



## HIDALGO COUNTY, TEXAS APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 01/23/13

TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Hidalgo County Extension Service

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

### EVENT INFORMATION

TITLE OF EVENT: South Region FCS Retreat

EVENT DATE(S) FROM: 02/26/13 TO: 02/28/13

DEPARTURE DATE: 02/26/13 RETURN DATE: 02/28/13

LOCATION OF EVENT: CITY: Columbus 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)	\$170.00		AIRFARE* <input type="checkbox"/>
Subtotal for Object Code 584	\$ 170.00	\$	BUS** <input type="checkbox"/>
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ -		Rental Car** <input type="checkbox"/>
3. TAXI FARE	\$ -		County Vehicle** <input type="checkbox"/>
4. BUS FARE	\$ -		Private Vehicle** <input type="checkbox"/>
5. RENTAL CAR	\$ -		OTHER** (Specify) <input type="checkbox"/>
6. GASOLINE/DIESEL/FUEL	\$ -		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT	\$ -		
8. TELEPHONE CALLS	\$ -		** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
9. PARKING	\$ -		
10. LODGING			
11. MEALS	\$27.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 27.00		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 197.00	\$	

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

### ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:

Trip expenses are necessary and will be incurred for official county business.

Reasonable efforts to minimize the use of county funds have been explored.

Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.

If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: Barbara C. Henry DATE: 1/23/13 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:	

**Thursday, February 28, 2013**

6:45	Optional Morning Walk " Nature Trail"	White Tail Lodge
8:00	Breakfast	White Tail Lodge
9:00- 10:30	Dinner Tonight Boot Camp - U x 7 Team	Big Horn
10:45- 11:30	Keep Fillin' Your Bucket - Marilyn Sebesta	White Tail Lodge
11:30- 12:15	Wrap Up and Evaluations - Elaine Fries	White Tail Lodge
12:15	Lunch and adjourn	



Safe Travels!

3:00-5:00

Table Talk Topics (Pick 4 Rotations)

1. Child Care Provider Education - Alexis Cordova
  - \*Targeting Child Care Provider Needs
  - \*Sharing Resources
  - \*Clock Hours vs CEUs
  
2. Home Water Conservation - Joyce Cavanaugh
  - \*Water Programming Resources
  - \*Incorporating Water Education Through FCS
  - \* 40 Gallon Challenge
  
3. Food Preservation Q&A - Jenna Anding
  - \*Resource Update
  - \*Answering Clientele Questions
  - \*Troubleshooting with "So Easy to Preserve"
  
4. Incorporating Physical Activity into Other Programs  
Dawn Burton and Danielle Green
  - \*Impacting Health Through Activity
  - \*Ideas for Increasing Activity in All FCS Programs
  
5. Reducing Debt Using Power Pay - Nancy Granovsky
  - \*Understanding Power Pay
  - \*Using Power Pay with Clientele
  - \*Incorporating Power Pay with Financial Management

5:30

Dinner-Keynote Speaker

White Tail Lodge

**"FCS—Catalyst for Change"**

**Tuesday, February 26, 2013**

11:30-12:15	Registration	White Tail Lodge
12:30	Lunch	White Tail Lodge
1:15	Welcome - Elaine Fries Guest Welcome South Region Update - Elaine Fries	Big Horn
2:00	Opening Ice Breaker - Amy & Fralonda Meeting the Region/Idea Sharing	Big Horn
2:45-3:00	Break	
3:00-5:00	Master Wellness Volunteer Program - Susan Ballabina	
5:30	Dinner	White Tail Lodge
7:00	Agent Networking	

**Wednesday, February 27 2013**

6:45	Optional Morning Walk "Around the Camp"	White Tail Lodge
8:00	Breakfast	White Tail Lodge
8:45	Fuel Up to Play Overview - Susan Ballabina	Big Horn
9:15	Balanced Living Series	Big Horn
11:15	DWI Simulator – Bobbi Brooks	
12:30	Lunch	
1:30	Debunking Food Myths - Jenna Anding	
2:30-3:00	Agent Networking	

SOUTH REGION  
FAMILY & CONSUMER SCIENCES:  
**A Catalyst for Change**

**February 26-28, 2013**

Professional Development Retreat

- Re-tool skills
- Educate yourself
- Train for new challenges
- Reconnect with agents
- Exchange ideas
- Acquire new knowledge
- Talk and interact to plan strategies





Extension  
Conference Services

- Conference Services**
- Home
  - Events
  - Online Courses
  - FAQ's
  - About Us
  - Contact Us
  - Privacy Policy

