

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	36. Nutrition. . . . .	
13. Soil management. . . . .	37.	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38.	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39.	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40.	40. Recreation. . . . .	
17. Plant pathology. . . . .	41.	41. Outlook. . . . .	
18. Entomology. . . . .	51	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44.	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44.	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	45.	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46.	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	47.	47. Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .	48.	48. Program planning. . . . .	
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	50.	50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .	51.	51. Miscellaneous (cannot be charged to above items). . . . .	
28. Home grounds improvement. . . . .	52.	52. Total days worked (items 11-51). . . . .	51
29. Planning and management in the home. . . . .	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	51
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

15% Extension

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	84.	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85.	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name S. A. Wingard County or Department Plant Pathology and Physiology  
period \_\_\_\_\_  
For the ~~year~~ of Jan. 1 thru Dec. 31, 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: S. A. Wingard  
Title: Head of Department

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	_____	8. Training meetings held for local leaders:
2. Office calls. . . . .	_____	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	_____	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	15
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	108	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	1	47. Extension administration, organization. . . . .	2
24. Marketing and utilization. . . . .	154	48. Program planning. . . . .	12
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	1
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	293 ✓
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	279
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	13
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	1 ✓
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	10
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	2
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name K. C. Williamson County or Department Animal Science Department

Period of  
For the ~~Month of~~ January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: K. C. Williamson

Title: Extension Marketing Specialist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	118	8.
2. Office calls. . . . .	89	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	315	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	15	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	18	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	30	b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	657	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

EDUCATION PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50. Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . .
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . .
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . .
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

195 ✓  
195 ✓

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
FEDERAL AGENCIES		
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service. . . . .	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development). . . . .	87. Health Department. . . . .	
72. Economic Research Service. . . . .	88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .	
78. Forest Service. . . . .	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .	97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .		

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AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name George R. Williams County or Department Horticulture

For the <sup>PERIOD</sup> Month of JAN 1, 1963 DEC 31 1962

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: George R. Williams

Title: Extension Horticulturist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>307</u>	
2. Office calls. . . . .	<u>323</u>	
3. Telephone calls (received or made). . . . .	<u>474</u>	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines. . . . .	<u>14</u>	
b. Prepared by State office and released through county extension offices. . . . .		
5. Broadcasts made:		
a. Radio. . . . .	<u>84</u>	
b. Television. . . . .		
6. Publications distributed directly to the public. . . . .	<u>984</u>	
7. Circular or commodity letters written. . . . .		
8. Training meetings held for local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number. . . . .		<u>3</u>
(2) attendance. . . . .		<u>300</u>
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
10. Meetings held by local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		

STATE REPORT PROGRAM EMPHASIS

STAFF		Days Devoted	BOARD		Days Devoted
11.	Planning and management of the farm business . . . . .	35.	35.	Food preservation . . . . .	
12.	Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	36.	Nutrition . . . . .	
13.	Soil management . . . . .	37.	37.	Human relations, child development . . . . .	
14.	Horticulture (production and on-farm marketing) . . . . .	38.	38.	Health . . . . .	
15.	Forestry (production and on-farm marketing) . . . . .	39.	39.	Safety . . . . .	
16.	Soil and Water Conservation, wildlife . . . . .	40.	40.	Recreation . . . . .	
17.	Plant pathology . . . . .	41.	41.	Outlook . . . . .	
18.	Entomology . . . . .	42.	42.	Community development and resource adjustment . . . . .	
19.	Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	43.	Manpower development, employment information . . . . .	
20.	Dairy (production and on-farm marketing) . . . . .	44.	44.	Public affairs . . . . .	
21.	Poultry (production and on-farm marketing) . . . . .	45.	45.	Rural defense . . . . .	287
22.	Livestock (production and on-farm marketing) . . . . .	46.	46.	Leadership development . . . . .	
23.	Animal and Poultry health . . . . .	47.	47.	Extension administration, organization . . . . .	
24.	Marketing and utilization . . . . .	48.	48.	Program planning . . . . .	
25.	Consumer education in use of agricultural products . . . . .	49.	49.	Supervision of Extension personnel . . . . .	
26.	Agricultural engineering . . . . .	50.	50.	Inservice training received . . . . .	
27.	Dwellings and equipment . . . . .	51.	51.	Miscellaneous (cannot be charged to above items) . . . . .	
28.	Home grounds improvement . . . . .	52.	52.	Total days worked (items 11-51) . . . . .	287
29.	Planning and management in the home . . . . .	53.	53.	Of total days reported in item 52, how many were devoted to:	
30.	Family economics . . . . .			a. Adult work . . . . .	227
31.	Home furnishings . . . . .			b. Young adult work (ages 18-25) . . . . .	
32.	Clothing selection and care . . . . .			c. 4-H Club work . . . . .	60
33.	Clothing construction . . . . .			d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34.	Food preparation and selection . . . . .				

COOPERATION WITH OTHER PUBLIC AGENCIES

FEDERAL AGENCIES		Days Devoted	STATE AGENCIES		Days Devoted
67.	Agricultural Research Service . . . . .	84.	84.	Area Authorities (TVA, etc.) . . . . .	21
68.	Agricultural Stabilization and Conservation Service . . . . .	85.	85.	USDA Defense Board . . . . .	12
69.	Bureau of Indian Affairs . . . . .			STATE AGENCIES	
70.	Bureau of Land Management; Bureau of Reclamation . . . . .	86.	86.	Civil Defense (state & county level) . . . . .	41
71.	Department of Commerce (Area Re-development) . . . . .	87.	87.	Health Department . . . . .	1
72.	Economic Research Service . . . . .	88.	88.	Highway Department . . . . .	
73.	Farm Credit Administration . . . . .	89.	89.	Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74.	Farmer Cooperative Service . . . . .	90.	90.	State Departments of Agriculture and Forestry . . . . .	
75.	Farmers Home Administration . . . . .	91.	91.	State Department of Education (schools in general) . . . . .	1
76.	Fish and Wildlife Service . . . . .	92.	92.	State Employment Service . . . . .	
77.	Food and Drug Administration . . . . .	93.	93.	Welfare Department . . . . .	
78.	Forest Service . . . . .	94.	94.	State RAD Committee . . . . .	
79.	Housing and Home Finance Agency . . . . .			COUNTY AGENCIES	
80.	Rural Electrification Administration . . . . .	95.	95.	Soil Conservation districts . . . . .	
81.	Selective Service . . . . .	96.	96.	Vocational-agricultural and home economics departments . . . . .	
82.	Social Security Administration; Internal Revenue Service . . . . .	97.	97.	County or Area RAD Committees . . . . .	
83.	Soil Conservation Service . . . . .				

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name L. B. Wilkins County or Department Rural Civil Defense

For the Month of Jan. 1 - December 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: L. B. Wilkins

Title: Rural Civil Defense Representative

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	37	8. Training meetings held for local leaders:	
2. Office calls. . . . .	122	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	185	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	
5. Broadcasts made:		(2) attendance. . . . .	
a. Radio. . . . .	30	b. Youth work (1) number. . . . .	1
b. Television. . . . .		(2) attendance. . . . .	65
6. Publications distributed directly to the public. . . . .	390	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	14	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

1958-59 PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	210	55. Food preservation . . . . .	0
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	2	56. Nutrition . . . . .	0
13. Soil management . . . . .	0	57. Human relations, child development . . . . .	0
14. Horticulture (production and on-farm marketing) . . . . .	0	58. Health . . . . .	0
15. Forestry (production and on-farm marketing) . . . . .	0	59. Safety . . . . .	0
16. Soil and Water Conservation, wildlife . . . . .	0	40. Recreation . . . . .	0
17. Plant pathology . . . . .	0	41. Outlook . . . . .	0
18. Entomology . . . . .	0	42. Community development and resource adjustment . . . . .	0
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	0	43. Manpower development, employment information . . . . .	0
20. Dairy (production and on-farm marketing) . . . . .	0	44. Public affairs . . . . .	0
21. Poultry (production and on-farm marketing) . . . . .	0	45. Rural defense . . . . .	0
22. Livestock (production and on-farm marketing) . . . . .	1	46. Leadership development . . . . .	0
23. Animal and Poultry health . . . . .	0	47. Extension administration, organization . . . . .	2
24. Marketing and utilization . . . . .	0	48. Program planning . . . . .	0
25. Consumer education in use of agricultural products . . . . .	0	49. Supervision of Extension personnel . . . . .	0
26. Agricultural engineering . . . . .	0	50. Inservice training received . . . . .	12
27. Dwellings and equipment . . . . .	0	51. Miscellaneous (cannot be charged to above items) . . . . .	4
28. Home grounds improvement . . . . .	0	52. Total days worked (Items 11-51) . . . . .	231
29. Planning and management in the home . . . . .	0	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .	0	a. Adult work . . . . .	229
31. Home furnishings . . . . .	0	b. Young adult work (ages 18-25) . . . . .	1
32. Clothing selection and care . . . . .	0	c. 4-H Club work . . . . .	1
33. Clothing construction . . . . .	0	d. Work with other youth and youth serving groups (within 4-H age) . . . . .	0
34. Food preparation and selection . . . . .	0		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	—	84. Area Authorities (TVA, etc.) . . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board . . . . .	—
69. Bureau of Indian Affairs . . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	—	86. Civil Defense (state & county level) . . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department . . . . .	—
72. Economic Research Service . . . . .	—	88. Highway Department . . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	—
74. Farmer Cooperative Service . . . . .	—	90. State Departments of Agriculture and Forestry . . . . .	—
75. Farmers Home Administration . . . . .	—	91. State Department of Education (schools in general) . . . . .	—
76. Fish and Wildlife Service . . . . .	—	92. State Employment Service . . . . .	—
77. Food and Drug Administration . . . . .	—	93. Welfare Department . . . . .	—
78. Forest Service . . . . .	—	94. State RAD Committee . . . . .	—
79. Housing and Home Finance Agency . . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	—	95. Soil Conservation districts . . . . .	—
81. Selective Service . . . . .	—	96. Vocational-agricultural and home economics departments . . . . .	—
82. Social Security Administration; Internal Revenue Service . . . . .	—	97. County or Area RAD Committees . . . . .	—
83. Soil Conservation Service . . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name I. B. Wilson County or Department Amelia  
Year \_\_\_\_\_  
For the Month of \_\_\_\_\_ 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	_____	11	_____	21	_____
2	_____	12	_____	22	_____
3	_____	13	_____	23	_____
4	_____	14	_____	24	_____
5	_____	15	_____	25	_____
6	_____	16	_____	26	_____
7	_____	17	_____	27	_____
8	_____	18	_____	28	_____
9	_____	19	_____	29	_____
10	_____	20	_____	30	_____
				31	_____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: I. B. Wilson

Title: Assistant County Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	154	8. Training meetings held for local leaders:	
2. Office calls. . . . .	137	a. Adult work (1) number. . . . .	0
3. Telephone calls (received or made). . . . .	260	(2) attendance. . . . .	0
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	0
a. Prepared and released directly to newspapers	0	(2) attendance. . . . .	0
or magazines. . . . .	0	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	0	a. Adult work (1) number. . . . .	0
5. Broadcasts made:		(2) attendance. . . . .	0
a. Radio. . . . .	3	b. Youth work (1) number. . . . .	0
b. Television. . . . .	0	(2) attendance. . . . .	0
6. Publications distributed directly to the public. . . . .	1390	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	0	a. Adult work (1) number. . . . .	0
		(2) attendance. . . . .	0
		b. Youth work (1) number. . . . .	0
		(2) attendance. . . . .	0

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . . 3
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . . 2
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . . 5
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . . 4
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . . 14	50. Inservice training received. . . . . 3
27. Dwellings and equipment. . . . . 222	51. Miscellaneous (cannot be charged to above items). . . . . 12
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . . 265 ✓
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . . 259
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . . 6 ✓
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
FEDERAL AGENCIES		
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . . 1	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department. . . . .	
72. Economic Research Service. . . . .	88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .	89. Commission on: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . . 1	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .	
78. Forest Service. . . . .	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .	97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Cecil D. Wheary County or Department Agricultural Engineering  
For the period of \_\_\_\_\_  
For the Month of January 1 to December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Cecil D. Wheary  
Title: Assoc. Ext. Agri. Engr.

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	4	8. Training meetings held for local leaders:	
2. Office calls. . . . .	43	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	4	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	1
5. Broadcasts made:		(2) attendance. . . . .	10
a. Radio. . . . .	11	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	528	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	2	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .		36. Nutrition . . . . .	
13. Soil management . . . . .		37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .		38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .		39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .		40. Recreation . . . . .	
17. Plant pathology . . . . .		41. Outlook . . . . .	1
18. Entomology . . . . .		42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .		43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .		44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	268	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .		46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .		47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .		48. Program planning . . . . .	1
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .		50. Inservice training received . . . . .	
27. Dwellings and equipment . . . . .		51. Miscellaneous (cannot be charged to above items) . . . . .	1
28. Home grounds improvement . . . . .		52. Total days worked (items 11-51) . . . . .	271
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	13
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	2
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	254
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	2
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

D.M.

EXT. FORM 1  
(REV. JANUARY, 1963)

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

SUMMARY  
~~XXXXXXXX~~ REPORT OF SERVICE RENDERED

Name R. L. Wesley County or Department Poultry

Period  
For the ~~month~~ of January 1 - December 31, 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Ass't. Ext. Poultry Husbandman

Title: R. Lewis Wesley

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	111	8. Training meetings held for local leaders:
2. Office calls. . . . .	34	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	121	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers or magazines. . . . .	8	(2) attendance. . . . .
b. Prepared by State office and released through county extension offices. . . . .	—	9. Other meetings at which agents or specialists presented educational information:
5. Broadcasts made:		a. Adult work (1) number. . . . .
a. Radio. . . . .	26	(2) attendance. . . . .
b. Television. . . . .	—	b. Youth work (1) number. . . . .
6. Publications distributed directly to the public. . . . .	61000	(2) attendance. . . . .
7. Circular or commodity letters written. . . . .	27	10. Meetings held by local leaders:
		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted	Days Devoted		
11. Planning and management of the farm business . . . . .	151	36. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	15	37. Nutrition. . . . .	
13. Soil management. . . . .	2	38. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	3	39. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	3	40. Safety. . . . .	1
16. Soil and Water Conservation, wildlife. . . . .		41. Recreation. . . . .	
17. Plant pathology. . . . .		42. Outlook. . . . .	
18. Entomology. . . . .	4	43. Community development and resource adjustment. . . . .	5
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		44. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	6	45. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	1	46. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	8	47. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	2	48. Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .	3	49. Program planning. . . . .	17
25. Consumer education in use of agricultural products . . . . .		50. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	6	51. Inservice training received. . . . .	18
27. Dwellings and equipment. . . . .		52. Miscellaneous (cannot be charged to above items). . . . .	1
28. Home grounds improvement. . . . .		53. Total days worked (items 11-51). . . . .	246
29. Planning and management in the home. . . . .		54. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	23
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	2
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	10
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted		
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	1
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees. . . . .	1
83. Soil Conservation Service. . . . .	1		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Milford D. Welch County or Department Franklin County

For the ~~month of~~ period January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Milford D. Welch

Title: Assistant County Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	395	
2. Office calls. . . . .	298	
3. Telephone calls (received or made). . . . .	364	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines. . . . .	9	
b. Prepared by State office and released through county extension offices. . . . .		
5. Broadcasts made:		
a. Radio. . . . .		
b. Television. . . . .		
6. Publications distributed directly to the public. . . . .	518	
7. Circular or commodity letters written. . . . .	11	
8. Training meetings held for local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number. . . . .	17	
(2) attendance. . . . .	504	
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
10. Meetings held by local leaders:		
a. Adult work (1) number. . . . .	7	
(2) attendance. . . . .	346	
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	Nutrition. . . . .	1
13. Soil management. . . . .	37.	Human relations, child development. . . . .	1
14. Horticulture (production and on-farm marketing). . . . .	38.	Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39.	Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40.	Recreation. . . . .	
17. Plant pathology. . . . .	41.	Outlook. . . . .	
18. Entomology. . . . .	42.	Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44.	Public affairs. . . . .	9
21. Poultry (production and on-farm marketing). . . . .	45.	Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46.	Leadership development. . . . .	
23. Animal and Poultry health. . . . .	47.	Extension administration, organization. . . . .	28
24. Marketing and utilization. . . . .	48.	Program planning. . . . .	24
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	50.	Inservice training received. . . . .	3
27. Dwellings and equipment. . . . .	51.	Miscellaneous (cannot be charged to above items). . . . .	
28. Home grounds improvement. . . . .	52.	Total days worked (items 11-51). . . . .	141 ✓
29. Planning and management in the home. . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	128
31. Home furnishings. . . . .	9	b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .	13	c. 4-H Club work. . . . .	13 ✓
33. Clothing construction. . . . .	37	d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .	16		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	84.	Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .	STATE AGENCIES		
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86.	Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87.	Health Department. . . . .	
72. Economic Research Service. . . . .	88.	Highway Department. . . . .	
73. Farm Credit Administration . . . . .	89.	Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90.	State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91.	State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92.	State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93.	Welfare Department. . . . .	
78. Forest Service. . . . .	94.	State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	COUNTY AGENCIES		
80. Rural Electrification Administration. . . . .	95.	Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96.	Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .	97.	County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

Mrs. Emma G. Welch, County Home Demonstration Agent at Large, summary of 1963 statistical monthly reports, Jan. - June.

EXT. FORM 1  
(REV. JANUARY, 1963)

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Mrs. Emma G. Welch County or Department \_\_\_\_\_

For the Month of \_\_\_\_\_ 19 \_\_\_\_\_

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>79</u>	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>4</u>	a. Adult work (1) number. . . . .	8
3. Telephone calls (received or made). . . . .	<u>97</u>	(2) attendance. . . . .	<u>35</u>
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers or magazines. . . . .		(2) attendance. . . . .	
b. Prepared by State office and released through county extension offices. . . . .		9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	10
a. Radio. . . . .		(2) attendance. . . . .	<u>122</u>
b. Television. . . . .		b. Youth work (1) number. . . . .	7
6. Publications distributed directly to the public. . . . .	<u>325</u>	(2) attendance. . . . .	<u>103</u>
7. Circular or commodity letters written. . . . .	<u>2</u>	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	9
		(2) attendance. . . . .	<u>125</u>
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36	36. Nutrition . . . . .	
13. Soil management . . . . .	37	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	38	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	17139	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	40	40. Recreation . . . . .	
17. Plant pathology . . . . .	41	41. Outlook . . . . .	4
18. Entomology . . . . .	42	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	44	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	45	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	46	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	47	47. Extension administration, organization . . . . .	1
24. Marketing and utilization . . . . .	48	48. Program planning . . . . .	
25. Consumer education in use of agricultural products . . . . .	49	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	50	50. Inservice training received . . . . .	4
27. Dwellings and equipment . . . . .	51	51. Miscellaneous (cannot be charged to above items) . . . . .	20
28. Home grounds improvement . . . . .	52	52. Total days worked (items 11-51) . . . . .	200
29. Planning and management in the home . . . . .	53	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	198
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	2
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	2
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name A. Vernon Watts ~~County~~ Department of Horticulture  
period  
For the ~~XXXX~~ of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: A. Vernon Watts

Title: Associate Extension Horticulturist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	244	8. Training meetings held for local leaders:
2. Office calls. . . . .	221	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	572	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	1	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	326	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
<u>Vegetable Growers News</u>	<u>48,000</u>	(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	36. Nutrition . . . . .	
13. Soil management . . . . .	37.	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	38.	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	39.	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	40.	40. Recreation . . . . .	
17. Plant pathology . . . . .	41.	41. Outlook . . . . .	
18. Entomology . . . . .	42.	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	44.	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	45.	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	46.	46. Leadership development . . . . .	
✓ 23. Animal and Poultry health . . . . .	25 47.	47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	48.	48. Program planning . . . . .	
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	50.	50. Inservice training received . . . . .	
27. Dwellings and equipment . . . . .	51.	51. Miscellaneous (cannot be charged to above items) . . . . .	
28. Home grounds improvement . . . . .	52.	52. Total days worked (items 11-51) . . . . .	25 ✓
29. Planning and management in the home . . . . .	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	24 ✓
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	✓
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	1 ✓
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name D. F. Watson, V. M. D. County or Department VETERINARY SCIENCE

For the period Jan. 1-Dec. 31, 1963 19 19

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: 

Title: Head, Veterinary Science.

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits . . .	<u>2</u>	8. Training meetings held for local leaders:
2. Office calls . . . . .	<u>4</u>	a. Adult work (1) number . . . . .
3. Telephone calls (received or made) . . . . .	<u>37</u>	(2) attendance . . . . .
4. Newspaper articles or stories:		b. Youth work (1) number . . . . .
a. Prepared and released directly to newspapers		(2) attendance . . . . .
or magazines . . . . .	<u>4</u>	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices . . . . .		a. Adult work (1) number . . . . .
5. Broadcasts made:		(2) attendance . . . . .
a. Radio . . . . .	<u>4</u>	b. Youth work (1) number . . . . .
b. Television . . . . .		(2) attendance . . . . .
6. Publications distributed directly to the public . . .	<u>1</u>	10. Meetings held by local leaders:
7. Circular or commodity letters written . . . . .		a. Adult work (1) number . . . . .
		(2) attendance . . . . .
		b. Youth work (1) number . . . . .
		(2) attendance . . . . .

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	5
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	—	36. Nutrition. . . . .	—
13. Soil management. . . . .	—	37. Human relations, child development. . . . .	7
14. Horticulture (production and on-farm marketing). . . . .	—	38. Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	—	39. Safety. . . . .	—
16. Soil and Water Conservation, wildlife. . . . .	—	40. Recreation. . . . .	—
17. Plant pathology. . . . .	—	41. Outlook. . . . .	—
18. Entomology. . . . .	—	42. Community development and resource adjustment. . . . .	—
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	—	43. Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	—	44. Public affairs. . . . .	—
21. Poultry (production and on-farm marketing). . . . .	—	45. Rural defense. . . . .	2
22. Livestock (production and on-farm marketing). . . . .	—	46. Leadership development. . . . .	—
23. Animal and Poultry health. . . . .	—	47. Extension administration, organization. . . . .	4
24. Marketing and utilization. . . . .	—	48. Program planning. . . . .	13
25. Consumer education in use of agricultural products . . . . .	—	49. Supervision of Extension personnel. . . . .	5
26. Agricultural engineering. . . . .	—	50. Inservice training received. . . . .	10
27. Dwellings and equipment. . . . .	—	51. Miscellaneous (cannot be charged to above items). . . . .	47
28. Home grounds improvement. . . . .	—	52. Total days worked (items 11-51). . . . .	156
29. Planning and management in the home. . . . .	—	53. Of total days reported in item 52, how many were devoted to:	—
30. Family economics. . . . .	6	a. Adult work. . . . .	102
31. Home furnishings. . . . .	11	b. Young adult work (ages 18-25). . . . .	—
32. Clothing selection and care. . . . .	12	c. 4-H Club work. . . . .	28
33. Clothing construction. . . . .	13	d. Work with other youth and youth serving groups (within 4-H age). . . . .	6
34. Food preparation and selection. . . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On; Children & Youth; Juvenile Delinquency; Aging. . . . .	1
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	—
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general)	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

ANNUAL MONTHLY REPORT OF SERVICE RENDERED

Name Kathleen Wampler County or Department --  
Period July - December  
For the Month of July - December 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Kathleen Wampler

Title: Co. Home Demonstration Agent-at-Large

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>4</u>	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>20</u>	a. Adult work (1) number. . . . .	<u>8</u>
3. Telephone calls (received or made). . . . .	<u>10</u>	(2) attendance. . . . .	<u>17</u>
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers or magazines. . . . .	<u>1</u>	(2) attendance. . . . .	
b. Prepared by State office and released through county extension offices. . . . .		9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	<u>2</u>
a. Radio. . . . .		(2) attendance. . . . .	<u>8</u>
b. Television. . . . .		b. Youth work (1) number. . . . .	
6. Publications distributed directly to the public. . . . .	<u>30</u>	(2) attendance. . . . .	
7. Circular or commodity letters written. . . . .		10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	178	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .		36. Nutrition . . . . .	
13. Soil management . . . . .		37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .		38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .		39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .		40. Recreation . . . . .	
17. Plant pathology . . . . .		41. Outlook . . . . .	7
18. Entomology . . . . .		42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .		43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .		44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .		45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	7	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .		47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	2	48. Program planning . . . . .	27
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel . . . . .	4
26. Agricultural engineering . . . . .		50. Inservice training received . . . . .	10
27. Dwellings and equipment . . . . .		51. Miscellaneous (cannot be charged to above items) . . . . .	38
28. Home grounds improvement . . . . .		52. Total days worked (items 11-51) . . . . .	273
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	273
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Harold W. Walker County or Department Agricultural Economics  
period  
For the Month of Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	_____	11	_____	21	_____
2	_____	12	_____	22	_____
3	_____	13	_____	23	_____
4	_____	14	_____	24	_____
5	_____	15	_____	25	_____
6	_____	16	_____	26	_____
7	_____	17	_____	27	_____
8	_____	18	_____	28	_____
9	_____	19	_____	29	_____
10	_____	20	_____	30	_____
				31	_____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Harold W. Walker

Title: Asst. Agri. Economist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>6</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>5</u>	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>4</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	<u>4</u>	b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

EDUCATION SERVICE PROGRAM EMPHASIS

Days Devoted	Days Devoted		
11. Planning and management of the farm business . . . . .	161	35. Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing). . . . .	14	36. Nutrition. . . . .	—
13. Soil management. . . . .	1	37. Human relations, child development. . . . .	—
14. Horticulture (production and on-farm marketing). . . . .	39	38. Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	40	39. Safety. . . . .	—
16. Soil and Water Conservation, wildlife. . . . .	41	40. Recreation. . . . .	—
17. Plant pathology. . . . .	1	41. Outlook. . . . .	—
18. Entomology. . . . .	2	42. Community development and resource adjustment. . . . .	—
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44	43. Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	3	44. Public affairs. . . . .	—
21. Poultry (production and on-farm marketing). . . . .	46	45. Rural defense. . . . .	1
22. Livestock (production and on-farm marketing). . . . .	8	46. Leadership development. . . . .	—
23. Animal and Poultry health. . . . .	48	47. Extension administration, organization. . . . .	1
24. Marketing and utilization. . . . .	49	48. Program planning. . . . .	33
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel. . . . .	—
26. Agricultural engineering. . . . .	35	50. Inservice training received. . . . .	10
27. Dwellings and equipment. . . . .	52	51. Miscellaneous (cannot be charged to above items). . . . .	1
28. Home grounds improvement. . . . .	53	52. Total days worked (items 11-51). . . . .	239
29. Planning and management in the home. . . . .	—	53. Of total days reported in item 52, how many were devoted to:	—
30. Family economics. . . . .	—	a. Adult work. . . . .	238
31. Home furnishings. . . . .	—	b. Young adult work (ages 18-25). . . . .	—
32. Clothing selection and care. . . . .	—	c. 4-H Club work. . . . .	1
33. Clothing construction. . . . .	—	d. Work with other youth and youth serving groups (within 4-H age). . . . .	—
34. Food preparation and selection. . . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted		
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service. . . . .	1	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development). . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration. . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	1	90. State Departments of Agriculture and Forestry. . . . .	—
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general)	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	1
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name S. B. Waddell County or Department Lunenburg

For the month of \_\_\_\_\_ Year of 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: S. B. Waddell

Title: Assistant County Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	264	8. Training meetings held for local leaders:	
2. Office calls. . . . .	113	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	201	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers	9	(2) attendance. . . . .	
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	8
5. Broadcasts made:		(2) attendance. . . . .	37
a. Radio. . . . .		b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	213	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	8	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

## PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	50. Inservice training received . . . . .	19
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	37	51. Miscellaneous (cannot be charged to above items) . . . . .	37
13. Soil management . . . . .	38	52. Total days worked (items 11-51) . . . . .	268
14. Horticulture (production and on-farm marketing) . . . . .	1	53. Of total days reported in item 52, how many were devoted to:	
15. Forestry (production and on-farm marketing) . . . . .	40	a. Adult work . . . . .	212
16. Soil and Water Conservation, wildlife . . . . .	41	b. Young adult work (ages 18-25) . . . . .	32
17. Plant pathology . . . . .	42	c. 4-H Club work . . . . .	24
18. Entomology . . . . .	43	d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44		
20. Dairy (production and on-farm marketing) . . . . .	45		
21. Poultry (production and on-farm marketing) . . . . .	46		
22. Livestock (production and on-farm marketing) . . . . .	47		
23. Animal and Poultry health . . . . .	48		
24. Marketing and utilization . . . . .	49		
25. Consumer education in use of agricultural products . . . . .	50		
26. Agricultural engineering . . . . .	51		
27. Dwellings and equipment . . . . .	52		
28. Home grounds improvement . . . . .	53		
29. Planning and management in the home . . . . .			
30. Family economics . . . . .			
31. Home furnishings . . . . .			
32. Clothing selection and care . . . . .			
33. Clothing construction . . . . .			
34. Food preparation and selection . . . . .			
		35. Food preservation . . . . .	3
		36. Nutrition . . . . .	1
		37. Human relations, child development . . . . .	1
		38. Health . . . . .	1
		39. Safety . . . . .	2
		40. Recreation . . . . .	3
		41. Outlook . . . . .	6
		42. Community development and resource adjustment . . . . .	2
		43. Manpower development, employment information . . . . .	3
		44. Public affairs . . . . .	27
		45. Rural defense . . . . .	58
		46. Leadership development . . . . .	51
		47. Extension administration, organization . . . . .	54
		48. Program planning . . . . .	19
		49. Supervision of Extension personnel . . . . .	37

## COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	84	Area Authorities (TVA, etc.) . . . . .	5
68. Agricultural Stabilization and Conservation Service . . . . .	85	USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86	Civil Defense (state & county level) . . . . .	3
71. Department of Commerce (Area Re-development) . . . . .	87	Health Department . . . . .	2
72. Economic Research Service . . . . .	88	Highway Department . . . . .	1
73. Farm Credit Administration . . . . .	89	Commission on: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90	State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91	State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92	State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93	Welfare Department . . . . .	2
78. Forest Service . . . . .	94	State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	95	Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96	Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97	County or Area RAD Committees . . . . .	4
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Edith M. Vaughan County or Department District Home Dem. Agent

For the Month of SUMMARY FOR YEAR 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Edith M. Vaughan

Title: District Home Dem. Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	319	8. Training meetings held for local leaders:	
2. Office calls. . . . .	44	a. Adult work (1) number. . . . .	(12) 14
3. Telephone calls (received or made). . . . .	127	(2) attendance. . . . .	(230) 160
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers or magazines. . . . .	8	(2) attendance. . . . .	
b. Prepared by State office and released through county extension offices. . . . .		9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	(4) 9
a. Radio. . . . .		(2) attendance. . . . .	(295) 279
b. Television. . . . .		b. Youth work (1) number. . . . .	(7) 7
6. Publications distributed directly to the public. . . . .	40	(2) attendance. . . . .	(213) 213
7. Circular or commodity letters written. . . . .	43	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	(4) 7
		(2) attendance. . . . .	(405) 353
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

1959-60 PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	13
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	240	47. Extension administration, organization. . . . .	2
24. Marketing and utilization. . . . .	759	48. Program planning. . . . .	
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	7
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	282
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	280
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	2
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .	6	84. Area Authorities (TVA, etc.). . . . .	2
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	7
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	20
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	1	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .	1	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	2
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name W. R. Van Dresser County or Department Veterinary Science Department

For the Month of January 1 - December 31 19 63  
period

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: W. R. Van Dresser

Title: Extension Veterinarian

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	22	8. Training meetings held for local leaders:	
2. Office calls. . . . .	5	a. Adult work (1) number. . . . .	1
3. Telephone calls (received or made). . . . .	105	(2) attendance. . . . .	10
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	10	a. Adult work (1) number. . . . .	
5. Broadcasts made:		(2) attendance. . . . .	
a. Radio. . . . .	22	b. Youth work (1) number. . . . .	
b. Television. . . . .	3	(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	110	Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	4	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .	38.	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	39.	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	40.	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	41.	40. Recreation. . . . .	
17. Plant pathology. . . . .	42.	41. Outlook. . . . .	13
18. Entomology. . . . .	43.	42. Community development and resource adjustment. . . . .	12
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44.	43. Manpower development, employment information. . . . .	7
20. Dairy (production and on-farm marketing). . . . .	45.	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	46.	45. Rural defense. . . . .	13
22. Livestock (production and on-farm marketing). . . . .	47.	46. Leadership development. . . . .	33
23. Animal and Poultry health. . . . .	48.	47. Extension administration, organization. . . . .	4
24. Marketing and utilization. . . . .	49.	48. Program planning. . . . .	141
25. Consumer education in use of agricultural products . . . . .	50.	49. Supervision of Extension personnel. . . . .	6
26. Agricultural engineering. . . . .	27 29 51.	50. Inservice training received. . . . .	5
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	817
28. Home grounds improvement. . . . .	53.	52. Total days worked (items 11-51). . . . .	288
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	5
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	7
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	268 256
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name W. A. Turner County or Department 4-H Club Department  
Period  
For the month of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slosser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: W. A. Turner

Title: Associate State 4-H Club Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .		8. Training meetings held for local leaders:	
2. Office calls. . . . .	92	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	201	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	4
a. Prepared and released directly to newspapers or magazines. . . . .	11	(2) attendance. . . . .	68
b. Prepared by State office and released through county extension offices. . . . .		9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	2
a. Radio. . . . .	17	(2) attendance. . . . .	45
b. Television. . . . .	1	b. Youth work (1) number. . . . .	10
6. Publications distributed directly to the public. . . . .	60	(2) attendance. . . . .	327
7. Circular or commodity letters written. . . . .	2	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	36. Nutrition. . . . .	—
13. Soil management. . . . .	37.	37. Human relations, child development. . . . .	2
14. Horticulture (production and on-farm marketing). . . . .	38.	38. Health. . . . .	4
15. Forestry (production and on-farm marketing). . . . .	39.	39. Safety. . . . .	1
16. Soil and Water Conservation, wildlife. . . . .	40.	40. Recreation. . . . .	1
17. Plant pathology. . . . .	41.	41. Outlook. . . . .	2
18. Entomology. . . . .	42.	42. Community development and resource adjustment. . . . .	1
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	43. Manpower development, employment information. . . . .	2
20. Dairy (production and on-farm marketing). . . . .	44.	44. Public affairs. . . . .	—
21. Poultry (production and on-farm marketing). . . . .	45.	45. Rural defense. . . . .	3
22. Livestock (production and on-farm marketing). . . . .	46.	46. Leadership development. . . . .	26
23. Animal and Poultry health. . . . .	47.	47. Extension administration, organization. . . . .	93
24. Marketing and utilization. . . . .	48.	48. Program planning. . . . .	71
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel. . . . .	72
26. Agricultural engineering. . . . .	50.	50. Inservice training received. . . . .	6
27. Dwellings and equipment. . . . .	51.	51. Miscellaneous (cannot be charged to above items). . . . .	5
28. Home grounds improvement. . . . .	52.	52. Total days worked (items 11-51). . . . .	289
29. Planning and management in the home. . . . .	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	5
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	23
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	257
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	4
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs . . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	1
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	2
74. Farmer Cooperative Service. . . . .	1	90. State Departments of Agriculture and Forestry. . . . .	—
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general)	1
76. Fish and Wildlife Service. . . . .	1	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	1	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	2
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Jack M. Tyree County or Department 4-H Club Department  
period  
For the ~~XXXX~~ of January 1 - December 31, 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Jack M. Tyree  
Title: State 4-H Club Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	30	8. Training meetings held for local leaders:	
2. Office calls. . . . .	75	a. Adult work (1) number. . . . .	_____
3. Telephone calls (received or made). . . . .	113	(2) attendance. . . . .	_____
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	1
a. Prepared and released directly to newspapers or magazines. . . . .	_____	(2) attendance. . . . .	1200
b. Prepared by State office and released through county extension offices. . . . .	_____	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	_____
a. Radio. . . . .	22	(2) attendance. . . . .	_____
b. Television. . . . .	12	b. Youth work (1) number. . . . .	2
6. Publications distributed directly to the public. . . . .	4	(2) attendance. . . . .	50
7. Circular or commodity letters written. . . . .	4	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	_____
		(2) attendance. . . . .	_____
		b. Youth work (1) number. . . . .	_____
		(2) attendance. . . . .	_____

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . . 18
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . . 54
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . . 2
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . . 2
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . . 1
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50. Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . . 9
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . . 151
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . . 18	a. Adult work. . . . . 133
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . . 3
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . . 13
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . . 2
34. Food preparation and selection. . . . . 47	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
FEDERAL AGENCIES	
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .
68. Agricultural Stabilization and Conservation Service. . . . .	85. USDA Defense Board. . . . .
69. Bureau of Indian Affairs. . . . .	STATE AGENCIES
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .
71. Department of Commerce (Area Re-development). . . . .	87. Health Department. . . . .
72. Economic Research Service. . . . .	88. Highway Department. . . . .
73. Farm Credit Administration. . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general)
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .
78. Forest Service. . . . .	94. State RAD Committee. . . . .
79. Housing and Home Finance Agency. . . . .	COUNTY AGENCIES
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .
82. Social Security Administration; Internal Revenue Service. . . . .	97. County or Area RAD Committees. . . . .
83. Soil Conservation Service. . . . .	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Mary L. Thompson County or Department Foods & Nutrition

For the <sup>period</sup> ~~month~~ of January 1 - July 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Mary L. Thompson

Title: Associate Foods & Nutrition Spec.

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	_____	8. Training meetings held for local leaders:
2. Office calls. . . . .	10	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	36	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	2	b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	92	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	Nutrition. . . . .	
13. Soil management. . . . .	37.	Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38.	Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39.	Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40.	Recreation. . . . .	
17. Plant pathology. . . . .	41.	Outlook. . . . .	
18. Entomology. . . . .	42.	Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44.	Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	45.	Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46.	Leadership development. . . . .	
23. Animal and Poultry health. . . . .	47.	Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .	48.	Program planning. . . . .	
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	50.	Inservice training received. . . . .	
27. Dwellings and equipment. . . . .	51.	Miscellaneous (cannot be charged to above items). . . . .	4.25
28. Home grounds improvement. . . . .	52.	Total days worked (items 11-51). . . . .	254.5
29. Planning and management in the home. . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	25
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	67	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service. . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name W. A. Tarpley County or Department Entomology  
period  
For the ~~MONTH~~ of Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	_____	11	_____	21	_____
2	_____	12	_____	22	_____
3	_____	13	_____	23	_____
4	_____	14	_____	24	_____
5	_____	15	_____	25	_____
6	_____	16	_____	26	_____
7	_____	17	_____	27	_____
8	_____	18	_____	28	_____
9	_____	19	_____	29	_____
10	_____	20	_____	30	_____
				31	_____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Charles A. Tarpley

Title: Asst. Extension Entomologist - Survey

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits.	1012	8. Training meetings held for local leaders:	
2. Office calls.	98	a. Adult work (1) number.	_____
3. Telephone calls (received or made).	90	(2) attendance.	_____
4. Newspaper articles or stories:		b. Youth work (1) number.	_____
a. Prepared and released directly to newspapers or magazines.	_____	(2) attendance.	_____
b. Prepared by State office and released through county extension offices.	1	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number.	1
a. Radio.	16	(2) attendance.	90
b. Television.	_____	b. Youth work (1) number.	_____
6. Publications distributed directly to the public.	302	(2) attendance.	_____
7. Circular or commodity letters written.	35	10. Meetings held by local leaders:	
		a. Adult work (1) number.	_____
		(2) attendance.	_____
		b. Youth work (1) number.	_____
		(2) attendance.	_____

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35	36. Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36	37. Nutrition. . . . .	—
13. Soil management. . . . .	37	38. Human relations, child development. . . . .	—
14. Horticulture (production and on-farm marketing). <del>1</del> <sup>1 1/2</sup>	38	39. Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	39	40. Safety. . . . .	<del>1</del> <sup>1 1/2</sup>
16. Soil and Water Conservation, wildlife. . . . .	40	41. Recreation. . . . .	—
17. Plant pathology. . . . .	41	42. Outlook. . . . .	—
18. Entomology. . . . .	42	43. Community development and resource adjustment. . . . .	—
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43	44. Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	44	45. Public affairs. . . . .	3 <del>1/2</del>
21. Poultry (production and on-farm marketing). . . . .	45	46. Rural defense. . . . .	—
22. Livestock (production and on-farm marketing). . . . .	46	47. Leadership development. . . . .	—
23. Animal and Poultry health. . . . .	47	48. Extension administration, organization. . . . .	9
24. Marketing and utilization. . . . .	48	49. Program planning. . . . .	10 <del>9 1/2</del>
25. Consumer education in use of agricultural products . . . . .	49	50. Supervision of Extension personnel. . . . .	13
26. Agricultural engineering. . . . .	49 <del>50</del>	51. Inservice training received. . . . .	2
27. Dwellings and equipment. . . . .	50	52. Miscellaneous (cannot be charged to above items). . . . .	16 <sup>✓</sup>
28. Home grounds improvement. . . . .	51	53. Total days worked (items 11-51). . . . .	102 <del>101 1/2</del> <sup>✓</sup>
29. Planning and management in the home. . . . .	—	Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	—	a. Adult work. . . . .	102 <del>101</del> <sup>✓</sup>
31. Home furnishings. . . . .	—	b. Young adult work (ages 18-25). . . . .	1 <sup>✓</sup>
32. Clothing selection and care. . . . .	—	c. 4-H Club work. . . . .	5 <del>2 1/2</del> <sup>✓</sup>
33. Clothing construction. . . . .	—	d. Work with other youth and youth serving groups (within 4-H age). . . . .	—
34. Food preparation and selection. . . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .	9 <del>1 1/2</del> <sup>10</sup>	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service. . . . .	1 <sup>1/2</sup>	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development). . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration. . . . .	—	89. Commission on: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	1 1/2 <sup>1</sup>
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general). . . . .	1
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	1 1/2 <sup>1 1/2</sup>	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	1 1/2 <sup>1 1/2</sup>	95. Soil Conservation districts. . . . .	1 1/2 <sup>1</sup>
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	1 1/2 <sup>1</sup>
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	2		

350

EXT. FORM 1  
(REV. JANUARY, 1963)

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name E. T. Swink County or Department Agricultural Engineering

Period

For the ~~XXXX~~ of Jan. 1 through Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service tendered is correct.

Signed: E. T. Swink

Title: Head, Agr. Engr. Dept.

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	76	8. Training meetings held for local leaders:
2. Office calls. . . . .	98	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	125	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	15	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	13	b. Youth work (1) number. . . . .
b. Television. . . . .	1	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	101	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . . 6
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . . 9
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . . 83
24. Marketing and utilization. . . . .	48. Program planning. . . . . 37
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . . 109
26. Agricultural engineering. . . . .	50. Inservice training received. . . . . 2
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . . 2
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . . 254
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . . 152
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . . 14
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . . 82
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
FEDERAL AGENCIES		
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department. . . . .	
72. Economic Research Service. . . . .	88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .	
78. Forest Service. . . . .	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .	97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Margaret R. Svoboda County or Department \_\_\_\_\_ Supervisory \_\_\_\_\_

For the ~~Month of~~ Period of January 1 - Dec. 31, 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Margaret R. Svoboda

Title: District Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	55	8.
2. Office calls. . . . .	30	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	60	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	3	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	2	b. Youth work (1) number. . . . .
b. Television. . . . .	2	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	10	Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing). . . . .	—	36. Nutrition. . . . .	24
13. Soil management. . . . .	4	37. Human relations, child development. . . . .	—
14. Horticulture (production and on-farm marketing). . . . .	4	38. Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	6	39. Safety. . . . .	10
16. Soil and Water Conservation, wildlife. . . . .	8	40. Recreation. . . . .	—
17. Plant pathology. . . . .	2	41. Outlook. . . . .	—
18. Entomology. . . . .	1	42. Community development and resource adjustment. . . . .	—
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	1	43. Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	2	44. Public affairs. . . . .	19
21. Poultry (production and on-farm marketing). . . . .	2	45. Rural defense. . . . .	8
22. Livestock (production and on-farm marketing). . . . .	5	46. Leadership development. . . . .	2
23. Animal and Poultry health. . . . .	—	47. Extension administration, organization. . . . .	1
24. Marketing and utilization. . . . .	—	48. Program planning. . . . .	—
25. Consumer education in use of agricultural products . . . . .	3	49. Supervision of Extension personnel. . . . .	—
26. Agricultural engineering. . . . .	5	50. Inservice training received. . . . .	3
27. Dwellings and equipment. . . . .	3	51. Miscellaneous (cannot be charged to above items). . . . .	3
28. Home grounds improvement. . . . .	3	52. Total days worked (items 11-51). . . . .	125
29. Planning and management in the home. . . . .	2	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	3	a. Adult work. . . . .	97
31. Home furnishings. . . . .	1	b. Young adult work (ages 18-25). . . . .	—
32. Clothing selection and care. . . . .	1	c. 4-H Club work. . . . .	24
33. Clothing construction. . . . .	—	d. Work with other youth and youth serving groups (within 4-H age). . . . .	4
34. Food preparation and selection. . . . .	1		

Major time spent Production of VPI Agr Ext Radio Programs

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	—
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general) . . . . .	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Stuart H. Sutherland County or Department Agricultural Information

For the Month of Jan 1 - Dec 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Stuart H. Sutherland

Title: Motion Picture Technician

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .		8. Training meetings held for local leaders:
2. Office calls. . . . .		a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .		(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	870	b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

EDUCATION SERVICE PROGRAM EMPHASIS

	Days Devoted	Days Devoted	
11. Planning and management of the farm business . . . . .	35	Food preservation. . . . .	2
12. Field crops, pasture, range (production and on-farm marketing). . . . .	3	36. Nutrition. . . . .	2
13. Soil management. . . . .	2	37. Human relations, child development. . . . .	2
14. Horticulture (production and on-farm marketing). . . . .	5	38. Health. . . . .	2
15. Forestry (production and on-farm marketing). . . . .	11	39. Safety. . . . .	2
16. Soil and Water Conservation, wildlife. . . . .	15	40. Recreation. . . . .	2
17. Plant pathology. . . . .	4	41. Outlook. . . . .	2
18. Entomology. . . . .	3	42. Community development and resource adjustment. . . . .	2
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	2	43. Manpower development, employment information. . . . .	3
20. Dairy (production and on-farm marketing). . . . .	6	44. Public affairs. . . . .	14
21. Poultry (production and on-farm marketing). . . . .	8	45. Rural defense. . . . .	14
22. Livestock (production and on-farm marketing). . . . .	5	46. Leadership development. . . . .	12
23. Animal and Poultry health. . . . .	1	47. Extension administration, organization. . . . .	16
24. Marketing and utilization. . . . .	3	48. Program planning. . . . .	135
25. Consumer education in use of agricultural products . . . . .	3	49. Supervision of Extension personnel. . . . .	12
26. Agricultural engineering. . . . .	6	50. Inservice training received. . . . .	14
27. Dwellings and equipment. . . . .	5	51. Miscellaneous (cannot be charged to above items). . . . .	135
28. Home grounds improvement. . . . .	5	52. Total days worked (items 11-51). . . . .	135
29. Planning and management in the home. . . . .	1	53. Of total days reported in item 52, how many were devoted to:	92
30. Family economics. . . . .	1	a. Adult work. . . . .	92
31. Home furnishings. . . . .	2	b. Young adult work (ages 18-25). . . . .	43
32. Clothing selection and care. . . . .	1	c. 4-H Club work. . . . .	43
33. Clothing construction. . . . .	1	d. Work with other youth and youth serving groups (within 4-H age). . . . .	43
34. Food preparation and selection. . . . .	1		43

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs . . . . .	—	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	—
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general)	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service . . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		—

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Paul T. Steucke County or Department Editorial  
For the <sup>period</sup> ~~Month~~ of January - June 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Paul Steucke

Title: Art Director

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .		8. Training meetings held for local leaders:
2. Office calls. . . . .		a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .		(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35.
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . . 1
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . . 6
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . . 25	50. Inservice training received. . . . . 2
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . . 260 ✓
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . . 300
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . . 2
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . . 58 ✓
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
FEDERAL AGENCIES		
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department. . . . .	
72. Economic Research Service. . . . .	88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . . 7	
75. Farmers Home Administration. . . . . 1	91. State Department of Education (schools in general) . . . . . 7	
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .	
78. Forest Service. . . . .	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . . 11	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Easley S. Smith County or Department Agricultural Engineering  
For the period of \_\_\_\_\_  
For the Month of January 1-December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signature: Easley S. Smith  
Title: Assoc. Ext. Agri. Engr.

