



# HIDALGO COUNTY, TEXAS

## APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 06/26/12

TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Hidalgo County Extension Service

NAME & TITLE OF EMPLOYEE(S) TRAVELING: Adelita F. Munoz, CEA-Family & Consumer Science

### EVENT INFORMATION

TITLE OF EVENT: 2012 TEAFCS State Meeting

EVENT DATE(S) FROM: 07/24/12 TO: 07/26/12

DEPARTURE DATE: 07/24/12 RETURN DATE: 07/26/12

LOCATION OF EVENT: CITY: Horseshoe Bay 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)	\$165.00		AIRFARE* _____
Subtotal for Object Code 584	\$ 165.00	\$	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	\$ 165.00	\$	

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: 6/27/12 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): Vanessa Ortiz DATE: 6/28/12 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 292-7025

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

## Nora Cruz

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**From:** Adelita Munoz  
**Sent:** Friday, June 15, 2012 2:20 PM  
**To:** Nora Cruz  
**Subject:** FW: 2012 TEAFCS State Meeting

received  
6/15/12  
nmcy

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**From:** Martha Spraberry  
**Sent:** Friday, June 15, 2012 10:37 AM  
**To:** EXT - CEA FCS ALL  
**Subject:** 2012 TEAFCS State Meeting

Agents,

Early registration for the meeting ends next Friday. We have had some questions about tickets for children for the Friendship Event at Longhorn Caverns. Cost for children is: 1 year and under – free, children 2 – 12 - \$10.

Please plan to dress casual on Wednesday as we will be leaving on tours right after the morning meeting. Suggested attire for Tuesday and Thursday meetings is Professional Casual and Dressy for the Banquet.

Let us know if you have any other questions about the meeting.

We are looking forward to seeing you in Horseshoe Bay.

Thanks,

Martha Alice



Martha Alice Spraberry  
CEA-FCS  
Taylor County Extension Office  
1982 Lytle Way  
Abilene, TX 79602  
Ofc: 325-672-6048  
Fax: 325-672-9148  
[m-spraberry@tamu.edu](mailto:m-spraberry@tamu.edu)

## Registration Form (pg 1 of 2)

▪ TEAFCS 2012 MEETING ▪ HORSESHOE BAY, TEXAS JULY 24-26, 2012 ▪

### 1. ATTENDEE INFORMATION

Name: Adelita Munoz

Mailing Address: 410 N. 13<sup>th</sup> Ave  
Edinburg, TX 78541

Phone: 956-383-1026 Email: amunoz@tamu.edu

**Badge to Read:**

Name: Adelita

County: Hidalgo County

*Please check the category that best applies to you:*

- Agent
- Retiree
- Administrator
- Guest

This is my first TEAFCS State Meeting, and I plan to attend the First Timers Lunch on Tuesday, July 24, 2012

Yes  No

**Special Services:**

Do you require special accommodations to fully participate?  Yes  No

If yes, please attach a written description of your needs.

### 2. REGISTRATION FEES

Early Bird Registration (Post-marked by June 22)	\$165.00	<u>\$165.00</u>
Late Registration (Post-marked by July 9)	\$225.00	_____
On Site Registration	\$275.00	_____
Day Participant – Tuesday Only (add \$50 for onsite registration)	\$100.00	_____
Day Participant – Wednesday Only (add \$50 for onsite registration)	\$100.00	_____
Day Participant – Thursday Only (add \$50 for onsite registration)	\$75.00	_____
<b>Guest Tickets</b>		
Guest Tickets for Longhorn Caverns Tour and Supper	\$25.00	_____
Guest Tickets for "Paddle Your Canoe" Workshop	\$25.00	_____
Guest Tickets for Awards Banquet	\$65.00	_____
Guest Tickets for Thursday's Breakfast	\$28.00	_____
<b>Total</b>		<u><b>\$165.00</b></u>

Cancellation of Pre-registration must be made in writing before July 16, 2012. A canceled registration after this time will be assessed a \$50.00 handling charge. The canceled registration fee will be returned after the meeting. To cancel a registration, contact Kathy Aycock, Tom Green CEA-FCS, 113 W. Beauregard, San Angelo, TX 76903.

### 3. PAYMENT INFORMATION:

Mail your completed Registration Form, along with payment (check or money order), to the address below. Please make check payable to D-7 EAFCS (W-9 Form is available upon request)

Texas AgriLife Extension Service  
 c/o Kathy Aycock  
 113 W. Beauregard  
 San Angelo, TX 76903

k-aycock@tamu.edu  
 (325)659-6527

**Registration Form (pg 2 of 2)**

▪ TEAFCS 2012 MEETING ▪ HORSESHOE BAY, TEXAS JULY 24-26, 2012 ▪

Name: ADELITA MUNOZ

County: Hidalgo

**Educational Workshops – Tuesday, July 24**  
(Please rank in order of preference for each time slot)

2:30 p.m.

