

Travel Approval Form

Department: Extension Office

Event Name: State RoundUP

Location: College Station


Event Dates: June 2 - June 5

Purpose: ☐ Required Continuing Education/Certification
☐ Job Training
☒ Other: Student Supervision

Name of Attendees:

Kristen Clark Casandra Mavis

LeAnne Pollock

Court Decision:	
This section to be completed by County Judge's Office	
	5-27-25

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

Overnight Travel

- ☒ Travel Approval Form
- ☒ Registration Information or Confirmation
- ☒ Itinerary, Agenda, or Breakdown
- ☒ Hotel Information, Confirmation, or Hotel Reservation Request Form

For Out of State Travel, please also include:

- ☐ Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- ☐ Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:

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Texas 4-H Youth Program

Payable to: Texas A&M AgriLife Extension
2473 TAMU
College Station, TX 77843

BILL TO

Johnson County
, 77843

INVOICE

INVOICE # 537197
INVOICE DATE 05/09/2025
STATUS Draft

DESCRIPTION

Johnson: 2025 Texas 4-H Roundup: Kristen Clark
Johnson: 2025 Texas 4-H Roundup: Cassandra Mavis
Johnson: 2025 Texas 4-H Roundup: LeAnne Pollock

QTY	PRICE	TOTAL
1	\$75.00	\$75.00
1	\$75.00	\$75.00
1	\$75.00	\$75.00
TOTAL		\$225.00

Recorded Member Name:
Recorded Parent/Guardian:
Recorded Manager:
Date of Consent:

OKAY TO PAY

Becky Kozera

PD# 25-3332

TENTATIVE SUBJECT TO CHANGES

Updated 4/24/2025

2025 Schedule of Events

**** IF YOU RECEIVE A DIRECT EMAIL FROM YOUR CONTEST SUPERINTENDENT THAT DIFFERS FROM THE INFORMATION BELOW, PLEASE EMAIL JCBARRETT@AG.TAMU.EDU SO THAT WE CAN CORRECT. GO WITH THE INFORMATION THAT IS PROVIDED DIRECTLY FROM CONTEST SUPERINTENDENT****

GREEN HIGHLIGHTED ITEMS DENOTES COLLEGE CAREER FAIR / WORKSHOPS

CONTEST TIMES ARE DENOTED AS CHECK-IN TIMES. CONTEST WILL BEGIN AS SOON AS ALL CONTESTANTS ARE CHECKED IN. IF NOT CHECKED IN WITHIN REASONABLE TIME FRAME, YOU WILL BE CONSIDERED A FORFEIT. FOR THOSE CONTEST WITH HEATS, BE SURE AND FOLLOW THE ASSIGNED TIMES BY THE CONTEST SUPERINTENDENT

MONDAY, JUNE 2, 2024		
TIME	CONTEST/EVENT	LOCATION
1:00 - 7:00 pm	Registration	Reed Arena Concourse
12:00 – 2:00 pm	College/Career Fair Booth Set-up	Reed Arena Floor
2:00 - 5:00 pm	College/Career Fair	Reed Arena Floor
4:00 pm	Say Yes to FCS!	Reed Arena Floor
5:30 – 7:00 pm	Texas 4-H Roundup Kickoff Event – Alton Carter, Author of <i>The Boy that Carried Bricks</i>	Reed Arena Floor
	Dinner Provided to Kickoff Participants between Keynote and At Large Elections	Reed Arena Floor
7:00 – 8:30 pm	Texas 4-H Council At-Large Delegate Candidate Presentations	Reed Arena Floor
8:30 - 10:00 pm	Agents Got Talent!!!	Reed Arena Floor
TUESDAY, JUNE 3, 2025		
TIME	CONTEST/EVENT	LOCATION
7:00 am – 7:00 pm	Registration	Reed Arena Concourse
7:00 am - 10:00 am	Trade Show - Vendor Set-up	Reed Arena Concourse
7:15 am	Livestock Skill-a-thon Check-in	Hildebrand Equine Complex
7:45 am	Fashion Show Check-in – Dressing Rooms Open	Richard and Patsy Wallrath AgriLife Extension Bldg
7:30 am	3D Archery Check-in	Brazos County Archery Club – Hwy 21 (1715 Louis St, Bryan, TX 77803)
8:00 am	Food Show Check-in	Brazos Expo Center
8:00 am	Range & Pasture Grass Identification Check-in	Horticulture/Forest Science Bldg - Room 124 (Come in loading dock at back of building) 495 Horticulture Rd
8:00 am	Leaders for Life Contest Check-in Wave 1	Rudder - Room 301
8:30 am	Agricultural Products Identification Check-in	Reed Arena Practice Gym
8:00 am	Robotics Challenge Check-in	Reed Arena - Floor
8:00 am	Fashion Show Judges Orientation	Richard and Patsy Wallrath AgriLife Extension Bldg
8:00 am	Livestock Quiz Bowl Check-in	Grace Bible Church Creekside Campus, 4601 Williams Creek Dr, College Station, TX 77845
8:00 am	Horse Quiz Bowl Check-in	Grace Bible Church Creekside Campus, 4601 Williams Creek Dr, College Station, TX 77845
8:00 am	Family & Community Health Quiz Bowl Check-In	Grace Bible Church Creekside Campus, 4601 Williams Creek Dr, College Station, TX 77845

