

Travel Approval Form

Department: Extension Services

Event Name: 2025 District 8 4-H Horse Show


Location: Belton, TX

Event Dates: 6/16/25 - 6/17/25

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

Name of Attendees:

Kristen Clark Cassandra Mavis

Court Decision: <small>This section to be completed by County Judge's Office</small>
 6-09-25

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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March 24, 2025



MEMORANDUM

TO: County Extension Agents – District 8

FROM: Jay M. Kingston
District Extension Administrator

Megan R. Shaffer
Extension Program Specialist
4-H Youth Development

SUBJECT: 2025 D8 4-H HORSE SHOW

Enclosed you will find the 2025 District 8 4-H Horse Show contest information. The 2025 Texas 4-H Horse Show Rules can be found online at: <https://texas4-h.tamu.edu/events/horse/>. This letter and supplemental information can also be found online at: <https://agrilife.org/d84h/events-and-activities/horse-show/>. Please review all materials carefully!

LOCATION: Cadence Bank Center
Equine Livestock Complex
301 W Loop 121
Belton, TX 76513
(254) 933-5353
Cadencebankcenter.com - cadencebankcenter.com

When entering from Loop 121, go around the west side (right) of the building and head to the back (southwest side) of the new facility.

DATE: Monday, June 16, 2025 and Tuesday, June 17, 2025
STARTING TIMES AND SCHEDULE ATTACHED
For more information about Validation process, dates, and fees:
<https://texas4-h.tamu.edu/events/horse/>

Due Date	What is Due?	Where?
March 1-April 15, 2025	Validation (\$10 per horse)	On 4-H Online
April 16-May 1, 2025	Late Validation (\$20 per horse)	On 4-H Online
May 1, 2025	Horse Ownership Deadline	
May 6-24, 2025	4-H member's District Horse Show Entry	On 4-H Online
Tuesday, May 24, 2025	County confirmation of registrations	On 4-H Online
No later than July 1, 2025	Texas 4-H Horse Show Entry	On 4-H Online

****There are no validations accepted past the May 1st deadline.****

CERTIFICATION OF ENTRIES: Please confirm registrations as quickly as possible once they are submitted to the County Office, **but no later than Tuesday, May 28, 2025**

When the County Extension Agent confirms the entry on 4-H Connect, he/she is certifying that the named exhibitor and horse(s) have fulfilled the minimum 4-H project requirements, agree to the provisions contained in the rules and regulations of the show or event entered, have completed the Waiver, Indemnification, & Medical Authorization Form, and are eligible to compete at the District 8 4-H Horse Show.

Only horses that have been validated and approved through 4-H Connect will be able to register to enter the District Horse Show.

DISTRICT 8 4-H HORSE SHOW

TENTATIVE Agent Assignments

SUBJECT TO CHANGE! BE PREPARED TO ASSIST WHERE NEEDED, REGARDLESS OF YOUR SPECIFIC DUTY!

Show Coordinators	Zach T. Davis and Becky Coward
Grounds Superintendents	Floyd Ingram, Sheryl Long, Meagan Cline
Stalls	Bell County Expo
Tractor Driver	Monday & Tuesday _____
Registration & State Entries	Monday & Tuesday _____
(help with awards as needed)	(need to be ready by 8 am on Monday)) (need to be ready by 7 am on Tuesday)
Awards	Monday & Tuesday _____
Tabulation	Monday & Tuesday: Sheryl Long & Megan Shaffer
Appeals Committee	Jay Kingston, Megan Shaffer, Zach T. Davis, Becky Coward

Tuesday CLASSES

Announcer	_____
Hunter Showmanship, Hunter Under Saddle, Hunter Equitation, Hunter Hack	_____
Ring Stewards	_____
Gate Keepers & Line-Up	_____
All Futurity Divisions (Classes 16-20)	_____
Ring Stewards	_____

Plan to attend
Agent Meeting
each morning
Mon – 8 am
Tues – 7 am

Specific Agent Assignments
will be made the morning of.

Wednesday

Announcer	_____
Showmanship & All Halter Classes (Classes 6-9)	_____
Ring Stewards	_____
Gate Keepers & Line-Up	_____
Western Pleasure, Western Horsemanship, Western Riding	_____
Ring Stewards	_____
Gate Keepers & Line-Up	_____
_____ - set up Trail during W. Pleasure, W. Horsemanship, W. Riding.	_____
Poles, Barrels, Stakes	_____
Time Keepers	_____
Gate Keepers & Line-Up	_____
Flagger	_____
Reset Barrels, Poles	_____
Trail (upper arena)	_____
Gate Keepers & Line-Up	_____
Judge Helper	_____
Re-set Obstacles	_____

DISTRICT 8 4-H HORSE SHOW

Agent Assignments

Mandatory Agent Meeting each morning

Monday – 8:00 am

Tuesday – 7:00 am

Specific assignments will be divided during the morning agent meeting. Please be prepared to pitch in where necessary.

