

**TEXAS A&M AGRILIFE EXTENSION SERVICE
DISTRICT 7 MONTHLY CHECKLIST COVER SHEET**

Agent: Courtney Redman
County: Tom Green

Year: 2015

MONTHLY REPORT DOCUMENTATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Online Report (Due by 7th)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Support materials to District Ofc. (Due by 10th) --Monthly Activity & Travel Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
--Report of County Office Conference Due for the county, only attach to County Coordinator's report												
MEDIA - SAMPLE OF MEDIA, NEWSLETTERS, ETC.												
Media, Newsletter, Direct Mail Series, Etc.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
LAB/PAC - AGENDA, MINUTES & ATTENDANCE LIST												
Leadership Advisory Board			✓					✓				
Program Area Committees/Task Forces	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
**Civil Rights - Affirmative Action Plan												
OTHER EVENTS - ANNOUNCEMENT, AGENDA & ATTENDANCE LIST												
4-H Events	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
4-H Leader Training	✓	✓	✓	✓	✓			✓	✓	✓		
4-H Youth Training	✓	✓	✓	✓	✓	✓		✓	✓	✓		
Educational Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
EE Club Meetings									✓			
Information Day/Interpretation Event	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Other Planning Groups	✓	✓		✓			✓	✓		✓		
Staff Development/Professional Improvement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

GUIDELINES:

- Place a checkmark in the box only if you have that particular item in your report
- Please use the Monthly Activity & Travel Report to Commissioners to list your events
- Media: Sample of Media, Newsletter, etc. (only one copy of a news release sent to multiple outlets is sufficient)
- Leadership Advisory Board/Program Area Committees: Announcement, Agenda, Minutes & Attendance List (*Stapled)
- All Other Events: Announcement, Agenda & Attendance List (*Stapled)
- *LAB & EVENTS should have the Announcements, Agenda, Minutes and Attendance List stapled together

- Do NOT send your originals. County Extension agent maintains originals.
- Do NOT send the training material that you used to train.
- Do NOT send duplicates for each agent for activities that they were each involved in. One copy for the county.
- Do NOT send copies of district/State 4-H event registrations or their letters that they send to you.
- Do NOT send any other correspondence within your monthly reports.
- Do NOT send copy of mailing labels of everyone you sent to.
- Do NOT send individual registration forms, score sheets, etc. for each person attending your event.

All of the above items should remain on file in your office for review if needed.

Retention of Monthly Report materials is Current + 1 Year

TEXAS AGRICULTURAL EXTENSION SERVICE
The Texas A&M University System

MONTHLY SCHEDULE OF TRAVEL AND COUNTY COMMISSIONERS' COURT REPORT

Name:	Courtney Redman	Title:	CEA 4-H & YD
County:	Tom Green	Month:	October, 2015

DATE	MAJOR ACTIVITIES SINCE LAST REPORT	MILES	MEALS	LODGING
2	Attended meeting with BLT assistant and Barbara Brown regional program manager; FCS meeting with Judy Gully regional program leader; work on state career ladder sub committee	69		
6	Food Fun Days (protein, labels, fruit & Veg.); commissioner court	67		
7	National Youth Science Day; TAME meeting	80		
10	National One Day 4-H tree planting and Cowboys 4 kids benefit	78		
13	Food Fun Days (Food Safety, Dairy, Presentation skills)	63		
15	District 7 Consumer Judging Committee meeting; Food Challenge meeting/practice	69		
16	Archery Club Manager Training/meeting	85		
17	Lamb and Goat Validation; Tractor Supply clover campaign	62		
20	Food Fun Days (Myplate, Nutritional needs, physical exercise); Move downstairs new offices	65		
21	Moving office downstairs	55		
22	Food Challenge practice; robotics workshop; AgriLife IT computer work; Moving office downstairs	78		
26	Gold Star Banquet at Coleman County	186		
27	Make up validation; commissioners court; office conference	74		
28	Mentor meeting at Eldorado with FCS agent; state career ladder committee meeting	146		
29	Food Challenge Practice	70		
30	Food Show set up; reports	73		
31	County Food Show	108		
1, 5, 8, 9, 12, 14, 19, 23	General	578		
	(All dates listed include mileage for general office/extension duties in addition to major activities listed)			
GRAND TOTAL OF MILEAGE, MEALS AND LODGING		2,006	0.00	0.00