- 3 4-H Housing Project
- 4 Junior Master Gardener Update
- 2 Food Inspector's Insight
- 1 Fuel Up to Play 60

3:15 p.m.

- 3 4-H Housing Project
- 4 Junior Master Gardener Update
- 1 Food Inspector's Insight
- 2 Fuel Up to Play 60

**Workshops on the Move – Wednesday, July 25**  
(Please rank in order of preference, 1-6)

- 1 Meat Maniacs' Tour
- 3 Creativity Meets Entrepreneurship
- 2 Home, Green Home
- 4 Spicewood Vineyards Tour
- 5 Paddle Your Canoe
- 6 Fiber Appreciation

4

**Retirees are invited to attend a special tour entitled "Shop Hop for Retirees"? Will you be attending this tour instead of one of the Workshops on the Move?**

Yes

No

**Please indicate desired method of transportation for "Workshops on the Move"**

- I would be able to take my own vehicle.
- I would be able to carpool with another FCS agent.
- X I would require transportation arranged by District 7 Agents.

\*see attached pages for more information on each Breakout Session and Workshop on the Move.

## Meeting Schedule

### Tuesday – July 24, 2012

- 8:00 - 5:00 Registration  
9:00 - 10:00 Executive Board Meeting  
10:00 - 12:00 Summer Board Meeting  
10:00 - 5:00 Exhibits  
11:30 First Timer's Luncheon  
12:00 Lunch on Your Own  
1:00 - 2:15 First General Session  
Administrative Remarks  
2:15 - 2:30 Break - Visit Exhibits  
2:30 - 3:15 Breakout Sessions I  
3:15 - 4:00 Breakout Sessions II  
4:00 - 5:00 Hospitality  
6:30 - 9:00 Friendship Event - Longhorn Caverns Tour and Dinner

### Wednesday – July 25, 2012

- 7:00 - 8:00 Morning Fitness Walk (Optional)  
7:30 - 8:30 Hospitality (Continental Breakfast)  
8:00 - 5:00 Registration  
8:30 - 9:45 Second General Session and Business meeting  
9:45 - 10:00 Break  
10:00 - 10:45 Internet Safety - Weldon Floyd  
11:00 - 4:00 Workshops on the Move  
5:30 - 6:30 Past Presidents Reception  
6:15 Award Winner Photos  
7:00 Banquet  
9:00 Hospitality

### Thursday – July 26, 2012

- 7:45 - 8:30 New Board Meeting  
8:30 - 9:00 Breakfast  
9:00 - 10:00 Family and Consumer Sciences Update
  - Step Up and Scale Down - Dr. Susan Ballabina & Paula Butler
  - Child Care Update - Steven Green10:00 Break and Check out of Hotel  
10:30 - 12:00 Third General Session  
Motivational Speaker - Shirley Rocha  
Invitation to 2013 State Meeting  
Evaluations

\*\*\*Schedule is subject to change



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

DATE OF REQUEST: 06/26/12  
 TOTAL NUMBER OF EMPLOYEES TRAVELING: Three (3)  
 DEPARTMENT NAME: Hidalgo County Extension Service  
 NAME & TITLE OF EMPLOYEE(S): Nora N. Garza, CEA-Family Resources, Christina Perez, CEA-4-H, Janie Perales, Administrative Assistant II

**EVENT INFORMATION**

TITLE OF EVENT: WordPress Workshop  
 EVENT DATE(S) FROM: 07/10/12 TO: 07/10/12  
 DEPARTURE DATE: 07/10/12 RETURN DATE: 07/10/12  
 LOCATION OF EVENT: CITY: Alice 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.

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Subtotal for Object Code 584	\$ -	\$	BUS** _____
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3. TAXI FARE	\$ -		County Vehicle** _____
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9. PARKING	\$ -		
10. LODGING	\$ -		
11. MEALS	\$ -		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ -		
13. TOTAL ESTIMATED TRAVEL 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:

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 Stom DATE: 6/27/12 DEPARTMENT CONTACT PERSON: Noralinda 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): Veronica Ortiz DATE: 6/28/12 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 242-7025

