

Return to: Rita Wilson, AgriLife Ext.

GL# 01107260-550300

LUBBOCK COUNTY TRAVEL AUTHORIZATION & PER DIEM REQUEST

THE DEPARTMENT DIRECTOR IS RESPONSIBLE FOR SECURING ALL SIGNATURES PRIOR TO TRAVEL. AN APPROVED TRAVEL AUTHORIZATION MUST BE SUBMITTED TO THE AUDITOR'S OFFICE ACCORDING TO THE ACCOUNTS PAYABLE PAYMENT SCHEDULE TO RECEIVE A TRAVEL ADVANCE. AGENDAS, BROCHURES, FLYERS, OR OTHER SUPPORTING DOCUMENTS MUST BE ATTACHED.

NAME: Alexander, Ronda DATE: 10/24/23

DESTINATION(CITY,STATE): Denver, Colorado

PURPOSE: Chaperone and Supervise 4-H'ers at National Western

TRAVEL DATE(S): January 3 - 7, 2024 Horse Quiz Bowl Contest

Per Diem requested by the day of

Table with columns for # of meals, rate per meal, and total advance. All values are 0.00.

Org: Object:

I hereby request authorization to travel outside Lubbock County on official business as detailed above. I have read the Lubbock County Travel Policy and will follow that policy for travel and in making requests for advancement and reimbursement of expenses.

Ronda Alexander EMPLOYEE SIGNATURE DATE 10/24/23

I hereby certify the above-requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient unexpended funds in the current budget line item to cover all reimbursable expenses incurred.

Ronda Alexander DEPARTMENT DIRECTOR DATE 10/24/23

APPROVAL FROM TWO (2) MEMBERS OF THE COMMISSIONERS' COURT:

SIGNATURE DATE

SIGNATURE DATE

NOTE: ALL SIGNATURES ARE REQUIRED FOR TRAVEL AND/OR PER DIEM ADVANCES. FAILURE TO FILL OUT THE FORM CORRECTLY OR PROVIDE PROPER DOCUMENTATION MAY CAUSE A DELAY IN TRAVEL AUTHORIZATION AND PER DIEM ADVANCES.

LUBBOCK COUNTY - TEXAS A&M AGRILIFE EXTENSION
TRAVEL COORDINATION FORM

Name Ronda Alexander
Purpose of Travel Chaperone/Supervise 4-H'ers at National Western
Conferenc/Meeting/Activity Date January
Destination Denver Colorado

Mode of Transportation:
County Vehicle _____
Personal Vehicle _____
Travel with Other Staff _____
Commercial Transportation plane-car rental

Travel Date(s)
Departure Date/Time 1/3/24 - 1pm
Return Date/Time 1/

Official Dates for Conference/Meeting/Activity (attach agenda/documentation if available)
January 3-6, 2024

Out of County Travel (attach copy)
Submitted to DEA
Approved by DEA _____

Out of State Travel (attach copy - 30 day advance request required)
Submitted to DEA
Approved by DEA _____
Submitted to Commissioners Court

Anticipated Expenditures
Registration Fee _____
Lodging _____
Meals _____
Other travel - plane & car rental

Agent Signature Ronda Alexander Date 10/24/23
County Administrator Signature Ronda Alexander Date 10/24/23

(Attach completed request to County Travel Authorization Request)

2024 Western National Roundup Schedule of Events

*General information and WNR Head Quarters will be located in the Hydro Teaching Lab (Hydro Building, Level 1).

Wednesday, January 3, 2024

3:00 p.m. - 6:00 p.m. Staff/Superintendent check-in – Theater (Hydro Building, Level 1, Capacity: 269, Square Footage: 3,088)

4:00 p.m. - 6:00 p.m. Horse Classic Committee meeting – Renaissance Hotel (TBD- Suite 404 OR 504)

6:00 p.m. Coaches' meetings (**coaches only**) – All Coaches Meetings will be held at CSU SPUR Campus

*Please Note: At the Coaches Meeting, Coaches will check in their teams and receive Participant Items

Horse Presentations & Public Speaking Contest – Colorado River Room (Hydro Building, Level 4, Capacity: 12, Square Footage: 617)

Horse Bowl – Bear Creek Classroom/Spring Creek Classroom (Hydro Building, Level 2, Capacity: 80, Square Footage: ~2,000)

