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Co-Operative Extension Work - January 1945

Prairie View State College

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COOPERATIVE EXTENSION WORK
IN AGRICULTURE AND
HOME ECONOMICS

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

STATE OF TEXAS
PRAIRIE VIEW STATE COLLEGE
Prairie View, Texas

EXTENSION SERVICE
COUNTY AGENT WORK

January 3, 1945

To All Negro Extension Workers

Dear Co-workers:

You will recall that you are expected to render a quarterly mail report to this office. Your report for this quarter is now due.

Your quarterly report is rendered on Form B/A 47 in three copies. Retain one copy for your files and send two copies to E. B. Evans, State Leader, Prairie View College, Prairie View, Texas. Mr. Weddington mailed you necessary forms to be used for that purpose some time ago.


If you have not submitted your quarterly report kindly drop what you are doing and send this report to us at once, as we must have a report from every agent in the service not later than January 3, 1945.

Your prompt attention to this matter will be appreciated.

Very truly yours,



(Mrs.) I. W. Rowan, Supervising
District Home Demonstration Agent



E. B. Evans, State Leader
Negro Extension Work

IWR:EBE:elh

cc: Mr. D. L. Weddington
Prairie View Staff

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

STATE OF TEXAS
PRAIRIE VIEW STATE COLLEGE
Prairie View, Texas

EXTENSION SERVICE
COUNTY AGENT WORK

January 3, 1945

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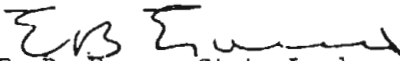
If you have not submitted your quarterly report kindly drop what you are doing and send this report to us at once, as we must have a report from every agent in the service not later than January 8, 1945.

Your prompt attention to this matter will be appreciated.

Very truly yours,



(Mrs.) I. W. Rowan, Supervising
District Home Demonstration Agent



E. B. Evans, State Leader
Negro Extension Work

IWR:EBE:elh
cc: Mr. D. L. Weddington
Prairie View Staff

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS
AND UNITED STATES DEPARTMENT OF
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STATE OF TEXAS
PRAIRIE VIEW STATE COLLEGE
Prairie View, Texas

EXTENSION SERVICE
COUNTY AGENT WORK

January 3, 1945

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Very truly yours,



(Mrs.) I. W. Rowan, Supervising
District Home Demonstration Agent



E. B. Evans, State Leader
Negro Extension Work

IWR:EBE:elh
cc: Mr. D. L. Weddington
Prairie View Staff

Woods

Prairie View, Texas
January 11, 1945

MEMORANDUM

TO: Home Demonstration Staff Members
Prairie View College

From: *I. W. Rowan*
Mrs. I. W. Rowan
Supervising Home Demonstration Agent

RE: Better Home Baking Demonstration

The cooperation offered by Bewley Mills for Better Home Baking for 1945 can be extended to other counties under the following provisions:

1. Upon receipt of evidence that Bewley's products are being sold in the county
2. Additional counties to be approved by Bewley Mills


RE: 4-H Poultry Plan

The Director of Public Relations of Sears, Roebuck Foundation advises that it is satisfactory for the County Home Demonstration Agent to purchase chicks through a local hatchery for the 4-H Club girls who will be awarded them in our 4-H Poultry Plan, with the understanding that (1) chicks awarded to 4-H club members are "as hatched", (2) fifteen cents per chick is the maximum price usually, (3) have the hatchery bill the Sears, Roebuck Foundation, Sears' bill to be forwarded to the Foundation through this office.

Prairie View, Texas
January 17, 1945

MEMORANDUM

To: Home Demonstration Staff Members
Prairie View, Texas

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

Re: Regular Monthly Meetings

I find that four of the dates we selected for monthly departmental meetings conflict with Home Demonstration Staff meetings at A. & M. College. The conflicts effect the following dates: January 31, February 28, May 30, and October 31.

Since the meeting on January 31 is so near, I am taking the liberty to change our date at Prairie View to Monday, January 29th. Please accept this message as a reminder that the meeting will begin at 9:30 A. M.

During our conference on January 29th, new dates for February, May, and October will be selected.

COOPERATIVE EXTENSION WORK

IN AGRICULTURE AND HOME ECONOMICS

AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS
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STATE COLLEGE
PRAIRIE VIEW STATE COLLEGE
Prairie View, Texas

EXTENSION SERVICE
COUNTY AGENT WORK

January 9, 1945

To All Negro Agricultural Agents

Dear co-workers:

For your information and guidance I wish to advise that district farm labor meetings will be held for the purpose of discussing matters pertinent to the 1945 farm labor program.

A period from 2:30 to 5:00 o'clock in the afternoon has been set aside at each meeting to outline the responsibilities of those concerned with the farm labor program in each county.

All meetings will begin at 9:30 a.m. except the Lufkin meeting which will begin at 1:00 p.m. You will be welcome to attend the meetings all day, but it is imperative that you be present during the 2:30 to 5:00 period.

Attend only one meeting and at the place and date with the group where your name appears below, as your expenses will be paid from your station to that point.

You will receive a letter of authorization from Mr. Weddington's office at an early date.

