

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

*Texas A. and M. College System and United States Department of Agriculture Cooperating*

STATE OF TEXAS

PRAIRIE VIEW A & M COLLEGE  
Prairie View, Texas  
August 1, 1952

EXTENSION SERVICE  
COUNTY AGENT WORK



Mr. J. J. Adams  
County Agricultural Agent  
Hallettsville, Texas

Dear Mr. Adams:

Your application for annual leave has been revised and is herewith enclosed.

In checking your record of leave upon returning to this office, I find that you had 5 days annual leave carried over from September 1, 1950 to August 31, 1951 and you have 12 days for September 1, 1951 to August 31, 1952, which make a total of 17 days. You have used 6 days in July and have a total of only 11 days leave that you can take with pay.

Very truly yours,

J. E. Mayo  
District Agent

JEM:edj

Enclosure

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

*Texas A. and M. College System and United States Department of Agriculture Cooperating*

STATE OF TEXAS

EXTENSION SERVICE  
COUNTY AGENT WORK

PRAIRIE VIEW A & M COLLEGE  
Prairie View, Texas  
August 2, 1952



Mr. S. E. Chase  
County Agricultural Agent  
Box 756  
Columbus, Texas

Dear Mr. Chase:

I will be with you on the 8th and 9th of this month and I want you to see Mr. Gillespie Wilson and see if he will have one of his small turkeys smoked for us so that we may have it for the Dallas Fair exhibit.

Take this matter up with him at once and I will be there and make further arrangements pertaining to this matter.

Yours truly,

J. E. Mayo  
District Agent

JEM:mrg

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

*Texas A. and M. College System and United States Department of Agriculture Cooperating*

EXTENSION SERVICE  
COUNTY AGENT WORK

STATE OF TEXAS  
P.O. Box 58  
Lockhart, Texas  
August 4, 1952



Mr. J. E. Mayo  
District Agent  
Prairie View, Texas

Dear Mr. Mayo:

Here is the Negro County Agent of Caldwell County form, to transfer unused annual leave for this fiscal year to September 1, 1952 - August 31, 1953.

~~Yours truly,~~

~~R.K. Knox~~  
Negro County Agent  
Caldwell County

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

Texas A. and M. College System and United States Department of Agriculture Cooperating

COLLEGE STATION, TEXAS

August 5, 1952

EXTENSION SERVICE  
COUNTY AGENT WORK



Miss Myrtle E. Garrett  
District Agent  
Prairie View College  
Prairie View, Texas

Mr. John E. Mayo  
District Agent  
Prairie View College  
Prairie View, Texas

Dear District Agents:

In reply to your letter of August 2nd, we have reviewed the tentative proposal for our training work with your agents on September 12th and 13th at Austin.

We think it will be fine to do the community improvement work on Saturday morning, September 13th. There is some question in our mind about the advisability of holding a training session Friday night. Could we suggest the following? If some shift in the program could be made to permit an hour or hour and fifteen minutes before 5:30 p.m., we believe the agents would prefer it.

After you have had time to consider this suggestion, we will appreciate your reaction.

Very truly yours,

Minnie Bell  
Specialist in Home Management

C. H. Bates  
Farm Management Specialist

MB:CHB:gd

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

*Texas A. and M. College System and United States Department of Agriculture Cooperating*

PRAIRIE VIEW A. & M. COLLEGE  
Prairie View, Texas

August 5, 1952

EXTENSION SERVICE  
COUNTY AGENT WORK



TO EACH EXTENSION AGENT IN THE SOUTHERN DISTRICT

Dear Agent

When the district program, as it relates to the Rural Neighborhood program, was reviewed we found that we have thirteen communities enrolled in the Southern District. To qualify for maximum awards each district must have a minimum of fifteen communities. There must be one more community at least in the remaining eight counties where interest is keen enough to qualify for this type of extension program.

Fort Bend County has one in which they hope to enroll in the near future. What about the remaining double counties -- Fayette, Falls, Brazos, Matagorda, Colorado.