Date: October **Name:** Courtney Redman

Current Months Contacts

BLT	Telephone	Office	Total Contacts	News Articles	Newsletters
	85	35	960	1	1

Major Plans for Next Month

Date	Activity
4	District Nutrition Quiz Bowl
4,11,18,25	Livestock Judging Practice
5-6	Major Show Entries
8	4-H Horse Club Meeting and Parade
9	Lonestar Club meeting
10	Food Show Practice
11, 18,25	Wool, Range, Wildlife, Livestock Judging Practices
12-14	4-H summit @ Brownwood
14-15	District Food Show at Abilene
17-21	SALE Conference at Louisiana
17,20	Leaders 4 Life Practice; TAME Meeting
23-25	Swine Validation
24-25	District Food Challenge

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County: Tom Green

Year: 2015

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4-H Youth Training	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	
Educational Activities	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
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D-843
D-360

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

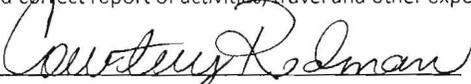
Name: Courtney Redman
County: Tom Green

Month: November, 2015
Title: CEA- FCS

DATE	MAJOR ACTIVITIES SINCE LAST REPORT	MILES	MEALS	LODGING
02	Prepared monthly narrative reports and D-360/D843 for County, District and State offices; prepared BLT on-line reports, P.O. and Travel reports for District and State offices	55		
03	Major Show entries, 4-H Newsletter	55		
04	Met as a member of the Tom Green Extension Education Association and assisted where needed at the monthly Tom Green EEA meeting. Assisted with Major show entries	60		
05	Conducted County Food Challenge Competition with Project Leaders.	62		
09	Attended program planning training with regional program leader Judy Gully working on Tom Green FCS program plans for 2016	66		
09	Hosted 4-H Food Show Preparation Workshop to assist in preparing local 4-Hers for the upcoming event; interviewing techniques and nutritional information;	0		
10	Served as Senior interpreter at the District 7 4-H Nutrition Quiz Bowl contest, Coleman; prepared and distributed bi-monthly FCS newsletter	201		
11-12	Attended State Career Ladder Committee Meeting at College Station	583		
12	Worked with Shannon Hospital demonstrating healthy recipe for diabetics and promoting additional BLT classes.	69		
13	Attended CTEHA Conference in San Marcus attained 4 CEU's for FPM Certificate	267		
17-20	Attended San Antonio Leadership Extension (SALE-LE XI) Conference Graduation in San Antonio	460		
21	Served as Superintendent of the Intermediate Dairy division at the District 7 4-H Food Show; Abilene	232		
23	Speaker at District 7 for Dual County Agents	77		
24	District 7 Food Challenge Committee Meeting, Food Challenge entries on Connect, State Career Ladder Committee Meeting	69		
6, 16, 30	Other	240		
GRAND TOTAL OF MILEAGE, MEALS AND LODGING		2,496		

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 Signature

D-843
D-360

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

Name: Courtney Redman

Month: November, 2015

NUMBER OF CURRENT MONTHS CONTACTS					
BLT	TELEPHONE	OFFICE	TOTAL CONTACTS	NEWS ARTICLES	NEWSLETTERS
	69	33	819	1	2

MAJOR PLANS FOR NEXT MONTH	
DATE	ACTIVITY
12/01/15	Prepare and distribute e-mail blast and FCS News Article; Prepare and submit District and State monthly reports, BLT match-time reports and P.O. and Travel reports; Attended Livestock Board Meeting.
12/10/15	Host the District 7 4-H Scholarship workshop with District 4-H Specialist, Garry Branham; Co-Chair District 7 Food Challenge Contest at San Angelo Fairgrounds.
12/17/15	Host the District 7 Texas Extension Association of Family & Consumer Science Agents Christmas party in Runnels County with Concho, Coleman, Irion/Schleicher and Runnels
12/02/15	Meet as a member of the Wellness Wednesday County Committee at St. Paul's Presbyterian Church; Attended Texas Extension Educator Association Christmas Party at Catfish Corner.
12/08/15	Prepare and distribute annual 2014 Outcome Program Summaries to State Specialists, Regional Program Leaders and District Extension Administrator
12/01/15	Host the Texas AgriLife Extension Annual Christmas Open House to interpret programs to County Commissioners Court, local resource persons, media representatives and Leadership Advisory Board members
12/03/15	Judge for Annual Ft. Concho Gingerbread house competition; Attended and led Food Challenge practice; Held Leaders 4 life practice and Robotics training with project leaders.
12/11/15	Participate in the Tom Green County 4-H Council and Adult Leaders meeting to conduct Meals for the Elderly community service project and Christmas party
12/07/15	Attend State Career Ladder Committee Meeting at 4-H Center; Brownwood
12/08-09/15	Attend TAE4-HA Winter Board Chair Committee at 4-H Center; Brownwood
12/23/15	Prepare monthly narrative reports and D-360/D843 for County, District and State offices; prepare BLT on-line reports, P.O. and Travel reports for District and State offices