July 1, 1958

NORTH CAROLINA AGRICULTURAL EXTENSION SERVICE SPECIALISTS

State College Station, Raleigh, N. C.

David S. Weaver, Director

Robert W. Shoffner, Assistant Director
C. Brice Ratchford, Assistant Director
Ruth Current, Asst. Director for Home Economics Programs
~~Rowena Dakin~~, Administrative Assistant

All addresses State College except where otherwise shown

AGRICULTURAL ENGINEERING: H. M. Ellis, In Charge, Extension Agr. Engineering (Land Improvement)
J. C. Ferguson, Extension Agr. Engineering Spec. (Farm Machinery & Tractors)
Ray M. Ritchie, " " " " (Farm Buildings)
W. C. Warrick, " " " " (Rural Housing)
E. S. Coates, " " " " (Crop Processing & Rural Elec.)
J. W. Glover, " " " " (Farm Machinery & Tractors)
~~J. D. Netherton~~, " " " " (Irrigation)

AGRONOMY: E. R. Collins, In Charge, Agronomy Extension (Fertilizers & Corn)
J. A. Shanklin, Agronomy Extension Specialist (Cotton)
J. M. Brown, " " " (Soils)
R. R. Bennett, " " " (Tobacco)
S. N. Hawks, " " " (Tobacco)
Astor Perry, " " " (Tobacco)
S. H. Dobson, " " " (Pastures & Forage Crops)
G. E. Spain, " " " (Small Grains & Seed)
C. T. Blake, " " " (Forage Crops)
A. D. Stuart, " " " (Peanuts & Soybeans)
W. G. Westmoreland, " " " (Weed Control)
R. H. Crouse, " " " (Aromatic Tobacco) N. Wilkesboro
W. C. White, " " " (Fertilizer)
J. F. Doggett, Extension Soil Conservationist

ANIMAL HUSBANDRY: Jack Kelley, In Charge, Animal Husbandry Extension
J. S. Buchanan, Animal Husbandry Extension Spec. (Beef Cattle & Sheep)
A. V. Allen, " " " " (Beef Cattle & Sheep)
J. R. Woodard, " " " " (Swine)
J. A. Christian, " " " " (Meats)
James Patterson, " " " " (Beef, Sheep & Club Work)

AUDITING: Mrs. Mabel McDonald, Auditor

DAIRYING: ~~George Hyatt, Jr.~~, In Charge, Dairy Extension
T. C. Blalock, Dairy Extension Specialist (~~Breeding Work~~)
R. B. Redfern, " " " (Manufacturing)
W. M. Roberts, " " " (Manufacturing)
J. D. George, " " " (Feeding & 4-H)
M. E. Senger, " " " (Production Testing)
G. S. Parsons, " " " (Feeding & Management)
R. R. Rich, " " " (Feeding & Management) Burgaw
F. N. Knott, " " "
V. H. Lytton, " " " (Dairy Records)

EDITORIAL: O. B. Copeland, Extension Editor
Ed Burks, Associate Extension Editor (News)
~~Mrs. Virginia Nance~~, Assistant Extension Editor (News)
~~Elwood Mintz~~, " " " (Bulletins)
T. M. Hyman, " " " (Radio & TV)
H. M. Wilkinson, " " " (TV)
Harry Daniel, " " " (Radio & TV)
J. S. Hancock, " " "
L. S. Bennett, In Charge, Visual Aids
F. G. Harness, Extension Artist

ENTOMOLOGY: George D. Jones, In Charge, Entomology Extension
H. E. Scott, Extension Entomologist
W. A. Stephen, Extension Beekeeping Specialist
~~L. C. Whitehead~~, Rodent Control Specialist

FARM MANAGEMENT: W. L. Turner, In Charge, Farm Management Extension
C. R. Pugh, Extension Farm Management Specialist (Western Part, N.C.)
_____, " " " " (N. E. Part, N. C.)
C. R. Weaters, " " " " (S. W. Part, N. C.)
D. G. Harwood, " " " " (Rural Development)
J. G. Allgood, " " " " (S. E. Part, N. C.)

FORESTRY: John L. Gray, In Charge, Forestry Extension
George Smith, Forestry Extension Specialist
Walter M. Keller, " " "
~~Fred Whitfield~~, " " " (Western Part, N.C.) Asheville
E. M. Jones, " " " (S. W. Part, N.C.) Charlotte
J. C. Jones, " " " (N. E. Part, N.C.) Nashville
John Gilliam, " " " (N. W. Part, N.C.) Winston-Salem
R. S. Douglass, " " " (S. E. Part, N.C.) Clinton
W. M. Stanton, " " " (Eastern Part, N.C.) Plymouth
L. H. Hobbs, Forestry Extension Marketing Specialist

4-H CLUB: L. R. Harrill, State 4-H Club Leader
Mary Sue Moser, Assistant State 4-H Club Leader (N. W. District)
D. F. Holler, " " " " (S. E. District)
Fred Wagoner, " " " " (S. W. District)
L. B. Dixon, " " " " (Eastern District)
Margaret E. Clark, " " " " (N. E. District)
~~G. L. Carter, Jr.~~ " " " " (Western District)

HORTICULTURE: John Harris, In Charge, Horticulture Extension (Landscaping & Gard.)
~~E. R. Mattson, Extension~~ Horticulture Specialist (Floriculture)
H. M. Covington, " " " (Vegetables)
A. A. Banadyga, " " " (Vegetables)
Melvin H. Kolbe, " " " (Fruits)
Frank B. Thomas, " " " (Food Processing)

MARKETING: J. M. Curtis, In Charge, Marketing Extension
Guy R. Cassell, Extension Livestock Marketing Specialist
_____, Extension Fruit & Vegetable Marketing Specialist
Maurice E. Thigpen, Extension Cotton Marketing Specialist
C. P. Libeau, Extension Marketing Specialist (Poultry & Eggs)
Henry Homme, Extension Dairy Marketing Specialist
G. S. Abshier, Consumer Marketing Specialist
Mrs. Ruby Uzzle, " " "
J. W. Hagen, " " "
T. E. Nichols, Extension Grain Marketing Specialist
R. S. Boal, Extension Marketing Specialist

PLANT PATHOLOGY: H. R. Garriss, In Charge, Plant Pathology Extension
J. C. Wells, Plant Pathology Extension Specialist
F. A. Todd, " " " "

POULTRY: C. F. Parrish, In Charge, Poultry Extension
~~W. G. Andrews,~~ Poultry Extension Specialist
T. B. Morris, " " "
~~C. J. Maupin,~~ " " " (Breeding work)
W. C. Mills, Turkey Extension Specialist
_____, Extension Poultry Pathologist
Kenneth Bean, " " Specialist

PROGRAM PLANNING: F. S. Sloan, State Program Planning Leader
Maud K. Schaub, Extension Program Planning Specialist
J. W. Crawford, " " "
J. A. Glazener, " " "
_____, " " "
J. G. Hardee, Extension Evaluation Specialist
C. P. Marsh, " " "

TEXTILES:
C. E. Robinson, Cotton Utilization Spec., 609 E. Kingston Ave., Charlotte
R. G. Barnard, " " ' , Gaston Training School, Belmont
Lawrence Leroy Heffner " " "

BILLS

Bills must be received in triplicate. If not received in triplicate, write and request additional copies.

Bills are sent to Mrs. Mabel McDonald, Auditor, ~~Ricks~~ Patterson Hall, Campus, for payment after being O.K.'d by the person to whom it is addressed. Note on the requisition in the file the date the bill is sent to Mrs. McDonald. Check to see if the bill is correct in the amount and quantity ordered according to the requisition and purchase order.

BILLS FROM WAREHOUSE

Invoices from warehouse on campus covering Express charges are listed by you on the list in requisition file before forwarding to Mrs. Mabel McDonald for payment. A complete explanation (name of film, etc.) must accompany this bill when forwarded to Mrs. McDonald. Be sure to write this on paper the same size as the bill.

When ordering and returning films, the freight bill will come to this office. Give name of film and why used right on the bill without making an extra copy.

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

NORTH CAROLINA STATE COLLEGE OF AGRICULTURE AND ENGINEERING, NORTH CAROLINA COUNTIES AND UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATING

EXTENSION SERVICE

BOX 1014
A. & T. COLLEGE, GREENSBORO, N. C.

March 18, 1959

TO: COUNTY NEGRO AGR. HOME ECO. AGENTS AND ASSISTANTS

Dear Co-workers:

Effective April 1, 1959, we propose to affect certain minor changes in the three Extension district lines.

Granville County will be added to the Northeastern District. Total 17 counties.

Wilson and Greene Counties will be added to the Southeastern District. Total 17 counties.

For the Western District there will be a total of 18 counties.

We feel the changes above will give a more even distribution of counties in each of the three districts and make for a better supervisory program of assistance to each of the 52 counties.

Very truly yours,

R E Jones

R. E. Jones
Negro State Agent

REJ/g

COUNTY SEAT AND COUNTY

A

Albemarle-Stanly
Asheboro-Randolph
Asheville-Buncombe

B

Bakersville-Mitchell
Bayboro-Pamlico
Beaufort-Carteret
Boone-Watauga
Brevard-Transylvania
Bryson City-Swain
Burgaw-Pender
Burnsville-Yancey

C

*Camden-Camden
Carthage-Moore
Charlotte-Mecklenburg
Clinton-Sampson
Columbia-Tyrrell
Columbus-Polk
Concord-Cabarrus
*Currituck-Currituck

D

Danbury-Stokes
Dobson-Surry
*Durham-Durham

E

Edenton-Chowan
Elizabeth City-Pasquotank
Elizabethtown-Bladen

F

Fayetteville-Cumberland
Franklin-Macon

G

Gastonia-Gaston
Gatesville-Gates
Goldsboro-Wayne
Graham-Alamance
Greensboro-Guilford
Greenville-Pitt

H

*Halifax-Halifax
Hayesville-Clay
Henderson-Vance
Hendersonville-Henderson
Hertford-Perquimans
Hillsboro-Orange

J

Jackson-Northampton
Jacksonville-Onslow

K

Kenansville-Duplin
Kinston-Lenoir

L

Laurinburg-Scotland
Lenoir-Caldwell
Lexington-Davidson
Lillington-Harnett
Lincolnton-Lincoln
Louisburg-Franklin
Lumberton-Robeson

M

Manteo-Dare
Marion-McDowell
Marshall-Madison
Mocksville-Davie
Monroe-Union
Morganton-Burke
Murphy-Cherokee

N

Nashville-Nash
New Bern-Craven
Newland-Avery
Newton-Catawba

O

Oxford-Granville

P

Pittsboro-Chatham
Plymouth-Washington

R

Raeford-Hoke
Raleigh-Wake
Reidsville-Rockingham
Robbinsville-Graham
Rockingham-Richmond
Roxboro-Person
Rutherfordton-Rutherford

S

Salisbury-Rowan
Sanford-Lee
Shelby-Cleveland
Smithfield-Johnston
Snow Hill-Greene
Sparta-Alleghany
Statesville-Iredell
Supply-Brunswick
Swan Quarter-Hyde
Sylva-Jackson

T

Tarboro-Edgecombe
Taylorsville-Alexander
Trenton-Jones
Troy-Montgomery

W

Wadesboro-Anson
Warrenton-Warren
Washington-Beaufort
Waynesville-Haywood
West Jefferson-Ashe
Whiteville-Columbus
Wilkesboro-Wilkes
Williamston-Martin
Wilmington-New Hanover
*Wilson-Wilson
Windsor-Bertie
Winton-Hertford
Winston-Salem-Forsyth

Y

Yadkinville-Yadkin
Yanceyville-Caswell

*Same name of county seat and county

INFORMATION ON DUTIES OF OFFICERS AND PARLIAMENTARY PROCEDURE

This material is in the filing cabinet in Room 103. The stencils are saved and copies ran whenever the material gets low. This information is used in officers and leaders training schools.

HOME DEMONSTRATION EMERGENCY FUND

This fund is in a Savings Account in the Wachovia Bank, West Raleigh Branch. There is a folder in the files in Room 103 giving detailed information about this fund and should be kept up-to-date as the money is used.