This has been stressed long enough for action in this direction. We expect to hear from each county named above with results soon-- none are eliminated--evidences are that more plus is needed. Keep this in mind when it comes up again at our September training meeting.

Very truly yours,

*Myrtle E. Garrett*

Myrtle E. Garrett  
District Home Demonstration Agent

*J. E. Mayo*

J. E. Mayo  
District Agent

MEG:JEM:c

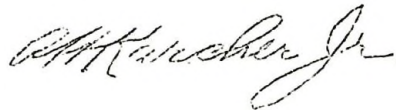
August 6, 1952

Mr. K. K. Knox  
County Agricultural Agent  
Hemp Extension Work  
Lockhart, Texas

Dear Agent:

This is to advise that we are in receipt of your invoices in connection with the Sears-Roebuck Foundation Program. We are today forwarding these invoices to Mr. C. T. Johnson, Director, Southwestern Public Relations, for payment.

Very truly yours,



A. H. Karcher, Jr.  
Asst. State 4-H Club Leader

AHK:mc  
cc: District Agent

J. E. Mayo  
Postage Paid

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

Texas A. and M. College System and United States Department of Agriculture Cooperating

STATE OF TEXAS

EXTENSION SERVICE  
COUNTY AGENT WORK

1154 Lydia Street  
Austin 2, Texas  
August 7, 1952



Mr. J.E. Mayo  
District Agent  
Prairie View A & M College  
Prairie View, Texas

Dear Mr. Mayo:

I am returning annual leave application that you approved a few days ago and am making another application for annual leave.

I am of the opinion that I have 7 days leave carried over from last year and that I can not carry over more than 12 days of leave into 1953; if that is true, 6 days annual leave will be used and I will carry over to 1953, 12 days.

I did not know until very recently that I could not carry more than 12 days leave over, it is for that reason I am submitting these new applications.

I am

Very truly yours,

A handwritten signature in cursive script that reads "T.A. Mayes".

T.A. Mayes  
County Agricultural Agent  
Travis County

TAM:g  
Enclosures 3

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

Texas A. and M. College System and United States Department of Agriculture Cooperating

STATE OF TEXAS

EXTENSION SERVICE  
COUNTY AGENT WORK



P. O. Box 448  
Rosenberg, Texas  
Aug. 12, 1952

Mr. S. E. Chase  
Negro County Agri. Agent  
Columbus, Texas

Dear Mr. Chase:

The Southern District 4-H Camp Organization is indebted to the Matagorda County Agents, Mr. N. S. Stevens and Mrs. Marie B. Sims, for expense incurred while making preparation for the Four-H Camp that was rained out in July.

Kindly bring a treasure report of what the organization has on hand to the Agents Conference to be held at Prairie View Aug. 24-27, in order that we may get together and care for the expense held against the 4-H Camp Organization.

Yours truly,

*J. E. Adams*  
J. E. Adams  
Negro County Agri. Agent

cc- Mr. J. E. Mayo  
Miss Myrtle E. Garrett  
District Agents



# ROUTE SLIP

To.....

Department..... Bldg.....

From.....

Date August 20, 1952 Time P.M. (A.M.  
P.M.)

## Referred for the Purpose Indicated Below:

- |   |   |
|---|---|
| <input type="checkbox"/> Prepare letter for my signature  |   |
| <input type="checkbox"/> Please furnish data for my reply |   |
| <input type="checkbox"/> Please answer, sending me copy   |   |
| <input type="checkbox"/> Take charge of this              | <input type="checkbox"/> Notation and return    |
| <input type="checkbox"/> Approval                         | <input type="checkbox"/> Recommendation         |
| <input type="checkbox"/> Comment                          | <input type="checkbox"/> Acknowledge receipt    |
| <input type="checkbox"/> File                             | <input type="checkbox"/> Signature              |
| <input type="checkbox"/> Reply                            | <input checked="" type="checkbox"/> Information |
| <input type="checkbox"/> For your distribution            |   |

Remarks:.....