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	29	8. Training meetings held for local leaders:	
2. Office calls. . . . .	38	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	38	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	1	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	7
5. Broadcasts made:		(2) attendance. . . . .	24
a. Radio. . . . .	13	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	530	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	12	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	Nutrition. . . . .	
13. Soil management. . . . .	37.	Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38.	Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39.	Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40.	Recreation. . . . .	
17. Plant pathology. . . . .	41.	Outlook. . . . .	
18. Entomology. . . . .	42.	Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44.	Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	45.	Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46.	Leadership development. . . . .	
23. Animal and Poultry health. . . . .	47.	Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .	48.	Program planning. . . . .	5
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	50.	Inservice training received. . . . .	
27. Dwellings and equipment. . . . .	51.	Miscellaneous (cannot be charged to above items). . . . .	
28. Home grounds improvement. . . . .	52.	Total days worked (items 11-51). . . . .	233
29. Planning and management in the home. . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	208
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	19
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	6
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	84.	Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .	STATE AGENCIES		
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86.	Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87.	Health Department. . . . .	
72. Economic Research Service. . . . .	88.	Highway Department. . . . .	
73. Farm Credit Administration . . . . .	89.	Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90.	State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91.	State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service. . . . .	92.	State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93.	Welfare Department. . . . .	
78. Forest Service. . . . .	94.	State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	COUNTY AGENCIES		
80. Rural Electrification Administration. . . . .	95.	Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96.	Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .	97.	County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Paul L. Smeal County or Department Horticulture

For the Month of Jan. 1 to Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Paul L. Smeal

Title: Associate Extension Horticulturist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	192	8. Training meetings held for local leaders:	
2. Office calls. . . . .	44	a. Adult work (1) number. . . . .	2
3. Telephone calls (received or made). . . . .	195	(2) attendance. . . . .	15
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	26
5. Broadcasts made:		(2) attendance. . . . .	1633
a. Radio. . . . .	26	b. Youth work (1) number. . . . .	4
b. Television. . . . .	3	(2) attendance. . . . .	120
6. Publications distributed directly to the public. . . . .	654	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	12	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

EDUCATIONAL PROGRAM EMPHASIS

STUDY	Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	Nutrition . . . . .
13. Soil management . . . . .	37.	Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38.	Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39.	Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40.	Recreation . . . . .
17. Plant pathology . . . . .	41.	Outlook . . . . .
18. Entomology . . . . .	42.	Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44.	Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45.	Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46.	Leadership development . . . . .
23. Animal and Poultry health . . . . .	47.	Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48.	Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50.	Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51.	Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52.	Total days worked (items 11-51) . . . . .
29. Planning and management in the home . . . . .	53.	Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a.	Adult work . . . . .
31. Home furnishings . . . . .	b.	Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c.	4-H Club work . . . . .
33. Clothing construction . . . . .	d.	Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .		

COOPERATION WITH OTHER PUBLIC AGENCIES

FEDERAL AGENCIES	Days Devoted	Days Devoted
67. Agricultural Research Service . . . . .	84.	Area Authorities (TVA, etc.) . . . . .
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board . . . . .
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86.	Civil Defense (state & county level) . . . . .
71. Department of Commerce (Area Re-development) . . . . .	87.	Health Department . . . . .
72. Economic Research Service . . . . .	88.	Highway Department . . . . .
73. Farm Credit Administration . . . . .	89.	Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .
74. Farmer Cooperative Service . . . . .	90.	State Departments of Agriculture and Forestry . . . . .
75. Farmers Home Administration . . . . .	91.	State Departments of Education (schools in general) . . . . .
76. Fish and Wildlife Service . . . . .	92.	State Employment Service . . . . .
77. Food and Drug Administration . . . . .	93.	Welfare Department . . . . .
78. Forest Service . . . . .	94.	State RAD Committee . . . . .
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES
80. Rural Electrification Administration . . . . .	95.	Soil Conservation districts . . . . .
81. Selective Service . . . . .	96.	Vocational-agricultural and home economics departments . . . . .
82. Social Security Administration; Internal Revenue Service . . . . .	97.	County or Area RAD Committees . . . . .
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name A. R. Slayton County or Department 4-H Club Department

For the <sup>Period</sup> of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: A. R. Slayton

Title: Associate State 4-H Club Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .		8. Training meetings held for local leaders:
2. Office calls. . . . .		a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . . <u>31</u>		(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . . <u>37</u>		b. Youth work (1) number. . . . . <u>5</u>
b. Television. . . . .		(2) attendance. . . . . <u>275</u>
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing). . . . .	—	36. Nutrition. . . . .	—
13. Soil management. . . . .	38	37. Human relations, child development. . . . .	10
14. Horticulture (production and on-farm marketing). . . . .	39	38. Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	40	39. Safety. . . . .	—
16. Soil and Water Conservation, wildlife. . . . .	2	40. Recreation. . . . .	—
17. Plant pathology. . . . .	—	41. Outlook. . . . .	—
18. Entomology. . . . .	43	42. Community development and resource adjustment. . . . .	7
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44	43. Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	45	44. Public affairs. . . . .	8
21. Poultry (production and on-farm marketing). . . . .	46	45. Rural defense. . . . .	—
22. Livestock (production and on-farm marketing). . . . .	—	46. Leadership development. . . . .	4
23. Animal and Poultry health. . . . .	48	47. Extension administration, organization. . . . .	168
24. Marketing and utilization. . . . .	49	48. Program planning. . . . .	26
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel. . . . .	44
26. Agricultural engineering. . . . .	2	50. Inservice training received. . . . .	—
27. Dwellings and equipment. . . . .	52	51. Miscellaneous (cannot be charged to above items). . . . .	1
28. Home grounds improvement. . . . .	53	52. Total days worked (items 11-51). . . . .	272
29. Planning and management in the home. . . . .	—	53. Of total days reported in item 52, how many were devoted to:	—
30. Family economics. . . . .	—	a. Adult work. . . . .	227
31. Home furnishings. . . . .	—	b. Young adult work (ages 18-25). . . . .	2
32. Clothing selection and care. . . . .	—	c. 4-H Club work. . . . .	36
33. Clothing construction. . . . .	—	d. Work with other youth and youth serving groups (within 4-H age). . . . .	7
34. Food preparation and selection. . . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	5
68. Agricultural Stabilization and Conservation Service. . . . .	2	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development). . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration. . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	16
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	2
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general). . . . .	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	1
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	1	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	4		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name W. E. Skelton County or Department Administration

For the <sup>Period</sup> ~~Month~~ of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: W. E. Skelton

Title: Assistant Director

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits . . .	227	
2. Office calls . . . . .	275	
3. Telephone calls (received or made) . . . . .	200	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines . . . . .	8	
b. Prepared by State office and released through county extension offices . . . . .	9	
5. Broadcasts made:		
a. Radio . . . . .	18	
b. Television . . . . .	5	
6. Publications distributed directly to the public . . .	196	
7. Circular or commodity letters written . . . . .		
8. Training meetings held for local leaders:		
a. Adult work (1) number . . . . .		
(2) attendance . . . . .		
b. Youth work (1) number . . . . .	1	
(2) attendance . . . . .	18	
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number . . . . .	1	
(2) attendance . . . . .	250	
b. Youth work (1) number . . . . .	2	
(2) attendance . . . . .	65	
10. Meetings held by local leaders:		
a. Adult work (1) number . . . . .		
(2) attendance . . . . .		
b. Youth work (1) number . . . . .		
(2) attendance . . . . .		

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50. Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . .
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . .
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . .
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department. . . . .	
72. Economic Research Service. . . . .	88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .	
78. Forest Service. . . . .	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .		



PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	125	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	24	36. Nutrition. . . . .	
13. Soil management. . . . .	2	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	40	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	24
17. Plant pathology. . . . .	2	41. Outlook. . . . .	
18. Entomology. . . . .	43	42. Community development and resource adjustment. . . . .	3
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44	43. Manpower development, employment information. . . . .	1
20. Dairy (production and on-farm marketing). . . . .	8	44. Public affairs. . . . .	17
21. Poultry (production and on-farm marketing). . . . .	46	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	14	46. Leadership development. . . . .	3
23. Animal and Poultry health. . . . .	1	47. Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .	49	48. Program planning. . . . .	9
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	51	50. Inservice training received. . . . .	21
27. Dwellings and equipment. . . . .	52	51. Miscellaneous (cannot be charged to above items). . . . .	8
28. Home grounds improvement. . . . .	53	52. Total days worked (items 11-51). . . . .	2394 240
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	234
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	6
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	198
68. Agricultural Stabilization and Conservation Service. . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	1
71. Department of Commerce (Area Re-development)		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Ashton W. Sinclair County or ~~Division~~ Southwest Virginia

For the Month of January 1 to December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Ashton W. Sinclair

Title: County Agent-at-Large

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	113	8. Training meetings held for local leaders:	
2. Office calls. . . . .	565	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	850	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	4	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	1
5. Broadcasts made:		(2) attendance. . . . .	8
a. Radio. . . . .	6	b. Youth work (1) number. . . . .	3
b. Television. . . . .		(2) attendance. . . . .	88
6. Publications distributed directly to the public. . . . .	63	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	23	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	1
17. Plant pathology. . . . .		41. Outlook. . . . .	
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	2
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	2
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	11
24. Marketing and utilization. . . . .		48. Program planning. . . . .	
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .	157	51. Miscellaneous (cannot be charged to above items). . . . .	18
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	193
29. Planning and management in the home. . . . .	2	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	192
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	1
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Mary B. Settle County or Department Management, Housing, Family Development  
Extension--House Improvement  
For the Month of SUMMARY for year 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Mary B. Settle

Title: House Improvement Specialist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>4</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>30</u>	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>32</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	5	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .		36. Nutrition . . . . .	
13. Soil management . . . . .		37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .		38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .		39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .		40. Recreation . . . . .	
17. Plant pathology . . . . .		41. Outlook . . . . .	
18. Entomology . . . . .		42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .		43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	3	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .		45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	6	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	2	47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	2	48. Program planning . . . . .	28
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .		50. Inservice training received . . . . .	39
27. Dwellings and equipment . . . . .		51. Miscellaneous (cannot be charged to above items) . . . . .	10
28. Home grounds improvement . . . . .	1	52. Total days worked (items 11-51) . . . . .	249
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	242
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	7
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	1	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	4
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Ernest R. Seypher, Jr. County or Department Farm Management  
For the Month of Period January - Dec 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: \_\_\_\_\_

Title: Assistant County Agent

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>273</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>123</u>	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>121</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers or magazines. . . . .	<u>4</u>	(2) attendance. . . . .
b. Prepared by State office and released through county extension offices. . . . .	—	9. Other meetings at which agents or specialists presented educational information:
5. Broadcasts made:		a. Adult work (1) number. . . . .
a. Radio. . . . .	<u>2</u>	(2) attendance. . . . .
b. Television. . . . .	—	b. Youth work (1) number. . . . .
6. Publications distributed directly to the public. . . . .	<u>16</u>	(2) attendance. . . . .
7. Circular or commodity letters written. . . . .	<u>2</u>	10. Meetings held by local leaders:
		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	1	36. Nutrition. . . . .	—
13. Soil management. . . . .	—	37. Human relations, child development. . . . .	—
14. Horticulture (production and on-farm marketing). . . . .	181	38. Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	—	39. Safety. . . . .	—
16. Soil and Water Conservation, wildlife. . . . .	2	40. Recreation. . . . .	—
17. Plant pathology. . . . .	—	41. Outlook. . . . .	1
18. Entomology. . . . .	—	42. Community development and resource adjustment. . . . .	—
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	—	43. Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	—	44. Public affairs. . . . .	—
21. Poultry (production and on-farm marketing). . . . .	—	45. Rural defense. . . . .	—
22. Livestock (production and on-farm marketing). . . . .	—	46. Leadership development. . . . .	—
23. Animal and Poultry health. . . . .	—	47. Extension administration, organization. . . . .	1
24. Marketing and utilization. . . . .	4	48. Program planning. . . . .	5
25. Consumer education in use of agricultural products . . . . .	—	49. Supervision of Extension personnel. . . . .	—
26. Agricultural engineering. . . . .	—	50. Inservice training received. . . . .	—
27. Dwellings and equipment. . . . .	—	51. Miscellaneous (cannot be charged to above items). . . . .	13
28. Home grounds improvement. . . . .	—	52. Total days worked (items 11-51). . . . .	208
29. Planning and management in the home. . . . .	—	53. Of total days reported in item 52, how many were devoted to:	—
30. Family economics. . . . .	—	a. Adult work. . . . .	199
31. Home furnishings. . . . .	—	b. Young adult work (ages 18-25). . . . .	3
32. Clothing selection and care. . . . .	—	c. 4-H Club work. . . . .	6
33. Clothing construction. . . . .	—	d. Work with other youth and youth serving groups (within 4-H age). . . . .	—
34. Food preparation and selection. . . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs . . . . .	—	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	—
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general)	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service . . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name F. H. Scott County or Department Horticulture  
For the period of January 1 - December 31, 1963.  
For the Month of 12

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: F. H. Scott

Title: Assistant Extension Horticulturist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	21	8. Training meetings held for local leaders:	
2. Office calls. . . . .	—	a. Adult work (1) number. . . . .	—
3. Telephone calls (received or made). . . . .	—	(2) attendance. . . . .	—
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	—
a. Prepared and released directly to newspapers		(2) attendance. . . . .	—
or magazines. . . . .	4	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	9	a. Adult work (1) number. . . . .	—
5. Broadcasts made:		(2) attendance. . . . .	—
a. Radio. . . . .	6	b. Youth work (1) number. . . . .	—
b. Television. . . . .	—	(2) attendance. . . . .	—
6. Publications distributed directly to the public. . . . .	1	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	3	a. Adult work (1) number. . . . .	—
		(2) attendance. . . . .	—
		b. Youth work (1) number. . . . .	—
		(2) attendance. . . . .	—

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	164	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	8	36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	9	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	14
24. Marketing and utilization. . . . .	8	48. Program planning. . . . .	18
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	3
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	16
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	240
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	228
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	12
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service. . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development). . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	5	91. State Department of Education (schools in general). . . . .	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Russell C. Schools County or Department Southeastern, Virginia  
For the <sup>Year</sup> ~~Month~~ of Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Russell C. Schools

Title: Assistant County Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	282	8. Training meetings held for local leaders:
2. Office calls. . . . .	170	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	645	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers or magazines. . . . .	2	(2) attendance. . . . .
b. Prepared by State office and released through county extension offices. . . . .	9	9. Other meetings at which agents or specialists presented educational information:
5. Broadcasts made:		a. Adult work (1) number. . . . .
a. Radio. . . . .	17	(2) attendance. . . . .
b. Television. . . . .		b. Youth work (1) number. . . . .
6. Publications distributed directly to the public. . . . .	168	(2) attendance. . . . .
7. Circular or commodity letters written. . . . .	10	10. Meetings held by local leaders:
		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	71	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	4
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	3
24. Marketing and utilization. . . . .		48. Program planning. . . . .	
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	5
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	2
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	85
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	63
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	22
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	2
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Franklin D. Schales County or Department Horticulture  
Period August 15 to Dec. 31  
For the Month of 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Franklin D. Schales

Title: Asst. Extension Horticulturist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>38</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>6</u>	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>9</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	<u>2</u>	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	<u>1</u>	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	<u>5</u>	b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	<u>2040</u>	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	<u>4</u>	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	36. Nutrition. . . . .	
13. Soil management. . . . .	37.	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38.	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39.	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40.	40. Recreation. . . . .	
17. Plant pathology. . . . .	41.	41. Outlook. . . . .	
18. Entomology. . . . .	42.	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44.	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	45.	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46.	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	47.	47. Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .	48.	48. Program planning. . . . .	
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	50.	50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .	51.	51. Miscellaneous (cannot be charged to above items). . . . .	
28. Home grounds improvement. . . . .	52.	52. Total days worked (items 11-51). . . . .	
29. Planning and management in the home. . . . .	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES-

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name G. E. Russell County or Department 4-H Club Department  
Period  
For the Month of January 1 - December 31, 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

(On Educational Leave)

Signed: \_\_\_\_\_

Title: Associate State 4-H Club Agent

EXTENSION TEACHING ACTIVITIES

No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	8. Training meetings held for local leaders:
2. Office calls. . . . .	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	(2) attendance. . . . .
4. Newspaper articles or stories:	b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers	(2) attendance. . . . .
or magazines. . . . .	9. Other meetings at which agents or specialists
b. Prepared by State office and released through	presented educational information:
county extension offices. . . . .	a. Adult work (1) number. . . . .
5. Broadcasts made:	(2) attendance. . . . .
a. Radio. . . . .	b. Youth work (1) number. . . . .
b. Television. . . . .	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	a. Adult work (1) number. . . . .
	(2) attendance. . . . .
	b. Youth work (1) number. . . . .
	(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	37.	36. Nutrition . . . . .	
13. Soil management . . . . .	38.	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	39.	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	40.	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	41.	40. Recreation . . . . .	
17. Plant pathology . . . . .	42.	41. Outlook . . . . .	
18. Entomology . . . . .	43.	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44.	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	45.	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	46.	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	47.	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	48.	47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	49.	48. Program planning . . . . .	
25. Consumer education in use of agricultural products . . . . .	50.	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	51.	50. Inservice training received . . . . .	
27. Dwellings and equipment . . . . .	52.	51. Miscellaneous (cannot be charged to above items) . . . . .	287.5
28. Home grounds improvement . . . . .	53.	52. Total days worked (items 11-51) . . . . .	238.5
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	28.5
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	48
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	1
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name J. O. Rowell County or Department Entomology  
For the period  
Month of Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: J. O. Rowell

Title: Extension Entomologist

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	37	8. Training meetings held for local leaders:	
2. Office calls. . . . .	186	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	166	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	7	a. Adult work (1) number. . . . .	29
5. Broadcasts made:		(2) attendance. . . . .	1382
a. Radio. . . . .	1	b. Youth work (1) number. . . . .	34
b. Television. . . . .	1	(2) attendance. . . . .	889
6. Publications distributed directly to the public. . . . .	6701	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	11	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

198  
149  
59

33783 PROGRAM EMPHASIS

STUDY	Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	37	
13. Soil management . . . . .	38	
14. Horticulture (production and on-farm marketing) . . . . .	62	39
15. Forestry (production and on-farm marketing) . . . . .	40	
16. Soil and Water Conservation, wildlife . . . . .	41	1
17. Plant pathology . . . . .	17	42
18. Entomology . . . . .	17	43
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	19	44
20. Dairy (production and on-farm marketing) . . . . .	45	
21. Poultry (production and on-farm marketing) . . . . .	46	
22. Livestock (production and on-farm marketing) . . . . .	47	11
23. Animal and Poultry health . . . . .	48	11
24. Marketing and utilization . . . . .	49	10
25. Consumer education in use of agricultural products . . . . .	50	
26. Agricultural engineering . . . . .	4	51
27. Dwellings and equipment . . . . .	52	198
28. Home grounds improvement . . . . .	53	
29. Planning and management in the home . . . . .		
30. Family economics . . . . .		
31. Home furnishings . . . . .		
32. Clothing selection and care . . . . .		
33. Clothing construction . . . . .		
34. Food preparation and selection . . . . .		
		35. Food preservation . . . . .
		36. Nutrition . . . . .
		37. Human relations, child development . . . . .
		38. Health . . . . .
		39. Safety . . . . .
		40. Recreation . . . . .
		41. Outlook . . . . .
		42. Community development and resource adjustment . . . . .
		43. Manpower development, employment information . . . . .
		44. Public affairs . . . . .
		45. Rural defense . . . . .
		46. Leadership development . . . . .
		47. Extension administration, organization . . . . .
		48. Program planning . . . . .
		49. Supervision of Extension personnel . . . . .
		50. Inservice training received . . . . .
		51. Miscellaneous (cannot be charged to above items) . . . . .
		52. Total days worked (items 11-51) . . . . .
		53. Of total days reported in item 52, how many were devoted to:
		a. Adult work . . . . .
		b. Young adult work (ages 18-25) . . . . .
		c. 4-H Club work . . . . .
		d. Work with other youth and youth serving groups (within 4-H age) . . . . .

COOPERATION WITH OTHER PUBLIC AGENCIES

STUDY	Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name H. A. Rollins, Jr County or Department Horticulture

For the period of: ~~7~~ January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed:

*Howard A. Rollins Jr.*

Title: Horticulturist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	77	8. Training meetings held for local leaders:	
2. Office calls. . . . .	35	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	178	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers or magazines. . . . .	21	(2) attendance. . . . .	
b. Prepared by State office and released through county extension offices. . . . .		9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	
a. Radio. . . . .	30	(2) attendance. . . . .	
b. Television. . . . .		b. Youth work (1) number. . . . .	
6. Publications distributed directly to the public. . . . .	4,868	(2) attendance. . . . .	
7. Circular or commodity letters written. . . . .	31	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	37	36. Nutrition . . . . .	
13. Soil management . . . . .	38	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	39	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	40	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	41	40. Recreation . . . . .	
17. Plant pathology . . . . .	42	41. Outlook . . . . .	
18. Entomology . . . . .	43	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	45	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	46	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	47	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	48	47. Extension administration, organization . . . . .	35
24. Marketing and utilization . . . . .	49	48. Program planning . . . . .	42
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel . . . . .	171
26. Agricultural engineering . . . . .	51	50. Inservice training received . . . . .	14
27. Dwellings and equipment . . . . .	52	51. Miscellaneous (cannot be charged to above items) . . . . .	
28. Home grounds improvement . . . . .	53	52. Total days worked (items 11-51) . . . . .	262
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	170
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	28
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	64
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management, Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	1
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .	3		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name D. T. Rogers, Jr. County or Department \_\_\_\_\_

Period  
For the ~~month~~ of January - December 31, 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: D. T. Rogers, Jr.

Title: District Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>62</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>55</u>	a. Adult work (1) number. . . . . <u>1</u>
3. Telephone calls (received or made). . . . .	<u>75</u>	(2) attendance. . . . . <u>21</u>
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	<u>2</u>	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	10.	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	170
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	35
13. Soil management . . . . .	36
14. Horticulture (production and on-farm marketing) . . . . .	37
15. Forestry (production and on-farm marketing) . . . . .	38
16. Soil and Water Conservation, wildlife . . . . .	39
17. Plant pathology . . . . .	40
18. Entomology . . . . .	41
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	42
20. Dairy (production and on-farm marketing) . . . . .	43
21. Poultry (production and on-farm marketing) . . . . .	44
22. Livestock (production and on-farm marketing) . . . . .	45
23. Animal and Poultry health . . . . .	46
24. Marketing and utilization . . . . .	47
25. Consumer education in use of agricultural products . . . . .	48
26. Agricultural engineering . . . . .	49
27. Dwellings and equipment . . . . .	50
28. Home grounds improvement . . . . .	51
29. Planning and management in the home . . . . .	52
30. Family economics . . . . .	53
31. Home furnishings . . . . .	
32. Clothing selection and care . . . . .	
33. Clothing construction . . . . .	
34. Food preparation and selection . . . . .	
	35. Food preservation . . . . .
	36. Nutrition . . . . .
	37. Human relations, child development . . . . .
	38. Health . . . . .
	39. Safety . . . . .
	40. Recreation . . . . .
	41. Outlook . . . . .
	42. Community development and resource adjustment . . . . .
	43. Manpower development, employment information . . . . .
	44. Public affairs . . . . .
	45. Rural defense . . . . .
	46. Leadership development . . . . .
	47. Extension administration, organization . . . . .
	48. Program planning . . . . .
	49. Supervision of Extension personnel . . . . .
	50. Inservice training received . . . . .
	51. Miscellaneous (cannot be charged to above items) . . . . .
	52. Total days worked (items 11-51) . . . . .
	53. Of total days reported in item 52, how many were devoted to:
	a. Adult work . . . . .
	b. Young adult work (ages 18-25) . . . . .
	c. 4-H Club work . . . . .
	d. Work with other youth and youth serving groups (within 4-H age) . . . . .

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
FEDERAL AGENCIES		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Patrick A. Robinson County or Department Fauquier

For the Month of January - December 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Patrick A. Robinson

Title: Assistant County Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits . . .	218	8. Training meetings held for local leaders:	
2. Office calls . . . . .	132	a. Adult work (1) number . . . . .	
3. Telephone calls (received or made) . . . . .	244	(2) attendance . . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number . . . . .	
a. Prepared and released directly to newspapers or magazines . . . . .	4	(2) attendance . . . . .	
b. Prepared by State office and released through county extension offices . . . . .		9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number . . . . .	13
a. Radio . . . . .		(2) attendance . . . . .	275
b. Television . . . . .		b. Youth work (1) number . . . . .	13
6. Publications distributed directly to the public . . . . .	119	(2) attendance . . . . .	118
7. Circular or commodity letters written . . . . .		Meetings held by local leaders:	
		a. Adult work (1) number . . . . .	
		(2) attendance . . . . .	
		b. Youth work (1) number . . . . .	
		(2) attendance . . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	27346.	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	1
24. Marketing and utilization. . . . .		48. Program planning. . . . .	21
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	295
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	295
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service. . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE  
SUMMARY  
~~XXXXXX~~ REPORT OF SERVICE RENDERED

Name Arthur T. Ringrose County or Department Poultry  
Period \_\_\_\_\_  
For the ~~XXXX~~ of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Arthur T. Ringrose

Title: Assoc. Ext. Poultry Husbandman

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	185	8. Training meetings held for local leaders:	
2. Office calls. . . . .	30	a. Adult work (1) number. . . . .	3
3. Telephone calls (received or made). . . . .	98	(2) attendance. . . . .	268
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	2	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
country extension offices. . . . .	1	a. Adult work (1) number. . . . .	4
5. Broadcasts made:		(2) attendance. . . . .	326
a. Radio. . . . .	18	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	669	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	12	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	17835. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . .
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . .
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
FEDERAL AGENCIES		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Robert K. Reynolds County or Department Agricultural Economics  
Period \_\_\_\_\_  
For the ~~Month~~ of January 1 - December 31, 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Robert K. Reynolds

Title: Asst. Ext. Agric. Economist

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	8	8. Training meetings held for local leaders:	
2. Office calls. . . . .	37	a. Adult work (1) number. . . . .	0
3. Telephone calls (received or made). . . . .	48	(2) attendance. . . . .	0
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	0
a. Prepared and released directly to newspapers		(2) attendance. . . . .	0
or magazines. . . . .	0	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	2	a. Adult work (1) number. . . . .	3
5. Broadcasts made:		(2) attendance. . . . .	235
a. Radio. . . . .	1	b. Youth work (1) number. . . . .	0
b. Television. . . . .	0	(2) attendance. . . . .	0
6. Publications distributed directly to the public. . . . .	48	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	9	a. Adult work (1) number. . . . .	0
		(2) attendance. . . . .	0
		b. Youth work (1) number. . . . .	0
		(2) attendance. . . . .	0

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	1	39. Safety. . . . .	7
16. Soil and Water Conservation, wildlife. . . . .	3	40. Recreation. . . . .	
17. Plant pathology. . . . .	1	41. Outlook. . . . .	1
18. Entomology. . . . .	1	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	1	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	1	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	3	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	4	46. Leadership development. . . . .	54
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	63
24. Marketing and utilization. . . . .		48. Program planning. . . . .	94
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	86
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	15
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	8
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	263
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	10
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	37
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	216
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	6
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general) . . . . .	1
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name J. A. Reynolds County or Department 4-H Club Department

For the ~~month of~~ <sup>period of</sup> January 1 - December 31, 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	_____	11	_____	21	_____
2	_____	12	_____	22	_____
3	_____	13	_____	23	_____
4	_____	14	_____	24	_____
5	_____	15	_____	25	_____
6	_____	16	_____	26	_____
7	_____	17	_____	27	_____
8	_____	18	_____	28	_____
9	_____	19	_____	29	_____
10	_____	20	_____	30	_____
				31	_____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: \_\_\_\_\_

Title: Associate State 4-H Club Agent

EXTENSION TEACHING ACTIVITIES

	No, this Month	No, this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>10</u>	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>52</u>	a. Adult work (1) number. . . . .	_____
3. Telephone calls (received or made). . . . .	<u>88</u>	(2) attendance. . . . .	_____
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	_____
a. Prepared and released directly to newspapers		(2) attendance. . . . .	_____
or magazines. . . . .	<u>23</u>	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	_____	a. Adult work (1) number. . . . .	_____
5. Broadcasts made:		(2) attendance. . . . .	_____
a. Radio. . . . .	<u>27</u>	b. Youth work (1) number. . . . .	<u>5</u>
b. Television. . . . .	_____	(2) attendance. . . . .	<u>620</u>
6. Publications distributed directly to the public. . . . .	<u>1</u>	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	_____	a. Adult work (1) number. . . . .	_____
		(2) attendance. . . . .	_____
		b. Youth work (1) number. . . . .	_____
		(2) attendance. . . . .	_____

CHANGES PROGRAM EMPHASIS CHANGES

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	3	35. Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing). . . . .	—	36. Nutrition. . . . .	—
13. Soil management. . . . .	38	37. Human relations, child development. . . . .	—
14. Horticulture (production and on-farm marketing). . . . .	2	38. Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	7	39. Safety. . . . .	5
16. Soil and Water Conservation, wildlife. . . . .	12	40. Recreation. . . . .	1
17. Plant pathology. . . . .	1	41. Outlook. . . . .	1
18. Entomology. . . . .	3	42. Community development and resource adjustment. . . . .	2
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	4	43. Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	5	44. Public affairs. . . . .	12
21. Poultry (production and on-farm marketing). . . . .	4	45. Rural defense. . . . .	1
22. Livestock (production and on-farm marketing). . . . .	3	46. Leadership development. . . . .	5
23. Animal and Poultry health. . . . .	5	47. Extension administration, organization. . . . .	7
24. Marketing and utilization. . . . .	—	48. Program planning. . . . .	1
25. Consumer education in use of agricultural products . . . . .	7	49. Supervision of Extension personnel. . . . .	—
26. Agricultural engineering. . . . .	3	50. Inservice training received. . . . .	3
27. Dwellings and equipment. . . . .	—	51. Miscellaneous (cannot be charged to above items). . . . .	2
28. Home grounds improvement. . . . .	—	52. Total days worked (items 11-51). . . . .	104
29. Planning and management in the home. . . . .	2	53. Of total days reported in item 52, how many were devoted to:	—
30. Family economics. . . . .	—	a. Adult work. . . . .	99
31. Home furnishings. . . . .	—	b. Young adult work (ages 18-25). . . . .	—
32. Clothing selection and care. . . . .	—	c. 4-H Club work. . . . .	5
33. Clothing construction. . . . .	—	d. Work with other youth and youth serving groups (within 4-H age). . . . .	—
34. Food preparation and selection. . . . .	—		

(Experiment Station - 26 days)

COOPERATION WITH OTHER PUBLIC AGENCIES

+ 8

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service. . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development). . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration. . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	—
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general)	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Robert L. Rees County or Department Agricultural Information  
For the ~~month~~ period of January 1 - June 21, 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: R. L. Rees  
Title: Associate Editor

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	50	8. Training meetings held for local leaders:	
2. Office calls. . . . .	4	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	8	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	2
5. Broadcasts made:		(2) attendance. . . . .	29
a. Radio. . . . .		b. Youth work (1) number. . . . .	
b. Television. . . . .	19	(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

SCIENCE PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	Nutrition . . . . .	
13. Soil management . . . . .	37.	Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	38.	Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	39.	Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	40.	Recreation . . . . .	
17. Plant pathology . . . . .	41.	Outlook . . . . .	
18. Entomology . . . . .	297.	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	44.	Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	45.	Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	46.	Leadership development . . . . .	
23. Animal and Poultry health . . . . .	47.	Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	48.	Program planning . . . . .	
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	50.	Inservice training received . . . . .	
27. Dwellings and equipment . . . . .	51.	Miscellaneous (cannot be charged to above items) . . . . .	
28. Home grounds improvement . . . . .	52.	Total days worked (items 11-51) . . . . .	297
29. Planning and management in the home . . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	297
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	84.	Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86.	Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87.	Health Department . . . . .	
72. Economic Research Service . . . . .	88.	Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89.	Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90.	State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91.	State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92.	State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93.	Welfare Department . . . . .	
78. Forest Service . . . . .	94.	State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	95.	Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96.	Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97.	County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Robert Pristou County or Department Plant Pathology & Physiology  
period  
For the ~~Month~~ of January 1, thru December 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Robert Pristou

Title: Assoc. Ext. Plant Pathologist

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	169	8. Training meetings held for local leaders:	
2. Office calls. . . . .	45	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	81	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	6	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	2	a. Adult work (1) number. . . . .	
5. Broadcasts made:		(2) attendance. . . . .	
a. Radio. . . . .	17	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	194	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	6 35.	Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	2 37.	Nutrition. . . . .	
13. Soil management. . . . .	3 38.	Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	6 39.	Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	5 40.	Safety. . . . .	2
16. Soil and Water Conservation, wildlife. . . . .	3 41.	Recreation. . . . .	1
17. Plant pathology. . . . .	42.	Outlook. . . . .	
18. Entomology. . . . .	43.	Community development and resource adjustment. . . . .	1
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44.	Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	1 45.	Public affairs. . . . .	4
21. Poultry (production and on-farm marketing). . . . .	3 46.	Rural defense. . . . .	1
22. Livestock (production and on-farm marketing). . . . .	5 47.	Leadership development. . . . .	1
23. Animal and Poultry health. . . . .	48.	Extension administration, organization. . . . .	1
24. Marketing and utilization. . . . .	5 49.	Program planning. . . . .	1
25. Consumer education in use of agricultural products . . . . .	5 50.	Supervision of Extension personnel. . . . .	4
26. Agricultural engineering. . . . .	1 51.	Inservice training received. . . . .	3
27. Dwellings and equipment. . . . .	1 52.	Miscellaneous (cannot be charged to above items). . . . .	
28. Home grounds improvement. . . . .	53.	Total days worked (items 11-51). . . . .	71
29. Planning and management in the home. . . . .		Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	8	a. Adult work. . . . .	62
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .	1	c. 4-H Club work. . . . .	9
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .		* (Research) Exp. Reported . . . . .	22½

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Elvin A. Powell County or Department Agricultural Information

For the Month of Sept 1 - Dec 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: E. A. Powell

Title: Assoc. Editor

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	40	8. Training meetings held for local leaders:
2. Office calls. . . . .	10	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	20	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .	104	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	174	36. Nutrition. . . . .
13. Soil management. . . . .	38.	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	39.	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	40.	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	41.	40. Recreation. . . . .
17. Plant pathology. . . . .	42.	41. Outlook. . . . .
18. Entomology. . . . .	43.	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44.	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	45.	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	46.	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	47.	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	48.	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	49.	48. Program planning. . . . .
25. Consumer education in use of agricultural products . . . . .	50.	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	51.	50. Inservice training received. . . . .
27. Dwellings and equipment. . . . .	52.	51. Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	53.	52. Total days worked (items 11-51). . . . .
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .		a. Adult work. . . . .
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	84.	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85.	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86.	86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87.	87. Health Department. . . . .	
72. Economic Research Service. . . . .	88.	88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .	89.	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90.	90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91.	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92.	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93.	93. Welfare Department. . . . .	
78. Forest Service. . . . .	94.	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	95.	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96.	96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .	97.	97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Howard Potts County or Department Agronomy

For the Month of January 1 - July 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Howard Potts

Title: Asst. Ext. Agronomist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	79	8. Training meetings held for local leaders:
2. Office calls. . . . .	35	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	92	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	13	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	7	b. Youth work (1) number. . . . .
b. Television. . . . .	0	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	743	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	14	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

Note: Resigned August 15, 1963.

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .	139	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	39	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	40	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .	42	41. Outlook. . . . .	
18. Entomology. . . . .	43	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	45	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	46	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	47	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	48	47. Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .	49	48. Program planning. . . . .	
25. Consumer education in use of agricultural products	50	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	51	50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .	52	51. Miscellaneous (cannot be charged to above items). . . . .	
28. Home grounds improvement. . . . .	53	52. Total days worked (items 11-51). . . . .	139 ✓
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	138
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	1 ✓
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	7
68. Agricultural Stabilization and Conservation Service		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	3
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. Ext., Foresters . . . . .	3	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .	3		
		{ Northern Builders Association 1 State Dept. of Land Development and Planning 10 }	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name H. C. Porter County or Department Agronomy  
Period of \_\_\_\_\_  
For the ~~XXXXX~~ Jan 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: H. C. Porter

Title: Associate Extension Agronomist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>2</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>5</u>	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>3</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers or magazines. . . . .	<u>1</u>	(2) attendance. . . . .
b. Prepared by State office and released through county extension offices. . . . .		9. Other meetings at which agents or specialists presented educational information:
5. Broadcasts made:		a. Adult work (1) number. . . . .
a. Radio. . . . .	<u>3</u>	(2) attendance. . . . .
b. Television. . . . .		b. Youth work (1) number. . . . .
6. Publications distributed directly to the public. . . . .		(2) attendance. . . . .
7. Circular or commodity letters written. . . . .		10. Meetings held by local leaders:
		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	37.	Nutrition . . . . .	
13. Soil management . . . . .	38.	Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	39.	Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	40.	Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	41.	Recreation . . . . .	
17. Plant pathology . . . . .	42.	Outlook . . . . .	
18. Entomology . . . . .	43.	Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44.	Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	45.	Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	46.	Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	47.	Leadership development . . . . .	
23. Animal and Poultry health . . . . .	48.	Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	49.	Program planning . . . . .	5
25. Consumer education in use of agricultural products . . . . .	50.	Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	51.	Inservice training received . . . . .	3
27. Dwellings and equipment . . . . .	52.	Miscellaneous (cannot be charged to above items) . . . . .	527
28. Home grounds improvement . . . . .	53.	Total days worked (items 11-51) . . . . .	100-146
29. Planning and management in the home . . . . .		Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	100-146
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .		
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .		
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .		
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .		
72. Economic Research Service . . . . .	88. Highway Department . . . . .		
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .		
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .		
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .		
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .		
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .		1
78. Forest Service . . . . .	94. State RAD Committee . . . . .		
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name E. L. Phillips County or Department Horticulture

For the Month of Jan. 1 through Dec. 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: E. L. Phillips

Title: Assoc. Horticulturist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Fam. home, firm and other out-of-office visits. . . . .	<u>304</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>25</u>	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>200</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	<u>200</u>	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . 48	35. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . . 10
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . . 58
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . . 58
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . . 1	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Charles R. Perkins County or District Northeast District

For the Month of October, November, December 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Charles R. Perkins

Title: Assistant County Agent

EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1.	Farm, home, firm and other out-of-office visits. . . . .	25	8.	Training meetings held for local leaders:	
2.	Office calls. . . . .	2	a.	Adult work (1) number. . . . .	
3.	Telephone calls (received or made). . . . .	8		(2) attendance. . . . .	
4.	Newspaper articles or stories:		b.	Youth work (1) number. . . . .	
a.	Prepared and released directly to newspapers or magazines. . . . .			(2) attendance. . . . .	
b.	Prepared by State office and released through county extension offices. . . . .		9.	Other meetings at which agents or specialists presented educational information:	
5.	Broadcasts made:		a.	Adult work (1) number. . . . .	1
a.	Radio. . . . .			(2) attendance. . . . .	6
b.	Television. . . . .		b.	Youth work (1) number. . . . .	
6.	Publications distributed directly to the public. . . . .			(2) attendance. . . . .	
7.	Circular or commodity letters written. . . . .		10.	Meetings held by local leaders:	
			a.	Adult work (1) number. . . . .	
				(2) attendance. . . . .	
			b.	Youth work (1) number. . . . .	
				(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .	37.	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38.	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39.	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40.	40. Recreation. . . . .	56
17. Plant pathology. . . . .	41.	41. Outlook. . . . .	10
18. Entomology. . . . .	42.	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44.	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	45.	45. Rural defense. . . . .	4
22. Livestock (production and on-farm marketing). . . . .	46.	46. Leadership development. . . . .	33
23. Animal and Poultry health. . . . .	47.	47. Extension administration, organization. . . . .	27 337
24. Marketing and utilization. . . . .	48.	48. Program planning. . . . .	39
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	50.	50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .	51.	51. Miscellaneous (cannot be charged to above items). . . . .	
28. Home grounds improvement. . . . .	52.	52. Total days reported (items 11-51). . . . .	2614 722
29. Planning and management in the home. . . . .	53.	53. Of total days worked in item 52, how many were devoted to:	
30. Family economics. . . . .	12	a. Adult work. . . . .	a.s.f. 2524
31. Home furnishings. . . . .	42	b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	9
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	1
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

## Summary Sheet

EXT. FORM 1  
(REV. JANUARY, 1963)AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

## MONTHLY REPORT OF SERVICE RENDERED

Name Catherine Peery County or Department Rural Arts  
For the Month of JANUARY '63 - DECEMBER '63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Catherine Peery  
Title: Extension Rural Arts Specialist

## EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1.	Farm, home, firm and other out-of-office visits. . . . .	5	8.	Training meetings held for local leaders:	
2.	Office calls. . . . .	23	a.	Adult work (1) number. . . . .	5
3.	Telephone calls (received or made). . . . .	41		(2) attendance. . . . .	170
4.	Newspaper articles or stories:		b.	Youth work (1) number. . . . .	
a.	Prepared and released directly to newspapers or magazines. . . . .	2		(2) attendance. . . . .	
b.	Prepared by State office and released through county extension offices. . . . .		9.	Other meetings at which agents or specialists presented educational information:	
5.	Broadcasts made:		a.	Adult work (1) number. . . . .	13
a.	Radio. . . . .	15		(2) attendance. . . . .	145
b.	Television. . . . .		b.	Youth work (1) number. . . . .	
6.	Publications distributed directly to the public. . . . .	45		(2) attendance. . . . .	
7.	Circular or commodity letters written. . . . .	6	10.	Meetings held by local leaders:	
			a.	Adult work (1) number. . . . .	
				(2) attendance. . . . .	
			b.	Youth work (1) number. . . . .	
				(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .	4
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	Nutrition . . . . .	11
13. Soil management . . . . .	37.	Human relations, child development . . . . .	1
14. Horticulture (production and on-farm marketing) . . . . .	38.	Health . . . . .	9
15. Forestry (production and on-farm marketing) . . . . .	39.	Safety . . . . .	2
16. Soil and Water Conservation, wildlife . . . . .	40.	Recreation . . . . .	23
17. Plant pathology . . . . .	41.	Outlook . . . . .	3
18. Entomology . . . . .	42.	Community development and resource adjustment . . . . .	—
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	Manpower development, employment information . . . . .	—
20. Dairy (production and on-farm marketing) . . . . .	44.	Public affairs . . . . .	5
21. Poultry (production and on-farm marketing) . . . . .	45.	Rural defense . . . . .	—
22. Livestock (production and on-farm marketing) . . . . .	46.	Leadership development . . . . .	65
23. Animal and Poultry health . . . . .	47.	Extension administration, organization . . . . .	2
24. Marketing and utilization . . . . .	48.	Program planning . . . . .	66
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel . . . . .	6
26. Agricultural engineering . . . . .	50.	Inservice training received . . . . .	6
27. Dwellings and equipment . . . . .	51.	Miscellaneous (cannot be charged to above items) . . . . .	4
28. Home grounds improvement . . . . .	52.	Total days worked (items 11-51) . . . . .	222
29. Planning and management in the home . . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	5
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	15
32. Clothing selection and care . . . . .	3 13	c. 4-H Club work . . . . .	207 202
33. Clothing construction . . . . .	2 7	d. Work with other youth and youth serving groups (within 4-H age) . . . . .	—
34. Food preparation and selection . . . . .	3 7		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .	84.	Area Authorities (TVA, etc.) . . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board . . . . .	—
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>		
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86.	Civil Defense (state & county level) . . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	87.	Health Department . . . . .	—
72. Economic Research Service . . . . .	88.	Highway Department . . . . .	—
73. Farm Credit Administration . . . . .	89.	Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	1
74. Farmer Cooperative Service . . . . .	90.	State Departments of Agriculture and Forestry . . . . .	—
75. Farmers Home Administration . . . . .	91.	State Department of Education (schools in general) . . . . .	1
76. Fish and Wildlife Service . . . . .	92.	State Employment Service . . . . .	—
77. Food and Drug Administration . . . . .	93.	Welfare Department . . . . .	—
78. Forest Service . . . . .	94.	State RAD Committee . . . . .	—
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>		
80. Rural Electrification Administration . . . . .	95.	Soil Conservation districts . . . . .	—
81. Selective Service . . . . .	96.	Vocational-agricultural and home economics departments . . . . .	—
82. Social Security Administration; Internal Revenue Service . . . . .	97.	County or Area RAD Committees . . . . .	—
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Shirley J. Patton County or Department 4-H Club Department

Period  
For the month of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Shirley J. Patton

Title: Assistant State 4-H Club Agent

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	4	8. Training meetings held for local leaders:	
2. Office calls. . . . .	69	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	74	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	52	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	
5. Broadcasts made:		(2) attendance. . . . .	
a. Radio. . . . .	15	b. Youth work (1) number. . . . .	4
b. Television. . . . .		(2) attendance. . . . .	1250
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	36. Nutrition . . . . .	
13. Soil management . . . . .	37.	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	38.	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	39.	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	40.	40. Recreation . . . . .	
17. Plant pathology . . . . .	41.	41. Outlook . . . . .	1
18. Entomology . . . . .	42.	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	44.	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	45.	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	46.	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	47.	47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	48.	48. Program planning . . . . .	
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	50.	50. Inservice training received . . . . .	
27. Dwellings and equipment . . . . .	51.	51. Miscellaneous (cannot be charged to above items) . . . . .	8
28. Home grounds improvement . . . . .	52.	52. Total days worked (items 11-51) . . . . .	251
29. Planning and management in the home . . . . .	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	167
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	49
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	2

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	84.	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85.	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86.	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87.	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88.	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89.	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90.	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91.	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92.	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93.	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94.	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	95.	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96.	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97.	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name W. N. Patterson County or Department Dairy Extension  
Period  
For the Month of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: W. N. Patterson

Title: Associate Dairy Specialist

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	121	8. Training meetings held for local leaders:	
2. Office calls. . . . .	24	a. Adult work (1) number. . . . .	18
3. Telephone calls (received or made). . . . .	109	(2) attendance. . . . .	313
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	1
a. Prepared and released directly to newspapers		(2) attendance. . . . .	12
or magazines. . . . .	1	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	—	a. Adult work (1) number. . . . .	29
5. Broadcasts made:		(2) attendance. . . . .	938
a. Radio. . . . .	8	b. Youth work (1) number. . . . .	13
b. Television. . . . .	—	(2) attendance. . . . .	315
6. Publications distributed directly to the public. . . . .	17	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	—	a. Adult work (1) number. . . . .	—
		(2) attendance. . . . .	—
		b. Youth work (1) number. . . . .	—
		(2) attendance. . . . .	—

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	110	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .		36. Nutrition . . . . .	
13. Soil management . . . . .	5	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .		38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .		39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	10	40. Recreation . . . . .	
17. Plant pathology . . . . .		41. Outlook . . . . .	
18. Entomology . . . . .		42. Community development and resource adjustment . . . . .	75
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .		43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .		44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .		45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .		46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .		47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .		48. Program planning . . . . .	20
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .		50. Inservice training received . . . . .	
27. Dwellings and equipment . . . . .		51. Miscellaneous (cannot be charged to above items) . . . . .	
28. Home grounds improvement . . . . .		52. Total days worked (items 11-51) . . . . .	290
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	190
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	100
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

*Annual*  
MONTHLY REPORT OF SERVICE RENDERED

Name W. S. Painter County or Department Extension - TVA

For the Month of Jan. 1. 1964

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: W. S. Painter

Title: Extension - TVA Supervisor

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	28	8. Training meetings held for local leaders:
2. Office calls. . . . .	26	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	110	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	12	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		prevented educational information:
county extension offices. . . . .	1	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	10	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	15	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	1835	Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	3	36. Nutrition. . . . .	
13. Soil management. . . . .	38	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	39	Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	40	Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	41	Recreation. . . . .	
17. Plant pathology. . . . .	42	41. Outlook. . . . .	
18. Entomology. . . . .	43	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	3	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	45	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	1	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .		48. Program planning. . . . .	25
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	15
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	3
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	235
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	232
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	3
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	2
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	2
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Raymond K. Painter County or Department West Central District

For the Month of Year 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Raymond K. Painter

Title: County Agent-at-Large

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	234	8. Training meetings held for local leaders:	
2. Office calls. . . . .	142	a. Adult work (1) number. . . . .	6
3. Telephone calls (received or made). . . . .	412	(2) attendance. . . . .	50
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	3	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	16
5. Broadcasts made:		(2) attendance. . . . .	276
a. Radio. . . . .	2	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	775	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	3	a. Adult work (1) number. . . . .	1
		(2) attendance. . . . .	25
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50. Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . .
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . .
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . .
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department. . . . .	
72. Economic Research Service. . . . .	88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .	
78. Forest Service. . . . .	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .	97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Wystt Osborne County or Department Plant Pathology & Physiology

Period  
For the Month of January 1, thru December 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: H. H. Watt Osborne

Title: Assoc. Ext. Plant Pathologist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>138</u>		
2. Office calls. . . . .	<u>66</u>		
3. Telephone calls (received or made). . . . .	<u>63</u>		
4. Newspaper articles or stories:			
a. Prepared and released directly to newspapers or magazines. . . . .	<u>19</u>		
b. Prepared by State office and released through county extension offices. . . . .	<u>3</u>		
5. Broadcasts made:			
a. Radio. . . . .	<u>11</u>		
b. Television. . . . .			
6. Publications distributed directly to the public. . . . .	<u>2080</u>		
7. Circular or commodity letters written. . . . .	<u>5</u>		
		Training meetings held for local leaders:	
		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	
		9. Other meetings at which agents or specialists presented educational information:	
		a. Adult work (1) number. . . . .	<u>2</u>
		(2) attendance. . . . .	<u>60</u>
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	
		10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . . 2
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . . 10
24. Marketing and utilization . . . . . 105	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . . 7
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . . 124
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . . 117
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . . 7
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
<b>FEDERAL AGENCIES</b>	
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .
72. Economic Research Service . . . . .	88. Highway Department . . . . .
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .
78. Forest Service . . . . .	94. State RAD Committee . . . . .
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .
83. Soil Conservation Service . . . . .	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Albert J. Ortego, Jr. County or Department Agricultural Economics  
period \_\_\_\_\_  
For the Month of January - July 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: \_\_\_\_\_

Title: Aast. Ext. Agri. Economist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	42	8. Training meetings held for local leaders:
2. Office calls. . . . .	15	a. Adult work (1) number. . . . . 4
3. Telephone calls (received or made). . . . .	27	(2) attendance. . . . . 127
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	2	a. Adult work (1) number. . . . . 8
5. Broadcasts made:		(2) attendance. . . . . 278
a. Radio. . . . .	3	b. Youth work (1) number. . . . . 4
b. Television. . . . .		(2) attendance. . . . . 80
6. Publications distributed directly to the public. . . . .	1	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	2	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	1
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	11
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	2
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	9
24. Marketing and utilization. . . . .		48. Program planning. . . . .	1
25. Consumer education in use of agricultural products. . . . .	1	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	5
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	269
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	
29. Planning and management in the home. . . . .	132	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	107	a. Adult work. . . . .	216
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	16
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	37
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	[REDACTED]
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service. . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development). . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Ocie J. O'Brien County or Department Home Management

For the Month of SUMMARY FOR YEAR 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Ocie J. O'Brien

Title: Ext. Home Management Specialist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .		8. Training meetings held for local leaders:
2. Office calls. . . . .		a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .		(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	3	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	51	b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	11	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . .	243	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .		36. Nutrition . . . . .	
13. Soil management . . . . .	38.	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	39.	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	40.	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	41.	40. Recreation . . . . .	
17. Plant pathology . . . . .	42.	41. Outlook . . . . .	
18. Entomology . . . . .	43.	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44.	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	45.	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	46.	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	47.	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	48.	47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	49.	48. Program planning . . . . .	4
25. Consumer education in use of agricultural products . . . . .	50.	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	51.	50. Inservice training received . . . . .	
27. Dwellings and equipment . . . . .	52.	51. Miscellaneous (cannot be charged to above items) . . . . .	11
28. Home grounds improvement . . . . .	53.	52. Total days worked (items 11-51) . . . . .	258
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	247
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	11
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	7	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name W. J. Nuckolls, Jr. County or Department Ag. Economics  
YEAR \_\_\_\_\_  
For the ~~Year~~ of Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: W. J. Nuckolls, Jr.  
Title: Assoc. Ex. Ag. Econ.