TENTATIVE SUBJECT TO CHANGES

Updated 4/24/2025

8:00 am - 11:30 am	Fashion Show Dressing Rooms open	Richard and Patsy Wallrath AgriLife Extension Bldg
8:00 am	Photography Judging Check-in	AgriLife Center
9:00 - 10:00 am	"What is Texas 4-H Congress, and how do I write a bill?" Megan Duet and James Palacios	Reed - 3rd floor (Kyle Field Side)
9:00 - 10:00 am	"Texas 4-H Opportunity Scholarship 101" Bailee Wright	Reed - 2nd floor (Kyle Field Side)
10:00 - 10:30 am	WORKSHOP BREAK- Explore Trade Show Area	
10:00 am - 4:00 pm	TRADE SHOW	Reed Arena Concourse
10:30 am	Leaders for Life Contest Check-in Wave 2	Rudder - Room 301
10:30 - 11:30 am	"Building Resilience to Bust Stress" Dr. Lakshmi Mahadevan	Reed - 3rd Floor (Reed Arena Side)
10:30 - 11:30 am	Community Service Activity	Reed - 2nd Floor (Reed Arena Side)
11:30 - 12:30 am	LUNCH BREAK	Reed
9:00 am - 11:00 am	Fashion Show Judging ASSIGNMENTS WILL BE SENT TO CONTESTANT FAMILY EMAIL	Richard and Patsy Wallrath AgriLife Extension Bldg <i>Categories at this location:</i> <ul style="list-style-type: none"> <i>Buying Business/Interview Attire</i> <i>Buying Fantastic Fashions Under \$25</i> <i>Buying Semi-Formal to Formal</i> <i>Buying Special Interest</i> <i>Construction Everyday Living</i> <i>Construction ReFashion</i> <i>Construction Semi-Formal to Formal</i> <i>Construction Theatre/Costume</i> <i>Natural Fibers</i> <ul style="list-style-type: none"> • Wool/Mohair/Alpaca • Cotton
11:00 am – 3:00 pm	Food Show District Interview Judging Times ASSIGNMENTS WILL BE SENT TO CONTESTANT FAMILY EMAIL	Brazos Expo Center
12:00 pm	Range & Pasture ID Lunch/Awards	Ecology and Natural Resources Training Area (ENRTA Range Area)
1:00 - 2:00 pm	"What is Texas 4-H Congress, and how do I write a bill?" Megan Duet and James Palacios	Reed - 3rd floor (Kyle Field Side)
1:00 - 2:00 pm	"Texas 4-H Opportunity Scholarship 101" Bailee Wright	Reed - 2nd floor (Reed Arena Side)
2:30 pm - 4:00 pm	Public Fashion Show & Awards	Reed Arena - Stands
2:00 - 2:30 pm	WORKSHOP BREAK - Explore Trade Show Area	
2:30 - 3:30 pm	"Building Resilience to Bust Stress" Dr. Lakshmi Mahadevan	Reed - 3rd Floor (Reed Arena Side)
2:30 - 3:30 pm	Community Service Activity	Reed - 2nd Floor (Reed Arena Side)
6:00 pm	Winner Lineup Reception (For Top 3 Teams / Top 3 Individuals)	Reed Arena Practice Gym
7:00 pm	Awards Assembly	Reed Arena
Following Assembly	4-H Dance – Featuring MoBetta DJs	Reed Arena
TBA	"Success After the Nest" Wendy Scott and Jentri Jackson	Reed - 3rd Floor (Kyle Field Side)
11:00 pm	Curfew	Reed Arena
WEDNESDAY, JUNE 4, 2025		
TIME	CONTEST/EVENT	LOCATION
6:30 am	Qualifying Livestock Judging Check-in	Pearce Pavilion
7:00 am – 7:00 pm	Registration	Reed Arena Concourse
7:30 am	Consumer Decision Making Check-in	Memorial Student Center (Bethancourt)
7:30 am	Qualifying Meat Judging & Identification Check-in	Rosenthal Meat Center
7:30 am	Invitational Meat Judging & Identification Check-in	Rosenthal Meat Center
7:30 am	Soil Judging Check-in	Scott's Miracle Grow Turfgrass Center
7:30 am	Qualifying Horse Judging Check-in	Hildebrand Equine Complex

