



# HIDALGO COUNTY, TEXAS

## APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 07/03/12

TOTAL NUMBER OF EMPLOYEES TRAVELING: 2

DEPARTMENT NAME: Hidalgo County Extension Service

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

### EVENT INFORMATION

TITLE OF EVENT: 2012 County Camp

EVENT DATE(S) FROM: 07/11/12 TO: 07/14/12

DEPARTURE DATE: 07/11/12 RETURN DATE: 07/14/12

LOCATION OF EVENT: CITY: Brownwood 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		AIRFARE* _____
Subtotal for Object Code 584	\$ -	\$ -	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	\$ -		** 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.
8. TELEPHONE CALLS	\$ -		
9. PARKING	\$ -		
10. LODGING	\$ -		
11. MEALS	\$ -		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ -		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ <u>0</u>	\$ -	

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:  
 Registration will be paid through our 4-H Project Account and our County vehicles may be used. The only county funds that will be used, if county vehicles are used, will be the from the Fuel Account which we have already encumbered funds for at the beginning of the year.

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: <i>Barbara C. Strong</i>	DATE: <u>7/3/12</u>	DEPARTMENT CONTACT PERSON: <i>Nora Linda Cruz</i>	PHONE NO.: <u>363-1026</u>
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### 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):		SIGNATURE OF DBM DEPARTMENT HEAD:	

## County Camp 2012



County Camp allows counties to bring youth who have completed grades 2 thru 11 \*

Session 1 — July 9-11, \$175 youth \$80 adult

Session 2 — July 11-14, \$225 youth \$105 adult

Camp arrival 2:00—3:00 pm

Camp departure 10:00—11:00 am

Early registration, March 1—June 14

Late registration, June 15-23 (additional 5%)

Registration covers all meals, lodging, refreshments, health care services, facility and programming fees. Registrations accepted on a first come first served basis until camp is filled. Counties are required to provide Adult Chaperones. County groups (youth and adult) are housed together, by gender. Special room requests should be noted on Registration.

Please note any food allergies or special meal requests (gluten free, vegetarian, etc.) on the Registration form.

Camp T-shirts may be purchased in advance, during the Registration process. Initial registration can be made with a \$25 non-refundable deposit through June 14. All payments must be received by June 23. Canceled registrations result in forfeit of the \$25 deposit, if received ten days prior to start of camp; otherwise a 50% forfeiture of registration.

**Register at [texas4hcenter.tamu.edu](http://texas4hcenter.tamu.edu)**  
**Youth Camps & Programs**  
**Register Now! link**

For more information: call 325.784.5482 Email: [texas4-hcenter@ag.tamu.edu](mailto:texas4-hcenter@ag.tamu.edu) web: [texas4hcenter.tamu.edu](http://texas4hcenter.tamu.edu)

*Individuals with disabilities who require an auxiliary aid, service or accommodation in order to participate in this program are encouraged to contact the Texas 4-H Center to determine how reasonable accommodations can be made.*

*Educational programs conducted by the Texas Cooperative Extension serve people of all ages regardless of socioeconomic level, race, color, sex, religion, disability or national origin. The Texas A&M University System, The United States Department of Agriculture and the County Commissioners Courts of Texas cooperating.*

### What is County Camp?

A co-educational residential camp featuring traditional camp experiences such as kayaking, shooting sports, challenge course, environmental education, arts and crafts, dancing, swimming and lots more. \* **Upon arrival, participants are assigned to "activity groups" based on their age.** More than just camping, we strive to provide opportunities for young people to:

- Understand self and others.
- Live and work with a small group of peers, cooperatively making decisions that affect the group.
- Experience adventure and challenge not usually found in daily home life.
- Respect and enjoy nature and the outdoors.
- Develop lifelong environmental issues.
- Apply knowledge, skills, and attitudes to real life situations.
- Make new friends.
- Have FUN!



### Tell me about the Texas 4-H Conference Center

The 4-H Conference Center is part of Texas AgriLife Extension, Texas A&M System and has been in the youth camping business since 1975! The Center is located on Lake Brownwood, in the geographic center of the State, easily accessible by all.

Accredited by the American Camp Association (ACA), families are assured of a quality program and facility that meets rigorous standards.

Accommodations — youth are housed, by gender, in air-conditioned dormitories. Each dorm has its own restroom and shower facilities.

Staff — program coordinated by Youth Professionals of AgriLife Extension and college interns.

Health Care — nurse on duty 24/7. All medications are administered by the nurse.

Meals — a full time staff provides three wholesome, balanced meals each day. Lunch and Dinner include a self-serve salad bar, ensuring there's something for everyone.



<http://texas4hcenter.tamu.edu>

September 14, 2011

MEMO TO: COUNTY 4-H COORDINATORS

*B. Darlene Locke*

FROM: B. Darlene Locke  
Extension Specialist – 4-H and Youth Development  
Director, 4-H Conference Center

SUBJECT: County Camp 2012 Registration Procedures

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\*\*\* TWO (2) COUNTY CAMP SESSIONS WILL BE HELD IN 2012 \*\*\*

\*\*\* COUNTY COORDINATORS MAY RESERVE A DATE FOR THEIR COUNTY DELEGATION — DEADLINE FOR RESERVATIONS IS FEBRUARY 29 \*\*\*

\*\*\* COUNTY CAMP I — JULY 9-11 \*\*\*

\*\*\* COUNTY CAMP II — JULY 11-14 \*\*\*

REGISTRATION OPENS MARCH 1, 2012 ON ACTIVE NETWORK

A \$25 NON-REFUNDABLE DEPOSIT SECURES AN INDIVIDUAL'S REGISTRATION,  
IF RECEIVED BY JUNE 14 (EARLY REGISTRATION)

REGISTRATIONS MADE JUNE 15-23 REQUIRE FULL PAYMENT UPON REGISTRATION  
AND INCLUDE A 5% LATE REGISTRATION FEE

\* each camp session accommodates 100 males and 125 females \*

\* actual Registrations on Active Network will be processed as they arrive until spaces are filled \*

\* this county reservation simply states which dates a county wants to participate in \*

