

AGRICULTURAL EXTENSION SERVICE

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

SCHOOL OF AGRICULTURE AND LIFE SCIENCES

AGRICULTURE EXTENSION SERVICE  
AGRONOMY SPECIALIST  
Box 5515  
RALEIGH, N. C. 27607

June 26, 1970

MEMORANDUM

TO: Agronomy Extension Staff  
FROM: Guy L. Jones, In Charge  
Agronomy Extension

SUBJECT: Progress report for fiscal year 1969-70

At a recent meeting of the Agricultural Specialist In Charge it was decided that the Annual Progress Reports for Agricultural Efforts would be reported under the following headings: (1) Field Crops; (2) Horticultural Crops; (3) Forestry; (4) Dairy; (5) Livestock; (6) Poultry; and (7) Food Science. In addition, Biological and Agricultural Engineering, Entomology, Plant Pathology, Farm Management, Marketing, and Agricultural Information will write on any significant overall accomplishments for their area that does not apply to either of the seven areas mentioned above.

We have been given the responsibility for writing the annual report on Field Crops. I am attaching a list of suggestions for writing the semis progress report, prepared by Dr. Blalock's office. As you will note in this, Field Crops is to have three single-spaced type written pages. In addition, we can have separate success stories-as many as you wish to supply. However, these success stories should be condensed to one page.

Our progress report must be concise and include only significant accomplishments. No statistics as to how many meetings we held etc. Think in terms of an executive paragraph rather than a lengthy discussion.

I would like to ask the following to assume responsibility for writing the paragraph on each of the commodities as listed. It will be your responsibility to contact subject matter specialists in this department as well as other departments whom



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you think may have some points to contribute to your discussion. Assimilate this information and put it in not over one-third page single-spaced and send to me by July 24. It will be my responsibility to take these reports and condense them to three pages for the Field Crops area.

Tobacco (flue-cured)	W. K. Collins
Tobacco (Burley)	Harold Ross
Peanuts	Astor Perry
Cotton	Glenn Toomey
Forages	Sam Dobson
Corn and grain sorghum	A. D. Stuart
Soybean and small grains	John Clapp

If any of the subject matter specialists, that is, those working in fertility, soil management, land use, seeds, weeds, etc. have any significant accomplishments that would not be listed under the commodity please let me have a separate paragraph on these.

If any of you have a success story please let me have it. These can be used throughout the year as well as the annual report, and are very helpful in telling the story of Extension.

If you have any questions I will be happy to discuss them with you. Let's make this report meaningful to us in Extension as well as to the people in Washington who will have an opportunity to read it.

GLJ:p1

cc: J. V. Baird  
P. H. Harvey  
Charlie Pugh  
George Capel  
Howard Garriss  
Jerry Weekman  
George Kriz  
Carlton Blalock