TENTATIVE SUBJECT TO CHANGES

Updated 4/24/2025

7:30 am	Wool Judging Check-in (Mohair only will check in at 10:00 am)	Hildebrand Equine Complex
8:00 am	Range Evaluation Check-in	Ecology and Natural Resources Training Area (ENRTA Range Area)
8:00 am	Food Challenge Check-in DISTRICTS in check-in waves ASSIGNMENTS WILL BE SENT TO CONTESTANT FAMILY EMAIL	Reed Arena – Stands
8:30 am	Entomology ID Check-in	Heep Center Room 103
8:30 am	4-H Talent Showcase Check-in: Musical/Instrumental	Rudder – Theater
8:30 am	4-H Talent Showcase Check-in: Vocal	Rudder – Auditorium
8:30 am	4-H Talent Showcase Check-in: Variety Show	Rudder -Theater
8:30 am	4-H Talent Showcase Check-in: Choreographed Routines	Rudder – Auditorium
9:00 - 10:00 am	"Interview Preparation-Putting Your Best Foot Forward" Garry Branham	Reed - 3rd floor (Kyle Field Side)
9:00 - 10:00 am	"It's Your Money" Presented by Capital Farm Credit	Reed - 2nd floor (Kyle Field Side)
10:00 - 10:30 am	WORKSHOP BREAK - Explore Trade Show Area	
9:10 am	Food Challenge Check-in DISTRICTS in check-in waves ASSIGNMENTS WILL BE SENT TO CONTESTANT FAMILY EMAIL	Reed Arena – Stands
10:00 am - 4:00 pm	TRADE SHOW	Reed Arena Concourse
10:00 am	Mohair ONLY Judging Check-In (If competing in Wool, check in at 7:30 am)	Hildebrand Equine Complex
10:30 - 11:30 am	Entrepreneurship - Kodye Neel	Reed - 3rd floor (Reed Arena Side)
11:30 - 12:30 am	LUNCH BREAK	Reed
11:30 am - 1:00 pm	Salute to Excellence Luncheon	AgriLife Center
1:00 pm	Food Challenge Awards	Reed Arena – Stands
1:00 - 2:00 pm	"Interview Preparation-Putting Your Best Foot Forward" Garry Branham	Reed - 3rd floor (Kyle Field Side)
1:00 - 2:00 pm	"It's Your Money" Presented by Capital Farm Credit	Reed - 2nd floor (Kyle Field Side)
2:00 - 2:30 pm	WORKSHOP	
2:30 PM	Wool & Mohair Judging Awards (jointly)	Hildebrand
2:30 pm (NEW TIME)	Qualifying Livestock Judging Awards	Reed Arena - Stands
2:30 - 3:30 pm	Entrepreneurship - Kodye Neel	Reed - 3rd floor (Reed Arena Side)
1:00- 5:00 pm	Community Service Activity & Quilts of Valor	Reed - 2nd floor (Reed Arena Side)
3:00 pm - 4:00 pm	4-H Talent Showcase Prop Unloading and Walk-thru- THURSDAY CATEGORIES ONLY	Rudder - Loading Dock
3:00 pm	Consumer Decision Making Awards	Reed Arena Practice Gym
3:30 pm (NEW TIME)	Invitational Meat Judging Awards	Reed Arena – Stands
3:30 pm (NEW TIME)	Qualifying Meat Judging Awards	Reed Arena – Stands
4:30 pm (by invitation only)	San Antonio Livestock Exposition Scholarship Banquet	Memorial Student Center - Bethancourt
4:30 pm	Qualifying Horse Judging Contest Awards	Reed Arena - Stands
6:00 pm	Winner Lineup Check In	Reed Arena Practice Gym
6:00 pm	Winner Lineup Reception (For Top 3 Teams / Top 3 Individuals)	Reed Arena Practice Gym
7:00 pm	Assembly and Scholar Recognition	Reed Arena
Following Assembly	4-H Dance – Featuring MoBetta DJs	Reed Arena
10:30 pm	Curfew	Reed Arena