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	2	8. Training meetings held for local leaders:
2. Office calls. . . . .	149	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	232	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	1	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	956	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	7	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

EDWARDS PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	11	35. Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing). . . . .	5	36. Nutrition. . . . .	4
13. Soil management. . . . .	38	37. Human relations, child development. . . . .	—
14. Horticulture (production and on-farm marketing). . . . .	39	38. Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	1 40	39. Safety. . . . .	—
16. Soil and Water Conservation, wildlife. . . . .	3 41	40. Recreation. . . . .	3
17. Plant pathology. . . . .	—	41. Outlook. . . . .	6
18. Entomology. . . . .	—	42. Community development and resource adjustment. . . . .	11
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	—	43. Manpower development, employment information. . . . .	2
20. Dairy (production and on-farm marketing). . . . .	—	44. Public affairs. . . . .	10
21. Poultry (production and on-farm marketing). . . . .	—	45. Rural defense. . . . .	11
22. Livestock (production and on-farm marketing). . . . .	—	46. Leadership development. . . . .	17
23. Animal and Poultry health. . . . .	—	47. Extension administration, organization. . . . .	51
24. Marketing and utilization. . . . .	4	48. Program planning. . . . .	38
25. Consumer education in use of agricultural products. . . . .	6 50	49. Supervision of Extension personnel. . . . .	66
26. Agricultural engineering. . . . .	—	50. Inservice training received. . . . .	20
27. Dwellings and equipment. . . . .	—	51. Miscellaneous (cannot be charged to above items). . . . .	11
28. Home grounds improvement. . . . .	2 53	52. Total days worked (items 11-51). . . . .	291
29. Planning and management in the home. . . . .	—	Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	7	a. Adult work. . . . .	173
31. Home furnishings. . . . .	—	b. Young adult work (ages 18-25). . . . .	13
32. Clothing selection and care. . . . .	—	c. 4-H Club work. . . . .	104
33. Clothing construction. . . . .	—	d. Work with other youth and youth serving groups (within 4-H age). . . . .	1
34. Food preparation and selection. . . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service. . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	6
71. Department of Commerce (Area Re-development). . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration. . . . .	5	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	2
75. Farmers Home Administration. . . . .	3	91. State Department of Education (schools in general). . . . .	2
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	1
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	2	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service. . . . .	4	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	2		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Ross W. Newsome County or Department Virginia Agricultural Ext. Service  
Virginia State College, Box 540  
For the Month of Jan. through December 19 63 Petersburg, Virginia

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: \_\_\_\_\_

Title: State Agent

EXTENSION TEACHING ACTIVITIES

	No, this Month	No, this Month
1. Farm, home, firm and other out-of-office visits. . . . .	195	
2. Office calls. . . . .	262	
3. Telephone calls (received or made). . . . .	546	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines. . . . .	7	
b. Prepared by State office and released through county extension offices. . . . .		
5. Broadcasts made:		
a. Radio. . . . .		
b. Television. . . . .		
6. Publications distributed directly to the public. . . . .	8	
7. Circular or commodity letters written. . . . .	26	
8. Training meetings held for local leaders:		
a. Adult work (1) number. . . . .		6
(2) attendance. . . . .		565
b. Youth work (1) number. . . . .		8
(2) attendance. . . . .		822
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number. . . . .		13
(2) attendance. . . . .		394
b. Youth work (1) number. . . . .		2
(2) attendance. . . . .		133
10. Meetings held by local leaders:		
a. Adult work (1) number. . . . .		1
(2) attendance. . . . .		300
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .		36. Nutrition . . . . .	
13. Soil management . . . . .	38.	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .		38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	40.	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	41.	40. Recreation . . . . .	
17. Plant pathology . . . . .	42.	41. Outlook . . . . .	
18. Entomology . . . . .	43.	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44.	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	45.	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	46.	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	47.	46. Leadership development . . . . .	12
23. Animal and Poultry health . . . . .	48.	47. Extension administration, organization . . . . .	83
24. Marketing and utilization . . . . .	49.	48. Program planning . . . . .	74
25. Consumer education in use of agricultural products . . . . .	50.	49. Supervision of Extension personnel . . . . .	73 7/8
26. Agricultural engineering . . . . .	51.	50. Inservice training received . . . . .	4
27. Dwellings and equipment . . . . .	52.	51. Miscellaneous (cannot be charged to above items) . . . . .	2
28. Home grounds improvement . . . . .	53.	52. Total days worked (items 11-51) . . . . .	251
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	201
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	50
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

S - 6 Worked - 7  
C - 1 Holiday - 4  
A - 12½ Military Leave - 14

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

EXT. FORM 1  
(REV. JANUARY, 1963)

MONTHLY REPORT OF SERVICE RENDERED

Name James B. Norment County or Department Northeast District

For the Month of Annual Report 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: James B. Norment

Title: District Agent

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>48</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>34</u>	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>65</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	<u>1</u>	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	<u>2</u>	b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	<u>25</u>	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	179.35
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	1
13. Soil management . . . . .	38
14. Horticulture (production and on-farm marketing) . . . . .	39
15. Forestry (production and on-farm marketing) . . . . .	40
16. Soil and Water Conservation, wildlife . . . . .	41
17. Plant pathology . . . . .	42
18. Entomology . . . . .	43
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	1
20. Dairy (production and on-farm marketing) . . . . .	45
21. Poultry (production and on-farm marketing) . . . . .	46
22. Livestock (production and on-farm marketing) . . . . .	1
23. Animal and Poultry health . . . . .	48
24. Marketing and utilization . . . . .	2
25. Consumer education in use of agricultural products . . . . .	50
26. Agricultural engineering . . . . .	51
27. Dwellings and equipment . . . . .	1
28. Home grounds improvement . . . . .	53
29. Planning and management in the home . . . . .	
30. Family economics . . . . .	
31. Home furnishings . . . . .	
32. Clothing selection and care . . . . .	
33. Clothing construction . . . . .	
34. Food preparation and selection . . . . .	
	36
	37. Human relations, child development . . . . .
	38. Health . . . . .
	39. Safety . . . . .
	40. Recreation . . . . .
	41. Outlook . . . . .
	42. Community development and resource adjustment . . . . .
	43. Manpower development, employment information . . . . .
	44. Public affairs . . . . .
	45. Rural defense . . . . .
	46. Leadership development . . . . .
	47. Extension administration, organization . . . . .
	48. Program planning . . . . .
	49. Supervision of Extension personnel . . . . .
	50. Inservice training received . . . . .
	51. Miscellaneous (cannot be charged to above items) . . . . .
	52. Total days worked (items 11-51) . . . . .
	53. Of total days reported in item 52, how many were devoted to:
	a. Adult work . . . . .
	b. Young adult work (ages 18-25) . . . . .
	c. 4-H Club work . . . . .
	d. Work with other youth and youth serving groups (within 4-H age) . . . . .

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
<b>FEDERAL AGENCIES</b>	
67. Agricultural Research Service . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	1
69. Bureau of Indian Affairs . . . . .	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	
72. Economic Research Service . . . . .	
73. Farm Credit Administration . . . . .	
74. Farmer Cooperative Service . . . . .	
75. Farmers Home Administration . . . . .	
76. Fish and Wildlife Service . . . . .	
77. Food and Drug Administration . . . . .	
78. Forest Service . . . . .	
79. Housing and Home Finance Agency . . . . .	
80. Rural Electrification Administration . . . . .	
81. Selective Service . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	
83. Soil Conservation Service . . . . .	1
	84. Area Authorities (TVA, etc.) . . . . .
	85. USDA Defense Board . . . . .
	<b>STATE AGENCIES</b>
	86. Civil Defense (state & county level) . . . . .
	87. Health Department . . . . .
	88. Highway Department . . . . .
	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .
	90. State Departments of Agriculture and Forestry . . . . .
	91. State Department of Education (schools in general)
	92. State Employment Service . . . . .
	93. Welfare Department . . . . .
	94. State RAD Committee . . . . .
	<b>COUNTY AGENCIES</b>
	95. Soil Conservation districts . . . . .
	96. Vocational-agricultural and home economics departments . . . . .
	97. County or Area RAD Committees . . . . .

EXT. FORM 1  
(REV. JANUARY, 1963)AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

## MONTHLY REPORT OF SERVICE RENDERED

Name James A. Nolen County or Department BuckinghamFor the Month of \_\_\_\_\_ 19 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: James A. NolenTitle: County Agent-At-Large

## EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>359</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>183</u>	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>466</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	<u>2</u>	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	—	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	<u>14</u>	b. Youth work (1) number. . . . .
b. Television. . . . .	—	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	<u>6198</u>	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	<u>7</u>	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	Nutrition. . . . .	
13. Soil management. . . . .	37.	Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38.	Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39.	Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40.	Recreation. . . . .	
17. Plant pathology. . . . .	41.	Outlook. . . . .	
18. Entomology. . . . .	42.	Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). <del>42</del> <del>43</del> <del>44</del> <del>45</del>	44.	Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	45.	Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46.	Leadership development. . . . .	
23. Animal and Poultry health. . . . .	47.	Extension administration, organization. . . . .	8
24. Marketing and utilization. . . . .	48.	Program planning. . . . .	19
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	50.	Inservice training received. . . . .	
27. Dwellings and equipment. . . . .	51.	Miscellaneous (cannot be charged to above items). . . . .	8
28. Home grounds improvement. . . . .	52.	Total days worked (items 11-51). . . . .	246
29. Planning and management in the home. . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	233
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	9
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	4
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	6
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commission On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	2
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Guy J. Negeotte County or Department Dairy Extension  
Period January 1 - December 31 19 63  
For the Month of

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Guy J. Negeotte

Title: Associate Dairy Specialist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	19	8.
2. Office calls. . . . .	10	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	17	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	13	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	—	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	8	b. Youth work (1) number. . . . .
b. Television. . . . .	—	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	435	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	29	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50. Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . .
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . .
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . .
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

42  
32  
181  
2  
2  
259  
259

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
FEDERAL AGENCIES	
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .
68. Agricultural Stabilization and Conservation Service. . . . .	85. USDA Defense Board. . . . .
69. Bureau of Indian Affairs. . . . .	STATE AGENCIES
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .
71. Department of Commerce (Area Re-development). . . . .	87. Health Department. . . . .
72. Economic Research Service. . . . .	88. Highway Department. . . . .
73. Farm Credit Administration. . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general)
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .
78. Forest Service. . . . .	94. State RAD Committee. . . . .
79. Housing and Home Finance Agency. . . . .	COUNTY AGENCIES
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .
82. Social Security Administration; Internal Revenue Service. . . . .	97. County or Area RAD Committees. . . . .
83. Soil Conservation Service. . . . .	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Gene McMurtry County or Department Agricultural Economics  
For the <sup>Period</sup> Month of January - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	_____	11	_____	21	_____
2	_____	12	_____	22	_____
3	_____	13	_____	23	_____
4	_____	14	_____	24	_____
5	_____	15	_____	25	_____
6	_____	16	_____	26	_____
7	_____	17	_____	27	_____
8	_____	18	_____	28	_____
9	_____	19	_____	29	_____
10	_____	20	_____	30	_____
				31	_____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Gene McMurtry  
Title: Associate Extension Economist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	_____	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>3</u>	a. Adult work (1) number. . . . .	<u>1</u>
3. Telephone calls (received or made). . . . .	<u>18</u>	(2) attendance. . . . .	<u>82</u>
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	_____
a. Prepared and released directly to newspapers		(2) attendance. . . . .	_____
or magazines. . . . .	<u>6</u>	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	<u>21</u>	a. Adult work (1) number. . . . .	<u>15</u>
5. Broadcasts made:		(2) attendance. . . . .	<u>576</u>
a. Radio. . . . .	<u>27</u>	b. Youth work (1) number. . . . .	<u>2</u>
b. Television. . . . .	_____	(2) attendance. . . . .	<u>60</u>
6. Publications distributed directly to the public. . . . .	_____	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	<u>23</u>	a. Adult work (1) number. . . . .	_____
<u>See attached list</u>		(2) attendance. . . . .	_____
		b. Youth work (1) number. . . . .	_____
		(2) attendance. . . . .	_____

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	_____
12. Field crops, pasture, range (production and on-farm marketing). . . . .	_____	36. Nutrition. . . . .	_____
13. Soil management. . . . .	_____	37. Human relations, child development. . . . .	_____
14. Horticulture (production and on-farm marketing). . . . .	_____	38. Health. . . . .	_____
15. Forestry (production and on-farm marketing). . . . .	_____	39. Safety. . . . .	_____
16. Soil and Water Conservation, wildlife. . . . .	_____	40. Recreation. . . . .	1
17. Plant pathology. . . . .	_____	41. Outlook. . . . .	6
18. Entomology. . . . .	_____	42. Community development and resource adjustment. . . . .	1
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	_____	43. Manpower development, employment information. . . . .	_____
20. Dairy (production and on-farm marketing). . . . .	_____	44. Public affairs. . . . .	4
21. Poultry (production and on-farm marketing). . . . .	_____	45. Rural defense. . . . .	_____
22. Livestock (production and on-farm marketing). . . . .	_____	46. Leadership development. . . . .	15
23. Animal and Poultry health. . . . .	_____	47. Extension administration, organization. . . . .	81
24. Marketing and utilization. . . . .	_____	48. Program planning. . . . .	48
25. Consumer education in use of agricultural products . . . . .	_____	49. Supervision of Extension personnel. . . . .	90
26. Agricultural engineering. . . . .	_____	50. Inservice training received. . . . .	1
27. Dwellings and equipment. . . . .	_____	51. Miscellaneous (cannot be charged to above items). . . . .	8
28. Home grounds improvement. . . . .	_____	52. Total days worked (items 11-51). . . . .	255
29. Planning and management in the home. . . . .	_____	53. Of total days reported in item 52, how many were devoted to:	_____
30. Family economics. . . . .	_____	a. Adult work. . . . .	141
31. Home furnishings. . . . .	_____	b. Young adult work (ages 18-25). . . . .	_____
32. Clothing selection and care. . . . .	_____	c. 4-H Club work. . . . .	114
33. Clothing construction. . . . .	_____	d. Work with other youth and youth serving groups (within 4-H age). . . . .	_____
34. Food preparation and selection. . . . .	_____		_____

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	_____	84. Area Authorities (TVA, etc.). . . . .	_____
68. Agricultural Stabilization and Conservation Service. . . . .	_____	85. USDA Defense Board. . . . .	_____
69. Bureau of Indian Affairs . . . . .	_____	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	_____	86. Civil Defense (state & county level). . . . .	_____
71. Department of Commerce (Area Re-development) . . . . .	_____	87. Health Department. . . . .	_____
72. Economic Research Service. . . . .	_____	88. Highway Department. . . . .	_____
73. Farm Credit Administration . . . . .	_____	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	_____
74. Farmer Cooperative Service. . . . .	_____	90. State Departments of Agriculture and Forestry. . . . .	_____
75. Farmers Home Administration. . . . .	_____	91. State Department of Education (schools in general) . . . . .	_____
76. Fish and Wildlife Service. . . . .	_____	92. State Employment Service. . . . .	_____
77. Food and Drug Administration. . . . .	_____	93. Welfare Department. . . . .	_____
78. Forest Service. . . . .	_____	94. State RAD Committee. . . . .	_____
79. Housing and Home Finance Agency. . . . .	_____	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	_____	95. Soil Conservation districts. . . . .	_____
81. Selective Service. . . . .	_____	96. Vocational-agricultural and home economics departments. . . . .	1
82. Social Security Administration; Internal Revenue Service . . . . .	_____	97. County or Area RAD Committees. . . . .	1
83. Soil Conservation Service. . . . .	_____		_____

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

ANNUAL ~~MONTHLY~~ REPORT OF SERVICE RENDERED

Name Mary Hille McCoy County or Department ---  
Period  
For the ~~Month~~ of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Mary Hille McCoy

Title: District Home Demonstration Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	38	8. Training meetings held for local leaders:	
2. Office calls. . . . .	1	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	1	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers or magazines. . . . .	2	(2) attendance. . . . .	
b. Prepared by State office and released through county extension offices. . . . .		9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	1
a. Radio. . . . .		(2) attendance. . . . .	6
b. Television. . . . .		b. Youth work (1) number. . . . .	1
6. Publications distributed directly to the public. . . . .		(2) attendance. . . . .	75
7. Circular or commodity letters written. . . . .	6	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	4
		(2) attendance. . . . .	76
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	1
18. Entomology. . . . .	1	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	1
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	7
24. Marketing and utilization. . . . .		48. Program planning. . . . .	11
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	1
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	21
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	166
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	127
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	4
32. Clothing selection and care. . . . .	62	c. 4-H Club work. . . . .	35
33. Clothing construction. . . . .	61	d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service. . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	2	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

ANNUAL ~~MONTHLY~~ REPORT OF SERVICE RENDERED

Name Bettie McClaskey County or Department Clothing  
Period  
For the Month of January - August 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: \_\_\_\_\_

Title: Asst. Clothing Specialist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>1</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>2</u>	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>9</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	<u>22</u>	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	<u>2</u>	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	<u>10</u>	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	<u>2</u>	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	36. Nutrition. . . . .	—
13. Soil management. . . . .	37.	37. Human relations, child development. . . . .	—
14. Horticulture (production and on-farm marketing). . . . .	38.	38. Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	39.	39. Safety. . . . .	—
16. Soil and Water Conservation, wildlife. . . . .	40.	40. Recreation. . . . .	—
17. Plant pathology. . . . .	41.	41. Outlook. . . . .	1
18. Entomology. . . . .	42.	42. Community development and resource adjustment. . . . .	—
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	43. Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	44.	44. Public affairs. . . . .	2
21. Poultry (production and on-farm marketing). . . . .	45.	45. Rural defense. . . . .	—
22. Livestock (production and on-farm marketing). . . . .	46.	46. Leadership development. . . . .	—
23. Animal and Poultry health. . . . .	47.	47. Extension administration, organization. . . . .	2
24. Marketing and utilization. . . . .	48.	48. Program planning. . . . .	13
25. Consumer education in use of agricultural products. . . . .	49.	49. Supervision of Extension personnel. . . . .	—
26. Agricultural engineering. . . . .	50.	50. Inservice training received. . . . .	—
27. Dwellings and equipment. . . . .	51.	51. Miscellaneous (cannot be charged to above items). . . . .	—
28. Home grounds improvement. . . . .	52.	52. Total days worked (items 11-51). . . . .	183
29. Planning and management in the home. . . . .	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	41
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	2
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	140
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	—
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service. . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development). . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration. . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	1
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general). . . . .	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	1	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name William A. McElfresh County or Department Forestry and Wildlife

For the Month of January 1 thru December 31 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: W. A. McElfresh

Title: Assistant Extension Forester

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	—	8. Training meetings held for local leaders:	
2. Office calls. . . . .	—	a. Adult work (1) number. . . . .	—
3. Telephone calls (received or made). . . . .	—	(2) attendance. . . . .	—
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	—
a. Prepared and released directly to newspapers		(2) attendance. . . . .	—
or magazines. . . . .	2	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	1	a. Adult work (1) number. . . . .	—
5. Broadcasts made:		(2) attendance. . . . .	—
a. Radio. . . . .	5	b. Youth work (1) number. . . . .	1
b. Television. . . . .	—	(2) attendance. . . . .	—
6. Publications distributed directly to the public. . . . .	—	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	—	a. Adult work (1) number. . . . .	—
		(2) attendance. . . . .	—
		b. Youth work (1) number. . . . .	—
		(2) attendance. . . . .	—

SCIENCE PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	36. Nutrition . . . . .	
13. Soil management . . . . .	37.	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	38.	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	39.	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	40.	40. Recreation . . . . .	
17. Plant pathology . . . . .	41.	41. Outlook . . . . .	
18. Entomology . . . . .	42.	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	44.	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	45.	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	46.	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	47.	47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	48.	48. Program planning . . . . .	3
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	50.	50. Inservice training received . . . . .	
27. Dwellings and equipment . . . . .	51.	51. Miscellaneous (cannot be charged to above items) . . . . .	1
28. Home grounds improvement . . . . .	52.	52. Total days worked (items 11-51) . . . . .	256
29. Planning and management in the home . . . . .	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	216
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	11
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	12
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	17
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .	84.	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85.	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86.	86. Civil Defense (state & county level) . . . . .	1
71. Department of Commerce (Area Re-development) . . . . .	87.	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88.	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89.	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90.	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91.	91. State Departments of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92.	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93.	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94.	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .	95.	95. Soil Conservation districts . . . . .	26
81. Selective Service . . . . .	96.	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97.	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .	20		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name E. W. Mundie County or Department Agricultural Engineering  
For the period of \_\_\_\_\_  
~~XXXXXXXXXX~~ January: 1 - December 31 19 63  
For the month of \_\_\_\_\_

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: E. W. Mundie  
Assoc. Ext. Agri. Engr.

Title: \_\_\_\_\_

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	_____	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>2</u>	a. Adult work (1) number. . . . .	<u>10</u>
3. Telephone calls (received or made). . . . .	<u>22</u>	(2) attendance. . . . .	<u>402</u>
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	<u>2</u>
a. Prepared and released directly to newspapers or magazines. . . . .	<u>9</u>	(2) attendance. . . . .	<u>147</u>
b. Prepared by State office and released through county extension offices. . . . .	_____	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	<u>21</u>
a. Radio. . . . .	<u>11</u>	(2) attendance. . . . .	<u>400</u>
b. Television. . . . .	<u>2</u>	b. Youth work (1) number. . . . .	<u>1</u>
6. Publications distributed directly to the public. . . . .	<u>680</u>	(2) attendance. . . . .	<u>25</u>
7. Circular or commodity letters written. . . . .	<u>12</u>	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	_____
		(2) attendance. . . . .	_____
		b. Youth work (1) number. . . . .	<u>2</u>
		(2) attendance. . . . .	<u>60</u>

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	35. Food preservation . . . . .	—
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	36. Nutrition . . . . .	—
13. Soil management . . . . .	37.	37. Human relations, child development . . . . .	—
14. Horticulture (production and on-farm marketing) . . . . .	38.	38. Health . . . . .	—
15. Forestry (production and on-farm marketing) . . . . .	39.	39. Safety . . . . .	—
16. Soil and Water Conservation, wildlife . . . . .	40.	40. Recreation . . . . .	—
17. Plant pathology . . . . .	41.	41. Outlook . . . . .	—
18. Entomology . . . . .	42.	42. Community development and resource adjustment . . . . .	—
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	43. Manpower development, employment information . . . . .	—
20. Dairy (production and on-farm marketing) . . . . .	44.	44. Public affairs . . . . .	—
21. Poultry (production and on-farm marketing) . . . . .	45.	45. Rural defense . . . . .	1
22. Livestock (production and on-farm marketing) . . . . .	46.	46. Leadership development . . . . .	—
23. Animal and Poultry health . . . . .	47.	47. Extension administration, organization . . . . .	1
24. Marketing and utilization . . . . .	48.	48. Program planning . . . . .	6
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel . . . . .	1
26. Agricultural engineering . . . . .	50.	50. Inservice training received . . . . .	17
27. Dwellings and equipment . . . . .	51.	51. Miscellaneous (cannot be charged to above items) . . . . .	7
28. Home grounds improvement . . . . .	52.	52. Total days worked (items 11-51) . . . . .	300
29. Planning and management in the home . . . . .	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	290
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	—
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	9
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	1
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	—	84. Area Authorities (TVA, etc.) . . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board . . . . .	—
69. Bureau of Indian Affairs . . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	—	86. Civil Defense (state & county level) . . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department . . . . .	—
72. Economic Research Service . . . . .	—	88. Highway Department . . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	—
74. Farmer Cooperative Service . . . . .	—	90. State Departments of Agriculture and Forestry . . . . .	—
75. Farmers Home Administration . . . . .	—	91. State Department of Education (schools in general) . . . . .	—
76. Fish and Wildlife Service . . . . .	—	92. State Employment Service . . . . .	—
77. Food and Drug Administration . . . . .	—	93. Welfare Department . . . . .	—
78. Forest Service . . . . .	—	94. State RAD Committee . . . . .	—
79. Housing and Home Finance Agency . . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	—	95. Soil Conservation districts . . . . .	—
81. Selective Service . . . . .	—	96. Vocational-agricultural and home economics departments . . . . .	—
82. Social Security Administration; Internal Revenue Service . . . . .	—	97. County or Area RAD Committees . . . . .	—
83. Soil Conservation Service . . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE  
SUMMARY  
~~XXXXXX~~ REPORT OF SERVICE RENDERED

Name D. D. Moyer County or Department Poultry  
Period \_\_\_\_\_

For the ~~month~~ of January 1, - December 31, 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: D. D. Moyer

Title: Assoc. Ext. Poultry Husbandman

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	275	8. Training meetings held for local leaders:	
2. Office calls. . . . .	21	a. Adult work (1) number. . . . .	2
3. Telephone calls (received or made). . . . .	88	(2) attendance. . . . .	10
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers or magazines. . . . .	3	(2) attendance. . . . .	
b. Prepared by State office and released through county extension offices. . . . .		9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	65
a. Radio. . . . .	15	(2) attendance. . . . .	576
b. Television. . . . .		b. Youth work (1) number. . . . .	
6. Publications distributed directly to the public. . . . .	336	(2) attendance. . . . .	
7. Circular or commodity letters written. . . . .		10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . . 22
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . . 22
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . . 22
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business	<u>264</u>	35. Food preservation	
12. Field crops, pasture, range (production and on-farm marketing)		36. Nutrition	
13. Soil management		37. Human relations, child development	
14. Horticulture (production and on-farm marketing)		38. Health	
15. Forestry (production and on-farm marketing)		39. Safety	
16. Soil and Water Conservation, wildlife		40. Recreation	
17. Plant pathology		41. Outlook	
18. Entomology		42. Community development and resource adjustment	
19. Agricultural chemicals (pesticides, additives, etc.)		43. Manpower development, employment information	
20. Dairy (production and on-farm marketing)	<u>2</u>	44. Public affairs	
21. Poultry (production and on-farm marketing)		45. Rural defense	
22. Livestock (production and on-farm marketing)	<u>1</u>	46. Leadership development	
23. Animal and Poultry health		47. Extension administration, organization	
24. Marketing and utilization		48. Program planning	
25. Consumer education in use of agricultural products		49. Supervision of Extension personnel	
26. Agricultural engineering		50. Inservice training received	
27. Dwellings and equipment		51. Miscellaneous (cannot be charged to above items)	<u>5</u>
28. Home grounds improvement		52. Total days worked (items 11-51)	<u>272</u>
29. Planning and management in the home		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics		a. Adult work	<u>272</u>
31. Home furnishings		b. Young adult work (ages 18-25)	
32. Clothing selection and care		c. 4-H Club work	
33. Clothing construction		d. Work with other youth and youth serving groups (within 4-H age)	
34. Food preparation and selection			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service		84. Area Authorities (TVA, etc.)	<u>85</u>
68. Agricultural Stabilization and Conservation Service		85. USDA Defense Board	
69. Bureau of Indian Affairs		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation		86. Civil Defense (state & county level)	
71. Department of Commerce (Area Re-development)		87. Health Department	
72. Economic Research Service		88. Highway Department	
73. Farm Credit Administration		89. Commission on: Children & Youth; Juvenile Delinquency; Aging	
74. Farmer Cooperative Service		90. State Departments of Agriculture and Forestry	
75. Farmers Home Administration		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service		92. State Employment Service	
77. Food and Drug Administration		93. Welfare Department	
78. Forest Service		94. State RAD Committee	
79. Housing and Home Finance Agency		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration		95. Soil Conservation districts	
81. Selective Service		96. Vocational-agricultural and home economics departments	
82. Social Security Administration; Internal Revenue Service		97. County or Area RAD Committees	
83. Soil Conservation Service			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Marian E. Moore County or Department Human Nutrition and Foods  
period  
For the ~~Month~~ of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____	} Total for 1963
2 _____	12 _____	22 _____	
3 _____	13 _____	23 _____	
4 _____	14 _____	24 _____	
5 _____	15 _____	25 _____	
6 _____	16 _____	26 _____	
7 _____	17 _____	27 _____	
8 _____	18 _____	28 _____	
9 _____	19 _____	29 _____	
10 _____	20 _____	30 _____	
		31 <u>2 C</u> <u>24 days A</u>	

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Marian E. Moore

Title: Marian E. Moore, Head  
Department of Human Nutrition and Foods

EXTENSION TEACHING ACTIVITIES

No. this ~~Month~~ year \_\_\_\_\_ No. this ~~Month~~ year \_\_\_\_\_

- |   |  |
|---|--|
| 1. Farm, home, firm and other out-of-office visits. . . . . | 8. Training meetings held for local leaders:     |
| 2. Office calls. . . . .                                    | a. Adult work (1) number. . . . .                |
| 3. Telephone calls (received or made). . . . .              | (2) attendance. . . . .                          |
| 4. Newspaper articles or stories:                           | b. Youth work (1) number. . . . .                |
| a. Prepared and released directly to newspapers             | (2) attendance. . . . .                          |
| or magazines. . . . .                                       | 9. Other meetings at which agents or specialists |
| b. Prepared by State office and released through            | presented educational information:               |
| county extension offices. . . . .                           | a. Adult work (1) number. . . . . <u>1</u>       |
| 5. Broadcasts made:   | (2) attendance. . . . . <u>.200</u>              |
| a. Radio. . . . . <u>6</u>                                  | b. Youth work (1) number. . . . .                |
| b. Television. . . . .                                      | (2) attendance. . . . .                          |
| 6. Publications distributed directly to the public. . . . . | 10. Meetings held by local leaders:              |
| 7. Circular or commodity letters written. . . . .           | a. Adult work (1) number. . . . .                |
|   | (2) attendance. . . . .                          |
|   | b. Youth work (1) number. . . . .                |
|   | (2) attendance. . . . .                          |

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name James M. Moore County or Department Agricultural Economics  
period \_\_\_\_\_  
For the Month of Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: James M. Moore  
Title: Asst. Ext. Agri. Economist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>18</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>20</u>	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>15</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	<u>12</u>	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . .	2	35. Food preservation. . . . .	3
12. Field crops, pasture, range (production and on-farm marketing). . . . .	5	36. Nutrition. . . . .	2
13. Soil management. . . . .	3	37. Human relations, child development. . . . .	5
14. Horticulture (production and on-farm marketing). . . . .	4	38. Health. . . . .	5
15. Forestry (production and on-farm marketing). . . . .	2	39. Safety. . . . .	5
16. Soil and Water Conservation, wildlife. . . . .	2	40. Recreation. . . . .	5
17. Plant pathology. . . . .	1	41. Outlook. . . . .	4
18. Entomology. . . . .	1	42. Community development and resource adjustment. . . . .	4
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	2	43. Manpower development, employment information. . . . .	4
20. Dairy (production and on-farm marketing). . . . .	1	44. Public affairs. . . . .	11
21. Poultry (production and on-farm marketing). . . . .	2	45. Rural defense. . . . .	5
22. Livestock (production and on-farm marketing). . . . .	3	46. Leadership development. . . . .	5
23. Animal and Poultry health. . . . .	3	47. Extension administration, organization. . . . .	5
24. Marketing and utilization. . . . .	4	48. Program planning. . . . .	7
25. Consumer education in use of agricultural products . . . . .	9	49. Supervision of Extension personnel. . . . .	3
26. Agricultural engineering. . . . .	5	50. Inservice training received. . . . .	3
27. Dwellings and equipment. . . . .	4	51. Miscellaneous (cannot be charged to above items). . . . .	3
28. Home grounds improvement. . . . .	6	52. Total days worked (items 11-51). . . . .	119
29. Planning and management in the home. . . . .	3	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	3	a. Adult work. . . . .	95
31. Home furnishings. . . . .	3	b. Young adult work (ages 18-25). . . . .	24
32. Clothing selection and care. . . . .	3	c. 4-H Club work. . . . .	24
33. Clothing construction. . . . .	3	d. Work with other youth and youth serving groups (within 4-H age). . . . .	—
34. Food preparation and selection. . . . .	3		

(Experiment Station 46 days)

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service. . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development). . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration. . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	—
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general). . . . .	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Gene Smith Moody County or Department Information & Publication  
 period  
 For the ~~XXXX~~ of January to December 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	_____	11	_____	21	_____
2	_____	12	_____	22	_____
3	_____	13	_____	23	_____
4	_____	14	_____	24	_____
5	_____	15	_____	25	_____
6	_____	16	_____	26	_____
7	_____	17	_____	27	_____
8	_____	18	_____	28	_____
9	_____	19	_____	29	_____
10	_____	20	_____	30	_____
				31	_____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Gene Smith Moody  
 Title: Associate Editor

EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1.	Farm, home, firm and other out-of-office visits. . . . .	59	8.	Training meetings held for local leaders:	
2.	Office calls. . . . .	63	a.	Adult work (1) number. . . . .	3
3.	Telephone calls (received or made). . . . .	74		(2) attendance. . . . .	80
4.	Newspaper articles or stories:		b.	Youth work (1) number. . . . .	1
a.	Prepared and released directly to newspapers or magazines. . . . .	934		(2) attendance. . . . .	25
b.	Prepared by State office and released through county extension offices. . . . .	50	9.	Other meetings at which agents or specialists presented educational information:	
5.	Broadcasts made:		a.	Adult work (1) number. . . . .	
a.	Radio. . . . .	5		(2) attendance. . . . .	
b.	Television. . . . .		b.	Youth work (1) number. . . . .	
6.	Publications distributed directly to the public. . . . .			(2) attendance. . . . .	
7.	Circular or commodity letters written. . . . .	11	10.	Meetings held by local leaders:	
			a.	Adult work (1) number. . . . .	
				(2) attendance. . . . .	
			b.	Youth work (1) number. . . . .	
				(2) attendance. . . . .	

SPINNING PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business	35	35. Food preservation	2
12. Field crops, pasture, range (production and on-farm marketing)	16	36. Nutrition	3
13. Soil management	11	37. Human relations, child development	3
14. Horticulture (production and on-farm marketing)	20	38. Health	3
15. Forestry (production and on-farm marketing)	12	39. Safety	5
16. Soil and Water Conservation, wildlife	12	40. Recreation	4
17. Plant pathology	10	41. Outlook	3
18. Entomology	14	42. Community development and resource adjustment	2
19. Agricultural chemicals (pesticides, additives, etc.)	5	43. Manpower development, employment information	2
20. Dairy (production and on-farm marketing)	13	44. Public affairs	2
21. Poultry (production and on-farm marketing)	19	45. Rural defense	8
22. Livestock (production and on-farm marketing)	21	46. Leadership development	—
23. Animal and Poultry health	10	47. Extension administration, organization	—
24. Marketing and utilization	—	48. Program planning	—
25. Consumer education in use of agricultural products	2	49. Supervision of Extension personnel	—
26. Agricultural engineering	9	50. Inservice training received	—
27. Dwellings and equipment	—	51. Miscellaneous (cannot be charged to above items)	23
28. Home grounds improvement	3	52. Total days worked (items 11-51)	230
29. Planning and management in the home	1	53. Of total days reported in item 52, how many were devoted to:	—
30. Family economics	—	a. Adult work	209
31. Home furnishings	—	b. Young adult work (ages 18-25)	—
32. Clothing selection and care	—	c. 4-H Club work	21
33. Clothing construction	—	d. Work with other youth and youth serving groups (within 4-H age)	—
34. Food preparation and selection	1		

*(Exp. section - 39 days)*

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service	—	84. Area Authorities (TVA, etc.)	—
68. Agricultural Stabilization and Conservation Service	—	85. USDA Defense Board	—
69. Bureau of Indian Affairs	—	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation	—	86. Civil Defense (state & county level)	—
71. Department of Commerce (Area Re-development)	—	87. Health Department	—
72. Economic Research Service	—	88. Highway Department	—
73. Farm Credit Administration	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging	—
74. Farmer Cooperative Service	—	90. State Departments of Agriculture and Forestry	—
75. Farmers Home Administration	—	91. State Department of Education (schools in general)	—
76. Fish and Wildlife Service	—	92. State Employment Service	—
77. Food and Drug Administration	—	93. Welfare Department	—
78. Forest Service	—	94. State RAD Committee	—
79. Housing and Home Finance Agency	—	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration	—	95. Soil Conservation districts	—
81. Selective Service	—	96. Vocational-agricultural and home economics departments	—
82. Social Security Administration; Internal Revenue Service	—	97. County or Area RAD Committees	—
83. Soil Conservation Service	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name W. G. Mitchell County or Department Editorial  
For the <sup>period</sup> ~~month~~ of 1/1 to 12/31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
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6	16	26
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8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: W. G. Mitchell

Title: Assistant Editor

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>10</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>23</u>	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>115</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	<u>127</u>	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	<u>15</u>	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .	2
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	Nutrition . . . . .	3
13. Soil management. . . . .	37.	Human relations, child development. . . . .	4
14. Horticulture (production and on-farm marketing). . . . .	38.	Health . . . . .	4
15. Forestry (production and on-farm marketing). . . . .	39.	Safety . . . . .	1
16. Soil and Water Conservation, wildlife. . . . .	40.	Recreation . . . . .	4
17. Plant pathology. . . . .	41.	Outlook . . . . .	8
18. Entomology. . . . .	42.	Community development and resource adjustment. . . . .	8
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	Manpower development, employment information. . . . .	5
20. Dairy (production and on-farm marketing). . . . .	44.	Public affairs. . . . .	12
21. Poultry (production and on-farm marketing). . . . .	45.	Rural defense. . . . .	36
22. Livestock (production and on-farm marketing). . . . .	46.	Leadership development. . . . .	46
23. Animal and Poultry health. . . . .	47.	Extension administration, organization. . . . .	60
24. Marketing and utilization. . . . .	48.	Program planning. . . . .	58
25. Consumer education in use of agricultural products 1	49.	Supervision of Extension personnel. . . . .	15
26. Agricultural engineering. . . . .	50.	Inservice training received. . . . .	7
27. Dwellings and equipment. . . . .	51.	Miscellaneous (cannot be charged to above items). . . . .	27
28. Home grounds improvement. . . . .	52.	Total days worked (items 11-51). . . . .	274
29. Planning and management in the home. . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	5	a. Adult work. . . . .	16
31. Home furnishings. . . . .	3	b. Young adult work (ages 18-25). . . . .	2
32. Clothing selection and care. . . . .	1	c. 4-H Club work. . . . .	113
33. Clothing construction. . . . .	6	d. Work with other youth and youth serving groups (within 4-H age). . . . .	2
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	84.	Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	8
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	2	90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	3	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	1	93. Welfare Department. . . . .	1
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	6	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	3
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees. . . . .	2
83. Soil Conservation Service. . . . .			