FINAL PAYMENT IS DUE JUNE 23 FOR ALL REGISTRATIONS

\*\*\* COUNTIES RESPONSIBLE FOR PROVIDING ADULT CHAPERONES \*\*\*

**What is County Camp?** County Camp allows counties to send youth who have completed grades 2-11 to camp at the 4-H Conference Center at one time. Whereas Prime Time is age specific, County Camp is for all ages. County groups are housed together in the dorms (by gender) unless it is specified differently on the registration form. If you would like the youth from your county “spread out”, please let us know ahead of time. Our goal is to fill the 4-H Conference Center to capacity each of the sessions of County Camp. Therefore, counties are to designate which session they want to attend and an estimate of how many participants they will bring. Final registration will be completed on Active Network. **Please note, a 5% late registration fee will be applied to all registrations received on or after June 15.**

**Who May Attend** County Camp participants are defined as a youth who have completed 2<sup>nd</sup> through 11<sup>th</sup> grade. 4-H membership is not a requirement to participate in County Camp. Counties are responsible for providing adequate number of Adult Chaperones.

**When is County Camp 2012 and what is the registration fee?** The following sessions will be offered.

Session	Date (arrival and departure time)	Youth Registration Fee		Adult Chaperone
		Early Reg March 1 - June 14	Late Reg June 15 - 23	
I	July 9 (1 p.m.) - July 11 (11 a.m.)	\$175	\$184	\$80
II	July 11 (2 p.m.) - July 14 (11 a.m.)	\$225	\$236	\$105

**\* If counties do not provide Chaperones – a fee of \$25 plus the Standard Registration will be assessed.** Counties may share Chaperones, please notify the 4-H Center in writing of Chaperone assignments.

**Registration Procedure** – Reserve spaces now; Final Registration will be conducted on Active Network.

Step 1	Complete the enclosed County Reservation Request Application indicating the session and total number of slots (either male or female) desired.	Return by February 29, 2012
Step 2	Receive notification from the 4-H Conference Center confirming date selected and number of slots available.	March 1, 2012 or earlier
Step 3	Counties advertise camping opportunity and secure participants.	
Step 4	Individuals register on Active Network – credit card payment required	Opens March 1
	Register with \$25 deposit	By June 14
	5% Late Registration applied to all registrations (full payment required)	June 15 - 23
	All Balances due	June 23
<b>NOTE</b>	Cancellation Policy – through June 14, an individual may register with a \$25 non-refundable deposit. Registrations made after June 14 require full payment upon registration and include a 5% late fee. Cancellations received 10 or more days before camp will be refunded the registration minus the \$25 deposit. Cancellations received 9 or fewer days before camp will be refunded at 50% of the registration fee.	

***Chaperone Information*** 4-H Conference Center camps must have 1 adult chaperone for every 8 youth of the same gender. **COUNTIES THAT DO NOT PROVIDE SUFFICIENT CHAPERONES (PER GENDER) WILL BE ASSESSED THE LISTED ADULT REGISTRATION FEE PLUS AN ADDITIONAL \$25.** We are also committed to the Youth Protection Standards of the Texas 4-H Program. All chaperones should be enrolled as a Volunteer and qualified through the Youth Protection Standards program. The online Child Protection Training course, required for all adult chaperones, is available at no charge through the Texas 4-H Conference Center website at <http://texas4hcenter.tamu.edu>

Chaperones from your county are required to:

- ▶ Be at least 21 years of age.
- ▶ Be a Registered Volunteer on 4-H Connect and qualified through the Youth Protection Standards program.
- ▶ Have completed the Child Protection Training course, available at no charge through the Texas 4-H Conference Center website at <http://texas4hcenter.tamu.edu>
- ▶ Supervise 4-H'ers during all scheduled activities and free time.
- ▶ Stay in dorms at night to chaperone youth.
- ▶ Actively participate in all activities and encourage all participants to become involved.
- ▶ Assist Summer Staff if help is requested.
- ▶ Be alert to health needs and special problems of participants.
- ▶ Supervise cleaning of dorms and grounds upon departure.
- ▶ Provide a completed Health Statement.

**County Camp offers a number of benefits for County programs:**

- ✓ An environment where all participants, youth and adult, can have fun and experience a positive atmosphere.
- ✓ A program where everyone can participate and learn by doing.
- ✓ College-age Program Assistants and Counselors who carefully plan and conduct each session. Summer Staff are hired annually and bring new and exciting activities and a fresh outlook to the program.
- ✓ Opportunities for participants to get involved in leadership opportunities by participating in flag ceremonies, KP duty, and other activities.
- ✓ An opportunity to meet and make new friends with 4-H members from across the State!

Please do not hesitate to call if you have any questions concerning this registration procedure.

Enclosures

CC: Dr. Chris Boleman  
Texas 4-H Faculty

Dr. Darrell Dromgoole

District Extension Administrators  
Mr. Kyle Smith



Travel Outside of Hidalgo County in County Vehicle

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

FROM: Hidalgo County Extension Service

DATE: 7/3/2012

Notice to be processed  
minimum of 24 hours  
prior to trip

Date(s) Requested: From: 7/11/2012 To: 7/14/2012  
Estimated Time Leave: 6:00 AM Est. Time Return: 5:30 PM  
Destination: Brownwood, Texas  
Reason for Trip: 2012 4-H County Camp

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

Name of Driver: Brad Cowan  
DL Number: #07015432 ✓ (Texas Only) *OK*  
Birth Date: 9/7/1954 ✓  
Expiration Date: 9/7/2013 ✓

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

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

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

Vehicle VIN#: #1FMRE11262HA49041 ✓  
Tag Number: #824-672 ✓ *OK*  
Asset Number: #37766 - 2002 Econoline Van

Vehicle VIN#: #1FTWW30525EB48635 ✓  
Tag Number: #884-793 ✓ *OK*  
Asset Number: #42595 - Ford F350 Pickup

Signed: Barbara C. Strong  
Department Head/Designee

Dated: 7/3/2012

D.B.M. Safety Division Checked Insurances:

Rene Luna

Date: 7/3/12 3:04pm.



