



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 01/08/13
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Christina L. Perez, CEA-4-H & Youth Development

EVENT INFORMATION

TITLE OF EVENT: 2013 District 12 4-H Consumer Decision Making Contest
EVENT DATE(S) FROM: 01/27/13 TO: 01/27/13
DEPARTURE DATE: 01/27/13 RETURN DATE: 01/27/13
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.
[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. Includes rows for registration fees, airfare, taxi, bus, rental car, gasoline, mileage, telephone calls, parking, lodging, meals, other expenses, and 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:
[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: 1/11/13 DEPARTMENT CONTACT PERSON: Noralinda Cruz PHONE NO.: 363-10246

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): Jamie Alejos DATE: 1-15-13 REVIEWER'S SIGNATURE: [Signature] PHONE NO.: 292-7025

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

3-1100-461-00-380-001-0-6266 (fuel)

HIDALGO COUNTY BUDGET OFFICE

JAN 14 PM 4 50



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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)	\$0.00		AIRFARE* _____
Subtotal for Object Code 584	\$ -	\$ -	BUS** _____
2. AIRFARE- ROUNTRIP 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	\$0.00		
11. MEALS	\$0.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ -		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ -	\$ -	

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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 C. Henry DATE: 1/09/2013 DEPARTMENT CONTACT PERSON: Nora Linda Cruz PHONE NO.: 383-1026

**FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:**

TRAVEL IS **APPROVED** for the individuals listed below:

TRAVEL IS **NOT APPROVED** for the individuals listed below:

REVIEWED BY (PRINT NAME): \_\_\_\_\_ DATE: \_\_\_\_\_ REVIEWER'S SIGNATURE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

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

HIDALGO COUNTY  
BUDGET OFFICE

2013 JAN 14 PM 4:50

4-H and YOUTH DEVELOPMENT

December 17, 2012

**MEMORANDUM**

**TO:** District 12 County Extension Agents

**FROM:** North Cluster  
Jaime Lopez, Chair

**SUBJECT:** 2013 District 12 4-H Consumer Decision Making Contest

The 2013 District 12 4-H Consumer Decision Making Contest will be held on Sunday, January 27, 2013, at 1:30 p.m. in the Home Economics Building on the Jim Wells County Fairgrounds located in Alice. Contestants and teams will check-in between 1:30-2:00 p.m. with judging starting promptly at 2:00 p.m.. Registration information and details about the contest are provided below.

**Contest and Registration Information**

A County Extension Agent or approved adult volunteer will need to register their team(s) or individuals online through 4-H CONNECT. All registrations will require certification at the county and district level. County entries must be certified by Friday, January 11<sup>th</sup>. Online registration will be open from December 19 through the deadline of January 8, 2013. The registration fee will be \$12.00 per contestant. Team designations will be made on-site by coaches/volunteers the day of the event. An awards program will be held immediately following the event. The contest will consist of no less than 6 placing classes according to the 2012-2013 Consumer Decision Making Study Guide (which is the current study guide for 2013) plus one set of oral reasons for Intermediates and 2 sets of oral reasons for Seniors.

All counties with participating teams must submit the names of 3 volunteers who can assist with the contest as group leaders, graders, tabulators or oral reasons judges. Volunteer names and addresses must be submitted on the District 12 4-H website (<http://d124-h.tamu.edu/events/roundup>) by Friday, January 11<sup>th</sup>, when entries are certified.

**Age Eligibility**

Age divisions will follow the Texas 4-H age categories based on their age as of August 31, 2012 as follows:

- Seniors (14 years of age and older)
- Intermediates (11-13 years of age)
- Juniors (8-10 years of age)

Juniors and Intermediates may be on the same team but must register and participate in the Intermediate Division. Senior contestants/teams must be exclusively Senior-age members. All Senior teams must compete at the district level to be eligible for a state qualifying spot.

HIDALGO COUNTY  
BUDGET OFFICE  
2013 JAN 14 PM 4 50



District 12  
Texas A&M AgriLife Extension Service  
2401 E Highway 83 | Weslaco, Texas 78596  
Tel. 956.968.5581 | Fax.956.969.5639 | [l.saldana@tamu.edu](mailto:l.saldana@tamu.edu)

**Rules and Guidelines**

The District 12 4-H Roundup - Consumer Decision Making Contest will be held in accordance with the state guidelines as outlined in the 2013 Texas 4-H Roundup Guide located on the Texas 4-H Website at <http://texas4-h.tamu.edu/youth/roundup>. In addition, the Texas 4-H Consumer Decision Making Guide will serve as the contest rules, except as noted in this letter.

