

December 15, 1967

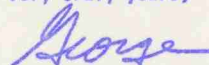
TO: SPECIALIST IN CHARGE

RE: ANNUAL REPORT FOR 1967

Enclosed are outlines for your use in developing annual narrative reports for the calendar year 1967. Please send these reports to my office NO LATER THAN February 15, 1968.

If additional copies of the annual report outlines are needed, please let me know.

Very truly yours,



George W. Smith
Associate Director

GWS/dl

Enclosure

R. Smith

UNITED STATES DEPARTMENT OF AGRICULTURE
Federal Extension Service
Washington, D. C.

Cooperating with Land Grant
Colleges and Universities

November 7, 1967

For your information
and appropriate action

TO STATE EXTENSION DIRECTORS

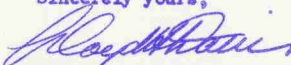
Subject: Annual Narrative Reports for 1967

Enclosed are outlines for your use in developing annual narrative reports for the calendar year 1967, due March 1, 1968.

Please note that primary emphasis is placed on the reporting of items which are significant in our work with the Department, Bureau of the Budget and the Congress.

If additional copies of the annual report outlines are needed, please let us know by return mail the number of copies needed in your State.

Sincerely yours,



Lloyd H. Davis
Administrator

AO-113 (11-67)

FES
USDA

General Instructions for State Annual Reporting

For the current year we need more specific reports of significant changes that have occurred as a result of Extension programs in certain areas of work. These items are listed on the attached outlines for the various projects.

Cross references between projects will provide a comprehensive report in the specific areas in which information is needed. In the case of resource development, for example, several program efforts can be found in other projects and should be cross referenced.

No report is requested for Project VIII. Instead both State and county work are to be reported under appropriate project areas. Supervisory accomplishments considered unique for this year can be reported under Project I.

Where Extension programs are related to other programs of USDA, federal or State agencies and organizations, please show the nature of relationships and results of the coordinated efforts. Include any emergency programs not in the plan of work but of significant importance in the appropriate project areas.

Each project report outline is designed to obtain information for use in justifying appropriations under the elements in our new budget structure. For your use in interpretating any questions relating to statements in the report outlines, we are enclosing a copy of Attachment IV, to our letter of October 6, 1967. This statement contains examples of Extension work included under the various purposes in our budgetary structure.

AO-114 (11-67)

ANNUAL REPORT OUTLINE FOR EXTENSION ADMINISTRATIVE PROJECT (I)

I. Title Page

- A. Name of State.
- B. Name of project and period covered. (Calendar year)
- C. Name of project leader. (Director, Associate Director, or other appropriate title)
- D. Names and titles of other persons assigned to project.

II. Table of Contents

Indicate major work areas being reported on and page numbers.

III. Program Accomplishments

- A. Report only the significant accomplishments in administrative efforts in the following areas and their impact on the people who were served.
 1. Brief summary of changes made in program emphasis and staffing, including paid program aides, during the past year at county, area, and state levels in the following areas:
 - Project III - Agriculture
 - Project IV - Marketing
 - Project V - Home Economics
 - Project VI - 4-H - Youth Development
 - Project VII - Community Resource Development

This section should also reflect significant shifts made in resources between these program areas.

2. Changes made in overall organization of the State Cooperative Extension Service to carry out shifts in programs or accomplish other purposes.
3. Extension research and program evaluation projects. We will be particularly interested in any changes made in systems or methods for evaluating the effectiveness of your State and/or county programs.
4. Training and retraining of staff.
5. Examples of cooperation with TAP and other federal and State agencies. Include statement on working relationships developed between your staffs and the State, area and county TAPs.
6. List and describe briefly projects conducted with other agencies of the Department or with other federal departments or agencies during 1967. (See Section IV (b) of the Memorandum of Understanding.)

7. Revisions in your financial or administrative management system.
8. Rural civil defense education.
9. Any programs designed specifically to serve cities or rural areas with large low-income minority group population.

AO-115 (11-67)

ANNUAL REPORT OUTLINE FOR EXTENSION INFORMATION PROJECT (II)

I. Title Page

- A. Name of State.
- B. Name of project and period covered. (Calendar year)
- C. Name of project leader. (Director, Associate Director, or other appropriate title)
- D. Names and titles of other persons assigned to project.

II. Table of Contents

Indicate major work areas being reported on and page numbers.

III. Program Accomplishments

- A. Report significant program accomplishments in the following areas and their impact on the people that were served.
 1. Information services to support Extension programs which complement national and State needs.
 2. Information service to the news media -- both regular and special efforts this past year.
 3. Information materials produced -- bulletins, movies, pamphlets, etc., that have had significant impact on priority Extension programs.
 4. Relationships to university-wide information programs.
 5. Information training programs for State specialists, regional and county staff.
 6. Staff adjustments to strengthen program -- area offices, program specialists, media specialists. Also include in-service training of staff members.

ANNUAL REPORT OUTLINE FOR AGRICULTURAL PRO-
DUCTION, MANAGEMENT AND NATURAL RESOURCE USE
PROJECT (III)

I. Title Page

- A. Name of State.
- B. Name of project and period covered. (Calendar year)
- C. Name of project leader and title.
- D. Names and titles of other persons assigned to project.

II. Table of Contents

Under the following major program areas, indicate programs reported on under Section IV A, and page numbers:

- A. Improving farm income.
- B. Soil and water conservation.
- C. Forestry production.
- D. Recreation, wildlife and natural beauty.
- E. Pesticide safety and proper use.

III. Describe steps taken to strengthen programs, including changes in program emphasis and improvement of professional competency. Special attention should be given to reporting multi-county staffing and programs.

