



HIDALGO COUNTY, TEXAS

APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 05/30/12

TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Hidalgo County Extension

NAME & TITLE OF EMPLOYEE(S): Christina L. Perez, CEA-4-H & Youth Development

EVENT INFORMATION

TITLE OF EVENT: 2012 District 12 4-H Election Convention

EVENT DATE(S) FROM: 06/22/12 TO: 06/22/12

DEPARTURE DATE: 06/19/12 RETURN DATE: 06/22/12

LOCATION OF EVENT: CITY: Kingsville 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.

| 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) | \$10.00 | | AIRFARE* _____ |
| Subtotal for Object Code 584 | \$ 10.00 | \$ | BUS** _____ |
| 2. AIRFARE- ROUNDTRIP COACH FARE ONLY | \$ - | | Rental Car** _____ |
| 3. TAXI FARE | \$ - | | County Vehicle** _____ |
| 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 | \$ | | |
| 11. MEALS | \$ | | |
| 12. OTHER EXPENSES | \$ - | | |
| Subtotal for Object Code 583 | \$ - | | |
| 13. TOTAL ESTIMATED TRAVEL EXPENSES | \$ 10.00 | \$ | |

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: [Signature] DATE: 5/30/12 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: | |
| | | | |

2-1100-461-00-380-001-0-584

cc 6/5/12

March 20, 2012

MEMORANDUM

TO: District 12 4-H Coordinators

FROM: District 12 4-H Election Convention Committee
Rogelio Mercado, Chair Humberto Martinez
Frank Escobedo Celia Salinas
Sam Gavito Barbie Wymore
Nikolo Guerra

Subject: 2012 DISTRICT 12 4-H ELECTION CONVENTION

The 2012 District 12 4-H Election Convention will be held on Friday, June 22, 2012 at Texas A&M University Kingsville in the Student Union Building. We have enclosed the Election Code (Revised 11/2008) and the Standing Rules (Revised 01/15/2011) adopted by the District Council. Please forward this information to your candidates and voting delegates and have them review these thoroughly. Filing opens immediately through the deadline of Tuesday, April 17, 2012. Here is a list of important dates related to this event:

- April 17, 2012 – Deadline for Candidacy Filing to run for office (D12 4-H website)
- May 15, 2012 – Deadline for Voter Registration to serve as a voting delegate (D12 4-H website)
Deadline for Election Judge applications (D12 4-H website)
- June 5, 2012 – Deadline to RSVP for all attending youth, adults, and agents (4-H Connect)
- June 12, 2012 – Late Deadline to RSVP for all attending youth, adults, and agents (4-H Connect)

There will be a registration fee for all attending youth and adults. The fee will cover the cost of meals for all in attendance, and a Partial Cost Recovery fee for youth only. The fee will be \$10 per adult and \$20 per youth. The late fee will add \$5 per person.

There are three different ways that a 4-H member can be involved in this year's Election Convention. They can be a Candidate, Voting/Alternate Delegate, or serve as an Election Judge. The registration and application process has changed a little this year so be sure to read this carefully.

Candidates: Each county must submit to the District Office their candidates' filing information as requested below by the filing deadline of April 17, 2012. All candidacy filing will be done online. Every



South District 12
2401 E Highway 83
Weslaco, Texas 78596
Tel. 956.968.5581
Fax. 956.969.5639
l-saldana@tamu.edu
<http://d124-h.tamu.edu>

candidate must complete the Candidacy Filing Online Form which includes three sections:

- a) Candidate Information - relevant personal information
- b) Candidacy Information – office of candidacy, statement of candidacy, upload one-page resume (pdf), upload photo (jpg) Candidacy Verification & Certification – verify eligibility requirements, age, and 4-H Member ID# (from 4-H Connect), and parent information

The Statement of Candidacy is replacing the one-page letter required in previous years. However, the statement is limited to 250 words (+/- 3,000 characters) and should explain in their own words why they are running for office and why they feel they should be elected. A one-page resume must be uploaded as part of the filing process. It must be in PDF format before being uploaded. An example has been provided. In addition, a photo must be uploaded in JPG format. It should be a head/shoulder shot such as a school photo. No candid photos or snapshots please.