Dates and places of meetings are as follows:

<u>DATE</u>	<u>PLACE</u>
<u>January 26</u>	<u>Jefferson Hotel, Dallas, Texas</u>
Howard R. Edwards	Room 18, McDonald Jr. Y. M. C. A. Ft. Worth, Texas
Cedar A. Walton	515 Browder St., Dallas, Texas
Searcy P. Walton	Corsicana, Texas
<u>January 15</u>	<u>R. E. A. Building, Gilmer, Texas</u>
Bernice J. Pryor	Tyler, Texas
Rufus G. Johnson	Longview, Texas
Fred D. Roland	Marshall, Texas
Harold A. Odom	Jefferson, Texas
Reed M. Bradley	Linden, Texas
Benjamin F. Hudson	Box 891, Texarkana, Texas
A. C. Clemons	Quitman, Texas
Harrison W. Grays	Sulphur Springs, Texas

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AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS
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STATE OF TEXAS

EXTENSION SERVICE
COUNTY AGENT WORK

PRAIRIE VIEW STATE COLLEGE
Prairie View, Texas

January 13, 1945

Miss Quincy M. Cunningham
Mr. E. A. Palmer
Mr. Leonidas Watson
Mr. A. E. Adams
Mr. H. L. Hubbard
Mr. N. S. Stevens
Mr. B. J. Pryor
Mr. H. L. Brown
Miss Vera S. Dial

Mr. G. W. Rolligan
Mr. Kermit Davison
Miss Carrie Jenkins
Mrs. L. B. Jones
Mrs. Clara S. Hall
Mrs. Marie B. Sims
Mrs. Hattie G. Sneed
Miss Consuela M. Scott
Mr. L. G. Luper

Dear Co-workers:

For your information and guidance, we wish to advise that Messrs. Gabriel Nocolas and Rodini Conte of Haiti are visiting us for the purpose of making a study of the Negro Extension Work in Texas.

They will be with us approximately five weeks and your county has been designated as one of the counties in which they will spend some time.

Date of their arrival, period of study, field of interest and other information will be furnished you through your district agent.

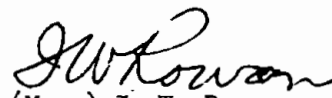
By all means see that these young men have a full schedule and are kept busy.


It is gratifying to note how quickly they are learning the English language, but you will have to use your judgement as well as theirs in connection with speaking engagements for them.

Anticipating your usual fine cooperation in matters of this kind,

We are

Very truly yours,


(Mrs.) I. W. Rowan,
Supervising District Home
Demonstration Agent


E. B. Evans,
State Leader
Negro Extension Work

cc: Prairie View District Agents

COOPERATIVE EXTENSION WORK

IN AGRICULTURE AND HOME ECONOMICS

AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS
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AGRICULTURE COOPERATING

STATE OF TEXAS

EXTENSION SERVICE
COUNTY AGENT WORK

PRAIRIE VIEW STATE COLLEGE
Prairie View, Texas

February 13, 1945

TO ALL NEGRO EMERGENCY WAR FOOD ASSISTANTS

Dear Co-worker:

A special monthly report form has been developed for your use. In addition to the statistical report to be submitted on the attached form, you will submit a narrative report of your activities and observations together with results of your work.

In making the statistical report (EWFA-1) remember that you are reporting only on the results of your activities. In the narrative you may wish to include work accomplished in cooperation with Extension Agents.

Please follow these instructions when making, mailing and filing your reports:

MONTHLY REPORTS

Make enough copies of your statistical (EWFA-1) and narrative reports so that you can:

1. Mail three (3) copies of each to your District Agent, Prairie View, Texas.
2. File one (1) complete copy of your report in every county where you work. File a copy with the County Home Demonstration Agent or the County Agricultural Agent. If there is no agent located in the county, file a copy of the report with the County Judge, or City Official.

Fifteen (15) copies of the monthly report form are enclosed. You will use form 910-E to order additional copies as needed.

ANNUAL REPORT

When your service is terminated you will make five (5) copies of each of the following:

1. Texas Supplementary Forms
2. ES-21, which is the Washington combined annual report for county Extension agents.
3. Narrative

The work copy of this report is to be filed in the county which is your headquarters. File it with the County Home Demonstration Agent or the County Agricultural Agent or the County Judge.

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

STATE OF TEXAS

EXTENSION SERVICE
COUNTY AGENT WORK

2

February 13, 1945

Send four (4) copies to your District Agent, Prairie View, Texas.

These forms will be sent to you by the District Agent at the time your service is terminated.

CERTIFICATE OF SERVICE AND EXPENSE ACCOUNTS

Form 228, Monthly Certificate of Service should be filled out and sent to your District Agent at the end of the month with the Monthly Report.

Make at least three (3) copies of your travel expense account (Form TR-1). Mail two complete copies of your expense account with letters of authorization (E-217) for out-of-county trips attached to reach your District Agent before the 5th of each month after expense is incurred.

If you need further help in making these reports, see your District Agent.

Very truly yours,

I. W. Rowan

(Mrs.) I. W. Rowan
Supervising Home Demonstration Agent

E. B. Evans

E. B. Evans, State Leader
Negro Extension Work

IWR:EBE:elh
Attachments
cc: District Agents

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

February 7, 1945

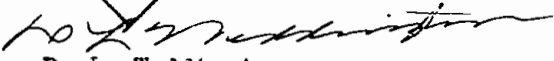
Mrs. I. W. Rowan, District Agent,
Negro Extension Work,
Prairie View, T e x a s.

Dear Agent:

Returned herewith will be found receipts for
telephone calls and toll call certificates in support
thereof.

It will be necessary for the calls to be re-
submitted on Form D-176 in original and duplicate. Upon
preparing Form D-176, kindly attach receipts and toll
call certificates and return to our office for payment.

Yours very truly,


D. L. Weddington,
Executive Assistant

DLW:NNS:w
Enclosure
c/c - Dr. E. B. Evans

