

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.

DATE: March		NAME: Steve Sturtz		
CURRENT MONTHS CONTACTS				
TELEPHONE	OFFICE	SITE CONTACTS	NEWS ARTICLES	NEWSLETTERS
167	40	126	1	
RADIO	TELEVISION	FIELD VISITS	PROGRAMS	TOTAL
		100	2	445

MAJOR PLANS FOR NEXT MONTH:	
DATE	ACTIVITY
4/2	Lamb Sales - Kyle Smithwick, Pat Jackson, Barton Club Lambs
4/5	Livestock Association Meeting
4/13	Livestock Range and Wildlife Meeting
4/14	Animal Response Training Emergency Management TGC

D-360
D-843

TEXAS AGRICULTURAL EXTENSION SERVICE
The Texas A&M University System

MONTHLY SCHEDULE OF TRAVEL AND COUNTY COMMISSIONERS' COURT REPORT

Name: Garry Branham	Title: CEA 4-H & YD
County: Tom Green	Month: March

DATE	MAJOR ACTIVITIES SINCE LAST REPORT	MILES	MEALS	LODGING
1	District Agent Meeting, District Council Meeting	122		
8	Goodfellow 4-H, Leaders 4 Life Practice	51		
10-11	TAE4-HA Awards Judging	240		
17	Leaders 4 Life Practice	70		
21	Club Meetings, Leaders 4 Life Practice	32		
22	District 7 4-H PDC	55		
24	Vet Science Project	50		
27	County Council / Adult Leaders Meetings	65		
28	Record Book Training	46		
23	County Photo Contest	35		
29	Leaders 4 Life Practice	41		
30	District 7 Leaders 4 Life Contest	55		
2-4, 7,9, 14-16, 25	General Office & 4-H	409		
	(All dates listed include mileage for general office/ extension duties in addition to major activities listed)			
GRAND TOTAL OF MILEAGE, MEALS AND LODGING		1,271	0.00	0.00

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The Texas A&M University System

MONTHLY SCHEDULE OF TRAVEL AND COUNTY COMMISSIONERS' COURT REPORT

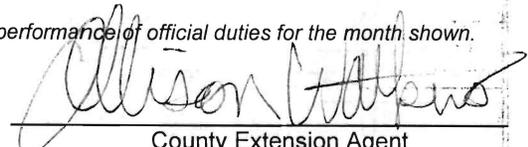
Name: Allison Watkins	Title: CEA - Horticulture
County: Tom Green	Month: March

DATE	MAJOR ACTIVITIES SINCE LAST REPORT	MILES	MEALS	LODGING
1	Administrative meeting; women's correctional facility horticulture program	30		
2	Wrote newspaper article; men's correctional facility horticulture program	12		
3	Master Gardener training class	12		
4	Lunch N Learn Class - San Saba	236		
5	Site Visit	8		
7	Educational Program for Girl Scouts	10		
8	Wrote April Concho Valley Horticulture Update newsletter; Master Gardener business meeting; women's correctional facility horticulture program	14		
9	Men's correctional facility horticulture program	12		
10	Master Gardener training class	12		
11	A&M Research Center landscape work day; wrote radio programming	16		
14	Recorded radio programming	4		
15	Women's correctional facility horticulture program	12		
16	Wrote newspaper article; men's correctional facility horticulture program	12		
17	Master Gardener training class; site visit; People Plant Connection board meeting	22		
18	Lunch N Learn class - vegetable gardening			
22	Obtained landscape materials for project; women's correctional facility horticulture program	18		
23	Online administrative conference; prepare and submit press releases on upcoming events; men's correctional facility horticulture program	12		
24	Master Gardener training class; Kiwanis club presentation	14		
25	Wrote radio programming; prepared Home & Garden Show seminar; Educational program for San Angelo Garden Club	4		

26-27	Home & Garden show seminar presentations "Spring Forward x2	16		
28	Recorded radio programming; CVHU newsletter mailed out	4		
29	Vegetable gardening program for Sutton Co.; women's correctional facility horticulture program	130		
30	Wrote newspaper article; men's correctional facility horticulture program	12		
31	Master Gardener training class	12		
GRAND TOTAL OF MILEAGE, MEALS AND LODGING		634	0.00	0.00

Other Expenses (list) _____

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 County Extension Agent



D-360
D-843

TEXAS AGRICULTURAL EXTENSION SERVICE
The Texas A&M University System

MONTHLY SCHEDULE OF TRAVEL AND COUNTY COMMISSIONERS COURT REPORT

Name: Kathy Aycock	Title: County Extension Agent - FCS
County: Tom Green	Month: March, 2011