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 06/29/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: Six (6)
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Christina Perez, CEA-4-H; Barbara Storz, CEA-Horticulture, Adelita Munoz, CEA-FCS; Brad Cowan, CEA-Agriculture; Nora N. Garza, CEA-FR; Alonso Lopez, 4-H

EVENT INFORMATION

TITLE OF EVENT: 2012 District 12 4-H Recordbook Judging
EVENT DATE(S) FROM: 07/12/12 TO: 07/12/12
DEPARTURE DATE: 07/12/12 RETURN DATE: 07/12/12
LOCATION OF EVENT: CITY: Falfurrias 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 County's 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, 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.

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: Barbara Storz DATE: 7/2/12 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: 7/2/12 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 292-7025

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

2-1100-461-00-380-001-0-583+584

cc 7/10/12

## Nora Cruz

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**From:** Barbara Storz  
**Sent:** Thursday, June 28, 2012 6:25 PM  
**To:** Nora Cruz  
**Subject:** FW: 2012 District 12 4-H Record Book Judging  
**Attachments:** 2012\_RBJ\_Letter.pdf

Nora Linda: Check to see what we need to do to get permission for all of us to travel in two County vehicles to District Roundup. I do not believe we have any registration, so just permission for van and 350 to record book judging. All agents and Al.  
Barbara

**From:** Roxanne Saavedra  
**Sent:** Tuesday, June 26, 2012 3:57 PM  
**To:** Barbara Wymore; Brooks County Office; Christine Sanchez; Frank Escobedo; Humberto Martinez; Jim Hogg County Office; Jim Wells County Office; Joe Taylor; Kleberg County Office; Nikolo Guerra; Nikolo Guerra; Rebecca Esquivel; Sammy Gavito; Atascosa County Office; Dale Rankin; Frio County Office; Isaac Cavazos; Jaime Lopez; Larry Perez; LaSalle County Office; Live Oak County Office; McMullen County Office; Brad Cowan; Cameron County Office; Christina Perez; Hidalgo County Office; Jennifer Herrera; Marco Ponce; Nora Garza; Omar Gonzales; Omar Montemayor; Starr County Office; Tony Reisinger; Willacy County Office; Yolanda Morado; Adelita Munoz; Al Lopez; Barbara Storz; Cameron County Office; Beatriz Rodriguez-Loya; Enrique Perez; Hidalgo County Office; Lillian Mezquida; Luisa Colin; Ronnie Zamora; Starr County Office; Vidal Saenz; Christine Sanchez; Dimmit County Office; Josie Farias; Marcelino Valdez; Maverick County Office; Oscar Galindo; Richard Griffin; Rosa Mejia; Webb County Office; Zapata County Office; Zavala County Office  
**Cc:** Luis Saldana  
**Subject:** 2012 District 12 4-H Record Book Judging

Good Day All,  
Please see attached document in regards to our 2012 D12 4-H Record Book Judging letter for your convenience. You may also find all resources on our [website](#).

Next, you must register on 4-H Connect and submit a count of how many books will be entered for our district event Registration Deadline will be July 3<sup>rd</sup>.

Once complete, please be sure to have all your record book information on hand and your list of volunteers and submit your entries on our [webpage](#). There is a password needed for your onetime entry (**2012recordbook**).

Should you have any questions, please don't hesitate to contact me via e-mail, LYNC or good old fashion telephone.

Thank you for all you do,



*Roxanne Saavedra*

Senior Office Assistant

Texas AgriLife Extension Service - South District 12

2401 E. Hwy 83, Weslaco, TX 78596

Ph.: 956.968.5581

email address: [rsaavedra@ag.tamu.edu](mailto:rsaavedra@ag.tamu.edu)

<http://d124-h.tamu.edu/>

June 20, 2012

**MEMORANDUM**

**TO:** District 12 4-H Coordinators

**FROM:** District 12 4-H Recordbook Judging Committee - West Cluster  
Richie Griffin, Chair  
Joy Vazquez  
Oscar Galindo  
Marcel Valdez  
George Gonzales  
Josie Farias  
Christina Sanchez  
Cris Mussett  
Tina Trevino

**SUBJECT:** 2012 4-H RECORDBOOK JUDGING (DISTRICT AND STATE)

**DISTRICT 12 4-H RECORDBOOK JUDGING**

The 2012 District 12 4-H Recordbook Judging will be held on Thursday, July 12, 2012 at Brooks County Annex located at 408 W. Travis, Falfurrias, TX 78355. On-site registration will begin at 9:00 a.m. with a brief orientation at 10:00 a.m. and judging immediately after.

**Entries and Registration:** Each county may submit one record book per category in each age division. The County Extension Agent that serves as the 4-H Coordinator is required to submit their county's list of record books online on our District 12 4-H website, by 5:00 p.m. on July 5, 2012. Along with the online submission, the 4-H Coordinator must register on 4H Connect. There will be a fee of \$5.00 per Recordbook entry.

A summary of county entries will be returned to each 4-H coordinator for final review based upon what is received at the district office by July 4th. It will be your responsibility to check this summary to confirm that your county's entries are listed appropriately. Any corrections must be made on July 5<sup>th</sup> by 3:00 o'clock pm. No changes or entries will be accepted after entry confirmation on July 5<sup>th</sup>.

County Extension Agents should bring their county's record books to the event and place them in the proper category by 9:30 a.m. Please be sure to remove any score sheets, comments, ribbons, etc. that may be left over from county judging. The only thing attached to each book should be the check sheet which should have the "County" and "District" columns initialed by the county 4-H coordinator indicating that all sections of the record book are included and complete.

South District 12  
2401 E Highway 83  
Weslaco, Texas 78596

Tel. 956.968.5581  
Fax. 956.969.5639  
l-saldana@tamu.edu

**Judges:** All agents need to attend and assist with the judging. Each county needs to provide us with the name and contact information of three (3) additional volunteers to serve as judges. This information should be submitted online on our District 12 website, along with the summary of record book entries. Volunteers should have experience judging record books at the county level. This is a valuable learning experience as you attempt to develop leaders in your county who are proficient in record books. It is important that all leaders be qualified and has experience judging record books. It is advisable that an orientation be given at the county level in order to better prepare leaders who have never judged at district.

