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9-26-1945

## Co-Operative Extension Work - September 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

Prairie View, Texas  
September 26, 1945

TO: MEMBERS OF THE TEXAS NEGRO NUTRITION COMMITTEE

Dear Co-worker:

October 11, 1945 is only about two weeks away. It was suggested at our meeting on Friday, July 13th that we meet at 2:00 PM on Thursday, October 11, 1945 at Prairie View.

A representative from the School Lunch office will attend this meeting.

Please notify me immediately if you will be able to attend this meeting and if you will want me to make arrangement for your lodging.

Very truly yours,



(Mrs.) I. W. Rowan  
Supervisor of Negro Home Demonstration Work  
and District Agent

iwr-sh

**COOPERATIVE EXTENSION WORK  
IN AGRICULTURE AND  
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AND UNITED STATES DEPARTMENT OF  
AGRICULTURE COOPERATING

STATE OF TEXAS

EXTENSION SERVICE  
COUNTY AGENT WORK

Prairie View, Texas  
November 16, 1945

TO: Members of Negro  
Nutrition Committee

Dear Committee Member:

The enclosed message from the Chairman of the Texas State Nutrition Council is for your information. As soon as I have more information regarding the state wide meeting to be held in Dallas on January 12, 1946 I will forward same to you.

Very truly yours,



(Mrs.) I. W. Rowan, Chairman of  
Negro Nutrition Committee,  
Supervisor of Negro Home Demonstration Work  
and District Agent

iwr-sh  
Enclosure

copy

TEXAS  
STATE NUTRITION COUNCIL  
November 15, 1945

Mrs. I.W. Rowan, Chairman  
Negro Nutrition Committee  
Extension Service  
Prairie View, Texas

Dear Executive Committee Member:

The approval to have a state wide meeting in Dallas on January 12 instead of the district meeting has been approved, so lets get to work and make this one meeting a good one.

Dr. Williams has been advised of the change and I presume he will be available. He will talk on "Mass Nutrition Reform", with emphasis on the enrichment program.

Miss Vaughn writes that she feels sure that she can get someone to talk on the F.A.O. and Miss Snyder of the Wheat Institute has promised to be with us.

Please let me have your ideas about round table discussions, etc. as soon as possible. We need your help desperately.

Sincerely,

/s/

Dr. Jet C. Winters  
Chairman, Texas State  
Nutrition Council

November 3, 1945

InRe: Annual Reports 1945  
Plans of Work 1945

MEMORANDUM TO ALL STAFF MEMBERS:

All Annual Reports for 1945 will be made on a 12 month's basis from December 1 1944 through November 30, 1945.

County reports will be checked in the Administrative Assistant's office and distributed to district agents and specialist.

Compilation of County Reports

ES-21 and Supplements - See attached sheet for these instructions.

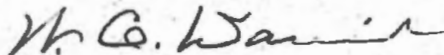
Staff Members' Reports

Instructions for staff member's narrative reports and plans of work are attached to this memorandum.

Yours very truly,



Mrs. I. W. Rowan, Supervisor of  
Negro Home Demonstration Work  
and District Agent.



Mr. W. C. David  
Acting State Leader

IWR/MVB/g

Annual Reports  
November 1945

DISTRICT AGENTS

County Reports - Form ES-21

As soon as reports are received in the State Leader's Office, they will be placed on district agents' desks to be checked for errors and corrected,

Between the dates December 5 and December 8, the district agents will tabulate all supplementary reports on checkerboard sheets.

Between the dates December 10 and December 15, the two district agents for each district, working together, will tabulate all county reports on checkerboard sheets.

County Narrative Reports

As these reports are read, notes should be kept of outstanding demonstrations in each county.

County Supplements

County Agricultural Agents

Copies of the supplements will be placed on the desk of each district agent for agriculture, but these should be returned to the Administrative Assistant for permanent filing when he is through with them.

County Home Demonstration Agents

One copy will be placed on District Agents' desk and one copy divided among specialist and district agents, according to subject matter.

District Agent's Own Narrative Report

While in the office during report time, district agents should write their own reports. These will be mailed to A. & M. College January 12, 1946.