## Summary Sheet

EXT. FORM 1  
(REV. JANUARY, 1963)AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

## MONTHLY REPORT OF SERVICE RENDERED

Name Eva Minix County or Department \_\_\_\_\_ District Agent \_\_\_\_\_For the Month of January '63 - December '63 19\_\_

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
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10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Eva MinixTitle: District Agent

## EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1.	Farm, home, firm and other out-of-office visits. . . . .	70	8.	Training meetings held for local leaders:	
2.	Office calls. . . . .	32	a.	Adult work (1) number. . . . .	3
3.	Telephone calls (received or made). . . . .	126		(2) attendance. . . . .	52
4.	Newspaper articles or stories:		b.	Youth work (1) number. . . . .	8
a.	Prepared and released directly to newspapers or magazines. . . . .	23		(2) attendance. . . . .	18
b.	Prepared by State office and released through county extension offices. . . . .	---	9.	Other meetings at which agents or specialists presented educational information:	
5.	Broadcasts made:		a.	Adult work (1) number. . . . .	3
a.	Radio. . . . .	---		(2) attendance. . . . .	1
b.	Television. . . . .	---	b.	Youth work (1) number. . . . .	950
6.	Publications distributed directly to the public. . . . .	25		(2) attendance. . . . .	20
7.	Circular or commodity letters written. . . . .	28	10.	Meetings held by local leaders:	
			a.	Adult work (1) number. . . . .	---
				(2) attendance. . . . .	---
			b.	Youth work (1) number. . . . .	---
				(2) attendance. . . . .	---

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business	35.	35. Food preservation	
12. Field crops, pasture, range (production and on-farm marketing)	36.	36. Nutrition	
13. Soil management	37.	37. Human relations, child development	
14. Horticulture (production and on-farm marketing)	38.	38. Health	
15. Forestry (production and on-farm marketing)	39.	39. Safety	
16. Soil and Water Conservation, wildlife	40.	40. Recreation	
17. Plant pathology	41.	41. Outlook	
18. Entomology	42.	42. Community development and resource adjustment	
19. Agricultural chemicals (pesticides, additives, etc.)	43.	43. Manpower development, employment information	
20. Dairy (production and on-farm marketing)	44.	44. Public affairs	
21. Poultry (production and on-farm marketing)	45.	45. Rural defense	
22. Livestock (production and on-farm marketing)	46.	46. Leadership development	
23. Animal and Poultry health	47.	47. Extension administration, organization	
24. Marketing and utilization	48.	48. Program planning	7 1/2
25. Consumer education in use of agricultural products	49.	49. Supervision of Extension personnel	
26. Agricultural engineering	50.	50. Inservice training received	
27. Dwellings and equipment	51.	51. Miscellaneous (cannot be charged to above items)	3
28. Home grounds improvement	52.	52. Total days worked (items 11-51)	33 1/2 ✓
29. Planning and management in the home	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics		a. Adult work	30 ✓
31. Home furnishings	23	b. Young adult work (ages 18-25)	
32. Clothing selection and care		c. 4-H Club work	3 ✓
33. Clothing construction		d. Work with other youth and youth serving groups (within 4-H age)	
34. Food preparation and selection			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service		84. Area Authorities (TVA, etc.)	
68. Agricultural Stabilization and Conservation Service		85. USDA Defense Board	
69. Bureau of Indian Affairs		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation		86. Civil Defense (state & county level)	
71. Department of Commerce (Area Re-development)		87. Health Department	1
72. Economic Research Service		88. Highway Department	
73. Farm Credit Administration		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging	
74. Farmer Cooperative Service		90. State Departments of Agriculture and Forestry	
75. Farmers Home Administration		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service		92. State Employment Service	
77. Food and Drug Administration		93. Welfare Department	
78. Forest Service		94. State RAD Committee	
79. Housing and Home Finance Agency		COUNTY AGENCIES	
80. Rural Electrification Administration		95. Soil Conservation districts	
81. Selective Service		96. Vocational-agricultural and home economics departments	
82. Social Security Administration; Internal Revenue Service		97. County or Area RAD Committees	
83. Soil Conservation Service			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name RubINETte Miller County or Department House Furnishings Dept.  
For the Month of July and August 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
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8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	_____	8. Training meetings held for local leaders:	_____
2. Office calls. . . . .	_____	a. Adult work (1) number. . . . .	_____
3. Telephone calls (received or made). . . . .	<u>5</u>	(2) attendance. . . . .	_____
4. Newspaper articles or stories:	_____	b. Youth work (1) number. . . . .	_____
a. Prepared and released directly to newspapers	_____	(2) attendance. . . . .	_____
or magazines. . . . .	_____	9. Other meetings at which agents or specialists	_____
b. Prepared by State office and released through	_____	presented educational information:	_____
county extension offices. . . . .	_____	a. Adult work (1) number. . . . .	_____
5. Broadcasts made:	_____	(2) attendance. . . . .	_____
a. Radio. . . . .	<u>6</u>	b. Youth work (1) number. . . . .	_____
b. Television. . . . .	_____	(2) attendance. . . . .	_____
6. Publications distributed directly to the public. . . . .	_____	10. Meetings held by local leaders:	_____
7. Circular or commodity letters written. . . . .	_____	a. Adult work (1) number. . . . .	_____
		(2) attendance. . . . .	_____
		b. Youth work (1) number. . . . .	_____
		(2) attendance. . . . .	_____

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . .	6	35. Food preservation. . . . .	3
12. Field crops, pasture, range (production and on-farm marketing). . . . .	4	36. Nutrition. . . . .	4
13. Soil management. . . . .	38	37. Human relations, child development. . . . .	4
14. Horticulture (production and on-farm marketing). . . . .	6	38. Health. . . . .	3
15. Forestry (production and on-farm marketing). . . . .	10	39. Safety. . . . .	3
16. Soil and Water Conservation, wildlife. . . . .	1	40. Recreation. . . . .	5
17. Plant pathology. . . . .	2	41. Outlook. . . . .	5
18. Entomology. . . . .	7	42. Community development and resource adjustment. . . . .	1
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	3	43. Manpower development, employment information. . . . .	1
20. Dairy (production and on-farm marketing). . . . .	1	44. Public affairs. . . . .	6
21. Poultry (production and on-farm marketing). . . . .	2	45. Rural defense. . . . .	1
22. Livestock (production and on-farm marketing). . . . .	3	46. Leadership development. . . . .	1
23. Animal and Poultry health. . . . .	1	47. Extension administration, organization. . . . .	1
24. Marketing and utilization. . . . .	4	48. Program planning. . . . .	3
25. Consumer education in use of agricultural products. . . . .	2	49. Supervision of Extension personnel. . . . .	25
26. Agricultural engineering. . . . .	13	50. Inservice training received. . . . .	1
27. Dwellings and equipment. . . . .	1	51. Miscellaneous (cannot be charged to above items). . . . .	243-443
28. Home grounds improvement. . . . .	1	52. Total days worked (items 11-51). . . . .	289
29. Planning and management in the home. . . . .	19	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	1	a. Adult work. . . . .	201
31. Home furnishings. . . . .	37	b. Young adult work (ages 18-25). . . . .	3
32. Clothing selection and care. . . . .	20	c. 4-H Club work. . . . .	33
33. Clothing construction. . . . .	17	d. Work with other youth and youth serving groups (within 4-H age). . . . .	31
34. Food preparation and selection. . . . .	28	(31 days Experiment Station)	

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service. . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development). . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration. . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	—
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general). . . . .	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Anne S. Milhaus County or Department Editorial

For the Month of January 1, 1963-Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
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8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Anne S. Milhaus

Title: Assistant Editor

EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	8.		Training meetings held for local leaders:		
2. Office calls. . . . .	a.		Adult work (1) number. . . . .		
3. Telephone calls (received or made). . . . .			(2) attendance. . . . .		
4. Newspaper articles or stories:	b.		Youth work (1) number. . . . .		
a. Prepared and released directly to newspapers			(2) attendance. . . . .		
or magazines. . . . .	9.		Other meetings at which agents or specialists		
b. Prepared by State office and released through			presented educational information:		
county extension offices. . . . .	a.		Adult work (1) number. . . . .		
5. Broadcasts made:			(2) attendance. . . . .		
a. Radio. . . . .	b.		Youth work (1) number. . . . .		
b. Television. . . . .			(2) attendance. . . . .		
6. Publications distributed directly to the public. . . . .	10.		Meetings held by local leaders:		
7. Circular or commodity letters written. . . . .	a.		Adult work (1) number. . . . .		
			(2) attendance. . . . .		
	b.		Youth work (1) number. . . . .		
			(2) attendance. . . . .		

EDUCATIONAL PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	1	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	234	36. Nutrition . . . . .	
13. Soil management . . . . .	16	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	39	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	40	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	41	40. Recreation . . . . .	
17. Plant pathology . . . . .	42	41. Outlook . . . . .	
18. Entomology . . . . .	43	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	11	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	3	44. Public affairs . . . . .	2
21. Poultry (production and on-farm marketing) . . . . .	46	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	47	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	48	47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	3	48. Program planning . . . . .	
25. Consumer education in use of agricultural products . . . . .	49	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	50	50. Inservice training received . . . . .	
27. Dwellings and equipment . . . . .	51	51. Miscellaneous (cannot be charged to above items) . . . . .	3
28. Home grounds improvement . . . . .	52	52. Total days worked (items 11-51) . . . . .	270
29. Planning and management in the home . . . . .	53	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	248
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	20
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	2
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	13	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	4
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name G. R. Mathews County or Department Agronomy  
Period of Jan. 1 - Dec. 31  
For the ~~XIXXXIX~~ 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	_____	11	_____	21	_____
2	_____	12	_____	22	_____
3	_____	13	_____	23	_____
4	_____	14	_____	24	_____
5	_____	15	_____	25	_____
6	_____	16	_____	26	_____
7	_____	17	_____	27	_____
8	_____	18	_____	28	_____
9	_____	19	_____	29	_____
10	_____	20	_____	30	_____
				31	_____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: G. R. Mathews

Title: Extension Agronomist

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits.	120 (33)	8. Training meetings held for local leaders:	
2. Office calls.	231	a. Adult work (1) number.	4 (1)
3. Telephone calls (received or made).	302	(2) attendance.	62 (30)
4. Newspaper articles or stories:		b. Youth work (1) number.	_____
a. Prepared and released directly to newspapers or magazines.	1	(2) attendance.	_____
b. Prepared by State office and released through county extension offices.	33	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number.	12 (5)
a. Radio.	20	(2) attendance.	579 (134)
b. Television.	_____	b. Youth work (1) number.	_____
6. Publications distributed directly to the public.	153	(2) attendance.	_____
7. Circular or commodity letters written.	24	10. Meetings held by local leaders:	
		a. Adult work (1) number.	_____
		(2) attendance.	_____
		b. Youth work (1) number.	_____
		(2) attendance.	_____

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	3 35.
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	5 37.
13. Soil management . . . . .	3 38.
14. Horticulture (production and on-farm marketing) . . . . .	3 39.
15. Forestry (production and on-farm marketing) . . . . .	2 40.
16. Soil and Water Conservation, wildlife . . . . .	5 41.
17. Plant pathology . . . . .	1 42.
18. Entomology . . . . .	1 43.
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	9 44.
20. Dairy (production and on-farm marketing) . . . . .	3 45.
21. Poultry (production and on-farm marketing) . . . . .	2 46.
22. Livestock (production and on-farm marketing) . . . . .	2 47.
23. Animal and Poultry health . . . . .	2 48.
24. Marketing and utilization . . . . .	4 49.
25. Consumer education in use of agricultural products . . . . .	2 50.
26. Agricultural engineering . . . . .	5 51.
27. Dwellings and equipment . . . . .	2 52.
28. Home grounds improvement . . . . .	3 53.
29. Planning and management in the home . . . . .	—
30. Family economics . . . . .	3
31. Home furnishings . . . . .	1
32. Clothing selection and care . . . . .	—
33. Clothing construction . . . . .	—
34. Food preparation and selection . . . . .	—
	35. Food preservation . . . . .
	36. Nutrition . . . . .
	37. Human relations, child development . . . . .
	38. Health . . . . .
	39. Safety . . . . .
	40. Recreation . . . . .
	41. Outlook . . . . .
	42. Community development and resource adjustment . . . . .
	43. Manpower development, employment information . . . . .
	44. Public affairs . . . . .
	45. Rural defense . . . . .
	46. Leadership development . . . . .
	47. Extension administration, organization . . . . .
	48. Program planning . . . . .
	49. Supervision of Extension personnel . . . . .
	50. Inservice training received . . . . .
	51. Miscellaneous (cannot be charged to above items) . . . . .
	52. Total days worked (items 11-51) . . . . .
	53. Of total days reported in item 52, how many were devoted to:
	a. Adult work . . . . .
	b. Young adult work (ages 18-25) . . . . .
	c. 4-H Club work . . . . .
	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
	(Experiment Station - 45 days)

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
<b>FEDERAL AGENCIES</b>	
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .
72. Economic Research Service . . . . .	88. Highway Department . . . . .
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .
78. Forest Service . . . . .	94. State RAD Committee . . . . .
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .
83. Soil Conservation Service . . . . .	—

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name R. D. Michael County or Department Information  
period  
For the month of January to December 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: R. D. Michael  
Title: Editor

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	32	8. Training meetings held for local leaders:
2. Office calls. . . . .		a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	34	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers or magazines. . . . .	10	(2) attendance. . . . .
b. Prepared by State office and released through county extension offices. . . . .		9. Other meetings at which agents or specialists presented educational information:
5. Broadcasts made:		a. Adult work (1) number. . . . .
a. Radio. . . . .		(2) attendance. . . . .
b. Television. . . . .		b. Youth work (1) number. . . . .
6. Publications distributed directly to the public. . . . .	**10	(2) attendance. . . . .
7. Circular or commodity letters written. . . . .		10. Meetings held by local leaders:
		a. Adult work (1) number. . . . .
** 714,517		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

## PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	40.	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	211	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	1
24. Marketing and utilization. . . . .		48. Program planning. . . . .	61
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	273
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	262
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	11
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

## COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service. . . . .	2	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development). . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	3
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general). . . . .	2
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .	2		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name C. C. Mast County or Department Animal Science Department  
For the Period Month of Jan. 1, 1963 - Dec. 31, 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: C. C. Mast

Title: Extension Animal Scientist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>96</u>	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>74</u>	a. Adult work (1) number. . . . .	<u>1</u>
3. Telephone calls (received or made). . . . .	<u>164</u>	(2) attendance. . . . .	<u>10</u>
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	_____
a. Prepared and released directly to newspapers or magazines. . . . .	<u>3</u>	(2) attendance. . . . .	_____
b. Prepared by State office and released through county extension offices. . . . .	<u>7</u>	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	<u>17</u>
a. Radio. . . . .	<u>14</u>	(2) attendance. . . . .	<u>1935</u>
b. Television. . . . .	_____	b. Youth work (1) number. . . . .	_____
6. Publications distributed directly to the public. . . . .	<u>10</u>	(2) attendance. . . . .	_____
7. Circular or commodity letters written. . . . .	<u>19</u>	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	_____
		(2) attendance. . . . .	_____
		b. Youth work (1) number. . . . .	_____
		(2) attendance. . . . .	_____

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	9	36. Nutrition. . . . .	
13. Soil management. . . . .	61	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	1	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	2	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	41	40. Recreation. . . . .	
17. Plant pathology. . . . .	42	41. Outlook. . . . .	
18. Entomology. . . . .	43	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	45	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	46	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	20	46. Leadership development. . . . .	20
23. Animal and Poultry health. . . . .	48	47. Extension administration, organization. . . . .	10
24. Marketing and utilization. . . . .	49	48. Program planning. . . . .	12
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel. . . . .	141
26. Agricultural engineering. . . . .	1	50. Inservice training received. . . . .	6
27. Dwellings and equipment. . . . .	52	51. Miscellaneous (cannot be charged to above items). . . . .	8
28. Home grounds improvement. . . . .	53	52. Total days worked (items 11-51). . . . .	291
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	171
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	120
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	1
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	2
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economic departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .	1		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name S. E. Marshall County or Department Virginia State College

For the Month of January 1. to December 31, 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: S. E. Marshall

Title: District Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	201	8. Training meetings held for local leaders:	
2. Office calls. . . . .	4	a. Adult work (1) number. . . . .	(2)
3. Telephone calls (received or made). . . . .	2	(2) attendance. . . . .	(440)
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	(1)
a. Prepared and released directly to newspapers or magazines. . . . .	1	(2) attendance. . . . .	(150)
b. Prepared by State office and released through county extension offices. . . . .	2	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	6
a. Radio. . . . .		(2) attendance. . . . .	348
b. Television. . . . .		b. Youth work (1) number. . . . .	2
6. Publications distributed directly to the public. . . . .	12	(2) attendance. . . . .	80
7. Circular or commodity letters written. . . . .		10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35.
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) <del>37</del> <del>39</del> <del>40</del>	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . .
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . .
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name A. B. Lyon County or Department Forestry and Wildlife

For the Month of Jan. thru Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: A. B. Lyon

Title: Associate Extension Forester

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	49	8. Training meetings held for local leaders:	
2. Office calls. . . . .	13	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	26	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	6	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	
5. Broadcasts made:		(2) attendance. . . . .	
a. Radio. . . . .	2	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	8
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	37
13. Soil management . . . . .	38
14. Horticulture (production and on-farm marketing) . . . . .	39
15. Forestry (production and on-farm marketing) . . . . .	40
16. Soil and Water Conservation, wildlife . . . . .	41
17. Plant pathology . . . . .	42
18. Entomology . . . . .	43
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44
20. Dairy (production and on-farm marketing) . . . . .	45
21. Poultry (production and on-farm marketing) . . . . .	15
22. Livestock (production and on-farm marketing) . . . . .	46
23. Animal and Poultry health . . . . .	47
24. Marketing and utilization . . . . .	139
25. Consumer education in use of agricultural products . . . . .	50
26. Agricultural engineering . . . . .	5
27. Dwellings and equipment . . . . .	51
28. Home grounds improvement . . . . .	52
29. Planning and management in the home . . . . .	53
30. Family economics . . . . .	a. Adult work . . . . .
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	35. Food preservation . . . . .
	36. Nutrition . . . . .
	37. Human relations, child development . . . . .
	38. Health . . . . .
	39. Safety . . . . .
	40. Recreation . . . . .
	41. Outlook . . . . .
	42. Community development and resource adjustment . . . . .
	43. Manpower development, employment information . . . . .
	44. Public affairs . . . . .
	45. Rural defense . . . . .
	46. Leadership development . . . . .
	47. Extension administration, organization . . . . .
	48. Program planning . . . . .
	49. Supervision of Extension personnel . . . . .
	50. Inservice training received . . . . .
	51. Miscellaneous (cannot be charged to above items) . . . . .
	52. Total days worked (items 11-51) . . . . .
	53. Of total days reported in item 52, how many were devoted to:
	a. Adult work . . . . .
	b. Young adult work (ages 18-25) . . . . .
	c. 4-H Club work . . . . .
	d. Work with other youth and youth serving groups (within 4-H age) . . . . .

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
FEDERAL AGENCIES		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name W. R. Luckham County or Department Agricultural Economics

Period  
For the Month of January 1 - December 31, 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: W. R. Luckham

Title: Assoc. Ext. Agri. Econ.

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>39</u>	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>4</u>	a. Adult work (1) number. . . . .	_____
3. Telephone calls (received or made). . . . .	<u>15</u>	(2) attendance. . . . .	_____
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	_____
a. Prepared and released directly to newspapers or magazines. . . . .	<u>2</u>	(2) attendance. . . . .	_____
b. Prepared by State office and released through county extension offices. . . . .	<u>3</u>	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	<u>2</u>
a. Radio. . . . .	<u>6</u>	(2) attendance. . . . .	<u>35</u>
b. Television. . . . .	_____	b. Youth work (1) number. . . . .	_____
6. Publications distributed directly to the public. . . . .	_____	(2) attendance. . . . .	_____
7. Circular or commodity letters written. . . . .	_____	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	<u>2</u>
		(2) attendance. . . . .	<u>25</u>
		b. Youth work (1) number. . . . .	_____
		(2) attendance. . . . .	_____

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation . . . . .	—
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	—	36. Nutrition . . . . .	4
13. Soil management . . . . .	8	37. Human relations, child development . . . . .	—
14. Horticulture (production and on-farm marketing) . . . . .	7	38. Health . . . . .	—
15. Forestry (production and on-farm marketing) . . . . .	9	39. Safety . . . . .	—
16. Soil and Water Conservation, wildlife . . . . .	—	40. Recreation . . . . .	—
17. Plant pathology . . . . .	—	41. Outlook . . . . .	—
18. Entomology . . . . .	—	42. Community development and resource adjustment . . . . .	—
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	1	43. Manpower development, employment information . . . . .	—
20. Dairy (production and on-farm marketing) . . . . .	—	44. Public affairs . . . . .	5
21. Poultry (production and on-farm marketing) . . . . .	—	45. Rural defense . . . . .	—
22. Livestock (production and on-farm marketing) . . . . .	1	46. Leadership development . . . . .	—
23. Animal and Poultry health . . . . .	2	47. Extension administration, organization . . . . .	—
24. Marketing and utilization . . . . .	—	48. Program planning . . . . .	—
25. Consumer education in use of agricultural products . . . . .	—	49. Supervision of Extension personnel . . . . .	—
26. Agricultural engineering . . . . .	3	50. Inservice training received . . . . .	12
27. Dwellings and equipment . . . . .	1	51. Miscellaneous (cannot be charged to above items) . . . . .	1
28. Home grounds improvement . . . . .	—	52. Total days worked (items 11-51) . . . . .	56
29. Planning and management in the home . . . . .	—	53. Of total days reported in item 52, how many were devoted to:	—
30. Family economics . . . . .	—	a. Adult work . . . . .	52
31. Home furnishings . . . . .	—	b. Young adult work (ages 18-25) . . . . .	1
32. Clothing selection and care . . . . .	—	c. 4-H Club work . . . . .	3
33. Clothing construction . . . . .	—	d. Work with other youth and youth serving groups (within 4-H age) . . . . .	—
34. Food preparation and selection . . . . .	2		

EXPERIMENT STATION and GENERAL COLLEGE . . . . . 85

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	—	84. Area Authorities (TVA, etc.) . . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board . . . . .	—
69. Bureau of Indian Affairs . . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	—	86. Civil Defense (state & county level) . . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department . . . . .	—
72. Economic Research Service . . . . .	—	88. Highway Department . . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	—
74. Farmer Cooperative Service . . . . .	—	90. State Departments of Agriculture and Forestry . . . . .	—
75. Farmers Home Administration . . . . .	—	91. State Department of Education (schools in general) . . . . .	—
76. Fish and Wildlife Service . . . . .	—	92. State Employment Service . . . . .	—
77. Food and Drug Administration . . . . .	—	93. Welfare Department . . . . .	—
78. Forest Service . . . . .	—	94. State RAD Committee . . . . .	—
79. Housing and Home Finance Agency . . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	—	95. Soil Conservation districts . . . . .	—
81. Selective Service . . . . .	—	96. Vocational-agricultural and home economics departments . . . . .	—
82. Social Security Administration; Internal Revenue Service . . . . .	—	97. County or Area RAD Committees . . . . .	—
83. Soil Conservation Service . . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Robert F. Luce County or Department Agricultural Information

For the Month of June 15 - Dec 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Robert F. Luce

Title: Motion Picture Technician

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	8. Training meetings held for local leaders:		
2. Office calls. . . . .	a. Adult work (1) number. . . . .		
3. Telephone calls (received or made). . . . .	(2) attendance. . . . .		
4. Newspaper articles or stories:	b. Youth work (1) number. . . . .		
a. Prepared and released directly to newspapers	(2) attendance. . . . .		
or magazines. . . . .	9. Other meetings at which agents or specialists		
b. Prepared by State office and released through	presented educational information:		
county extension offices. . . . .	a. Adult work (1) number. . . . .		
5. Broadcasts made:	(2) attendance. . . . .		
a. Radio. . . . .	b. Youth work (1) number. . . . .		
b. Television. . . . .	(2) attendance. . . . .		
6. Publications distributed directly to the public. . . . .	10. Meetings held by local leaders:		
7. Circular or commodity letters written. . . . .	a. Adult work (1) number. . . . .		
	(2) attendance. . . . .		
	b. Youth work (1) number. . . . .		
	(2) attendance. . . . .		

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .	_____
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	Nutrition . . . . .	_____
13. Soil management . . . . .	37.	Human relations, child development . . . . .	_____
14. Horticulture (production and on-farm marketing) . . . . .	38.	Health . . . . .	_____
15. Forestry (production and on-farm marketing) . . . . .	39.	Safety . . . . .	_____
16. Soil and Water Conservation, wildlife . . . . .	40.	Recreation . . . . .	_____
17. Plant pathology . . . . .	41.	Outlook . . . . .	_____
18. Entomology . . . . .	42.	Community development and resource adjustment . . . . .	_____
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	Manpower development, employment information . . . . .	_____
20. Dairy (production and on-farm marketing) . . . . .	44.	Public affairs . . . . .	23
21. Poultry (production and on-farm marketing) . . . . .	45.	Rural defense . . . . .	_____
22. Livestock (production and on-farm marketing) . . . . .	46.	Leadership development . . . . .	12
23. Animal and Poultry health . . . . .	47.	Extension administration, organization . . . . .	35
24. Marketing and utilization . . . . .	48.	Program planning . . . . .	35
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel . . . . .	11
26. Agricultural engineering . . . . .	50.	Inservice training received . . . . .	_____
27. Dwellings and equipment . . . . .	51.	Miscellaneous (cannot be charged to above items) . . . . .	116
28. Home grounds improvement . . . . .	52.	Total days worked (items 11-51) . . . . .	116
29. Planning and management in the home . . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	116
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	_____
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	_____
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	_____
34. Food preparation and selection . . . . .			_____

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .	84.	Area Authorities (TVA, etc.) . . . . .	_____
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board . . . . .	_____
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>		
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86.	Civil Defense (state & county level) . . . . .	_____
71. Department of Commerce (Area Re-development) . . . . .	87.	Health Department . . . . .	_____
72. Economic Research Service . . . . .	88.	Highway Department . . . . .	_____
73. Farm Credit Administration . . . . .	89.	Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	_____
74. Farmer Cooperative Service . . . . .	90.	State Departments of Agriculture and Forestry . . . . .	_____
75. Farmers Home Administration . . . . .	91.	State Department of Education (schools in general) . . . . .	_____
76. Fish and Wildlife Service . . . . .	92.	State Employment Service . . . . .	_____
77. Food and Drug Administration . . . . .	93.	Welfare Department . . . . .	_____
78. Forest Service . . . . .	94.	State RAD Committee . . . . .	_____
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>		
80. Rural Electrification Administration . . . . .	95.	Soil Conservation districts . . . . .	_____
81. Selective Service . . . . .	96.	Vocational-agricultural and home economics departments . . . . .	_____
82. Social Security Administration; Internal Revenue Service . . . . .	97.	County or Area RAD Committees . . . . .	_____
83. Soil Conservation Service . . . . .			_____

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Harry M. Love County or Department Agricultural Economics  
Period  
For the ~~Month~~ of Jan., 1 - Dec., 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Harry M. Love

Title: Head of Department

EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1.	Farm, home, firm and other out-of-office visits. . . . .		8.	Training meetings held for local leaders:	
2.	Office calls. . . . .		a.	Adult work (1) number. . . . .	
3.	Telephone calls (received or made). . . . .			(2) attendance. . . . .	
4.	Newspaper articles or stories:		b.	Youth work (1) number. . . . .	
a.	Prepared and released directly to newspapers or magazines. . . . .			(2) attendance. . . . .	
b.	Prepared by State office and released through county extension offices. . . . .		9.	Other meetings at which agents or specialists presented educational information:	
5.	Broadcasts made:		a.	Adult work (1) number. . . . .	
a.	Radio. . . . .			(2) attendance. . . . .	
b.	Television. . . . .		b.	Youth work (1) number. . . . .	
6.	Publications distributed directly to the public. . . . .			(2) attendance. . . . .	
7.	Circular or commodity letters written. . . . .		10.	Meetings held by local leaders:	
			a.	Adult work (1) number. . . . .	
				(2) attendance. . . . .	
			b.	Youth work (1) number. . . . .	
				(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	145	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	37	36. Nutrition . . . . .	
13. Soil management . . . . .	38	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	39	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	40	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	41	40. Recreation . . . . .	7
17. Plant pathology . . . . .	42	41. Outlook . . . . .	
18. Entomology . . . . .	43	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	45	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	46	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	47	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	48	47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	49	48. Program planning . . . . .	110
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	51	50. Inservice training received . . . . .	
27. Dwellings and equipment . . . . .	52	51. Miscellaneous (cannot be charged to above items) . . . . .	262
28. Home grounds improvement . . . . .	53	52. Total days worked (items 11-51) . . . . .	
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	259
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	3
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	1
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	1	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	1
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .	11		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Kenneth E. Loope County or Department Agricultural Economics  
period  
For the Month of Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Kenneth E. Loope

Title: Assoc. Ext. Agri. Economist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>22</u>	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>8</u>	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	<u>49</u>	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	<u>2</u>
5. Broadcasts made:		(2) attendance. . . . .	<u>88</u>
a. Radio. . . . .		b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	<u>113</u>	30. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	<u>3</u>	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36	36. Nutrition. . . . .	
13. Soil management. . . . .	37	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40	40. Recreation. . . . .	
17. Plant pathology. . . . .	41	41. Outlook. . . . .	
18. Entomology. . . . .	42	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44	44. Public affairs. . . . .	1
21. Poultry (production and on-farm marketing). . . . .	45	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	47	47. Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .	48	48. Program planning. . . . .	6
25. Consumer education in use of agricultural products . . . . .	20 49	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	24 50	50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	11
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	62 ✓
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	52
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	8/10 ✓
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Don L. Long County or Department Agricultural Economics

For the <sup>period</sup> ~~Month~~ of October 1 - December 31, 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Don L. Long

Title: Assoc. Ext. Economist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	12	8. Training meetings held for local leaders:
2. Office calls. . . . .	—	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	24	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	—	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	5	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	10	b. Youth work (1) number. . . . .
b. Television. . . . .	—	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	10	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	—	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

EDUCATION SERVICE PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	99
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	35
13. Soil management . . . . .	36
14. Horticulture (production and on-farm marketing) . . . . .	37
15. Forestry (production and on-farm marketing) . . . . .	38
16. Soil and Water Conservation, wildlife . . . . .	39
17. Plant pathology . . . . .	40
18. Entomology . . . . .	41
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	42
20. Dairy (production and on-farm marketing) . . . . .	43
21. Poultry (production and on-farm marketing) . . . . .	44
22. Livestock (production and on-farm marketing) . . . . .	45
23. Animal and Poultry health . . . . .	46
24. Marketing and utilization . . . . .	47
25. Consumer education in use of agricultural products . . . . .	48
26. Agricultural engineering . . . . .	49
27. Dwellings and equipment . . . . .	50
28. Home grounds improvement . . . . .	51
29. Planning and management in the home . . . . .	52
30. Family economics . . . . .	53
31. Home furnishings . . . . .	
32. Clothing selection and care . . . . .	
33. Clothing construction . . . . .	
34. Food preparation and selection . . . . .	
	35. Food preservation . . . . .
	36. Nutrition . . . . .
	37. Human relations, child development . . . . .
	38. Health . . . . .
	39. Safety . . . . .
	40. Recreation . . . . .
	41. Outlook . . . . .
	42. Community development and resource adjustment . . . . .
	43. Manpower development, employment information . . . . .
	44. Public affairs . . . . .
	45. Rural defense . . . . .
	46. Leadership development . . . . .
	47. Extension administration, organization . . . . .
	48. Program planning . . . . .
	49. Supervision of Extension personnel . . . . .
	50. Inservice training received . . . . .
	51. Miscellaneous (cannot be charged to above items) . . . . .
	52. Total days worked (items 11-51) . . . . .
	53. Of total days reported in item 52, how many were devoted to:
	a. Adult work . . . . .
	b. Young adult work (ages 18-25) . . . . .
	c. 4-H Club work . . . . .
	d. Work with other youth and youth serving groups (within 4-H age) . . . . .

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name D. U. Livermore County or Department Agricultural Economics  
Period \_\_\_\_\_  
For the Month of Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
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6	16	26
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		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: D. U. Livermore

Title: Agricultural Economist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	25	8. Training meetings held for local leaders:
2. Office calls. . . . .	5	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	30	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	99	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .		36. Nutrition . . . . .	
13. Soil management . . . . .		37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .		38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .		39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .		40. Recreation . . . . .	
17. Plant pathology . . . . .		41. Outlook . . . . .	12
18. Entomology . . . . .		42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .		43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .		44. Public affairs . . . . .	11
21. Poultry (production and on-farm marketing) . . . . .		45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .		46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .		47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	131	48. Program planning . . . . .	
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .		50. Inservice training received . . . . .	6
27. Dwellings and equipment . . . . .		51. Miscellaneous (cannot be charged to above items) . . . . .	259
28. Home grounds improvement . . . . .		52. Total days worked (items 11-51) . . . . .	
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to: . . . . .	
30. Family economics . . . . .		a. Adult work . . . . .	259
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name D. U. Livermore County or Department Agricultural Economics  
Period  
For the Month of Jan. 1 - Dec. 31 19 63

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Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: D. U. Livermore

Title: Agricultural Economist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	25	8. Training meetings held for local leaders:
2. Office calls. . . . .	5	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	30	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . .
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . .
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name George W. Litton County or Department Animal Science  
For the Period of \_\_\_\_\_  
~~For the Month of~~ January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: George W. Litton

Title: Head, Animal Science Department

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	56	8. Training meetings held for local leaders:	
2. Office calls. . . . .	46	a. Adult work (1) number. . . . .	1
3. Telephone calls (received or made). . . . .	76	(2) attendance. . . . .	6
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	25	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	16	a. Adult work (1) number. . . . .	23
5. Broadcasts made:		(2) attendance. . . . .	401
a. Radio. . . . .		b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	3170	Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	1	a. Adult work (1) number. . . . .	4
		(2) attendance. . . . .	1665
		b. Youth work (1) number. . . . .	1
		(2) attendance. . . . .	100

DIVERSIFIED PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	36. Nutrition. . . . .	
13. Soil management. . . . .	37.	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38.	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39.	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40.	40. Recreation. . . . .	
17. Plant pathology. . . . .	41.	41. Outlook. . . . .	3
18. Entomology. . . . .	42.	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44.	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	45.	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46.	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	47.	47. Extension administration, organization. . . . .	6
24. Marketing and utilization. . . . .	48.	48. Program planning. . . . .	3
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	50.	50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .	51.	51. Miscellaneous (cannot be charged to above items). . . . .	5
28. Home grounds improvement. . . . .	52.	52. Total days worked (items 11-51). . . . .	<del>108</del> 199
29. Planning and management in the home. . . . .	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	<del>187</del> 188
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	7
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	4
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	84.	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85.	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .	STATE AGENCIES		
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86.	86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87.	87. Health Department. . . . .	
72. Economic Research Service. . . . .	88.	88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .	89.	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90.	90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91.	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92.	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93.	93. Welfare Department. . . . .	
78. Forest Service. . . . .	94.	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	COUNTY AGENCIES		
80. Rural Electrification Administration. . . . .	95.	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96.	96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97.	97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Joseph A. Lineswever County or Department Dairy Extension  
Period  
For the Month of January 1 - September 7 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: J. A. Lineswever (S.E.)

Title: Assistant Dairy Specialist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>54</u>	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>8</u>	a. Adult work (1) number. . . . .	<u>13</u>
3. Telephone calls (received or made). . . . .	<u>5</u>	(2) attendance. . . . .	<u>285</u>
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	<u>6</u>
a. Prepared and released directly to newspapers or magazines. . . . .	<u>2</u>	(2) attendance. . . . .	<u>194</u>
b. Prepared by State office and released through county extension offices. . . . .	<u>—</u>	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	<u>26</u>
a. Radio. . . . .	<u>—</u>	(2) attendance. . . . .	<u>683</u>
b. Television. . . . .	<u>—</u>	b. Youth work (1) number. . . . .	<u>1</u>
6. Publications distributed directly to the public. . . . .	<u>—</u>	(2) attendance. . . . .	<u>26</u>
7. Circular or commodity letters written. . . . .	<u>54</u>	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	<u>1</u>
		(2) attendance. . . . .	<u>9</u>
		b. Youth work (1) number. . . . .	<u>—</u>
		(2) attendance. . . . .	<u>—</u>



AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name W. W. Lewis County or Department Agronomy  
Period  
For the Month of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: W. W. Lewis  
Title: Extension Agronomist

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	52	8. Training meetings held for local leaders:	
2. Office calls. . . . .	44	a. Adult work (1) number. . . . .	3
3. Telephone calls (received or made). . . . .	73	(2) attendance. . . . .	12
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers or magazines. . . . .	2	(2) attendance. . . . .	
b. Prepared by State office and released through county extension offices. . . . .	13	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	17
a. Radio. . . . .	19	(2) attendance. . . . .	469
b. Television. . . . .		b. Youth work (1) number. . . . .	
6. Publications distributed directly to the public. . . . .	770	(2) attendance. . . . .	
7. Circular or commodity letters written. . . . .	23	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . .	21	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	1	36. Nutrition . . . . .	
13. Soil management . . . . .		37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .		38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .		39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	2	40. Recreation . . . . .	
17. Plant pathology . . . . .		41. Outlook . . . . .	
18. Entomology . . . . .		42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .		43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .		44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	2	45. Rural defense . . . . .	3
22. Livestock (production and on-farm marketing) . . . . .		46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .		47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	2	48. Program planning . . . . .	
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .		50. Inservice training received . . . . .	9
27. Dwellings and equipment . . . . .		51. Miscellaneous (cannot be charged to above items) . . . . .	1
28. Home grounds improvement . . . . .		52. Total days worked (items 11-51) . . . . .	233
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	233
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	5	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Mr. C. B. Lanford County or Department Northeast District

For the Month of January - December 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	_____	11	_____	21	_____
2	_____	12	_____	22	_____
3	_____	13	_____	23	_____
4	_____	14	_____	24	_____
5	_____	15	_____	25	_____
6	_____	16	_____	26	_____
7	_____	17	_____	27	_____
8	_____	18	_____	28	_____
9	_____	19	_____	29	_____
10	_____	20	_____	30	_____
				31	_____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: \_\_\_\_\_

Title: County Agent at Large

EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1.	Farm, home, firm and other out-of-office visits. . . . .	256	8.	Training meetings held for local leaders:	
2.	Office calls. . . . .	109	a.	Adult work (1) number. . . . .	1
3.	Telephone calls (received or made). . . . .	155		(2) attendance. . . . .	6
4.	Newspaper articles or stories:		b.	Youth work (1) number. . . . .	
a.	Prepared and released directly to newspapers			(2) attendance. . . . .	
	or magazines. . . . .	2	9.	Other meetings at which agents or specialists	
b.	Prepared by State office and released through			presented educational information:	
	county extension offices. . . . .		a.	Adult work (1) number. . . . .	8
5.	Broadcasts made:			(2) attendance. . . . .	81
a.	Radio. . . . .		b.	Youth work (1) number. . . . .	
b.	Television. . . . .			(2) attendance. . . . .	
6.	Publications distributed directly to the public. . . . .	38	10.	Meetings held by local leaders:	
7.	Circular or commodity letters written. . . . .		a.	Adult work (1) number. . . . .	
				(2) attendance. . . . .	
			b.	Youth work (1) number. . . . .	
				(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . . 1
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . . 11
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . . <del>261-172</del>	50. Inservice training received . . . . . <del>3</del>
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . . 3
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . . 277 ✓
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . . 259
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . . 18 ✓
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
FEDERAL AGENCIES	
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .
72. Economic Research Service . . . . .	88. Highway Department . . . . .
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .
75. Farmers Home Administration . . . . . <del>172</del>	91. State Department of Education (schools in general) . . . . .
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .
78. Forest Service . . . . .	94. State RAD Committee . . . . .
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .
83. Soil Conservation Service . . . . .	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name A. J. Lambert County or Department Agricultural Engineering

For the ~~Month~~ Year of 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: A. J. Lambert

Title: Assoc. Ext. Agr. Engr.

EXTENSION TEACHING ACTIVITIES

	No, this Month	No, this Month
1. Farm, home, firm and other out-of-office visits. . . . .	112	8. Training meetings held for local leaders:
2. Office calls. . . . .	55	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	45	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	5	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	6	b. Youth work (1) number. . . . .
b. Television. . . . .	1	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	1794	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	2	a. Adult work (1) number. . . . .
	9	(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

EDUCATION PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business	35.	35. Food preservation	
12. Field crops, pasture, range (production and on-farm marketing)	36.	36. Nutrition	
13. Soil management	37.	37. Human relations, child development	
14. Horticulture (production and on-farm marketing)	38.	38. Health	
15. Forestry (production and on-farm marketing)	39.	39. Safety	
16. Soil and Water Conservation, wildlife	40.	40. Recreation	
17. Plant pathology	41.	41. Outlook	
18. Entomology	42.	42. Community development and resource adjustment	198
19. Agricultural chemicals (pesticides, additives, etc.)	43.	43. Manpower development, employment information	1
20. Dairy (production and on-farm marketing)	44.	44. Public affairs	
21. Poultry (production and on-farm marketing)	45.	45. Rural defense	
22. Livestock (production and on-farm marketing)	46.	46. Leadership development	
23. Animal and Poultry health	47.	47. Extension administration, organization	
24. Marketing and utilization	48.	48. Program planning	19
25. Consumer education in use of agricultural products	49.	49. Supervision of Extension personnel	
26. Agricultural engineering	50.	50. Inservice training received	4
27. Dwellings and equipment	51.	51. Miscellaneous (cannot be charged to above items)	
28. Home grounds improvement	52.	52. Total days worked (items 11-51)	222
29. Planning and management in the home	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics		a. Adult work	222
31. Home furnishings		b. Young adult work (ages 18-25)	
32. Clothing selection and care		c. 4-H Club work	
33. Clothing construction		d. Work with other youth and youth serving groups (within 4-H age)	
34. Food preparation and selection			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service	84.	84. Area Authorities (TVA, etc.)	1
68. Agricultural Stabilization and Conservation Service	85.	85. USDA Defense Board	
69. Bureau of Indian Affairs		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation	86.	86. Civil Defense (state & county level)	
71. Department of Commerce (Area Re-development)	87.	87. Health Department	
72. Economic Research Service	88.	88. Highway Department	
73. Farm Credit Administration	89.	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging	
74. Farmer Cooperative Service	90.	90. State Departments of Agriculture and Forestry	
75. Farmers Home Administration	91.	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service	92.	92. State Employment Service	1
77. Food and Drug Administration	93.	93. Welfare Department	
78. Forest Service	94.	94. State RAD Committee	3
79. Housing and Home Finance Agency		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration	95.	95. Soil Conservation districts	
81. Selective Service	96.	96. Vocational-agricultural and home economics departments	
82. Social Security Administration; Internal Revenue Service	97.	97. County or Area RAD Committees	
83. Soil Conservation Service			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name M. P. Lacy County or Department Administration

Reporting Period of Jan. 1, 1963-September 30, 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
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		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: M. P. Lacy

Title: Program Development Leader

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>40</u>	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>36</u>	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	<u>61</u>	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	<u>1</u>	a. Adult work (1) number. . . . .	
5. Broadcasts made:		(2) attendance. . . . .	
a. Radio. . . . .	<u>1</u>	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	36. Nutrition. . . . .	
13. Soil management. . . . .	37.	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38.	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39.	39. Safety. . . . .	1
16. Soil and Water Conservation, wildlife. . . . .	40.	40. Recreation. . . . .	
17. Plant pathology. . . . .	41.	41. Outlook. . . . .	3
18. Entomology. . . . .	42.	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44.	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	45.	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46.	46. Leadership development. . . . .	7
23. Animal and Poultry health. . . . .	47.	47. Extension administration, organization. . . . .	98
24. Marketing and utilization. . . . .	48.	48. Program planning. . . . .	50
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel. . . . .	95
26. Agricultural engineering. . . . .	50.	50. Inservice training received. . . . .	12
27. Dwellings and equipment. . . . .	51.	51. Miscellaneous (cannot be charged to above items). . . . .	3
28. Home grounds improvement. . . . .	52.	52. Total days worked (items 11-51). . . . .	269
29. Planning and management in the home. . . . .	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	173
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	12
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	82
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	4
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

Statistical summary,  
1963

MONTHLY REPORT OF SERVICE RENDERED

Name Betty K. Kyle County or Department Home Demonstration Dept.

For the Month of \_\_\_\_\_ 19  

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Betty K. Kyle

Title: District Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	3	8. Training meetings held for local leaders:
2. Office calls. . . . .	19	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .		(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	8	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	4	b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	32	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .		35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	9
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .		48. Program planning. . . . .	5
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	267	50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	259
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	259
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	253
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	6
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name G. D. Kite County or Department Agricultural Engineering  
For the Period of \_\_\_\_\_  
For the Month of Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
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9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: G. D. Kite

Title: Assoc. Ext. Agri. Engr.

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	13	8. Training meetings held for local leaders:
2. Office calls. . . . .	57	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	20	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	2	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	10	b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. <u>644</u>	10	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	21	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	25	36. Nutrition . . . . .	
13. Soil management . . . . .		37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .		38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .		39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .		40. Recreation . . . . .	
17. Plant pathology . . . . .		41. Outlook . . . . .	
18. Entomology . . . . .		42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .		43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .		44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .		45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .		46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .		47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .		48. Program planning . . . . .	
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .		50. Inservice training received . . . . .	
27. Dwellings and equipment . . . . .		51. Miscellaneous (cannot be charged to above items) . . . . .	
28. Home grounds improvement . . . . .		52. Total days worked (items 11-51) . . . . .	25
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	20
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	11
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	3 3/4
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name M. S. Kipps County or Department Agromony

For the Month of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
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8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: M. S. Kipps

Title: Assoc. Professor of Agronomy

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .		8. Training meetings held for local leaders:
2. Office calls. . . . .		a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	5	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	8	b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

SUMMER PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . .
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . .
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
<b>FEDERAL AGENCIES</b>	
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .
72. Economic Research Service . . . . .	88. Highway Department . . . . .
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .
78. Forest Service . . . . .	94. State RAD Committee . . . . .
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .
83. Soil Conservation Service . . . . .	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Allen H. Kates County or Department Plant Pathology & Physiology

Period  
For ~~the month~~ of January, thru December 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
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6 _____	16 _____	26 _____
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8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Allen H. Kates

Title: Extension Weed Specialist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	95	8. Training meetings held for local leaders:	
2. Office calls. . . . .	64	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	744	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	8	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	1	a. Adult work (1) number. . . . .	5
5. Broadcasts made:		(2) attendance. . . . .	68
a. Radio. . . . .	10	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	4291	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	4	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

EDUCATION PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	Nutrition. . . . .	1
13. Soil management. . . . .	37.	Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38.	Health. . . . .	1
15. Forestry (production and on-farm marketing). . . . .	39.	Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40.	Recreation. . . . .	
17. Plant pathology. . . . .	41.	Outlook. . . . .	
18. Entomology. . . . .	42.	Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44.	Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	45.	Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46.	Leadership development. . . . .	
23. Animal and Poultry health. . . . .	47.	Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .	48.	Program planning. . . . .	10
25. Consumer education in use of agricultural products	49.	Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	50.	Inservice training received. . . . .	7
27. Dwellings and equipment. . . . .	51.	Miscellaneous (cannot be charged to above items). . . . .	4
28. Home grounds improvement. . . . .	52.	Total days worked (items 11-51). . . . .	285
29. Planning and management in the home. . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	281
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	3
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	1
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .	124	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development)		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	19
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name S. L. Kalison County or Department Veterinary Science Department

For the ~~Month~~ of January 1 - December 31 19 63  
period

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: S. L. Kalison

Title: Extension Veterinarian  
(Project Leader)

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	26	8. Training meetings held for local leaders:	
2. Office calls. . . . .	32	a. Adult work (1) number. . . . .	6
3. Telephone calls (received or made). . . . .	155	(2) attendance. . . . .	102
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	29
a. Prepared and released directly to newspapers		(2) attendance. . . . .	34
or magazines. . . . .	2	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	11	a. Adult work (1) number. . . . .	10
5. Broadcasts made:		(2) attendance. . . . .	703
a. Radio. . . . .	15	b. Youth work (1) number. . . . .	1
b. Television. . . . .		(2) attendance. . . . .	86
6. Publications distributed directly to the public. . . . .	581	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	8	a. Adult work (1) number. . . . .	4
		(2) attendance. . . . .	248
		b. Youth work (1) number. . . . .	2
		(2) attendance. . . . .	121

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	152	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	4	36. Nutrition . . . . .	
13. Soil management . . . . .	1	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	3	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	1	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	41	40. Recreation . . . . .	
17. Plant pathology . . . . .	7	41. Outlook . . . . .	
18. Entomology . . . . .	43	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	1	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	46	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	3	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	48	47. Extension administration, organization . . . . .	10
24. Marketing and utilization . . . . .	7	48. Program planning . . . . .	10
25. Consumer education in use of agricultural products . . . . .	49	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	7	50. Inservice training received . . . . .	19
27. Dwellings and equipment . . . . .	52	51. Miscellaneous (cannot be charged to above items) . . . . .	9
28. Home grounds improvement . . . . .	53	52. Total days worked (items 11-51) . . . . .	224
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	222
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	2
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	8
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	1
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	2
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	1
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Hugh M. Jones County or Department Smyth County

For the Month of Year 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Hugh M. Jones

Title: Assistant County Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	143	8. Training meetings held for local leaders:	
2. Office calls. . . . .	328	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	790	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	2	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	4
5. Broadcasts made:		(2) attendance. . . . .	47
a. Radio. . . . .	2	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	175	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	9	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	158	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	4	36. Nutrition . . . . .	
13. Soil management . . . . .	2	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	39	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	40	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	1	40. Recreation . . . . .	
17. Plant pathology . . . . .	42	41. Outlook . . . . .	
18. Entomology . . . . .	43	42. Community development and resource adjustment . . . . .	7
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	3	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	45	44. Public affairs . . . . .	1
21. Poultry (production and on-farm marketing) . . . . .	1	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	8	46. Leadership development . . . . .	3
23. Animal and Poultry health . . . . .	1	47. Extension administration, organization . . . . .	5
24. Marketing and utilization . . . . .	4	48. Program planning . . . . .	1
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	5	50. Inservice training received . . . . .	10
27. Dwellings and equipment . . . . .	1	51. Miscellaneous (cannot be charged to above items) . . . . .	
28. Home grounds improvement . . . . .	53	52. Total days worked (items 11-51) . . . . .	215
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	195
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	20
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	13	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	1
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	1
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	2	90. State Departments of Agriculture and Forestry . . . . .	3
75. Farmers Home Administration . . . . .	3	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	3	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .	5	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	2
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	1
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	9
83. Soil Conservation Service . . . . .	9		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Herbert L. Jones County or Department Cumberland County

For the <sup>period</sup> ~~month~~ of January 1 - October 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Herbert L. Jones

Title: Assistant County Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	692	
2. Office calls. . . . .	830	
3. Telephone calls (received or made). . . . .	1517	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines. . . . .	9	
b. Prepared by State office and released through county extension offices. . . . .		
5. Broadcasts made:		
a. Radio. . . . .	23	
b. Television. . . . .		
6. Publications distributed directly to the public. . . . .	2644	
7. Circular or commodity letters written. . . . .	38	
8. Training meetings held for local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		13
(2) attendance. . . . .		268
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number. . . . .		74
(2) attendance. . . . .		1529
b. Youth work (1) number. . . . .		7
(2) attendance. . . . .		161
10. Meetings held by local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36	36. Nutrition . . . . .	
13. Soil management . . . . .	37	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38	38. Health . . . . .	
15. Forestry (production and on-farm marketing). . . . .	39	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	40	40. Recreation . . . . .	
17. Plant pathology . . . . .	41	41. Outlook . . . . .	16
18. Entomology . . . . .	42	42. Community development and resource adjustment . . . . .	3
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing). . . . .	44	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing). . . . .	45	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing). . . . .	46	46. Leadership development . . . . .	22
23. Animal and Poultry health . . . . .	47	47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	48	48. Program planning . . . . .	11
25. Consumer education in use of agricultural products . . . . .	260	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	50	50. Inservice training received . . . . .	
27. Dwellings and equipment . . . . .	51	51. Miscellaneous (cannot be charged to above items). . . . .	6
28. Home grounds improvement . . . . .	52	52. Total days worked (items 11-51) . . . . .	260
29. Planning and management in the home . . . . .	53	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	260
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	2	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	14
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	1
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			
Agricultural Marketing Service . . . . .	4		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Robert P. Jenkins County or Department Agricultural Economics  
Period \_\_\_\_\_  
For the Month of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Robert P. Jenkins

Title: Asst. Ext. Agri. Economist

EXTENSION TEACHING ACTIVITIES

		No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	29	8. Training meetings held for local leaders:	
2. Office calls. . . . .	15	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	8	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	2	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	7	a. Adult work (1) number. . . . .	
5. Broadcasts made:		(2) attendance. . . . .	
a. Radio. . . . .	4	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	16	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	4	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . .
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . .
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

Educational Leave January 1 - June 16, 1963.

