



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 10/19/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: Four (4)
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Adelita F. Munoz, CEA-FCS; Christina Perez, CEA-4-H & Youth Development; Brad Cowan, CEA-Agriculture; Alonso Lopez, 4-H Outreach Coordinator

EVENT INFORMATION
TITLE OF EVENT: 2012 District 12 4-H Food Show & Challenge
EVENT DATE(S) FROM: 12/08/12 TO: 12/08/12
DEPARTURE DATE: 12/08/12 RETURN DATE: 12/08/12
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, MODE OF TRAVEL. Rows include Registration Fee, Airfare, Taxi, Bus, Rental Car, Gasoline, Mileage, Telephone, Parking, Lodging, Meals, Other Expenses, and Total Estimated Travel Expenses.

2-1100-461-00-300-001-00

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.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: [Signature] DATE: 10/22/12 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): Veronica Diaz DATE: 10/23/12 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 212-7025

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

cc 11/6/12

4-H and YOUTH DEVELOPMENT

October 1, 2012

**MEMORANDUM**

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

**From:** District 12 Food Challenge Committee -West Cluster

Josie Farias, Chair

Monica Aguirre	Oscar Galindo
Jeremy Garza	George Gonzales
Richie Griffin	Mario Morales
Cris Musset	Christine Sanchez
Marcel Valdez	Joy Vazquez

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

The District 12 4-H Food Challenge will be held on Saturday, December 8th at Judith Zaffirini Elementary School, located at 5210 Santa Claudia Lane in Laredo. Registration and check-in will take place from 1:30 to 2:00 p.m. All contestants and supply boxes must be in place by 2:00 p.m.

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

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

**Registration, Fees & Deadline:** Each 4-H'er participating in the District 12 4-H Food Challenge must register online through 4-H CONNECT. There will be a registration fee of \$15.00 per contestant. Registration will open November 1st through the **deadline of November 20th**. Counties must have all entries certified by November 21, 2012. **There will not be a late registration period.** No refunds will be given to a county and/or individual. This makes it very important for each registration to be correct prior to certification. Payment should be received and cleared prior to the event date.



Texas A&M AgriLife Research & Extension Center - Weslaco  
Texas A&M AgriLife Extension Service  
2401 E Highway 83 | Weslaco, Texas 78596

Tel. 956.968.5581 | Fax. 956.969.5639 | [d124-h.tamu.edu](http://d124-h.tamu.edu)

# AGENDA

*(Signs will be posted throughout the building for direction – map attached)*

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

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

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

Guests may view Food Challenge exhibits after the Awards Program.

**ABSOLUTELY NO TASTE TESTING WILL BE ALLOWED.**

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

## Agent Assignments

**Supplies/Resources:** **Josie Farias** - purchase supplies, collect recipes, copy resources before contest, determine recipes, clues for each age division and food category, prepare pantries (along with list of ingredients and amounts), official contest resources, team worksheets, receipts (can be copies of originals or typed).

**Registration:** **George Gonzales & Richard Griffin** will coordinate registration for all attendees with the assistance of the District 12 4-H Council officers.

**Room Setup:** **Josie Farias & West Cluster** will set-up contest room tables, put up signs, chairs, registration for teams, assign work spaces for teams, ensure adequate electricity is available, access to water, etc.

**Judges Packets:** **District Office** will organize judges' packets, 3-4 person judging panel, # of participants will determine the amount of judges needed, food challenge manual/rules, scorecards, educational resources, and placing sheets.

### Judges, Superintendents

#### Assistants Orientation:

**Celia Salinas** will become familiar with the contents of the judge's packet, conduct judges registration, be prepared to discuss score cards, placing sheets, nutrition resources, assign judges to food categories and set up judging rooms. Discuss time allowed for judging of each team 5 minutes for the presentation, 3 minutes for judges' questions and 4 minutes between team presentations for judges to score and write comments

#### Tabulation:

**Seniors: Sam Gavito & Isaac Cavazos**  
**Jr./Intermediate: Jaime Lopez & Dale Rankin**

#### Supply Box Check-In:

**Frank Escobedo** will provide leadership to this process. This includes receiving completed Supply Box Certification forms, and random selection for full box inspections. Teams of agents will monitor and inspect contents of Food Challenge supply boxes throughout competition. Agents assisting include:

**Sam Gavito      Isaac Cavazos      Larry Perez**  
**Jaime Lopez      Nikolo Guerra**

**County Group Photos:** Brad Cowan and Adelita Munoz will be taking photos of Food Show and Food Challenge participants.