Hippology – Pumpkin Classroom (Terra Building, Level 3, Capacity: 40, Square Footage: 940)

Public Speaking – Alfalfa Classroom (Terra Building, Level 3)

6:30pm Parliamentary Procedure – South Platte River Room (Hydro, Level 4, Capacity: 12-15. Square Footage: 617)

Dinner on your own

Thursday, January 4, 2024

Breakfast on your own

9:00 a.m. - 1:00 p.m. Livestock Judging workout – CSU Equine Center, Fort Collins

8:00 a.m. - 11:30 a.m. Horse Bowl contest – Bear Creek Classroom/Spring Creek Classroom AND Cottonwood Creek Classroom/Willow Creek Classroom (Hydro Building, Level 2, Capacity per each room: 80, Square Footage per each room: ~2,000)

*There is a room divider in the middle of Bear Creek/Spring Creek AND Cottonwood Creek/Willow Creek that will be removed for ideal space

Horse Bowl Holding Rooms – Confluence Theater Room (Hydro Building, Level 1, Capacity: 269, Square Footage: 3,088)

8:00 a.m. - 11:30 a.m. Hippology Slides & Written Test – Alfalfa Classroom (Slides) AND Pumpkin Classroom (Written Test)

(Terra Building, Level 3, Capacity for each classroom: 40, Square Footage for each classroom: 889)

*These rooms have Room Divider, and can be opened up to fit 80 total people, and ~2,000 Square Footage.

9:00 a.m. - 11:30 a.m. Horse Presentations Individual contest – Colorado River Room (Hydro Building, Level 4, Capacity: 12-15, Square Footage: 617)

Horse Presentations Holding Room – Rio Grande River Room (Hydro Building, Level 4, Capacity: 8-10, Square Footage: 337)

9:00 a.m. - 11:30 a.m. Parliamentary Procedure contest – South Platte River Room (Hydro Building, Level 4, Capacity: 12-15, Square Footage: 617)

Parliamentary Procedure Holding Room – Cache La Poudre AND Gunnison River Room (Hydro Building, Level 4, Capacity: 5 and 10, Square Footage: 117 and 242)

9:00 a.m.-11:30 a.m. Public Speaking contests:
Impromptu – Black Bear Classroom (Vida Building, Level 2, Capacity: 50, Square Footage: 1,205)

Prepared – Arena Viewing Loft (Vida Building, Level 2, Capacity: 68, Square Footage: 704) *This has Theater Style Seating/Arrangement*

Public Speaking Holding Room – Pronghorn Conference Room (Vida Building, Level 2, Capacity: 16-20, Square Footage: 477)

11:30 a.m. - 1:30 p.m. Lunch is provided to Roundup participants in today's contests. All others lunch will be on your own.

1:00 p.m. - 4:30 p.m. Horse Presentations Team contest – Black Bear Classroom (Vida Building, Level 2, Capacity: 50, Square Footage: 1,205)

Horse Presentations Team Holding Room – Arena Viewing Loft (Vida Building, Level 2, Capacity: 68, Square Footage: 704)

6:00 p.m. Coaches meetings (**coaches only**) –

Horse Judging – Cimarron River Room (Hydro Building, Level 4)

6:00 p.m. Coaches meetings (**coaches only**)

Livestock Judging – Willow/Cottonwood Creek Classroom
(Hydro Building, Level 2, Capacity: 80, Square Footage: ~2,000)

Livestock Quiz Bowl – Bear/Spring Creek Classroom
(Hydro Building, Level 2, Capacity 80, Square Footage: ~2,000)

Dinner on your own

Friday, January 5, 2024

Breakfast on your own

7:30 a.m. Livestock Judging contest at Stadium Arena (NWSS Grounds)

8:30 a.m. Horse Judging and Hippology contests at Denver Coliseum (NWSS Grounds)

9:00 a.m. - 1:00 p.m. Meats ID workout – Tentative University of Wyoming Meat Lab

10:00 a.m. - 5:00 p.m. Livestock Quiz Bowl Contest- Bear/Spring Creek Classroom **AND** Cottonwood/Willow Creek Classroom (Hydro Building, Level 2, Capacity: 80 for each room, Square Footage: ~2,000 for each room)

Holding Room – Confluence Theater Room (Hydro Building, Level 1, Capacity: 269, Square Footage: 3,088)

11:30 a.m. - 1:30 p.m. Lunch is provided to Roundup participants in today's contests. All others lunch will be on your own.

