

CONTENTS

	<u>Page</u>
I. RESPONSIBILITIES DELEGATED TO EXTENSION WORKERS INCLUDED IN REPORT.....	1-22
A. Assigned Administrative Responsibilities and Progress During Year.....	1-6
1. Improved Working Conditions of County Staff:	
a. Salaries	
b. New Appropriations for Additional Workers	
c. Retirement	
d. Hospitalization	
e. Savings	
f. Leave	
g. Office Equipment	
h. Clerical Help	
2. Vacant Positions	
B. Supervisory Responsibilities.....	7-14
1. Headquarters Situation	
2. Maintain Joint Responsibility for	
a. Budget Planning	
b. Contacts with Officials and Other Key People in Counties	
c. Program Planning, Directing and Evaluating	
d. Selecting and Supervising Personnel	
e. Planning State and District Programs	
f. Promoting Cooperative Relationships Between County and Home Demonstration Agents	
g. Holding Joint Conferences with County Personnel	
h. Sending Joint Letters to County Personnel	
i. Promoting 4-H and YW Programs	
3. Cooperative Relationship	

CONTENTS (continued)

	<u>Page</u>
C. Other Responsibilities, such as Special Assignments in cooperation with local, State, and Federal agencies, groups and organizations.....	15-22
1. N. C. State Library Commission	
2. Health Agencies	
3. N. C. Recreation Commission	
4. Farm and Home Week and 4-H Club Week	
5. Home Demonstration Pageant	
6. State Fair	
7. Citizenship	
II. OBJECTIVES, METHODS AND RESULTS RELATED TO: .....	23-53
A. Personnel.....	23-50
1. Selection and Employment of County Extension Agents	
2. Induction Training and Apprenticeship of New Agents	
3. Professional Improvement	
4. County Staff Relationships	
5. County Personnel and Appropriation Situation	
✓ B. Assistance Supervisors give Agents in the Development of the Extension Program in the Counties.....	<u><u>31-41</u></u>
1. Obtaining and Analyzing Local Data	
2. Setting Objectives	
3. Part Committeemen, Local Leaders, Club Members, and other People Play in Determining County Extension Program	
4. Cooperation of Specialists, County Extension Workers, State Supervisor, and Leaders in Planning and Carrying Out County Extension Program	
5. Interpretation of Agriculture, Home Demonstration, Young Adults, and 4-H Club Program from the standpoint of the Farm Family as a Unit	
6. Development of Urban Work	

CONTENTS (continued)

	<u>Page</u>
C. Assistance Supervisors Give Agents in Carrying Out Extension Program.....	42-53
1. In Choice and Use of Methods	
2. In Selection, Training, and Use of Local Leaders	
3. Methods of Evaluating and Checking Results	
4. In Office Management, Personnel, Office Space, Equipment, Materials	
5. In Methods of Creating Favorable Sentiment Toward Extension	
III. BRIEF EVALUATION OF SUPERVISORY ACCOMPLISHMENTS.....	54-59
IV. OUTLOOK AND MAJOR CHANGES OR ADJUSTMENTS THAT ARE DESIRABLE FOR NEXT YEAR, BASED ON THIS YEAR'S EXPERIENCE.....	60-62
V. SPECIAL.....	63-71
A. Supervisory Activities.....	63-68
1. Farm Unit	
2. Marketing	
3. Public Affairs	
B. Case History of Home Demonstration Leader Program Pertaining to Organization.....	69-71
1. Situation	
2. Need	
3. Methods Used	
4. Results	
5. A Specific Example of Leaders Training School	

ATTACHED IS A REPORT OF THE NORTH CAROLINA FEDERATION OF HOME DEMONSTRATION CLUBS.