**Team Monitors:** Monitors will be assigned a team and ensure that participants abide by the state and district rules.

Celia Salinas	Nikolo Guerra	Barbie Wymore
Frank Escobedo	Humberto Martinez	Larry Perez
Marco Ponce	Andrea Becker	Luisa Colin
Beatriz Loya	Oscar Galindo	Monica Aguirre
Omar Gonzales	Jeremy Garza	Jennifer Hofferichter
Nikki Kaiser		

**Superintendents & Assistants:** Superintendents will show the judges to the judging room, issue the judging packets, ensure score sheets are completed. Assistants will turn in score sheets to tabulation and collect the next team to be judged.

<u>AGE DIVISION</u>	<u>SUPERINTENDENT</u>	<u>ASSISTANT</u>
Seniors	Lillian Mezquida	Jennifer Herrera
Jr./Intermediate	Yolanda Morado	Cris Musset

**Gifts for Judges:** Adelita Munoz & Yolanda Morado will arrange for judges' gifts (approximately 7) which will be distributed to each serving judge.

**Food Challenge Activities:** Christina Perez & 4-H Council will conduct educational activities and service projects in the holding area for youth as they wait for the conclusion of the program.

**Participant Orientation:** Barbie Wymore will conduct the orientation for Food Challenge participants.

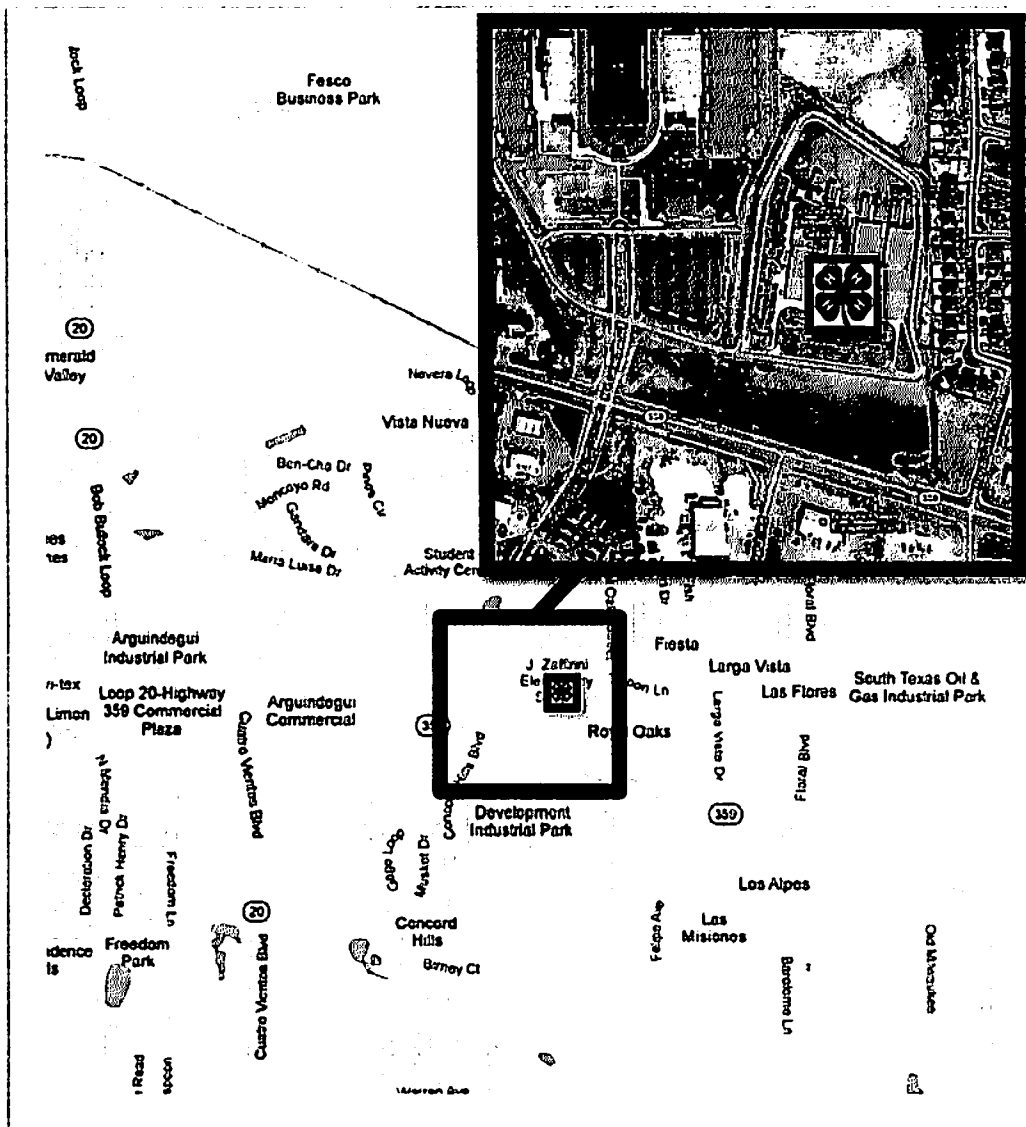
**Awards Program:** Marcel Valdez, Christine Sanchez & 4-H Council will coordinate awards programs for this event. Work with tabulation committee to get final print outs on awards and arrange for microphone etc. District 12 4-H Council Officers will announce results.