Monday & Tuesday

Sheryl Long, **Bell**
 Floyd Ingram, **Bell**
 Meagan Cline, **Bell**
 Chelsea Dorward, **Bosque**
 Mike Berry, **Comanche**
 Robert Ferguson, **Coryell**
 Becky Coward, **Coryell**
 Sidney Atchley, **Ellis**
 Thomas Boyle, **Erath**
 Angie Nors, **Hill**
 Zach T. Davis, **Hill**
 Amanda Salinas, **Hood**
 Cassie Mavis, **Johnson**
 Kristen Clark, **Johnson**
 Haley Acord, **Leon**
 Cassie Ferguson, **Leon**
 Mallory Randig, **Limestone**
 Jerod Meurer, **McLennan**
 Madeline Makovy, **McLennan**
 Cecily Nors, **Navarro**
 Andrew Lewis, **Navarro**
 David Groschke, **Robertson**
 Brittany Allen, **Williamson**
 Shelley Franklin, **Williamson**

Your upcoming stay in Temple

20 days until your stay | Confirmation number: 40303420

Manage your reservation

Duplicate Reservation

 Need reservation help?
[Chat with us.](#)

 **Holiday Inn Express & Suites Temple - Medical Center Area**

2609 South 39th Street, Temple, Texas, United States
Reservations: [1-888-465-4329](tel:1-888-465-4329)
Front Desk: [1-254-773-5500](tel:1-254-773-5500)
Check in 3:00 pm / Check out 11:00 am

Add to your stay
Need anything else for your trip? [View all](#)

Dates Jun 16-17, 2025
Check in 3:00 pm


Reservation 1 room, 1 guest

Room type 1 King Bed Standard

Summary of Charges

Rate  State Government-US

Spread out with more space

1 King Bed Suite Sofa Bed 

Modify or Cancel

Payment

VISA Visa 0239

Total charges

126.50 USD ✓

Points to be earned with this stay

Silver Elite

Total points to earn	1,320 pts
Base Earnings	1,100 pts
Elite Bonus	220 pts



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 hotel's base



Outlook

Fwd: Your Reservation Confirmation # 23917974 at Holiday Inn Express Hotels & Resorts.

From Cassandra Mavis <cassandra.mavis02@gmail.com>

Date Tue 5/27/2025 1:26 PM

To Cassie Mavis <cassie.mavis@ag.tamu.edu>

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

From: **Holiday Inn Express** <HolidayInnExpress@tx.ihg.com>

Date: Tue, May 27, 2025 at 1:26 PM

Subject: Your Reservation Confirmation # 23917974 at Holiday Inn Express Hotels & Resorts.

To: <cassandra.mavis02@gmail.com>


[Web Version](#)



[Holiday Inn Express](#)



[IHG One Rewards](#)

 SIGN IN | Club [290701232](#)

Cassandra, your reservation is confirmed!

Confirmation #23917974



[Holiday Inn Express Temple - Medical Center Area](#)

[Holiday Inn Express Temple - Medical Center Area](#)

Address: [2609 South 39th Street,](#)
[Temple, TX 76504 United States](#)

Front Desk: [12547735500](#)

Email: frontdesk.tplev@gmail.com

Dates

16 Jun 2025 - 17 Jun 2025

Check in 3 pm / Check out 11 am

Reservation

1 Room, 1 Adult

Cassandra Mavis, Primary

Room details

2 Queen Beds Standard

Rate

Government/military Business Rate

Summary of charges

1 night stay	110.00 USD
Taxes	16.50 USD
<hr/>	
*Total charges	126.50 USD

[Modify or cancel reservation](#)

Cancellation Policy: Canceling your reservation before 6:00 PM (local hotel time) on Sunday, 15 June, 2025 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 15 June, 2025, or failing to show, will result in a charge of 1 night 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.



Estimate

Estimated points to be earned

1,100

[View your account](#)

Complete your trip



Manage

Manage stay preferences

Room on higher floor, extra pillows...

[Set preferences](#)



Pet

Pet policy