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January 9, 2013

**KANSAS BULLETIN NO. KS330-13-5**

**SUBJECT: MGT–Women Managing the Farm Conference, February 7-8, 2013**

**Action required by:** January 22, 2013 (Employees)  
January 24, 2013 (Management Team)

**Purpose.** To provide information and authorize attendance at the subject conference

**Expiration Date.** September 30, 2014

The Kansas Natural Resources Conservation Service (NRCS) has joined with several Kansas organizations in an outreach opportunity to help host the 2013 Annual Women Managing the Farm Conference. The conference will be held February 7-8, 2013, (Thursday and Friday) at the Hilton Garden Inn, Manhattan, Kansas.

The “Women Managing the Farm” project provides valuable tools and materials to address production, price, human, financial, and legal risks for farm women. This project develops and presents tools especially for farm women to increase overall support through various avenues such as comprehensive training, area networks of support, and an online discussion group. The theme for the conference is “Inspire–Empower–Engage.” The conference Web site [womenmanagingthefarm.blogspot.com/p/home.html](http://womenmanagingthefarm.blogspot.com/p/home.html) has detailed information.

NRCS employees will be considered for conference attendance to offer the opportunity to network and provide outreach for our programs. Employees wishing to attend should submit their request on Form KS-FNM-10, Request for Approval to Attend Meeting/Unscheduled Training, along with a completed [registration form](#) to their supervisor no later than **January 22, 2013**. The Management Team member should forward to Muriel Morgenthaler at the state office by **January 24, 2013**.

Employees are responsible for making their own hotel reservations at the Hilton Garden Inn or other nearby motel. Reimbursement will be at established government per diem rate. Registration includes a breakfast and a lunch on each day so meal deductions are required on your travel voucher. Dinner is on your own. Registrations will be paid by the state office.

Compensatory time for employees attending will be authorized on a case-by-case basis. Form KS-FNM-8, Request Authorization for Overtime/Compensatory Time/Compensatory Time for Travel, should be submitted.

**Contact:** Mary Shaffer, Public Affairs Specialist/State Outreach Coordinator, 785-823-4571

*(signed)*

ERIC B. BANKS  
State Conservationist

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