IV. Program Accomplishments

- A. Brief report on major objectives in plan of work (excepting those programs listed under B below.)
- B. Detailed report of accomplishments on the following:
 - 1. Commercial agriculture -- Select out areas of special programs that have been geared to priority needs within your State.
 - 2. Programs or projects specifically for low-income farmers.
 - 3. Special courses or schools in depth for commercial farm operators.
 - 4. Pesticides/chemicals programs -- How was a coordinated program carried out in your State? Cite special examples of accomplishments in reduction of costs to producer, reduction of injuries in your State, etc. How has your program encouraged correct usage of pesticides?

ANNUAL REPORT OUTLINE FOR EXTENSION MARKETING
AND UTILIZATION SCIENCES PROJECT (IV)

I. Title Page

- A. Name of State.
- B. Name of project and period covered. (Calendar year)
- C. Name of project leader. (Director, Associate Director, or other appropriate title)
- D. Names and titles of other persons assigned to project.

II. Table of Contents

Indicate major work areas being reported on and page numbers.

III. Program Accomplishments

- A. Report significant accomplishments as they relate to changes brought about by Extension programs under the following categories of marketing work. (Report Forestry under 7.)
 - 1. Improving the marketing decisions of producers. (Please give particular attention to educational programs with producer groups on group type of decisions.)
 - 2. Developing new and improved systems for marketing and processing.
 - 3. Improving the efficiency of supply, marketing, and processing firms. (Please give particular attention in examples of accomplishments of educational programs with cooperatives.)
 - 4. Expanding market for agricultural products.
 - 5. Developing new and improved processes and products.
 - 6. Developing new farm supply and marketing enterprises. In particular, we would appreciate examples of the development of enterprises and marketing activities that benefit low-income farmers.
 - 7. Forestry marketing and utilization.

ANNUAL REPORT OUTLINE FOR EXTENSION HOME ECONOMICS PROJECT (V)

I. Title Page

- A. Name of State.
- B. Name of project and period covered. (Calendar year)
- C. Name of project leader.
- D. Names and titles of other persons assigned to project.

II. Table of Contents

Indicate major work areas being reported on and page numbers.

- III. Changes and staff adjustments made during the past year for program effectiveness and staff efficiency. Please include the extent to which program aides have been used.

IV. Program Accomplishments

- A. Brief report on accomplishments on major objectives in plan of work.
- B. Detailed report of accomplishments on the following:

1. With clientele groups such as:

- (a) Minority groups -- identify
- (b) Migrant farm workers
- (c) Hard-to-reach poor
- (d) Residents living in low-rent public housing
- (e) Handicapped
- (f) Working women (employed outside the home)
- (g) Young families
- (h) Senior citizens
- (i) Professionals of other agencies
- (j) Subprofessionals of other agencies
- (k) Extension homemaker groups and councils
- (l) Participants in donated and food stamp programs

2. Specific areas:

- (a) Outreach
- (b) Community resource development
- (c) Cooperation with other agencies
- (d) Special consumer education activities
- (e) Family emergency preparedness

ANNUAL REPORT OUTLINE FOR EXTENSION 4-H AND YOUTH
DEVELOPMENT PROJECT (VI)

I. Title Page

- A. Name of State.
- B. Name of project and period covered. (Calendar year)
- C. Name of project leader.
- D. Names and titles of persons assigned to project.

II. Table of Contents

Indicate major work areas included in your report and show page numbers.

III. Program Accomplishments

- A. Brief report on major objectives in plan of work (except for items listed under B below.)
- B. Report significant accomplishments in the following areas and then give a case example, if possible, of the impact on the youth served. What has been done as regards:
 - 1. Expansion of 4-H to larger numbers of youth. Include urban 4-H work, particularly programs for youth from low-income families.
 - 2. Programs for youth from low-income families -- i.e., adequate nutrition and health, clothing, housing, education and motivation.
 - 3. Recruiting and training leaders.
 - 4. Programs to help youth explore careers and improve employability. Include and identify special summer programs for unemployed youth.
 - 5. Programs to help youth better understand, appreciate and use science and technology -- i.e., through agriculture and home economics programs and other science programs.
 - 6. Programs to help youth understand and appreciate economics, through consumer education, teaching ways of doing business (including cooperatives) and marketing of farm products.
 - 7. Programs to help youth conserve and make wise use of natural resources and make worthy use of leisure.
 - 8. Programs to help youth become more competent citizens in their community -- i.e., understand their community, render community service, beautify communities, develop leadership and improve international understanding.
 - 9. Other innovative program methods or content not covered above.

ANNUAL REPORT OUTLINE FOR EXTENSION COMMUNITY RESOURCE
DEVELOPMENT PROJECT (VII)

I. Title Page

- A. Name of State.
- B. Name of project and period covered. (Calendar year)
- C. Name of project leader.
- D. Names and titles of persons assigned to project.

II. Table of Contents

Indicate major work areas included in your report and show the page numbers.

III. Program Accomplishments

- A. Brief report on major objectives in plan of work.
- B. Report significant Extension accomplishments in community resource development and their impact upon people served. Please cross reference with work done in other projects that is directly related to work reported in this project.

1. Extension accomplishments

- a. Staff training
- b. Training of others in community resource development
 - (1) citizen groups
 - (2) agency personnel
- c. Educational materials developed during the year
- d. Methods used and extent to which university resources outside of agriculture and home economics have been used in this program
- e. Special projects completed during the year (show sources of financing such as Title I, OEO, etc.)
- f. Organizational methods used at local and county level to involve citizens in community resource development.

- 2. Community and area accomplishments of people resulting from Extension assistance. (Highlight major accomplishments.)
- 3. Relationship to Technical Action Panels (TAPs) at county, area, and State levels.
- 4. Outreach work -- major work with non-USDA agencies in community resource development.