

**TEXAS AGRICULTURAL EXTENSION SERVICE**  
**The Texas A&M University System**

**MONTHLY SCHEDULE OF TRAVEL AND COUNTY COMMISSIONERS COURT REPORT**

<b>NAME:</b> Steve Sturtz	<b>TITLE:</b> CEA-AG/NR
<b>COUNTY:</b> Tom Green	<b>MONTH:</b> February

DATE	MAJOR ACTIVITIES SINCE LAST REPORT	MILES	MEALS	LODGING
2/1- 2/5	Ft. Worth Stock Show. 4-H Project Management Tom Green County . - Cattle, Swine, Goats & Sheep. Preparation for San Antonio Livestock Show (Wall, Christoval, Water Valley, Grape Creek). Office Mgmt (Reports, Mail, E-Mail, Phone).	1079		
2/7-2/12	San Antonio Livestock Show Assisted 4-hers and parents with goat projects. Last Chance CEU Training (4-H Building). 4-H Project Management - Cattle, Swine, Goats & Sheep. Preparation for San Antonio Livestock Show (Wall, Christoval, Water Valley, Grape Creek). Office Mgmt (Reports, Mail, E-Mail, Phone).	1257		
2/14- 2/20	San Antonio Livestock Show Assisted 4-hers and parents with lambs, and steer projects. 4-H Project Management - Cattle, Swine, Goats & Sheep. Preparation for San Angelo Livestock Show (Wall, Christoval, Water Valley, Grape Creek). Office Mgmt (Reports, Mail, E-Mail, Phone)	1279		
2/21- 2/28	San Angelo Livestock Show Assisted 4-hers and parents with goat, lambs, swine, and steer projects. 4-H Project Management - Cattle, Swine, Goats & Sheep. Preparation for Houston Livestock Show (Wall, Christoval, Water Valley, Grape Creek). Office Mgmt (Reports, Mail, E-Mail, Phone)	645		
<b>GRAND TOTAL OF MILEAGE, MEALS &amp; LODGING</b>		<b>4260</b>	<b>0</b>	<b>0</b>

Other expenses (list) \_\_\_\_\_

I hereby certify this is a true and correct report of activities, travel and other expenses incurred by me in performance of official duties for the month shown.

<b>DATE:</b>	<b>NAME:</b>
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CURRENT MONTHS CONTACTS				
TELEPHONE	OFFICE	SITE CONTACTS	NEWS ARTICLES	NEWSLETTERS
144	24	170	2	
RADIO	TELEVISION	FIELD VISITS	PROGRAMS	TOTAL
		99		339

MAJOR PLANS FOR NEXT MONTH:	
DATE	ACTIVITY
3/1	Administrative meeting PCR
3/7-3/14	Houston Livestock Show
3/15-3/19	Star of Texas Livestock Show (Austin)
3/23	Centra PCR
3/31	Shamrock Shuffle Meeting



<b>Date:</b>	February	<b>Name:</b>	Garry Branham		
<b>Current Months Contacts</b>					
BLT	Telephone	Office	Total Contacts	News Articles	Newsletters
	200	95	950	1	1

<b>Major Plans for Next Month</b>	
Date	Activity
1	District Training, District Council
8	Goodfellow 4-H Meeting/Interview
10-11	TAE4-HA Awards Judging
21	District Council Centra
22	District 7 PDC
27	County Council / Adult Leaders
28	Record Book Training
30	Leaders 4 Life Contest

D-360  
D-843

TEXAS AGRICULTURAL EXTENSION SERVICE  
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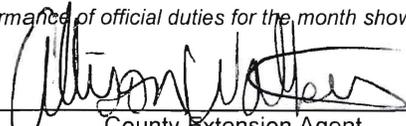
**MONTHLY SCHEDULE OF TRAVEL AND COUNTY COMMISSIONERS' COURT REPORT**

<b>Name:</b> Allison Watkins	<b>Title:</b> CEA - Horticulture
<b>County:</b> Tom Green	<b>Month:</b> February 2011

