

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF VIRGINIA

VIRGINIA AGRICULTURAL AND MECHANICAL
COLLEGE AND POLYTECHNIC INSTITUTE
AND UNITED STATES DEPARTMENT OF
AGRICULTURE, COOPERATING

EXTENSION SERVICE

Blacksburg, Va.
November 11, 1927.

Mr. Chas. E. Seitz.
Blacksburg, Va.

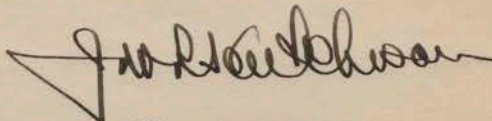
Dear Mr. Seitz:

I am sending you herewith a suggested outline for the 1927 annual report for your department. I wish you would begin work on this report right away and have it in my hands not later than December 1st.

Don't make the report too long. Describe fully the methods used and the results obtained. Outstanding accomplishments should be stressed.

With best wishes, I am

Yours very truly,



Director.

JRH:H

- (a) Summarize the chief problems in your line of work in the State and discuss the factors which determined the various phases or subprojects to be emphasized during the current crop year.
- (b) Give ultimate State goals and the State goals for the year for each subproject.
- (c) Describe the methods of teaching subject matter.

Describe the organization for conducting the various phases of this project.

- (d) Discuss the extent to which each of the following extension agencies contributed to the forwarding of the subject:
 - (1) County agents.
 - (2) Home demonstration agents.
 - (3) Boys and girls club agents, if any.
 - (4) Negro agents, if any.
- (e) Discuss the results obtained and show to what extent the State goals for the year have been reached. If any phases of the work have not met with success, discuss probable reasons.
- (f) Include clear-cut descriptions of specific pieces of work suitable to illustrate methods employed and for publicity purposes.

^{part} Miscellaneous and emergency work. Discuss other service work performed which can not be classified readily under the various subprojects.

Include the following exhibits:

- (a) Photographs showing the methods employed and the results of field work. Photographs that tell the story are greatly appreciated.
- (b) Copies of all demonstration outlines and other subject-matter or organization material used during the year. Indicate such of this material as may need revision.

Outlook. Discuss the outlook for the work on this project for the coming year. Will the same phases of the work be stressed? If so, what changes in their organization and conduct will be made? What new subprojects will be taken up?

Outline the assistance desired from the United States Department of Agriculture.

- (a) Personal assistance.
- (b) Publications and other literature.
- (c) Information as to successful extension methods.