1100-461-00-380-001-0-583

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.
[X] Reasonable efforts to minimize the use of county funds have been explored.
[X] 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: 4/19/12 DEPARTMENT CONTACT PERSON: Noralinda Cruz PHONE NO.: 383-7026

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:

March 7, 2012

## MEMORANDUM

**TO:** All District 12 County Extension Agents

**FROM:** District 12 4-H Roundup Committee - West Cluster  
Isaac Cavazos, Chair  
Andrea Becker  
Jennifer Hofferichter  
Jaime Lopez  
Larry Perez  
Dale Rankin  
Joe Taylor

**SUBJECT:** 2012 DISTRICT 12 4-H ROUNDUP

District 12 4-H Roundup is one of our largest district events and takes place on multiple dates and locations over April & May. This letter, the attached Roundup Rules and Guidelines and registration information is for your use in preparing for the district contests. Check the dates of your county contests to make sure that you can meet the district deadlines as listed below. If you have a conflict, let us know as soon as possible.

1. **Contest and Registration Information:**

- Registration for all Roundup events will be online through 4-H CONNECT and will require certification at the county and district level. The registration fee will be **\$12.00 per person per contest**.
- District Judging Contest (Group A) will be held on April 14<sup>th</sup>, April 21<sup>st</sup>, or April 28<sup>th</sup> based on the list provided. Individual online registration will open on March 11, 2012 through the deadline of April 3, 2012.
- District 4-H Roundup (Groups B & C) will be held on May 5, 2012 at Zaffirini Elementary in Laredo. Individual online registration will open on March 12, 2012 through April 18<sup>th</sup>. Contestants must sign in prior to the designated time when their contest begins.

2. **Age Eligibility:** Age division for all contests will follow the Texas 4-H age categories of Seniors, Intermediates and Juniors. Age division should be determined based on their age on August 31, 2011. Any 4-H'er who meets the minimum 4-H age requirements may participate in district contests.

South District 12 4-H  
2401 E. Highway 83  
Weslaco, Texas 78596-8398

Tel. 956.968.5581  
Fax. 956.969.5639  
<http://d124-h.tamu.edu>



3. **Rules and Guidelines:** All contestants, leaders, parents, and agents should be familiar with the 2012 District 12 4-H Roundup and Guidelines and the 2012 Texas 4-H Roundup Rules and Guidelines.
4. **CEA Responsibilities:**
  - District 12 4-H Roundup - Contests held on May 5<sup>th</sup> - **ALL agents are expected to attend and assist during District 12 4-H Roundup** to be held at Zaffirini Elementary in Laredo, so make plans to be there.
  - Multi District Horse Judging contest on April 14<sup>th</sup> and Multi-District Judging contests to be held on April 21<sup>st</sup> in College Station - Agents with teams participating must attend the event and assist on those days. Please plan accordingly. **This specific assignment will be sent separately.**
  - Agents attending Multi District Judging events in College Station on April 21<sup>st</sup> must also attend the May 5<sup>th</sup> event in Laredo.
  - The County Extension Agent that serves as 4-H Coordinator must submit the names and contact information of three (3) leaders willing and qualified to serve as judges on May 5<sup>th</sup> in Laredo. The information should be posted online on the District 12 4-H Roundup page by the **deadline of April 18<sup>th</sup>**. You may use the attached Volunteer List to assist you in gathering and posting the online information. Superintendent and judging assignments will be made immediately after the entry deadline. One County Extension Agent will serve as the superintendent of each judging committee. Each judging committee may be assigned one or more contests based on the number of entries. Up to five people will be assigned to serve on each judging committee. It is the superintendent's responsibility (prior to the contest date) to gather and prepare any resources necessary to conduct the contest. It is also the responsibility of the superintendent to ensure the contest is conducted in accordance with the rules and guidelines.
5. **Contest Details:**
  - To participate in ONE contest, 4-H'ers may select a contest from Group A, Group B or Group C.
  - To participate in MORE THAN ONE contest, 4-H'ers may select one contest from Group A & C, **or B & C only**.
6. **Sweepstakes Award:** A sweepstakes award will be given to the overall best educational presentation in each of the judging groups. One award will be presented for each age division in which there are at least two presentations in the respective age divisions.
7. **Community Service Project:** Individuals and clubs are asked to coordinate an event or effort locally to collect age appropriate books as a part of Leadership Through Literacy and distribute to local Head Start programs or other childcare programs to promote literacy in your county. Collect and distribute locally. Please submit a report online (District Roundup Page) of your county's accomplishments to the District Office prior to the event. Please ensure that this information is distributed and shared with all county faculty.

Attachments for 4-H Coordinators:

Contest Groups  
D12 4-H Rules and Guidelines  
Volunteer List  
Map

cc: Council Officers