THURSDAY, JUNE 5, 2025

TIME	CONTEST/EVENT	LOCATION
7:00 am – 7:00 pm	Registration	Reed Arena Concourse
7:00 am	Invitational Livestock Judging Contest Check-in	Pearce Pavilion
7:30 am	Hippology Check-in	Hildebrand Equine Complex
7:30 am	Agriculture & Natural Resources Education Presentation Check-in	MSC 2406A
7:30 am	Open Education Presentation Check-in	Rudder Tower 601
7:30 am	Health & Wellness Education Presentation Check-in	MSC 1400

TENTATIVE SUBJECT TO CHANGES

Updated 4/24/2025

7:30 am	Animal Science- Small Animal Educational Presentation Check-in	Rudder Tower 707
7:30 am	Open - Family Community Health Check-in	Rudder Tower
7:30 am	Beef Education Presentation Check-in:	MSC 2405
7:30 am	Swine Educational Presentation Check-in:	MSC 2401
7:30 am	Sheep and Goat Educational Presentation Check-in:	MSC 2406B
8:00 am	4-H Science Fair Poster Check-in	Rudder Exhibit Hall
8:00 am	Horse Education Presentation Check-in	Rudder Tower 410
8:00 am	STEM Educational Presentation Check-in	Rudder 404
8:00 am	Safety & Injury Prevention Education Presentation Check-in	Rudder Tower 401
8:30 am	Promote 4-H Education Presentation Check-in	Rudder Tower 302
8:00 am	Duds to Dazzle Check-in - All contestants	Reed Arena - Stands
8:00 am	Healthy Lifestyles Invitational Check-in	Reed Arena Practice Gym
8:00 am	Poultry Judging Check-in	TAMU Poultry Science Center
8:00 am	Public Speaking Check-in ALL CONTESTANTS	Rudder Tower 501
8:00 am	Wildlife Challenge Check-in	Ecosystems Management Field Lab
8:30 am	4-H Talent Showcase Check-in: Solo/Band Performance	Rudder – Theater
8:30 am	4-H Talent Showcase Check-in: Poetry Prose	Rudder – Theater
8:30 am	4-H Talent Showcase Check-in: Celebrate 4-H	Rudder – Auditorium
9:00 - 10:00 am	"The Recipe for a Standout College Application" Shelby Behm and Arnulfo Gonzalez (RSSI)	Reed - 3rd Floor (Kyle Field Side)
9:00 - 10:00 am	"From Boots to Briefcases: Building Your Resume & Cover Letter" James Palacios and Hollie Galluzzo	Reed - 2nd Floor (Kyle Field Side)
10:00 - 10:30 am	WORKSHOP BREAK - Explore Trade Show	Reed
9:00 am	Vet Science Skill-a-thon Check-in	TAMU Vet School
10:00 am - 12:00 pm	TRADE SHOW	Reed Arena Concourse
10:30 - 11:30 am	"Mapping Your Future: Connecting What You Love to College and Careers." Stephanie Burns, Brenna Brown, and Madison Botkin	Reed - 3rd Floor (Reed Arena Side)
10:30 - 11:30 am	Community Service Activity	Reed - 2nd Floor (Reed Arena Side)
11:30 - 12:30 am	LUNCH BREAK	Reed
1:00 - 2:00 pm	"The Recipe for a Standout College Application" Shelby Behm and Arnulfo Gonzalez (RSSI)	Reed - 3rd Floor (Kyle Field Side)