**Food Challenge Evaluation:** Enrique Perez will administer evaluation instrument and ensure all participants complete the forms.

**Miscellaneous:** District Office will create and print room identifiers, table tents with team names and participant evaluations.

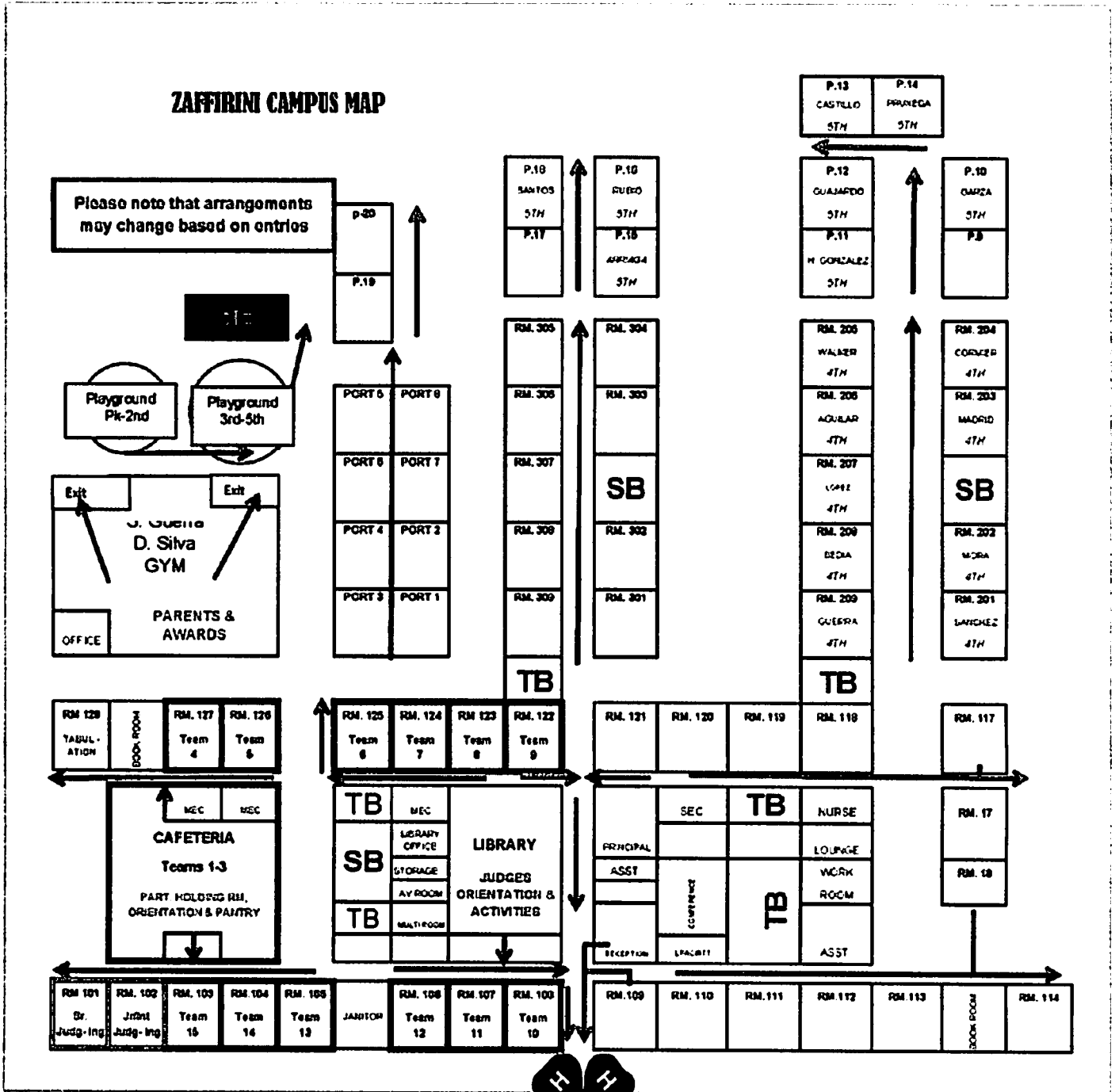
# Directions to Judith Zaffirini Elementary - Laredo

