

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

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

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

DATE	MAJOR ACTIVITIES SINCE LAST REPORT	MILES	MEALS	LODGING
9/3-9/8	Livestock Association Meeting (4-H Building), Sheep & Goat Field Day (DO), 4-H Project Management & Selection - Cattle, Goats & Sheep. Producer Mangement Cotton, Rangeland, Livestock (Wall, Christoval, Water Valley, Grape Creek, Robert Lee, Colorado City). Office Mgmt (Reports, Mail, E-Mail, Phone).	876		
9/11-9/16	Wall Ag Boosters Fundraiser, 4-H Project Management & Selection - Cattle, Goats & Sheep. Producer Mangement Cotton, Rangeland, Livestock (Wall, Christoval, Water Valley, Grape Creek,). Office Mgmt (Reports, Mail, E-Mail, Phone).	1045		
9/18-9/23	County Emergency Mangement Meeting . Friends of 4-H Meeting on Feeding Facilities. 4-H Building Management. 4-H Project Management & Selection - Cattle, Goats & Sheep. Producer Mangement Cotton, Rangeland, Livestock (Wall, Christoval, Water Valley, Grape Creek,). Office Mgmt (Reports, Mail, E-Mail, Phone).	879		
9/24-9/29	4-H Feeding Facility. Texas Land Survey Appraisal (TGC Appraisal District). D7 Administrative Meeting (District Office), Ag Programming Conference (District Office) Howard County Fair (Big Spring), 4-H Project Management & Selection - Cattle, Goats & Sheep. Producer Mangement Cotton, Rangeland, Livestock (Wall, Christoval, Water Valley, Grape Creek,). Office Mgmt (Reports, Mail, E-Mail, Phone).	764		
<b>GRAND TOTAL OF MILEAGE, MEALS &amp; LODGING</b>		<b>??</b>	<b>??</b>	<b>??</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: September</b>	<b>NAME: Steve Sturtz</b>
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**CURRENT MONTHS CONTACTS**

TELEPHONE	OFFICE	SITE CONTACTS	NEWS ARTICLES	NEWSLETTERS
185	44	40	2	1
RADIO	TELEVISION	FIELD VISITS	PROGRAMS	TOTAL
0		110	4	269

MAJOR PLANS FOR NEXT MONTH:	
DATE	ACTIVITY
10/1-10/5	Dallas- State Fair
10/11	Tom Green County Cotton Tour
10/12	Program Planning Conference
10/16	TGC Marketing Club (Wall)
10/17	Sale Committee Meeting (4-H Building)
10/18	TGC Livestock Assn. Sale Committee Meeting
10/20	Sheep & Goat Validation
10/27	Sheep & Goat Validation Make Up Day.

D-843

## TEXAS AGRILIFE EXTENSION SERVICE

D-360

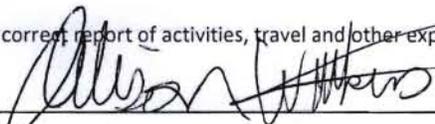
## MONTHLY SCHEDULE OF TRAVEL AND COUNTY COMMISSIONERS COURT REPORT

Name: Allison WatkinsMonth: SeptemberCounty: Tom GreenTitle: CEA - Horticulture

DATE	MAJOR ACTIVITIES SINCE LAST REPORT	MILES	MEALS	LODGING
4	Write Concho Valley Horticulture Update newsletter			
5	Horticulture Therapy program at correctional facility - women's; take data at Kordes Rose research plots	30		
6	Horticulture Therapy program at correctional facility - men's	12		
7	Prepare radio programming			
12	Record radio show; Horticulture Therapy program at correctional facility - women's; Junior Master Gardener class, Wall school	38		
13	Horticulture Therapy program at correctional facility - men's	12		
17	Fall administrative meeting; EarthKind Landscape School	30		
18	EarthKind Landscape School	12		
19	Horticulture Therapy program at correctional facility - women's	12		
20	Horticulture Therapy program at correctional facility - mens; WaterWise gardening program for local garden club; People Plant Connection board meeting	18		
21	Lunch N Learn class - plant selection; prepare radio programming; set up for fall symposium			
22	Fall Landscaping Symposium			
24 25	Record radio show; EarthKind Landscape School; Landscape School + Consultations	12		
26	Horticulture Therapy program at correctional facility - women's; newspaper article; landscape school consultations	12		
27	Horticulture Therapy program at correctional facility - men's; site visits misc. miles	42 145		
GRAND TOTAL OF MILEAGE, MEALS AND LODGING		348		

Other Expenses (list):

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County Extension Agent Signature

D-843  
D-360

TEXAS AGRILIFE EXTENSION SERVICE  
MONTHLY SCHEDULE OF TRAVEL AND COUNTY COMMISSIONERS COURT REPORT CONT'D

Name: Allison Watkins

Month: September

NUMBER OF CURRENT MONTHS CONTACTS					
BLT	TELEPHONE	OFFICE	TOTAL CONTACTS	NEWS ARTICLES	NEWSLETTERS
	77	14	740	2 (40,000)	1 (192)