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

## Barbara Storz

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**From:** Ruben Saldana  
**Sent:** Thursday, June 21, 2012 4:33 PM  
**To:** Adelita Munoz; Al Lopez; Andrea K. Becker; Barbara Storz; Barbara Wymore; Beatriz Rodriguez-Loya; Brad Cowan; Celia Salinas; Christina Perez; Christine Sanchez; Crisanta Mussett; Dale Rankin; Enrique Perez; Frank Escobedo; George Gonzales; Humberto Martinez; Isaac Cavazos; Jaime Lopez; Jennifer Herrera; Jennifer Hofferichter; Jeremy T. Garza; Joe Taylor; Josie Farias; Joy Vazquez; Larry Perez; Lillian Mezquida; Luisa Colin; Marcelino Valdez; Marco Ponce; Nikolo Guerra; Mario A. Morales; Monica A. Aguirre; Niki Kaiser; Nora Garza; Omar Gonzales; Omar Montemayor; Oscar Galindo; Richard Griffin; Rogelio Mercado; Ronnie Zamora; Sammy Gavito; Tony Reisinger; Vidal Saenz; Yolanda Morado  
**Cc:** John Munoz; Darrell Dromgoole; Marilyn Frenzel; Pete Flores; Atascosa County Office; Brooks County Office; Cameron County Office; Dimmit County Office; Duval County Office; Frio County Office; Hidalgo County Office; Jim Hogg County Office; Jim Wells County Office; Kleberg County Office; LaSalle County Office; Live Oak County Office; Maverick County Office; McMullen County Office; Starr County Office; Webb County Office; Willacy County Office; Zapata County Office; Zavala County Office; Donnie Valdez; Elaine Fries; greta.schuster@tamuk.edu; Jaime Flores; Juan Anciso; Juan Enciso; Luis Saldana; Luis Ribera; Monty Dozier; Raul Villanueva; Rod Santa Ana; Lou Garza; Marissa Reyes; Martha Bloom; Roxanne Saavedra  
**Subject:** WordPress Workshop - July 10

As a response to feedback received from counties, we're hosting a WordPress work session on Tuesday, July 10 from 10 am - 3 pm at the Women's Building (Jim Wells County Fairgrounds) in Alice. This workshop will not provide any presentations or have a set agenda. The purpose of this is to provide a group setting in which interested agents and support staff can actually work on their website away from local distractions and with technical support to help troubleshoot and provide on-time help. Thus, in order for this to be a helpful event, you'll need to bring your own laptop and files or a detailed game plan for what you'd like to add/include on your county web page. We'll order lunch in to reduce "down time" and stay as long as you'd like to continue working on this. We're capping enrollment at 10 computers to ensure enough bandwidth to work with those who attend. If there is demand for additional workshops like this we'll schedule another one. There will be no registration fee. Rogelio and Barbie will be assisting with local arrangements.

If you want to reserve a slot, please contact Lou and ask her to add you to the list. Please let her know by June 29 so we have an idea how many to expect. Thanks!



Dr. Ruben J. Saldaña  
District Extension Administrator  
Texas AgriLife Research & Extension Center at Weslaco  
2401 E. Business 83  
Weslaco, Texas 78596  
956.968.5581 office  
956.969.5601 desk  
956.373.4447 cell  
[rjsaldana@ag.tamu.edu](mailto:rjsaldana@ag.tamu.edu)  
<http://southtexas.tamu.edu>

## Nora Cruz

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**From:** Lou Garza  
**Sent:** Monday, June 25, 2012 11:39 AM  
**To:** Nora Cruz  
**Subject:** RE: WordPress Workshop

Thank you. They have been added on.

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**From:** Nora Cruz  
**Sent:** Monday, June 25, 2012 11:39 AM  
**To:** Lou Garza  
**Cc:** Janie Perales; Nora Garza; Christina Perez  
**Subject:** WordPress Workshop

Ms. Lou,

I am sending three names for the WordPress Workshop on July 10:

Janie Perales  
Nora N. Garza  
Christina Perez

Please send me confirmation that you have received this message.

Thanks,

***Nora Linda Cruz***

*Administrative Assistant II*

*Texas AgriLIFE Extension Service*

*Hidalgo County*

*Office: (956) 383-1026*

*Fax: (956) 383-1735*

**HAVE A FANTASTIC DAY!**

## **Nora Cruz**

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**From:** Janie Perales  
**Sent:** Monday, June 25, 2012 11:08 AM  
**To:** Nora Cruz  
**Subject:** Van / Alice Training

Nora Linda,

You're sending in the reservation for the July 10th Word Press (Website Training). Just FYI - Nora Garza and Christina are going as well.

Nora will be the Driver.

Thanks,

**Janie Perales**  
**Administrative Assistant II**  
**Texas AgriLife Extension Service**  
**Hidalgo County**  
**410 N. 13th Avenue**  
**Edinburg, TX 78541**  
**T:(956) 383-1026**  
**F: (956) 383-1735**