

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS
AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS AND UNITED
STATES DEPARTMENT OF AGRICULTURE COOPERATING

Extension Service
County Agent Work

INSTRUCTIONS FOR MAKING ANNUAL REPORTS
County Agricultural Agents

Period Covered - 12 months - December 1, 1941, to November 30, 1942.

WHY MAKE ANNUAL REPORTS

Refer to Page 2 of Form ES-21

WHAT CONSTITUTES AN ANNUAL REPORT

There are two parts to an annual report:
Form ES-21 including Texas Supplement
Narrative Report

WHO MAKES ANNUAL REPORTS

Form ES-21 -- Filled in together by both agricultural and home demonstration agents (assistant's report included with agent's)
Texas Agricultural Supplement -- Filled in by agricultural agent (assistant's report included)
Narrative Report -- Separate reports written by agricultural agent and by home demonstration agent (assistant's report included)

WHEN TO MAKE ANNUAL REPORTS

Set aside the week of December 1-6 for compiling your report.
Mail to Report Clerk, Extension Service, College Station, as soon as finished and rechecked, but at least in time to reach College Station by December 10, 1942.

HOW TO MAKE ANNUAL REPORTS

When an agent has left the county before the year is finished, his statistical and narrative should be incorporated with the present agent's reports, making one report for the county for the year.

Total number of copies of various reports to be made up:
(Refer to joint letter by G. E. Adams and Mildred Horton accompanying report material)

Narrative (from monthly narratives and other records)

In preparing narrative report:

1. Make five copies, using title page and narrative sheets received with report supplies.
2. Write subject, district and county, and page number on each sheet. Use separate sheets for each subject.
3. Use the outline for narrative given on Page 2 of Form ES-21. Study carefully and give a good picture of your work for the year.
4. One set of well selected photographs submitted with report.

These should be attached to a blank sheet of paper. The legend, name, county and date should be written on the paper instead of on the back of the photograph, and attached to the narrative report.

5. One set of clippings should also be pasted on a blank sheet of paper.

AFTER THE WORKING COPY OF THE REPORT (NARRATIVE AND STATISTICAL) IS COMPLETED, CHECK ALL FIGURES CAREFULLY FOR INACCURACIES. MAKE NECESSARY CORRECTIONS. CHECK COMPLETED REPORT IN THE SAME WAY BEFORE IT LEAVES YOUR OFFICE.

Texas Supplement:

Fill in all answers where applicable.

INSTRUCTIONS FOR COMPILING AND FILLING
OUT ANNUAL REPORT FORM ES-21

The following instructions are for the purpose of aiding you to properly compile information and complete ES-21. Do not attempt to proceed until you have read these instructions completely using ES-21 as a guide. Read carefully Pages 2 and 16 of ES-21.

Procedure

Carefully check and correct all statistical information on the back of monthly report forms (MRCA-1) for the 12 months from December, 1941, to November, 1942, inclusive. Tabulate items in these summaries (MRCA-1) for each demonstration or activity separately so as to be able to give totals each month, and the grand total of all monthly totals, using D-196, Tabulation Sheet, for your work sheet.

Cover Page

The cover page of ES-21 should carry the names of all agents who worked in the county during the above period, with dates of service, as follows:

Home demonstration agent
Assistant home demonstration agent (if any)
Agricultural agent
Assistant agricultural agent (if any)
County agent emeritus (if any)

GENERAL ACTIVITIES - ES-21

Page 3

Question 1 Column (c)

Include total months of service from December 1, 1941, to November 30, 1942, for county agents and assistants.

NOTE: Omit Column (b) (4-H Club Agents) as assistant county agent's work is incorporated with county agent's throughout ES-21.

Questions 2 - 3 Column (c)

Enter here days devoted to adult and 4-H Club work - take from Tabulation Sheet

D-196.

Questions 4 - 5 Column (c)

Take from D-196. The sum of Questions 4 and 5 (c) should be the exact total days worked during the year and will equal the sum of Questions 2 and 3 (c).

Questions 6 - 15 - Get from D-196.

Questions 16 - 32 - Secure information from office records, census and your general knowledge.

Page 5 - EXTENSION ORGANIZATION AND PLANNING
and COOPERATIVE AGRICULTURAL PLANNING

Question 33 line (a) (1) - Leave Blank

Question 33 line (b) (1) - County Agricultural Men's Council (if any)

Question 33 line (d) (1) - County-wide 4-H Club Council

Questions 34 - 40 - Self-explanatory

Question 41 - Place here number of local leaders and committee members who help develop adult and 4-H program.

Question 42 - Enter name of County Agricultural Victory Council

Question 43 line (a) (b) - Enter breakdown of Victory Council membership.

Question 44 - List number of communities in Victory Council setup.

Question 45 - Enter number of all community and neighborhood Victory leaders.

NOTE:

Beginning with Question 47 through Question 195 on Page 15, the first question under each demonstration or activity calls for "Days devoted to line of work". The sum of these days devoted for all demonstrations or activities carried on by the agent should equal the total number of days worked for the 12 months' period. See Page 3, Questions 2 and 3, Column (c).