- My Account**
- - 
  -

**2013 South Region FCS Retreat: A Catalyst for Change**



**Enroll Now**

**Workshop Materials**

Map  
Agenda

**General Information**

**WHEN** February 26-28, 2013  
Registration: Feb. 26, 11:30 a.m.-12:15 p.m.

**WHERE** Crier Creek, Columbus

**FEE** \$170 - FCS (mandatory)  
\$90 - Specialists (1 overnight stay & meals)  
\$25 - Specialists (1 day, meals only)

Professional Development Retreat - A Catalyst for Change

For more information about this training, please contact DiAnna Moglia ([dhmoglia@ag.tamu.edu](mailto:dhmoglia@ag.tamu.edu) or 361-265-9203). For questions about registration or payment, please contact Extension Conference Services ([agriliferegister@tamu.edu](mailto:agriliferegister@tamu.edu) or 979-845-2604).

**Refund Policy**

If a cancellation becomes necessary, please send notification to [agriliferegister@tamu.edu](mailto:agriliferegister@tamu.edu). No refunds.

**Contact Us**  
2139 TAMU  
College Station, TX 77843-2139  
Office: (979) 845-2604  
Fax: (979) 862-4511  
Email: [agriliferegister@tamu.edu](mailto:agriliferegister@tamu.edu)

Educational programs of Texas A&M AgriLife are open to all people without regard to race, color, sex, disability, religion, age, or national origin.

Conference Service Management System Version 3.55.03

- There is no internet connection. There is cell phone service, but no phones in the room. And no TV!!!  
So we will unplug and focus on us!!!

We will be having an ice breaker activity with the following instructions to think about ahead of time:

\*\* Please bring an "idea" to share with other agents in during the "Speed Share" session. You will have about 30 seconds to a minute to exchange ideas. You will share your one idea many times, but will accumulate many ideas from other agents. The ideas you bring can be anything from a useful organization tip, to a twist you put on a traditional program, to an awesome program success. If you would like to bring printed information, please do so (about 70 copies), but handouts are not required.

Some of you may have heard that Dairy MAX was going to be providing a training. Due to some staffing changes, they will not be able to provide this for us at this time. But in true Extension form, we have moved on to plan B and I am sure you will enjoy what has been planned.

If you have any questions, please do not hesitate to let me know.

Thanks and I look forward to seeing everyone!!!

Elaine

## Nora Cruz

---

**From:** Nora Cruz  
**Sent:** Thursday, January 17, 2013 12:55 PM  
**To:** Nora Cruz  
**Subject:** FW: South Region FCS retreat registration

### *Nora Linda Cruz*

*Administrative Assistant II  
Texas AgriLIFE Extension Service  
Hidalgo County  
Office: (956) 383-1026  
Fax: (956) 383-1735*

### **HAVE A FANTASTIC DAY!**

**From:** Elaine Fries  
**Sent:** Thursday, January 17, 2013 10:52 AM  
**To:** EXT - South Region CEA FCS; Molly Warzon  
**Cc:** Dale Fritz; Vincent Mannino; Linda Willis; Donnie Montemayor; Ruben Saldana; Jacquelyn White; Dawn E. Burton; Danielle Hairston-Green ([dyhairstongreen@PVAMU.EDU](mailto:dyhairstongreen@PVAMU.EDU)); Pete Gibbs; DiAnna Moglia; Susan Ballabina  
**Subject:** South Region FCS retreat registration

Hi all!!!

The South Region Resource Committee is excited to provide information on our FCS retreat!!! It has been a couple of years since we have been together, face-to-face. We have been working to prepare an informative agenda that will provide you with new resources, ideas, time to share, and time to network with agents throughout our wonderful region. This will be held February 26 – 28 at the Crier Creek Retreat Center in Columbus, Texas. Please register through conference services at the following by February 15<sup>th</sup>:

Register online at <https://agriliferegister.tamu.edu>

Keyword Search: South Region

Register by phone: 979-845-2604

There is an agenda and map to the center within the registration information at the above site.

A couple of things to note and prepare:

- Dress will be casual. Jeans are appropriate!!! We will be "out" in a rural type setting and be moving between buildings. So please wear comfortable shoes too.
- Be prepared for all types of weather. It may be cold, hot, or raining.
- You will need to bring your own towels, washcloth, and personal comfort items. If you are cold natured, you might want to take an extra blanket.
- We have tried to keep this retreat cost effective. The price includes 2 nights lodging, 7 meals, light snacks, water, coffee, conference services fee, and some basic supplies. We will be comfortable, not fancy!!!