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UNITED STATES DEPARTMENT OF AGRICULTURE,  
STATES RELATIONS SERVICE,  
WASHINGTON, D. C.

JUL 12 1919

To the Director:

On the attached sheet is a suggested outline for the report of the subject-matter project leaders. This Service has experienced considerable difficulty in getting just the information it needs to make a satisfactory report to Congress on the work carried on under the Smith-Lever Act. The reports thus far issued by us have not been as valuable to those engaged in the extension movement as they should have been. The enclosed outline is the result of consulting with a large number of extension workers, both in Washington and in the field. It is hoped that it will be an aid in gathering the material necessary to make the report to Congress in such a form that when it goes back to the States it may be more helpful to extension workers.

You will note that this outline calls not only for a report of results but also a report concerning extension problems and methods. The criticism has been made by the field agents that to simply report results without a statement of the problems and the methods used in arriving at such results, is of little value in their field work. This change in form is an effort on our part to meet this demand. It is suggested that wherever possible the subject-matter extension specialist indicate on an outline State map the strategic location of his demonstrations with reference to his problems, and likewise keep ample notes in some permanent form so that at the end of the year there would be data in his office enabling him to write a full and complete report.

This suggested report of the specialist does not cover the work carried on under the county agent project, home demonstration agent project and club project but is in conformity with the special report blanks for these projects. It is suggested, in order that these State leaders may understand the point of view from which the subject-matter project leaders are reporting, that this outline be handed to them also. Therefore this Service would appreciate it if copies of this outline are placed in the hands of each of your project leaders.

This Service would be pleased at any time to receive suggestions from you or your workers as to what you would desire in the report to Congress, as well as what new features you would like to have brought out in the outline of project reports.

Very truly yours,

*Bradford Knapp*

Chief, Office of Extension Work in the South