Annual Leave letters were

mailed to all County Agents in

Southern District.

W

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

Texas A. and M. College System and United States Department of Agriculture Cooperating

STATE OF TEXAS

PRAIRIE VIEW A & M COLLEGE  
Prairie View, Texas  
August 20, 1952



EXTENSION SERVICE  
COUNTY AGENT WORK

Mr. Finus O. Tyler  
Box 727  
Bellville, Texas

Dear Co-Worker:

Subject: Annual Leave

According to the Administrative Letter 138, this is the season of the year to think about your annual leave. If you have any time left from 1951-52 you will have to make request immediately to carry that leave over or lose it. Some of you have considered this matter already. Others have not. I am calling this to your immediate attention.

I hope that I might have your request immediately if you have need for such.

Yours truly,

J. E. Mayo  
District Agent

JEM:W

Finus O. Tyler  
A. C. Clemons  
E. O. Pace  
C. E. Bradford  
Richard Fuller  
Emmett A. Randolph

A. E. Adams  
J. J. Adams  
Charlie Mayes Jr.  
Nolan S. Stevens  
C. R. Walker  
W. B. Clark Jr

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

Texas A. and M. College System and United States Department of Agriculture Cooperating

STATE OF TEXAS

PRAIRIE VIEW A & M COLLEGE

Prairie View, Texas

August 25, 1952

EXTENSION SERVICE  
COUNTY AGENT WORK



Mr. R. A. Sanders  
Box 428  
Seguin, Texas

Dear Co-Worker:

Enclosed please find questionnaire. Fill out and  
mail to Mr. G. G. Gipson immediately.

Thank you very much.

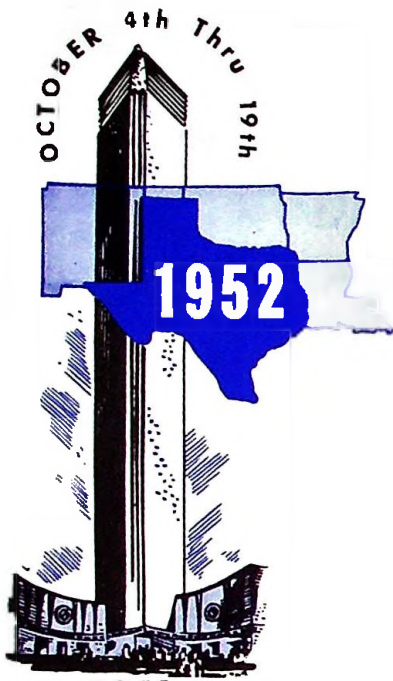
Yours truly,

John E. Mayo  
District Agent

JEM:w

Enclosure

A. E. Adams<sup>s</sup>  
E. O. Pace  
E. A. Randolph  
F. O. Tyler  
S. E. Chase



Attendance  
2,320,129

DIRECTORS

TYREE I. BELL  
O. S. BOGCESS  
W. J. BROWN  
BEN E. CABELL  
JOHN W. CARPENTER  
ROBT. L. CLARK  
E. M. (TED) DEALEY  
ANDREW W. DeSHONG  
A. L. EXTINE  
FRED F. FLORENCE  
R. B. GEORGE  
TOM C. GOOCH  
W. ALVIN HEROLD  
W. H. HITZELBERGER  
DON H. HOUSEMAN, SR.  
F. CLARK INGLISH  
J. J. KETTLE  
J. H. MATTHEWS  
JOHN E. MITCHELL  
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JAS. M. MORONEY  
HARRY S. MOSS  
WM. F. NEALE  
R. J. O'DONNELL  
ROBT. M. OLMASTED  
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W. W. OVERTON, JR.  
JORDAN C. OWNBY  
ALPHONSO RAGLAND, JR.  
J. WOODALL RODGERS  
JOHN W. RUNYON  
JULIUS SCHEPPS  
HUGO W. SCHOELLKOPF  
HARRY L. SEAY  
DENYS R. SLATER  
CLYDE L. STEWART  
C. A. TATUM  
J. C. TENISON  
JOE C. THOMPSON  
R. I. THORNTON  
E. H. TRUE  
J. GLENN TURNER  
T. M. WATSON  
DAN C. WILLIAMS  
JAS. K. WILSON  
J. RALPH WOOD  
BEN H. WOOTEN  
FABLE WYATT