**DIRECTIONS:** The school is located approximately 0.75 miles East of the Loop 20 / US 359 intersection, on US 359 (Hebbronville highway). Specifically, the entrance to the school is at US 359 East and Concord Hills Blvd. Look for the United Independent School District – Student Activity Complex sign and electronic marquee at that intersection. Turn into the complex (north) and the school will be located to the right on “STA CLAUDIA”, once you enter the complex. The physical address is 52210 Santa Claudia, Laredo, Texas. Be advised that some web mapping services point to the wrong location using this address. Use the specific directions above over any “mapping service” as it might take you to the wrong location.



# Facility Layout

The entrance to the school is at the bottom of this image indicated by a clover.



4-H and Youth Development

October 1, 2012

**MEMORANDUM**

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

**From:** District 12 4-H Food Show Committee – West Cluster  
Christine Sanchez, Chair  
Joy Vasquez  
Cris Musset  
Oscar Galindo  
George Gonzales  
Jeremy Garza

Richie Griffin  
Josie Farias  
Monica Aguirre  
Marcel Valdez  
Mario Morales

**Subject:** 2013 DISTRICT 12 4-H FOOD SHOW

The District 12 4-H Food Show will be held on Saturday, December 8<sup>th</sup> at Judith Zaffirini Elementary School, located at 5210 Santa Claudia Lane in Laredo. Registration and check-in will take place from 8:30 a.m. to 9:00 a.m. All contestants and dishes must be in place by 9:00 a.m.

Specific details about the District 12 4-H Food Show are in the enclosed Food Show Packet. This packet includes a variety of information, rules, examples, and guidelines for participating in the District 12 4-H Food Show, and is available on the District 12 4-H website (<http://d124-h.tamu.edu>). Additionally, you should refer to the *2013 State 4-H Food Show Guidelines, Rules & Regulations* which are also available on the District 12 4-H website. This resource includes 4-H Food Show objectives, food groups, and other information. Please keep in mind that the State 4-H Food Show information was developed for Senior 4-H members attending State and there are district guidelines that differ slightly. Please contact the District Office if you have any questions.

Please note that light refreshments will be provided for judges, volunteers and agents ONLY. A light lunch will be served by ticket (visit with your county agent) for those youth participating in BOTH Food Show and Food Challenge. Parents will be directed to a designated waiting area. Agents, please advise parents that they should not be in the judging area (Cafeteria or Judging hallways) while youth are being judged.

**Registration, Fees & Deadline:** Each 4-H'er participating in the District 12 4-H Food Show must register online through 4-H CONNECT. There will be a registration fee of \$10.00 per contestant. Registration will open November 1st through the deadline of November 20th. Counties must have all entries certified by November 21, 2012. There will be a NO late registration period. No refunds will be given to a county and/or individual. This makes it very important for registrations to be correct. Payment is due prior to the event date.



District 12  
Texas A&M AgriLife Extension Service  
2401 East Highway 83 | Weslaco, Texas 78596

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

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

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

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

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

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

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

Be sure to read this letter in its entirety and share the necessary information with county faculty, 4-H'ers, parents and leaders. Recruit the appropriate people needed to fulfill any responsibilities, and submit the requested information by the **deadline of November 21, 2012.**

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

# AGENDA

(Signs will be posted throughout the building for direction – Map attached.)