DATE	MAJOR ACTIVITIES SINCE LAST REPORT	MILES	MEALS	LODGING
2	Prepared and submitted newspaper article			
4	Prepare program for CEU class			
8	Presented IPM program at CEU class; women's correctional facility horticulture program	28		
9	Site visit; men's correctional facility horticulture program	25		
10	Master Gardener training class	12		
11	San Angelo garden club meeting; prepared radio show info	4		
12	Recorded radio programming	4		
15	Wrote March community horticulture newsletter; women's correctional facility horticulture program	12		
16	Prepared and submitted newspaper article; men's correctional facility horticulture program	12		
17	Master Gardener training class; People Plant Connection board meeting	20		
18	Lunch N Learn class - composting			
18-20	Landscape consultations at Neil Sperry Landscape School, Plano TX	560		
21	Program for Wall Altar Society	28		
22	Site visit; women's correctional facility horticulture program	22		
23	Judged public speaking contest at San Angelo Stock Show; men's correctional facility horticulture program	18		
24	Master Gardener training class	12		
25	Pomegranate workshop	16		
28	Recorded radio programming; site visit	22		
<b>GRAND TOTAL OF MILEAGE, MEALS AND LODGING</b>		<b>795</b>	<b>0.00</b>	<b>0.00</b>

Other Expenses (list) \_\_\_\_\_

I hereby certify this is a true and correct report of activities, travel and other expenses incurred by me in performance of official duties for the month shown.

  
County Extension Agent

**Date:** February 2011 **Name:** Allison Watkins

Current Months Contacts					
BLT	Telephone	Office	Total Contacts	News Articles	Newsletters
	48	9	144	2	1

Major Plans for Next Month	
Date	Activity
1	Administrative meeting; women's correctional facility horticulture program
2	Prepare newspaper article; men's correctional facility horticulture program
3	Master gardener training class
4	Lunch N Learn class, San Saba
5	Site visit
7	Program for Girl Scouts
8	Write April newsletter; landscape design for animal shelter; Master Gardener business meeting; women's correctional facility horticulture program
9	Plan pecan workshop; men's correctional facility horticulture program
10	Prepare radio programming; Master Gardener training class
11	A&M Research center landscape work day
14	Record radio programming
15	women's correctional facility horticulture program
16	Write newspaper article; men's correctional facility horticulture program
17	Master Gardener class; People Plant Connection board meeting
18	Lunch N Learn class - vegetable gardening
22	Tom Green Horticulture Committee Meeting; women's correctional facility horticulture program
23	men's correctional facility horticulture program
24	Master Gardener training class
25	Prepare radio programming; Program for Riverpoint; Program for San Angelo Garden Club district meeting
26-27	Educational programs for the Home & Garden show
28	Record radio programming;
29	Vegetable gardening program, Sonora; women's correctional facility horticulture program
30	Prepare newspaper article; men's correctional facility horticulture program
31	Master Gardener Training class; landscaping program - Sterling City

## MONTHLY SCHEDULE OF TRAVEL AND COUNTY COMMISSIONERS COURT REPORT

<b>Name:</b> Kathy Aycock	<b>Title:</b> County Extension Agent - FCS
<b>County:</b> Tom Green	<b>Month:</b> February, 2011

