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Co-Operative Extension Work - August 1944

Prairie View State College

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Prairie View, Texas
August 1, 1944

MEMORANDUM

TO: Home Demonstration Staff Members
Prairie View College

FROM: Mrs. I. W. Rowan
Supervising Home Demonstration Agent

RE: Monthly Departmental Meeting

We will have our monthly departmental meeting,
Wednesday, August 2, 1944 beginning at 9:00
A.M. in my office.

Please reread the minutes of the last meeting
before meeting time.

**COOPERATIVE EXTENSION WORK
IN AGRICULTURE AND
HOME ECONOMICS**

AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS
AND UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATING

STATE OF TEXAS

EXTENSION SERVICE
COUNTY AGENT WORK

COLLEGE STATION, TEXAS
August 22, 1944

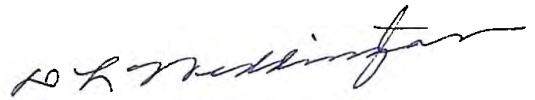
Mrs. Theresa P. Huckaby
Negro Co. Home Dem. Agent
1303 13th Street
Huntsville, Texas

Dear Agent:

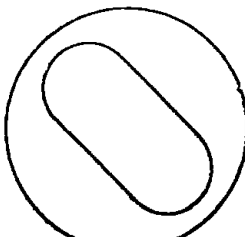
Receipt is hereby acknowledged of your letter of August 21 with reference to your July state warrant.

State payrolls cannot be made until Form 228, Certificate of Service, covering period of services performed has been received. Your Form 228 for the month of July was received on August 7 making a delayed payroll and warrant has not been received. It will be forwarded to you immediately upon receipt in this office.

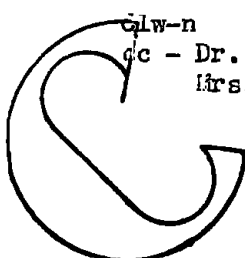
Very truly yours,



D. L. Weddington
Executive Assistant



clw-n
cc - Dr. E. B. Evans
Mrs. I. W. Rowan



COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS
AND UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATING

STATE OF TEXAS

EXTENSION SERVICE
COUNTY AGENT WORK

COLLEGE STATION, TEXAS

August 24, 1944

Mrs. I. W. Rowan ✓
Supervising Home Demonstration Agent
Prairie View, Texas

My dear Mrs. Rowan:

The new copies of ES-21 have just been received and I am mailing one to you.

The only changes that will affect the making of the checkerboard forms will be found on pages 5 and 11.

On page 5, Q39 will require no answer and thus will not need a column. Q40 will need two columns - one for MEN and one for WOMEN.

On page 11, Q115 (g) and Q115 (h) have been enlarged and will need 18 columns each:

6 columns for Fruits (a)
6 " for Vegetables (b)
6 " for Meats and Fish (c)

Then 115 (n) and 115 (o) will be added after the column for 115 (m), as these are new numbers this year,

These are the only changes that I find this year. The old checkerboard forms for last year can be used as a pattern until you get to page 5, Q39 and Q40, where this year's ES-21 should be followed. Then again on Page 11, make the changes as I have indicated.

I hope this will all be clear to you, but if you have any trouble let us know. We start on ours in September.

Yours truly,

/s/

Mrs. Lilla Graham Bryan
Extension Service Librarian

LBB/c

COOPERATIVE EXTENSION WORK
IN AGRICULTURE AND
HOME ECONOMICS

AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS
AND UNITED STATES DEPARTMENT OF
AGRICULTURE COOPERATING

STATE OF TEXAS

EXTENSION SERVICE
COUNTY AGENT WORK

College Station, Texas
September 2, 1944

Mr. Wm. E. A. Meinscher
County Agricultural Agent
Bellville, Texas

Dear Mr. Meinscher:

In reply to your letter of the 31 ultimo will say that the County and Home Demonstration Agents permit number for free mailing privileges is covered by permit #1001 which does not mean that it will be necessary to number your mailing as you suggested in the event you mailed 12 letters that you should number them from 1 to 12. That part of the instructions is purposely meant for those of us at College Station where we have printed franked envelopes and cards. It is necessary for us at such time to designate the date and number of item purchased.

You should use the envelopes you now have on hand but should have printed or stamped on same Permit 1001. You should consult your Postmaster as to whether or not he will require a daily report or a quarterly report. In the event you make arrangements to have a quarterly report it will be necessary that it be made in triplicate - one copy to the Postmaster, one to be sent to College Station and a copy for your own files.

Yours very truly,

/s/

D. L. Weddington
Executive Assistant

DLW:dlh

cc - J. D. Prewit
R. S. Miller