Office of the Director
P.O. BOX 5097

AGRICULTURAL EXTENSION SERVICE
COOPERATIVE EXTENSION WORK IN AGRICULTURE & HOME ECONOMICS
NORTH CAROLINA STATE COLLEGE · RALEIGH, NORTH CAROLINA

August 22, 1961

TO: ALL EXTENSION EMPLOYEES

SUBJECT: Reimbursement for Travel Expenses

Regulations governing reimbursement for travel expenses have been revised. The new regulations are as set forth in the following paragraphs and are retroactive to July 1, 1961:

A. Subsistence for in-state travel is authorized at $10 per day or actual expenditures, whichever is less.

B. Permission to travel out-of-state must be secured for either of three purposes:

1. To represent the institution officially or to conduct official business.

2. To attend work conferences and professional society meetings.

3. Out-of-state travel while in a pay status with no reimbursement for travel from the institution.

C. Out-of-state travel expenses will be reimbursed as shown in the following outline:

1. Official business

a. Transportation - The cost of transportation incurred while traveling out-of-state on official business for the college shall be reimbursed in its entirety. However, when travel is by personally owned automobile the rate of reimbursement will be 2¢ per mile.

b. Subsistence - Reimbursement for meals and lodging shall amount to actual expenditures but shall not exceed $14 per day.

2. To attend either work conferences or professional society meetings

a. Transportation

(1) If transportation is by state-owned automobile, the entire cost of gasoline, oil, grease, storage, tolls, etc., shall be borne by the institution.

(2) If travel is by bus, rail, air, or other public conveyance, reimbursement for transportation shall be whichever is smaller:

(a) 55% of first-class plane fare (tax exempt)

(b) $60.00

(c) Actual expenditures for transportation

(3) If travel is by privately owned automobile the total reimbursement per car, regardless of the number of employees traveling in it, shall be whichever is smaller:

(a) Actual mileage reimbursed at the rate of 2¢ per mile

(b) $60.00

b. Subsistence

Reimbursement for meals and lodging shall be the amount of actual expenditure but shall not exceed $10 per day.

c. Meetings during vacation

Professional society meetings and work conferences may be held while the staff member is normally on vacation. Attendance at such meetings while the staff member is on vacation shall be considered in the same manner as if he were on regular duty as far as transportation and subsistence costs are concerned.

D. The 1961 General Assembly provided for the payment of convention registration fees not to exceed $10 per convention. You are hereby authorized to request reimbursement of such fees provided appropriate receipts are attached. Prior authorization for payment of convention registration fees should be obtained for out-of-state travel by itemizing the registration fee in the estimated cost section on the out-of-state request form whenever this information is available at the time the request is filed.

These increased allowances for subsistence were approved without any increase in our total travel funds. For this reason, I am requesting all personnel to exercise good judgment in planning travel so as to minimize travel costs.

Yours very truly,

R. W. Shoffner

R. W. Shoffner
Director

EXPENSE ACCOUNT INFORMATION

Time you can be reimbursed for meals if you leave before a certain time:

Leave before 7:00 a.m. - Breakfast
Leave before 11:30 a.m. - Lunch

Return after 7:00 p.m. - Dinner
Return after 1:30 p.m. - Lunch

EXPENSE ACCOUNT

Make 3 copies and put one copy in the file. The original and one copy must be signed by the person reporting expenses. After being signed, the expense account is carried to Mrs. Mabel McDonald, Auditor.

Expense accounts are to be in by the 5th and 20th of each month.

Each trip must have a departure and arrival time.

No travel expense is necessary when "In Extension Car" is noted.

7¢ a mile is allowed for state travel in personal car.

Lodging should be put on a separate line for better reading in the auditor's office. A receipt for each night's lodging must be attached to the expense account.

Food and lodging is not to exceed ~~$8.00~~ $10.00 per day for in-state travel. Do not put over the amount allowed per day in Subsistence. Total the amounts over ~~$8.00~~ $10.00 in the purpose column. Whenever a meal or lodging is gratis, this must be noted on the expense account.

A sample copy of an expense account is on the next page.

Out of state travel must not exceed ~~$11.00~~ $14.00 per day.

Out of state travel expense and in-state travel expense may be put on the same account - just signify the out of state travel.

$10.00 registration fee is allowed provided proper receipt is attached.

Do not include items for supplies in a Travel Expense statement. Put such items in a separate statement.

N. C. STATE COLLEGE OF AGRICULTURE AND ENGINEERING

AGRICULTURAL EXTENSION DIVISION

STATE COLLEGE STATION, RALEIGH, N. C.

When receipts for telegrams and telephone service cannot be had, file copies of telegrams, and give reason for and nature of the telephone conversation.

IN ACCOUNT WITH Miss Nell Kennett, State Home Economics Leader

Dates .....19.....

ADDRESS Raleigh, North Carolina

For travel and other expense incurred as per regulations and instructions.

I certify that this expense account amounting to $ 73.10 is correct and was incurred in the official performance of my duty.

Signed Nell Kennett

Director.

Approved:

Date 1959	Character of Expenditures—Itemized	Sub-sistence		Trans-portation		Other		Total Amount	
	If for travel, give reason and purpose of trip.								
	Purpose of trip:								
	TO LINCOLN COUNTY FOR CONFERENCE WITH HOME AGENT REGARDING PERSONNEL:								
Feb. 1	Departed 8:00 a.m.								
	Raleigh to Lincolnton 174 mi.			12	18				
	Lunch - $1.25								
	Dinner - $1.75								
	Lodging - Lincolnton - $4.12	7	12						
	Telephone call - Mrs. Smith regarding employment						10		
Feb. 2	Breakfast - $.75								
	Lunch - Gratis								
	Dinner - $1.50	2	25						
	Lincolnton to Raleigh 174 mi.			12	18				
	Returned 8:00 p.m.								
	OUT-OF-STATE								
	To ATTEND NATIONAL HOME DEMONSTRATION COUNCIL MEETING IN WASHINGTON, D. C. WITH DELEGATES FROM NORTH CAROLINA:								
Feb. 12	Departed 7:00 a.m.								
	Bus fare - round trip			15	02				
	Taxi to bus station from residence				50				
	Lunch - $1.00								
	Dinner - $1.25								
	Lodging - $6.00	8	25						
Feb. 13	Breakfast - $1.25								
	Lunch - $2.50								
	Dinner - $5.50								
	Lodging - $6.00 $15.25	11	00						
Feb. 14	Breakfast - $.75								
	Lunch - $1.25								
	Dinner - $2.00	4	00						
	Taxi from bus station to residence				50				
	Arrived 11:30 p.m.								
	Total mileage by train and bus ....., auto 348								
	TOTAL	32	62	40	38		10	73	10

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA
STATE COLLEGE STATION, RALEIGH, N. C.

NORTH CAROLINA STATE COLLEGE OF AGRICULTURE AND ENGINEERING, NORTH CAROLINA COUNTIES AND UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATING

EXTENSION SERVICE
OFFICE OF DIRECTOR

Expense Info.

October 18, 1949

TO ALL ADMINISTRATIVE OFFICERS, SPECIALISTS, AND SUPERVISORS:

The Budget Bureau has notfied us that utmost conservation of funds is required as insurance against possible reduction of salaries. To that end, Budget Memorandum No. 273 provides certain directives that must be observed as regards purchase of equipment during this quarter and also covering travel expense.

"Equipment:

1. Equipment expenditures are not authorized under the original allotments issued for the second quarter of the present fiscal year.

2. Before any expenditure or obligation for equipment may be incurred within this quarter, it will be necessary to submit to the Budget Bureau a statement and analysis setting forth the needs for the items of equipment."

This means that at present we have no allotment for equipment for this quarter ending December 31. There may be certain items of equipment that are necessary for the conduct of your work. You should, therefore, anticipate any such items for this quarter and submit to this office not later than October 28 a statement of the item and the cost. You should further submit with the list a statement of justification covering each item explaining why it is necessary that you have it before January 1.

This directive covers equipment and does not apply to necessary supplies.

"Travel:

1. All travel should be carefully planned to the end that duplication of effort (haphazard running around the county) resulting in unnecessary expense and waste of time should be disallowed.

2. You are directed to require receipts for hotel or lodging cost before allowing reimbursements for travel expense.

3. Actual expenditures only and not in excess of ~~$7.00~~ 9.00 per day for each 24-hour period are permitted for ordinary travel within the State.

4. Meals should be itemized as follows: Breakfast $ .00; Lunch $ .00; Dinner $ .00." "Gratis" if free.

Beginning immediately, therefore, all who travel should secure a receipt for lodging. At present at least, only one copy is required and the usual statement submitted by most hotels will be sufficient. In case the hotels do not have a regular statement, have them to simply give you a receipt on their letterhead marked "Paid." The Auditor's Office is instructed not to clear any travel accounts covering lodging unless the lodging receipt is attached.

To All Administrative Officers, etc. October 18, 1949

"Long Distance Telephone Calls:

1. Place long distance calls only for purposes requiring an immediate answer or discussion of a subject. A letter or copy of a letter is a matter of record and a handy reference."

Please observe the above regulations.

Yours truly,

I. O. Schaub
Director

IOS:gh

PENALTY VIOLATIONS

The following are some of the items that are considered by the Post Office Department to be violations of the franking privilege. For further information see the pamphlet "The Use of the Federal Penalty Privilege" on file in your office.

1. Improper or no heading on stationary.
2. No letter of transmittal.
3. Title incomplete, or no title.
4. Letter signed by person not holding franking privilege.
5. Buying or selling products for individual farmers, dealers, shippers, etc., or groups of farmers, etc.
6. Sending for catalogs, price lists, seed, implements, etc., for farmers, etc.
7. Distributing commercial, religious, or political announcements or advertisements.
8. Soliciting membership or funds for the support of any organization or association.
9. Sending out notices of meetings of organizations of farmers or business men.
10. Prizes described.
11. Enclosing printed matter put out by commercial companies.
12. Donors or sponsors named.
13. Sending catalogs or announcements of State, County, or other fairs, or prize lists of such fairs or other prizes.
14. Mailing matter relating to any meeting, services, project, etc., in connection with which money is required to be paid.
15. Promoting any enterprise other than Federal cooperative extension work.
16. "Cooperative extension employees may not use penalty envelopes in promoting the interests of local, county, state, or national farm organizations, except those which are organized for the exclusive purpose of promoting cooperative or departmental extension work in agriculture or home economics."

17. "Correspondence of an informational character preliminary to the establishment of local organizations such as livestock, wool, and other marketing associations, etc., designed to promote cooperative agricultural extension work in agriculture and home economics may be mailed free, but when such association begins to function, its activities should then be handled by its own officers, and correspondence in regard thereto is no longer entitled to be mailed free, but should be sent under postage."

18. In order to be mailable in penalty envelopes, material relating to boys' and girls' club work, and adult work, should be prepared in such a manner as to emphasize primarily the demonstrational features of such work, and any mention of social activities, such as picnics, parades, baseball games, hay rides, talent shows, and music, must be merely incidental thereto. It should be made clear that the purpose of such social activities is to reinforce the demonstrations being conducted.

Extension Instructions and
Regulations File
February 1953

VIOLATIONS OF THE FEDERAL PENALTY PRIVILEGE

The most common violations are as follows:

1. Giving the nature and donor of prizes - especially in 4-H Club work.

2. Mentioning the names of sponsors of local agricultural events, such as the Chamber of Commerce, civic clubs, etc.

3. Notices and letters about meetings that are of a purely entertainment type, such as Christmas parties, picnics, choral groups, etc.

4. Letters that indicate money is to be paid. The only exception is the fee for 4-H Club camps -- a special ruling allows this fee to be mentioned.

5. Circulars and other material sent out without a letter of transmittal.

6. Circulars and printed material not issued by the North Carolina Agricultural Extension Service or the United States Department of Agriculture.