Question 47 line (3) Column (a) - Enter here days devoted to Extension organization and planning such as Plan of Work for 1943 using Agricultural Victory Council.

Question 47 line (3) Column (b) - Enter here days devoted to all other work in connection with the Victory Council or Land Use Planning Committee such as salvage, inflation, war effort work, R.E.A., freezer lockers, etc.

Question 47 line (3) Column (c) - Enter totals for Column (a) and (b).

Question 47 line (4) Columns (a) and (b) - Enter here days devoted by State Extension specialists and district agents.

Questions 48 - 50 - Self-explanatory.

Page 6 - CROP PRODUCTION AND LIVESTOCK PRODUCTION
(Other than for family and food supply)

Questions 51 - 61 - Self-explanatory.

NOTE: Question 52 - The third work is a misprint and should read "Number of communities in which work was conducted this year".

Page 7 - CONSERVATION OF NATURAL RESOURCES

Question 62 line (3) Column (a) - Include here days devoted to work with organized Soil Conservation districts, AAA soil conservation work, Soil Conservation Service, as well as regular Soil Conservation work such as terracing.

Question 62 line (3) Column (b) - Include here with your regular forestry work the days devoted to work with Texas and U. S. Forestry Service.

Question 62 line (3) Column (c) - Include here days devoted to regular wildlife work and Texas Fish Game and Oyster Commission and U. S. Fish and Wildlife Service.

Questions 63 - 69 - Self-explanatory.

Page 8 - FARM MANAGEMENT AND GENERAL ECONOMIC PROBLEMS RELATED TO
AGRICULTURE

Question 70 line (3) Column (b) - Report here number of days devoted to whole farm and ranch demonstrations.

Question 75 line (b) - Report here number of whole farm and ranch demonstrations.

Question 76 line (3) Column (d) - Include here days devoted to helping rural people who have had to make adjustments because of defense areas and army camps taking over their farms.

NOTE: Other questions on Page 8 are self-explanatory.

Page 9 - MARKETING AND DISTRIBUTION

Questions 83 - 101 - Self-explanatory (Refer to footnotes).

Page 10 - HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Questions 102 - 111 - Self-explanatory.

Page 11 - NUTRITION AND HEALTH

Questions 112 - 117 - Self-explanatory. Place on this page days devoted to various nutrition and health programs such as butchering, cutting, curing of meat, food storing, etc. In many cases this will be in cooperation with the home demonstration agent.

Page 12 - CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Questions 118 - 137 - Self-explanatory. County agents may find that they have devoted some days to certain activities which would apply on this page such as recreation and community life under Column (d).

Pages 13 & 14 - INFORMATION ON BOYS' 4-H CLUB WORK

Questions 138 - 194 - Self-explanatory. (See footnotes 2 and 3 on Page 14.)
Fill in questions 173 through 180 carefully and see that the totals balance as called for in footnotes.

Page 15 - MISCELLANEOUS

Question 195 line (3) Column (b) - Refer to footnote

Question 195 line (3) Column (c) - Report here all other days devoted that cannot be logically classified under previous demonstrations and activities, such as District and State meetings of agents.

BEFORE COMPLETING QUESTIONS 198 - 202 CHECK BACK CAREFULLY AND SEE THAT THE TOTAL "DAYS DEVOTED" AS REPORTED IN QUESTIONS 2 and 3 (c), PAGE 3, HAVE BEEN ACCOUNTED FOR. START WITH QUESTION 47 AND CHECK THROUGH QUESTION 195. THESE SHOULD BALANCE.

Questions 198 and 199 are for the purpose of bringing together in one place your contribution to the war effort and cooperation with other Federal Agencies. Time devoted here should have already been reported elsewhere and is a duplication.

IMPORTANT:

After the work copy of ES-21 has been carefully checked by the county agricultural agent himself, the figures of the report of the county agricultural agent and of the county home demonstration agent should be combined and transferred to the other six copies of ES-21. (These must be identical when completed). Only two copies should be mailed to College Station.

150 Copies

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

Extension Service
County Agent Work

P L A N O F W O R K

1 9 4 3

County Agricultural Agents

District _____

County _____

County Agricultural Agent

~~Assistant County Agricultural Agent~~

cut →

Send one copy of this Plan of Work
by December 10, 1942 to your
District Agent
College Station, Texas

COOPERATIVE EXTENSION WORK
IN AGRICULTURE AND
HOME ECONOMICS

Extension Service
County Agent Work

October 26, 1942

TO ALL NEGRO AGRICULTURAL AGENTS

Dear Agent:

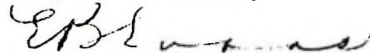
Enclosed herewith you will find instructions for making annual reports.

In all cases where instructions read, send to report clerk or to A & M, substitute State Leader and Prairie View.

Counties with both agents will make 4 (four) E. S. 21 for the Prairie View office and each agent will make 3 copies of Narratives for this office.

The balance of your material will reach you in a few days.

Very truly yours,



E. B. Evans
State Leader

c
enclosure