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Co-Operative Extension Work - March 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

EXTENSION SERVICE
COUNTY AGENT WORK

Bastrop, Texas
March 5, 1945

Mrs J. W. Rowan
District Agent
Prairie View College
Prairie View, Texas

Dear Mrs Rowan:

I plan to attend the Training School
on "Early in the Year Jobs on 1945
Home Food program" in Caldwell
County March 9, 1945.

I expect to bring two women from
the Bastrop County Council.

Very truly yours
Opal D. Hatch
N.C.H.S.F.

COOPERATIVE EXTENSION WORK

IN AGRICULTURE AND HOME ECONOMICS

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

PRAIRIE VIEW STATE COLLEGE
Prairie View, Texas
STATE OF TEXAS
March 6, 1945

EXTENSION SERVICE
COUNTY AGENT WORK

TO ALL MEMBERS OF THE PRAIRIE VIEW
EXTENSION STAFF

Dear co-workers:

The information appearing below is for your guidance in the prosecution of the Emergency War Food Assistants program:

I. Report Making and Travel Accounts

- A. That the letter from the two Vice Directors to white Emergency War Food Assistants be used as a guide.
- B. That Form 228 and travel accounts be handled as is done for Extension Agents.

II. Training Meeting

April 11-14, 1945

III. Manner of Procedure

- A. In locality with Negro extension agents:
 - 1. The district agent or his assistant have a "get-together" with county agents and Emergency War Food Assistants to discuss and explain the position of each.
 - 2. Discuss local jobs and develop plans for getting the jobs done.
- B. In locality without a Negro extension agent:
 - 1. Secure conferences with County Judge, Secretary of Chamber of Commerce, or others to determine local attitude and problems and secure names of local leaders.
 - 2. Discuss and explain proposed service, and relationship between Extension Service and the county or city through the Commissioners' Court or other organization or agency.

IV. Relationship Between Agents and Assistants

- A. The Emergency War Food Assistant is in the position of being an assistant to the regular extension workers in the county, but he is working on a special war food assignment.

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2
STATE OF TEXAS

EXTENSION SERVICE
COUNTY AGENT WORK

- B. These assistants provide opportunity to follow through with special methods like "farm visits" to get the food job well done.
- G. We must teach county agents how best to use assistants by permitting them to be responsible for important jobs and conversely not use them as "chore boys."

V. Scope of Work

The Emergency War Food Assistant Will:

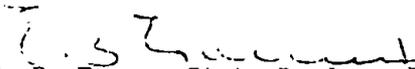
- A. Work on specific problem of war food production, distribution, and preservation.
- B. Emphasize critical food needs.
- C. Emphasize production and conservation of food supply for home use.
- D. Assist in problems related to marketing of war food crops.
- E. Work intensively to affect immediate increase and conservation of food.
- F. Expand good production and conservation activities to villages and towns.
- G. Give special attention to new communities not formerly reached by extension work or those that have been only slightly benefited by the service.
- H. Work with men and women, girls and boys.

VI. Other

- A. The time of the Specialist will be made available to the Emergency War Food Assistants for training in both necessary subject-matter and in methods as applied to that subject matter.
- B. For the time being the work of the assistant must be accounted for separately but should be included when total extension work in the county is reported.
- C. As each of us visit the counties we should continuously keep some of the ideas of good organization and relationship before our associates and thus contribute to their growth in leadership.

We are

Very truly yours,


E. B. Evans, State Leader
Negro Extension Work


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

EBE:elh
IWR

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AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS
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STATE OF TEXAS

EXTENSION SERVICE
COUNTY AGENT WORK

Box 304
Marlin, Texas
March 8, 1945

Mrs. I. W. Rowan
Supervising Home Dem. Agent
Prairie View State College
Prairie View, Texas

Dear Mrs. Rowan:

I plan to attend the meeting in McLennan County on Friday
March 16, 1945. I will bring three Victory Council members.