**Resources:** Record keeping and record book resources can be found on the Texas 4-H website. A link is available to these resources on the District 12 4-H website at <http://d124-h.tamu.edu>. In addition, Recordbook Form are available as fill-in forms in Adobe Acrobat and MS Word on the State 4-H webpage Record Keeping and Record Books.

### **STATE 4-H RECORDBOOK JUDGING**

Only Senior category winners will advance to the state level. South (District 9, 11, 12) Recordbook Judging will be held on August 8, 2012 at the Victoria County 4-H Activity Center, 289 Bachelor Drive, Victoria, Texas 77904. Check-In will be between 9:00 to 9:30 a.m., with orientation from 9:30 to 10:00 a.m. Judging should start promptly at 10:00 a.m. Coordinators are Kevin Chilek, Meredith Carter and Luis Saldaña.

**Entries and Registration:** Each individual will use 4-H CONNECT to enter their record book for state competition. The price will be \$15.00 per book. On-line registration opens July 1, 2012 and closes on July 27, 2012. The entries will require county and district certification. Please keep in mind that if a book does not get entered correctly online by the deadline then that book cannot be judged.

**Judges:** The following agents signed up for State Recordbook Judging to take place on August 8, 2012 in Victoria so please make sure to hold the date on your calendar. The State Office will be sending a resource packet to each of you to request your preferred judging category and other information. It is very important that you complete that information and submit it to them as requested. Also, we have the opportunity to send two volunteers that have had experience at the District level. Please forward any names and contact information to my office as soon as possible.

Frank Escobedo

Jennifer Hofferichter

Dale Rankin

Barbara Wymore

Omar Gonzales

Christine Sanchez

**2011 RECORDBOOK CALENDAR**

- July 5, 2012      Deadline for counties to submit summary of District entries online by (5pm)  
Deadline for counties to submit volunteers for District & State and meal count
- July 9, 2012      State Judges List from District 12 due to State 4-H Office
- July 12, 2012      District 12 4-H Recordbook Judging in Falfurrias, Texas
- July 1-27, 2012    State online registration open on 4-H CONNECT for State entries
- July 21, 2012      Senior books advancing to State due in the District Office
- Aug 8, 2012        State 4-H Recordbook Judging in Victoria for South District

If you have any questions, please do not hesitate to contact the committee chair, Richie Griffin, or the District Office.

**Attachments:**

Agenda  
Categories  
Score Sheets  
Check Sheet

**2012 District 12 4-H Record Book Judging**

**AGENDA Thursday,**

**July 12, 2012  
Falfurrias, Texas**

<b>9:00 - 9:30 a.m.</b>	<b>Registration</b>
<b>9:30 - 9:45 a.m.</b>	<b>Check In Recordbooks</b>
<b>9:45 a.m.</b>	<b>Welcome and Judges' Meeting Judges Roll Call Assignment of Judging Teams Orientation</b>
<b>9:45 a.m. - 11:30 a.m.</b>	<b>Judging in Progress</b>
<b>11:30 a.m. - 12:30 p.m.</b>	<b>Lunch (provided)</b>
<b>12:30 p.m.</b>	<b>Judging continues Adjourn upon completion of judging</b>

## 2012 District 12 4-H Record Book Judging

### RECORDBOOK CATEGORIES

- Aquatic Science
- Beef
- Citizenship & Civic Education
- Clothing & Textiles
- Communication and Expressive Arts
- Open Category
- Conservation of Natural Resources
- Consumer and Family Science Open
- Consumer Education
- Dairy
- Energy Management
- Entomology
- Environmental Science Open
- Family Life
- Food & Nutrition
- Forestry
- Gardening & Horticulture
- Goat
- Health
- Healthy Lifestyles Open Category
- Horse
- Housing & Home Environment
- Leadership
- Personal Development/ Leadership
- Open
- Photography
- Plant & Soil Science
- Plants & Animals Open
- Poultry
- Public Speaking
- Rabbit
- Range Management
- Recreation
- Safety
- Science & Technology
- Sheep
- Shooting Sports
- Sportfishing
- Swine
- Veterinary Science
- Wildlife & Fisheries



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 06/19/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S):

TRAVELING: Brad Cowan, CEA-Agriculture

EVENT INFORMATION

TITLE OF EVENT: 2012 TCAAA Annual Meeting
EVENT DATE(S) FROM: 07/29/12 TO: 08/01/12
DEPARTURE DATE: 07/28/12 RETURN DATE: 08/02/12
LOCATION OF EVENT: CITY: Lubbock 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.
[X] 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, MODE OF TRAVEL. Includes rows for registration fee, airfare, taxi, bus, rental car, gasoline, mileage, telephone calls, parking, lodging, meals, and other expenses.

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: 6/28/12 DEPARTMENT CONTACT PERSON: Noralinda Cruz PHONE NO: 783-1036

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: 7/2/12 REVIEWER'S SIGNATURE: [Signature] PHONE NO: 292-7025

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

2-1100-461-00-380-001-0-583+584

cc 7/10/12

## Nora Cruz

---

**From:** Nielda Cavazos [nielda.cavazos@co.hidalgo.tx.us]  
**Sent:** Wednesday, June 27, 2012 4:55 PM  
**To:** Nora Cruz  
**Subject:** FW: Confirmed: Enterprise Rent-A-Car Reservation

Thanks,

Nielda Cavazos, Administrative Assistant Hidalgo County Purchasing Department  
2802 S. Bus Hwy 281  
Edinburg, Texas 78539  
Phone: (956)-292-7000 ext 4853  
Fax: (956) 292-7612  
[nielda.cavazos@co.hidalgo.tx.us](mailto:nielda.cavazos@co.hidalgo.tx.us)

-----Original Message-----

**From:** Enterprise Rent-A-Car Reservations [<mailto:onlinerervations@enterprise.com>]  
**Sent:** Wednesday, June 27, 2012 4:54 PM  
**To:** [nielda.cavazos@co.hidalgo.tx.us](mailto:nielda.cavazos@co.hidalgo.tx.us)  
**Subject:** Confirmed: Enterprise Rent-A-Car Reservation

Dear Brad Cowan,

Thank you for choosing Enterprise. We look forward to seeing you at 5:00 pm on Friday, July 27, 2012. This message is to confirm you have updated your reservation. Following are the details for the updated reservation:

-----  
RESERVATION INFORMATION  
-----

Confirmation Number: STR28M

Name: Cowan, Brad

Pick Up Date: Friday, July 27, 2012 at 5:00 pm

Drop Off Date: Thursday, August 2, 2012 at 8:00 am

Pick Up Location Address and Phone Number :  
EDINBURG

615 S CLOSNER BLVD  
EDINBURG, TX 78539-4661  
Tel.: (956) 383-3815

Pick Up Location Hours for the week of : July 23, 2012

Monday	7:30 am	6:00 pm
Tuesday	7:30 am	6:00 pm
Wednesday	7:30 am	6:00 pm
Thursday	7:30 am	6:00 pm
Friday	7:30 am	6:00 pm
Saturday	9:00 am	Noon
Sunday	Closed	

Car and Rate Information for HIDALGO COUNTY PURCHASING:

Standard

Ford Fusion or similar

213.00 USD	(1 Week @ 213.00)
8.70 USD	(TEXAS PROPERTY TAX & LIC FEES)
221.70 USD	(Subtotal)
22.17 USD	(TEXAS MOTOR VEHICLE TAX)
0.00 USD	(SALES TAX)

Total charges 243.87 USD

Additional surcharges, local taxes, etc. may apply.

-----  
ENTERPRISE MILEAGE POLICY  
-----

MILEAGE IS UNLIMITED WITHIN THE RENTING STATE AND BORDERING STATE. IF TRAVELING OUTSIDE OF THESE STATES, MILEAGE WILL BE AT 200 FREE MILES PER DAY AND \$.25 EACH ADDITIONAL MILE.

-----  
ENTERPRISE AGE POLICY  
-----

ALL DRIVERS MUST BE 21 YEARS OF AGE OR OLDER. DRIVERS MUST BE 25 YEARS OF AGE OR OLDER TO RENT A LARGE SPORTS UTILITY VEHICLE OR LUXURY CAR.

-----  
ENTERPRISE ADDITIONAL DRIVER POLICY  
-----

THERE WILL BE AN ADDITIONAL CHARGE OF \$10.00 PER DAY FOR EACH ADDITIONAL AUTHORIZED DRIVER OTHER THAN A SPOUSE OR DOMESTIC PARTNER.

-----  
TOLL ROAD USAGE PROGRAM  
-----

Click here for more information:

<http://www.htallc.com/enterprise>

-----  
ENTERPRISE WILL PICK YOU UP  
-----

If you need a ride, Enterprise will pick you up, take you to our office and get you on your way, absolutely free. Call Tel.: (956) 383-3815 now to make arrangements. Geographic restrictions may apply.

-----  
TO MODIFY OR CANCEL THIS RESERVATION  
-----

Please click the link below to modify or cancel this reservation. (Note: Modifying your location, date, or time may result in changes to your rates, taxes, surcharges or underage fee).

[https://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=001&confirmnum=STR28M&firstname=Brad&lastname=Cowan&cnty=US&language=EN](https://www.enterprise.com/car_rental/deeplinkmap.do?bid=001&confirmnum=STR28M&firstname=Brad&lastname=Cowan&cnty=US&language=EN)



**HIDALGO COUNTY, TEXAS**  
**SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE**  
**CHECK REQUEST FORM**  
**PAGE 1 OF 2**

DEPARTMENT: Hidalgo County Extension Service If, applicable, was travel approved by Co. Exec. Officer? \_\_\_\_\_

DEPARTURE DATE: 7/28/2012 RETURN DATE: 8/1/2012

TO CITY: Lubbock STATE: Texas

NAME OF EMPLOYEES ATTENDING SEMINAR: Brad Cowan

TOTAL# OF EMPLOYEES ATTENDING SEMINAR: One (1)

PURPOSE/BENEFIT TO HIDALGO COUNTY: \_\_\_\_\_

**A. WORKSHOP/SEMINAR REGISTRATION(S)**

TITLE OF WORKSHOP/SEMINAR: \_\_\_\_\_

SPONSORED BY: \_\_\_\_\_

REGISTRATION CHECK PAYABLE TO: \_\_\_\_\_

REGISTRATION ADDRESS: \_\_\_\_\_ SEMINAR START DATE: \_\_\_\_\_

\_\_\_\_\_ SEMINAR END DATE: \_\_\_\_\_

\_\_\_\_\_ PURCHASE ORDER NO. \_\_\_\_\_

1. REGISTRATION COST PER EMPLOYEE: \_\_\_\_\_ NO. OF EMPLOYEES ATTENDING AT THIS RATE: \_\_\_\_\_

2. REGISTRATION COST PER EMPLOYEE: \_\_\_\_\_ NO. OF EMPLOYEES ATTENDING AT THIS RATE: \_\_\_\_\_

3. "FREE REGISTRATION COST: "FREE" NO. OF EMPLOYEES ATTENDING FOR "FREE": \_\_\_\_\_

GL ACCT NO.: \_\_\_\_\_ TOTAL NO. OF EMPLOYEES ATTENDING: 0

TOTAL COST OF SEMINAR (Registration Cost per Employee x Number of Employees Attending at a rate) . . . . A.	\$	-
(SEE PAGE 2 FOR SECTIONS B, C, & D)	TOTAL THIS PAGE (A):	\$ -
	TOTAL 2ND PAGE (B + C + D):	#VALUE!
	GRAND TOTAL (A + B + C + D):	#VALUE!

**E. CERTIFICATIONS AND EMPLOYEE AUTHORIZATIONS FOR PAYROLL DEDUCTIONS**

DEPARTMENT'S PUBLIC OFFICIAL CERTIFICATION: I hereby certify that trip expenditures are necessary and will be incurred for official county business. Reasonable efforts to minimize the use of county funds have been explored. The information and estimates provided on this form are true and as accurate as possible. If it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. Travelers have read the Travel Policy, Guidelines, and Procedures and understand that failure to cancel reservations for any reasons other than those allowed by the Travel Policy will be at their expense.