1:00 - 2:00 pm	"From Boots to Briefcases: Building Your Resume & Cover Letter" James Palacios and Hollie Galluzzo	Reed - 2nd Floor (Kyle Field Side)
2:00-2:30 pm	WORKSHOP BREAK - Explore Trade Show	Reed
1:30 - 2:30 pm	Healthy Lifestyles Awards	AgriLife Center
1:30 pm	Duds to Dazzle Awards	Reed Floor
2:30 - 3:30 pm	"Mapping Your Future: Connecting What You Love to College and Careers." Stephanie Burns, Brenna Brown, and Madison Botkin	Reed - 3rd Floor (Reed Arena Side)
2:30 - 3:30 pm	Community Service Activity	Reed - 2nd Floor (Reed Arena Side)
2:00 pm	Final Duds to Dazzle Check-in	Reed Floor
2:00 pm	Hippology Contest Awards	Reed Arena Stands
3:00 pm	Invitational Livestock Judging Contest Awards	Reed Arena Stands
4:00 pm	Wildlife Challenge Awards	Reed Arena Stands or 2nd Floor
4:30 pm (by invitation only)	Houston Livestock Show and Rodeo Scholarship Banquet	Memorial Student Center - Bethancourt
6:00 pm	PROFESSIONAL HEADSHOT PHOTOS BY Rathmann Photography (Tentative)	Reed Arena
6:00 pm	4-H Tailgate	North Lawn under the big tent
6:00 pm	Winner Lineup Reception (For Top 3 Teams / Top 3 Individuals)	Reed Arena Practice Gym
6:00 pm – 10:30 pm (pre purchase ticket holder only)	Texas 4-H Foundation Gala	The Zone Club at Kyle Field
7:00 pm	Awards Assembly	Reed Arena Floor

Your upcoming stay in College Station *Kristen Clark

24 days until your stay | Confirmation number: [22786711](#)



Staybridge Suites College Station

1405 University Drive East, College Station, Texas,
United States

Reservations: [1-877-238-8889](tel:1-877-238-8889)

Front Desk: [1-979-485-2955](tel:1-979-485-2955)

Check in 3:00 pm / Check out 12:00 pm

Dates Jun 2, 2025 - Jun 5, 2025
Check in 3:00 pm

Reservation 1 room, 1 guest

Room type 1 King Studio Suite

Summary of Charges

Rate ⓘ

State Government-US

Key information

Cancellation policy

Canceling your reservation before 6:00 PM (local hotel time) on Sunday, 1 June, 2025 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 1 June, 2025, or failing to show, will result in a charge equal to the first night's stay per room to your credit card or other guaranteed payment method. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

Check-in age policy

Guest must be at least 18 years of age or older in order to check in with this reservation.

Pet policy

Shot records must be

Feedback

Feedback

[Duplicate Reservation](#)

Payment	VISA Visa 0239
Total charges	381.99 USD

be charged to the guest's account upon check in, 75.00 USD for one to six nights and 150.00 USD for seven or more nights.

Points to be earned with this stay

Silver Elite

Total points to earn	1,980 pts
Base Earnings	1,650 pts
Elite Bonus	330 pts

Parking information
Complimentary self-parking.