R. L. THORNTON, President  
TOM C. GOOCH, 1st Vice President  
HUGO W. SCHOELLKOPF, 2nd Vice President  
FRED F. FLORENCE, Treasurer  
JAS. H. STEWART, Exec. Vice Pres. & Gen. Mgr.  
S. B. COX, Secretary

W. H. HITZELBERGER, Vice President  
BEN E. CABELL, Vice President  
J. J. KETTLE, Vice President  
JNO. W. CARPENTER, Vice President  
JORDAN C. OWNBY, Vice President  
JULIUS SCHEPPS, Vice President  
J. GLENN TURNER, Vice President  
T. M. WATSON, Vice President

# STATE FAIR OF TEXAS

*The Show Window of the Southwest*

DALLAS 10, TEXAS

September 27 1952

Mr. J. E. Mayo  
District Agent  
Prairie View Texas

Dear Mr. Mayo:

We are expecting you at the State Fair of Texas  
October 12 - 15. Enclosed is a vehicle car  
pass for your convenience.

Yours very truly

*Ray W. Wilson*

RAY W. WILSON MANAGER  
AGRICULTURE DEPARTMENT

RWW/rs

*P.S. This pass for Committee  
with exhibit -  
Purser*

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

AUG 29 REC'D

Bryan, Texas  
August 28, 1952

Mr J. E. Mayo  
District Agent  
Prairie View A & M College  
Prairie View, Texas

I am asking that my annual  
leave for this year, be carried  
over until next year.

Very truly yours  
E. O. Pace  
Negro Co. Agric Agent.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

*Texas A. and M. College System and United States Department of Agriculture Cooperating*

STATE OF TEXAS

EXTENSION SERVICE  
COUNTY AGENT WORK



P. O. Box 448  
Rosenberg, Texas  
August 29, 1952

Mr. J. E. Mayo  
District Agent  
Prairie View A. & M. College  
Prairie View, Texas

Dear Mr. Mayo:

Attached, you will please find monthly report of Ft. Bend  
County for August.

Very truly yours,

A handwritten signature in cursive script that reads "A. E. Adams".

A. E. Adams  
Negro Co. Agricultural Agent  
Fort Bend County

AEA/  
Enclosures

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

*Texas A. and M. College System and United States Department of Agriculture Cooperating*

STATE OF TEXAS

EXTENSION SERVICE  
COUNTY AGENT WORK

807 N. Jackson  
La Grange  
Sept. 1, 1952



Mr. J. E. Mayo  
District Agent

Dear Mr. Mayo:

I will be out of county Ssept. 2 and 3 in Hospital at Brenham  
for removal of tonsils.

E. A. Randolp, NCAA

*Received  
9  
a special...*

# COOPERATIVE EXTENSION WORK

## IN AGRICULTURE AND HOME ECONOMICS

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

PRairie View A & M COLLEGE  
Prairie View, Texas  
September 4, 1952

EXTENSION SERVICE  
COUNTY AGENT WORK

Mr. Richard Fuller  
County Agricultural Agent  
Box 430  
Cuero, Texas

Dear Mr. Fuller:

This will inform you that I will be in your County Monday, September 8, 1952 to discuss some very important matters with you.

I regret very much to call your attention to these facts.

I will be at your office about 8:00 a.m.