7. Personal mail.

8. Use of wrong title or no title. Exact title as shown on appointment blank must be used.

9. Using other than approved letterheads.

STATE FEDERATION MEETINGS

JANE S. McKIMMON EDUCATIONAL LOAN FUND COMMITTEE:

This committee meets annually in March. At this time, the grades of the loan fund girls are reviewed and applications for loans are considered and accepted or rejected. For this reason, all applications for loans must be in the hands of the committee chairman by March 1 of each year. No applications are accepted after this time.

After the Loan Fund Committee meeting, a letter goes to each girl in school and to each girl requesting a loan. This letters informs the girls whether or not their loan will be granted for the coming school year.

EXECUTIVE BOARD MEETING:

The Executive Board of the North Carolina Home Demonstration Clubs meets annually in October. This is a two-day business meeting at which time the state officers and District Chairmen come together to discuss the work of the organization, make recommendations which are taken back to the counties, discussed and voted on at State Council in June. The First Vice Chairmen of the districts are invited to the meeting but have no vote.

STATE COUNCIL - FEDERATION DAY:

State Council meeting is held on Tuesday afternoon of Farm Home Week. At this time, recommendations from the Executive Board meeting are voted upon, state committee reports are given and the resolutions of the organization are read and voted on.

Federation Day is the last day of Farm Home Week. The state report is given on the morning program. The speakers are usually very outstanding people of the country. In the past Dorothy Thompson, Margery Wilson, Ivy Baker Priest, etc. have spoken. Following the morning program, a luncheon is usually held and the day is closed with a tea in the afternoon.

STATE COMMITTEES MEETING:

The state committees meet every two years to plan their program. They come to Raleigh, usually in September, and make up their suggested programs. These are voted on at the Executive Board meeting and then sent to each county for their adoption and use.

NATIONAL HOME DEMONSTRATION COUNCIL MEETING:

The national meeting is usually held in the fall of the year and North Carolina always has delegates to attend the meetings. The incoming, and outgoing presidents and the 27 District Chairmen are the official delegates.

ASSOCIATED COUNTRY WOMEN OF THE WORLD MEETING:

This meeting is held every three years and North Carolina usually has delegates to attend representing the six districts.

FARM AGENTS - WHITE

State College Station, Raleigh, N. C.

July 1, 1958

David S. Weaver, Director
Robert W. Shoffner, Assistant Director
C. Brice Ratchford, Assistant Director

EASTERN DISTRICT

John E. Piland, District Agent, State College Station, Raleigh, N. C.

County	County Agent	Assistant County Agent	Address
Beaufort	M. P. Chesnutt	E. W. Barnes, C. E. Martin	Washington
		N. W. Worsley	"
Camden	S. A. Tuten		Camden
Carteret	R. M. Williams	Harry Venters	Beaufort
Chowan	C. W. Overman	R. S. Marsh	Edenton
Craven	A. T. Jackson	Paul Cox, E. T. Kornegay	New Bern
Currituck	L. A. Powell	Jerry Hardesty	Currituck
Dare	J. L. Rea, Jr.		Manteo
Gates	A. C. Newsome		Gatesville
Hyde	George O'Neal	Dan E. Baucom	Swan Quarter
Jones	J. R. Franck	H. D. Vernelson, M. B. Wright	Trenton
Onslow	D. A. Halsey	R. P. Bryan, C. H. Hawley	Jacksonville
		Roger P. Hill	"
Pamlico	J. P. Stovall	S. N. Moore	Bayboro
Pasquotank	S. L. Lowery	Clarence E. Harris, W. M. Hearn	Elizabeth City
Perquimans	R. M. Thompson	R. H. Bryant	Hertford
Tyrrell	H. H. Harris	Murray L. Goodwin	Columbia
Washington	Guy M. Whitford	J. L. Outlaw	Plymouth

WESTERN DISTRICT

Grover C. Dobbins, District Agent, State College Station, Raleigh, N. C.
D. D. Robinson, Assistant District Agent, Box 7317, Asheville, N. C.

County	County Agent	Assistant County Agent	Address
Avery	Sam Cartner		Newland
Buncombe	W. R. Palmer	D. W. Smith, Frank Baker,	Asheville
		P. W. Lee, T. G. Toon*	"
Cherokee	Paul Nave	L. B. Marshall, Jr.	Murphy
Clay	R. G. Vick	George Bowers	Hayesville
Graham	J. R. Tippett	J. C. Wood	Robbinsville
Haywood	V. L. Holloway	Wallace Nave, Fred E. Boss	Waynesville
		Clayton Davis, C. J. Southards	"
Henderson	D. W. Bennett	C. H. Thompson, Hardy Caldwell	Hendersonville
		H. L. Reynolds, Earl H. Smith	"
Jackson	P. J. Gibson	J. E. Earle	Sylva
Macon	T. H. Fagg	J. J. Wrinn, John K. Perry	Franklin
		Bryan Anders	"
Madison	Harry Silver	Earle Wise, P. W. England	Marshall
		James Adams	"
Mitchell	George Conrad	David E. Terrell	Bakersville
Swain	R. L. Lyday	C. B. Teague, O. G. Garland**	Bryson City
		T. A. Brawley	Cherokee
Transylvania	J. E. Davis	W. M. Garmon, G. H. Farley	Brevard
Watauga	L. E. Tuckwiller	W. C. Richardson, M. D. Hutchins	Boone
		W. H. Anderson	"
Yancey	E. L. Dillingham	Roger Hyatt, Don Pardue	Burnsville
		M. P. Zuver***	"

*T. G. Toon acting as Assistant in Buncombe, Henderson, Transylvania, & Haywood
**O. G. Garland acting as Assistant in Macon, Cherokee, Clay, Graham, Jackson, & Swain
***M. P. Zuver acting as Assistant in Avery, Madison, Mitchell, Watauga, & Yancey

SOUTHEASTERN DISTRICT

C. S. Mintz, District Agent, State College Station, Raleigh, N. C.

County	County Agent	Assistant County Agent	Address
Anson	J. R. Potter	J. E. Via, Grover Gore, H.C.Gilliam, Jack Barnes	Wadesboro
Bladen	R. B. Harper	Eugene Whaley, Don Hudson, J.J. Boyd	Elizabethtown
Brunswick	A. S. Knowles	S. H. Lee	Supply
Columbus	C. D. Raper	A. F. Martin, Luther Broaddus, III, C. M. Garris	Whiteville
Cumberland	J. T. Monroe	L. B. Laws	Fayetteville
Duplin	V. H. Reynolds	E. J. Simpson, J.F.Bunce, L.R.Sasser, W. J. Jasper	Kenansville
Harnett	C. R. Ammons	T. D. O'Quinn, W. W. Franklin	Lillington
Hoke	W. C. Williford	P. L. Strickland, Jr.	Raeford
Lee	K. S. Harmon	Norman W. Brickhouse	Sanford
Montgomery	A. M. Garriss	R. H. Resson, W. H. Bowers, Sr., H. Leslie Miller	Troy
Moore	F. D. Allen	Thomas Hall	Carthage
New Hanover	D. D. Baggett	W. S. Howell	Wilmington
Pender	J. N. Honeycutt	W. T. Chaffin, Jr., John Wynne	Burgaw
Richmond	J. R. Faison	V.J.Goodman, C.E.Lewis, Jr., G. T. Rodgers	Rockingham
Robeson	O. P. Owens	D.R.Perkins, Grady Waters, A.M.Stanford	Lumberton
Sampson	Frank A. Harris	W.S.Young, G.P.Upton, Jr., J.W.Hoover, C.F.Heath, Jr., Ben C.Boney, W.W.Gurkin	Clinton
Scotland	J. D. Caudill		Laurinburg

NORTHWESTERN DISTRICT

M. E. Hollowell, District Agent, State College Station, Raleigh, N. C.

County	County Agent	Assistant County Agent	Address
Alamance	G. R. Coble	T.M. Haislip, John Beck, J.D.Dodson	Graham
Alleghany	R. E. Black	John Cooper	Sparta
Ashe	A. B. Addington	C. E. Gardner, H. E. Gray	W.Jefferson
Caswell	R. M. Aldridge	Khan V.Perkins, T. A. Dixon	Yanceyville
Chatham	J. B. Snipes	Kenneth Patterson, Carl Henry Outz	Pittsboro
Davidson	C. E. Bernhardt	W.W.Johnson, J.P.Gantt	Lexington
Durham	J. M. Watts, Jr.	R.L.McGuire	Durham
Forsyth	F. N. Harmon	W.L. Hobbs, Jr., W.E.Mainous, Wm. A.Wilder, Jr.	Winston-Salem
Guilford	W. H. Kimrey	J. D. Carroll, W.S.Strickland, B.H. Taylor, M.H.Montgomery	Greensboro
Orange	D. S. Matheson	E. P. Barnes, C.A.Greene	Hillsboro
Person	W. J. Reams	C.C.Jackson, T.N. Hobgood, Jr., G. W. Boone	Roxboro
Randolph	Ben P.Jenkins, Jr.	E.M.Stallings, Douglas Young, D.E.McCracken, R.J.Freeman	Asheboro
Rockingham	J. E. Foil	C.M.Turner, A.F.Wood, W.F.Wilson, H.J. Hux	Reidsville
Stokes	S. B. Brandon	R.H. Rhyne, S.J. Young	Danbury
Surry	N. M. Smith	C.E. Earnest, C.R.Hoskins, G.S.Averette, L.F.Truesdale, Robert Shaw, Q.T.Ashley	Dobson
Wilkes	G. G. Farthing	C. C. Pratt, J. Z. Daniel	Wilkesboro
Yadkin	R. D. Smith	R. M. Bowden, D. D. Williamson	Yadkinville

NORTHEASTERN DISTRICT

E. L. Norton, District Agent, State College Station, Raleigh, N. C.

County	County Agent	Assistant County Agent	Address
Bertie	H. Q. Simmons	A. E. Harrell, Morris Woodall	Windsor
Edgecombe	J. C. Powell	C. H. Lockhart, Charles Cone	Tarboro
		J. L. Perry	"
Franklin	C. T. Dean, Jr.	L. C. Hasty, J. R. Shillinglaw	Louisburg
Granville	C. V. Morgan	W. B. Jones	Oxford
Greene	J. W. Grant	W. B. Jenkins	Snow Hill
Halifax	Clyde Peedin	A. S. Hardee, W. R. Wilhelm	Halifax
Hertford	J. W. Ballentine	B. G. Dean, E. W. Rogister	Winton
Johnston	C. W. Tarlton	W. G. Maxwell, J. W. Barnes	Smithfield
		E. L. Yancey, J. L. Beck	"
Lenoir	F. J. Koonce	W. C. Johnson, H. M. Ramseur	Kinston
Martin	D. W. Brady	D. W. Eason, L. L. Hodges	Williamston
		Z. G. Futrell	"
Nash	J. P. Woodard	J. W. Stallings, F. E. Peebles	Nashville
		H. M. Cox, W. R. Shackelford	"
Northampton	B. H. Harrell	B. H. Woodard, G. E. Biddix	Jackson
Pitt	S. C. Winchester	C.J. Goodman, S.J. Weeks, R.T. King	Greenville
Vance	H. D. Barden	G. C. Jennings	Henderson
Wake	G. W. Miller, Jr.	H. B. Butler, R. D. Flake	201 W. Davie St.
		R. W. Long	Raleigh
Warren	F. W. Reams	L. B. Hardage	Warrenton
Wayne	G.M. Goforth, Jr.	W.S. Lamm, R.I. Spake	Goldsboro
		H. C. Hodgin, T. W. Godwin	"
Wilson	W. D. Lewis	Hilton Carlton, W. F. Farrior	Wilson

SOUTHWESTERN DISTRICT

H. M. Singletary, District Agent, State College Station, Raleigh, N. C.

County	County Agent	Assistant County Agent	Address
Alexander	L. C. Laney	Haskell L. Shealy	Taylorsville
Burke	H. M. Speas	W. C. Parton	Morganton
Cabarrus	J. R. Allen	E. E. Bishop, J. P. Bowles	Concord
Caldwell	M. A. Culp	P. L. Brawley, M. G. Erwin	Lenoir
		Tommy Andrews	"
Catawba	J. F. Giles	J. L. Stacy, E. F. Nolley	Newton
Cleveland	H. R. Clapp	H. W. Dameron, J G. Krause	Shelby
		H. L. Richards, C. B. Mabry, Jr.	"
Davie	L. F. Williams	C. R. Baker, Billy G. Westbrook	Mocksville
Gaston	J. P. Kiser	J. C. Barber, T. A. Taylor	Gastonia
Iredell	Wayne Franklin	H.M.Stamey, R.R.McNeely, H.W.Myers	Statesville
Lincoln	G. A. Stoudemire	J.N.Collins, W.S.Lucas, M.S.Yoder	Lincolnton
McDowell	C. H. Kirkman	R. L. Love	Marion
Mecklenburg	G. B. Hobson	J.A.Crawford, Phil Haas	Charlotte
		G. H. Cartner	"
Polk	P. E. Culberson	C. M. Reese	Columbus
Rowan	P. H. Satterwhite	S. W. Corriher, Joe Dean Wilkins	Salisbury
Rutherford	W. G. Toomey	Jimmy Wilson	Rutherfordton
Stanly	V. A. Huneycutt	R. A. Kiser, H. L. Liner	Albemarle
Union	J. A. Marsh	T. J. Morgan, N. B. Nicholson	Monroe
		S. K. Sain	"

FARM AGENTS-NEGRO

July 1, 1958

NORTH CAROLINA AGRICULTURAL EXTENSION SERVICE SPECIALISTS

State College Station, Raleigh, N. C.