Please keep in mind that the 2013 Texas 4-H Roundup Consumer Decision Making Contest will take place on Wednesday, June 12, 2013 in College Station. Senior 4-H'ers participating in Consumer Decision Making will be allowed to participate in other Texas 4-H Roundup contest as allowed in state rules and as afforded by the District Contest schedules for the various events.

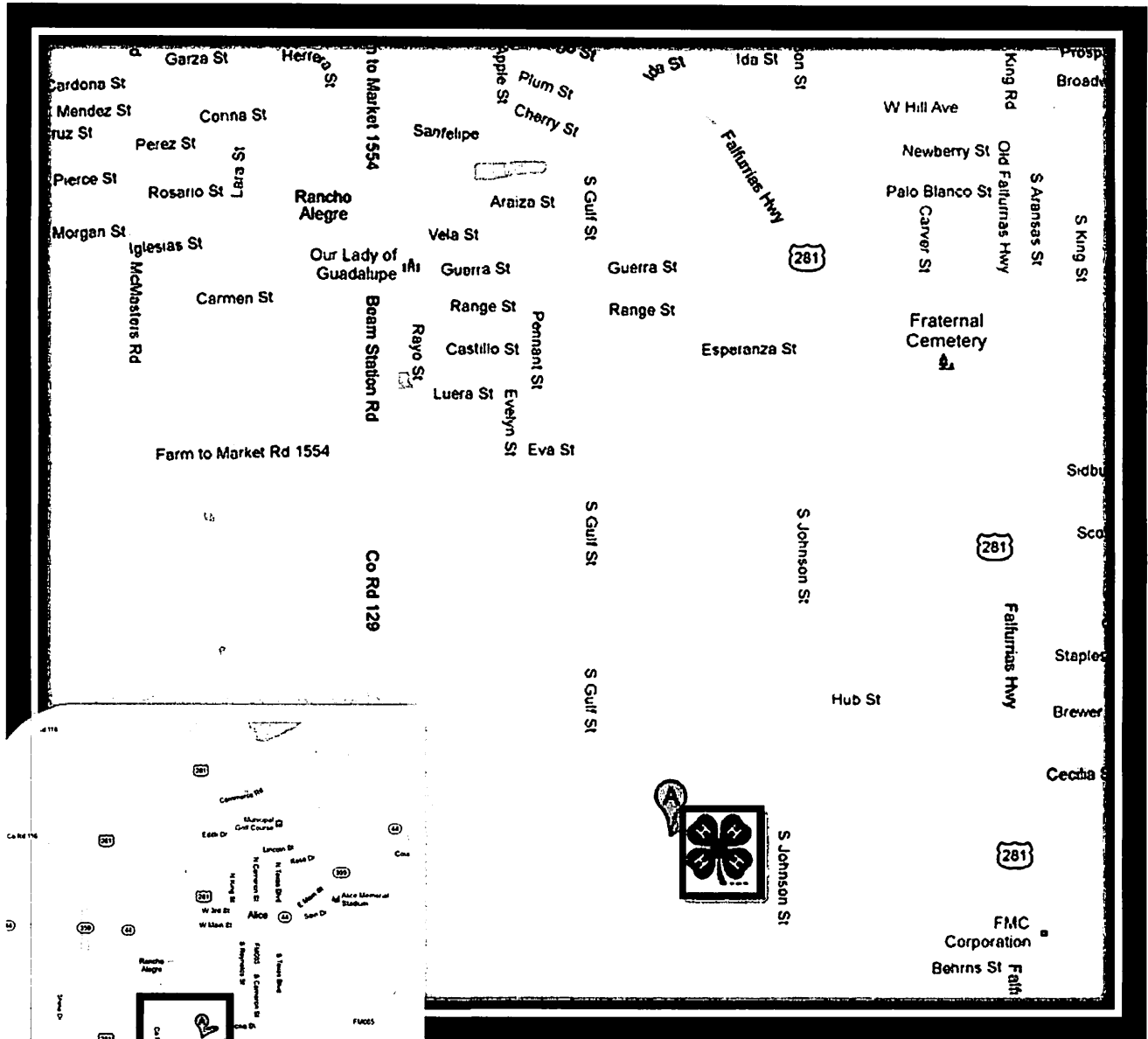
County Extension Agents with participating teams are asked to be in attendance to assist with conducting the event. If you have any questions or need any assistance or guidance, please contact the District Office.

HIDALGO COUNTY  
BUDGET OFFICE

2013 JAN 14 PM 4 50

## 2013 South District 12 4-H Consumer Decision Making Contest

**Directions:** The main entrance to the Jim Wells County Fair Grounds is located just west of Business 281 in Alice. The address is 3001 S. Johnson Street (it may not be exact on GPS devices) which is between Hub Street and Buhrns Street. The Home Economics Building is one of several buildings/structures on the grounds. Look for the 4-H signs.



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