Description of taxes and additional charges
15.75% per night not included in rate effective 2 June, 2025 through 5 June, 2025

Other charges
The following fees will be added to your bill only if they apply to your stay

Pet Fee: 150.00 USD



Exclusive Offer

Earn up to \$300 in IHG statement credits + earn 65,000 bonus points

APPLY NOW

Please Note

As exchange rates may fluctuate from the time a reservation is made until the actual stay, the confirmed rate is guaranteed in the

Manage your reservation

Modify or Cancel

Need reservation help?
Chat with us

Duplicate Reservation

Feedback

Feedback

* As taxes and additional charges may fluctuate from the time a reservation is made until the actual stay and during the actual stay, the Total Price is an estimate. Estimated price includes Room rate, Extra person charges, additional charges, Total tax and Total hotel charges. Additional charges are hotel-specific. Other hotel-specific charges may also apply. Check with hotel for details.

Carrying a weapon on these premises is prohibited.

Only the reservation as entered into and confirmed by our system will be honored. Any written or printed confirmation that has been altered may be rejected by the hotel.

Becky Kozera

*Cassie
Hotel for
Roundup*

From: Cassie Mavis
Sent: Friday, May 9, 2025 11:45 AM
To: Becky Kozera
Subject: Fw: Your Reservation Confirmation # 49549865 at Holiday Inn Express Hotels & Resorts.

Hotel confirmation for Roundup.

Cassie

Get [Outlook for iOS](#)

From: Cassandra Mavis <cassandra.mavis02@gmail.com>
Sent: Friday, May 9, 2025 11:42:55 AM
To: Cassie Mavis <cassie.mavis@ag.tamu.edu>
Subject: Fwd: Your Reservation Confirmation # 49549865 at Holiday Inn Express Hotels & Resorts.

----- Forwarded message -----

From: **Cassandra Mavis** <cassandra.mavis02@gmail.com>
Date: Thu, Apr 10, 2025 at 4:36 PM
Subject: Fwd: Your Reservation Confirmation # 49549865 at Holiday Inn Express Hotels & Resorts.
To: Cassie Mavis <cassie.mavis@ag.tamu.edu>

----- Forwarded message -----

From: **Holiday Inn Express** <HolidayInnExpress@tx.ihg.com>
Date: Thu, Apr 10, 2025 at 4:35 PM
Subject: Your Reservation Confirmation # 49549865 at Holiday Inn Express Hotels & Resorts.
To: <cassandra.mavis02@gmail.com>

[Web Version](#)



SIGN IN | Club [290701232](#)

Cassandra, your reservation is confirmed!

Confirmation #[49549865](#)



Holiday Inn Express College Station

Address: [1203 University Drive E,
College Station, TX 77840 United States](#)

Front Desk: [19798468700](#)

Email: frontdesk.hiexcs@gmail.com

Dates

3 Jun 2025 - 5 Jun 2025

Check in 3 pm / Check out 12 pm

Reservation

1 Room, 1 Adult

Cassandra Mavis, Primary

Room details

2 Queen Standard

Rate

Book Now Pay Later Ihg® One Rewards Member Exclusive

Summary of charges

2 night stay	285.00 USD
Taxes	44.88 USD
<hr/>	
*Total charges	329.88 USD

Modify or cancel reservation

Cancellation Policy: Canceling your reservation before 4:00 PM (local hotel time) on Saturday, 31 May, 2025 will result in no charge. Canceling your reservation after 4:00 PM (local hotel time) on 31 May, 2025, or failing to show, will result in a charge equal to the first night's stay per room to your credit card or other guaranteed payment method. Taxes may apply.



Estimated points to be earned

2,850

[View your account](#)

Complete your trip



Manage stay preferences

Room on higher floor, extra pillows...

[Set preferences](#)



Pet policy

Only Service animals allowed. Up to date health records required.



Weapon Policy

Open Carry weapons are not allowed on property.



Tours & Activities

Book a tour, restaurant and more

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Restaurants

Find places to eat during your stay

[View hotel dining](#)

[View nearby restaurants](#)



Transportation

Book an airport shuttle or private transportation

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in IHG statement credits + 50,000 bonus points

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EXCLUSIVE OFFER

EARN UP TO \$150
in IHG statement credits + 50,000 bonus points

[APPLY NOW](#)