DATE	MAJOR ACTIVITIES SINCE LAST REPORT	MILES	MEALS	LODGING
3/1	Participated in District 7 Administrative Meeting concerning the upcoming Cost Recovery Program	16		
3/1	Prepared and submitted monthly reports for District and State offices	6		
3/2	Hosted the Tom Green County Extension Education Council meeting and Cultural Arts Committee meeting (6)	11		
3/3, 17 & 29	Assisted with Tom Green County Leaders 4 Life project meeting practices	48		
3/4	Met as a member of the State 4-H Chefs at Camp committee via CENTRA to make plans for the summer event (9-1M)	9		
3/4	Participated in Family and Consumer Sciences Committee Meeting (7-1H,1M)	10	\$7.15	
3/8	Hosted a booth at the annual "ASU Fit" Health Fair; ASU Houston Harte Center (156-36H,4B,77M)	11		
3/9	Worked to construct "Crave" e-newsletter with articles on Living Light, Easy Entertaining and Tasty Tidbits (4-1M)	13		
3/9	Videoed "Food Safety in the Home" segment for Senior Living page for KLST webpage (3-1M)	16		
3/11	Met with Grape Creek Elementary School liaisons to begin initial planning for Communities Putting Prevention to Work grant (4)	26		
3/21	Met as member of the Food Protection Management Task Force to review past classes and plan upcoming events (6-1H,1M)	8	\$11.45	
3/22	Prepared and submitted news article for San Angelo Standard Times covering "Avoiding Added Fats and Sugars"	6		
3/23	Conducted Tom Green County Food Handlers Class - two hour class to emphasize the importance of Food Safety in Restaurant Management (10-6H,1M)	16		
3/24	Worked to construct "Crave" e-newsletter with articles on Living Light, Easy Entertaining and Tasty Tidbits (4-1M)	11	\$12.16	
3/25	Conducted personal interviews with applicants for vacant BLT Extension Assistant position (8-2H,1M)	10		
3/29	Participated in West Region Food Preservation Training conducted by Martha Alice Sprayberry, Marilyn Hale and Jenna Anding (33-2H)	16	\$12.00	
3/30	Assist where needed at the District 7 4-H Leaders 4 Life contest, Grape Creek Baptist Church (88-11H,27M)	41	\$6.00	
3/31	Participated in District 7 Media Training with Communications Specialist, Steve Byrns (4-1M)	16		
3/31	Prepared and submitted monthly and quarterly BLT reports for District and State offices	6		
GRAND TOTAL OF MILEAGE, MEALS AND LODGING		296	48.76	0.00

Other Expenses (List) _____

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County Extension Agent


Date:	April, 2011	Name:	Kathy Aycock		
Current Months Contacts					
BLT	Telephone	Office	Total Contacts	News Articles	Newsletters
176	122	99	879	1	2

Major Plans for Next Month	
Date	Activity
4\1	Prepare and distribute monthly travel and narrative reports to District and State offices
4\5	Playback and watch "West Region Career Ladder Training" CENTRA
4\6	Host the Tom Green County Extension Education Association meeting
4\6	Participate in Statewide "Communities Putting Prevention to Work" conference call
4\7	Meet as a member of the Concho Valley Head Start Advisory Board
4\8	Meet as a member of the Diabetes Task Force
4\8	Distribute Tom Green County EE Newsletter
4\12	Accompany EE members to annual TEEA Spring Meeting, Anson
4\12	Participate in Tom Green County 4-H County Roundup
4\13	Submit entries for State 4-H Food Show participants to State Foods and Nutrition office
4\14	Present "Cooking Well With Diabetes" to Diabetic Support Group members
4\15	Meet as a member of the Horticulture Lunch and Learn group - "Lawn Care"
4\17	Assist where needed at the San Angelo Kid's Fair; 4-H Petting Zoo and Fundraiser
4\19	Prepare and submit news article for San Angelo Standard Times
4\19	Present food preparation demonstration for Christian Women's Job Corp on "Better Living for Better Choices"
4\19	Meet as a member of the Tom Green County Leadership Advisory Board and assist with Issues Identification process
4\20	Meet with "Crave" e-newsletter committee to plan and organize May issue
4\21	Meet as a member of the Liveoak EE Club
4\21	Work with Shannon Medical Center to conduct "Do Well, Be Well with Diabetes" programs
4\26	Serve on planning committee for District 7 4-H Roundup and make judging assignments, room assignments and job assignments for May 7th event
4\27	Present "2010 Dietary Guidelines" for Shannon Health and Fitness Center
4\28	Meet with Electric Cooperative representatives to plan upcoming 4-H Silver Clover Banquet
4\29	Prepare and district monthly reports and BLT reports for District and State offices