District Agent's Own Plan of Work

The plan of work should be written while the annual report is being written. These plans will be mailed to A. & M. College January 12, 1946.

Material for the Editorial Office

District agents should select from their annual reports material for one or two releases to the press. Each should concern some extension activity in the district; for example, community canning centers, screwworm control or victory garden promotion. These should be sent to the editors during January or February.

Annual Reports  
November 1945

## SPECIALIST

### County Supplements

The county supplements - separated by subjects - will be placed on specialists' desks arranged by districts. The specialist will correct all errors in these reports.

Between the dates December 5 and December 10, the specialist will tabulate county supplements on his or her subject on checkerboard sheets, ready to be added by clerical help.

### Specialist's Own Narrative Report

While in the office during report time, specialists should write their own narrative reports. These will be mailed to A. & M. College, January 12, 1946.

The specialist's annual report should portray the accomplishments made by the Extension Service in this particular demonstration and at the same time show how the specialist's time was devoted and what contribution was made personally.

### Specialist's Plan of Work

The Plan of Work should be written while the annual report is being written. These plans will be mailed to A. & M. College January 12, 1946.

### Material for the Editorial Office

Specialists should select from their annual reports, material for one or two releases to the press. Each should concern one specific activity - not a summary of the whole subject-matter field. For example, the stories might concern trench silos, or sewing machine clinics, or stocking ponds with fish. Material for these stories should be delivered to the editors during January or February.

## EXHIBIT B

### STATE SUPERVISORY REPORT

Suggestions for the 1945 annual narrative report of the State supervisors of county extension workers (agriculture, home demonstration, older youth, 4-H Club work, and Negro). One supervisory report covering the work of the State leader and assistant State leaders or district agents is preferred to separate reports from each supervisor.

- I. Summarize briefly under the following headings the 1945 supervisory activities in relation to goals for the year. Analyze results, indicating principal influences determining the emphasis in your supervisory program. Give the reasons for selecting certain problems for emphasis.
  - A. Relation with counties.
    1. Important changes in the county extension organization.
    2. Methods of creating favorable sentiment toward extension work.
  - B. Personnel problems.
    1. Selection and employment of county extension agents.
    2. Induction training and apprenticeship of new agents.
    3. Professional improvement of agents in service.
    4. Improvement of working conditions to retain agents through increased salaries, retirement system, etc.
  - C. Assisting county extension agents in determining agricultural and homemaking programs for their counties. (program planning).
    1. Obtaining and analyzing local factual data.
    2. Part committeemen, local leaders, club members and neighborhood leaders play in determining program.
    3. Increased cooperation of specialists, county extension workers, and leaders in planning and carrying out county extension programs.
    4. Integration of agriculture, home demonstration, older youth, and 4-H Club programs from the standpoint of the farm family as a unit.
    5. Determining adjustments and relationships of present program to long-time objectives.
    6. Meeting needs of all farm families.
  - D. Assistance given agents in planning extension activities (extension planning).
    1. Selection of goals.
    2. Choice and use of means and agencies.



3. Selection, training, and use of local leaders and neighborhood leaders.
4. Methods of evaluating and checking results: (a) Record systems, (b) checking results against goals selected, (c) evaluation of results obtained, (d) local studies to determine more effective methods.
5. Office management, personnel, equipment, records, and materials.

II. Work in cooperation with other agencies. Discuss assistance given to and received from the following agencies in bringing maximum aid to farm people: Office of Distribution; Agricultural Adjustment Agency; Bureau of Agricultural Economics; Soil Conservation Service; Farm Credit Administration; Farm Security Administration; Rural Electrification Administration; the Tennessee Valley Authority; and all such special agencies as rural schools, rural libraries, and rural churches.

III. Evaluation of your accomplishments as a supervisor or State leader.

It is suggested that the 1946 plans of work be prepared in relation to your experiences as set forth in your 1945 narrative report.

Annual Reports  
November 1945

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Annual Reports  
November 1945

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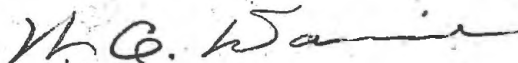
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Mr. W. C. David  
Acting State Leader

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