1:00p.m.-5:00p.m. Horse Judging Reasons-
Horse Reasons:

Cimarron River Room (Holding Room-Hydro Building, Level 4)

Animas River Room (Tabulation Room- Hydro Building, Level 4)

1. Yampa River Room (Hydro Building, Level 4, Capacity: 8-10, Square Footage: 252)
2. Green River Room (Hydro Building, Level 4, Capacity: 48, Square Footage: 1,748)
3. Colorado River Room (Hydro Building, Level 4, Capacity: 12-15, Square Footage: 617)
4. Arkansas River Room (Hydro Building, Level 4, Capacity: 6-10, Square Footage: 268)

1:00 p.m. - 4:30 p.m. Hippology Stations & Team Problems-

-Alfalfa Classroom (Team Problems-Terra Building, Level 3, Capacity: 40, Square Footage: 889)

-Pumpkin Classroom (Team Problems-Terra Building, Level 3, Capacity: 40, Square Footage: 940)

-Morgridge Learning Lab (Stations- Terra Building, Level 3, Capacity: 31, Square Footage: 1,533)

*Alfalfa and Pumpkin Classrooms have divider that can be removed to make one large room

Holding Room –

-Palisade Peach Conference Room (Terra Building, Level 2, Capacity: 20, Square Footage: 692)

-Pueblo Chili Conference Room (Terra Building, Level 2, Capacity: 10, Square Footage: 275)

1:00 p.m. - 4:30 p.m. Livestock Judging Reasons –

FFA:

Ag Innovation Holding Room (Hydro Building, Level 4)

1. South Platte River Room (Hydro Building, Level 4, Capacity: 12-15, Square Footage: 617)
2. Cache La Poudre River Room (Hydro Building, Level 4, Capacity: 4-5, Square Footage: 117)
3. Gunnison River Room (Hydro Building, Level 4, Capacity: 10, Square Footage: 242)
4. Big Thompson River Room (Hydro Building, Level 4, Capacity: 4-5, Square Footage: 105)
5. Copy Room (Hydro Building, Level 4, Capacity: 5-8, Located across the hall from Gunnison River Room)
6. Medium Conference Room (Hydro Building, Level 4, Capacity: 10-13, Located by the Balcony in the Lobby of the 4th Floor)

4-H (Located in SYEC: NWSS Grounds)

Holding- SYEC Main Seating Area

Tabulation Room

1. Vet Office
2. Corner Office when you first walk in
3. Room #115
4. Room #203
5. Room #207
6. Keller Hospitality Area
7. Keller Hospitality Area where doors can be closed

1:30 p.m. – 4:30 p.m. Horse Public Speaking contest – Black Bear Classroom (Vida Building, Level 2, Capacity: 50, Square Footage: 1,205)

Horse Public Speaking Holding Room – Arena Viewing Loft (Vida Building, Level 2, Capacity: 68, Square Footage: 704)

6:00 p.m. Horse Judging Official Placings – Cimarron River Room (Hydro Building, Level 4)

5:00 p.m. - 6:00 p.m. Livestock Judging Critique – SYEC Auction Arena

6:30 p.m. Livestock Judging and Livestock Quiz Bowl Award Reception – SYEC Auction Arena

6:30 p.m. Parliamentary Procedure and Public Speaking Award Reception- Theater (SPUR Hydro Building, Level 1)

Dinner on your own

Saturday, January 6, 2024

Breakfast on your own

8:00 a.m. Meats Judging coaches meeting – CSU Meats Lab, Fort Collins

8:30 a.m. 4-H Meat Judging contest – CSU Meats Lab, Fort Collins

- 8:00 a.m. - 10:00 a.m.** Horse Classic Awards Reception SYEC Auction Arena
- 10:00 a.m.** FFA Meat Judging contest – CSU Meats Lab, Fort Collins
- 11:30 a.m. - 1:30 p.m.** Lunch is provided for Meat Judging Contests ONLY
- 5:30 p.m.** Meat Judging Contest Awards and Reception –
CSU Animal Sciences, Fort Collins, CO