- 7:30 a.m. .... Judith Zaffirini Elementary School Opens
- 8:30 a.m. – 9:00 a.m. .... Registration for Food Show Participants  
- Judith Zaffirini Elementary - Foyer
- 9:00 a.m. .... Food Show Entries must be in place in the Exhibit Area  
- Judith Zaffirini Elementary – Cafeteria  
*Practice good food safety. Keep hot foods hot-cold foods cold.*
- 9:00 a.m. .... Orientation for Participants  
-Judith Zaffirini Elementary - Cafeteria
- 9:00 a.m. .... Judges, Superintendents, and Assistants  
- Judith Zaffirini Elementary - Library
- 9:30 a.m. -11:30 a.m. .... Judging of Food Show contestants – Assigned Classrooms
- 11:30 a.m. .... District 12 4-H Council Meeting  
- Judith Zaffirini Elementary – Gymnasium
- 12:30 p.m. .... Awards Program for Food Show
- 1:00 p.m. .... Review and removal of exhibits to make room for Food  
Challenge competition

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

Guests may view Food Show exhibits after the Awards Program.

**ABSOLUTELY NO TASTE TESTING WILL BE ALLOWED.**

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

## AGENT ASSIGNMENTS

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

**Judging Order:** The order in which contestants will enter the judging room has been randomly selected as follows:

1. Zavala	2. Jim Wells	3. McMullen	4. Willacy
5. Cameron	6. Dimmit	7. Jim Hogg	8. Webb
9. Live Oak	10. Hidalgo	11. Brooks	12. Starr
13. Maverick	14. Atascosa	15. Frio	16. Zapata
17. Duval	18. Kleberg/Kenedy		19. La Salle

**Judges, Superintendents & Assistants' Orientation:**

**Celia Salinas & Luisa Colin** will conduct the Food Show Judges, Superintendents and Assistants' orientation. **Please note that judges will not be allowed to taste dishes at the District or State 4-H Food Shows.** Judges will pick up their folders at the registration table. Participating counties are responsible for recruiting one leader/youth to serve as superintendent's assistant. Agents serving as Superintendents and their assistant will serve as runners for the judging. The assistant should move the participants to be judged according to the timer a few at a time from the participant waiting area to the holding area. From this point, the superintendents should escort the participants to the judging area. The superintendents and assistants should work together closely to keep things running smoothly and avoid confusion.

**Tabulation:** Tabulation will be done in teams for each age division. Each team will be responsible for organizing score sheets, validating scores, and tabulating results. Teams are as follows:

- \* Senior Tabulation - **Marco Ponce & Sam Gavito**
- \* Intermediate Tabulation - **Dale Rankin & Frank Escobedo**
- \* Junior Tabulation - **George Gonzales & Richard Griffin**

**Awards:** District Office will order award plaques and ribbons.

**Awards Program:** **Marcel Valdez, Barbie Wymore & Yolanda Morado** will work closely on the awards program with the District 12 4-H Council. The Food Show Awards Program will be conducted as soon as Food Show tabulation is completed and results finalized. All participants will be recognized with blue, red or white award ribbons. (Tabulation will provide list of winners). Top Winners will be presented with a plaque. Please note the following:

- Obtain contact information for council officers from the District Office to coordinate their responsibilities at the Food Show. Remind them to arrive no later than 8:30 a.m. to assist as necessary.
- Contact the District Council Secretary to confirm assignments discussed at the council retreat, especially for the awards program.
- Obtain sample script from the District Office, update it as necessary and make sure each officer gets a copy so that they may prepare.
- Meet with these 4-H'ers to practice for awards program (especially pronunciation of participants' names)
- Obtain awards from District Office and arrange in order.
- Arrange tables for program.
- Make arrangements for microphone prior to Food Show. Consult the committee chair.
- Obtain Awards Program results from tabulation for announcement of winners.
- Distribute written program and assignments to council officers who will be assisting with the awards program. Make sure all participants are recognized.