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
FEDERAL AGENCIES	
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .
72. Economic Research Service . . . . .	88. Highway Department . . . . .
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .
78. Forest Service . . . . .	94. State RAD Committee . . . . .
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .
83. Soil Conservation Service . . . . .	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Arden N. Huff County or Department Animal Science Department

For the Month of June 17 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Arden N. Huff

Title: Asst. Extension Animal Husbandman

EXTENSION TEACHING ACTIVITIES

	No, this Month	No, this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	53	8. Training meetings held for local leaders:	
2. Office calls. . . . .	14	a. Adult work (1) number. . . . .	_____
3. Telephone calls (received or made). . . . .	18	(2) attendance. . . . .	_____
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	2
a. Prepared and released directly to newspapers		(2) attendance. . . . .	15
or magazines. . . . .	1	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	_____	a. Adult work (1) number. . . . .	1
5. Broadcasts made:		(2) attendance. . . . .	250
a. Radio. . . . .	7	b. Youth work (1) number. . . . .	4
b. Television. . . . .	_____	(2) attendance. . . . .	125
6. Publications distributed directly to the public. . . . .	725	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	_____	a. Adult work (1) number. . . . .	_____
		(2) attendance. . . . .	_____
		b. Youth work (1) number. . . . .	_____
		(2) attendance. . . . .	_____

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation . . . . . 7
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . . 271	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . . 1
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . . 4
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . . 5
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . . 3
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . . 291
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . . 258
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . . 2
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . . 4
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . . 27
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Donald E. Hudson County or Department Horticulture  
For the period January 1 - December 31, 1963.  
For the Month of \_\_\_\_\_ 19\_\_

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Donald E. Hudson

Title: Assistant Extension Horticulturist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	141	8. Training meetings held for local leaders:	
2. Office calls. . . . .	53	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	95	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers or magazines. . . . .	3	(2) attendance. . . . .	
b. Prepared by State office and released through county extension offices. . . . .	1	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	13
a. Radio. . . . .	10	(2) attendance. . . . .	707
b. Television. . . . .	2	b. Youth work (1) number. . . . .	1
6. Publications distributed directly to the public. . . . .	403	(2) attendance. . . . .	350
7. Circular or commodity letters written. . . . .		10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	51
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	35
13. Soil management . . . . .	36
14. Horticulture (production and on-farm marketing) . . . . .	37
15. Forestry (production and on-farm marketing) . . . . .	38
16. Soil and Water Conservation, wildlife . . . . .	39
17. Plant pathology . . . . .	40
18. Entomology . . . . .	41
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	42
20. Dairy (production and on-farm marketing) . . . . .	43
21. Poultry (production and on-farm marketing) . . . . .	44
22. Livestock (production and on-farm marketing) . . . . .	45
23. Animal and Poultry health . . . . .	46
24. Marketing and utilization . . . . .	47
25. Consumer education in use of agricultural products . . . . .	48
26. Agricultural engineering . . . . .	49
27. Dwellings and equipment . . . . .	50
28. Home grounds improvement . . . . .	51
29. Planning and management in the home . . . . .	52
30. Family economics . . . . .	53
31. Home furnishings . . . . .	a. Adult work . . . . .
32. Clothing selection and care . . . . .	b. Young adult work (ages 18-25) . . . . .
33. Clothing construction . . . . .	c. 4-H Club work . . . . .
34. Food preparation and selection . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
	9
	60
	60

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
FEDERAL AGENCIES	
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .
72. Economic Research Service . . . . .	88. Highway Department . . . . .
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general)
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .
78. Forest Service . . . . .	94. State RAD Committee . . . . .
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .
83. Soil Conservation Service . . . . .	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name John S. Huddleston County or Department Northeast District  
For the Month of October, November, Dec. 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: John S. Huddleston

Title: Assistant County Agent at Large

EXTENSION TEACHING ACTIVITIES

	No, this Month	No, this Month
1. Farm, home, firm and other out-of-office visits. . . . .	34	
2. Office calls. . . . .	4	
3. Telephone calls (received or made). . . . .	16	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines. . . . .		
b. Prepared by State office and released through county extension offices. . . . .		
5. Broadcasts made:		
a. Radio. . . . .		
b. Television. . . . .		
6. Publications distributed directly to the public. . . . .	11	
7. Circular or commodity letters written. . . . .		
8. Training meetings held for local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number. . . . .	5	
(2) attendance. . . . .	27	
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
10. Meetings held by local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

SUMMARY  
~~XXXXXX~~ REPORT OF SERVICE RENDERED

Name C. E. Howes County or Department Poultry

Period  
For the ~~XXXX~~ of January 1 - December 31, 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: C. E. Howes

Title: Head, Poultry Science Department

EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1.	Farm, home, firm and other out-of-office visits. . . . .	114	8.	Training meetings held for local leaders:	
2.	Office calls. . . . .	85	a.	Adult work (1) number. . . . .	3
3.	Telephone calls (received or made). . . . .	155		(2) attendance. . . . .	17
4.	Newspaper articles or stories:		b.	Youth work (1) number. . . . .	
a.	Prepared and released directly to newspapers or magazines. . . . .	2		(2) attendance. . . . .	
b.	Prepared by State office and released through county extension offices. . . . .		9.	Other meetings at which agents or specialists presented educational information:	
5.	Broadcasts made:		a.	Adult work (1) number. . . . .	29
a.	Radio. . . . .	7		(2) attendance. . . . .	1627
b.	Television. . . . .		b.	Youth work (1) number. . . . .	
6.	Publications distributed directly to the public. . . . .	84		(2) attendance. . . . .	
7.	Circular or commodity letters written. . . . .		10.	Meetings held by local leaders:	
			a.	Adult work (1) number. . . . .	7
				(2) attendance. . . . .	1628
			b.	Youth work (1) number. . . . .	
				(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	<del>4</del> 45	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	12	40. Recreation. . . . .	3
17. Plant pathology. . . . .		41. Outlook. . . . .	
18. Entomology. . . . .	2	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	27
24. Marketing and utilization. . . . .	1	48. Program planning. . . . .	
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	33 3
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	92
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	39 92
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	2
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	3	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .	14	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .	3		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name John F. Hosner County or Department Forestry and Wildlife

For the Month of Jan. 1 thru Dec. 31 19 68

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: John F. Hosner

Title: Head, Dept. of Forestry and Wildlife

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	16	8. Training meetings held for local leaders:	
2. Office calls. . . . .	31	a. Adult work (1) number. . . . .	1
3. Telephone calls (received or made). . . . .	63	(2) attendance. . . . .	_____
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	_____
a. Prepared and released directly to newspapers or magazines. . . . .	_____	(2) attendance. . . . .	_____
b. Prepared by State office and released through county extension offices. . . . .	2	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	4
a. Radio. . . . .	_____	(2) attendance. . . . .	125
b. Television. . . . .	_____	b. Youth work (1) number. . . . .	_____
6. Publications distributed directly to the public. . . . .	115	(2) attendance. . . . .	_____
7. Circular or commodity letters written. . . . .	_____	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	_____
		(2) attendance. . . . .	_____
		b. Youth work (1) number. . . . .	_____
		(2) attendance. . . . .	_____

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing) / <del>22</del> <del>18 1/2</del>	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50. Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . .
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . .
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . .
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
FEDERAL AGENCIES		
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development). . . . .	87. Health Department. . . . .	
72. Economic Research Service. . . . .	88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .	
78. Forest Service. . . . .	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .	97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Carl J. Holcomb County or Department Forestry and Wildlife

For the Month of Jan. 1 thru Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed Carl J. Holcomb

Title: Extension Forester

EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1.	Farm, home, firm and other out-of-office visits. . . . .	40	8.	Training meetings held for local leaders:	
2.	Office calls. . . . .	50	a.	Adult work (1) number. . . . .	
3.	Telephone calls (received or made). . . . .	19		(2) attendance. . . . .	
4.	Newspaper articles or stories:		b.	Youth work (1) number. . . . .	
a.	Prepared and released directly to newspapers or magazines. . . . .	1		(2) attendance. . . . .	
b.	Prepared by State office and released through county extension offices. . . . .		9.	Other meetings at which agents or specialists presented educational information:	
5.	Broadcasts made:		a.	Adult work (1) number. . . . .	
a.	Radio. . . . .			(2) attendance. . . . .	
b.	Television. . . . .		b.	Youth work (1) number. . . . .	
6.	Publications distributed directly to the public. . . . .	4450		(2) attendance. . . . .	
7.	Circular or commodity letters written. . . . .		10.	Meetings held by local leaders:	
			a.	Adult work (1) number. . . . .	
				(2) attendance. . . . .	
			b.	Youth work (1) number. . . . .	
				(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . . 7
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . . 19
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . . 39
24. Marketing and utilization. . . . .	48. Program planning. . . . . 52
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . . 96
26. Agricultural engineering. . . . .	50. Inservice training received. . . . . 13
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . . 9
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . . 235 ✓
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . . 125
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . . 15
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . . 95 ✓
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
<b>FEDERAL AGENCIES</b>	
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board. . . . .
69. Bureau of Indian Affairs. . . . .	<b>STATE AGENCIES</b>
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department. . . . .
72. Economic Research Service. . . . .	88. Highway Department. . . . .
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general)
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .
78. Forest Service. . . . .	94. State RAD Committee. . . . .
79. Housing and Home Finance Agency. . . . .	<b>COUNTY AGENCIES</b>
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .
82. Social Security Administration; Internal Revenue Service. . . . .	97. County or Area RAD Committees. . . . .
83. Soil Conservation Service. . . . .	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Mrs. Thelma T. Hewlett County or Department Organization and Supervision of  
County Extension Operations  
For the Month of April Jan 1 - Dec 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Thelma T. Hewlett

Title: District Agent

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	27	8. Training meetings held for local leaders:	
2. Office calls. . . . .	15	a. Adult work (1) number. . . . .	2
3. Telephone calls (received or made). . . . .	31	(2) attendance. . . . .	28
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers or magazines. . . . .	3	(2) attendance. . . . .	
b. Prepared by State office and released through county extension offices. . . . .		9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	4
a. Radio. . . . .		(2) attendance. . . . .	1100
b. Television. . . . .		b. Youth work (1) number. . . . .	4
6. Publications distributed directly to the public. . . . .		(2) attendance. . . . .	625
7. Circular or commodity letters written. . . . .		10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .		36. Nutrition . . . . .	
13. Soil management . . . . .		37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .		38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .		39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .		40. Recreation . . . . .	
17. Plant pathology . . . . .		41. Outlook . . . . .	
18. Entomology . . . . .		42. Community development and resource adjustment . . . . .	18
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .		43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .		44. Public affairs . . . . .	10
21. Poultry (production and on-farm marketing) . . . . .		45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .		46. Leadership development . . . . .	22
23. Animal and Poultry health . . . . .		47. Extension administration, organization . . . . .	107
24. Marketing and utilization . . . . .		48. Program planning . . . . .	20
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .		50. Inservice training received . . . . .	9
27. Dwellings and equipment . . . . .		51. Miscellaneous (cannot be charged to above items) . . . . .	14
28. Home grounds improvement . . . . .		52. Total days worked (items 11-51) . . . . .	200*
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	184
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	1
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	15
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

\*65 days resident teaching

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	7	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		86. A.I.D. . . . .	4
70. Bureau of Land Management; Bureau of Reclamation . . . . .		STATE AGENCIES	
71. Department of Commerce (Area Re-development) . . . . .		86. Civil Defense (state & county level) . . . . .	
72. Economic Research Service . . . . .		87. Health Department . . . . .	
73. Farm Credit Administration . . . . .		88. Highway Department . . . . .	
74. Farmer Cooperative Service . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
75. Farmers Home Administration . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
76. Fish and Wildlife Service . . . . .		91. State Department of Education (schools in general) . . . . .	
77. Food and Drug Administration . . . . .		92. State Employment Service . . . . .	
78. Forest Service . . . . .		93. Welfare Department . . . . .	
79. Housing and Home Finance Agency . . . . .		94. State RAD Committee . . . . .	
80. Rural Electrification Administration . . . . .		COUNTY AGENCIES	
81. Selective Service . . . . .		95. Soil Conservation districts . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
83. Soil Conservation Service . . . . .		97. County or Area RAD Committees . . . . .	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name M. C. Heckel County or Department Administration  
Period  
For the ~~Month~~ of January-December 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Myron J. Hecker  
Title: Training Leader

EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1.	Farm, home, firm and other out-of-office visits. . . . .		8.	Training meetings held for local leaders:	
2.	Office calls. . . . .		a.	Adult work (1) number. . . . .	
3.	Telephone calls (received or made). . . . .	3		(2) attendance. . . . .	
4.	Newspaper articles or stories:		b.	Youth work (1) number. . . . .	
	a. Prepared and released directly to newspapers			(2) attendance. . . . .	
	or magazines. . . . .		9.	Other meetings at which agents or specialists	
	b. Prepared by State office and released through			presented educational information:	
	county extension offices. . . . .		a.	Adult work (1) number. . . . .	8
5.	Broadcasts made:			(2) attendance. . . . .	405
	a. Radio. . . . .		b.	Youth work (1) number. . . . .	2
	b. Television. . . . .			(2) attendance. . . . .	350
6.	Publications distributed directly to the public. . . . .	47510		Meetings held by local leaders:	
7.	Circular or commodity letters written. . . . .		a.	Adult work (1) number. . . . .	
				(2) attendance. . . . .	
			b.	Youth work (1) number. . . . .	
				(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .	_____
12. Field crops, pasture, range (production and on-farm marketing). . . . .	1	36. Nutrition. . . . .	6
13. Soil management. . . . .	30	37. Human relations, child development. . . . .	_____
14. Horticulture (production and on-farm marketing). . . . .	29	38. Health. . . . .	_____
15. Forestry (production and on-farm marketing). . . . .	40.	39. Safety. . . . .	_____
16. Soil and Water Conservation, wildlife. . . . .	2	40. Recreation. . . . .	_____
17. Plant pathology. . . . .	_____	41. Outlook. . . . .	_____
18. Entomology. . . . .	3	42. Community development and resource adjustment. . . . .	_____
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	_____	43. Manpower development, employment information. . . . .	_____
20. Dairy (production and on-farm marketing). . . . .	45.	44. Public affairs. . . . .	55
21. Poultry (production and on-farm marketing). . . . .	1	45. Rural defense. . . . .	_____
22. Livestock (production and on-farm marketing). . . . .	_____	46. Leadership development. . . . .	_____
23. Animal and Poultry health. . . . .	48.	47. Extension administration, organization. . . . .	_____
24. Marketing and utilization. . . . .	49.	48. Program planning. . . . .	_____
25. Consumer education in use of agricultural products . . . . .	50.	49. Supervision of Extension personnel. . . . .	_____
26. Agricultural engineering. . . . .	51.	50. Inservice training received. . . . .	_____
27. Dwellings and equipment. . . . .	52.	51. Miscellaneous (cannot be charged to above items). . . . .	5
28. Home grounds improvement. . . . .	53.	52. Total days worked (items 11-51). . . . .	134
29. Planning and management in the home. . . . .	_____	53. Of total days reported in item 52, how many were devoted to:	_____
30. Family economics. . . . .	_____	a. Adult work. . . . .	111
31. Home furnishings. . . . .	_____	b. Young adult work (ages 18-25). . . . .	3
32. Clothing selection and care. . . . .	_____	c. 4-H Club work. . . . .	16
33. Clothing construction. . . . .	_____	d. Work with other youth and youth serving groups (within 4-H age). . . . .	4
34. Food preparation and selection. . . . .	2		

Experiment Station & General College 141

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	_____	84. Area Authorities (TVA, etc.). . . . .	_____
68. Agricultural Stabilization and Conservation Service . . . . .	_____	85. USDA Defense Board. . . . .	_____
69. Bureau of Indian Affairs . . . . .	_____	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	_____	86. Civil Defense (state & county level). . . . .	_____
71. Department of Commerce (Area Re-development) . . . . .	_____	87. Health Department. . . . .	_____
72. Economic Research Service. . . . .	_____	88. Highway Department. . . . .	_____
73. Farm Credit Administration . . . . .	_____	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	_____
74. Farmer Cooperative Service. . . . .	_____	90. State Departments of Agriculture and Forestry. . . . .	_____
75. Farmers Home Administration. . . . .	_____	91. State Department of Education (schools in general)	_____
76. Fish and Wildlife Service. . . . .	_____	92. State Employment Service. . . . .	_____
77. Food and Drug Administration. . . . .	_____	93. Welfare Department. . . . .	_____
78. Forest Service. . . . .	_____	94. State RAD Committee. . . . .	_____
79. Housing and Home Finance Agency. . . . .	_____	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	_____	95. Soil Conservation districts. . . . .	_____
81. Selective Service. . . . .	_____	96. Vocational-agricultural and home economics departments. . . . .	_____
82. Social Security Administration; Internal Revenue Service. . . . .	_____	97. County or Area RAD Committees. . . . .	_____
83. Soil Conservation Service. . . . .	_____		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Keith B. Hawkins County or Department Agricultural Information

For the Month of Jan 1 - Dec 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Keith B. Hawkins

Title: Motion Picture Supervisor

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	18	8. Training meetings held for local leaders:
2. Office calls. . . . .		a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .		(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	242	36. Nutrition. . . . .	
13. Soil management. . . . .	7	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	39.	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	40.	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	41.	40. Recreation. . . . .	
17. Plant pathology. . . . .	42.	41. Outlook. . . . .	
18. Entomology. . . . .	43.	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44.	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	45.	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	46.	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	47.	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	48.	47. Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .	49.	48. Program planning. . . . .	
25. Consumer education in use of agricultural products . . . . .	50.	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	51.	50. Inservice training received. . . . .	20 1/2
27. Dwellings and equipment. . . . .	52.	51. Miscellaneous (cannot be charged to above items). . . . .	2
28. Home grounds improvement. . . . .	53.	52. Total days worked (items 11-51). . . . .	271 1/2
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	271 1/2
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	82
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	6
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name George Hawkins County or Department Agromony  
Period  
For the ~~XXXX~~ of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
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Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: George W. Hawkins

Title: Associate Extension Agonomist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	19	8. Training meetings held for local leaders:
2. Office calls. . . . .	5	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	3	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	14	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	15	b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	227	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	8	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

COOPERATION PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	Nutrition. . . . .	31
13. Soil management. . . . .	37.	Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38.	Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39.	Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40.	Recreation. . . . .	
17. Plant pathology. . . . .	41.	Outlook. . . . .	1
18. Entomology. . . . .	42.	Community development and resource adjustment. . . . .	1
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44.	Public affairs. . . . .	12
21. Poultry (production and on-farm marketing). . . . .	45.	Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46.	Leadership development. . . . .	2
23. Animal and Poultry health. . . . .	47.	Extension administration, organization. . . . .	2 1/2
24. Marketing and utilization. . . . .	48.	Program planning. . . . .	7
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	50.	Inservice training received. . . . .	
27. Dwellings and equipment. . . . .	51.	Miscellaneous (cannot be charged to above items). . . . .	30 3/4
28. Home grounds improvement. . . . .	52.	Total days worked (items 11-51). . . . .	50 5/8
29. Planning and management in the home. . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	a.	Adult work. . . . .	54 1/2
31. Home furnishings. . . . .	b.	Young adult work (ages 18-25). . . . .	32 1/2
32. Clothing selection and care. . . . .	c.	4-H Club work. . . . .	1 1/2
33. Clothing construction. . . . .	d.	Work with other youth and youth serving groups (within 4-H age). . . . .	1
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	84.	Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .	STATE AGENCIES		
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86.	Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87.	Health Department. . . . .	
72. Economic Research Service. . . . .	88.	Highway Department. . . . .	
73. Farm Credit Administration . . . . .	89.	Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90.	State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91.	State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92.	State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93.	Welfare Department. . . . .	
78. Forest Service. . . . .	94.	State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	COUNTY AGENCIES		
80. Rural Electrification Administration. . . . .	95.	Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96.	Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .	97.	County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Dr. Laura Jane Harper County or Department Home Economics  
period of  
For the ~~month of~~ Jan. 1-Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

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I hereby certify that this entire report of service rendered is correct.

Signed: Laura Jane Harper  
Title: Dean, School of Home Economics

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	8.	Training meetings held for local leaders:
2. Office calls. . . . .	a.	Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .		(2) attendance. . . . .
4. Newspaper articles or stories:	b.	Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	9.	Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	a.	Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	b.	Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	10.	Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	a.	Adult work (1) number. . . . .
		(2) attendance. . . . .
	b.	Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	7	35. Food preservation. . . . .	2
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36	36. Nutrition. . . . .	2
13. Soil management. . . . .	2	37. Human relations, child development. . . . .	15
14. Horticulture (production and on-farm marketing). . . . .	4	38. Health. . . . .	1
15. Forestry (production and on-farm marketing). . . . .	6	39. Safety. . . . .	3
16. Soil and Water Conservation, wildlife. . . . .	3	40. Recreation. . . . .	1
17. Plant pathology. . . . .	2	41. Outlook. . . . .	4
18. Entomology. . . . .	5	42. Community development and resource adjustment. . . . .	7
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	1	43. Manpower development, employment information. . . . .	4
20. Dairy (production and on-farm marketing). . . . .	6	44. Public affairs. . . . .	5
21. Poultry (production and on-farm marketing). . . . .	8	45. Rural defense. . . . .	2
22. Livestock (production and on-farm marketing). . . . .	5	46. Leadership development. . . . .	9
23. Animal and Poultry health. . . . .	48	47. Extension administration, organization. . . . .	15
24. Marketing and utilization. . . . .	3	48. Program planning. . . . .	3
25. Consumer education in use of agricultural products . . . . .	2	49. Supervision of Extension personnel. . . . .	30
26. Agricultural engineering. . . . .	6	50. Inservice training received. . . . .	5
27. Dwellings and equipment. . . . .	3	51. Miscellaneous (cannot be charged to above items). . . . .	21
28. Home grounds improvement. . . . .	3	52. Total days worked (items 11-51). . . . .	216
29. Planning and management in the home. . . . .	3	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	3	a. Adult work. . . . .	159
31. Home furnishings. . . . .	6	b. Young adult work (ages 18-25). . . . .	14
32. Clothing selection and care. . . . .	3	c. 4-H Club work. . . . .	43
33. Clothing construction. . . . .	4	d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .	4		

(Experiment Station = 79 days)

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name William A. Hamilton County or Department Editorial  
For the ~~Year~~ <sup>Period</sup> of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

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I hereby certify that this entire report of service rendered is correct.

Signed: William A. Hamilton

Title: Associate Editor

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	8. Training meetings held for local leaders:		
2. Office calls. . . . .	a. Adult work (1) number. . . . .		
3. Telephone calls (received or made). . . . .	(2) attendance. . . . .		
4. Newspaper articles or stories:	b. Youth work (1) number. . . . .		
a. Prepared and released directly to newspapers	(2) attendance. . . . .		
or magazines. . . . .	9. Other meetings at which agents or specialists		
b. Prepared by State office and released through	presented educational information:		
county extension offices. . . . .	a. Adult work (1) number. . . . .		
5. Broadcasts made:	(2) attendance. . . . .		
a. Radio. . . . .	b. Youth work (1) number. . . . .		
b. Television. . . . .	(2) attendance. . . . .		
6. Publications distributed directly to the public. . . . .	10. Meetings held by local leaders:		
7. Circular or commodity letters written. . . . .	a. Adult work (1) number. . . . .		
	(2) attendance. . . . .		
	b. Youth work (1) number. . . . .		
	(2) attendance. . . . .		

PROGRAM EMPHASIS

STAFF	Days Devoted	Days Devoted	
11. Planning and management of the farm business . . . . .	35	Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing). . . . .	—	36. Nutrition. . . . .	—
13. Soil management. . . . .	—	37. Human relations, child development. . . . .	—
14. Horticulture (production and on-farm marketing). . . . .	—	38. Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	—	39. Safety. . . . .	26/0
16. Soil and Water Conservation, wildlife. . . . .	2	40. Recreation. . . . .	—
17. Plant pathology. . . . .	—	41. Outlook. . . . .	—
18. Entomology. . . . .	—	42. Community development and resource adjustment. . . . .	2
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	—	43. Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	—	44. Public affairs. . . . .	—
21. Poultry (production and on-farm marketing). . . . .	—	45. Rural defense. . . . .	—
22. Livestock (production and on-farm marketing). . . . .	—	46. Leadership development. . . . .	—
23. Animal and Poultry health. . . . .	—	47. Extension administration, organization. . . . .	—
24. Marketing and utilization. . . . .	—	48. Program planning. . . . .	3
25. Consumer education in use of agricultural products . . . . .	—	49. Supervision of Extension personnel. . . . .	—
26. Agricultural engineering. . . . .	223	50. Inservice training received. . . . .	1
27. Dwellings and equipment. . . . .	—	51. Miscellaneous (cannot be charged to above items). . . . .	1
28. Home grounds improvement. . . . .	—	52. Total days worked (items 11-51). . . . .	244
29. Planning and management in the home. . . . .	—	53. Of total days reported in item 52, how many were devoted to:	—
30. Family economics. . . . .	—	a. Adult work. . . . .	218
31. Home furnishings. . . . .	—	b. Young adult work (ages 18-25). . . . .	—
32. Clothing selection and care. . . . .	—	c. 4-H Club work. . . . .	26
33. Clothing construction. . . . .	—	d. Work with other youth and youth serving groups (within 4-H age). . . . .	—
34. Food preparation and selection. . . . .	—		—

COOPERATION WITH OTHER PUBLIC AGENCIES

FEDERAL AGENCIES	Days Devoted	Days Devoted	
67. Agricultural Research Service. . . . .	3	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department. . . . .	1
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	6
75. Farmers Home Administration. . . . .	4	91. State Department of Education (schools in general) . . . . .	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	134		—

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name E. B. Hale County or Department Agricultural Engineering  
For the period January 1-December 31 19 63  
~~For the Month of~~

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: E. B. Hale

Title: Assoc. Ext. Agri. Engr.

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>59</u>	
2. Office calls. . . . .	<u>62</u>	
3. Telephone calls (received or made). . . . .	<u>79</u>	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines. . . . .		
b. Prepared by State office and released through county extension offices. . . . .		
5. Broadcasts made:		
a. Radio. . . . .	<u>12</u>	
b. Television. . . . .		
6. Publications distributed directly to the public. . . . .	<u>144</u>	
7. Circular or commodity letters written. . . . .	<u>10</u>	
8. Training meetings held for local leaders:		
a. Adult work (1) number. . . . .		<u>2</u>
(2) attendance. . . . .		<u>63</u>
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number. . . . .		<u>3</u>
(2) attendance. . . . .		<u>112</u>
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
10. Meetings held by local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .		36. Nutrition . . . . .	
13. Soil management . . . . .	37.	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	38.	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	39.	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	40.	40. Recreation . . . . .	
17. Plant pathology . . . . .	41.	41. Outlook . . . . .	
18. Entomology . . . . .	42.	42. Community development and resource adjustment . . . . .	2
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	44.	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	45.	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	46.	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	47.	47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	48.	48. Program planning . . . . .	
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	50.	50. Inservice training received . . . . .	6
27. Dwellings and equipment . . . . .	51.	51. Miscellaneous (cannot be charged to above items) . . . . .	1
28. Home grounds improvement . . . . .	52.	52. Total days worked (items 11-51) . . . . .	234
29. Planning and management in the home . . . . .	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	168
31. Home furnishings . . . . .	225	b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	66
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Katherine L. Habel County or Department Home Furnishings  
For the Month of SUMMARY for year 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	_____	11	_____	21	_____
2	_____	12	_____	22	_____
3	_____	13	_____	23	_____
4	_____	14	_____	24	_____
5	_____	15	_____	25	_____
6	_____	16	_____	26	_____
7	_____	17	_____	27	_____
8	_____	18	_____	28	_____
9	_____	19	_____	29	_____
10	_____	20	_____	30	_____
				31	_____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Katherine L. Habel

Title: Home Furnishings Specialist

Educational leave was taken during January, February, and half of March.

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>22</u>	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>40</u>	a. Adult work (1) number. . . . .	_____
3. Telephone calls (received or made). . . . .	<u>37</u>	(2) attendance. . . . .	_____
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	_____
a. Prepared and released directly to newspapers		(2) attendance. . . . .	_____
or magazines. . . . .	<u>21</u>	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	<u>6</u>	a. Adult work (1) number. . . . .	_____
5. Broadcasts made:		(2) attendance. . . . .	_____
a. Radio. . . . .	<u>15</u>	b. Youth work (1) number. . . . .	_____
b. Television. . . . .	_____	(2) attendance. . . . .	_____
6. Publications distributed directly to the public. . . . .	_____	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	_____	a. Adult work (1) number. . . . .	_____
		(2) attendance. . . . .	_____
		b. Youth work (1) number. . . . .	_____
		(2) attendance. . . . .	_____

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business	35	Food preservation	17
12. Field crops, pasture, range (production and on-farm marketing)		36. Nutrition	
13. Soil management	8	37. Human relations, child development	1
14. Horticulture (production and on-farm marketing)	25	38. Health	
15. Forestry (production and on-farm marketing)		39. Safety	
16. Soil and Water Conservation, wildlife		40. Recreation	
17. Plant pathology		41. Outlook	
18. Entomology		42. Community development and resource adjustment	
19. Agricultural chemicals (pesticides, additives, etc.)		43. Manpower development, employment information	
20. Dairy (production and on-farm marketing)		44. Public affairs	
21. Poultry (production and on-farm marketing)		45. Rural defense	
22. Livestock (production and on-farm marketing)		46. Leadership development	
23. Animal and Poultry health		47. Extension administration, organization	14
24. Marketing and utilization		48. Program planning	10
25. Consumer education in use of agricultural products		49. Supervision of Extension personnel	9
26. Agricultural engineering		50. Inservice training received	
27. Dwellings and equipment		51. Miscellaneous (cannot be charged to above items)	
28. Home grounds improvement	30	52. Total days worked (items 11-51), Extension	114
29. Planning and management in the home		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics		a. Adult work	113
31. Home furnishings		b. Young adult work (ages 18-25)	1
32. Clothing selection and care		c. 4-H Club work	
33. Clothing construction		d. Work with other youth and youth serving groups (within 4-H age)	
34. Food preparation and selection			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service		84. Area Authorities (TVA, etc.)	
68. Agricultural Stabilization and Conservation Service		85. USDA Defense Board	
69. Bureau of Indian Affairs		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation		86. Civil Defense (state & county level)	
71. Department of Commerce (Area Re-development)		87. Health Department	
72. Economic Research Service		88. Highway Department	
73. Farm Credit Administration		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging	
74. Farmer Cooperative Service		90. State Departments of Agriculture and Forestry	
75. Farmers Home Administration		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service		92. State Employment Service	
77. Food and Drug Administration		93. Welfare Department	
78. Forest Service		94. State RAD Committee	
79. Housing and Home Finance Agency		COUNTY AGENCIES	
80. Rural Electrification Administration		95. Soil Conservation districts	
81. Selective Service		96. Vocational-agricultural and home economics departments	
82. Social Security Administration; Internal Revenue Service		97. County or Area RAD Committees	
83. Soil Conservation Service			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Judkins, Wesley P. County or Department Horticulture

For the ~~Month~~ <sup>31,</sup> period of Jan. 1 thru Dec. 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Wesley P. Judkins 1/11/64

Title: Head, Dept. of Horticulture

EXTENSION TEACHING ACTIVITIES

No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . . 168	Training meetings held for local leaders:
2. Office calls. . . . . 42	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . . <del>20</del>	(2) attendance. . . . .
4. Newspaper articles or stories:	b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers	(2) attendance. . . . .
or magazines. . . . .	9. Other meetings at which agents or specialists
b. Prepared by State office and released through	presented educational information:
county extension offices. . . . .	a. Adult work (1) number. . . . .
5. Broadcasts made:	(2) attendance. . . . .
a. Radio. . . . .	b. Youth work (1) number. . . . .
b. Television. . . . .	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . . 10	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	a. Adult work (1) number. . . . .
	(2) attendance. . . . .
	b. Youth work (1) number. . . . .
	(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	Nutrition . . . . .	
13. Soil management . . . . .	37.	Human relations, child development . . . . .	1
14. Horticulture (production and on-farm marketing) . . . . .	38.	Health . . . . .	1
15. Forestry (production and on-farm marketing) . . . . .	39.	Safety . . . . .	1
16. Soil and Water Conservation, wildlife . . . . .	40.	Recreation . . . . .	
17. Plant pathology . . . . .	41.	Outlook . . . . .	2
18. Entomology . . . . .	42.	Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	Manpower development, employment information . . . . .	1
20. Dairy (production and on-farm marketing) . . . . .	44.	Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	45.	Rural defense . . . . .	1
22. Livestock (production and on-farm marketing) . . . . .	46.	Leadership development . . . . .	111
23. Animal and Poultry health . . . . .	47.	Extension administration, organization . . . . .	15
24. Marketing and utilization . . . . .	48.	Program planning . . . . .	79 89
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	50.	Inservice training received . . . . .	8
27. Dwellings and equipment . . . . .	51.	Miscellaneous (cannot be charged to above items) . . . . .	30 29
28. Home grounds improvement . . . . .	52.	Total days worked (items 11-51) . . . . .	271
29. Planning and management in the home . . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	2
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	3
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	271 266
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	1
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	8	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Margaret Gulley County or Department 4-H Club Department  
Period  
For the Month of January 1-December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: \_\_\_\_\_

Title: Associate State 4-H Club Agent

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	48	Training meetings held for local leaders:	
2. Office calls. . . . .	55	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	110	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers or magazines. . . . .	259	(2) attendance. . . . .	
b. Prepared by State office and released through county extension offices. . . . .	4	Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	
a. Radio. . . . .	28	(2) attendance. . . . .	
b. Television. . . . .	1	b. Youth work (1) number. . . . .	4
6. Publications distributed directly to the public. . . . .	8,000	(2) attendance. . . . .	263
7. Circular or commodity letters written. . . . .	22	Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50. Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . .
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . .
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . .
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
<b>FEDERAL AGENCIES</b>	
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board. . . . .
69. Bureau of Indian Affairs. . . . .	<b>STATE AGENCIES</b>
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department. . . . .
72. Economic Research Service. . . . .	88. Highway Department. . . . .
73. Farm Credit Administration. . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general) . . . . .
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .
78. Forest Service. . . . .	94. State RAD Committee. . . . .
79. Housing and Home Finance Agency. . . . .	<b>COUNTY AGENCIES</b>
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .
82. Social Security Administration; Internal Revenue Service. . . . .	97. County or Area RAD Committees. . . . .
83. Soil Conservation Service. . . . .	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED  
75% Extension

Name R. H. Gruenhagen County or Department Plant Pathology & Physiology

the period of  
For the Month of Jan. 1, thru Dec. 31 1963

Note: Last of each month send first copy to the office of G. Warren Sluaser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: R. H. Gruenhagen

Title: Extension Plant Pathologist

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	80	8. Training meetings held for local leaders:	
2. Office calls. . . . .	39	a. Adult work (1) number. . . . .	5
3. Telephone calls (received or made). . . . .	51	(2) attendance. . . . .	350
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	9	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	8
5. Broadcasts made:		(2) attendance. . . . .	400
a. Radio. . . . .	19	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. 8,495	10	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	3	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	2	35. Food preservation . . . . .	1
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	57	36. Nutrition . . . . .	12
13. Soil management . . . . .	1	37. Human relations, child development . . . . .	2
14. Horticulture (production and on-farm marketing) . . . . .	38	38. Health . . . . .	5
15. Forestry (production and on-farm marketing) . . . . .	40	39. Safety . . . . .	3
16. Soil and Water Conservation, wildlife . . . . .	41	40. Recreation . . . . .	—
17. Plant pathology . . . . .	42	41. Outlook . . . . .	3
18. Entomology . . . . .	43	42. Community development and resource adjustment . . . . .	1
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44	43. Manpower development, employment information . . . . .	—
20. Dairy (production and on-farm marketing) . . . . .	1	44. Public affairs . . . . .	9
21. Poultry (production and on-farm marketing) . . . . .	1	45. Rural defense . . . . .	1
22. Livestock (production and on-farm marketing) . . . . .	1	46. Leadership development . . . . .	4
23. Animal and Poultry health . . . . .	48	47. Extension administration, organization . . . . .	54
24. Marketing and utilization . . . . .	49	48. Program planning . . . . .	74
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel . . . . .	19
26. Agricultural engineering . . . . .	51	50. Inservice training received . . . . .	31
27. Dwellings and equipment . . . . .	52	51. Miscellaneous (cannot be charged to above items) . . . . .	13
28. Home grounds improvement . . . . .	1	52. Total days worked (items 11-51) . . . . .	256
29. Planning and management in the home . . . . .	6	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .	4	a. Adult work . . . . .	154
31. Home furnishings . . . . .	1	b. Young adult work (ages 18-25) . . . . .	—
32. Clothing selection and care . . . . .	1	c. 4-H Club work . . . . .	102
33. Clothing construction . . . . .	—	d. Work with other youth and youth serving groups (within 4-H age) . . . . .	—
34. Food preparation and selection . . . . .	6		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	—	84. Area Authorities (TVA, etc.) . . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board . . . . .	—
69. Bureau of Indian Affairs . . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	—	86. Civil Defense (state & county level) . . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department . . . . .	—
72. Economic Research Service . . . . .	—	88. Highway Department . . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	—
74. Farmer Cooperative Service . . . . .	—	90. State Departments of Agriculture and Forestry . . . . .	—
75. Farmers Home Administration . . . . .	—	91. State Department of Education (schools in general) . . . . .	—
76. Fish and Wildlife Service . . . . .	—	92. State Employment Service . . . . .	—
77. Food and Drug Administration . . . . .	—	93. Welfare Department . . . . .	—
78. Forest Service . . . . .	—	94. State RAD Committee . . . . .	—
79. Housing and Home Finance Agency . . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	—	95. Soil Conservation districts . . . . .	—
81. Selective Service . . . . .	—	96. Vocational-agricultural and home economics departments . . . . .	—
82. Social Security Administration; Internal Revenue Service . . . . .	—	97. County or Area RAD Committees . . . . .	—
83. Soil Conservation Service . . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Ethel L. Grubbs County or Department Home Economics Extension

For the <sup>period</sup> month of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Ethel L. Grubbs

Title: County Home Demonstration Agent-at-Large

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	12	8.
2. Office calls. . . . .	24	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	55	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . . 1
5. Broadcasts made:		(2) attendance. . . . . 18
a. Radio. . . . .		b. Youth work (1) number. . . . . 14
b. Television. . . . .		(2) attendance. . . . . 232
6. Publications distributed directly to the public. . . . .	268	0. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	3	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	5
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	1
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .		48. Program planning. . . . .	10
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	1
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	47
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	272 ✓
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	195
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	4
32. Clothing selection and care. . . . .	99	c. 4-H Club work. . . . .	73 ✓
33. Clothing construction. . . . .	115	d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

ANNUAL MONTHLY REPORT OF SERVICE RENDERED

Name Margaret Groselove County or Department Clothing  
Period  
For the Month of January - December 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Margaret Groselove  
Title: Clothing Specialist

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .		8. Training meetings held for local leaders:	
2. Office calls. . . . .	6	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	36	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	3
a. Prepared and released directly to newspapers		(2) attendance. . . . .	8
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	
5. Broadcasts made:		(2) attendance. . . . .	
a. Radio. . . . .	20	b. Youth work (1) number. . . . .	3
b. Television. . . . .		(2) attendance. . . . .	125
6. Publications distributed directly to the public. . . . .	4	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . .
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . .
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name R. M. Godsey County or Department Animal Science Department  
Period  
For the Month of Jan. 1, 1963 - Dec. 31, 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: R. M. Godsey  
Title: Asst. Ext. Animal Scientist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	1108	Training meetings held for local leaders:	
2. Office calls. . . . .	67	a. Adult work (1) number. . . . .	1
3. Telephone calls (received or made). . . . .	88	(2) attendance. . . . .	26
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	269	Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	9	a. Adult work (1) number. . . . .	17
5. Broadcasts made:		(2) attendance. . . . .	1401
a. Radio. . . . .	22	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	24710	Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	30	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

**PROGRAM EMPHASIS**

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50. Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . .
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . .
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . .
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

**COOPERATION WITH OTHER PUBLIC AGENCIES**

Days Devoted	Days Devoted
<b>FEDERAL AGENCIES</b>	
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .
68. Agricultural Stabilization and Conservation Service. . . . .	85. USDA Defense Board. . . . .
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department. . . . .
72. Economic Research Service. . . . .	88. Highway Department. . . . .
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general)
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .
78. Forest Service. . . . .	94. State RAD Committee. . . . .
79. Housing and Home Finance Agency. . . . .	<b>COUNTY AGENCIES</b>
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees. . . . .
83. Soil Conservation Service. . . . .	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name James McDonald Grayson County or Department Entomology  
period  
For the ~~month~~ of Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: James M.D. Grayson  
Title: Head, Department of Entomology

EXTENSION TEACHING ACTIVITIES

	No, this Month	No, this Month
1. Farm, home, firm and other out-of-office visits. . . . .	39	8. Training meetings held for local leaders:
2. Office calls. . . . .	51	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	55	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . .	1	35. Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	57	36. Nutrition. . . . .	3
13. Soil management. . . . .	38	37. Human relations, child development. . . . .	—
14. Horticulture (production and on-farm marketing). . . . .	39	38. Health. . . . .	2
15. Forestry (production and on-farm marketing). . . . .	40	39. Safety. . . . .	—
16. Soil and Water Conservation, wildlife. . . . .	41	40. Recreation. . . . .	—
17. Plant pathology. . . . .	42	41. Outlook. . . . .	—
18. Entomology. . . . .	43	42. Community development and resource adjustment. . . . .	—
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	5	43. Manpower development, employment information. . . . .	1
20. Dairy (production and on-farm marketing). . . . .	84	44. Public affairs. . . . .	2
21. Poultry (production and on-farm marketing). . . . .	0	45. Rural defense. . . . .	—
22. Livestock (production and on-farm marketing). . . . .	8	46. Leadership development. . . . .	—
23. Animal and Poultry health. . . . .	1	47. Extension administration, organization. . . . .	4
24. Marketing and utilization. . . . .	3	48. Program planning. . . . .	5
25. Consumer education in use of agricultural products . . . . .	0	49. Supervision of Extension personnel. . . . .	4
26. Agricultural engineering. . . . .	1	50. Inservice training received. . . . .	—
27. Dwellings and equipment. . . . .	52	51. Miscellaneous (cannot be charged to above items). . . . .	2
28. Home grounds improvement. . . . .	53	52. Total days worked (items 11-51). . . . .	126
29. Planning and management in the home. . . . .	—	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	—	a. Adult work. . . . .	122
31. Home furnishings. . . . .	—	b. Young adult work (ages 18-25). . . . .	1
32. Clothing selection and care. . . . .	—	c. 4-H Club work. . . . .	1
33. Clothing construction. . . . .	—	d. Work with other youth and youth serving groups (within 4-H age). . . . .	2
34. Food preparation and selection. . . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department. . . . .	5
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	17
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general) . . . . .	2
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	2
77. Food and Drug Administration. . . . .	3	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name G. C. Graf ~~XXXXX~~ or Department Dairy Science

Period  
For the ~~Month~~ of Jan. 1, through Dec. 31, 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Annual leave - 29 days Sick leave - 4½ days

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: G.C. Graf

Title: Head, Dairy Science Dept.

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	20	8. Training meetings held for local leaders:	
2. Office calls. . . . .	81	a. Adult work (1) number. . . . .	0
3. Telephone calls (received or made). . . . .	106	(2) attendance. . . . .	0
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	0
a. Prepared and released directly to newspapers		(2) attendance. . . . .	0
or magazines. . . . .	8	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	0	a. Adult work (1) number. . . . .	3
5. Broadcasts made:		(2) attendance. . . . .	122
a. Radio. . . . .	0	b. Youth work (1) number. . . . .	1
b. Television. . . . .	0	(2) attendance. . . . .	2
6. Publications distributed directly to the public. . . . .	35	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	3	a. Adult work (1) number. . . . .	0
		(2) attendance. . . . .	0
		b. Youth work (1) number. . . . .	0
		(2) attendance. . . . .	0

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . .
25. Consumer education in use of agricultural products	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50. Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . . 36 ✓
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . . 36 ✓
31. Home furnishings. . . . . 15-134	b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . . 13	c. 4-H Club work. . . . .
33. Clothing construction. . . . . 94	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development)	87. Health Department. . . . .	
72. Economic Research Service. . . . .	88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .	89. Commission On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .	
78. Forest Service. . . . .	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .	97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Oris Glisson County or Department School of Home Economics  
Clothing, Textiles and Related Art

For the Month of January 1 - December 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Oris Glisson

Title: Head, Department of Clothing,  
Textiles and Related Art

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	8. Training meetings held for local leaders:	
2. Office calls. . . . .	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	(2) attendance. . . . .	
4. Newspaper articles or stories:	b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers	(2) attendance. . . . .	
or magazines. . . . .	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through	presented educational information:	
county extension offices. . . . .	a. Adult work (1) number. . . . .	
5. Broadcasts made:	(2) attendance. . . . .	
a. Radio. . . . .	b. Youth work (1) number. . . . .	
b. Television. . . . .	(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	a. Adult work (1) number. . . . .	
	(2) attendance. . . . .	
	b. Youth work (1) number. . . . .	
	(2) attendance. . . . .	