Yours truly,

J. E. Mayo  
District Agent

JEM:w



September 4, 1952

Mr. R. A. Sanders  
Negro County Agricultural Agent  
Box 428  
Seguin, Texas

Dear Mr. Sanders:

I am sending you a copy of Bulletin PA-73, "Young Men and Women". I have checked in the mailing room and we have no U.S.D.A. bulletins on young men and women work, however, I suggest that you write to Mr. George Foster, Field Agent, U.S.D.A. Extension Service, Washington, D. C. for bulletins and leaflets on young men and women work. One that you might want to write for is U.S.D.A. Extension Service "Ten Million Youth, Let's Help Them Find Their Future"; Review of the 4-H Homemaking Club Program, Gertrude L. Warren; Aiding of Boy to Get Parents Cooperation in 4-H Club Work, Extension Service U.S.D.A. Circular No. 450. Of course, the two that you listed "Working with Older Rural Young", U.S.D.A. Extension Service 357-39. I am glad to see you working with these older 4-H group.

Sincerely yours,

Floyd Lynch  
State 4-H Club Leader

FL:js

Enclosure

cc: Mr. John F. Mayo ✓  
Negro District Agent  
Prairie View A. M. College  
Prairie View, Texas

# COOPERATIVE EXTENSION WORK

## IN AGRICULTURE AND HOME ECONOMICS

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

PRAIRIE VIEW A & M COLLEGE  
~~Prairie View, Texas~~  
September 4, 1952

EXTENSION SERVICE  
COUNTY AGENT WORK

Mr. E. A. Randolph  
Negro Agricultural Agent  
807 N. Jackson  
LaGrange, Texas

Dear Co-Worker,

I regret very much to hear of your recent illness.  
We are hoping for a speedy recovery, I am

Yours truly,

J. E. Mayo  
District Agent

JEM:w

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

Texas A. and M. College System and United States Department of Agriculture Cooperating

STATE OF TEXAS

September 8, 1952

EXTENSION SERVICE  
COUNTY AGENT WORK



Mr. Emmett A. Randolph  
Negro County Agricultural Agent  
807 N. Jackson  
LaGrange, Texas

Dear Mr. Randolph:

In compliance with your request of September 3 we are enclosing herewith a set of hospital admission forms together with a set of initial claim forms to be used in connection group hospitalization policy G-440, certificate F-1201. You will note that we have left the space on the hospital admission form blank which designates the person using the form. This is due to the fact that you did not state in your letter whether the forms were to be used by you or one of your dependents. Please complete that portion of the forms before using.

Upon the termination of the hospital stay please complete and return to us both copies of each set of these forms together with two copies of an itemized hospital statement and two copies of the physician's statement. It will be necessary that we have all of the above mentioned articles before we will be in position to file this claim with the company.

Very truly yours,

  
C. H. Doerge  
Acting Executive Assistant

ams  
Enclosures  
Postage paid  
cc: John E. Mayo

September 11, 1952

Mr. K. K. Knox  
County Agri. Agent  
Negro Extension Work  
Lockhart, Texas

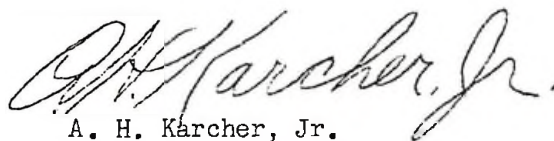
Dear Mr. Knox:

Enclosed are checks for 4-H club members winning awards in the Sears-Roebuck Foundation sponsored programs, in cooperation with the Extension Service:

<u>Check No.</u>	<u>Amount</u>	<u>Payee</u>	<u>Program</u>
48417	\$15.00	Curtis Marshal Willimas	Swine
48416	\$ 5.00	Anton Meuth	Swine
48415	\$ 5.00	Charlie Marcus Franks	Swine

It is understood that you will not deliver a check to the breeder, for the purchase of an animal, until he has delivered Certificates of Registration to you.