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

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

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

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

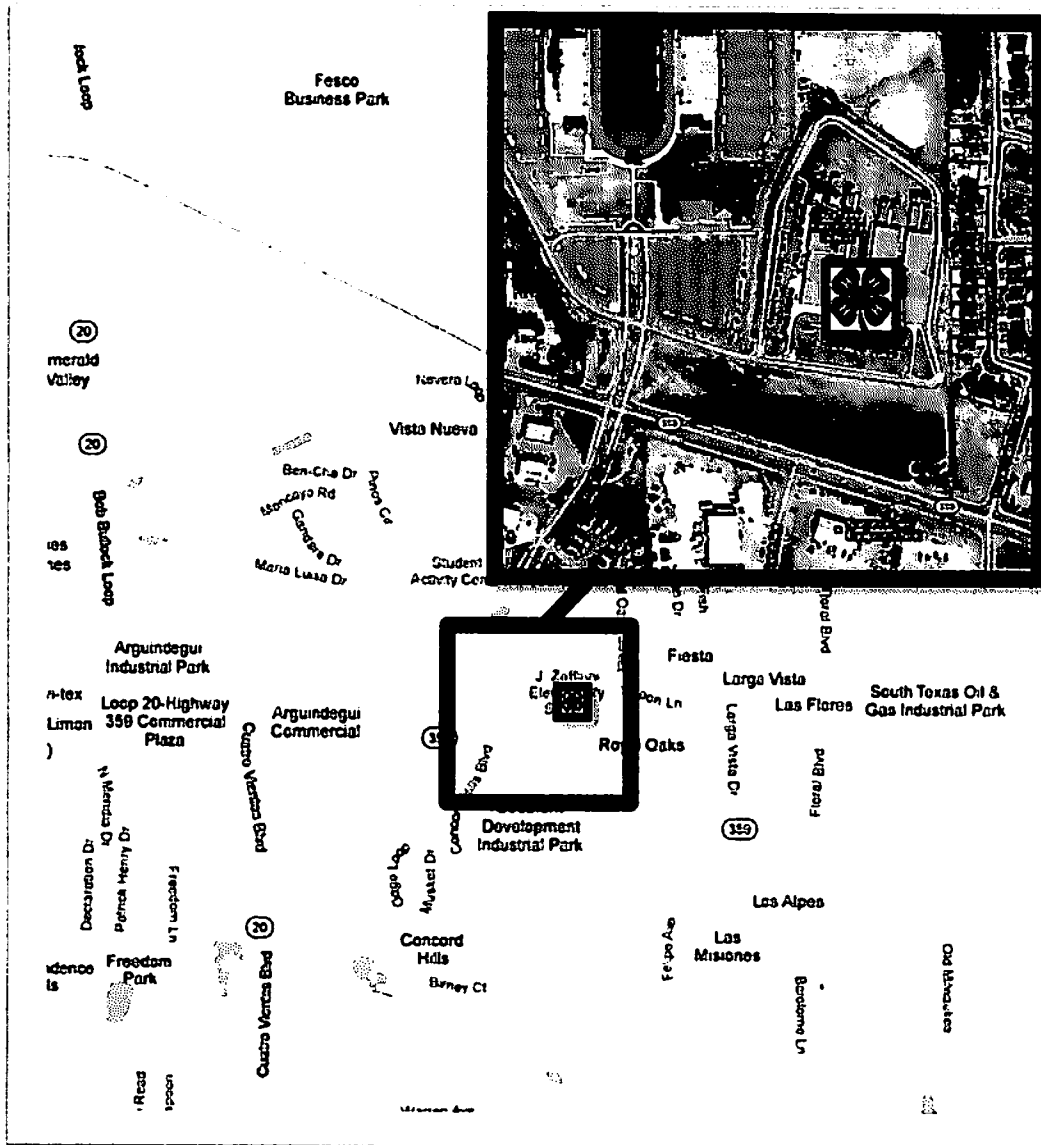
#### Division Superintendents & Assistants

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

Division	Category	Superintendent	Assistant
Senior	Protein	Omar Montemayor	Cris Mussett
	Fruits & Vegetables	Lillian Mezquida	Enrique Perez
	Grains	Adelita Munoz	Al Lobe
Intermediate	Dairy	Beatriz Loya	Humberto Martinez
	Protein	Vidal Saenz	Oscar Galindo
	Fruits & Vegetables	Josie Farias	Barbie Wymore
	Grains	Luisa Colin	Yolanda Morado
Junior	Dairy	Celia Salinas	Nikolo Guerra
	Protein	Jaime Lopez	Omar Gonzalez
	Fruits & Vegetables	Ronnie Zamora	Jennifer Herrera
	Grains	Larry Perez	Odell Farias
Junior	Dairy	Rogelio Mercado	Marcel Valdez