331982 PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	Nutrition . . . . .	
13. Soil management . . . . .	37.	Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	38.	Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	39.	Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	40.	Recreation . . . . .	
17. Plant pathology . . . . .	41.	Outlook . . . . .	
18. Entomology . . . . .	42.	Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	44.	Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	45.	Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	46.	Leadership development . . . . .	
23. Animal and Poultry health . . . . .	47.	Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	48.	Program planning . . . . .	3
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	50.	Inservice training received . . . . .	
27. Dwellings and equipment . . . . .	51.	Miscellaneous (cannot be charged to above items) . . . . .	8
28. Home grounds improvement . . . . .	52.	Total days worked (items 11-51) . . . . .	101
29. Planning and management in the home . . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	101
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .	84.	Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>		
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86.	Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87.	Health Department . . . . .	
72. Economic Research Service . . . . .	88.	Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89.	Commission on: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90.	State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91.	State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92.	State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93.	Welfare Department . . . . .	
78. Forest Service . . . . .	94.	State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>		
80. Rural Electrification Administration . . . . .	95.	Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96.	Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97.	County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Max R. Glass County or Department Agricultural Economics

period  
For the ~~Month~~ of August 15 - December 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Max R. Glass

Title: Asst. Ext. Agri. Economist

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>3</u>	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>5</u>	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	<u>5</u>	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	<u>1</u>	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	<u>1</u>
5. Broadcasts made:		(2) attendance. . . . .	<u>21</u>
a. Radio. . . . .		b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	<u>2</u>	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	260	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	7
24. Marketing and utilization. . . . .		48. Program planning. . . . .	
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	2
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	269
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	237
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	31
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	1
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service <sup>1</sup>		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development). . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general) <sup>1</sup>	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name C. E. Gill County or Department Forestry and Wildlife

For the Month of Jan. 1 thru Dec. 31 19 63

Note: Last of each month and first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: C. E. Gill

Title: Associate Extension Forester

EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1.	Farm, home, firm and other out-of-office visits. . . . .	41	8.	Training meetings held for local leaders:	
2.	Office calls. . . . .	43	a.	Adult work (1) number. . . . .	
3.	Telephone calls (received or made). . . . .	38		(2) attendance. . . . .	
4.	Newspaper articles or stories:		b.	Youth work (1) number. . . . .	
a.	Prepared and released directly to newspapers or magazines. . . . .	1		(2) attendance. . . . .	
b.	Prepared by State office and released through county extension offices. . . . .	1	9.	Other meetings at which agents or specialists presented educational information:	
5.	Broadcasts made:		a.	Adult work (1) number. . . . .	2
a.	Radio. . . . .	12		(2) attendance. . . . .	60
b.	Television. . . . .		b.	Youth work (1) number. . . . .	1
6.	Publications distributed directly to the public. . . . .	230		(2) attendance. . . . .	20
7.	Circular or commodity letters written. . . . .		10.	Meetings held by local leaders:	
			a.	Adult work (1) number. . . . .	
				(2) attendance. . . . .	
			b.	Youth work (1) number. . . . .	
				(2) attendance. . . . .	

EDWARDS PROGRAM EMPHASIS FORM

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	43
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	3
13. Soil management . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	
17. Plant pathology . . . . .	
18. Entomology . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	2
23. Animal and Poultry health . . . . .	
24. Marketing and utilization . . . . .	2
25. Consumer education in use of agricultural products . . . . .	
26. Agricultural engineering . . . . .	
27. Dwellings and equipment . . . . .	
28. Home grounds improvement . . . . .	
29. Planning and management in the home . . . . .	
30. Family economics . . . . .	
31. Home furnishings . . . . .	
32. Clothing selection and care . . . . .	
33. Clothing construction . . . . .	
34. Food preparation and selection . . . . .	
35. Food preservation . . . . .	
36. Nutrition . . . . .	
37. Human relations, child development . . . . .	
38. Health . . . . .	
39. Safety . . . . .	
40. Recreation . . . . .	
41. Outlook . . . . .	
42. Community development and resource adjustment . . . . .	
43. Manpower development, employment information . . . . .	
44. Public affairs . . . . .	
45. Rural defense . . . . .	
46. Leadership development . . . . .	
47. Extension administration, organization . . . . .	
48. Program planning . . . . .	
49. Supervision of Extension personnel . . . . .	
50. Inservice training received . . . . .	12
51. Miscellaneous (cannot be charged to above items) . . . . .	
52. Total days worked (items 11-51) . . . . .	60 1/2
53. Of total days reported in item 52, how many were devoted to:	
a. Adult work . . . . .	60 1/2
b. Young adult work (ages 18-25) . . . . .	
c. 4-H Club work . . . . .	
d. Work with other youth and youth serving groups (within 4-H age) . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
<b>FEDERAL AGENCIES</b>	
67. Agricultural Research Service . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	
69. Bureau of Indian Affairs . . . . .	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	
71. Department of Commerce (Area Re-development)	
72. Economic Research Service . . . . .	
73. Farm Credit Administration . . . . .	
74. Farmer Cooperative Service . . . . .	
75. Farmers Home Administration . . . . .	
76. Fish and Wildlife Service . . . . .	
77. Food and Drug Administration . . . . .	
78. Forest Service . . . . .	
79. Housing and Home Finance Agency . . . . .	
80. Rural Electrification Administration . . . . .	
81. Selective Service . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	
83. Soil Conservation Service . . . . .	
84. Area Authorities (TVA, etc.) . . . . .	
85. USDA Defense Board . . . . .	
<b>STATE AGENCIES</b>	
86. Civil Defense (state & county level) . . . . .	
87. Health Department . . . . .	
88. Highway Department . . . . .	
89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
90. State Departments of Agriculture and Forestry . . . . .	
91. State Department of Education (schools in general)	
92. State Employment Service . . . . .	
93. Welfare Department . . . . .	
94. State RAD Committee . . . . .	
<b>COUNTY AGENCIES</b>	
95. Soil Conservation districts . . . . .	
96. Vocational-agricultural and home economics departments . . . . .	
97. County or Area RAD Committees . . . . .	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Gerald G. Gallimore County or Department Southampton  
For the <sup>Months</sup> ~~Month~~ of August - October 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Gerald G. Gallimore

Title: Assistant County Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	42	8. Training meetings held for local leaders:
2. Office calls. . . . .	6	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	7	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	Nutrition . . . . .	
13. Soil management . . . . .	37.	Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	38.	Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	39.	Safety . . . . .	1
16. Soil and Water Conservation, wildlife . . . . .	40.	Recreation . . . . .	
17. Plant pathology . . . . .	41.	Outlook . . . . .	17
18. Entomology . . . . .	42.	Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	44.	Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	45.	Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	46.	Leadership development . . . . .	
23. Animal and Poultry health . . . . .	47.	Extension administration, organization . . . . .	22
24. Marketing and utilization . . . . .	48.	Program planning . . . . .	38
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	50.	Inservice training received . . . . .	5
27. Dwellings and equipment . . . . .	51.	Miscellaneous (cannot be charged to above items) . . . . .	1
28. Home grounds improvement . . . . .	52.	Total days worked (items 11-51) . . . . .	288
29. Planning and management in the home . . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .	116	a. Adult work . . . . .	209
31. Home furnishings . . . . .	88	b. Young adult work (ages 18-25) . . . . .	5
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	67
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	7
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commission On: Children & Youth; Juvenile Delinquency; Aging . . . . .	2
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	1	93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	6
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Amelia H. Fuller County or Department Home Management  
For the Month of SUMMARY FOR YEAR 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Amelia H. Fuller

Title: Ext. Farm and Home Unit Specialist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	26	8. Training meetings held for local leaders:
2. Office calls. . . . .	36	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	60	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers or magazines. . . . .	5	(2) attendance. . . . .
b. Prepared by State office and released through county extension offices. . . . .	4	9. Other meetings at which agents or specialists presented educational information:
5. Broadcasts made:		a. Adult work (1) number. . . . .
a. Radio. . . . .	25	(2) attendance. . . . .
b. Television. . . . .		b. Youth work (1) number. . . . .
6. Publications distributed directly to the public. . . . .	428	(2) attendance. . . . .
7. Circular or commodity letters written. . . . .	8	10. Meetings held by local leaders:
		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . .
25. Consumer education in use of agricultural products	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50. Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . .
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . .
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . .
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development)	87. Health Department. . . . .	
72. Economic Research Service. . . . .	88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .	
78. Forest Service. . . . .	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .	97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Heidi E. Ford County or Department Virginia Agricultural Ext. Service  
Virginia State College  
For the Month of Jan. through December 19 63 Petersburg, Virginia

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed Heidi E. Ford

Title: District Agent

EXTENSION TEACHING ACTIVITIES

No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . . <u>71</u>	8. Training meetings held for local leaders:
2. Office calls. . . . . <u>7</u>	a. Adult work (1) number. . . . . <u>2</u>
3. Telephone calls (received or made). . . . . <u>11</u>	(2) attendance. . . . . <u>91</u>
4. Newspaper articles or stories:	b. Youth work (1) number. . . . . <u>( 2 )</u>
a. Prepared and released directly to newspapers	(2) attendance. . . . . <u>( 160 )</u>
or magazines. . . . . _____	9. Other meetings at which agents or specialists
b. Prepared by State office and released through	presented educational information:
county extension offices. . . . . _____	a. Adult work (1) number. . . . . <u>( 6 )</u>
5. Broadcasts made;	(2) attendance. . . . . <u>(1384)</u>
a. Radio. . . . . _____	b. Youth work (1) number. . . . . <u>( 10 )</u>
b. Television. . . . . _____	(2) attendance. . . . . <u>(1340)</u>
6. Publications distributed directly to the public. . . . . <u>101</u>	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . . <u>5</u>	a. Adult work (1) number. . . . . _____
	(2) attendance. . . . . _____
	b. Youth work (1) number. . . . . _____
	(2) attendance. . . . . _____

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	126
12. Field crops, pasture, range (production and on-farm marketing). . . . .	6
13. Soil management. . . . .	2
14. Horticulture (production and on-farm marketing). . . . .	39
15. Forestry (production and on-farm marketing). . . . .	40
16. Soil and Water Conservation, wildlife. . . . .	41
17. Plant pathology. . . . .	42
18. Entomology. . . . .	1
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	1
20. Dairy (production and on-farm marketing). . . . .	1
21. Poultry (production and on-farm marketing). . . . .	3
22. Livestock (production and on-farm marketing). . . . .	11
23. Animal and Poultry health. . . . .	8
24. Marketing and utilization. . . . .	2
25. Consumer education in use of agricultural products . . . . .	50
26. Agricultural engineering. . . . .	51
27. Dwellings and equipment. . . . .	52
28. Home grounds improvement. . . . .	1
29. Planning and management in the home. . . . .	3
30. Family economics. . . . .	3
31. Home furnishings. . . . .	3
32. Clothing selection and care. . . . .	3
33. Clothing construction. . . . .	3
34. Food preparation and selection. . . . .	3
35. Food preservation. . . . .	3
36. Nutrition. . . . .	3
37. Human relations, child development. . . . .	3
38. Health. . . . .	3
39. Safety. . . . .	3
40. Recreation. . . . .	3
41. Outlook. . . . .	3
42. Community development and resource adjustment. . . . .	2
43. Manpower development, employment information. . . . .	4
44. Public affairs. . . . .	1
45. Rural defense. . . . .	1
46. Leadership development. . . . .	4
47. Extension administration, organization. . . . .	4
48. Program planning. . . . .	4
49. Supervision of Extension personnel. . . . .	37
50. Inservice training received. . . . .	37
51. Miscellaneous (cannot be charged to above items). . . . .	246
52. Total days worked (items 11-51). . . . .	218
53. Of total days reported in item 52, how many were devoted to:	
a. Adult work. . . . .	20
b. Young adult work (ages 18-25). . . . .	8
c. 4-H Club work. . . . .	8
d. Work with other youth and youth serving groups (within 4-H age). . . . .	8

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
<b>FEDERAL AGENCIES</b>	
67. Agricultural Research Service. . . . .	14
68. Agricultural Stabilization and Conservation Service. . . . .	2
69. Bureau of Indian Affairs. . . . .	2
70. Bureau of Land Management; Bureau of Reclamation. . . . .	2
71. Department of Commerce (Area Re-development). . . . .	2
72. Economic Research Service. . . . .	2
73. Farm Credit Administration. . . . .	2
74. Farmer Cooperative Service. . . . .	2
75. Farmers Home Administration. . . . .	2
76. Fish and Wildlife Service. . . . .	2
77. Food and Drug Administration. . . . .	2
78. Forest Service. . . . .	2
79. Housing and Home Finance Agency. . . . .	2
80. Rural Electrification Administration. . . . .	2
81. Selective Service. . . . .	2
82. Social Security Administration; Internal Revenue Service. . . . .	2
83. Soil Conservation Service. . . . .	2
84. Area Authorities (TVA, etc.). . . . .	14
85. USDA Defense Board. . . . .	2
<b>STATE AGENCIES</b>	
86. Civil Defense (state & county level). . . . .	2
87. Health Department. . . . .	2
88. Highway Department. . . . .	2
89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	2
90. State Departments of Agriculture and Forestry. . . . .	2
91. State Department of Education (schools in general). . . . .	2
92. State Employment Service. . . . .	2
93. Welfare Department. . . . .	2
94. State RAD Committee. . . . .	2
<b>COUNTY AGENCIES</b>	
95. Soil Conservation districts. . . . .	2
96. Vocational-agricultural and home economics departments. . . . .	8
97. County or Area RAD Committees. . . . .	2

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Robert L. Francis County or Department Pittsylvania

For the Month of Year 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Robert L. Francis

Title: Assistant County Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	257	8. Training meetings held for local leaders:	
2. Office calls. . . . .	121	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	88	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	52	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	5
5. Broadcasts made:		(2) attendance. . . . .	121
a. Radio. . . . .	216	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	134	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	20	a. Adult work (1) number. . . . .	3
		(2) attendance. . . . .	30
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	50. Inservice training received. . . . .	27
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36	51. Miscellaneous (cannot be charged to above items). . . . .	39
13. Soil management. . . . .	37	52. Total days worked (items 11-51). . . . .	2,275
14. Horticulture (production and on-farm marketing). . . . .	38	53. Of total days reported in item 52, how many were devoted to:	
15. Forestry (production and on-farm marketing). . . . .	39	a. Adult work. . . . .	145
16. Soil and Water Conservation, wildlife. . . . .	40	b. Young adult work (ages 18-25). . . . .	24
17. Plant pathology. . . . .	41	c. 4-H Club work. . . . .	80
18. Entomology. . . . .	42	d. Work with other youth and youth serving groups (within 4-H age). . . . .	22
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43		
20. Dairy (production and on-farm marketing). . . . .	44		
21. Poultry (production and on-farm marketing). . . . .	45		
22. Livestock (production and on-farm marketing). . . . .	46		
23. Animal and Poultry health. . . . .	47		
24. Marketing and utilization. . . . .	48		
25. Consumer education in use of agricultural products. . . . .	49		
26. Agricultural engineering. . . . .	50		
27. Dwellings and equipment. . . . .	51		
28. Home grounds improvement. . . . .	52		
29. Planning and management in the home. . . . .	4		
30. Family economics. . . . .	3		
31. Home furnishings. . . . .	3		
32. Clothing selection and care. . . . .	6		
33. Clothing construction. . . . .	6		
34. Food preparation and selection. . . . .	35		
35. Food preservation. . . . .	2		
36. Nutrition. . . . .	7		
37. Human relations, child development. . . . .	1		
38. Health. . . . .	2		
39. Safety. . . . .	5		
40. Recreation. . . . .	9		
41. Outlook. . . . .	13		
42. Community development and resource adjustment. . . . .	27		
43. Manpower development, employment information. . . . .	31		
44. Public affairs. . . . .	30		
45. Rural defense. . . . .	67		
46. Leadership development. . . . .	31		
47. Extension administration, organization. . . . .	30		
48. Program planning. . . . .	67		
49. Supervision of Extension personnel. . . . .	27		
50. Inservice training received. . . . .	39		
51. Miscellaneous (cannot be charged to above items). . . . .	2,275		
52. Total days worked (items 11-51). . . . .	2,275		
53. Of total days reported in item 52, how many were devoted to:			
a. Adult work. . . . .			
b. Young adult work (ages 18-25). . . . .			
c. 4-H Club work. . . . .			
d. Work with other youth and youth serving groups (within 4-H age). . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	84	Area Authorities (TVA, etc.). . . . .	85
68. Agricultural Stabilization and Conservation Service. . . . .	85	USDA Defense Board. . . . .	86
69. Bureau of Indian Affairs. . . . .	86	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	87	86. Civil Defense (state & county level). . . . .	87
71. Department of Commerce (Area Re-development). . . . .	88	87. Health Department. . . . .	88
72. Economic Research Service. . . . .	89	88. Highway Department. . . . .	89
73. Farm Credit Administration. . . . .	90	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	90
74. Farmer Cooperative Service. . . . .	91	90. State Departments of Agriculture and Forestry. . . . .	91
75. Farmers Home Administration. . . . .	92	91. State Department of Education (schools in general). . . . .	92
76. Fish and Wildlife Service. . . . .	93	92. State Employment Service. . . . .	93
77. Food and Drug Administration. . . . .	94	93. Welfare Department. . . . .	94
78. Forest Service. . . . .	94	94. State RAD Committee. . . . .	95
79. Housing and Home Finance Agency. . . . .	95	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	96	95. Soil Conservation districts. . . . .	96
81. Selective Service. . . . .	97	96. Vocational-agricultural and home economics departments. . . . .	97
82. Social Security Administration; Internal Revenue Service. . . . .	97	97. County or Area RAD Committees. . . . .	97
83. Soil Conservation Service. . . . .	97		

Summary Sheet - Statistical Report

**AGRICULTURAL EXTENSION SERVICE**  
of the  
**VIRGINIA POLYTECHNIC INSTITUTE**

EXT. FORM 1  
(REV. JANUARY, 1963)

MONTHLY REPORT OF SERVICE RENDERED

Name Ann W. Frame County or Department \_\_\_\_\_ District Agent \_\_\_\_\_

For the Month of January \*63-December '63 19  

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Ann Frame

Title: District Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	43	8. Training meetings held for local leaders:	
2. Office calls. . . . .	30	a. Adult work (1) number. . . . .	7
3. Telephone calls (received or made). . . . .	80	(2) attendance. . . . .	139
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	2
a. Prepared and released directly to newspapers		(2) attendance. . . . .	125
or magazines. . . . .	5	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	0	a. Adult work (1) number. . . . .	3
5. Broadcasts made:		(2) attendance. . . . .	50
a. Radio. . . . .		b. Youth work (1) number. . . . .	1
b. Television. . . . .		(2) attendance. . . . .	80
6. Publications distributed directly to the public. . . . .	13	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	28	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	Nutrition. . . . .
13. Soil management. . . . .	37.	Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38.	Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39.	Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40.	Recreation. . . . .
17. Plant pathology. . . . .	41.	Outlook. . . . .
18. Entomology. . . . .	279	2. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44.	Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45.	Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46.	Leadership development. . . . .
23. Animal and Poultry health. . . . .	47.	Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48.	Program planning. . . . .
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50.	Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51.	Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52.	Total days worked (items 11-51). . . . .
29. Planning and management in the home. . . . .	53.	Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .		a. Adult work. . . . .
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted
FEDERAL AGENCIES		
67. Agricultural Research Service. . . . .	84.	Area Authorities (TVA, etc.). . . . .
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board. . . . .
69. Bureau of Indian Affairs. . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86.	Civil Defense (state & county level). . . . .
71. Department of Commerce (Area Re-development) . . . . .	87.	Health Department. . . . .
72. Economic Research Service. . . . .	88.	Highway Department. . . . .
73. Farm Credit Administration . . . . .	89.	Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .
74. Farmer Cooperative Service. . . . .	90.	State Departments of Agriculture and Forestry. . . . .
75. Farmers Home Administration. . . . .	91.	State Department of Education (schools in general)
76. Fish and Wildlife Service. . . . .	92.	State Employment Service. . . . .
77. Food and Drug Administration. . . . .	93.	Welfare Department. . . . .
78. Forest Service. . . . .	94.	State RAD Committee. . . . .
79. Housing and Home Finance Agency. . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	95.	Soil Conservation districts. . . . .
81. Selective Service. . . . .	96.	Vocational-agricultural and home economics departments. . . . .
82. Social Security Administration; Internal Revenue Service. . . . .	97.	County or Area RAD Committees. . . . .
83. Soil Conservation Service. . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name S. B. Fenne County or Department Plant Pathology & Physiology

the period of  
For the Month of Jan. 1, thru Dec. 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: [Signature]

Title: Extension Plant Pathologist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .		8. Training meetings held for local leaders:
2. Office calls. . . . .		a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .		(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	47	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
5. Broadcasts made:		b. Youth work (1) number. . . . .
a. Radio. . . . .	47	(2) attendance. . . . .
b. Television. . . . .	30	10. Meetings held by local leaders:
6. Publications distributed directly to the public. . . . .	1	a. Adult work (1) number. . . . .
7. Circular or commodity letters written. . . . .		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing). . . . .	—	36. Nutrition. . . . .	—
13. Soil management. . . . .	—	37. Human relations, child development. . . . .	—
14. Horticulture (production and on-farm marketing). . . . .	—	38. Health. . . . .	1
15. Forestry (production and on-farm marketing). . . . .	—	39. Safety. . . . .	—
16. Soil and Water Conservation, wildlife. . . . .	—	40. Recreation. . . . .	—
17. Plant pathology. . . . .	—	41. Outlook. . . . .	—
18. Entomology. . . . .	—	42. Community development and resource adjustment. . . . .	10
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	—	43. Manpower development, employment information. . . . .	8
20. Dairy (production and on-farm marketing). . . . .	—	44. Public affairs. . . . .	36
21. Poultry (production and on-farm marketing). . . . .	—	45. Rural defense. . . . .	6
22. Livestock (production and on-farm marketing). . . . .	—	46. Leadership development. . . . .	33
23. Animal and Poultry health. . . . .	—	47. Extension administration, organization. . . . .	72
24. Marketing and utilization. . . . .	—	48. Program planning. . . . .	31
25. Consumer education in use of agricultural products . . . . .	—	49. Supervision of Extension personnel. . . . .	77
26. Agricultural engineering. . . . .	—	50. Inservice training received. . . . .	2
27. Dwellings and equipment. . . . .	—	51. Miscellaneous (cannot be charged to above items). . . . .	15
28. Home grounds improvement. . . . .	—	52. Total days worked (items 11-51). . . . .	291
29. Planning and management in the home. . . . .	—	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	—	a. Adult work. . . . .	157
31. Home furnishings. . . . .	—	b. Young adult work (ages 18-25). . . . .	34
32. Clothing selection and care. . . . .	—	c. 4-H Club work. . . . .	90
33. Clothing construction. . . . .	—	d. Work with other youth and youth serving groups (within 4-H age). . . . .	10
34. Food preparation and selection. . . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	4	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs . . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	5
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration . . . . .	4	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	2
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general)	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	10
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service . . . . .	—	97. County or Area RAD Committees. . . . .	5
83. Soil Conservation Service. . . . .	5		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name J. B. Flora County or Department West Central District  
For the month of January 1 - December 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: J. B. Flora  
Title: District Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>128</u>	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>24</u>	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	<u>142</u>	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers or magazines. . . . .	<u>6</u>	(2) attendance. . . . .	
b. Prepared by State office and released through county extension offices. . . . .	<u>8</u>	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	
a. Radio. . . . .	<u>6</u>	(2) attendance. . . . .	
b. Television. . . . .	<u>4</u>	b. Youth work (1) number. . . . .	
6. Publications distributed directly to the public. . . . .		(2) attendance. . . . .	
7. Circular or commodity letters written. . . . .		10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .	Human relations, child development . . . . .	59
13. Soil management . . . . .	37. Human relations, child development . . . . .	38. Health . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .	39. Safety . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .	40. Recreation . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .	41. Outlook . . . . .	
17. Plant pathology . . . . .	41. Outlook . . . . .	42. Community development and resource adjustment . . . . .	80
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .	43. Manpower development, employment information . . . . .	20
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .	44. Public affairs . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .	45. Rural defense . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .	46. Leadership development . . . . .	65
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .	47. Extension administration, organization . . . . .	10
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .	48. Program planning . . . . .	
24. Marketing and utilization . . . . .	48. Program planning . . . . .	49. Supervision of Extension personnel . . . . .	
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .	50. Inservice training received . . . . .	43
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .	277
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .	52. Total days worked (items 11-51) . . . . .	277
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . .	53. Of total days reported in item 52, how many were devoted to:	
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:	a. Adult work . . . . .	273
30. Family economics . . . . .	a. Adult work . . . . .	b. Young adult work (ages 18-25) . . . . .	
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .	c. 4-H Club work . . . . .	
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .	4
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .		
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .		
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .		
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES		
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .		
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .		
72. Economic Research Service . . . . .	88. Highway Department . . . . .		
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .		
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .		
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .		
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .		
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .		
78. Forest Service . . . . .	94. State RAD Committee . . . . .		
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES		
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .		
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .		
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .		
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Donald R. Fessler County or Department Extension Sociology

Period  
For the ~~Month~~ of January 1-December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: \_\_\_\_\_

Title: Extension Sociologist

EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	8.		8. Training meetings held for local leaders:		
2. Office calls. . . . .	a.		a. Adult work (1) number. . . . .		
3. Telephone calls (received or made). . . . .			(2) attendance. . . . .		
4. Newspaper articles or stories:	b.		b. Youth work (1) number. . . . .		
a. Prepared and released directly to newspapers	(2) attendance. . . . .				
or magazines. . . . .	9.		9. Other meetings at which agents or specialists		
b. Prepared by State office and released through	presented educational information:		a. Adult work (1) number. . . . .		
county extension offices. . . . .	a.	11	(2) attendance. . . . .		
5. Broadcasts made:	b.		b. Youth work (1) number. . . . .		
a. Radio. . . . .	(2) attendance. . . . .	23			
b. Television. . . . .	10.		10. Meetings held by local leaders:		
6. Publications distributed directly to the public. . . . .	a.	13090	a. Adult work (1) number. . . . .		
7. Circular or commodity letters written. . . . .	(2) attendance. . . . .	14	b. Youth work (1) number. . . . .		
			(2) attendance. . . . .		

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	36. Nutrition . . . . .	
13. Soil management . . . . .	38.	37. Human relations, child development, . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	138	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	40.	39. Safety . . . . .	1
16. Soil and Water Conservation, wildlife . . . . .	41.	40. Recreation . . . . .	
17. Plant pathology . . . . .	42.	41. Outlook . . . . .	1
18. Entomology . . . . .	43.	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44.	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	45.	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	46.	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	47.	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	48.	47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	49.	48. Program planning . . . . .	
25. Consumer education in use of agricultural products . . . . .	50.	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	51.	50. Inservice training received . . . . .	
27. Dwellings and equipment . . . . .	52.	51. Miscellaneous (cannot be charged to above items) . . . . .	8
28. Home grounds improvement . . . . .	53.	52. Total days worked (items 11-51) . . . . .	148
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	147
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	1
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	1
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	2
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Leonard W. Feddema County or Department Horticulture  
Period of January 1 to August 7, 1963.  
For the Month of 19

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Franklin P. Schale

Title: Associate Extension Horticulturist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	30	8. Training meetings held for local leaders:	
2. Office calls. . . . .	35	a. Adult work (1) number. . . . .	10
3. Telephone calls (received or made). . . . .	60	(2) attendance. . . . .	224
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	1
a. Prepared and released directly to newspapers or magazines. . . . .	1	(2) attendance. . . . .	12
b. Prepared by State office and released through county extension offices. . . . .	2	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	4
a. Radio. . . . .	6	(2) attendance. . . . .	37
b. Television. . . . .	1	b. Youth work (1) number. . . . .	—
6. Publications distributed directly to the public. . . . .	550	(2) attendance. . . . .	—
7. Circular or commodity letters written. . . . .	3	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	—
		(2) attendance. . . . .	—
		b. Youth work (1) number. . . . .	—
		(2) attendance. . . . .	—

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36	36. Nutrition . . . . .	
13. Soil management . . . . .	37	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	38	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	39	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	40	40. Recreation . . . . .	
17. Plant pathology . . . . .	41	41. Outlook . . . . .	
18. Entomology . . . . .	42	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	44	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	45	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	46	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	47	47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	48	48. Program planning . . . . .	1
25. Consumer education in use of agricultural products . . . . .	49	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	50	50. Inservice training received . . . . .	
27. Dwellings and equipment . . . . .	51	51. Miscellaneous (cannot be charged to above items) . . . . .	
28. Home grounds improvement . . . . .	52	52. Total days worked (items 11-51) . . . . .	29
29. Planning and management in the home . . . . .	53	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	25
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .	22 23	c. 4-H Club work . . . . .	4
33. Clothing construction . . . . .	6	d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .		84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

ANNUAL ~~MONTHLY~~ REPORT OF SERVICE RENDERED

Name Lois M. Erdman County or Department Clothing  
Period November - December  
For the Month of November - December 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Lois M. Erdman  
Title: Asst. Clothing Specialist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	_____	8. Training meetings held for local leaders:
2. Office calls. . . . .	_____	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	_____	(2) attendance. . . . .
4. Newspaper articles or stories:	_____	b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers	_____	(2) attendance. . . . .
or magazines. . . . .	_____	9. Other meetings at which agents or specialists
b. Prepared by State office and released through	_____	presented educational information:
county extension offices. . . . .	_____	a. Adult work (1) number. . . . .
5. Broadcasts made:	_____	(2) attendance. . . . .
a. Radio. . . . .	_____	b. Youth work (1) number. . . . .
b. Television. . . . .	_____	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	_____	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	_____	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	Nutrition . . . . .	
13. Soil management . . . . .	37.	Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	38.	Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	39.	Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	40.	Recreation . . . . .	
17. Plant pathology . . . . .	41.	Outlook . . . . .	
18. Entomology . . . . .	42.	Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	44.	Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	45.	Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	46.	Leadership development . . . . .	
23. Animal and Poultry health . . . . .	47.	Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	48.	Program planning . . . . .	
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	50.	Inservice training received . . . . .	
27. Dwellings and equipment . . . . .	51.	Miscellaneous (cannot be charged to above items) . . . . .	1
28. Home grounds improvement . . . . .	52.	Total days worked (items 11-51) . . . . .	278
29. Planning and management in the home . . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	247
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	31
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .		
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .		
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES		
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .		
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .		
72. Economic Research Service . . . . .	88. Highway Department . . . . .		
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .		
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .		
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .		
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .		
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .		
78. Forest Service . . . . .	94. State RAD Committee . . . . .		
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES		
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .		
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .		
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .		
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name G. R. Epperson County or Department Agronomy  
Period of XXXXXX  
For the ~~XXXXXX~~ Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: G. R. Epperson  
Title: Associate Extension Agronomist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>278</u>	Training meetings held for local leaders:	
2. Office calls. . . . .	<u>123</u>	a. Adult work (1) number. . . . .	<u>3</u>
3. Telephone calls (received or made). . . . .	<u>87</u>	(2) attendance. . . . .	<u>44</u>
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	<u>2</u>
a. Prepared and released directly to newspapers		(2) attendance. . . . .	<u>125</u>
or magazines. . . . .	<u>3</u>	5. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	<u>12</u>	a. Adult work (1) number. . . . .	<u>20</u>
5. Broadcasts made:		(2) attendance. . . . .	<u>627</u>
a. Radio. . . . .	<u>16</u>	b. Youth work (1) number. . . . .	<u>4</u>
b. Television. . . . .		(2) attendance. . . . .	<u>50</u>
6. Publications distributed directly to the public. . . . .	<u>10</u>	6. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

EDUCATIONAL PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .	35.
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36.	Nutrition . . . . .	36.
13. Soil management . . . . .	37.	Human relations, child development . . . . .	37.
14. Horticulture (production and on-farm marketing) . . . . .	38.	Health . . . . .	38.
15. Forestry (production and on-farm marketing) . . . . .	39.	Safety . . . . .	39.
16. Soil and Water Conservation, wildlife . . . . .	40.	Recreation . . . . .	40.
17. Plant pathology . . . . .	41.	Outlook . . . . .	41.
18. Entomology . . . . .	42.	Community development and resource adjustment . . . . .	42.
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43.	Manpower development, employment information . . . . .	43.
20. Dairy (production and on-farm marketing) . . . . .	44.	Public affairs . . . . .	44.
21. Poultry (production and on-farm marketing) . . . . .	45.	Rural defense . . . . .	45.
22. Livestock (production and on-farm marketing) . . . . .	46.	Leadership development . . . . .	46.
23. Animal and Poultry health . . . . .	47.	Extension administration, organization . . . . .	47.
24. Marketing and utilization . . . . .	48.	Program planning . . . . .	48.
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel . . . . .	49.
26. Agricultural engineering . . . . .	50.	Inservice training received . . . . .	50.
27. Dwellings and equipment . . . . .	51.	Miscellaneous (cannot be charged to above items) . . . . .	51.
28. Home grounds improvement . . . . .	52.	Total days worked (items 11-51) . . . . .	52.
29. Planning and management in the home . . . . .	53.	Of total days reported in item 52, how many were devoted to:	53.
30. Family economics . . . . .		a. Adult work . . . . .	24
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	84.	Area Authorities (TVA, etc.) . . . . .	84.
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board . . . . .	85.
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86.	Civil Defense (state & county level) . . . . .	86.
71. Department of Commerce (Area Re-development) . . . . .	87.	Health Department . . . . .	87.
72. Economic Research Service . . . . .	88.	Highway Department . . . . .	88.
73. Farm Credit Administration . . . . .	89.	Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	89.
74. Farmer Cooperative Service . . . . .	90.	State Departments of Agriculture and Forestry . . . . .	90.
75. Farmers Home Administration . . . . .	91.	State Department of Education (schools in general) . . . . .	91.
76. Fish and Wildlife Service . . . . .	92.	State Employment Service . . . . .	92.
77. Food and Drug Administration . . . . .	93.	Welfare Department . . . . .	93.
78. Forest Service . . . . .	94.	State RAD Committee . . . . .	94.
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	95.	Soil Conservation districts . . . . .	95.
81. Selective Service . . . . .	96.	Vocational-agricultural and home economics departments . . . . .	96.
82. Social Security Administration; Internal Revenue Service . . . . .	97.	County or Area RAD Committees . . . . .	97.
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name R. W. ENGEL County or Department BIRN  
For the <sup>Period</sup> Month of Jan 1, 1963 - Dec 31, 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: R. W. Engel  
Title: Head of Department Birn

EXTENSION TEACHING ACTIVITIES

	No, this Month	No, this Month
1. Farm, home, firm and other out-of-office visits . . . . .		
2. Office calls . . . . .		
3. Telephone calls (received or made) . . . . .	2	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines . . . . .		
b. Prepared by State office and released through county extension offices . . . . .		
5. Broadcasts made:		
a. Radio . . . . .		
b. Television . . . . .	1	
6. Publications distributed directly to the public . . . . .	1	
7. Circular or commodity letters written . . . . .		
8. Training meetings held for local leaders:		
a. Adult work (1) number . . . . .		
(2) attendance . . . . .		
b. Youth work (1) number . . . . .		
(2) attendance . . . . .		
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number . . . . .		
(2) attendance . . . . .		
b. Youth work (1) number . . . . .		
(2) attendance . . . . .		
10. Meetings held by local leaders:		
a. Adult work (1) number . . . . .		
(2) attendance . . . . .		
b. Youth work (1) number . . . . .		
(2) attendance . . . . .		

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36	36. Nutrition. . . . .	
13. Soil management. . . . .	37	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40	40. Recreation. . . . .	
17. Plant pathology. . . . .	41	41. Outlook. . . . .	
18. Entomology. . . . .	42	42. Community development and resource adjustment. . . . .	213
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	45	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	47	47. Extension administration, organization. . . . .	12
24. Marketing and utilization. . . . .	48	48. Program planning. . . . .	
25. Consumer education in use of agricultural products . . . . .	49	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	50	50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .	51	51. Miscellaneous (cannot be charged to above items). . . . .	12
28. Home grounds improvement. . . . .	52	52. Total days worked (items 11-51). . . . .	302
29. Planning and management in the home. . . . .	53	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	299
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	3
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	1	84. Area Authorities (TVA, etc.). . . . .	1
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	3
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	2
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name M. F. Ellmore County or Department Dairy and Administration

For the Month of January 1 - December 31, 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: M. F. Ellmore

Title: Program Leader

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .		8. Training meetings held for local leaders:	
2. Office calls. . . . .	15	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	28	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	1
5. Broadcasts made:		(2) attendance. . . . .	10
a. Radio. . . . .		b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	20	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business	35	35. Food preservation	
12. Field crops, pasture, range (production and on-farm marketing)		36. Nutrition	
13. Soil management		37. Human relations, child development	
14. Horticulture (production and on-farm marketing)		38. Health	
15. Forestry (production and on-farm marketing)		39. Safety	
16. Soil and Water Conservation, wildlife		40. Recreation	
17. Plant pathology		41. Outlook	1
18. Entomology		42. Community development and resource adjustment	
19. Agricultural chemicals (pesticides, additives, etc.)		43. Manpower development, employment information	8
20. Dairy (production and on-farm marketing)		44. Public affairs	
21. Poultry (production and on-farm marketing)		45. Rural defense	1
22. Livestock (production and on-farm marketing)	157	46. Leadership development	1
23. Animal and Poultry health		47. Extension administration, organization	131
24. Marketing and utilization		48. Program planning	
25. Consumer education in use of agricultural products		49. Supervision of Extension personnel	
26. Agricultural engineering		50. Inservice training received	1
27. Dwellings and equipment		51. Miscellaneous (cannot be charged to above items)	4
28. Home grounds improvement		52. Total days worked (items 11-51)	303
29. Planning and management in the home		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics		a. Adult work	295
31. Home furnishings		b. Young adult work (ages 18-25)	
32. Clothing selection and care		c. 4-H Club work	8
33. Clothing construction		d. Work with other youth and youth serving groups (within 4-H age)	
34. Food preparation and selection			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service		84. Area Authorities (TVA, etc.)	
68. Agricultural Stabilization and Conservation Service		85. USDA Defense Board	
69. Bureau of Indian Affairs		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation		86. Civil Defense (state & county level)	
71. Department of Commerce (Area Re-development)		87. Health Department	
72. Economic Research Service		88. Highway Department	
73. Farm Credit Administration		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging	
74. Farmer Cooperative Service		90. State Departments of Agriculture and Forestry	46
75. Farmers Home Administration		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service		92. State Employment Service	
77. Food and Drug Administration		93. Welfare Department	
78. Forest Service		94. State RAD Committee	
79. Housing and Home Finance Agency		COUNTY AGENCIES	
80. Rural Electrification Administration		95. Soil Conservation districts	
81. Selective Service		96. Vocational-agricultural and home economics departments	
82. Social Security Administration; Internal Revenue Service		97. County of Area RAD Committees	
83. Soil Conservation Service			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name A. L. Eller, Jr. County or Department Animal Science  
period of  
For the ~~Month~~ Month of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: A. L. Eller, Jr.  
Title: Ass't. Ext. Animal Husbandman

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>244</u>	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>115</u>	a. Adult work (1) number. . . . .	_____
3. Telephone calls (received or made). . . . .	<u>500</u>	(2) attendance. . . . .	_____
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	_____
a. Prepared and released directly to newspapers or magazines. . . . .	<u>9</u>	(2) attendance. . . . .	_____
b. Prepared by State office and released through county extension offices. . . . .	<u>18</u>	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	<u>9</u>
a. Radio. . . . .	<u>18</u>	(2) attendance. . . . .	<u>390</u>
b. Television. . . . .	_____	b. Youth work (1) number. . . . .	_____
6. Publications distributed directly to the public. . . . .	<u>590</u>	(2) attendance. . . . .	_____
7. Circular or commodity letters written. . . . .	<u>38</u>	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	_____
		(2) attendance. . . . .	_____
		b. Youth work (1) number. . . . .	_____
		(2) attendance. . . . .	_____

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35.
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. <sup>53</sup> Nutrition . . . . .
13. Soil management . . . . .	37. <sup>52</sup> Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . .
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . .
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

45  
44-172  
98  
98  
97-174  
98  
97-174

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
FEDERAL AGENCIES		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

15-~~15~~  
7  
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7-67

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Dr. H. L. Dunton County or Department Agronomy  
Period  
For the ~~XXXX~~ of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: H. L. Dunton

Title: Head, Department of Agronomy

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	50	
2. Office calls. . . . .		
3. Telephone calls (received or made). . . . .		
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines. . . . .	4	
b. Prepared by State office and released through county extension offices. . . . .		
5. Broadcasts made:		
a. Radio. . . . .	3	
b. Television. . . . .		
6. Publications distributed directly to the public. . . . .		
7. Circular or commodity letters written. . . . .		
8. Training meetings held for local leaders:		
a. Adult work (1) number. . . . .		19
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
10. Meetings held by local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . .	100	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	3	36. Nutrition. . . . .	
13. Soil management. . . . .	38	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	39	38. Health. . . . .	
15. Forestry (production and on-farm marketing) . . . . .	40	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	41	40. Recreation. . . . .	
17. Plant pathology. . . . .	42	41. Outlook. . . . .	
18. Entomology. . . . .	43	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing) . . . . .	1	44. Public affairs. . . . .	2
21. Poultry (production and on-farm marketing) . . . . .	46	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing) . . . . .	10	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	48	47. Extension administration, organization. . . . .	31
24. Marketing and utilization. . . . .	8	48. Program planning. . . . .	59
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	2	50. Inservice training received. . . . .	31
27. Dwellings and equipment. . . . .	52	51. Miscellaneous (cannot be charged to above items). . . . .	1
28. Home grounds improvement. . . . .	53	52. Total days worked (items 11-51). . . . .	248
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	247
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	1
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service. . . . .	3	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
 of the  
 VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name William B. Dunlap County or Department Orange

For the Month of \_\_\_\_\_ 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: William B. Dunlap

Title: Assistant County Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	155	8. Training meetings held for local leaders:	
2. Office calls. . . . .	87	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	145	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	42
5. Broadcasts made:		(2) attendance. . . . .	1077
a. Radio. . . . .		b. Youth work (1) number. . . . .	2
b. Television. . . . .		(2) attendance. . . . .	160
6. Publications distributed directly to the public. . . . .	159	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	1	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

EXTENSION SERVICE PROGRAM EMPHASIS INDEX

Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	Nutrition. . . . .
13. Soil management. . . . .	37.	Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38.	Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39.	Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40.	Recreation. . . . .
17. Plant pathology. . . . .	41.	Outlook. . . . .
18. Entomology. . . . .	42.	Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44.	Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45.	Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46.	Leadership development. . . . .
23. Animal and Poultry health. . . . .	47.	Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48.	Program planning. . . . .
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50.	Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51.	Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52.	Total days worked (items 11-51). . . . .
29. Planning and management in the home. . . . .	53.	Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .		a. Adult work. . . . .
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted
FEDERAL AGENCIES		
67. Agricultural Research Service. . . . .	84.	Area Authorities (TVA, etc.). . . . .
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board. . . . .
69. Bureau of Indian Affairs. . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86.	Civil Defense (state & county level). . . . .
71. Department of Commerce (Area Re-development) . . . . .	87.	Health Department. . . . .
72. Economic Research Service. . . . .	88.	Highway Department. . . . .
73. Farm Credit Administration . . . . .	89.	Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .
74. Farmer Cooperative Service. . . . .	90.	State Departments of Agriculture and Forestry. . . . .
75. Farmers Home Administration. . . . .	91.	State Department of Education (schools in general)
76. Fish and Wildlife Service. . . . .	92.	State Employment Service. . . . .
77. Food and Drug Administration. . . . .	93.	Welfare Department. . . . .
78. Forest Service. . . . .	94.	State RAD Committee. . . . .
79. Housing and Home Finance Agency. . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	95.	Soil Conservation districts. . . . .
81. Selective Service. . . . .	96.	Vocational-agricultural and home economics departments. . . . .
82. Social Security Administration; Internal Revenue Service. . . . .	97.	County or Area RAD Committees. . . . .
83. Soil Conservation Service. . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name L. Bynum Driggers County or Department Agricultural Engineering  
For the period of \_\_\_\_\_  
~~XXXXXXXXXX~~ For the month of January 1-December 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: L. Bynum Driggers

Title: Asst. Ext. Agri. Engr.