Very truly yours,



A. H. Karcher, Jr.  
Asst. State 4-H Club Leader

AHK  
Enclosures  
Postage Paid  
J. E. Mayo

cc: District Agent

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

*Texas A. and M. College System and United States Department of Agriculture Cooperating*

STATE OF TEXAS

Bastrop, Texas  
September 13, 1952

EXTENSION SERVICE  
COUNTY AGENT WORK



Mr. J. E. Mayo  
District Agent  
Negro Extension Work  
Prairie View, Texas

Dear Mr. Mayo:

This is to inform you that I desire the purchase of  
Sears' boar for 1953 operation to be purchased through  
the Extension office.

Yours truly,

A handwritten signature in cursive script that reads "A. C. Clemons".

A. C. Clemons  
Negro County Agent

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

*Texas A. and M. College System and United States Department of Agriculture Cooperating*

STATE OF TEXAS

EXTENSION SERVICE  
COUNTY AGENT WORK

807 N. Jackson  
La Grange  
Sept. 13, 1952



Mr. J. E. Mayo  
District Agent  
Prairie View College

Dear Mr. Mayo:

I am taking the Phillips family over to visit the Jones, Adolphus farm in Burleson County on Spet. 17 to exchange views on farm and home planning. These two families are quite similar in movement toward farm and home improvement.

Yours truly,

*E. A. Randolph*

E. A. Randolph  
Negro County Agent

September 18, 1952

COPY

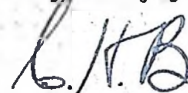
Mr. T. A. Mayes  
Negro County Agricultural Agent  
1154 Lydia Street  
Austin 2, Texas

Dear Mr. Mayes:

Thank you very much for sending me a summary of the committee recommendations developed at your district meeting last week. I appreciated your willingness to mimeograph the material and believe that it will prove very worthwhile to your associates.

Miss Bell and I enjoyed the meeting with your agents and look forward to hearing of reports of expanded work on Community Improvement and Farm Planning.

Very truly yours,



C. H. Bates  
Farm Management Specialist

CHB:vt

CC: Mr. J. E. Mayo

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

*Texas A. and M. College System and United States Department of Agriculture Cooperating*

STATE OF TEXAS

EXTENSION SERVICE  
COUNTY AGENT WORK



P. O. Box 448  
Rosenberg, Texas  
September 18, 1952

Mr. J. E. Mayo  
District Agent  
Prairie View A. & M. College  
Prairie View, Texas

Dear Mr. Mayo:

You are invited to attend the Fort Bend County Fair, mid-way of Richmond and Rosenberg, October 2nd to 5th.

Exhibits will be judged Thursday, October 2nd.

Yours very truly,

A. E. Adams  
Negro Co. Agricultural Agent

AEA/



COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

*Texas A. and M. College System and United States Department of Agriculture Cooperating*

STATE OF TEXAS

EXTENSION SERVICE  
COUNTY AGENT WORK



P. O. Box 448  
Rosenberg, Texas  
September 19, 1952

Mr. J. E. Mayo  
District Agent  
Prairie View A. & M. College  
Prairie View, Texas

Dear Mr. Mayo:

Attached, you will please find Form D-216 " Authorization  
for Travel", for your approval and signature.

Very truly yours,

A handwritten signature in cursive script that reads "A. E. Adams".

A. E. Adams  
Negro Co. Agricultural Agent

AEA/  
Attached (1)

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

*Texas A. and M. College System and United States Department of Agriculture Cooperating*

STATE OF TEXAS

EXTENSION SERVICE  
COUNTY AGENT WORK



P.O. Box 448  
Rosenberg, Texas  
September 29, 1952

Mr. J. E. Mayo  
District Agent  
Prairie View A. & M. College  
Prairie View, Texas

Dear Mr. Mayo:

Attached, you will please find complementary pass for the  
Fort Bend County Fair.

Very truly yours,

A handwritten signature in cursive script that reads "A. E. Adams". The signature is written in dark ink and is positioned above the typed name and title.

A. E. Adams  
Negro Co. Agricultural Agent

AEA/S  
Attached (1)