# Directions to Judith Zaffirini Elementary - Laredo

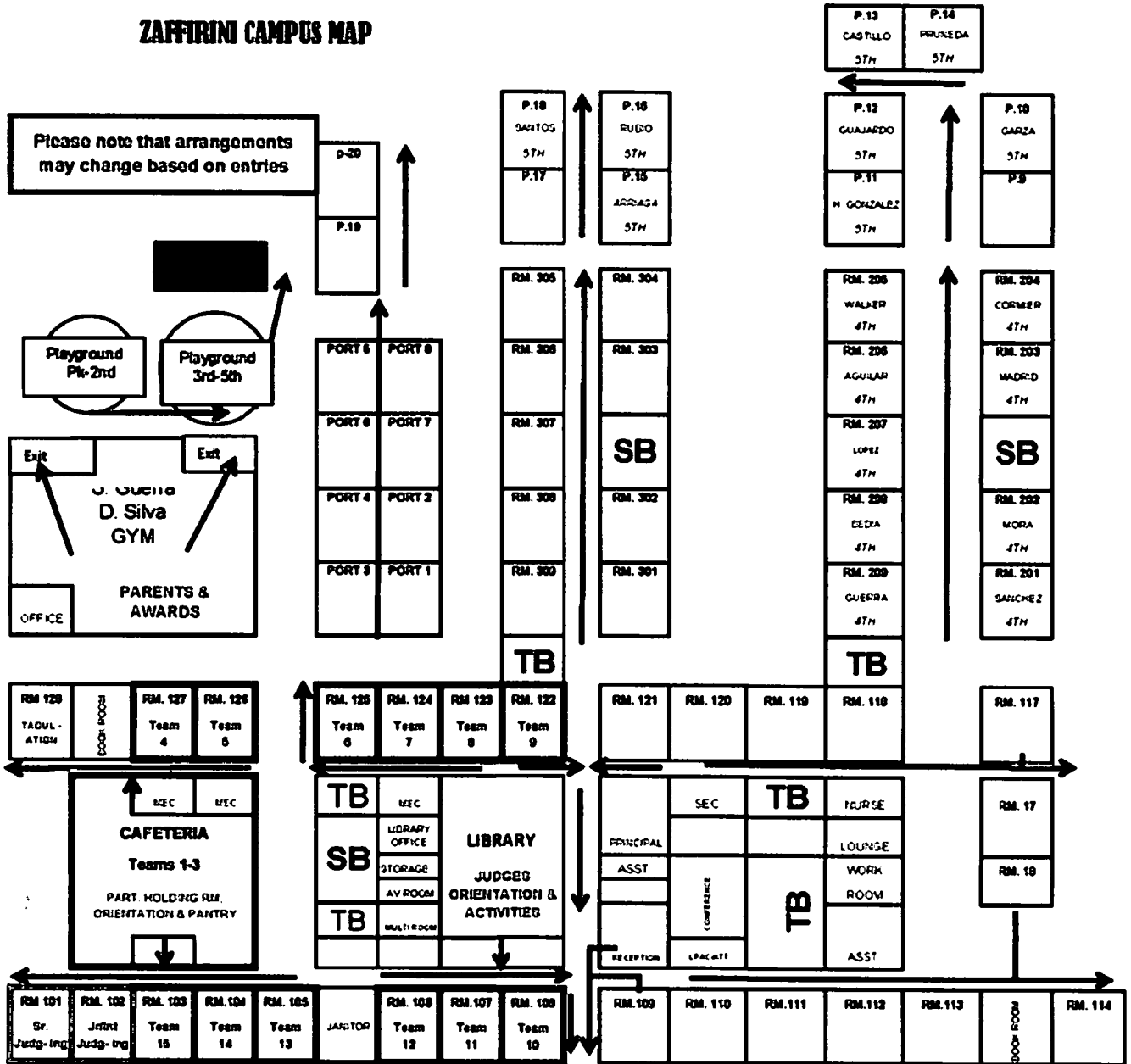
**DIRECTIONS:** The school is located approximately 0.75 miles East of the Loop 20 / US 359 intersection, on US 359 (Hebbronville highway). Specifically, the entrance to the school is at US 359 East and Concord Hills Blvd. Look for the United Independent School District – Student Activity Complex sign and electronic marquee at that intersection. Turn into the complex (north) and the school will be located to the right on “STA CLAUDIA”, once you enter the complex. The physical address is 52210 Santa Claudia, Laredo, Texas. Be advised that some web mapping services point to the wrong location using this address. Use the specific directions above over any “mapping service” as it might take you to the wrong location.