David S. Weaver, Director

Robert W. Shoffner, Assistant Director
C. Brice Ratchford, Assistant Director
Ruth Current, Asst. Director for Home Economics Programs
Rowena Dakin, Administrative Assistant

All addresses State College except where otherwise shown

AGRICULTURAL ENGINEERING: H. M. Ellis, In Charge, Extension Agr. Engineering (Land Improvement)

J. C. Ferguson, Extension Agr. Engineering Spec. (Farm Machinery & Tractors)
Ray M. Ritchie, " " " " (Farm Buildings)
W. C. Warrick, " " " " (Rural Housing)
E. S. Coates, " " " " (Crop Processing & Rural Elec.)
J. W. Glover, " " " " (Farm Machinery & Tractors)
J. D. Netherton, " " " " (Irrigation)

AGRONOMY: E. R. Collins, In Charge, Agronomy Extension (Fertilizers & Corn)

J. A. Shanklin, Agronomy Extension Specialist (Cotton)
J. M. Brown, " " " (Soils)
R. R. Bennett, " " " (Tobacco)
S. N. Hawks, " " " (Tobacco)
Astor Perry, " " " (Tobacco)
S. H. Dobson, " " " (Pastures & Forage Crops)
G. E. Spain, " " " (Small Grains & Seed)
C. T. Blake, " " " (Forage Crops)
A. D. Stuart, " " " (Peanuts & Soybeans)
W. G. Westmoreland, " " " (Weed Control)
R. H. Crouse, " " " (Aromatic Tobacco) N. Wilkesboro
W. C. White, " " " (Fertilizer)
J. F. Doggett, Extension Soil Conservationist

ANIMAL HUSBANDRY: Jack Kelley, In Charge, Animal Husbandry Extension

J. S. Buchanan, Animal Husbandry Extension Spec. (Beef Cattle & Sheep)
A. V. Allen, " " " " (Beef Cattle & Sheep)
J. R. Woodard, " " " " (Swine)
J. A. Christian, " " " " (Meats)
James Patterson, " " " " (Beef, Sheep & Club Work)

AUDITING: Mrs. Mabel McDonald, Auditor

DAIRYING: George Hyatt, Jr., In Charge, Dairy Extension
T. C. Blalock, Dairy Extension Specialist (Breeding Work)
R. B. Redfern, " " " (Manufacturing)
W. M. Roberts, " " " (Manufacturing)
J. D. George, " " " (Feeding & 4-H)
M. E. Senger, " " " (Production Testing)
G. S. Parsons, " " " (Feeding & Management)
R. R. Rich, " " " (Feeding & Management) Burgaw
F. N. Knott, " " "
V. H. Lytton, " " " (Dairy Records)

EDITORIAL: O. B. Copeland, Extension Editor
Ed Burks, Associate Extension Editor (News)
Mrs. Virginia Nance, Assistant Extension Editor (News)
Elwood Mintz, " " " (Bulletins)
T. M. Hyman, " " " (Radio & TV)
H. M. Wilkinson, " " " (TV)
Harry Daniel, " " " (Radio & TV)
J. S. Hancock, " " "
L. S. Bennett, In Charge, Visual Aids
F. G. Harness, Extension Artist

ENTOMOLOGY: George D. Jones, In Charge, Entomology Extension
H. E. Scott, Extension Entomologist
W. A. Stephen, Extension Beekeeping Specialist
L. C. Whitehead, Rodent Control Specialist

FARM MANAGEMENT: W. L. Turner, In Charge, Farm Management Extension
C. R. Pugh, Extension Farm Management Specialist (Western Part, N.C.)
_____, " " " " (N. E. Part, N. C.)
C. R. Weaters, " " " " (S. W. Part, N. C.)
D. G. Harwood, " " " " (Rural Development)
J. G. Allgood, " " " " (S. E. Part, N. C.)

FORESTRY: John L. Gray, In Charge, Forestry Extension
George Smith, Forestry Extension Specialist
Walter M. Keller, " " "
Fred Whitfield, " " " (Western Part, N.C.) Asheville
E. M. Jones, " " " (S. W. Part, N.C.) Charlotte
J. C. Jones, " " " (N. E. Part, N.C.) Nashville
John Gilliam, " " " (N. W. Part, N.C.) Winston-Salem
R. S. Douglass, " " " (S. E. Part, N.C.) Clinton
W. M. Stanton, " " " (Eastern Part, N.C.) Plymouth
L. H. Hobbs, Forestry Extension Marketing Specialist

4-H CLUB: L. R. Harrill, State 4-H Club Leader
Mary Sue Moser, Assistant State 4-H Club Leader (N. W. District)
D. F. Holler, " " " " (S. E. District)
Fred Wagoner, " " " " (S. W. District)
L. B. Dixon, " " " " (Eastern District)
Margaret E. Clark, " " " " (N. E. District)
G. L. Carter, Jr. " " " " (Western District)

HORTICULTURE: John Harris, In Charge, Horticulture Extension (Landscaping & Gard.)
E. R. Mattson, Extension Horticulture Specialist (Floriculture)
H. M. Covington, " " " (Vegetables)
A. A. Banadyga, " " " (Vegetables)
Melvin H. Kolbe, " " " (Fruits)
Frank B. Thomas, " " " (Food Processing)

MARKETING: J. M. Curtis, In Charge, Marketing Extension
Guy R. Cassell, Extension Livestock Marketing Specialist
_____, Extension Fruit & Vegetable Marketing Specialist
_____, Extension Cotton Marketing Specialist
C. P. Libeau, Extension Marketing Specialist (Poultry & Eggs)
Henry Homme, Extension Dairy Marketing Specialist
G. S. Abshier, Consumer Marketing Specialist
Mrs. Ruby Uzzle, " " "
J. W. Hagen, " " "
T. E. Nichols, Extension Grain Marketing Specialist
R. S. Boal, Extension Marketing Specialist

PLANT PATHOLOGY: H. R. Garriss, In Charge, Plant Pathology Extension
J. C. Wells, Plant Pathology Extension Specialist
F. A. Todd, " " " "

POULTRY: C. F. Parrish, In Charge, Poultry Extension
W. G. Andrews, Poultry Extension Specialist
T. B. Morris, " " "
C. J. Maupin, " " " (Breeding work)
W. C. Mills, Turkey Extension Specialist
_____, Extension Poultry Pathologist

PROGRAM PLANNING: F. S. Sloan, State Program Planning Leader
Maud K. Schaub, Extension Program Planning Specialist
J. W. Crawford, " " "
J. A. Glazener, " " "
_____, " " "
J. G. Hardee, Extension Evaluation Specialist
C. P. Marsh, " " "

TEXTILES:
C. E. Robinson, Cotton Utilization Spec., 609 E. Kingston Ave., Charlotte
R. G. Barnard, " " ' , Gaston Training School, Belmont

HOTELS, MOTELS, DINING PLACES IN N. C.

(Listed alphabetically by town)

TOWN	LODGING	DINING
Ahoskie (Winton, countyseat)	Garrett Hotel	
Albemarle	Hotel Albemarle	Hotel Albemarle
Asheboro	Ashlyn Hotel Holmes Motor Court (near-by)	Ashlyn Hotel
Asheville	Asheville Hotel Asheville-Biltmore George Vanderbilt Hotel Langren Hotel Battery Park Hotel	S & W Cafeteria Tingles Restaurant
Belhaven (Washington, countysear)	River Forest Manor	River Forest Manor
Belmont (Gastonia, countyseat)	Belmont Tourist Court (Hwy. 74)	
Boone	Daniel Boone Hotel Gragg's Tourist Home	Daniel Boone Hotel
Brevard	Pierce Moore Hotel Pisgah Motor Court	
Bryson City	Fryamont Inn Meyer's Tourist Court Miogene Tourist Court	Speed's Restaurant
Burgaw	Dees Tourist Home	Home's Cafe Bus Station
Burlington	Alamance Hotel	
Burnsville	NuRay Hotel Mt. Mitchell Tourist Court	NuRay Hotel
Carthage	Lee's Tourist Home	
Charlotte	Alamo Plaza Hotel Carolyn Motel Clayton Hotel Charlotte Hotel Mayfair Hotel Mecklenburg Hotel W. R. Barringer Hotel Selwyn Hotel	S & W Cafeteria Ship A'Hoy
Clinton	Rufus King Hotel	Rufus King Hotel
Columbia	Sheriff Ray CaHoon Hotel	Carlyn's Cafe

TOWN	LODGING	DINING
Concord	Hotel Concord Colonial Motor Court (very good)	
Conover (Newton, countyseat)	Mackie Motel and Restaurant (Hwy. 64 and 70	White Pine Restaurant (Hwy. 64 east of Conover)
Dillsboro (Sylva, countyseat)	Jarrett Springs Hotel	Jarrett Springs Hotel
Durham	Washington Duke Hotel Melbourne Hotel Cotton Dale Hotel	Wash. Duke Hotel Little Acorn Cafeteria
Edenton	Triangle Courts Joseph Hewes Hotel	Hotel Edenton Dixie Motor Court Triangle Ser.Station
Elizabeth City	New Southern Hotel Virginia Dare Hotel	Carolina Cafe Fort Raleigh
Elizabethtown	Welcome Inn	
Enfield (Halifax, countyseat)	Southland Tourist Court	Southland Tourtist Court
Engelhard (Swanquarter, countyseat)	Hotel Engelhard	Hotel Engelhard
Fayetteville	Prince Charles Hotel Millbrook Hotel Devon Motor Court Dixie Dell Tourist Home	
Franklin	Kelley's Tea Room Sam Mendenhall's Home Scott Griffin Trimont Inn	Kelley's Tea Room Cagel's Restaurant Trimont Inn
Gastonia	Armington Hotel Pender Tourist Home	
Goldsboro	Hotel Goldsboro	Hotel Goldsboro Griffin's (barbecue) Gold-burro Cafeteria
Greensboro	King Cotton Hotel O'Henry Hotel Victory Manor Oaks Motel	Mayfair Cafeteria O'Henry Hotel Meca Cafe S & W Cafeteria DeLuxe Cafe (Across from O'Henry)
Greenville	Proctor Hotel Quinerly Manor	Proctor Hotel Coffee Shop Quinerly Manor Amer.Legion Hut