DEPARTMENT'S PUBLIC OFFICIAL (Signature)	<u>Nora Linda Cruz</u>	<u>(956) 383-1026</u>
	DEPARTMENT'S CONTACT PERSON	PHONE #

TRAVELER'S AUTHORIZATION: I certify that if it becomes necessary to cancel a trip, all necessary cancellations and notices will be made to the applicable vendors and departments in accordance with the Travel Policy, Guidelines, and Procedures. If I fail to cancel reservations for reasons other than those allowed by Section 17 of the Travel Policy, Guidelines, and Procedures, I authorize the deduction of any travel expenses incurred by the county on my behalf from my payroll check.

<u>Brad Cowan</u>		<u>29114</u>
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.
EMPLOYEE NAME (PRINT)	EMPLOYEE'S SIGNATURE	EMPLOYEE NO.



**HIDALGO COUNTY, TEXAS  
SEMINAR, HOTEL, CAR RENTAL, AND AIRFARE  
CHECK REQUEST FORM  
PAGE 2 OF 2**

DEPARTMENT: Hidalgo County Extension Service

DEPARTURE DATE: 7/28/2012 RETURN DATE: 8/1/2012

TO CITY: Lubbock STATE: Texas

NAME OF EMPLOYEES ATTENDING SEMINAR: Brad Cowan

TOTALS OF EMPLOYEES ATTENDING SEMINAR: One (1)

**B. HOTEL RESERVATION(S)**

Note: Use of a travel agency is discouraged. Unless a benefit is achieved by other means, you must use the State of Texas travel management services contract by visiting: [www.window.state.tx.us/procurement/prog/stmp/](http://www.window.state.tx.us/procurement/prog/stmp/)

NAME OF HOTEL: La Quinta Inn & Suites HOTEL PHONE NO: (806) 792-0065

ADDRESS OF HOTEL: 4115 Marsha Sharp Fwy CONFIRMATION NO.(s): 3138665403  
Lubbock, TX 79407

ROOM RATE: \$78.20 PURCHASE ORDER NO. \_\_\_\_\_

NUMBER OF NIGHTS: One (1) GENERAL LEDGER ACCT NO: 2-1100-461-00-380-001-0-583

ROOM RATE: \$75.65 TOTAL NO. OF ROOMS: One (1)

NUMBER OF NIGHTS: Three (1)

ROOM RATE: \_\_\_\_\_ HOTEL TAX RATE: 7.00%

NUMBER OF NIGHTS: \_\_\_\_\_

TOTAL CHECK AMOUNT FOR HOTEL(Daily Room Rate x No. of Rooms x No. of Days x Tax Rate). . . . . B. #VALUE!

**C. CAR RENTAL(S)**

Note: Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract by visiting: [www.window.state.tx.us/procurement/prog/stmp/](http://www.window.state.tx.us/procurement/prog/stmp/)

IS A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? YES / NO \_\_\_\_\_ IF YES, EXPLAIN REASON FOR NOT UTILIZING IT? Attach memo if more space needed. \_\_\_\_\_

NAME OF CAR RENTAL COMPANY: \_\_\_\_\_

ADDRESS OF CAR RENTAL COMPANY: \_\_\_\_\_  
*Note: Coordination of travel is required for every group of 4 or less*

PHONE NUMBER OF CAR RENTAL COMPANY: \_\_\_\_\_

VEHICLE NO. 1 TYPE: \_\_\_\_\_ VEHICLE NO. 2 TYPE: \_\_\_\_\_

DAILY CAR RATE: \_\_\_\_\_ DAILY CAR RATE: \_\_\_\_\_

NUMBER OF DAYS: \_\_\_\_\_ NUMBER OF DAYS: \_\_\_\_\_

CONFIRMATION NO.: \_\_\_\_\_ CONFIRMATION NO. \_\_\_\_\_

VEHICLE NO. 1 - NAMES OF EMPLOYEES TRAVELING: \_\_\_\_\_ VEHICLE NO. 2 - NAMES OF EMPLOYEES TRAVELING: \_\_\_\_\_

PURCHASE ORDER NO. \_\_\_\_\_ GL ACCT NO: \_\_\_\_\_

TOTAL CHECK AMOUNT FOR CAR RENTAL (Daily Car Rate x No. of Days) . . . . . C. \$ -

**D. AIRFARE(S)**

Note: Use of a travel agency is discouraged. Refundable fares should be considered if possibility of a trip cancellation exists.

NAME OF AIRLINE COMPANY: \_\_\_\_\_

ADDRESS OF AIRLINE COMPANY: \_\_\_\_\_

PHONE NO. OF AIRLINE COMPANY: \_\_\_\_\_ CONFIRMATION NO.: \_\_\_\_\_

ROUND TRIP AIRFARE PER PERSON: \_\_\_\_\_

NUMBER OF TRAVELERS: \_\_\_\_\_

GENERAL LEDGER ACCOUNT NUMBER: \_\_\_\_\_ P.O. NO. \_\_\_\_\_

TOTAL CHECK AMOUNT FOR AIRLINE COMPANY . . . . . D. \$ -

SUBTOTAL ( B+C+D) #VALUE!



## HIDALGO COUNTY, TEXAS OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

### A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Brad Cowan	EMPLOYEE I.D. NO.:	029114	EMPLOYEE TITLE:	CEA-Agriculture	
DEPARTMENT:	Hidalgo County Extension Service	DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?	No			
DEPARTURE DATE:	7/28/12	RETURN DATE:	8/2/12			
TIME OF DEPARTURE:	7:00 AM	TIME OF RETURN:	1:00 AM			
TO CITY:	Lubbock	STATE:	Texas			
SEMINAR/CONFERENCE/MEETING:	START DATE:	7/29/2012	END DATE:	8/1/2012	ACTUAL NO. OF DAYS	4
TITLE OF WORKSHOP/CONFERENCE:	2012 TCAA Annual Meeting					
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	Personal Vehicle	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.	Yes			
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	Brad Cowan					
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	Yes	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?	Lubbock is too long a trip for our high mileage County vehicles.			
PURPOSE/BENEFIT TO HIDALGO COUNTY:						