# Facility Layout

The entrance to the school is at the bottom of this image indicated by a clover.

## ZAFFIRINI CAMPUS MAP



## DEADLINE SUMMARY

### District Deadline - November 20, 2012

- **All Contestants:** Each 4-H'er participating in the District 12 4-H Food Show must register online through 4-H CONNECT. There will be a registration fee of \$10.00 per contestant.
  - **Registration** will be open from **November 1** through **November 20, 2012**. County certification deadline will be **November 21, 2012**. There will be no late registration period. No refunds will be given to a county and/or individual. Payment must be received prior to event date.
  - **Contestant Entry Recipe** - Contestant must include recipes as part of their 4-H Connect Registration by the deadline. Use format and instructions in the District 12 4-H Food Show Resource Package (see *Attachment D, pg. 6*).
- **SENIOR Contestants ONLY:** Counties must submit their Senior participant's 2013 Texas 4-H State Food Show **Personal Information & Certification Form** along with the **Entry Form** to the District Office by the deadline of **November 21, 2012**. These will be judged prior to the District 12 4-H Food Show. All Senior forms will be returned to appropriate counties after the District 12 4-H Food Show giving State qualifying 4-H'ers plenty of time to review the judges' comments and refine their forms in preparation for the State 4-H Food Show.
- **4-H Coordinator:** The County 4-H Coordinator from each participating county must contact, confirm, and submit the names and information of four (4) confirmed adult leaders to assist during the District 12 4-H Food Show. Please submit online (D12 4-H website) the contact information on the form (*Attachment I*) to the District Office by the deadline of November 21<sup>st</sup>. Leader roles are as follows:
  - Three (3) judges - these individuals must be willing and **qualified** to serve as a judge.
  - One (1) adult/youth leader to serve as a superintendent's assistant.

If for some reason the judge originally selected is unable to attend, it is the agent's responsibility to obtain another qualified judge and notify the District Office of the change immediately. Agents are asked to advise the District Office of participant substitution or no shows by noon on Friday, November 30<sup>th</sup>.
- **Community Service Project:** The community service project will consist of Christmas Ornaments made by 4-H'ers. A list of materials needed will be compiled by the District Council and made available to counties before the event. Participants will have the opportunity to bring new/used ornaments and craft supplies in order to work on the ornaments after they have been judged. All ornaments will be redistributed to counties with "holiday" service projects.

Travel Outside of Hidalgo County in County Vehicle

TO: D.B.M. SAFETY DIVISION  
318-2658FAX  
FROM: Hidalgo County Extension Service  
DATE: 10/19/2012

Notice to be processed  
minimum of 24 hours  
prior to trip

Date(s) Requested: From: 12/8/2012 To: 12/8/2012  
Estimated Time Leave: 5:00 AM Est. Time Return:  
Destination: Laredo, Texas  
Reason for Trip: 2012 District 12 4-H Food Show & Challenge

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)  
Birth Date: 9/7/1954 ✓  
Expiration Date: 9/7/2013 ✓

Name of Driver: Adelita F. Munoz ✓  
DL Number: #04995041 ✓ (Texas Only)  
Birth Date: 10/22/1944 ✓  
Expiration Date: 10/22/2017 ✓

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

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

Vehicle VIN#: #1FTWW30525EB48635 ✓  
Tag Number: #884-793 ✓  
Asset Number: #42595 - 2005 Ford F-350 Pickup ✓

Vehicle VIN#: \_\_\_\_\_  
Tag Number: \_\_\_\_\_  
Asset Number: \_\_\_\_\_

Signed: Barbara C. Strong  
Department Head/Designee

Dated: 10/19/2012

D.B.M. Safety Division Checked Insurances:

Date: 10/22/12 11:02 AM