DATE	MAJOR ACTIVITIES SINCE LAST REPORT	MILES	MEALS	LODGING
2/1	Completed and submitted monthly reports and D360 for District and State offices.	10		
2/2	Distributed Tom Green County Extension Education Association newsletter consisting of committee reports, planned activities and upcoming events (44)	6		
2/3	Assisted Senior 4-H members and leaders with 4-H Opportunity Scholarship Application (11)	8		
2/8	Presented "Cooking With Herbs and Spices" program for Veribest EE Club (11)	24		
2/8&15	Assisted where needed at Tom Green County Leaders 4 Life practice (15-5M)	32		
2/9	Met as a member of the "CRAVE" e-newsletter committee to make arrangements and assignments for the March issue (3)	11	\$14.19	
2/10	Participated in 2010 Dietary Guidelines CENTRA training (13-2M)	11		
2/10	Met with local resource leaders to work on program and agenda for upcoming "Cooking With Lamb and Goat" presentation (5-1M)	12	\$11.90	
2/10&17	Assisted where needed at Tom Green County Consumer Decision Making Contest practices (16-3M)	32		
2/14-15	Organized and worked with Tom Green County FPM Task Force to host Certified Food Managers Class (57-16M,29H)	32		
2/16	Prepared and distributed bi-monthly newsletter, "Home and Family Connections" (348-21H)	10		
2/17	Met as a member of the Liveoak EE Club, Christoval and heard Delegate Report on "Medicare Fraud" (12)	33		
2/18	Completed and submitted monthly BLT travel forms, Match Time reports and B-15 forms	10		
2/20	Assisted where needed at the San Angelo Livestock Show Wether Goat Show (301-191M,21H)	16		
2/21	Served as a group leader at the District 7 4-H Consumer Decision Making Contest, Spur Arena (87-19M,7H)	16	\$7.88	
2/21	Presented "Food Safety and You" program for Baptist Memorial Community participants (10)	11		
2/22	Assisted Tom Green County 4-H Program Assistant with "Character Counts" programs at Holiman Elementary (33-21M, 20H)	12		
2/22	Prepared FCS news article for San Angelo Standard Times	6		
2/23	Served as chairman of the District 7 4-H Roundup Planning Committee (5-4M)	16		
2/24	Completed and submitted monthly reports and D360 for District and State offices.	6		
2/28	Met with Shannon Diabetes Educators to plan upcoming Do Well, Be Well With Diabetes and Cooking Well With Diabetes classes and audit existing classes (9)	11		
2/28	Hosted Tom Green County 4-H Recipe Rally workshop	16		
<b>GRAND TOTAL OF MILEAGE, MEALS AND LODGING</b>		<b>341</b>	<b>33.97</b>	<b>0.00</b>

## Other Expenses (List)

Cooking with Herbs and Spices program - \$9.27

I hereby certify this is a true and correct report of activities, travel and other expenses incurred by me in performance of official duties for the month shown.

County Extension Agent

*Kathy Aycock*

<b>Date:</b>	March, 2011	<b>Name:</b>	Kathy Aycock		
Current Months Contacts					
BLT	Telephone	Office	Total Contacts	News Articles	Newsletters
49	109	95	980	1	4

Major Plans for Next Month	
Date	Activity
3\1	Participate in District 7 Administrative Meeting
3\2	Meet as a member of the Shamrock Shuffle Committee
3\2	Prepare and distribute monthly reports for District and State offices
3\2	Participate in Extension Education Association Council meeting and Cultural Arts Fun Day Committee Meeting
3\3	Meet with TDHS Representative to plan upcoming Parenting Education classes
3\3	Meet as a member of the Chef's Camp Planning Committee
3\4	Meet with Tom Green County Family and Consumer Sciences Committee to plan upcoming educational programs
3\8	Meet as a member of the Wall EE Club
3\8	Host an educational exhibit at the Angelo State University Health Fair
3\9	Meet with CRAVE committee to plan April's online newsletter
3\10	Audit BLT Extension Assistant's program for Day Elementary Head Start parents
3\16	Work with 4-H members to submit District Photography entries
3\17	Prepare and distribute quarterly BLT reports and travel forms
3\22	Prepare and submit monthly news article for San Angelo Standard Times
3\22	Assist Shannon Diabetes Educators and San Angelo Restaurant Association in promoting "Healthy Choices" program
3\23	Meet as a member of the Concho Valley Council of Governments Regional Advisory Committee
3\23	Organize and present Food Handlers Training for interested persons
3\29	Prepare and distribute monthly reports for District and State offices
3\30	Assist where needed at the District 7 Leaders for Life contest, Grape Creek
3\31	Participate in District 7 Media Training