MAJOR PLANS FOR NEXT MONTH	
DATE	ACTIVITY
2	Site visits; take data at rose research plots; Present program on wildflower gardening
3	Horticulture Therapy program at correctional facility - women's; landscape school consultations
4	Horticulture Therapy program at correctional facility - men's; landscape school consultations; write horticulture newsletter
9	Master Gardener executive committee meeting
10	Horticulture Therapy program at correctional facility - women's; write newspaper article
11	Horticulture Therapy program at correctional facility - men's
12	prepare radio programming
15	Record radio show
17	Horticulture Therapy program at correctional facility - women's
18	Horticulture Therapy program at correctional facility - men's; Program planning conference
19	Lunch N Learn - butterfly gardening
23	TGC Horticulture Committee meeting
24	Horticulture Therapy program at correctional facility - women's
25	Horticulture Therapy program at correctional facility - men's
26	Prepare radio programming
29	Record radio show; take data at rose research plots

**TEXAS AGRICULTURAL EXTENSION SERVICE**  
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**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> September, 2012

DATE	MAJOR ACTIVITIES SINCE LAST REPORT	MILES	MEALS	LODGING
9/4	Prepared and distribute monthly reports and D360 for district and state offices	8		
9/4	Met with Regional Program Director; Judy Gully to review the 2012 Plan of Work and make suggestions for the 2013 Plan of Work	16		
9/5	Met as a member of the Tom Green County Extension Education Association to make plans for the upcoming TEEA Rally Day(6)	11		
9/5	Hosted Tom Green County 4-H Foods and Nutrition Leader Training for teen and adult leaders (15)	8		
9/6	Made arrangements for the Tom Green County 4-H Food Fun Days w/ nine food preparation, nutrition and food safety workshops	6		
9/11, 18 & 25	Host the Cooking Well With Diabetes Food Preservation Workshop addressing Water Bath Canning, Pressure Canning and Preparation of Pickles and Relishes (22-4M)	48	\$42.21	
9/12	Met to plan upcoming Food and Entertaining e-newsletter, CRAVE, assign responsibilities and set deadlines (3)	31		
9/13	Presented "Simply Delicious Meals" program for Christian Women's Job Corp (8-1H)	6	\$15.90	
9/14	Worked on draft copy of the 2013 Plan of Work	12		
9/16	Assisted where needed at the Tom Green County 4-H Awards Event; presented Bronze, Silver and Gold Star Awards (102-6H,44M)	16	\$7.45	
9/17	Participated in District 7 Fall Administrative Meeting; TAMU Center (43-29M, 1H))	16		
9/18	Prepared and submitted news article for <i>San Angelo Standard Times</i>	8		
9/19	Audited BLT Extension Assistant program at Sara's House, William's House and Baptist Memorial Wellness Center (19-10H,11M)	11		
9/20	Met as a member of the Liveoak Extension Education Club (8)	12	\$16.24	
9/24	Prepared and distributed 2012/2013 Tom Green County Extension Education Association yearbook (42)	10		
9/26	Presented officer installation program at annual EEA Rally Day (15)	16	\$2.00	
9/27	Assisted where needed at the <i>San Angelo Standard Times</i> and <i>Relish Cooking School</i> (350-76H, 10B,21M)	12		
9/28	Prepared and distributed monthly reports and D360 for District and State offices	11		
9/28	Prepared and submitted quarterly BLT reports for district and state offices	8		
9/28	Participated in District 7 TEAFCS LYNC to finalize evaluations and make financial decisions resulting from 2012 TEAFCS State Conference (9)	10		
<b>GRAND TOTAL OF MILEAGE, MEALS AND LODGING</b>		<b>276</b>	<b>83.80</b>	<b>0.00</b>

Other Expenses (List) Extension Education Club Officer Installation - \$15.00

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: October, 2012		Name: Kathy Aycock			
Current Months Contacts					
BLT	Telephone	Office	Total Contacts	News Articles	Newsletters
27	101	123	651		2

Major Plans for Next Month	
Date	Activity
10\1&2	Host the Tom Green County Food Protection Management Workshop and provide State mandated test
10\3	Complete and submit BLT Match Time reports and P.O. forms
10\3	Prepare and submit monthly reports for District and State offices
10\3	Meet as a member of the Tom Green Extension Education Association
10\3	Meet as a member of the Extension Education Clubs Audit Committee
10\4	Prepare and distribute bi-monthly newsletter; "Home and Family Connections"
10\4	Attend 4-H Management Lync Training
10\5	Complete and submit draft copy of 2013 Plan of Work
10\5	Meet as a member of the Diabetes Task Force
10\8	Present first 4-H Foods and Nutrition Workshop featuring Food Science, Physical Fitness and Grains
10\8	Assist where needed at the Angelo State University Health Fair
10\9	Meet as a member of the Veribest EE Club and the Wall EE Club
10\10	Meet as a member of the CRAVE e-newsletter committee
10\10	Assist where needed at the Tom Green County 4-H Science Day
10\11	Participate in Taylor County Dinner Tonight Healthy Eating Cooking School; Abilene
10\15	Present second 4-H Foods and Nutrition Workshop featuring the Food Challenge Contest
10\16	Prepare and submit news article for <i>San Angelo Standard Times</i>
10\18	Participate in Program Planning Conference with District Extension Director and Regional Program Directors
10\22	Present third 4-H Foods and Nutrition Workshop featuring My Plate, Vegetables and Food Safety
10\23	Plan and prepare for upcoming Tom Green County 4-H Food Show
10\26	Participate in Statewide BLT CENTRA Training
10\27	Organize and work at Tom Green County 4-H Food Show
10\29	Prepare and submit District 4-H Food Show information to District 7 Office
10\30	Prepare and submit monthly reports for District and State offices
10\31	Prepare and submit BLT Match Time Reports and P.O. requests