TOWN	LODGING	DINING
Halifax	John Paul Jones Cabins (Hwy. 301)	
Hayesville	Moore's Cafe, Tourist Camp	Moore's Cafe, Tourist Camp
Henderson	Vance Hotel	American Cafe
Hendersonville	Terrace Court Motel Poplar Lodge Skyland Lodge	Clifton Cafe
Hickory (Newton, countyseat)	Mull's Motel Hotel Hickory Shell's Motel (no food)	Hickory Drive-Inn (On Hickory By-Pass, Mull's Motor Court)
High Point (Greensboro, county seat)	Elwood Hotel Sheraton Hotel	
Kinston	Hotel Kinston Mrs. Jamew W. Ward (205 E.Capitol Ave.Box665)	Hotel Kinston Legion Hut
Laurel Springs (Sparta, countyseat)	National Park Concession	
Laurinburg	Dutch Colonial Tourist Home Colonial Tourist Home Clenwood Tourist Home Tradewinds Motor Court	
Lenoir	Carlheim Hotel Smith X-Roads Motel	Carlheim Hotel Smith X-Roads Motel
Lexington	Lexington Hotel Stradivemi Motel Piedmont Motel ~~Cavelier Motel~~ Lexington Motel	Lexington Hotel
Lincolnton	Guest House (Hwy. 321 S.) North State Hotel	
Little Switzerland (Marion, countyseat)	Switzerland Inn	
Lumberton	~~Goodyear Hotel~~ ~~Lorraine Hotel~~ ~~Huggins Tourist Home~~	Blanchard's Restaurant
Marion	Hotel James Catawba Court Some tourist camps	M cDowell's Cafe The Steat House (West towards Asheville

TOWN	LODGING	DINING
Manteo	Fort Raleigh	
Monroe	Hotel Monroe Shephard Tourist Home	Hotel M onroe
Morehead City	Jefferson Hotel (Ask for special rate)	Point Harbor Cafe (End of Wright Memorial Bridge) Sanitary Fish Market
Mt. Airy	Blue Ridge	
Morganton	Boxwood Tourist Court Hotel Caldwell	Morganton Grill
Murfreesboro (Winton, countyseat)	Hollomon's Hostel (E. Main St.)	The Red Apple
Murphy	Abor Autel Cherokee Hotel Hotel Regal Murphy Motor Court (Hwy. 19 East of town)	
New Holland (Swanquarter)	Matamuskeet Inn	Matamuskeet Inn
Nags Head	S. First Colony Hotel Carolinian	Oasis (sea foods) Carolianian Arlington
Nashville		Carolina Hotel
New Bern	Gaston Hotel New Bernian Hotel Queen Anne Hotel Earl of Craven Lodge	Dinner Bell Hamilton's (sea foods)
N. Wilkesboro	Hotel Wilkes	Hotel Wilkes
Oriental	Mrs. O. H. Perry	Mrs. O. H. Perry
Plymouth		Mayflower Restaurant
Raleigh	Sir Walter Hotel Carolina Hotel Sir Walter Tourist Home Alamo Plaza Tourist Court	Sir Walter Hotel Coffee Shop S & W Cafeteria Ballentine's The Rhynland House (Edge of town on Durham Highway)
Reidsville	Belvidere Hotel	Miller's Grill

TOWN	LODGING	DINING
Roanoke Rapids		Dixie Grill (Between Roanoke Rapids and Weldon)
Robbinsville	Joyce Kilmer Inn Snow Bird Mt. Lodge	Snow Bird Mt. Lodge
Rockingham	El Dorado Tourist Court Rockingham Hotel	Sidney's Grill (U.S. 1 near Tar Heel Courts) Tasty Grill
Rocky Mount	New Ricks Hotel Hal Orr's Tourist Court Washburn's Tourist Court	Bob Melton's Barbecue Buck Overton's Barbecue Knowles Diner (U.S. 301, one block south N.C. 95 intersection) Wilros (Church St.)
Roxboro		Roxboro Hotel
Rutherfordton	Iso-Thermal Hotel	Iso-Thermal Hotel
Salisbury	Midway Tourist Court Yadkin Hotel	Yadkin Hotel
Sanford	Wilrix Hotel	Harold's Place (U.S. Hwy. 1 five miles south of Sanford)
Scotland Neck (Halifax, countyseat)	Pecan Grove Court (3 miles south of town, Tarboro Road)	
Shelby	Town House Hotel Charles Lingren (Hwy. 74-A at 150)	Cafeterial in Hotel Shelby
Smithfield	Gabriel Johnston	White Swan (3 miles south on Hwy. 301) Mrs. Fleming's Boarding House (reservations only)
Southern Pines (Carthage, countyseat)	Highland Pines Pinecrest Hollywood Hotel Braeburn Hall Charlton Motor Court	Jack's Grill
Sparta	Kelly's Motor Court	Kelly's Motor Court

TOWN	LODGING	DINING
Spindale (Rutherfordton, county-seat)	Mac's Tourist Court (Hwy. 74 East)	
Spruce Pine	Spruce Pine Hotel Beam's Court Brown's Court (5 miles North on Hwy. 19E) Woodlawn Cottages	Brown's Court Beam's Court
Statesville	Vance Hotel	Troutman's
Tabor City (Whiteville, countyseat)		Mrs. Todd's Boarding House
Tarboro		DeBerry's Hollywood Drive-In (West Hwy. 64
Troy	Hotel Troy	
Tryon	Buckingham Inn Oak Hill Hotel	Mamosa Manor
Wadesboro	Mrs. Huntley (Rightside dead-end street 2 blocks below hotel) National Hotel	
Washington	Patrician Inn Hotel Louise Keys Hotel	Patrician Inn The Rendezvou
Waynesville	The Lodge Gordon Hotel Gwynn's Tourist Home Hotel La Faine Prospect Hill Shamrock Tourist Court Haywood Motor Court	Town House The Steak House
Weldon (Halifac, countyseat)	Overnite Tourist Home Weldon Hotel	Truck Stop across River Dixie Grill between Weldon and Roanoke Rapids
West Jefferson	Colvard Hotel Tugman's Inn	Colvard Hotel Tugman's Inn Graybeal's Restaurant Black Bear Inn (Outside town)
Whiteville	Hotel Whiteville Prevatt's Tourist Home	

TOWN	LODGING	DINING
Wilkesboro	Smithy Hotel Hotel Wilkes	Hotel Wilkes
Williamston	Kozy Korner George Reynolds Hotel	Central Cafe Weir Coffee Shop
Wilmington	Mrs. H. W. King (115 S. 3rd Street) Cape Fear Hotel Hotel Wilmington	Cyrstal Restaurant Trail's End Restaurant Friendly Cafeteria H & W Cafeteria
Wilson	The Cherry Hotel	Parker's (South Hwy.301)
Windsor	Duke of Windsor Hotel	Duke of Windsor Hotel
Winston-Salem	Carolina Hotel Robert E. Lee Hotel Zinzendorf Hotel Mrs. Ruby Pfohl (801 S. Church St.)	Bliss K & W
Yadkinville	Boxwood Motor Court	

Extension Instructions and
Regulations File
June 1961 - Revised

HOLIDAYS

1. The following days are usually observed as holidays by State College (this schedule is announced by the Chancellor, and is subject to change from year to year):

    a. Easter Monday
    b. July Fourth
    c. Thanksgiving (2 days)
    d. Christmas (5 days)

2. Whenever a holiday falls on a non-work day, such as a Saturday for most State employees, no holiday is given. When a holiday falls on Sunday, the following Monday is given.

3. The holidays for the Extension Staff located at State College are to be those observed by State College.

4. Extension workers located in counties usually observe holidays granted by the county. While it is recommended that county workers use county holidays, they may choose one of the following: (See No. 9 also)
    a. Take the holidays usually observed by State College.
    b. Take the county holidays observed by the county which located.

5. Should an Extension worker not located at State College select (b) under 4, any days taken at Christmas other than given under (b) must be counted as annual leave or leave without pay in case annual leave has been used up.

6. In the event an employee is required to work on a holiday he must take the day not later than the next month or lose the day.

7. In making our Certificate of Service or time and Travel Report, it will be necessary to show the holidays taken.

8. In view of the fact that county agricultural and home economics agents, Extension Specialists and supervisors participate in the educational phases of State Fair, the time spent there is classed as on the job; and, therefore, no special holiday is required for them.

9. Irrespective of selection 4, not more than nine (9) holidays are allowed to Extension workers.

Extension Instructions and
Regulations File
June, 1961

ANNUAL LEAVE POLICY FOR COUNTY EXTENSION PERSONNEL
and STAFF SECRETARIES

1. All full-time permanent employees are entitled to annual leave.

2. Annual leave is on a calendar year basis and is as follows:

No. Days Scheduled to Work Each Week	No. Days Annual Leave Allowable Each Calendar Year	No. Days Earned Each Month
5	15	1.25
5½	16½	1.38

3. Thirty (30) Days Maximum Accumulation

The maximum amount of annual leave that a permanent full-time State employee can accumulate is thirty (30) days.

The restriction that employees cannot take more than thirty (30) days annual leave in any one calendar year has been eliminated. This means that an employee may take earned and unused leave regardless of the amount taken previously during the calendar year. Leave is computed at the beginning of each month.

Employees must be paid for accumulated annual leave upon separation for any cause, but cannot be paid for more than thirty (30) days.

In cases of extended sick leave, both sick and annual leave must be exhausted before leave without pay is granted. In other cases where leave without pay is required but terminal leave is not involved, annual leave must be exhausted before leave without pay begins.

In case of death of a permanent full-time employee, his estate shall be paid for his accumulated and currently earned annual leave, not to exceed the maximum accumulation.

4. Annual Leave Not Earned After Maximum is Reached

When a permanent full-time employee allows his annual leave to accumulate to the maximum of thirty (30) days, he cannot earn additional leave or have additional leave advanced until some of the thirty (30) days have been taken.

For example, if an employee has thirty days (30) or more annual leave accumulated as of January 1, 1960 and does not use any of it for the next month, six months, or a year, he will still have only 30 days to his credit. However, if that same employee should take ten days annual leave in March 1960, he would have twenty (20) days left to his credit and would begin earning and accumulating annual leave again on the date he began taking his ten (10) days.

(over)

SICK LEAVE

1. All full-time, permanent employees are entitled to sick leave.

2. Sick leave is on a calendar year basis, and the yearly rate is as follows:

No. Days Scheduled to Work Each Week	No. of Days Sick Leave Allowable Each Calendar Year	No. of Days Earned Each Month
5	10	.833
5½	11	.916

3. Sick leave accumulates, when not taken, from year to year -- effective since October 1, 1925. (The 11 days a year for those on 5½ day work week - was effective January 1, 1952).

4. Sick leave is granted only in case of personal illness by the employee or quarantine of the employee due to illness in his family. An employee may claim an amount not to exceed three days of sick leave in the event of death of his immediate family, which is defined to include husband, wife, father, mother, son, daughter, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, or grandson.

5. In case of extended sick leave, both sick and annual leave must be exhausted before leave without pay is granted.

6. Death immediately terminates any sick leave benefits.

7. An employee cannot receive pay for accumulated sick leave when he leaves the employ of the State.

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA
STATE COLLEGE STATION, RALEIGH, N. C.

NORTH CAROLINA STATE COLLEGE OF AGRICULTURE AND ENGINEERING, NORTH CAROLINA COUNTIES AND UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATING

EXTENSION SERVICE

TO: All Extension Personnel

SUBJECT: Extension Instructions and Regulations

In order to make it easier for all Extension personnel to have ready access to "Extension Instructions and Regulations," we are planning to have material relating to this subject put on a distinctive colored paper. The enclosed sheets on annual leave, sick leave, civil leave and holidays, together with such other material of this nature which you may receive in the future, should be kept in one folder and filed under the above title. Each office in the county should have this material in its file, and individual Extension workers may desire to keep a personal file of such matters as refer to their personal instructions and regulations. In this connection, we would like to have previously issued statements on these subjects destroyed.

You will notice that annual leave regulations have been considerably liberalized through the Act of the General Assembly and the Personnel Division and that now annual leave may be accumulated up to forty-five days. Even though this can be done, it seems to us that it would be a good policy on the part of each Extension employee to make it a practice of taking his annual leave, or certainly a larger portion of it, each year, as that is the real purpose for which annual leave is granted. A year is a rather long time and a period of relaxation will do much toward maintaining good mental and physical health.