Yours very truly,

Myrtle E. Garrett
Myrtle E. Garrett
Negro Co. Home Dem. Agent
Falls County

TRUE COPY

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AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS
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STATE OF TEXAS

EXTENSION SERVICE
COUNTY AGENT WORK

COLLEGE STATION, TEXAS

Prairie View State College
Prairie View, Texas
March 13, 1945

Mrs. I. W. Rowan
Campus

Dear Mrs. Rowan:

In the future, I am kindly asking you to initial all office matters coming from your office to me as I find that confusion is arising as a result of my handling certain matters without your knowledge.

Your cooperation in this matter will be appreciated.

I am

Very truly yours,

/s

E. M. Evans, State Leader
Negro Extension Work

EDE:slh

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STATE OF TEXAS

EXTENSION SERVICE
COUNTY AGENT WORK

COLLEGE STATION, TEXAS

March 14, 1945

Mrs. I. W. Rowan
District Agent
Prairie View, Texas

Dear Mrs. Rowan:

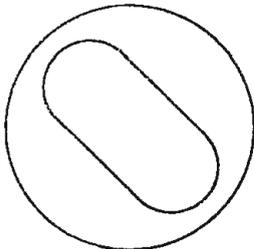
In auditing your February 1945 travel expense claim, it was necessary to suspend railroad fare from Hempstead to College Station and return February 23 since a statement showing the fare to be exclusive of Federal Tax was not shown on the account.

The fare may be re-submitted for payment on a future travel expense claim along with the statement showing the fare to be tax exempt.

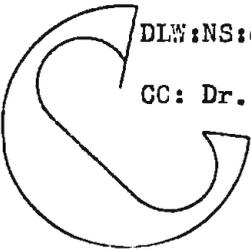
Yours very truly,



D. L. Weddington
Executive Assistant



DLW:NS:em



CC: Dr. E. B. Evans

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

COLLEGE STATION, TEXAS

Prairie View, Texas
March 21, 1945

Mrs. Winifred J. Leverenz
Extension Specialist in Food Preservation
C/O County Home Demonstration Agent
Pacoguoches, Texas

Dear Mrs. Leverenz:

Planning for the Food Preservation Conference on April 9th and 10th has been made to this extent: The War Food Administration assures us of Mr. Sowers' services to give the demonstration on sealers.

J. P. Dowell cannot furnish us a member of their organization to give a demonstration in testing gauges but will chip gauges and other equipment and cooking helps for use during the Conference. We will secure someone to give the demonstration.

Invitations to attend the Conference (letters) are being sent to individuals and agencies. Copies of these letters will be found attached.

Now shall we proceed to secure desirable films for the movie show on the night of April 9th.

Very truly yours,



Mrs. I. E. Rowan
Supervising Home Demonstration Agent



IIR/NOA
Enclosure

cc: Mr. E. B. Evans and
Miss Eugenia A. Woods

Woods
Prairie View, Texas
March 22, 1945

MEMORANDUM:

TO: Home Demonstration Staff Members
Campus

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

RE: OFFICE PROCEDURE

The attached correspondence is for your information and guidance. Please advise your secretary of this request.

Woods

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STATE OF TEXAS

EXTENSION SERVICE
COUNTY AGENT WORK

Prairie View, Texas
March 23, 1945

TO: NEGRO COUNTY HOME DEMONSTRATION AGENTS
EMERGENCY WAR FOOD ASSISTANTS
In The Southern District

Regarding Emergency War Food Program

In addition to our State Emergency War Food Assistant, Quincy M. Cunningham, you have the services of Etalcah E. Crockett, Special Emergency War Food Assistant for the Southern District effective April 1, through June 30, 1945.

Miss Cunningham is the equivalent of another Negro Food Specialist.

Miss Crockett will devote her time to 4-H Club work activities.

I hope that you will make use of the available help - Miss Woods, Miss Cunningham and Miss Crockett. Your request for assistance will be given prompt attention. Please address your request to the district agent.

Yours very truly,



(Mrs.) I. W. Rowan
District Agent

iwr/sh

P. S. Do not fail to include a narrative on 4-H Club Work and Victory Gardens with your March monthly report.

IwR