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	17	8. Training meetings held for local leaders:	
2. Office calls. . . . .	62	a. Adult work (1) number. . . . .	_____
3. Telephone calls (received or made). . . . .	1	(2) attendance. . . . .	_____
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	_____
a. Prepared and released directly to newspapers		(2) attendance. . . . .	_____
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	_____	a. Adult work (1) number. . . . .	2
5. Broadcasts made:		(2) attendance. . . . .	115
a. Radio. . . . .	_____	b. Youth work (1) number. . . . .	_____
b. Television. . . . .	_____	(2) attendance. . . . .	_____
6. Publications distributed directly to the public. . . . .	702	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	2	a. Adult work (1) number. . . . .	_____
		(2) attendance. . . . .	_____
		b. Youth work (1) number. . . . .	_____
		(2) attendance. . . . .	_____

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .	38.	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	230	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	40.	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .	13	41. Outlook. . . . .	
18. Entomology. . . . .	3	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	7
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	4
24. Marketing and utilization. . . . .		48. Program planning. . . . .	6
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	17
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	280
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	274
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	6
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Fred R. Dreiling County or Department Horticulture

For the period from: January 1-December 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Fred R. Dreiling  
Title: Associate Horticulturist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	60	8.
2. Office calls. . . . .	20	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	23	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	6	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	12	b. Youth work (1) number. . . . .
b. Television. . . . .	1	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	1,080	Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	6	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	6	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	1	36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	4	40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	2
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	5
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	5	44. Public affairs. . . . .	11
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	14
22. Livestock (production and on-farm marketing). . . . .	4	46. Leadership development. . . . .	6
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	39
24. Marketing and utilization. . . . .	1	48. Program planning. . . . .	26
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	132
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	35
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	13
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	304
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	245
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	27
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	31
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	1
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service. . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development). . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name P. B. Douglas County or Department Supervisory - Southwest District

Period Jan. 1 - Dec. 31, 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: P. B. Douglas

Title: District Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	104	8. Training meetings held for local leaders:
2. Office calls. . . . .	25	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	25	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers or magazines. . . . .	4	(2) attendance. . . . .
b. Prepared by State office and released through county extension offices. . . . .	0	9. Other meetings at which agents or specialists presented educational information:
5. Broadcasts made:		a. Adult work (1) number. . . . .
a. Radio. . . . .	2	(2) attendance. . . . .
b. Television. . . . .	0	b. Youth work (1) number. . . . .
6. Publications distributed directly to the public. . . . .	0	(2) attendance. . . . .
7. Circular or commodity letters written. . . . .	0	10. Meetings held by local leaders:
		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

B. D. Slusser  
No Off. Call -  
No Tel calls -  
No Radio for  
No Trng meetings

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .	38	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	39	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	40	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	41	40. Recreation. . . . .	
17. Plant pathology. . . . .	42	41. Outlook. . . . .	
18. Entomology. . . . .	43	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	45	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	46	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	3247	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	48	47. Extension administration, organization. . . . .	3
24. Marketing and utilization. . . . .	18149	48. Program planning. . . . .	4
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	51	50. Inservice training received. . . . .	11
27. Dwellings and equipment. . . . .	52	51. Miscellaneous (cannot be charged to above items). . . . .	19
28. Home grounds improvement. . . . .	53	52. Total days worked (items 11-51). . . . .	250
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	250
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Larry L. Denison County or Department Agricultural Economics  
period  
For the Month of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Larry L. Denison

Title: Ext. Livestock Marketing Specialist

EXTENSION TEACHING ACTIVITIES

	No, this Month	No, this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>52</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .		a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>5</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	<u>9</u>	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	<u>2</u>	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	<u>7</u>	b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	<u>10</u>	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	<u>1</u>	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	Nutrition. . . . .	
13. Soil management. . . . .	37.	Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38.	Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39.	Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40.	Recreation. . . . .	
17. Plant pathology. . . . .	41.	Outlook. . . . .	
18. Entomology. . . . .	42.	Community development and resource adjustment. . . . .	5
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44.	Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	45.	Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46.	Leadership development. . . . .	
23. Animal and Poultry health. . . . .	47.	Extension administration, organization. . . . .	166
24. Marketing and utilization. . . . .	48.	Program planning. . . . .	53
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel. . . . .	7
26. Agricultural engineering. . . . .	50.	Inservice training received. . . . .	8
27. Dwellings and equipment. . . . .	51.	Miscellaneous (cannot be charged to above items). . . . .	56
28. Home grounds improvement. . . . .	52.	Total days worked (items 11-51). . . . .	295
29. Planning and management in the home. . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	292
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	1
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	2
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service. . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development). . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

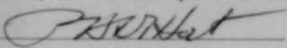
Name P. H. DeHart County or Department Administration  
period  
For the ~~Month of~~ January - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: 

Title: Associate Director

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	50	8. Training meetings held for local leaders:	
2. Office calls. . . . .	25	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	15	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	5	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	
5. Broadcasts made:		(2) attendance. . . . .	
a. Radio. . . . .	15	b. Youth work (1) number. . . . .	
b. Television. . . . .	2	(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

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PROGRAM EMPHASIS

	Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	36. Nutrition. . . . .
13. Soil management. . . . .	37.	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38.	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39.	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40.	40. Recreation. . . . .
17. Plant pathology. . . . .	41.	41. Outlook. . . . .
18. Entomology. . . . .	42.	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44.	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45.	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46.	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	47.	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48.	48. Program planning. . . . .
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50.	50. Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51.	51. Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52.	52. Total days worked (items 11-51). . . . .
29. Planning and management in the home. . . . .	53.	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .		a. Adult work. . . . .
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted	Days Devoted
FEDERAL AGENCIES		
67. Agricultural Research Service. . . . .	84.	84. Area Authorities (TVA, etc.). . . . .
68. Agricultural Stabilization and Conservation Service. . . . .	85.	85. USDA Defense Board. . . . .
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86.	86. Civil Defense (state & county level). . . . .
71. Department of Commerce (Area Re-development). . . . .	87.	87. Health Department. . . . .
72. Economic Research Service. . . . .	88.	88. Highway Department. . . . .
73. Farm Credit Administration. . . . .	89.	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .
74. Farmer Cooperative Service. . . . .	90.	90. State Departments of Agriculture and Forestry. . . . .
75. Farmers Home Administration. . . . .	91.	91. State Department of Education (schools in general)
76. Fish and Wildlife Service. . . . .	92.	92. State Employment Service. . . . .
77. Food and Drug Administration. . . . .	93.	93. Welfare Department. . . . .
78. Forest Service. . . . .	94.	94. State RAD Committee. . . . .
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .
81. Selective Service. . . . .	96.	96. Vocational-agricultural and home economics departments. . . . .
82. Social Security Administration; Internal Revenue Service. . . . .	97.	97. County or Area RAD Committees. . . . .
83. Soil Conservation Service. . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

Summary  
~~XXXXXX~~ REPORT OF SERVICE RENDERED

Name John S. Dawson, Jr. County or Department Poultry Science  
Period \_\_\_\_\_

For the ~~XXXXXX~~ of January 1 - December 31, 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: John S. Dawson, Jr.

Title: Poultry Specialist-at-Large

EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1.	Farm, home, firm and other out-of-office visits. . . . .	1248	9.	Training meetings held for local leaders:	
2.	Office calls. . . . .	31	a.	Adult work (1) number. . . . .	
3.	Telephone calls (received or made). . . . .	194		(2) attendance. . . . .	
4.	Newspaper articles or stories:		b.	Youth work (1) number. . . . .	
a.	Prepared and released directly to newspapers or magazines. . . . .	3		(2) attendance. . . . .	
b.	Prepared by State office and released through county extension offices. . . . .		10.	Other meetings at which agents or specialists presented educational information:	
5.	Broadcasts made:		a.	Adult work (1) number. . . . .	14
a.	Radio. . . . .			(2) attendance. . . . .	354
b.	Television. . . . .		b.	Youth work (1) number. . . . .	1
6.	Publications distributed directly to the public. . . . .	597		(2) attendance. . . . .	4
7.	Circular or commodity letters written. . . . .	1	10.	Meetings held by local leaders:	
			a.	Adult work (1) number. . . . .	
				(2) attendance. . . . .	
			b.	Youth work (1) number. . . . .	
				(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	1
17. Plant pathology. . . . .		41. Outlook. . . . .	2
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	18
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	1
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	29
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	10
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	14
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	124
24. Marketing and utilization. . . . .		48. Program planning. . . . .	33
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	22
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	4
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	2
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	260
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	199
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	5
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	56
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	8
68. Agricultural Stabilization and Conservation Service. . . . .	20	85. USDA Defense Board. . . . .	9
69. Bureau of Indian Affairs. . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	8
71. Department of Commerce (Area Re-development). . . . .	4	87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	3	90. State Departments of Agriculture and Forestry. . . . .	8
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	7
79. Housing and Home Finance Agency. . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	1	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .	8		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name W. H. Daughtrey County or Department \_\_\_\_\_ Administration \_\_\_\_\_

For the Month of Jan - Dec 51 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: W. H. Daughtrey

Title: Director

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	65	
2. Office calls. . . . .	178	
3. Telephone calls (received or made). . . . .	400	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines. . . . .		
b. Prepared by State office and released through county extension offices. . . . .		
5. Broadcasts made:		
a. Radio. . . . .		
b. Television. . . . .		
6. Publications distributed directly to the public. . . . .	616	
7. Circular or commodity letters written. . . . .		
8. Training meetings held for local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number. . . . .		2
(2) attendance. . . . .		1125
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
10. Meetings held by local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		

PROGRAM EMPHASIS

Days Devoted		Days Devoted
11. Planning and management of the farm business	35.	Food preservation
12. Field crops, pasture, range (production and on-farm marketing)	36.	Nutrition
13. Soil management	37.	Human relations, child development
14. Horticulture (production and on-farm marketing)	38.	Health
15. Forestry (production and on-farm marketing)	39.	Safety
16. Soil and Water Conservation, wildlife	40.	Recreation
17. Plant pathology	41.	Outlook
18. Entomology	42.	Community development and resource adjustment
19. Agricultural chemicals (pesticides, additives, etc.)	43.	Manpower development, employment information
20. Dairy (production and on-farm marketing)	44.	Public affairs
21. Poultry (production and on-farm marketing)	45.	Rural defense
22. Livestock (production and on-farm marketing)	46.	Leadership development
23. Animal and Poultry health	47.	Extension administration, organization
24. Marketing and utilization	48.	Program planning
25. Consumer education in use of agricultural products	49.	Supervision of Extension personnel
26. Agricultural engineering	50.	Inservice training received
27. Dwellings and equipment	51.	Miscellaneous (cannot be charged to above items)
28. Home grounds improvement	52.	Total days worked (items 11-51)
29. Planning and management in the home	53.	Of total days reported in item 52, how many were devoted to:
30. Family economics		a. Adult work
31. Home furnishings		b. Young adult work (ages 18-25)
32. Clothing selection and care		c. 4-H Club work
33. Clothing construction		d. Work with other youth and youth serving groups (within 4-H age)
34. Food preparation and selection		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted
FEDERAL AGENCIES		
67. Agricultural Research Service	84. Area Authorities (TVA, etc.)	1
68. Agricultural Stabilization and Conservation Service	85. USDA Defense Board	
69. Bureau of Indian Affairs	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation	86. Civil Defense (state & county level)	
71. Department of Commerce (Area Re-development)	87. Health Department	1
72. Economic Research Service	88. Highway Department	
73. Farm Credit Administration	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging	
74. Farmer Cooperative Service	90. State Departments of Agriculture and Forestry	
75. Farmers Home Administration	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service	92. State Employment Service	
77. Food and Drug Administration	93. Welfare Department	
78. Forest Service	94. State RAD Committee	1
79. Housing and Home Finance Agency	COUNTY AGENCIES	
80. Rural Electrification Administration	95. Soil Conservation districts	
81. Selective Service	96. Vocational-agricultural and home economics departments	
82. Social Security Administration; Internal Revenue Service	97. County or Area RAD Committees	1
83. Soil Conservation Service		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name George W. Cornwell County or Department Forestry and Wildlife

For the Month of Jan. 1 thru Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: George W. Cornwell

Title: Extension Wildlife and Outdoor Recreation Specialist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>32</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>39</u>	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>62</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .	<u>17</u>	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .	<u>1</u>	a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .	<u>12</u>	b. Youth work (1) number. . . . .
b. Television. . . . .	<u>1</u>	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	<u>732</u>	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	<u>4</u>	a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

**ADVISER PROGRAM EMPHASIS**

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	256	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	37	36. Nutrition . . . . .	
13. Soil management . . . . .	38	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	39	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	40	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	41	40. Recreation . . . . .	
17. Plant pathology . . . . .	42	41. Outlook . . . . .	
18. Entomology . . . . .	43	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	45	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	46	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	47	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	48	47. Extension administration, organization . . . . .	
24. Marketing and utilization . . . . .	49	48. Program planning . . . . .	5
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel . . . . .	
26. Agricultural engineering . . . . .	51	50. Inservice training received . . . . .	3
27. Dwellings and equipment . . . . .	52	51. Miscellaneous (cannot be charged to above items) . . . . .	4
28. Home grounds improvement . . . . .	53	52. Total days worked (items 11-51) . . . . .	268
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	268
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

**COOPERATION WITH OTHER PUBLIC AGENCIES**

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .	7	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	21	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	2
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	3	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	3	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	9	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service . . . . .	1	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	1	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .	18		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Charles F. Clement County or Department Augusta

For the Month of Jan. 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Charles F. Clement

Title: Assistant County Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	513	8. Training meetings held for local leaders:	
2. Office calls. . . . .	502	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	2389	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	26	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	66
5. Broadcasts made:		(2) attendance. . . . .	1365
a. Radio. . . . .		b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	1935	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	3	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .	5
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	Nutrition. . . . .	
13. Soil management. . . . .	37.	Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	38.	Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39.	Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40.	Recreation. . . . .	
17. Plant pathology. . . . .	41.	Outlook. . . . .	
18. Entomology. . . . .	42.	Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44.	Public affairs. . . . .	2
21. Poultry (production and on-farm marketing). . . . .	45.	Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46.	Leadership development. . . . .	
23. Animal and Poultry health. . . . .	47.	Extension administration, organization. . . . .	6
24. Marketing and utilization. . . . .	48.	Program planning. . . . .	
25. Consumer education in use of agricultural products . . . . .	49.	Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	50.	Inservice training received. . . . .	16
27. Dwellings and equipment. . . . .	51.	Miscellaneous (cannot be charged to above items). . . . .	22
28. Home grounds improvement. . . . .	52.	Total days worked (items 11-51). . . . .	229
29. Planning and management in the home. . . . .	53.	Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	229
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .	1		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	84.	Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86.	Civil Defense (state & county level). . . . .	1
71. Department of Commerce (Area Re-development) . . . . .	87.	Health Department. . . . .	
72. Economic Research Service. . . . .	88.	Highway Department. . . . .	
73. Farm Credit Administration . . . . .	89.	Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90.	State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91.	State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92.	State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93.	Welfare Department. . . . .	
78. Forest Service. . . . .	94.	State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	1	95.	Soil Conservation districts. . . . .
81. Selective Service. . . . .		96.	Vocational-agricultural and home economics departments. . . . .
82. Social Security Administration; Internal Revenue Service. . . . .		97.	County or Area RAD Committees. . . . .
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name F. W. Cooler County or Department Horticulture

Period  
For the ~~Month~~ of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: F. W. Cooler

Title: Assoc. Ext. Food Technologist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	126	
2. Office calls. . . . .	22	
3. Telephone calls (received or made). . . . .	58	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines. . . . .		
b. Prepared by State office and released through county extension offices. . . . .		
5. Broadcasts made:		
a. Radio. . . . .	13	
b. Television. . . . .		
6. Publications distributed directly to the public. . . . .	132	
7. Circular or commodity letters written. . . . .		
8. Training meetings held for local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number. . . . .		26
(2) attendance. . . . .		597
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
10. Meetings held by local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .	72	36. Nutrition. . . . .	
13. Soil management. . . . .	5	37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	39	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	40	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	41	40. Recreation. . . . .	
17. Plant pathology. . . . .	42	41. Outlook. . . . .	
18. Entomology. . . . .	43	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	45	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	46	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	47	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	48	47. Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .	49	48. Program planning. . . . .	
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	51	50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .	52	51. Miscellaneous (cannot be charged to above items). . . . .	77
28. Home grounds improvement. . . . .	53	52. Total days worked (items 11-51). . . . .	
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	77
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name H. Marshall Clark County or Department Agromony (Tidewater Research Station)  
period  
For the ~~Month~~ of January 1 to December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: H. Marshall Clark

Title: Agromony

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	73	8. Training meetings held for local leaders:	
2. Office calls. . . . .	561	a. Adult work (1) number. . . . .	2
3. Telephone calls (received or made). . . . .	736	(2) attendance. . . . .	31
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers or magazines. . . . .		(2) attendance. . . . .	
b. Prepared by State office and released through county extension offices. . . . .		9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	3
a. Radio. . . . .		(2) attendance. . . . .	48
b. Television. . . . .		b. Youth work (1) number. . . . .	
6. Publications distributed directly to the public. . . . .	36410	(2) attendance. . . . .	
7. Circular or commodity letters written. . . . .		Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	1
		(2) attendance. . . . .	12
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . .	13	35. Food preservation . . .	—
12. Field crops, pasture, range (production and on-farm marketing) . . .	—	36. Nutrition . . .	—
13. Soil management . . .	38	37. Human relations, child development . . .	—
14. Horticulture (production and on-farm marketing) . . .	—	38. Health . . .	—
15. Forestry (production and on-farm marketing) . . .	3	39. Safety . . .	—
16. Soil and Water Conservation, wildlife . . .	41	40. Recreation . . .	—
17. Plant pathology . . .	—	41. Outlook . . .	4
18. Entomology . . .	1	42. Community development and resource adjustment . . .	7
19. Agricultural chemicals (pesticides, additives, etc.) . . .	—	43. Manpower development, employment information . . .	1
20. Dairy (production and on-farm marketing) . . .	3	44. Public affairs . . .	15
21. Poultry (production and on-farm marketing) . . .	1	45. Rural defense . . .	2
22. Livestock (production and on-farm marketing) . . .	9	46. Leadership development . . .	1
23. Animal and Poultry health . . .	2	47. Extension administration, organization . . .	49
24. Marketing and utilization . . .	4	48. Program planning . . .	53
25. Consumer education in use of agricultural products . . .	—	49. Supervision of Extension personnel . . .	70
26. Agricultural engineering . . .	3	50. Inservice training received . . .	13
27. Dwellings and equipment . . .	—	51. Miscellaneous (cannot be charged to above items) . . .	4
28. Home grounds improvement . . .	53	52. Total days worked (items 11-51) . . .	278 ✓
29. Planning and management in the home . . .	—	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . .	—	a. Adult work . . .	237
31. Home furnishings . . .	—	b. Young adult work (ages 18-25) . . .	—
32. Clothing selection and care . . .	—	c. 4-H Club work . . .	41 ✓
33. Clothing construction . . .	—	d. Work with other youth and youth serving groups (within 4-H age) . . .	—
34. Food preparation and selection . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . .	—	84. Area Authorities (TVA, etc.) . . .	—
68. Agricultural Stabilization and Conservation Service . . .	4	85. USDA Defense Board . . .	—
69. Bureau of Indian Affairs . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . .	—	86. Civil Defense (state & county level) . . .	2
71. Department of Commerce (Area Re-development) . . .	—	87. Health Department . . .	—
72. Economic Research Service . . .	—	88. Highway Department . . .	—
73. Farm Credit Administration . . .	2	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . .	—
74. Farmer Cooperative Service . . .	1	90. State Departments of Agriculture and Forestry . . .	1
75. Farmers Home Administration . . .	—	91. State Department of Education (schools in general) . . .	3
76. Fish and Wildlife Service . . .	—	92. State Employment Service . . .	—
77. Food and Drug Administration . . .	—	93. Welfare Department . . .	—
78. Forest Service . . .	—	94. State RAD Committee . . .	—
79. Housing and Home Finance Agency . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration . . .	—	95. Soil Conservation districts . . .	2
81. Selective Service . . .	—	96. Vocational-agricultural and home economics departments . . .	—
82. Social Security Administration; Internal Revenue Service . . .	—	97. County or Area RAD Committees . . .	—
83. Soil Conservation Service . . .	7		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name H. A. Clark County or Department Spencer District  
For the month of April Jan 1 - Dec 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	150	8. Training meetings held for local leaders:
2. Office calls. . . . .	20	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	110	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

1975-76 PROGRAM EMPHASIS

STATE	Days Devoted	Days Devoted	
11. Planning and management of the farm business	35	35. Food preservation	—
12. Field crops, pasture, range (production and on-farm marketing)	36	36. Nutrition	—
13. Soil management	37	37. Human relations, child development	—
14. Horticulture (production and on-farm marketing)	38	38. Health	—
15. Forestry (production and on-farm marketing)	39	39. Safety	—
16. Soil and Water Conservation, wildlife	40	40. Recreation	—
17. Plant pathology	41	41. Outlook	—
18. Entomology	42	42. Community development and resource adjustment	—
19. Agricultural chemicals (pesticides, additives, etc.)	43	43. Manpower development, employment information	—
20. Dairy (production and on-farm marketing)	44	44. Public affairs	—
21. Poultry (production and on-farm marketing)	45	45. Rural defense	1
22. Livestock (production and on-farm marketing)	46	46. Leadership development	—
23. Animal and Poultry health	47	47. Extension administration, organization	6
24. Marketing and utilization	48	48. Program planning	35
25. Consumer education in use of agricultural products	49	49. Supervision of Extension personnel	—
26. Agricultural engineering	50	50. Inservice training received	12
27. Dwellings and equipment	51	51. Miscellaneous (cannot be charged to above items)	—
28. Home grounds improvement	52	52. Total days worked (items 11-51)	239
29. Planning and management in the home	53	53. Of total days reported in item 52, how many were devoted to:	—
30. Family economics	—	a. Adult work	226
31. Home furnishings	—	b. Young adult work (ages 18-25)	1
32. Clothing selection and care	—	c. 4-H Club work	11
33. Clothing construction	—	d. Work with other youth and youth serving groups (within 4-H age)	1
34. Food preparation and selection	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

STATE	Days Devoted	Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service	84	84. Area Authorities (TVA, etc.)	—
68. Agricultural Stabilization and Conservation Service	85	85. USDA Defense Board	—
69. Bureau of Indian Affairs	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation	86	86. Civil Defense (state & county level)	—
71. Department of Commerce (Area Re-development)	87	87. Health Department	—
72. Economic Research Service	88	88. Highway Department	—
73. Farm Credit Administration	89	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging	—
74. Farmer Cooperative Service	90	90. State Departments of Agriculture and Forestry	1
75. Farmers Home Administration	1	91. State Department of Education (schools in general)	—
76. Fish and Wildlife Service	92	92. State Employment Service	—
77. Food and Drug Administration	93	93. Welfare Department	—
78. Forest Service	94	94. State RAD Committee	—
79. Housing and Home Finance Agency	—	COUNTY AGENCIES	
80. Rural Electrification Administration	95	95. Soil Conservation districts	—
81. Selective Service	96	96. Vocational-agricultural and home economics departments	1
82. Social Security Administration; Internal Revenue Service	97	97. County or Area RAD Committees	—
83. Soil Conservation Service	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name John H. Carter, Jr. County or Department Animal Husbandry  
Period  
For the ~~YEAR~~ of January 1 - December 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: John H. Carter, Jr.  
Title: Asst. Extension Animal Scientist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits	(135) 107	
2. Office calls	101	
3. Telephone calls (received or made)	(59) 168	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines	7	
b. Prepared by State office and released through county extension offices		
5. Broadcasts made:		
a. Radio	2	
b. Television	15	
6. Publications distributed directly to the public	455	
7. Circular or commodity letters written		
8. Training meetings held for local leaders:		
a. Adult work (1) number		(1)
(2) attendance		(45)
b. Youth work (1) number		
(2) attendance		
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number	(18)	6
(2) attendance	(701)	430
b. Youth work (1) number	(3)	
(2) attendance	(109)	
10. Meetings held by local leaders:		
a. Adult work (1) number		
(2) attendance		
b. Youth work (1) number		
(2) attendance		

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	3	35. Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing). . . . .	—	36. Nutrition. . . . .	—
13. Soil management. . . . .	—	37. Human relations, child development. . . . .	—
14. Horticulture (production and on-farm marketing). . . . .	—	38. Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	—	39. Safety. . . . .	—
16. Soil and Water Conservation, wildlife. . . . .	—	40. Recreation. . . . .	—
17. Plant pathology. . . . .	—	41. Outlook. . . . .	1
18. Entomology. . . . .	—	42. Community development and resource adjustment. . . . .	4
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	—	43. Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	—	44. Public affairs. . . . .	4
21. Poultry (production and on-farm marketing). . . . .	—	45. Rural defense. . . . .	—
22. Livestock (production and on-farm marketing). . . . .	—	46. Leadership development. . . . .	1
23. Animal and Poultry health. . . . .	—	47. Extension administration, organization. . . . .	61
24. Marketing and utilization. . . . .	—	48. Program planning. . . . .	73
25. Consumer education in use of agricultural products . . . . .	—	49. Supervision of Extension personnel. . . . .	112
26. Agricultural engineering. . . . .	—	50. Inservice training received. . . . .	—
27. Dwellings and equipment. . . . .	—	51. Miscellaneous (cannot be charged to above items). . . . .	16
28. Home grounds improvement. . . . .	—	52. Total days worked (items 11-51). . . . .	275
29. Planning and management in the home. . . . .	—	53. Of total days reported in item 52, how many were devoted to:	—
30. Family economics. . . . .	—	a. Adult work. . . . .	214
31. Home furnishings. . . . .	—	b. Young adult work (ages 18-25). . . . .	2
32. Clothing selection and care. . . . .	—	c. 4-H Club work. . . . .	59
33. Clothing construction. . . . .	—	d. Work with other youth and youth serving groups (within 4-H age). . . . .	—
34. Food preparation and selection. . . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	4	85. USDA Defense Board. . . . .	1
69. Bureau of Indian Affairs. . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	4
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	3
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general) . . . . .	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service . . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	2		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name E. W. Carson County or Department East Central District

For the period of Jan. 1-December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: E. W. Carson

Title: District Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	<u>8</u>	8. Training meetings held for local leaders:	
2. Office calls. . . . .	<u>35</u>	a. Adult work (1) number. . . . .	<u>0</u>
3. Telephone calls (received or made). . . . .	<u>40</u>	(2) attendance. . . . .	<u>0</u>
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	<u>0</u>
a. Prepared and released directly to newspapers		(2) attendance. . . . .	<u>0</u>
or magazines. . . . .	<u>3</u>	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	<u>0</u>	a. Adult work (1) number. . . . .	<u>0</u>
5. Broadcasts made:		(2) attendance. . . . .	<u>0</u>
a. Radio. . . . .	<u>0</u>	b. Youth work (1) number. . . . .	<u>0</u>
b. Television. . . . .	<u>0</u>	(2) attendance. . . . .	<u>0</u>
6. Publications distributed directly to the public. . . . .	<u>0</u>	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	<u>0</u>	a. Adult work (1) number. . . . .	<u>0</u>
		(2) attendance. . . . .	<u>0</u>
		b. Youth work (1) number. . . . .	<u>0</u>
		(2) attendance. . . . .	<u>0</u>

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . .
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . .
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

17

5

257

257

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

5

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Alan Barry Carr County or Department Agricultural Economics  
Period  
For the ~~month~~ of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Alan Barry Carr

Title: Asst. Ext. Ag. Economist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits . . .	<u>1</u>	8. Training meetings held for local leaders:
2. Office calls . . . . .	<u>2</u>	a. Adult work (1) number . . . . .
3. Telephone calls (received or made) . . . . .		(2) attendance . . . . .
4. Newspaper articles or stories:		b. Youth work (1) number . . . . .
a. Prepared and released directly to newspapers		(2) attendance . . . . .
or magazines . . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices . . . . .	<u>1</u>	a. Adult work (1) number . . . . .
5. Broadcasts made:		(2) attendance . . . . .
a. Radio . . . . .	<u>4</u>	b. Youth work (1) number . . . . .
b. Television . . . . .		(2) attendance . . . . .
6. Publications distributed directly to the public . . .	<u>25</u>	10. Meetings held by local leaders:
7. Circular or commodity letters written . . . . .		a. Adult work (1) number . . . . .
		(2) attendance . . . . .
		b. Youth work (1) number . . . . .
		(2) attendance . . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	13
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	200
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	1
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	1
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .		48. Program planning. . . . .	9
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	5
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	1
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	283
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	216
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	13
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	53
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	1
34. Food preparation and selection. . . . .	53		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	2
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	2
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	1
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	2	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Janet L. Cameron County or Department Foods & Nutrition

For the ~~Month~~ <sup>period</sup> of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Janet L. Cameron

Title: Foods & Nutrition Specialist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .		8. Training meetings held for local leaders:	
2. Office calls. . . . .	36	a. Adult work (1) number. . . . .	3
3. Telephone calls (received or made). . . . .	155	(2) attendance. . . . .	65
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	2
a. Prepared and released directly to newspapers		(2) attendance. . . . .	27
or magazines. . . . .	8	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	6	a. Adult work (1) number. . . . .	1
5. Broadcasts made:		(2) attendance. . . . .	28
a. Radio. . . . .	28	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	350	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .		45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	
24. Marketing and utilization. . . . .		48. Program planning. . . . .	2
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	196	50. Inservice training received. . . . .	1
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	23
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	222
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	164
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	58
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	121
75. Farmers Home Administration. . . . .	1	91. State Department of Education (schools in general) . . . . .	6-12
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name J. L. Calhoun County or Department Agricultural Engineering  
 Period \_\_\_\_\_  
 For the ~~month~~ of Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: J. L. Calhoun  
 Title: Extension Agricultural Engineer

Note: College teaching duties during winter quarter.

EXTENSION TEACHING ACTIVITIES

No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . . <u>66</u>	8. Training meetings held for local leaders:
2. Office calls. . . . . <u>79</u>	a. Adult work (1) number. . . . . <u>(1)</u>
3. Telephone calls (received or made). . . . . <u>94</u>	(2) attendance. . . . . <u>(125)</u>
4. Newspaper articles or stories:	b. Youth work (1) number. . . . . _____
a. Prepared and released directly to newspapers or magazines. . . . . <u>7</u>	(2) attendance. . . . . _____
b. Prepared by State office and released through county extension offices. . . . . <u>2</u>	9. Other meetings at which agents or specialists presented educational information:
5. Broadcasts made:	a. Adult work (1) number. . . . . <u>(21)</u>
a. Radio. . . . . <u>11</u>	(2) attendance. . . . . <u>(1339)</u> <u>325</u>
b. Television. . . . . _____	b. Youth work (1) number. . . . . <u>(1)</u>
6. Publications distributed directly to the public. . . . . <u>1404</u>	(2) attendance. . . . . <u>(279)</u>
7. Circular or commodity letters written. . . . . <u>9</u>	10. Meetings held by local leaders:
	a. Adult work (1) number. . . . . _____
	(2) attendance. . . . . _____
	b. Youth work (1) number. . . . . _____
	(2) attendance. . . . . _____

3219812 PROGRAM EMPHASIS

FORM 7-57

	Days Devoted		Days Devoted
11. Planning and management of the farm business	2	35. Food preservation	2
12. Field crops, pasture, range (production and on-farm marketing)	3	36. Nutrition	4
13. Soil management	9	37. Human relations, child development	3
14. Horticulture (production and on-farm marketing)	8	38. Health	4
15. Forestry (production and on-farm marketing)	4	39. Safety	4
16. Soil and Water Conservation, wildlife	3	40. Recreation	2
17. Plant pathology	2	41. Outlook	3
18. Entomology	4	42. Community development and resource adjustment	4
19. Agricultural chemicals (pesticides, additives, etc.)	2	43. Manpower development, employment information	9
20. Dairy (production and on-farm marketing)	3	44. Public affairs	2
21. Poultry (production and on-farm marketing)	2	45. Rural defense	2
22. Livestock (production and on-farm marketing)	2	46. Leadership development	—
23. Animal and Poultry health	3	47. Extension administration, organization	—
24. Marketing and utilization	2	48. Program planning	—
25. Consumer education in use of agricultural products	2	49. Supervision of Extension personnel	—
26. Agricultural engineering	4	50. Inservice training received	2
27. Dwellings and equipment	5	51. Miscellaneous (cannot be charged to above items)	3
28. Home grounds improvement	3	52. Total days worked (items 11-51)	111
29. Planning and management in the home	2	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics	3	a. Adult work	63
31. Home furnishings	3	b. Young adult work (ages 18-25)	30
32. Clothing selection and care	—	c. 4-H Club work	28
33. Clothing construction	—	d. Work with other youth and youth serving groups (within 4-H age)	10
34. Food preparation and selection	2		

140 days devoted to Exp Station & Gen College

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service	—	84. Area Authorities (TVA, etc.)	—
68. Agricultural Stabilization and Conservation Service	—	85. USDA Defense Board	—
69. Bureau of Indian Affairs	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation	—	86. Civil Defense (state & county level)	—
71. Department of Commerce (Area Re-development)	—	87. Health Department	—
72. Economic Research Service	—	88. Highway Department	—
73. Farm Credit Administration	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging	—
74. Farmer Cooperative Service	—	90. State Departments of Agriculture and Forestry	—
75. Farmers Home Administration	—	91. State Department of Education (schools in general)	—
76. Fish and Wildlife Service	—	92. State Employment Service	—
77. Food and Drug Administration	—	93. Welfare Department	—
78. Forest Service	—	94. State RAD Committee	—
79. Housing and Home Finance Agency	—	COUNTY AGENCIES	
80. Rural Electrification Administration	—	95. Soil Conservation districts	—
81. Selective Service	—	96. Vocational-agricultural and home economics departments	—
82. Social Security Administration; Internal Revenue Service	—	97. County or Area RAD Committees	—
83. Soil Conservation Service	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Sherman A. Cable County or Department Agricultural Information

For the Month of Jan 1 - Dec 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Sherman A. Cable

Title: Motion Picture Technician

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .		8. Training meetings held for local leaders:
2. Office calls. . . . .		a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .		(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36.	Nutrition. . . . .	—
13. Soil management. . . . .	37.	Human relations, child development. . . . .	—
14. Horticulture (production and on-farm marketing). . . . .	38.	Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	39.	Safety. . . . .	—
16. Soil and Water Conservation, wildlife. . . . .	40.	Recreation. . . . .	—
17. Plant pathology. . . . .	41.	Outlook. . . . .	—
18. Entomology. . . . .	42.	Community development and resource adjustment. . . . .	1
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	44.	Public affairs. . . . .	—
21. Poultry (production and on-farm marketing). . . . .	45.	Rural defense. . . . .	—
22. Livestock (production and on-farm marketing). . . . .	255	46. Leadership development. . . . .	1
23. Animal and Poultry health. . . . .	2	47. Extension administration, organization. . . . .	1
24. Marketing and utilization. . . . .	48.	48. Program planning. . . . .	12
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel. . . . .	3
26. Agricultural engineering. . . . .	50.	50. Inservice training received. . . . .	4
27. Dwellings and equipment. . . . .	51.	51. Miscellaneous (cannot be charged to above items). . . . .	13
28. Home grounds improvement. . . . .	52.	52. Total days worked (items 11-51). . . . .	291
29. Planning and management in the home. . . . .	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	280
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	1
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	8
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	2
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs . . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	State Water Control Board . . . . .	11
71. Department of Commerce (Area Re-development) . . . . .	—	86. Civil Defense (state & county level). . . . .	—
72. Economic Research Service. . . . .	—	87. Health Department. . . . .	9
73. Farm Credit Administration . . . . .	—	88. Highway Department. . . . .	—
74. Farmer Cooperative Service. . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
75. Farmers Home Administration. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	2
76. Fish and Wildlife Service. . . . .	—	91. State Department of Education (schools in general) . . . . .	—
77. Food and Drug Administration. . . . .	—	92. State Employment Service. . . . .	—
78. Forest Service. . . . .	—	93. Welfare Department. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	94. State RAD Committee. . . . .	—
80. Rural Electrification Administration. . . . .	—	Va. Institute of Marine Science . . . . .	6
81. Selective Service. . . . .	—	COUNTY AGENCIES	
82. Social Security Administration; Internal Revenue Service . . . . .	—	95. Soil Conservation districts. . . . .	—
83. Soil Conservation Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	2
		97. County or Area RAD Committees. . . . .	—

OK

EXT. FORM 1  
(REV. JANUARY, 1963)

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

SUMMARY  
~~XXXXXXXX~~ REPORT OF SERVICE RENDERED

Name R. H. Burtner County or Department Poultry

Period  
For the ~~month~~ of January 1 - December 31, 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: R. H. Burtner

Title: Assoc. Ext. Poultry Husbandman

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	248	8. Training meetings held for local leaders:	
2. Office calls. . . . .	32	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	161	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	2	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	13	a. Adult work (1) number. . . . .	10
5. Broadcasts made:		(2) attendance. . . . .	742
a. Radio. . . . .	14	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	1129	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	13	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	144
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	37
13. Soil management . . . . .	38
14. Horticulture (production and on-farm marketing) . . . . .	39
15. Forestry (production and on-farm marketing) . . . . .	40
16. Soil and Water Conservation, wildlife . . . . .	41
17. Plant pathology . . . . .	42
18. Entomology . . . . .	43
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	44
20. Dairy (production and on-farm marketing) . . . . .	45
21. Poultry (production and on-farm marketing) . . . . .	46
22. Livestock (production and on-farm marketing) . . . . .	9
23. Animal and Poultry health . . . . .	48
24. Marketing and utilization . . . . .	2
25. Consumer education in use of agricultural products . . . . .	50
26. Agricultural engineering . . . . .	51
27. Dwellings and equipment . . . . .	52
28. Home grounds improvement . . . . .	53
29. Planning and management in the home . . . . .	
30. Family economics . . . . .	
31. Home furnishings . . . . .	
32. Clothing selection and care . . . . .	
33. Clothing construction . . . . .	
34. Food preparation and selection . . . . .	
35. Food preservation . . . . .	
36. Nutrition . . . . .	
37. Human relations, child development . . . . .	3
38. Health . . . . .	
39. Safety . . . . .	1
40. Recreation . . . . .	2
41. Outlook . . . . .	
42. Community development and resource adjustment . . . . .	
43. Manpower development, employment information . . . . .	1
44. Public affairs . . . . .	
45. Rural defense . . . . .	
46. Leadership development . . . . .	
47. Extension administration, organization . . . . .	2
48. Program planning . . . . .	
49. Supervision of Extension personnel . . . . .	
50. Inservice training received . . . . .	10
51. Miscellaneous (cannot be charged to above items) . . . . .	1
52. Total days worked (items 11-51) . . . . .	176
53. Of total days reported in item 52, how many were devoted to:	
a. Adult work . . . . .	167
b. Young adult work (ages 18-25) . . . . .	
c. 4-H Club work . . . . .	9
d. Work with other youth and youth serving groups (within 4-H age) . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted
<b>FEDERAL AGENCIES</b>	
67. Agricultural Research Service . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	
69. Bureau of Indian Affairs . . . . .	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	
72. Economic Research Service . . . . .	
73. Farm Credit Administration . . . . .	
74. Farmer Cooperative Service . . . . .	
75. Farmers Home Administration . . . . .	
76. Fish and Wildlife Service . . . . .	
77. Food and Drug Administration . . . . .	
78. Forest Service . . . . .	
79. Housing and Home Finance Agency . . . . .	
80. Rural Electrification Administration . . . . .	
81. Selective Service . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	
83. Soil Conservation Service . . . . .	
84. Area Authorities (TVA, etc.) . . . . .	
85. USDA Defense Board . . . . .	
<b>STATE AGENCIES</b>	
86. Civil Defense (state & county level) . . . . .	
87. Health Department . . . . .	
88. Highway Department . . . . .	
89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
90. State Departments of Agriculture and Forestry . . . . .	
91. State Department of Education (schools in general) . . . . .	
92. State Employment Service . . . . .	
93. Welfare Department . . . . .	
94. State RAD Committee . . . . .	
<b>COUNTY AGENCIES</b>	
95. Soil Conservation districts . . . . .	
96. Vocational-agricultural and home economics departments . . . . .	
97. County or Area RAD Committees . . . . .	

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name C. E. Brown County ~~James City~~ Botetourt

For the Month of Jan., 1963 - Sept., 1963 19  

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service tendered is correct.

Signed: C. E. Brown

Title: Asst. County Agent

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	225	8. Training meetings held for local leaders:	
2. Office calls. . . . .	190	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	480	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	1	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	5
5. Broadcasts made:		(2) attendance. . . . .	109
a. Radio. . . . .		b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	156	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	1	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .		38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .		39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .		40. Recreation. . . . .	
17. Plant pathology. . . . .		41. Outlook. . . . .	
18. Entomology. . . . .		42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .		43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .		44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	246	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .		46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .		47. Extension administration, organization. . . . .	3
24. Marketing and utilization. . . . .		48. Program planning. . . . .	31
25. Consumer education in use of agricultural products . . . . .		49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .		50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .		51. Miscellaneous (cannot be charged to above items). . . . .	2
28. Home grounds improvement. . . . .		52. Total days worked (items 11-51). . . . .	284
29. Planning and management in the home. . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	279
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	3
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .	2		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	4	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

SUMMARY  
~~ANNUAL~~ REPORT OF SERVICE RENDERED

Name DENVER D. BRAGG County or Department POULTRY

Period  
For the ~~month~~ of January 1, - December 31, 19 63

Note: Last of each month send first copy to the office of G. Wannen Slusser; retain copy for your file.

1	_____	11	_____	21	_____
2	_____	12	_____	22	_____
3	_____	13	_____	23	_____
4	_____	14	_____	24	_____
5	_____	15	_____	25	_____
6	_____	16	_____	26	_____
7	_____	17	_____	27	_____
8	_____	18	_____	28	_____
9	_____	19	_____	29	_____
10	_____	20	_____	30	_____
				31	_____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Denver D. Bragg  
Title: Assoc. Ext. Poultry Husbandman

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	206	8. Training meetings held for local leaders:	
2. Office calls. . . . .	111	a. Adult work (1) number. . . . .	7
3. Telephone calls (received or made). . . . .	131	(2) attendance. . . . .	114
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	5	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	18	a. Adult work (1) number. . . . .	17
5. Broadcasts made:		(2) attendance. . . . .	370
a. Radio. . . . .	17	b. Youth work (1) number. . . . .	2
b. Television. . . . .	2382	(2) attendance. . . . .	52
6. Publications distributed directly to the public. . . . .	2382	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	8	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	2
12. Field crops, pasture, range (production and on-farm marketing). . . . .	1	36. Nutrition. . . . .	6
13. Soil management. . . . .	1	37. Human relations, child development. . . . .	3
14. Horticulture (production and on-farm marketing). . . . .	8	38. Health. . . . .	10
15. Forestry (production and on-farm marketing). . . . .	14	39. Safety. . . . .	16
16. Soil and Water Conservation, wildlife. . . . .	15	40. Recreation. . . . .	10
17. Plant pathology. . . . .	2	41. Outlook. . . . .	2
18. Entomology. . . . .	5	42. Community development and resource adjustment. . . . .	9
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	5	43. Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	6	44. Public affairs. . . . .	—
21. Poultry (production and on-farm marketing). . . . .	5	45. Rural defense. . . . .	—
22. Livestock (production and on-farm marketing). . . . .	5	46. Leadership development. . . . .	—
23. Animal and Poultry health. . . . .	5	47. Extension administration, organization. . . . .	—
24. Marketing and utilization. . . . .	4	48. Program planning. . . . .	—
25. Consumer education in use of agricultural products . . . . .	6	49. Supervision of Extension personnel. . . . .	—
26. Agricultural engineering. . . . .	3	50. Inservice training received. . . . .	—
27. Dwellings and equipment. . . . .	6	51. Miscellaneous (cannot be charged to above items). . . . .	110
28. Home grounds improvement. . . . .	10	52. Total days worked (items 11-51). . . . .	178
29. Planning and management in the home. . . . .	3	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	3	a. Adult work. . . . .	132
31. Home furnishings. . . . .	8	b. Young adult work (ages 18-25). . . . .	4
32. Clothing selection and care. . . . .	1	c. 4-H Club work. . . . .	42
33. Clothing construction. . . . .	—	d. Work with other youth and youth serving groups (within 4-H age). . . . .	—
34. Food preparation and selection. . . . .	—	(Experiment Station - 60)	(60)

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	—
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general)	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name William P. Bradley County or Department Editorial  
period of  
For the ~~Month~~ January - December 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: W.P. Bradley  
Title: Associate Editor  
(Visual Aids)

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	<u>10</u>	8. Training meetings held for local leaders:
2. Office calls. . . . .	<u>25</u>	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	<u>25</u>	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	10.	Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	3	35. Food preservation. . . . .	4
12. Field crops, pasture, range (production and on-farm marketing). . . . .	2	36. Nutrition. . . . .	1
13. Soil management. . . . .	5	37. Human relations, child development. . . . .	1
14. Horticulture (production and on-farm marketing). . . . .	6	38. Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	15	39. Safety. . . . .	—
16. Soil and Water Conservation, wildlife. . . . .	11	40. Recreation. . . . .	1
17. Plant pathology. . . . .	1	41. Outlook. . . . .	5
18. Entomology. . . . .	4	42. Community development and resource adjustment. . . . .	1
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	2	43. Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	1	44. Public affairs. . . . .	26
21. Poultry (production and on-farm marketing). . . . .	2	45. Rural defense. . . . .	1
22. Livestock (production and on-farm marketing). . . . .	4	46. Leadership development. . . . .	3
23. Animal and Poultry health. . . . .	48	47. Extension administration, organization. . . . .	2
24. Marketing and utilization. . . . .	1	48. Program planning. . . . .	1
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel. . . . .	—
26. Agricultural engineering. . . . .	16	50. Inservice training received. . . . .	—
27. Dwellings and equipment. . . . .	1	51. Miscellaneous (cannot be charged to above items). . . . .	—
28. Home grounds improvement. . . . .	53	52. Total days worked (items 11-51). . . . .	140
29. Planning and management in the home. . . . .	3	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	1	a. Adult work. . . . .	104
31. Home furnishings. . . . .	12	b. Young adult work (ages 18-25). . . . .	3
32. Clothing selection and care. . . . .	2	c. 4-H Club work. . . . .	33
33. Clothing construction. . . . .	2	d. Work with other youth and youth serving groups (within 4-H age). . . . .	—
34. Food preparation and selection. . . . .	1		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .	—	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service. . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs. . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	—
71. Department of Commerce (Area Re-development). . . . .	—	87. Health Department. . . . .	—
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration. . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	—	90. State Departments of Agriculture and Forestry. . . . .	—
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general)	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	—
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .	—	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service. . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name James Bradley County or Department Editorial

For the ~~month~~ period of July - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: James Bradley  
Title: Art Director

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	_____	8. Training meetings held for local leaders:
2. Office calls. . . . .	_____	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	_____	(2) attendance. . . . .
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers		(2) attendance. . . . .
or magazines. . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices. . . . .		a. Adult work (1) number. . . . .
5. Broadcasts made:		(2) attendance. . . . .
a. Radio. . . . .		b. Youth work (1) number. . . . .
b. Television. . . . .		(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .
		(2) attendance. . . . .
		b. Youth work (1) number. . . . .
		(2) attendance. . . . .