Under holidays we have shown the holidays that are usually observed by State College and by State Departments in order that you may check those with the ordinary county holidays, which in most cases are about in line with the holidays given State Departments. Most of you are familiar with the fact that at State College, the Extension workers get a full week for Christmas. In some cases those that were not familiar with the fact that other holidays were not allowed but were held until Christmas, felt that those at the State office were getting more holidays than were permitted for those working in counties. We trust that the explanation given under holidays will clarify this matter.

The 16 1/2 days annual leave per year and the 11 days of sick leave per year for those working on a 5 1/2 day work week only became available on January 1, 1952. I want to call your particular attention to this as prior to this date the time allowed was 15 days annual leave and 10 days sick leave.

Yours very truly,

David S. Weaver

David S. Weaver
Director

DSW:h
Encl.

Extension Instructions and
Regulations File
October 19, 1953

ANNUAL LEAVE

1. All full-time, permanent employees are entitled to annual leave.

2. Annual leave is on a calendar year basis and is as follows:

No. of days scheduled to work each week	No. days annual leave allowable each calendar year	No. Days earned each month
5	15	1.25
5 1/2	16 1/2	1.38

3. The State Personnel Council on September 18, 1953 reduced the maximum annual leave accumulation from forty-five (45) days to thirty (30) days effective January 1, 1954 for permanent full time State employees. Employees will not automatically lose annual leave earned in excess of thirty (30) days but will be allowed twelve (12) months in order to reduce it to the new maximum.

4. Thirty (30) Days Maximum Accumulation

The maximum amount of annual leave that a permanent full time State employee can accumulate on and after January 1, 1954 is thirty (30) days. The maximum amount of annual leave that may be taken by an employee in any one calendar year is thirty (30) days. Employees must be paid for accumulated annual leave upon separation for any cause.

In cases of extended sick leave, both sick and annual leave must be exhausted before leave without pay is granted. In other cases where leave without pay is required but terminal leave is not involved, annual leave must be exhausted before leave without pay begins.

In case of death of a permanent full time employee, his estate shall be paid for his accumulated and currently earned annual leave, not to exceed the maximum accumulation.

5. Annual Leave Not Earned After Maximum is Reached

When a permanent full time employee allows his annual leave to accumulate to the maximum of thirty (30) days, he cannot earn additional leave or have additional leave advanced until some of the thirty (30) days have been taken.

For example, if an employee has thirty days (30) or more annual leave accumulated as of January 1, 1954 and does not use any of it for the next month, six months, or a year, he will still have only 30 days to his credit. However, if that same employee should take ten days annual leave in March 1954, he would have twenty (20) days left to his credit and would begin earning and accumulating annual leave again on the date he began taking his ten (10) days.

6. Status of Annual Leave During Calendar Year 1954

Those employees having less than thirty (30) days to their credit on December 31, 1953 cannot accumulate more than thirty (30) days.

(OVER)

ANNUAL LEAVE (CONT'D)

Those employees having more than thirty (30) days to their credit on December 31, 1953 will have until January 1, 1955 to use the amount in excess of thirty (30)days. During this time these employees will not be in a leave earning capacity unless the amount accumulated is reduced below thirty (30) days. Accumulated leave in excess of thirty (30) days will be lost if not used before January 1, 1955.

Those employees having more than thirty (30) days accumulated annual leave and who separate from State Service for any reason prior to January 1, 1955 shall be paid the full amount of their accumulated annual leave not to exceed forty-five (45) days.

SICK LEAVE

1. All full-time, permanent employees are entitled to sick leave.

2. Sick leave, effective January 1, 1952, is on a calendar year basis instead of fiscal year basis as in the past and yearly rate is as follows:

No. days scheduled to work each week	No. of days sick leave allowable each calendar year	No. of days earned each month
5	10	.833
5 1/2	11	.916

3. Sick leave accumulates, when not taken, from year to year -- effective since October 1, 1925. (The 11 days a year for those on 5 1/2 day work week - was effective January 1, 1952).

4. Sick leave is granted only in case of personal illness by the employee or quarantine of the employee due to illness in his family. An employee may claim an amount not to exceed three days of sick leave in the event of death of his immediate family, which is defined to include husband, wife, father, mother, son, daughter, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, or grandson.

5. In case of extended sick leave, both sick and annual leave must be exhausted before leave without pay is granted.

6. Death immediately terminates any sick leave benefits.

7. An employee cannot receive pay for accumulated sick leave when he heaves the employ of the State.

(OVER)

Extension Instructions and
Regulations File
January 1952

HOLIDAYS

1. The following days are usually observed as holidays by State College (this schedule is announced at the beginning of each fiscal year by the Chancellor, and is subject to change from year to year):

   a. Easter Monday
   b. July Fourth
   c. Labor Day
   * d. State Fair (1 day)
   e. Thanksgiving
   f. Christmas (5 1/2 days)

2. The following days are usually observed as holidays by regular State Departments (this schedule is announced at the beginning of each fiscal year by the State Personnel Department, and is subject to change from year to year):

   a. New Year's Day ✓
   b. Easter Monday
   c. Confederate Memorial Day ✓
   d. July Fourth
   e. Labor Day
   f. State Fair (1 day)
   g. Armistice Day ✓
   h. Thanksgiving
   i. Christmas (3 days)

3. The holidays for the Extension Staff located at State College are to be those observed by State College.

4. Extension workers located in counties usually observe holidays granted by the county. While it is recommended that county workers use county holidays, they may choose either of the three:

   a. Take the holidays usually observed by State College.
   b. Take the holidays usually observed by State Departments.
   c. Take the county holidays observed by the county in which located.

5. Should an Extension worker not located at State College select either b. or c. under 4, any days taken at Christmas other than given under section (b. or c.) must be counted as annual leave or leave without pay in case annual leave has been used up.

6. In the event an employee is required to work on a holiday he must take the day not later than the next month or lose the day.

7. In making out Certificate of Service or Time and Travel Report, it will be necessary to show the holidays taken.

8. Irrespective of selection under 4, not more than ten (10) holidays are allowed to Extension workers with the exception of one day for State Fair for clerical and secretarial personnel.

* In view of the fact that county farm and home agents, Extension Specialists and supervisors participate in the educational phases of State Fair, the time spent there is classed as on the job and therefore no special holiday is required for them.

(over)

Extension Instructions and
Regulations File
January 1952

CIVIL LEAVE

1. Effective date

The effective date of these civil leave regulations is December 1, 1951.

2. Jury Duty

When an employee serves on a jury he shall be entitled to leave with pay for such duty and for such period of required absence. He shall be entitled also to his regular compensation plus the compensation or fees received for jury duty.

3. Court Attendance - Official Duties

When an employee attends court in connection with his usual official duties, no leave is required. However, compensation or fees (if any) received as a witness while serving in an official capacity shall be turned in to the Extension Auditor, N. C. State College, Raleigh, N. C.

4. Private Litigation Witness

When an employee is subpoenaed in private litigation or by some party other than the Federal Government, the State of North Carolina, or a political subdivision thereof, to testify not in an official capacity, but as an individual, he must take annual leave for such a period of required absence. Since leave without pay or annual leave is required in these cases the compensation or fees received for services rendered may be retained by the employee.

5. Witness for Federal or State Government or Subdivision Thereof

When an employee, in obedience to a subpoena or direction by proper authority, appears as a witness for the Federal Government, the State of North Carolina, or a political subdivision thereof, he shall be entitled to leave with pay for such duty during the required absence. However, compensation or fees (if any) received as such witness shall be turned in to the Extension Auditor, N. C. State College, Raleigh, N. C. In such instances, if the employee elects to use his annual leave rather than take leave with pay, he may retain any compensation or fees received as such a witness.

(OVER)

JANE S. MCKIMMON EDUCATIONAL LOAN FUND

ESTELLE T. SMITH HEALTH LOAN FUND

* JANE S. McKIMMON EDUCATIONAL LOAN FUND

Notes are drawn twice a year - half the amount on September 1st, and the other half on January 1st.

In order for a girl to receive her checks by the above dates, it is necessary for a note to go to her a month in advance. The girl will have the note endorsed (the same endorsers must sign every note), send it to the Treasurer, who, in turn, will send her a check. The endorsed notes are sent by the Treasurer to this office and they are kept in the vault.

Before the notes go out, be sure to list the Note Number, Amount and Date on the girl's card. If a note is not used, it is important to mark "did not use" on her card.

When a girl starts repaying her loan, it is very important to give her credit on her card. She will send her checks to the Treasurer. The note, or notes, when paid in full will be taken from the vault and sent to the Treasurer who will mark them "cancelled" and return them to the girl.

If a girl is supposed to graduate in June, 19__, her notes would be due before July 1, 19__ two years later. If the note is drawn as of September 1, 19__, it would be due ____ YEARS AND TEN MONTHS after date. If the note is drawn as of January 1, 19__, it would be due ____ YEARS AND SIX MONTHS after date. Occasionally there is a request for additional money to attend summer school. If so, the girl will notify this office when she needs the money and the note should go out a month in advance. However, this request will have to be approved by the Loan Fund Committee.

Before writing a girl about payments, it is best to check with the Treasurer to make sure the amount sent in agrees with the records in this office.

It will help to go through the girls' files several times a year and double check the schools they are attending (sometimes they transfer without notifying this office), amount they have borrowed or repaid, grades, etc. This will keep you familiar with the status of each girl.

* All Loan Fund materials have been given to Mrs. Aubrey McLennan, Rt 1, Chapel Hill. She handles all correspondence, notes, etc. for the two Loan Funds.

THE NORTH CAROLINA FEDERATION OF HOME DEMONSTRATION CLUBS

JANE S. MCKIMMON EDUCATIONAL LOAN FUND

Application for Loan

Date of this application_____

Name and Address _____ Age _____

School last attended_____

Name of Principal_____ Address_____

Does your certificate or diploma give you sufficient credits to enter an A Grade College?_____

Are you a 4-H Club girl?_____

Do you live on a farm?_____

In what community leadership activities have you participated?_____

_____

Amount you wish to borrow yearly_____

How many years will you need this loan?_____

College you wish to attend_____

What course do you wish to take?_____

Will you be willing to do work to help defray your expenses?_____

Have you other debts?_____

Do you agree to pay this debt before you marry?_____

Do you agree to make monthly payments after securing employment?_____

Give name and address of parties who will endorse your notes:

_____

_____

_____

(The endorsement of notes by Extension Workers will not be permitted)

Are parents helping and to what extent?_____

Name and address of parents:_____

Will you receive aid from any other source?_____

REQUIREMENTS FOR SECURING A LOAN FROM THE

JANE S. McKIMMON LOAN FUND

1. This fund shall be in charge of a committee known as the Jane S. McKimmon Educational Loan Fund Committee. This committee shall consist of five members; two members from the Home Demonstration Agents' Association and three members from the State Federation of Home Demonstration Clubs.

2. Money shall be loaned without interest while the student is in an Accredited Four-Year College, all loans to be repaid within two years after finishing school. Failing to do this the borrower agrees to pay interest at six percent from the date the note is drawn. Should the borrower marry, the date for maturity automatically falls due.

3. All applicants for loans must be rural residents of North Carolina who are able to present sufficient credits from an accredited High School. Loans are for students in North Carolina colleges only, and preference will be given to 4-H girls. No loan shall exceed $300.00 annually.

4. All requests for loans must be made by letter in the handwriting of the applicant, a filled-in application blank and recommendation from the following: principal of high school (or school last attended) and one other teacher, the home demonstration agent, one from a responsible man or woman of her community, a health certificate from a reputable physician, and her high school records. Students must present a record of work done each year in college.

5. The application for loans shall be made to the chairman of the Jane S. McKimmon Educational Loan Fund Committee by March 1, and shall be submitted by her to each member of the Loan Fund Committee subject to majority rule.

6. The treasurer of the North Carolina Federation of Home Demonstration Clubs shall hold monies of this fund. Checks shall be issued only when instructed by the Loan Fund chairman and after receiving the note of the borrower properly signed and endorsed.

7. Each borrower is requested to write to the chairman of the Jane S. McKimmon Educational Loan Fund Committee once each quarter.