### B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)								
Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		28-Jul	29-Jul	30-Jul	31-Jul	1-Aug		
Breakfast	\$9.00	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00		\$9.00
Lunch	\$12.00	\$12.00	\$0.00	\$0.00	\$0.00	\$12.00		\$24.00
Dinner	\$18.00	\$18.00	\$0.00	\$0.00	\$0.00	\$18.00		\$36.00
<b>Total</b>	<b>\$39.00</b>	<b>\$39.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30.00</b>	<b>\$0.00</b>	<b>\$69.00</b>

Meal per diems must be prorated for 1st day and last day of travel as follows:

Departure:	Arrival:
Before 8:00 a.m. (breakfast, lunch, & dinner)	\$ 39.00
8:00 a.m. - 1:00 p.m. (lunch & dinner)	\$ 30.00
After 1:00 p.m. (dinner)	\$ 18.00

Before 8:00 a.m. (breakfast)	\$ 9.00
8:00 a.m. - 6:00 p.m. (breakfast & lunch)	\$ 21.00
After 6:00 p.m. (breakfast,lunch,&dinner)	\$ 39.00

II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):

Expense type: \_\_\_\_\_ days @ \$ 20.00 \$ -

III. PERSONAL VEHICLE MILEAGE \_\_\_\_\_ Miles @ \$ 0.555 (Current Rate) . . . . \$ -

(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, If the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.

Mapquest

IV. OTHER (Itemize)

\_\_\_\_\_ \$

\_\_\_\_\_ \$

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:	VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 69.00
VII. COMMENTS:	VII. GENERAL LEDGER ACCOUNT NUMBER: 2-1100-461-00-380-001-0-583

### C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary. The funds will be used by me for the specific trip listed above and not given to or used by another county employee. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/ meeting end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

*Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.*

	Barbara Storz DEPARTMENT OFFICIAL'S NAME (Print Name)	
EMPLOYEE SIGNATURE	DEPARTMENT OFFICIAL'S APPROVAL (Signature)	



**2012 TCAAA ANNUAL MEETING**  
**&**  
**Professional Improvement Conference**



**July 29 - August 1, 2012**

**WELCOME TO  
LUBBOCK, TEXAS**



**2322 Mac Davis Lane  
Call for Reservations  
806 - 776 - 7000**

Room Rate: \$129 standard room

**WHILE YOU'RE HERE, ENJOY...**

- Cactus Theater
- American Wind Power Center
- Restaurants...from locally owned to nationally known, over 1,000 to choose from
- Golf... 6 courses and 4 driving ranges
- Wineries and Cellars
- Shopping at the best Western Stores around for everything from clothes and boots, knives and novelties, to hats and home furnishings
- Family fun at Joyland Amusement Park, Main Event, Science Spectrum, Stars & Stripes Drive-In Theater, and MORE!

**LUBBOCK**



## Brad Cowan

---

**From:** Curtis Preston  
**Sent:** Monday, May 07, 2012 11:43 AM  
**To:** Adrian Arredondo; Angela Camden; Arlan Gentry; Brad Cowan; Brad Easterling; Brandon Boughen; Brandon David; Brandon Dukes; Brent Batchelor; Brock Fry; Bryan Davis; Caleb Eaton; Chad Coburn; Chelsea Farris; Chris Bishop; Cody Dennison; Corrie Bowen; Dale Dunlap; Dustin Coufal; Dwight Callis; Eddie Baggs; Emily Cooper; Fred Burrell; Garry Branham; Gene Bobo; Greg Church; Isaac Cavazos; Jody Bradford; Jon Gersbach; Joshua Blane; Joshua Brooks; Keeton O. Ehrig; Kenneth Brdecko; Kevin Brendle; Kyle W. Barnett; Lane Dunn; Lee Dudley; Marcel Fischbacher; Mark Brown; Mark Currie; Michael Bragg; Michael Clawson; Michael Donalson; Nathan Carr; Neal Alexander; Oscar Galindo; Page Bishop; Rachel Bauer; Ralph Davis; Rick Auckerman; Ross Benson; Ryan Collett; Sara Allen; Sarah Chudalla; Scott Anderson; Shannon DeForest; Steve Chaney; Steve Estes; Todd Beyers; Travis Franke; Tyler Fitzgerald; Tyler Frey; Vance Christie; W. Mark Arnold; Wayne Becker; Zach Davis; Zach T. Davis  
**Subject:** 2012 TCAAA State Meeting  
**Attachments:** 2012 TCAAA Registration Form3.pdf; 2012 TCAAA Flyer.pdf; TCAAA Day-Event Registration Form pdf.pdf; TCAAA Youth Waiver and Medical Release.pdf; TCAAA Youth Activities.pdf; TCAAA 2012 Spouse.pdf; TCAAA Golf Flyer 12.docx; TCAAA Tours.pdf; 42 Tournament.pdf; Texas Hold'em Tournament.pdf

Dear TCAAA member,

On behalf of District 2 TCAAA, we want to invite you to Lubbock for the 2012 Texas Agricultural Agents Association State Meeting. We have an exciting and educational program put together for you and your families.

The Headquarters Hotel is the Five Star Overton Hotel located across from the Texas Tech University, which is the only Five Star Hotel in the region.

We look forward to seeing you in Lubbock twice this year; first, for Texas 4-H Roundup, and second for the Texas County Agricultural Agents Association State Meeting. Please join us for a great state TCAAA conference.

The registration information will also be available on the TCAAA website. [www.tcaaa.tamu.edu](http://www.tcaaa.tamu.edu)

For more information, please contact us.

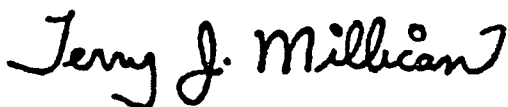
Sincerely,

Curtis Preston



118 W. Ave. C  
Muleshoe, TX 79237  
Phone: (806)272-4583

Terry Millican

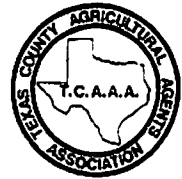


101 S. Main St.  
Seminole, TX 79360  
Phone: (432)758-4006x140



# Registration Form

2012 Texas County Agricultural Agents' Association  
State Conference  
District 2, Lubbock, Texas



Registration postmarked after June 1<sup>st</sup> is subject to late registration fees (\$50 per individual).

