

SUMMARY OF ACTIVITIES IN RELATION TO DAYS

Holiday Leave Taken	20
Annual Leave Taken.	18.5
Sick Leave Taken.	8
Days in Office.	261.5

Includes time spent in preparation and study of materials, staff conferences, agents' training meeting, State 4-H Club Week, State 4-H Camp, Farmers and Homemakers Conference, committee meetings, office consultations and other office work.

Days in Field	256
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Includes all visits to agents, representations to other agencies, attendance at 4-H Federations, County and State Fairs, and other special meetings such as group county camps and 4-H picnics

Number of office Conferences.	294
Number of Circular Letters.	91
Number of Copies	6,794
Number of Personal Letters.	443
Number of Radio Talks.	9
Number of Meetings Participated In.	182
Attendance	24,794
Number Official Miles Traveled.	27,357