8. Loans for each school year are made in two installments, one at the beginning of each school term. Each note must bear the endorsement of the girl, her parents or guardian, and two citizens of approved financial responsibility, other than her family. These notes must be returned by July 1 and December 10. The committee shall at all times encourage girls to keep their indebtedness to the minimum.

9. The treasurer shall hold all notes and collect payments on these notes as they fall due.

10. The committee shall be satisfied with the student's work before extending help a second year.

11. Failure to comply with the rules herein stated makes an applicant ineligible for a loan.

THE NORTH CAROLINA FEDERATION OF HOME DEMONSTRATION CLUBS

JANE S. McKIMMON EDUCATIONAL LOAN FUND

Application for Loan - Home Demonstration Agents

Date of application _____

Name in full _____

Address _____

Place of birth _____ Date of birth in full _____

Married _____ Single _____ Widowed _____

In which county are you located _____

Amount you wish to borrow yearly _____

How many years will you need this loan _____

Have you other debts _____

Do you agree to make monthly payments after returning to employment _____

Give names of parties who will endorse your notes _____

_____

_____

Colleges attended	Date	Degrees Conferred

Proposed field of study _____

University or college in which you will study _____

Date _____

Three References _____

_____

_____

Requirements for Securing a Loan from the Jane S. McKimmon

Educational Loan Fund

1. This fund shall be known as the Jane S. McKimmon Educational Loan Fund and shall be used as a fund for Home Agents desiring higher work in Home Economics training, and shall be in charge of a committee known as the Jane S. McKimmon Educational Loan Fund Committee. This committee shall consist of five members: two members from the Home Agents' Association and three members from the North Carolina Federation of Home Demonstration Clubs.

2. Money shall be loaned without interest while the student is in college, all loans to be repaid within two years after leaving school. Failing to do this, the borrower agrees to pay interest at six per cent from the date the note is drawn.

3. All applicants for loans must be residents of North Carolina and serving as home demonstration agents in the State. No loans shall exceed $500 annually.

4. All requests for loans must be made by letter; one from the applicant's supervisor and two from responsible people in the county in which she is working. A health certificate from a reputable physician is also required.

5. The application for loans should be made to the Chairman of the Jane S. McKimmon Educational Loan Fund Committee by March 1st, and shall be submitted by her to each member of the Loan Fund Committee, subject to a majority rule.

6. The Treasurer of the North Carolina Federation of Home Demonstration Clubs shall hold all monies of this fund. Checks shall be issued only when instructed by the Loan Fund Chairman and after receiving the note of the borrower properly signed and endorsed.

7. Loans for each school year are made in two installments, one at the beginning of each school term. The borrower must execute a note for each loan with two satisfactory endorsers.

8. The Treasurer shall hold all notes and collect payments on those notes as they fall due.

9. The Committee shall be satisfied with the student's work before extending help a second year, if it is requested.

10. Applications for loans each year shall be in the hands of the Chairman by March 1st.

* ESTELLE T. SMITH HEALTH LOAN FUND

Notes are drawn once a year and are usually sent out in the spring when the McKimmon Loan Fund notes are sent. There is no definite date, though, as to when these notes can be sent out as sometimes the girls need the money early. The total loan cannot exceed $300.00 and is distributed as follows: $150.00 the first year, $75.00 the second year, and $75.00 the third year.

It is necessary for the note to go out a month in advance of the date it is drawn. The girl will have the note endorsed (the same endorsers must sign every note), and send it to the Treasurer who, in turn, will send her a check. The endorsed notes are sent by the Treasurer to this office and they are kept in the vault.

Before the notes go out, be sure to list the Note Number, Amount and Date on the girl's card. If a note is not used, it is important to mark "did not use" on her card.

When a girl starts repaying her loan, it is very important to give her credit on her card. She will send her checks to the Treasurer. The note, or notes, when paid in full will be taken from the vault and sent to the Treasurer who will mark them "cancelled" and return them to the girl.

If a girl is supposed to graduate in June, 19__, her notes would be due before July 1, 19__ two years later.

Before writing a girl about payments, it is best to check with the Treasurer to make sure the amount sent in agrees with the records in this office.

* Mrs. McLennon takes care of this.

THE NORTH CAROLINA FEDERATION OF HOME DEMONSTRATION CLUBS

ESTELLE T. SMITH HEALTH LOAN FUND

Application for Loan

1. Date of this application _____
2. Name and Address _____ Age _____
3. School last attended _____
4. Name of Principal _____ Address _____
5. Does your certificate or diploma give you sifficient credits to enter a state accredited professional school of nursing? _____
6. Are you a 4-H Club girl? _____
7. Do you live on a farm? _____
8. In what community leadership activities have you participated? _____

   _____
9. School of Nursing you wish to attend _____
10. Have you other debts? _____
11. Do you agree to pay this debt before you marry? _____
12. Do you agree to make monthly payments after securing employment? _____
13. Give name and address of parties who will endorse your notes:

    _____

    _____

    _____

    (The endorsement of notes by Extension Workers will not be permitted.)
14. Name and address of parents: _____

    _____

(over)

REQUIREMENTS FOR SECURING AN ESTELLE T. SMITH LOAN FUND

1. This fund shall be known as the Estelle T. Smith Health Loan Fund and administered by a Committee composed of the President, Treasurer, and Health Chairman of the North Carolina Federation of Home Demonstration Clubs.

2. This fund shall be loaned to rural girls desiring to take nurses training in state accredited professional schools of nursing in North Carolina. Money shall be loaned without interest while the student is in training, but all loans are to be repaid within two years after graduation. Failing to do this, the borrower agrees to pay interest at six percent from the date the note is drawn. Should the borrower marry, the date for maturity automatically falls due.

3. All applicants for loans must be prospective student nurses who have been tentatively accepted by an accredited school of nursing in North Carolina and who have graduated from an accredited high school. No loan shall exceed $300.00 - $150.00 for the first year, $75.00 the second year, and $75.00 the third year.

4. All applications for loans must be made by letter in the handwriting of the applicant and accompanied by letters from the following: principal of high school attended, one other high school teacher, home demonstration agent, a responsible man or woman in the community, health certificate from a reputable physician, and her high school record. Students must present a record of work done each year while in school.

5. Application for loans shall be made to the State Health Chairman, by March 1st. A notice must be sent from the director of nurses to the Health Chairman who will send the necessary application forms.

6. The treasurer of the North Carolina Federation of Home Demonstration Clubs shall hold monies of this fund. Checks shall be issued only when instructed by the State Health Chairman and after receiving the note of the borrower properly signed and endorsed.

7. Loans for each school year are made in one installment. Each note must bear the endorsement of the girl, her parents or guardian, and two citizens of approved financial responsibility, other than her family. These notes must be returned by July 1.

8. The treasurer shall hold all notes and collect payments on these notes as they fall due.

9. The committee shall be satisfied with the student's work before extending help a second year.

10. Failure to comply with the rules herein stated makes an applicant ineligible for a loan.

MAILING INSTRUCTIONS

Franked packages cannot weigh more than four pounds and one person cannot receive more than four pounds a day.

Letters in which cost is mentioned or leaflets listing publications with price must be stamped.

All correspondence having to do with Miss Kennett's job as State Home Economice Leader are frankable, including hotel reservations.

All correspondence concerning the Federation must be stamped with their postage. The stamps are kept in the cabinet under Federation Postage. Be sure to keep an account of the stamps used, recording this information each day in a booklet for that purpose in the center desk drawer.

For further information see the bulletin "The Federal Penalty Privilege" or Federation Postage.

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF NORTH CAROLINA

NORTH CAROLINA STATE COLLEGE OF AGRICULTURE AND ENGINEERING, NORTH CAROLINA COUNTIES AND UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATING

EXTENSION SERVICE

March 11, 1959

TO: ALL EXTENSION WORKERS

We continue to receive large amounts of mail which the Post Office indicates it could not deliver. As you know, all these undelivered letters are returned to my office. Also, we recently received a complaint from a native of North Carolina, who is a high official in Washington, indicating his father -- who has been dead for several years -- was still being mailed Extension publications. It is important that mailing lists be kept up-to-date. Up-to-date mailing lists save money and contribute to good public relations. Aside from that, the Post Office Department and administrative regulations generally require that those who are on a mailing list be queried at least once a year as to whether they do or do not want to be kept on the list.

We would appreciate each Extension worker checking his mailing list to be sure that it includes only those people who should receive the material and that addresses are correct.

Yours very truly,

David S. Weaver

David S. Weaver
Director

DSW:gh

MIMEOGRAPH PROCEDURE AND ENVELOPES ADDRESSED

Type stencils. In pencil at the top of stencil put notations as to the number of copies, whether stencil is to be saved or not (usually it is), and whether material is to be folded by them or not.

Take to the Service Department ~~in the basement~~ on third floor of Ricks Hall, Room 316. They will call you when the work is finished.

An addressograph and file of Extension staff are in the basement. Make a note as to whom envelopes are to be addressed and which type (franked or not). Take the note to Room ~~23~~ 316 and check later to see if they are ready.

Envelopes to the officers of the Federation must be addressed by the secretary.

Mimeograph material and saved stencils are kept in Room 103 in the big steel cabinet on the right. There are stencils for any back material which might be needed.

One or two copies of the material should be placed in the file under the topic it concerns.

ORDERING MATERIALS, EQUIPMENT, ETC.

Never order anything. Make out a requisition for whatever you are ordering and send the requisition to Mrs. McDonald after it has been signed by Miss Kennett.

You can, however, send for things on approval. Then if we decide to keep it, make out the requisition.

In making out requisitions, pamphlets should be charged to "Supplies" and books and subscriptions charged to equipment.

If any work is needed to be done, as repairs to the buzzer, contact Mrs. Thelma Caudle, Mr. Shoffner's secretary, and she will get in touch with M & O. A workman will come out and give an estimate of cost. Then a requisition is typed and sent in for the work to be done. This should be charged to "Contractual".

FEDERATION POSTAGE

A check for Federation postage is sent in whenever needed by the Treasurer. The check is cashed and stamps gotten that will be needed for the next several weeks. The rest of the money is gotten in change as occasionally cash may be needed for mailing packages, etc.

As the close of each day, put down the number of stamps used for the day. This is kept in a spiral notebook, which is in the center desk drawer. The letters are usually designated as "individual" or "circular" and some explanation. When cash is used, put an explanation.

NORTH CAROLINA STATE COLLEGE
P. O. Box 5935—State College Station
RALEIGH
Purchasing Department

September 29, 1960

,MEMORANDUM:

TO: All Department Heads

FROM: John C. Williams, Purchasing Agent

SUBJECT: Contract for Repairing and Cleaning Typewriters

For your information and guidance there is attached our certification of the new contract for typewriter repairs and cleaning for the period September 15, 1960 to July 1, 1961, which is identical, except for prices, with the contract just expired. Reduced to its simplest terms the contract provides:

1. A choice of two methods depending on whichever is considered to be the most economical in any given instance.

2. For estimates in advance of any actual work, thus insuring that the approximate cost of any repairs will be known prior to authorization for the work.

3. A limitation on the cost of repairs on any given machine for the life of the contract.

4. A one-year guarantee on all work performed under Item 2, Complete Cleaning & Overhauling at Flat Rate. Please see Paragraph 3 of the attached contract regarding machines already under contract.

Please read the Contract.

We welcome reports, either favorable or unfavorable, on the quality of service provided by the contractors.

If additional copies are desired, please contact the Purchasing Department.

Encl.

CONTRACTOR: SEE BELOW

ITEMS: Contract for Repairing & Cleaning Typewriters (For Raleigh and Vicinity)

TRANSPORTATION: By the Contractor

EFFECTIVE: Sept. 15, 1960 to July 1,1961

TERMS OF PAYMENT: Net 30 days

Contractors and Addresses:

RALEIGH TYPEWRITER EXCHANGE, 1201 Hillsboro Street, Raleigh, N. C.

ROYAL McBEE COMPANY, P. O. Box 9148, Raleigh, N. C.