### TCAA Member/Participant Contact Information:

First Name: Brad Last Name: Cowan

Address: 410 North 13th Avenue To appear on name badge County: Hidalgo District: 12

City: Edinburg, State: TX Zip Code: 78541

Email Address: b-cowan@tamu.edu

Check all that apply:

Member  Life Member \_\_\_\_\_ DSA \_\_\_\_\_ AA \_\_\_\_\_ Officer/Director/Alt Director \_\_\_\_\_

Past President  AgriLife Administrator \_\_\_\_\_ Other \_\_\_\_\_

### Professional Development Tours: (Please rank 1, 2, & 3 or Select Not Participating)

\_\_\_\_ Crop/Technology Tour \_\_\_\_\_ Cargill Meat Solutions

\_\_\_\_ Horticulture Tour \_\_\_\_\_ Not Participating

### I plan to participate in: (Check all that apply)

Night at the Cactus Theater (Sunday)  Man of the Year

Family Night/Scholarship Dinner (Monday)  Awards Luncheon

### Registration Fees:

Member/Life Member/Participant:		=	<u>\$200</u>
Scholarship Drawing:	<u>1</u>	X \$20 =	<u>\$20.00</u>
Hutchinson Drawing:	<u>1</u>	X \$20 =	<u>\$20.00</u>
Golf Tournament:	<u>1</u>	X \$65 =	<u>\$65.00</u>
Texas Hold'em		X\$25 =	_____
Domino/42		X\$15 =	_____
Late Registration:		\$50 =	_____
Total:		=	_____
Total Spouses' Fees	from page 2	=	<u>\$75.00</u>
Total Youth Fees	from page 2	=	_____
<b>Grand Total:</b>		=	<u>\$380.00</u>

Send to: Curtis Preston, Texas AgriLife Extension Service-Bailey County,  
118 West Ave C, Muleshoe, TX. 79347  
Make checks payable to: D-2 TCAA

AG-802 (06/10)

Texas A&M AgriLife  
Administrative Services - Disbursements/Travel

TEXAS A&M AgriLIFE

Teaching • Research • Extension • Service

TRAVEL REQUEST

Texas AgriLife Research  
656 RESEARCH

Texas AgriLife Extension Service  
655 EXTENSION

TVMDL  
557 TVMDL

Dept/Unit/District: 12 Date: 06/25/2012 Request Number: \_\_\_\_\_

From: July 28, 2012 - 7:00 AM To: August 2, 2012 - 1:00 AM  
Travel Dates (including travel time)

Destination: From: Edinburg, Texas To: Lubbock, Texas District: 12  
City State City State (AgriLife Extension)

Counties Visited (if applicable)\*: \_\_\_\_\_  
\* County required for out of state travel.

Purpose of Travel: 2012 TCAA Annual Meeting

ADDITIONAL TRIPS LISTED ON SECOND PAGE OF FORM

MODE OF TRANSPORTATION:

Private Auto

Official Auto

University Aircraft

Accompanying Another Party\*

Accompanied by\*: \_\_\_\_\_

Commercial Transportation (Includes Rental Car)

\*Explanation required for two or more employees attending the same or similar duties: \_\_\_\_\_

EXPENSE TO BE CHARGED TO:

Account Name: Hidalgo County Funds Account No: \_\_\_\_\_

Estimated Expenses: \$ \_\_\_\_\_ Project No/Support Account: \_\_\_\_\_

Name: Brad Cowan UIN: 401007380

Print or Type

Required

Signature: [Signature] Title: CEA-Agriculture

RECOMMENDED: [Signature]  
Supervisor

APPROVED: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
Department Head/Resident Director Director/Designee

**HIDALGO COUNTY PURCHASING DEPARTMENT**  
**TRAVEL REQUEST FORM**  
**USING THE STATE OF TEXAS TRAVEL CARD**

As per County Travel Policy (at least two (2) weeks prior to the date the check will be needed)

Date of Travel Request Submission: 06/27/2012  
Department: Hidalgo County Extension Service Requestor: Barbara Storz EXT: \_\_\_\_\_  
Number of Employees: One (1)  
Employee(s) Name (DOB if requesting airfare): Brad Cowan

Destination: Lubbock, Texas  
Name of Seminar/Conference: 2012 TCAA Annual Meeting  
Travel Account Number: 2-1100-461-00-380-001-0-583

**HOTEL:** Req. #: \_\_\_\_\_ P.O. #: \_\_\_\_\_

MUST REQUEST CHECK FOR HOTEL

Hotel Name: \_\_\_\_\_ Hotel Address: \_\_\_\_\_  
Number of Rooms: \_\_\_\_\_ Hotel Phone Number: \_\_\_\_\_  
Check In: \_\_\_\_\_ Check Out: \_\_\_\_\_  
Single Bed or Double Beds

**AUTO:** Req. #: 00218570 P.O. #: \_\_\_\_\_ Vendor # 396095

Rental Location: 615 S. Closner, Edinburg, TX 78539 Type of Vehicle: Midsize  
Date/Time of Pick up: 07/27/2012 5:00 PM Date/Time of Drop off: 08/02/2012 7:30 AM

**AIRFARE:** Req. #: \_\_\_\_\_ P.O. #: CITIBANK vendor #: 343277  
Refundable: YES NO Airline Name: \_\_\_\_\_

Departure Date/Time: \_\_\_\_\_ Return Date/Time: \_\_\_\_\_  
Barbara Storz 6/27/12  
Signature: Elected Official/Department Head Date  
Original Signature is required

**For Purchasing Department Office Use Only**

Hotel Confirmation: \_\_\_\_\_ Spoke to: \_\_\_\_\_  
Auto Confirmation: \_\_\_\_\_  
Flight Confirmation: \_\_\_\_\_  
Received Confirmation via email/fax: \_\_\_\_\_  
Credit Card Authorization Form Hotel: \_\_\_\_\_ Faxed back to Hotel: \_\_\_\_\_  
CC Approval on: \_\_\_\_\_ Agenda Item: \_\_\_\_\_  
HCPD-TRAVEL-2011 REVISED 2012 CC APPROVED ON: 3/06/2012