

Travel Approval Form

Department: Extension Office

Event Name: District 8 4-H Surge

Location: Brownwood

Event Dates: June 24 - June 26

Purpose: ☒ Required Continuing Education/Certification


☐ Job Training

☐ Other: _____

Name of Attendees:

Kristen Clark Cassandra Mavis

LeAnne Pollock _____

| |
|---------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Court Decision: This section to be completed by County Judge's Office</p> |
| <div style="text-align: center;"> 6-09-25</div> |

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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| |
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Texas 4-H Youth Program

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

INVOICE

INVOICE # 540491
INVOICE DATE 05/27/2025
STATUS Draft

BILL TO

Johnson County
, 77843

| DESCRIPTION | QTY | PRICE | TOTAL |
|---------------------------------------------------------------------------|-----|----------|-----------------|
| Johnson: 2025 D8 4-H SURGE (Leadership Lab-Brownwood): Kristen Clark | 1 | \$235.00 | \$235.00 |
| Johnson: 2025 D8 4-H SURGE (Leadership Lab-Brownwood): LeAnne Pollock | 1 | \$235.00 | \$235.00 |
| Johnson: 2025 D8 4-H SURGE (Leadership Lab-Brownwood): Cassandra Mavis | 1 | \$235.00 | \$235.00 |
| TOTAL | | | \$705.00 |

Recorded Member Name:

Recorded Parent/Guardian:

Recorded Manager:

Date of Consent:

DISTRICT 8 4-H SURGE

Schedule – June 24-26, 2025

Tuesday, June 24, 2025

| | |
|--------------------|--------------------------------------------------------------------------|
| 2:00pm-2:45pm | Registration |
| 3:00 pm – 3:15 pm | Officer Candidate Orientation Meeting |
| 3:30 pm –5:00 pm | Welcome & Orientation Meet the Candidates through “Your Turn to Lead” |
| 5:00 pm | Chaperone Meeting |
| 5:00 pm-6:15pm | Group Meetings & Chant Contest |
| 6:30 pm – 7:45 pm | Dinner |
| 7:45 pm – 8:45 pm | Team Challenges |
| 9:00 pm – 11:00 pm | Dance -Medal Night |
| 11:00 pm | Vespers |
| 11:30 pm | In Rooms |
| 12:00 Midnight | Lights Out |

Wednesday, June 25, 2025

| | |
|---------|--------------------------------------------|
| 7:15 am | Morning Jam & Breakfast |
| 8:00 am | Overview of the Day & Dismiss to Workshops |

| <i>Location:</i> | Team Building <i>Ropes Course</i> | Nutrition is Key <i>Leader Lodge</i> | Team Building <i>Auditorium/Cafeteria</i> | Team Building <i>Rec Room/Patio</i> |
|-------------------|------------------------------------------|-----------------------------------------|----------------------------------------------|----------------------------------------|
| <i>Led By:</i> | <i>Center Staff</i> | <i>Agent Team</i> | <i>Council Teams</i> | <i>Council Teams</i> |
| 8:15 am-9:15 am | Group A Ropes Course | Groups B Nutrition is Key | Group C Team Activities | Group D Team Activities |
| 9:30 am-10:30 am | Group B Ropes Course | Group A Nutrition is Key | Group D Team Activities | Group C Team Activities |
| 10:45 am-11:45 am | Group C Ropes Course | Group D Nutrition is Key | Group A Team Activities | Group B Team Activities |
| 12:00 pm-1:00 pm | Lunch | | | |
| 1:30 pm-2:30 pm | Group D Ropes Course | Group C Nutrition is Key | Group B Team Activities | Group C Team Activities |
| 2:30 pm-5:00 pm | Free Time | | | |
| 5:30 pm-6:00 pm | Mix & Mingle/Group Time | | | |
| 6:00 pm-7:15 pm | Dinner | | | |
| 7:30 pm-9:00 pm | Candidate Speeches & Impromptu Questions | | | |
| 9:30 pm-11:00 pm | Dance-Olympic Podium/Awards Night | | | |
| 11:00 pm-11:15 pm | Vespers | | | |
| 11:30 pm | Curfew-In rooms & Lights Out | | | |

Thursday, June 26, 2025

| | |
|----------|----------------------------------------------|
| 7:30 am | Morning Jam & Breakfast |
| 8:15 am | Officer Elections & Installation |
| 10:30 am | Camp Photo, thank you notes, Closing Session |
| 11:00 am | Have a safe trip home! |

1 Pick Date / Time

2 Select A Car

3 Choose Options

4 Place Reservation

[Start Reservation](#)

Your Reservation Has Been Placed, Thank you for using Capps Van and Truck Rental

Confirmation Number: WCP00136EB



FVM-FVM

Pick Up - Location Details

Tuesday 24th June 2025 at 09:00 am

6100 Airport Frwy.

Haltom City

Tx

76117

817-222-0808

Drop Off - Location Details

Thursday 26th June 2025 at 04:00 pm

6100 Airport Frwy.

Haltom City

Tx

76117

817-222-0808

Rate Detail

Rental Days: 3

Rate Charge: \$690.00

Total Rental Charge: \$773.85

[Print This Page](#)

An e-mail including your reservation details has been sent to you.