EDWARDS PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . . 13
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . . 1
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . . 1
18. Entomology. . . . .	42. Community development and resource adjustment. . . . . 3
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . . 146
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . . 8
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . . 15
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . . 58
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . . 5
26. Agricultural engineering. . . . .	50. Inservice training received. . . . . 9
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . . 17
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . . 276
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . . 166
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . . 17
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . . 82
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . . 11
34. Food preparation and selection. . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department. . . . .	
72. Economic Research Service. . . . .	88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .	
78. Forest Service. . . . .	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .	97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name George T. Blume County or Department Extension Sociology  
Period January 1-December 31 19 63  
for the Month of

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: George T. Blume

Title: Associate Extension Sociologist

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	—	8. Training meetings held for local leaders:	
2. Office calls. . . . .	—	a. Adult work (1) number. . . . .	<u>2</u>
3. Telephone calls (received or made). . . . .	<u>4</u>	(2) attendance. . . . .	<u>100</u>
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	<u>2</u>
a. Prepared and released directly to newspapers		(2) attendance. . . . .	<u>135</u>
or magazines. . . . .	<u>1</u>	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	—	a. Adult work (1) number. . . . .	—
5. Broadcasts made:		(2) attendance. . . . .	—
a. Radio. . . . .	<u>25</u>	b. Youth work (1) number. . . . .	<u>28</u>
b. Television. . . . .	—	(2) attendance. . . . .	<u>498</u>
6. Publications distributed directly to the public. . . . .	<u>3,463</u>	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	<u>4</u>	a. Adult work (1) number. . . . .	—
		(2) attendance. . . . .	—
		b. Youth work (1) number. . . . .	—
		(2) attendance. . . . .	—

EDUCATION SERVICE PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation . . . . .	—
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	—	36. Nutrition . . . . .	—
13. Soil management . . . . .	—	37. Human relations, child development . . . . .	—
14. Horticulture (production and on-farm marketing) . . . . .	1	38. Health . . . . .	2
15. Forestry (production and on-farm marketing) . . . . .	2	39. Safety . . . . .	3
16. Soil and Water Conservation, wildlife . . . . .	3	40. Recreation . . . . .	3
17. Plant pathology . . . . .	—	41. Outlook . . . . .	1
18. Entomology . . . . .	3	42. Community development and resource adjustment . . . . .	—
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	—	43. Manpower development, employment information . . . . .	2
20. Dairy (production and on-farm marketing) . . . . .	2	44. Public affairs . . . . .	10
21. Poultry (production and on-farm marketing) . . . . .	—	45. Rural defense . . . . .	12
22. Livestock (production and on-farm marketing) . . . . .	—	46. Leadership development . . . . .	76
23. Animal and Poultry health . . . . .	—	47. Extension administration, organization . . . . .	—
24. Marketing and utilization . . . . .	2	48. Program planning . . . . .	127
25. Consumer education in use of agricultural products . . . . .	—	49. Supervision of Extension personnel . . . . .	6
26. Agricultural engineering . . . . .	2	50. Inservice training received . . . . .	21
27. Dwellings and equipment . . . . .	—	51. Miscellaneous (cannot be charged to above items) . . . . .	—
28. Home grounds improvement . . . . .	—	52. Total days worked (items 11-51) . . . . .	280
29. Planning and management in the home . . . . .	—	53. Of total days reported in item 52, how many were devoted to:	—
30. Family economics . . . . .	—	a. Adult work . . . . .	—
31. Home furnishings . . . . .	—	b. Young adult work (ages 18-25) . . . . .	20
32. Clothing selection and care . . . . .	—	c. 4-H Club work . . . . .	260
33. Clothing construction . . . . .	—	d. Work with other youth and youth serving groups (within 4-H age) . . . . .	—
34. Food preparation and selection . . . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service . . . . .	—	84. Area Authorities (TVA, etc.) . . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board . . . . .	—
69. Bureau of Indian Affairs . . . . .	—	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	—	86. Civil Defense (state & county level) . . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department . . . . .	1
72. Economic Research Service . . . . .	—	88. Highway Department . . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	—
74. Farmer Cooperative Service . . . . .	—	90. State Departments of Agriculture and Forestry . . . . .	—
75. Farmers Home Administration . . . . .	—	91. State Department of Education (schools in general) . . . . .	—
76. Fish and Wildlife Service . . . . .	—	92. State Employment Service . . . . .	—
77. Food and Drug Administration . . . . .	—	93. Welfare Department . . . . .	—
78. Forest Service . . . . .	—	94. State RAD Committee . . . . .	—
79. Housing and Home Finance Agency . . . . .	—	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .	—	95. Soil Conservation districts . . . . .	—
81. Selective Service . . . . .	—	96. Vocational-agricultural and home economics departments . . . . .	—
82. Social Security Administration; Internal Revenue Service . . . . .	—	97. County or Area RAD Committees . . . . .	—
83. Soil Conservation Service . . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name R. W. Blanton County or Department 4-H Club  
Perbd of January 1 to December 31, 1963  
For the Month of \_\_\_\_\_ 19\_\_\_\_

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: R. W. Blanton

Title: Assistant State 4-H Club Agent

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	9	8. Training meetings held for local leaders:	
2. Office calls. . . . .	83	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	148	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	6
a. Prepared and released directly to newspapers		(2) attendance. . . . .	29
or magazines. . . . .	18	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	13	a. Adult work (1) number. . . . .	
5. Broadcasts made:		(2) attendance. . . . .	
a. Radio. . . . .	20	b. Youth work (1) number. . . . .	20
b. Television. . . . .	5	(2) attendance. . . . .	328
6. Publications distributed directly to the public. . . . .	10	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

22-17

PROGRAM EMPHASIS

	Days Devoted	Days Devoted	
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	—
12. Field crops, pasture, range (production and on-farm marketing). . . . .	—	36. Nutrition. . . . .	—
13. Soil management. . . . .	—	37. Human relations, child development. . . . .	—
14. Horticulture (production and on-farm marketing). . . . .	—	38. Health. . . . .	—
15. Forestry (production and on-farm marketing). . . . .	—	39. Safety. . . . .	—
16. Soil and Water Conservation, wildlife. . . . .	—	40. Recreation. . . . .	—
17. Plant pathology. . . . .	—	41. Outlook. . . . .	—
18. Entomology. . . . .	—	42. Community development and resource adjustment. . . . .	3
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	—	43. Manpower development, employment information. . . . .	—
20. Dairy (production and on-farm marketing). . . . .	—	44. Public affairs. . . . .	16
21. Poultry (production and on-farm marketing). . . . .	—	45. Rural defense. . . . .	5
22. Livestock (production and on-farm marketing). . . . .	—	46. Leadership development. . . . .	36
23. Animal and Poultry health. . . . .	—	47. Extension administration, organization. . . . .	80
24. Marketing and utilization. . . . .	—	48. Program planning. . . . .	57
25. Consumer education in use of agricultural products . . . . .	—	49. Supervision of Extension personnel. . . . .	56
26. Agricultural engineering. . . . .	—	50. Inservice training received. . . . .	12
27. Dwellings and equipment. . . . .	—	51. Miscellaneous (cannot be charged to above items). . . . .	89
28. Home grounds improvement. . . . .	—	52. Total days worked (items 11-51). . . . .	286
29. Planning and management in the home. . . . .	2	53. Of total days reported in item 52, how many were devoted to:	—
30. Family economics. . . . .	1	a. Adult work. . . . .	206
31. Home furnishings. . . . .	1	b. Young adult work (ages 18-25). . . . .	20
32. Clothing selection and care. . . . .	—	c. 4-H Club work. . . . .	60
33. Clothing construction. . . . .	—	d. Work with other youth and youth serving groups (within 4-H age). . . . .	—
34. Food preparation and selection. . . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .	1	84. Area Authorities (TVA, etc.). . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board. . . . .	—
69. Bureau of Indian Affairs . . . . .	—	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	—	86. Civil Defense (state & county level). . . . .	2
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department. . . . .	2
72. Economic Research Service. . . . .	—	88. Highway Department. . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commission On: Children & Youth; Juvenile Delinquency; Aging. . . . .	—
74. Farmer Cooperative Service. . . . .	2	90. State Departments of Agriculture and Forestry. . . . .	2
75. Farmers Home Administration. . . . .	—	91. State Department of Education (schools in general) . . . . .	—
76. Fish and Wildlife Service. . . . .	—	92. State Employment Service. . . . .	—
77. Food and Drug Administration. . . . .	—	93. Welfare Department. . . . .	1
78. Forest Service. . . . .	—	94. State RAD Committee. . . . .	—
79. Housing and Home Finance Agency. . . . .	—	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	1	95. Soil Conservation districts. . . . .	—
81. Selective Service. . . . .	—	96. Vocational-agricultural and home economics departments. . . . .	—
82. Social Security Administration; Internal Revenue Service . . . . .	—	97. County or Area RAD Committees. . . . .	—
83. Soil Conservation Service. . . . .	—		

EXT. FORM 1  
(REV. JANUARY, 1963)AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

## MONTHLY REPORT OF SERVICE RENDERED

Name Lucy Blake County or Department Home Demonstration Dept.

For the Month of \_\_\_\_\_ 19 \_\_\_\_\_

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Lucy BlakeTitle: Assistant Director

## EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	55	8. Training meetings held for local leaders:	
2. Office calls. . . . .	111	a. Adult work (1) number. . . . .	6
3. Telephone calls (received or made). . . . .	145	(2) attendance. . . . .	167
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines, Federation Program. . . . .	1	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	4
5. Broadcasts made:		(2) attendance. . . . .	1200
a. Radio. . . . .	1	b. Youth work (1) number. . . . .	
b. Television. . . . .	1	(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .		10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .	1
		(2) attendance. . . . .	513
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	2	35. Food preservation . . . . .	3
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	2	36. Nutrition . . . . .	—
13. Soil management . . . . .	1	37. Human relations, child development . . . . .	—
14. Horticulture (production and on-farm marketing) . . . . .	2	38. Health . . . . .	—
15. Forestry (production and on-farm marketing) . . . . .	1	39. Safety . . . . .	1
16. Soil and Water Conservation, wildlife . . . . .	3	40. Recreation . . . . .	—
17. Plant pathology . . . . .	—	41. Outlook . . . . .	—
18. Entomology . . . . .	—	42. Community development and resource adjustment . . . . .	5
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	4	43. Manpower development, employment information . . . . .	4
20. Dairy (production and on-farm marketing) . . . . .	8	44. Public affairs . . . . .	3
21. Poultry (production and on-farm marketing) . . . . .	3	45. Rural defense . . . . .	—
22. Livestock (production and on-farm marketing) . . . . .	2	46. Leadership development . . . . .	11
23. Animal and Poultry health . . . . .	1	47. Extension administration, organization . . . . .	24
24. Marketing and utilization . . . . .	3	48. Program planning . . . . .	8
25. Consumer education in use of agricultural products . . . . .	—	49. Supervision of Extension personnel . . . . .	5
26. Agricultural engineering . . . . .	—	50. Inservice training received . . . . .	—
27. Dwellings and equipment . . . . .	—	51. Miscellaneous (cannot be charged to above items) . . . . .	7
28. Home grounds improvement . . . . .	—	52. Total days worked (items 11-51) . . . . .	100
29. Planning and management in the home . . . . .	—	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .	—	a. Adult work . . . . .	91
31. Home furnishings . . . . .	—	b. Young adult work (ages 18-25) . . . . .	2
32. Clothing selection and care . . . . .	—	c. 4-H Club work . . . . .	6
33. Clothing construction . . . . .	—	d. Work with other youth and youth serving groups (within 4-H age) . . . . .	1
34. Food preparation and selection . . . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	3	84. Area Authorities (TVA, etc.) . . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board . . . . .	—
69. Bureau of Indian Affairs . . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	—	86. Civil Defense (state & county level) . . . . .	1
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department . . . . .	—
72. Economic Research Service . . . . .	—	88. Highway Department . . . . .	2
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	—
74. Farmer Cooperative Service . . . . .	—	90. State Departments of Agriculture and Forestry . . . . .	23
75. Farmers Home Administration . . . . .	—	91. State Department of Education (schools in general) . . . . .	1
76. Fish and Wildlife Service . . . . .	—	92. State Employment Service . . . . .	—
77. Food and Drug Administration . . . . .	—	93. Welfare Department . . . . .	—
78. Forest Service . . . . .	—	94. State RAD Committee . . . . .	—
79. Housing and Home Finance Agency . . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	—	95. Soil Conservation districts . . . . .	1
81. Selective Service . . . . .	—	96. Vocational-agricultural and home economics departments . . . . .	1
82. Social Security Administration; Internal Revenue Service . . . . .	—	97. County or Area RAD Committees . . . . .	—
83. Soil Conservation Service . . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Wilson B. Bell County or Department Agricultural - Administration

For the Month of Jan. 1 - December 31, 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Wilson B. Bell

Title: Dean of Agriculture

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits . . . . .	67	8. Training meetings held for local leaders:
2. Office calls . . . . .	123	a. Adult work (1) number . . . . .
3. Telephone calls (received or made) . . . . .	145	(2) attendance . . . . .
4. Newspaper articles or stories:		b. Youth work (1) number . . . . .
a. Prepared and released directly to newspapers		(2) attendance . . . . .
or magazines . . . . .		9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices . . . . .		a. Adult work (1) number . . . . . 1
5. Broadcasts made:		(2) attendance . . . . .
a. Radio . . . . .		b. Youth work (1) number . . . . .
b. Television . . . . .	1	(2) attendance . . . . .
6. Publications distributed directly to the public . . . . .		10. Meetings held by local leaders:
7. Circular or commodity letters written . . . . .		a. Adult work (1) number . . . . . 1
		(2) attendance . . . . .
		b. Youth work (1) number . . . . .
		(2) attendance . . . . .

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation. . . . .
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36. Nutrition. . . . .
13. Soil management. . . . .	37. Human relations, child development. . . . .
14. Horticulture (production and on-farm marketing). . . . .	38. Health. . . . .
15. Forestry (production and on-farm marketing). . . . .	39. Safety. . . . .
16. Soil and Water Conservation, wildlife. . . . .	40. Recreation. . . . .
17. Plant pathology. . . . .	41. Outlook. . . . .
18. Entomology. . . . .	42. Community development and resource adjustment. . . . .
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43. Manpower development, employment information. . . . .
20. Dairy (production and on-farm marketing). . . . .	44. Public affairs. . . . .
21. Poultry (production and on-farm marketing). . . . .	45. Rural defense. . . . .
22. Livestock (production and on-farm marketing). . . . .	46. Leadership development. . . . .
23. Animal and Poultry health. . . . .	47. Extension administration, organization. . . . .
24. Marketing and utilization. . . . .	48. Program planning. . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel. . . . .
26. Agricultural engineering. . . . .	50. Inservice training received. . . . .
27. Dwellings and equipment. . . . .	51. Miscellaneous (cannot be charged to above items). . . . .
28. Home grounds improvement. . . . .	52. Total days worked (items 11-51). . . . .
29. Planning and management in the home. . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics. . . . .	a. Adult work. . . . .
31. Home furnishings. . . . .	b. Young adult work (ages 18-25). . . . .
32. Clothing selection and care. . . . .	c. 4-H Club work. . . . .
33. Clothing construction. . . . .	d. Work with other youth and youth serving groups (within 4-H age). . . . .
34. Food preparation and selection. . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service. . . . .	84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development). . . . .	87. Health Department. . . . .	
72. Economic Research Service. . . . .	88. Highway Department. . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .	90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .	91. State Department of Education (schools in general)	
76. Fish and Wildlife Service. . . . .	92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .	93. Welfare Department. . . . .	
78. Forest Service. . . . .	94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .	96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .	97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Albert S. Beecher County or Department Horticulture

For the Month of Period - Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Albert S. Beecher

Title: Extension Horticulturist

College Days -----54

EXTENSION TEACHING ACTIVITIES

No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . . <u>59</u>	8. Training meetings held for local leaders:
2. Office calls. . . . . <u>227</u>	a. Adult work (1) number. . . . . <u>1</u>
3. Telephone calls (received or made). . . . . <u>285</u>	(2) attendance. . . . . _____
4. Newspaper articles or stories:	b. Youth work (1) number. . . . . _____
a. Prepared and released directly to newspapers or magazines. . . . . <u>24</u>	(2) attendance. . . . . _____
b. Prepared by State office and released through county extension offices. . . . . <u>7</u>	9. Other meetings at which agents or specialists presented educational information:
5. Broadcasts made:	a. Adult work (1) number. . . . . <u>27</u>
a. Radio. . . . . <u>8</u>	(2) attendance. . . . . <u>3325</u>
b. Television. . . . . <u>1</u>	b. Youth work (1) number. . . . . _____
6. Publications distributed directly to the public. . . . . <u>1779</u>	(2) attendance. . . . . _____
7. Circular or commodity letters written. . . . . <u>22</u>	10. Meetings held by local leaders:
	a. Adult work (1) number. . . . . _____
	(2) attendance. . . . . _____
	b. Youth work (1) number. . . . . _____
	(2) attendance. . . . . _____

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . .
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . .
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H (C <sup>1</sup> ) work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name C. E. Baylor County or Department Dairy Extension  
Period  
For the Month of December 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: C. E. Baylor

Title: Assistant Dairy Specialist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	_____	8. Training meetings held for local leaders:
2. Office calls. . . . .	_____	a. Adult work (1) number. . . . .
3. Telephone calls (received or made). . . . .	_____	(2) attendance. . . . .
4. Newspaper articles or stories:	_____	b. Youth work (1) number. . . . .
a. Prepared and released directly to newspapers	_____	(2) attendance. . . . .
or magazines. . . . .	_____	9. Other meetings at which agents or specialists
b. Prepared by State office and released through	_____	presented educational information:
county extension offices. . . . .	_____	a. Adult work (1) number. . . . .
5. Broadcasts made:	_____	(2) attendance. . . . .
a. Radio. . . . .	_____	b. Youth work (1) number. . . . .
b. Television. . . . .	_____	(2) attendance. . . . .
6. Publications distributed directly to the public. . . . .	_____	10. Meetings held by local leaders:
7. Circular or commodity letters written. . . . .	_____	a. Adult work (1) number. . . . .
	_____	(2) attendance. . . . .
	_____	b. Youth work (1) number. . . . .
	_____	(2) attendance. . . . .

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35	35. Food preservation. . . . .	11
12. Field crops, pasture, range (production and on-farm marketing). . . . .	36	36. Nutrition. . . . .	50
13. Soil management. . . . .	38	37. Human relations, child development. . . . .	4
14. Horticulture (production and on-farm marketing). . . . .	39	38. Health. . . . .	4
15. Forestry (production and on-farm marketing). . . . .	40	39. Safety. . . . .	13
16. Soil and Water Conservation, wildlife. . . . .	41	40. Recreation. . . . .	13
17. Plant pathology. . . . .	42	41. Outlook. . . . .	13
18. Entomology. . . . .	43	42. Community development and resource adjustment. . . . .	13
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	44	43. Manpower development, employment information. . . . .	13
20. Dairy (production and on-farm marketing). . . . .	45	44. Public affairs. . . . .	13
21. Poultry (production and on-farm marketing). . . . .	46	45. Rural defense. . . . .	13
22. Livestock (production and on-farm marketing). . . . .	47	46. Leadership development. . . . .	13
23. Animal and Poultry health. . . . .	48	47. Extension administration, organization. . . . .	13
24. Marketing and utilization. . . . .	49	48. Program planning. . . . .	13
25. Consumer education in use of agricultural products . . . . .	50	49. Supervision of Extension personnel. . . . .	13
26. Agricultural engineering. . . . .	51	50. Inservice training received. . . . .	10
27. Dwellings and equipment. . . . .	52	51. Miscellaneous (cannot be charged to above items). . . . .	120
28. Home grounds improvement. . . . .	53	52. Total days worked (items 11-51). . . . .	120
29. Planning and management in the home. . . . .	53	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .	53	a. Adult work. . . . .	85
31. Home furnishings. . . . .	53	b. Young adult work (ages 18-25). . . . .	15
32. Clothing selection and care. . . . .	53	c. 4-H Club work. . . . .	20
33. Clothing construction. . . . .	53	d. Work with other youth and youth serving groups (within 4-H age). . . . .	20
34. Food preparation and selection. . . . .	32		

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
<b>FEDERAL AGENCIES</b>			
67. Agricultural Research Service. . . . .	84	84. Area Authorities (TVA, etc.). . . . .	84
68. Agricultural Stabilization and Conservation Service. . . . .	85	85. USDA Defense Board. . . . .	85
69. Bureau of Indian Affairs. . . . .	85	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation. . . . .	86	86. Civil Defense (state & county level). . . . .	86
71. Department of Commerce (Area Re-development). . . . .	87	87. Health Department. . . . .	87
72. Economic Research Service. . . . .	88	88. Highway Department. . . . .	88
73. Farm Credit Administration. . . . .	89	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	89
74. Farmer Cooperative Service. . . . .	90	90. State Departments of Agriculture and Forestry. . . . .	90
75. Farmers Home Administration. . . . .	91	91. State Department of Education (schools in general). . . . .	91
76. Fish and Wildlife Service. . . . .	92	92. State Employment Service. . . . .	92
77. Food and Drug Administration. . . . .	93	93. Welfare Department. . . . .	93
78. Forest Service. . . . .	94	94. State RAD Committee. . . . .	94
79. Housing and Home Finance Agency. . . . .	94	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration. . . . .	95	95. Soil Conservation districts. . . . .	95
81. Selective Service. . . . .	96	96. Vocational-agricultural and home economics departments. . . . .	96
82. Social Security Administration; Internal Revenue Service. . . . .	97	97. County or Area RAD Committees. . . . .	97
83. Soil Conservation Service. . . . .	97		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Jo Anne Barton County or Department Foods & Nutrition

For the <sup>period</sup> ~~Month~~ of August 1 - December 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Jo Anne Barton

Title: Asst. Foods & Nutrition Spec.

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .		8. Training meetings held for local leaders:	
2. Office calls. . . . .	44	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	104	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .		9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .		a. Adult work (1) number. . . . .	
5. Broadcasts made:		(2) attendance. . . . .	
a. Radio. . . . .	7	b. Youth work (1) number. . . . .	
b. Television. . . . .	1	(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	11510	Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .		a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

10090

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	5	35. Food preservation . . . . .	10
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	7	36. Nutrition . . . . .	2
13. Soil management . . . . .	15	37. Human relations, child development . . . . .	10
14. Horticulture (production and on-farm marketing) . . . . .	40	38. Health . . . . .	10
15. Forestry (production and on-farm marketing) . . . . .	15	39. Safety . . . . .	3
16. Soil and Water Conservation, wildlife . . . . .	3	40. Recreation . . . . .	41
17. Plant pathology . . . . .	10	41. Outlook . . . . .	7
18. Entomology . . . . .	3	42. Community development and resource adjustment . . . . .	43
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	5	43. Manpower development, employment information . . . . .	7
20. Dairy (production and on-farm marketing) . . . . .	10	44. Public affairs . . . . .	45
21. Poultry (production and on-farm marketing) . . . . .	6	45. Rural defense . . . . .	46
22. Livestock (production and on-farm marketing) . . . . .	13	46. Leadership development . . . . .	5
23. Animal and Poultry health . . . . .	49	47. Extension administration, organization . . . . .	11
24. Marketing and utilization . . . . .	1	48. Program planning . . . . .	29
25. Consumer education in use of agricultural products . . . . .	6	49. Supervision of Extension personnel . . . . .	50
26. Agricultural engineering . . . . .	5	50. Inservice training received . . . . .	51
27. Dwellings and equipment . . . . .	16	51. Miscellaneous (cannot be charged to above items) . . . . .	7
28. Home grounds improvement . . . . .	5	52. Total days worked (items 11-51) . . . . .	263
29. Planning and management in the home . . . . .	6	Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .	13	a. Adult work . . . . .	162
31. Home furnishings . . . . .	21	b. Young adult work (ages 18-25) . . . . .	10
32. Clothing selection and care . . . . .	16	c. 4-H Club work . . . . .	91
33. Clothing construction . . . . .	3	d. Work with other youth and youth serving groups (within 4-H age) . . . . .	7
34. Food preparation and selection . . . . .	7		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted
FEDERAL AGENCIES		
67. Agricultural Research Service . . . . .	84.	Area Authorities (TVA, etc.) . . . . .
68. Agricultural Stabilization and Conservation Service . . . . .	85.	USDA Defense Board . . . . .
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86.	Civil Defense (state & county level) . . . . .
71. Department of Commerce (Area Re-development) . . . . .	87.	Health Department . . . . .
72. Economic Research Service . . . . .	88.	Highway Department . . . . .
73. Farm Credit Administration . . . . .	89.	Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .
74. Farmer Cooperative Service . . . . .	90.	State Departments of Agriculture and Forestry . . . . .
75. Farmers Home Administration . . . . .	91.	State Department of Education (schools in general)
76. Fish and Wildlife Service . . . . .	92.	State Employment Service . . . . .
77. Food and Drug Administration . . . . .	93.	Welfare Department . . . . .
78. Forest Service . . . . .	94.	State RAD Committee . . . . .
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	95.	Soil Conservation districts . . . . .
81. Selective Service . . . . .	96.	Vocational-agricultural and home economics departments . . . . .
82. Social Security Administration; Internal Revenue Service . . . . .	97.	County or Area RAD Committees . . . . .
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Hope M. Banks County or Department Editorial

For the <sup>period</sup> Month of January to December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Hope M. Banks

Title: Illustrator

EXTENSION TEACHING ACTIVITIES

		No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	8. Training meetings held for local leaders:		
2. Office calls. . . . .	a. Adult work (1) number. . . . .		
3. Telephone calls (received or made). . . . .	(2) attendance. . . . .		
4. Newspaper articles or stories:	b. Youth work (1) number. . . . .		
a. Prepared and released directly to newspapers	(2) attendance. . . . .		
or magazines. . . . .	9. Other meetings at which agents or specialists		
b. Prepared by State office and released through	presented educational information:		
county extension offices. . . . .	a. Adult work (1) number. . . . .		
5. Broadcasts made:	(2) attendance. . . . .		
a. Radio. . . . .	b. Youth work (1) number. . . . .		
b. Television. . . . .	(2) attendance. . . . .		
6. Publications distributed directly to the public. . . . .	10. Meetings held by local leaders:		
7. Circular or commodity letters written. . . . .	a. Adult work (1) number. . . . .		
	(2) attendance. . . . .		
	b. Youth work (1) number. . . . .		
	(2) attendance. . . . .		

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . . 1
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . . 1
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . . 8
24. Marketing and utilization . . . . .	48. Program planning . . . . . 6
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . . 19
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . . 269
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . . 26
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . . 3
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . . 6
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . . 1
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
FEDERAL AGENCIES		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . . 5	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . . 2	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . . 3	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name V. L. Baldwin County or Department Dairy Extension

Period

For the Month of January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slasser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: V. L. Baldwin

Title: Associate Dairy Specialist

EXTENSION TEACHING ACTIVITIES

No. this Month		No. this Month	
1. Farm, home, firm and other out-of-office visits. . . . .	77	8. Training meetings held for local leaders:	
2. Office calls. . . . .	72	a. Adult work (1) number. . . . .	
3. Telephone calls (received or made). . . . .	106	(2) attendance. . . . .	
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	
a. Prepared and released directly to newspapers		(2) attendance. . . . .	
or magazines. . . . .	6	9. Other meetings at which agents or specialists	
b. Prepared by State office and released through		presented educational information:	
county extension offices. . . . .	10	a. Adult work (1) number. . . . .	9
5. Broadcasts made:		(2) attendance. . . . .	426
a. Radio. . . . .	26	b. Youth work (1) number. . . . .	
b. Television. . . . .		(2) attendance. . . . .	
6. Publications distributed directly to the public. . . . .	760	10. Meetings held by local leaders:	
7. Circular or commodity letters written. . . . .	151	a. Adult work (1) number. . . . .	
		(2) attendance. . . . .	
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35.
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . .
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . .
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
FEDERAL AGENCIES		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name William R. Backus County or Department Animal Science  
Period \_\_\_\_\_  
For the Month of Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	_____	11	_____	21	_____
2	_____	12	_____	22	_____
3	_____	13	_____	23	_____
4	_____	14	_____	24	_____
5	_____	15	_____	25	_____
6	_____	16	_____	26	_____
7	_____	17	_____	27	_____
8	_____	18	_____	28	_____
9	_____	19	_____	29	_____
10	_____	20	_____	30	_____
				31	_____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Wm. R. Backus

Title: Assistant Extension Animal Husbandman

EXTENSION TEACHING ACTIVITIES

		No. this Month			No. this Month
1.	Farm, home, firm and other out-of-office visits. . . . .	28	8.	Training meetings held for local leaders:	
2.	Office calls. . . . .	2	a.	Adult work (1) number. . . . .	1
3.	Telephone calls (received or made). . . . .	47		(2) attendance. . . . .	18
4.	Newspaper articles or stories:		b.	Youth work (1) number. . . . .	
	a. Prepared and released directly to newspapers			(2) attendance. . . . .	
	or magazines. . . . .	1	9.	Other meetings at which agents or specialists	
	b. Prepared by State office and released through			presented educational information:	
	county extension offices. . . . .	1	a.	Adult work (1) number. . . . .	
5.	Broadcasts made:			(2) attendance. . . . .	
	a. Radio. . . . .	10	b.	Youth work (1) number. . . . .	
	b. Television. . . . .			(2) attendance. . . . .	
6.	Publications distributed directly to the public. . . . .	1300	10.	Meetings held by local leaders:	
7.	Circular or commodity letters written. . . . .	4	a.	Adult work (1) number. . . . .	
				(2) attendance. . . . .	
			b.	Youth work (1) number. . . . .	
				(2) attendance. . . . .	

5010932 PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation. . . . .	
12. Field crops, pasture, range (production and on-farm marketing). . . . .		36. Nutrition. . . . .	
13. Soil management. . . . .		37. Human relations, child development. . . . .	
14. Horticulture (production and on-farm marketing). . . . .	166	38. Health. . . . .	
15. Forestry (production and on-farm marketing). . . . .	39.	39. Safety. . . . .	
16. Soil and Water Conservation, wildlife. . . . .	40.	40. Recreation. . . . .	
17. Plant pathology. . . . .	12	41. Outlook. . . . .	
18. Entomology. . . . .	12	42. Community development and resource adjustment. . . . .	
19. Agricultural chemicals (pesticides, additives, etc.). . . . .	43.	43. Manpower development, employment information. . . . .	
20. Dairy (production and on-farm marketing). . . . .	44.	44. Public affairs. . . . .	
21. Poultry (production and on-farm marketing). . . . .	45.	45. Rural defense. . . . .	
22. Livestock (production and on-farm marketing). . . . .	46.	46. Leadership development. . . . .	
23. Animal and Poultry health. . . . .	47.	47. Extension administration, organization. . . . .	1
24. Marketing and utilization. . . . .	48.	48. Program planning. . . . .	24
25. Consumer education in use of agricultural products . . . . .	49.	49. Supervision of Extension personnel. . . . .	
26. Agricultural engineering. . . . .	50.	50. Inservice training received. . . . .	
27. Dwellings and equipment. . . . .	51.	51. Miscellaneous (cannot be charged to above items). . . . .	1
28. Home grounds improvement. . . . .	52.	52. Total days worked (items 11-51). . . . .	216
29. Planning and management in the home. . . . .	53.	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics. . . . .		a. Adult work. . . . .	210
31. Home furnishings. . . . .		b. Young adult work (ages 18-25). . . . .	2
32. Clothing selection and care. . . . .		c. 4-H Club work. . . . .	4
33. Clothing construction. . . . .		d. Work with other youth and youth serving groups (within 4-H age). . . . .	
34. Food preparation and selection. . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service. . . . .		84. Area Authorities (TVA, etc.). . . . .	
68. Agricultural Stabilization and Conservation Service. . . . .		85. USDA Defense Board. . . . .	
69. Bureau of Indian Affairs. . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation. . . . .		86. Civil Defense (state & county level). . . . .	
71. Department of Commerce (Area Re-development). . . . .		87. Health Department. . . . .	
72. Economic Research Service. . . . .		88. Highway Department. . . . .	
73. Farm Credit Administration. . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging. . . . .	
74. Farmer Cooperative Service. . . . .		90. State Departments of Agriculture and Forestry. . . . .	
75. Farmers Home Administration. . . . .		91. State Department of Education (schools in general). . . . .	
76. Fish and Wildlife Service. . . . .		92. State Employment Service. . . . .	
77. Food and Drug Administration. . . . .		93. Welfare Department. . . . .	
78. Forest Service. . . . .		94. State RAD Committee. . . . .	
79. Housing and Home Finance Agency. . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration. . . . .		95. Soil Conservation districts. . . . .	
81. Selective Service. . . . .		96. Vocational-agricultural and home economics departments. . . . .	
82. Social Security Administration; Internal Revenue Service. . . . .		97. County or Area RAD Committees. . . . .	
83. Soil Conservation Service. . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name H. Bruce Arolan County or Department Horticulture

For the period from: January 1 - December 31 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: H. Bruce Arolan

Title: Associate Horticulturist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	185	
2. Office calls. . . . .	93	
3. Telephone calls (received or made). . . . .	162	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines. . . . .	3	
b. Prepared by State office and released through county extension offices. . . . .	11	
5. Broadcasts made:		
a. Radio. . . . .	27	
b. Television. . . . .	1	
6. Publications distributed directly to the public. . . . .	1,735	
7. Circular or commodity letters written. . . . .	9	
8. Training meetings held for local leaders:		
a. Adult work (1) number. . . . .		10
(2) attendance. . . . .		226
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number. . . . .		7
(2) attendance. . . . .		278
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
Meetings held by local leaders:		
a. Adult work (1) number. . . . .		
(2) attendance. . . . .		
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		

PROGRAM EMPHASIS

Days Devoted		Days Devoted	
11. Planning and management of the farm business . . . . .	35.	Food preservation . . . . .	1
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	2	36. Nutrition . . . . .	—
13. Soil management . . . . .	—	37. Human relations, child development . . . . .	1
14. Horticulture (production and on-farm marketing) . . . . .	—	38. Health . . . . .	—
15. Forestry (production and on-farm marketing) . . . . .	—	39. Safety . . . . .	—
16. Soil and Water Conservation, wildlife . . . . .	—	40. Recreation . . . . .	—
17. Plant pathology . . . . .	—	41. Outlook . . . . .	—
18. Entomology . . . . .	242	42. Community development and resource adjustment . . . . .	—
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	—	43. Manpower development, employment information . . . . .	—
20. Dairy (production and on-farm marketing) . . . . .	—	44. Public affairs . . . . .	—
21. Poultry (production and on-farm marketing) . . . . .	—	45. Rural defense . . . . .	—
22. Livestock (production and on-farm marketing) . . . . .	—	46. Leadership development . . . . .	—
23. Animal and Poultry health . . . . .	—	47. Extension administration, organization . . . . .	—
24. Marketing and utilization . . . . .	—	48. Program planning . . . . .	—
25. Consumer education in use of agricultural products . . . . .	—	49. Supervision of Extension personnel . . . . .	—
26. Agricultural engineering . . . . .	—	50. Inservice training received . . . . .	—
27. Dwellings and equipment . . . . .	—	51. Miscellaneous (cannot be charged to above items) . . . . .	246
28. Home grounds improvement . . . . .	—	52. Total days worked (items 11-51) . . . . .	246
29. Planning and management in the home . . . . .	—	53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .	—	a. Adult work . . . . .	1
31. Home furnishings . . . . .	—	b. Young adult work (ages 18-25) . . . . .	19
32. Clothing selection and care . . . . .	—	c. 4-H Club work . . . . .	30
33. Clothing construction . . . . .	—	d. Work with other youth and youth serving groups (within 4-H age) . . . . .	1
34. Food preparation and selection . . . . .	—		

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted		Days Devoted	
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	—	84. Area Authorities (TVA, etc.) . . . . .	—
68. Agricultural Stabilization and Conservation Service . . . . .	—	85. USDA Defense Board . . . . .	—
69. Bureau of Indian Affairs . . . . .	—	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	—	86. Civil Defense (state & county level) . . . . .	—
71. Department of Commerce (Area Re-development) . . . . .	—	87. Health Department . . . . .	—
72. Economic Research Service . . . . .	—	88. Highway Department . . . . .	—
73. Farm Credit Administration . . . . .	—	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	—
74. Farmer Cooperative Service . . . . .	—	90. State Departments of Agriculture and Forestry . . . . .	1.5
75. Farmers Home Administration . . . . .	—	91. State Department of Education (schools in general) . . . . .	—
76. Fish and Wildlife Service . . . . .	6	92. State Employment Service . . . . .	—
77. Food and Drug Administration . . . . .	—	93. Welfare Department . . . . .	—
78. Forest Service . . . . .	—	94. State RAD Committee . . . . .	—
79. Housing and Home Finance Agency . . . . .	—	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	—	95. Soil Conservation districts . . . . .	—
81. Selective Service . . . . .	—	96. Vocational-agricultural and home economics departments . . . . .	—
82. Social Security Administration; Internal Revenue Service . . . . .	—	97. County or Area RAD Committees . . . . .	—
83. Soil Conservation Service . . . . .	—		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name John M. Amos County or Department Entomology  
 period  
 For the Month of Jan. 1 - Dec. 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: John M Amos  
 Title: Associate Extension Entomologist

EXTENSION TEACHING ACTIVITIES

	No. this Month		No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	100	8. Training meetings held for local leaders:	
2. Office calls. . . . .	57	a. Adult work (1) number. . . . .	12
3. Telephone calls (received or made). . . . .	110	(2) attendance. . . . .	239
4. Newspaper articles or stories:		b. Youth work (1) number. . . . .	1
a. Prepared and released directly to newspapers or magazines. . . . .	1	(2) attendance. . . . .	93
b. Prepared by State office and released through county extension offices. . . . .	11	9. Other meetings at which agents or specialists presented educational information:	
5. Broadcasts made:		a. Adult work (1) number. . . . .	25
a. Radio. . . . .	16	(2) attendance. . . . .	1058
b. Television. . . . .		b. Youth work (1) number. . . . .	5
6. Publications distributed directly to the public. . . . .	631	(2) attendance. . . . .	260
7. Circular or commodity letters written. . . . .	1	10. Meetings held by local leaders:	
		a. Adult work (1) number. . . . .	4
		(2) attendance. . . . .	230
		b. Youth work (1) number. . . . .	
		(2) attendance. . . . .	

PROGRAM EMPHASIS

	Days Devoted		Days Devoted
11. Planning and management of the farm business . . . . .	35.	35. Food preservation . . . . .	
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	130	36. Nutrition . . . . .	
13. Soil management . . . . .	138	37. Human relations, child development . . . . .	
14. Horticulture (production and on-farm marketing) . . . . .	39.	38. Health . . . . .	
15. Forestry (production and on-farm marketing) . . . . .	40.	39. Safety . . . . .	
16. Soil and Water Conservation, wildlife . . . . .	41.	40. Recreation . . . . .	
17. Plant pathology . . . . .	10	41. Outlook . . . . .	
18. Entomology . . . . .	43.	42. Community development and resource adjustment . . . . .	
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	14	43. Manpower development, employment information . . . . .	
20. Dairy (production and on-farm marketing) . . . . .	45.	44. Public affairs . . . . .	
21. Poultry (production and on-farm marketing) . . . . .	46.	45. Rural defense . . . . .	
22. Livestock (production and on-farm marketing) . . . . .	47.	46. Leadership development . . . . .	
23. Animal and Poultry health . . . . .	48.	47. Extension administration, organization . . . . .	2
24. Marketing and utilization . . . . .	49.	48. Program planning . . . . .	5
25. Consumer education in use of agricultural products . . . . .	50.	49. Supervision of Extension personnel . . . . .	5
26. Agricultural engineering . . . . .	51.	50. Inservice training received . . . . .	12
27. Dwellings and equipment . . . . .	52.	51. Miscellaneous (cannot be charged to above items) . . . . .	
28. Home grounds improvement . . . . .	53.	52. Total days worked (items 11-51) . . . . .	179
29. Planning and management in the home . . . . .		53. Of total days reported in item 52, how many were devoted to:	
30. Family economics . . . . .		a. Adult work . . . . .	179
31. Home furnishings . . . . .		b. Young adult work (ages 18-25) . . . . .	
32. Clothing selection and care . . . . .		c. 4-H Club work . . . . .	
33. Clothing construction . . . . .		d. Work with other youth and youth serving groups (within 4-H age) . . . . .	
34. Food preparation and selection . . . . .			

COOPERATION WITH OTHER PUBLIC AGENCIES

	Days Devoted		Days Devoted
FEDERAL AGENCIES			
67. Agricultural Research Service . . . . .	1	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .		85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .		STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .		86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .		87. Health Department . . . . .	
72. Economic Research Service . . . . .		88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .		89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .		90. State Departments of Agriculture and Forestry . . . . .	4
75. Farmers Home Administration . . . . .		91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .		92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .		93. Welfare Department . . . . .	
78. Forest Service . . . . .		94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .		COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .		95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .		96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .		97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .			

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name Allen H. Allison County or Department Agromony  
Period of  
For the ~~Month of~~ Jan. 1 - Sept. 16 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: Allen H. Allison  
Title: Assistant Extension Agronomist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits. . . . .	89	
2. Office calls. . . . .	99	
3. Telephone calls (received or made). . . . .	197	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines. . . . .	5	
b. Prepared by State office and released through county extension offices. . . . .	1	
5. Broadcasts made:		
a. Radio. . . . .		
b. Television. . . . .		
6. Publications distributed directly to the public. . . . .	94	
7. Circular or commodity letters written. . . . .	14	
8. Training meetings held for local leaders:		
a. Adult work (1) number. . . . .	1	(11)
(2) attendance. . . . .	10	(825)
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number. . . . .	13	(7)
(2) attendance. . . . .	318	(275)
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		
10. Meetings held by local leaders:		
a. Adult work (1) number. . . . .		(2)
(2) attendance. . . . .		(55)
b. Youth work (1) number. . . . .		
(2) attendance. . . . .		

Note - Began educational leave of absence on Sept. 16, 1963

DIVISION OF EXTENSION PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . .
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . .
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
<b>FEDERAL AGENCIES</b>		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	<b>STATE AGENCIES</b>	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	<b>COUNTY AGENCIES</b>	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name L. Barnes Allen County or Department Animal Science Department  
 Period of \_\_\_\_\_  
 For the ~~Month of~~ January 1 - December 31 19 63

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1 _____	11 _____	21 _____
2 _____	12 _____	22 _____
3 _____	13 _____	23 _____
4 _____	14 _____	24 _____
5 _____	15 _____	25 _____
6 _____	16 _____	26 _____
7 _____	17 _____	27 _____
8 _____	18 _____	28 _____
9 _____	19 _____	29 _____
10 _____	20 _____	30 _____
		31 _____

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: L. Barnes Allen

Title: Asst. Ext. Animal Husbandman

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits . . . . .	113	8. Training meetings held for local leaders:
2. Office calls . . . . .	46	a. Adult work (1) number . . . . .
3. Telephone calls (received or made) . . . . .	140	(2) attendance . . . . .
4. Newspaper articles or stories:		b. Youth work (1) number . . . . .
a. Prepared and released directly to newspapers		(2) attendance . . . . .
or magazines . . . . .	3	9. Other meetings at which agents or specialists
b. Prepared by State office and released through		presented educational information:
county extension offices . . . . .	1	a. Adult work (1) number . . . . .
5. Broadcasts made:		(2) attendance . . . . .
a. Radio . . . . .	7	b. Youth work (1) number . . . . .
b. Television . . . . .		(2) attendance . . . . .
6. Publications distributed directly to the public . . . . .	1409	10. Meetings held by local leaders:
7. Circular or commodity letters written . . . . .	2	a. Adult work (1) number . . . . .
		(2) attendance . . . . .
		b. Youth work (1) number . . . . .
		(2) attendance . . . . .

PROGRAM EMPHASIS

Days Devoted	Days Devoted
11. Planning and management of the farm business . . . . .	35. Food preservation . . . . .
12. Field crops, pasture, range (production and on-farm marketing) . . . . .	36. Nutrition . . . . .
13. Soil management . . . . .	37. Human relations, child development . . . . .
14. Horticulture (production and on-farm marketing) . . . . .	38. Health . . . . .
15. Forestry (production and on-farm marketing) . . . . .	39. Safety . . . . .
16. Soil and Water Conservation, wildlife . . . . .	40. Recreation . . . . .
17. Plant pathology . . . . .	41. Outlook . . . . .
18. Entomology . . . . .	42. Community development and resource adjustment . . . . .
19. Agricultural chemicals (pesticides, additives, etc.) . . . . .	43. Manpower development, employment information . . . . .
20. Dairy (production and on-farm marketing) . . . . .	44. Public affairs . . . . .
21. Poultry (production and on-farm marketing) . . . . .	45. Rural defense . . . . .
22. Livestock (production and on-farm marketing) . . . . .	46. Leadership development . . . . .
23. Animal and Poultry health . . . . .	47. Extension administration, organization . . . . .
24. Marketing and utilization . . . . .	48. Program planning . . . . .
25. Consumer education in use of agricultural products . . . . .	49. Supervision of Extension personnel . . . . .
26. Agricultural engineering . . . . .	50. Inservice training received . . . . .
27. Dwellings and equipment . . . . .	51. Miscellaneous (cannot be charged to above items) . . . . .
28. Home grounds improvement . . . . .	52. Total days worked (items 11-51) . . . . .
29. Planning and management in the home . . . . .	53. Of total days reported in item 52, how many were devoted to:
30. Family economics . . . . .	a. Adult work . . . . .
31. Home furnishings . . . . .	b. Young adult work (ages 18-25) . . . . .
32. Clothing selection and care . . . . .	c. 4-H Club work . . . . .
33. Clothing construction . . . . .	d. Work with other youth and youth serving groups (within 4-H age) . . . . .
34. Food preparation and selection . . . . .	

Began educational leave November 9, 1963

COOPERATION WITH OTHER PUBLIC AGENCIES

Days Devoted	Days Devoted	
FEDERAL AGENCIES		
67. Agricultural Research Service . . . . .	84. Area Authorities (TVA, etc.) . . . . .	
68. Agricultural Stabilization and Conservation Service . . . . .	85. USDA Defense Board . . . . .	
69. Bureau of Indian Affairs . . . . .	STATE AGENCIES	
70. Bureau of Land Management; Bureau of Reclamation . . . . .	86. Civil Defense (state & county level) . . . . .	
71. Department of Commerce (Area Re-development) . . . . .	87. Health Department . . . . .	
72. Economic Research Service . . . . .	88. Highway Department . . . . .	
73. Farm Credit Administration . . . . .	89. Commissions On: Children & Youth; Juvenile Delinquency; Aging . . . . .	
74. Farmer Cooperative Service . . . . .	90. State Departments of Agriculture and Forestry . . . . .	
75. Farmers Home Administration . . . . .	91. State Department of Education (schools in general) . . . . .	
76. Fish and Wildlife Service . . . . .	92. State Employment Service . . . . .	
77. Food and Drug Administration . . . . .	93. Welfare Department . . . . .	
78. Forest Service . . . . .	94. State RAD Committee . . . . .	
79. Housing and Home Finance Agency . . . . .	COUNTY AGENCIES	
80. Rural Electrification Administration . . . . .	95. Soil Conservation districts . . . . .	
81. Selective Service . . . . .	96. Vocational-agricultural and home economics departments . . . . .	
82. Social Security Administration; Internal Revenue Service . . . . .	97. County or Area RAD Committees . . . . .	
83. Soil Conservation Service . . . . .		

AGRICULTURAL EXTENSION SERVICE  
of the  
VIRGINIA POLYTECHNIC INSTITUTE

MONTHLY REPORT OF SERVICE RENDERED

Name G. A. Allen, Jr. County or Department Animal Science Department

Period  
For the month of January 1, 1963 to 19\_\_\_\_  
December 31, 1963

Note: Last of each month send first copy to the office of G. Warren Slusser; retain copy for your file.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

Place "A" for days annual leave, "S" for days sick leave, "C" for days compensatory leave, in space opposite day or days on which annual, sick or compensatory leave was taken during the month. If no leave was taken, leave all spaces opposite dates blank. For compensatory leave, enter the holiday on which work was performed. If work was performed on an official holiday, enter the word "Worked." If work was not performed on the holiday, enter the word "Holiday."

I hereby certify that this entire report of service rendered is correct.

Signed: G. A. Allen, Jr.

Title: Extension Animal Scientist

EXTENSION TEACHING ACTIVITIES

	No. this Month	No. this Month
1. Farm, home, firm and other out-of-office visits . . . . .	158	
2. Office calls . . . . .	88	
3. Telephone calls (received or made) . . . . .	198	
4. Newspaper articles or stories:		
a. Prepared and released directly to newspapers or magazines . . . . .	1	
b. Prepared by State office and released through county extension offices . . . . .	16	
5. Broadcasts made:		
a. Radio . . . . .	14	
b. Television . . . . .	2	
6. Publications distributed directly to the public . . . . .		
7. Circular or commodity letters written . . . . .	32	
8. Training meetings held for local leaders:		
a. Adult work (1) number . . . . .		8
(2) attendance . . . . .		173
b. Youth work (1) number . . . . .		
(2) attendance . . . . .		
9. Other meetings at which agents or specialists presented educational information:		
a. Adult work (1) number . . . . .		22
(2) attendance . . . . .		1257
b. Youth work (1) number . . . . .		1
(2) attendance . . . . .		60
10. Meetings held by local leaders:		
a. Adult work (1) number . . . . .		
(2) attendance . . . . .		
b. Youth work (1) number . . . . .		
(2) attendance . . . . .		