Please keep in mind that the candidates:

- a) Must be eligible to run for office based on the Election Code and Standing Rules.
- b) May campaign at upcoming district events provided they submit a request via e-mail to the District Office and comply with the Election Code.
- c) Must set up a leadership exhibit at the Election Convention focusing on their current year's leadership and community service. Only a standard sized "science board" (tri-fold) can be used to display all candidate information using only one side of the display. Candidates must dedicate panel space (3-panels) as follows:
 - i) 1 panel – Personal Information
 - ii) 1 panel – Leadership through 4-H
 - iii) 1 panel – Community Service through 4-H

All information must be attached to the board. The exhibit should be placed on the designated table, no other form of displays will be permitted and nothing will be allowed on tables except the boards. No candies, gum or other "gimme's" will be permitted. Candidates may provide a printed handout, business card, or other form of printed materials with prior approval. The Election Convention Committee will monitor compliance. All candidates and county staff present will be responsible for removing their exhibit after the election. Candidates should dress for success at the Election Convention. Gentlemen should wear slacks, shirts, a tie and dress shoes. Ladies should wear a dress, skirt or slacks with an appropriate blouse/shirt and dress shoes. Denim, tennis shoes, dirty boots/shoes, or flip-flops are not appropriate. All dress should be clean and neatly pressed.

- d) 4-H'ers interested in running for office become eligible by attending one of the following District 4-H Council Meetings or any other scheduled council meeting:
 - i) December 10, 2011 - D12 4-H Food Show in Laredo
 - ii) January 14, 2012 – Council Meeting in Freer
 - iii) May 5, 2012 - D12 4-H Roundup in Laredo

Voting Delegates & Alternate Delegates: Each county must submit online on the District 4-H website the Voter Registration Application form for each delegate by the deadline of May 15, 2012 to include two delegates and two alternates. We are requiring a photo be uploaded of delegates as well. They will also need to enter their 4-H Member ID#, so have that available before completing the online forms. Delegates must meet membership and age requirements as stated in the Standing Rules (12 to 19 on or

before August 31, 2011). All delegates will receive a voter registration card which they must present at the convention along with any picture ID.

Election Judges: As part of the District 12 4-H Election Code, which governs the conduct of the election process, there is a stipulation that allows for the appointment of an Election Judge. The incumbent Council officers may appoint an election judge(s). Council Officers have discussed this opportunity and have agreed to extend this role in a more formal setting than onsite appointments. To be considered for any of these roles during the Election Convention, 4-H members must complete and submit the online application by May 15th. The appointed positions and duties are as follows:

- Ombudsman – Oversees the election process to include canvassing the votes
- Observer – Oversees and monitors the ballot boxes, voting booths, and/or collection of ballots
- Registrar – Confirms registered voters and distributes the ballots to each registered voter

Judges must meet requirements stipulated in Section 2.0 and 3.0 of the District 12 4-H Council Election Code to be considered.

Community Service: Individuals and clubs should collect aluminum soda can tabs in support of area Ronald McDonald Houses, in support of their family assistance program. Your county's voting delegates should provide leadership for this district-wide community service project. Please bring the collected tabs and submit a report of your county's accomplishment to the District Office before the event date.

There are some important changes in the filing process, as well as the actual date of the event. Be sure that your 4-H families are adequately notified and informed about these changes and have access to resources to help support their interest in this event. Please be sure to submit the requested information by the appropriate deadline.

Travel Outside of Hidalgo County in County Vehicle

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

FROM: Hidalgo County Extension Service

DATE: 5/30/2012

Notice to be processed
minimum of 24 hours
prior to trip

Date(s) Requested: From: 6/19/2012 To: 6/22/2012
Estimated Time Leave: 7:00 AM Est. Time Return: 5:30 PM
Destination: Kingsville, Texas
Reason for Trip: 2012 District 12 4-H Leadership Lab & 2012 Election Convention

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

Name of Driver: Christina L. Perez ✓
DL Number: #20474044 ✓ (Texas Only)
Birth Date: 4/23/1984 ✓
Expiration Date: 4/23/2014 ✓

OK

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#: #1FTWW30525EB48635 ✓
Tag Number: #884-793 ✓
Asset Number: 42595 - 2005 Ford F350 Pickup

OK

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

Signed: Barbara C. Seltman
Department Head/Designee

Dated: 5/30/2012

D.B.M. Safety Division Checked Insurances:

[Signature]

Date: 5/30/12 10:19 AM