

CONTENTS

	<u>Page</u>
I. BRIEF DESCRIPTION OF RESPONSIBILITIES DELEGATED TO THOSE EXTENSION WORKERS WHOSE ACTIVITIES ARE INCLUDED IN REPORT	1 - 40
A. Assigned Administrative Responsibilities and Progress in Getting Increased Financial Support From Counties	1 - 3
1. Improved Working Conditions of County Staff	1
a. Salaries	2
b. Retirement	2
c. Annual Leave	2
d. Office Equipment	3
e. Clerical Help	3
B. Supervisory Responsibilities	4 - 8
1. Integration of Specialists Activities	4
2. Coordination of:	
a. Specialists' and Supervisory Activities	5 - 7
b. Adult, Older Youth, and 4-H Club Work	7
c. Negro and White	8
C. Other Responsibilities	9 - 40
1. Citizenship Groups	9 - 14
2. Civil Defense Department	14 - 16
3. Music	16 - 20
4. State Library Service	21 - 22
5. Health Agencies	23 - 25
6. Recreation Commission	25 - 26
7. Report of Work of the North Carolina Federation of Home Demonstration Clubs	27 - 31
8. National Home Demonstration Week	32 - 33
9. Farm and Home Week and 4-H Club Week	33
10. State Fair	34 - 36
11. National Home Demonstration Council Meeting	37 - 38
12. North Carolina Board of Farm Organizations and Agencies	39 - 40
II. OBJECTIVES, METHODS, AND RESULTS RELATED TO:	41 - 67
A. Personnel Problems	41 - 47
1. Selection and employment of county extension Agents and important changes in county extension organization	41 - 42
2. Induction Training and Apprenticeship of New Agents	43 - 44

CONTENTS (CON'T)

	<u>Page</u>
3. Professional Improvement of Agents in Service	44 - 46
4. County Staff Relationships	46 - 47
B. Assistance Supervisors Give Agents in the Development of Agricultural, Homemaking, and Youth Segments of the Extension Program in the Counties	48 - 54
1. Obtaining and Analyzing Local Data	48 - 49
2. Setting Up Objectives	49
3. Part Committeemen, Local Leaders, Club Members, and Others Play in Determining County Extension Programs	49 - 50
4. Cooperation of Specialist, County Extension Workers, State Supervisor, and Leaders in Planning and Carrying Out County Extension Programs	50 - 53
5. Integration of Agriculture, Home Demonstration, Young Adults, and 4-H Club Programs from the Standpoint of the Farm Family as a Unit	53 - 54
C. Assistant Supervisors Give Agents in Carrying Out Extension Programs	55 - 67
1. In Choice and Use of Methods	55 - 57
2. In Selection, Training, and Use of Local Leaders	57 - 59
3. Methods of Evaluating and Checking Results	60 - 63
4. Office Management, Personnel, Equipment, and Materials	63 - 65
5. Creating Favorable Sentiment Toward Extension	65 - 67
III. BRIEF EVALUATION OF YOUR ACCOMPLISHMENTS AS A SUPERVISOR OR STATE LEADER IN TERMS OF MAJOR RESPONSIBILITIES, OUTLOOK AND RECOMMENDATIONS.	68 - 70