ALVIN WINGFIELD & CO., P. O. Box 2693, Raleigh, N. C. *(See special note applicable to Olympia Typewriters)

* *

This contract covers the repair and cleaning of standard manual typewriters. Using agencies should call the contractor of its choice direct when repairs or cleaning are necessary.

The contractor will call for and deliver all machines; and will service them,,if necessary, between the hours of 5:30 p.m. and 8:30 a.m. He will be responsible for any loss or damage that may occur to them while in his custody. If requested, the contractor will furnish without charge a relief typewriter during the time he has a State machine in his shop.

IMPORTANT -- GUARANTEE PERIOD: All machines which have been repaired by Royal McBee Company and Raleigh Typewriter Exchange under the provisions of Item 2 - Flat Rate - during the contract period just expired are under guarantee until the anniversary of the date such repairs were made; and necessary repair work on these machines will be performed by these firms without charges until the expiration of the guarantee period. A list of all machines in your department currently under contract will be furnished by these firms upon request.

NOTE: New typewriters carry a one year guarantee, with the exception of Olympia typewriters which are guaranteed two years from date of purchase, during which time the seller is responsible for all necessary service.

SPECIAL NOTE APPLICABLE TO OLYMPIA TYPEWRITERS ONLY: Alvin Wingfield & Company will maintain any Olympia Standard SG1 owned by the State in Raleigh in "Like New" operating condition for a period of one year after the first service call after expiration of the two year guarantee, for a charge of $5.00 to be made and payable at the time of said first service call, subject to the guarantee contained in Item 5 of the contract certification.

1. Complete Cleaning and Overhauling, including installation of new parts, but excluding cost of new parts. See Item 5 "GUARANTEE". Binding estimate of parts required must be submitted by contractor and approved by Department, Institution or Agency before work is performed.

PRICE PER JOB, WITHOUT REGARD TO AGE OR SIZE OF TYPEWRITER - STANDARD OR NOISE-Less

Ral. Type. Exchange	Royal McBee
$9.00	$9.00

2. Complete Cleaning & Overhauling at Flat Rate, including new platen, feed rollers and all other parts (except those required by reason other than normal use and wear of a typewriter. If any parts are required for such reasons, estimate must be approved in advance). See Item 5, "GUARANTEE"

A. TYPEWRITER OVER 1 AND LESS THAN 2 YEARS OLD - STANDARD OR NOISELESS:

	Ral. Type. Exchange	Royal McBee
11" through 13" carriage	$11.00	$11.50
14" through 18" carriage	12.00	12.50
over 18" carriage	14.00	13.50

B. TYPEWRITER OVER 2 YEARS OLD - STANDARD OR NOISELESS:

	Ral. Type. Exchange	Royal McBee
11" through 13" carriage	$14.00	$14.00
14" through 18" carriage	16.25	16.00
over 18" carriage	18.25	18.00

3. Trouble Calls, except as covered by Guarantee (See Item 5). Time employed shall consist of that actually spent in active work on a machine located in one of the offices of a Department, Institution or Agency, and shall not include time consumed in going to and from the job. All trouble calls must be answered promptly. If, when answering a call, it develops that a "Complete Cleaning and Overhauling" in accordance with Item 1 or Item 2 is ordered, no charge shall be made for trouble call. All labor charges on the premises of a Department, Institution or Agency shall be covered by the single time rate, and there shall be no duplication of charges, such as "installation of parts".

	Ral. Type. Exc. Royal McBee
PRICE PER CALL, UP TO MAXIMUM OF 30 MINUTES.....	$3.50
ADDITIONAL CHARGE FOR EACH ADDITIONAL 15 MINUTES OR FRACTION THEREOF.....	$1.00

4. Parts furnished, in connection with any cleaning or repair job under items 1 & 3 to be billed extra at list price LESS A DISCOUNT OF 20%. (Both Contractors).

5. Guarantee. The bidder guarantees that no harmful cleaning solutions will be used in the repair work, and that any work improperly or unsatisfactorily done will be corrected without expense to the State; and that no charge will be made for labor (either on trouble calls or shop work) on any machine for one year after it has been overhauled under Item 1 (except to the extent that such labor results from the refusal of a Department, Institution, or Agency to approve a portion of the estimate submitted when machine was overhauled, or from reasons other than normal use and wear of a typewriter) or Item 2 (except to the extent that such labor results from reasons other than normal use and wear of a typewriter).

5. Guarantee. (continued

The bidder guarantees that no charge will be made for parts on any typewriter within one year after it is overhauled under Item 2, or within one year after it is overhauled under Item 1 (except for parts not replaced on overhaul), with the exception of platens, feed rollers and parts required for reasons other than normal use and wear of a typewriter. The bidder further guarantees that he will maintain records, according to serial number of each machine on which charges are made and separated on each machine as to labor charges and charges for parts, and that the total charges for labor (both on trouble calls and in his shop) on any typewriter during the contract year will not exceed the amount quoted under Item 1 (except to the extent that such labor results from the refusal of a Department, Institution, or Agency to approve a portion of an estimate submitted when a machine is overhauled under Item 1, or to the extent of a labor charge included in an overhaul under Items 1 and 2 on which the period of guarantee extends beyond the contract year, or to the extent of labor charges required by reasons other than normal use and wear of a typewriter.)

The bidder further guarantees that the total amount charged for labor and parts on any typewriter during the contract year will not exceed the amount quoted for "Complete Cleaning and Overhauling, at Flat Rate" under Item 2 (except to the extent that such charges result from the refusal of a Department, Institution or Agency to approve a portion of an estimate submitted when a machine is overhauled under Item 1, or to the extent of a labor charge included in an overhaul under Items 1 or 2, on which the period of guarantee extends beyond the contract year, or the cost of more than one platen, more than one set of feed rollers or labor or parts required by reasons other than normal use and wear of a typewriter.)

The term "labor charge" as used throughout Item 5 shall not be construed as a higher sum than the amount quoted under Item 1.

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Imp Information

Vol. XXVI
OFFICIAL BULLETIN

No. 61

WEDNESDAY, JANUARY 19, 1955
COLLEGE BUSINESS

INCOME TAX PROVISIONS - SICK LEAVE: This office has just received notice that the new tax bill provides for relief from liability for Federal Income Tax on salaries received by employees while on Sick Leave, under the following conditions:

(1) For absences due to illness not requiring hospitalization, payment for the first week may not be excluded from taxable income, but payments beginning with the second week may be excluded.
(2) For absences due to an injury, whether requiring hospitalization or not, payments beginning with the first day of absence may be excluded.
(3) For absences requiring hospitalization, even if for as little as one day, payments for the entire period of absence (including days not in hospital) may be excluded.
(4) The maximum salary rate that may be considered for this purpose is $100 per week. To illustrate, a person whose salary is $150 per week, who was absent for one-half week because of an injury, may take credit for only $50 ($\frac{1}{2}$ of $100 maximum rate).
(5) Each period of absence must stand on its own. For instance, if a person is on sick leave, not in hospital, for one week in January and another week in March, he may not combine the two periods and claim exclusion of salary for the second week.

The bill further provides that in order for an employee to claim credit for such absences, the employer must enter the allowable amount on the Statement of Earnings and Deductions (Form W-2) issued to each employee in January. Obviously the necessary information is not available in this office, since central leave records are not maintained. We will, however, be glad to make the necessary certification on the basis of records maintained in the several departments. We are asking, therefore, that employees who may be benefitted by this provision prepare and forward to this office a statement covering absences for which credit may be claimed. The statements must be explanatory, with dates absent being shown, and must be signed by the employee and department head.

Faculty members whose contracts are on a nine-months basis may claim credit for illness only during period of their employment, even though their salaries are paid over a 12-months period. In other words, illness during the summer months may not be considered for credit, unless perhaps the faculty member is teaching in the summer session or is otherwise gainfully employed.

Department heads are requested to see that this announcement is made to those employees who do not regularly receive a copy of the blue bulletin.

J. G. Vann
Business Manager

NORTH CAROLINA STATE COLLEGE

VOL. XXVII
OFFICIAL BULLETIN

TUESDAY, JULY 17, 1956 No. 134
COLLEGE BUSINESS

NEW CONTRACT FOR REPAIR AND CLEANING TYPEWRITERS: Effective July 1, 1956, the State of North Carolina has negotiated a new contract for the repair and cleaning of typrwriters. The new contractor is: Royal Typewriter Company, P. O. Box 9148, Raleigh, North Carolina, Telephone: TE2-7723.

Electric typewriters and all business machines, other than typewriters, are not covered by this contract. They should be serviced by the company that furnished the equipment. New typewriters carry a one year guarantee and seller is responsible for all necessary service during that period.

IMPORTANT: All machines which were repaired by the Royal Typewriter Company under the provisions of the Flat Rate guarantee during the contract period just expired are under guarantee until the anniversary of the date of such repairs were made; any necessary repair work on these machines will be performed by this firm without charge until the expiration of the guarantee period.

The contract offers the department a choice of two methods. The department should decide when the service representative calls which is the most economical for the machine under consideration.

Types of service provided under contract:

1. Complete Cleaning and Overhauling: including installation of new parts, but excluding cost of new parts. Binding estimate of parts required must be submitted by contractor and approved by Department before work is performed. Price per job, without regarding age of typewriter: 11" through 13" carriage, $5.90; 14" through 18" carriage, $5.90; over 18" carriage, $5.90.
2. Complete Cleaning and Overhauling at Flat Rate: including new platen, feed rollers and all other parts (except those required by reasons other than normal use and wear of a typewriter. If any parts are required for such reasons, estimate must be approved in advance).
   A. Typewriters over 1 and less than 2 years old: 11" through 13" carriage, $8.90; 14" through 18" carraige, $9.90; over 18" carriage, $12.90.
   B. Typewriters over 2 years old: 11" through 13" carriage, $11.20; 14" through 18" carriage, $13.20; over 18" carriage, $15.20.
3. Trouble Calls: If, when answering a call, it develops that a Complete Cleaning and Overhauling inaccordance with above is needed, no charge shall be made for the trouble call. All labor charges on the premises of a Department shall be covered by the single time rate, and there shall be no duplication of charges, such as "Installation of parts": price per call, up to maximum of 30 minutes, $1.75; additional charge for each additional 15 minutes or fraction thereof, .50.
4. Parts Furnished: in connection with any cleaning or repair job under Items 1 and 3 to be billed extra at list price less a discount of 20%.

Any reports concerning work performed under this contract, either favorable or unfavorable, should be reported to this office. Requisitions referring to the Company Repair Order Number should be placed by the department just as soon as the price of the service is known. This will aid both the contractor and the Purchasing Department in keeping their records straight.

W. L. Fleming, Purchasing Agent

REQUISITIONS

Make three copies of all requisitions. Keep one copy in the files, send two into Miss Kennett for her signature, and then take them to Mrs. Mabel McDonald, ~~Hicks~~ Patterson Hall. Requisitions for all home economics departments come through this office to be signed by Miss Kennett. To secure the price of items, call the Central Stores for items secured on campus. For office supplies and equipment call the store you wish to buy the supplies from. They will quote the amount minus a discount for state offices.

When a copy of the purchase order comes in from the Purchasing Department, attach it to the copy of the requisition in the files. After the items are received and the bill comes in, make a note on the purchase order that the bill has been received and is correct. The bill is sent to Mrs. McDonald.

When a requisition is made for magazine subscriptions, please put the name and the address of the person to whom it is to be mailed directly under "item and specifications". This will insure the magazine going to the correct subscriber.

THIS IS NOT AN ORDER

REQUISITION

to

PURCHASING DEPARTMENT

NORTH CAROLINA STATE COLLEGE OF AGRICULTURE AND ENGINEERING

Departmental Requisition Number_____ Date_____

Please order the materials or services listed below, which, if not available on State Contract, may be secured from:

Purchase Order Number

To be filled in by the Purchasing Department

Charge to:

Fund Extension - State

Dept. Directors

Deliver to:

Appr._____

Home Economics Extension Department, Attention of Miss Nell Kennett

To be filled in by the Purchasing Department

VIA	FOB	DELIVERY DATE	TERMS

Item No.	Quantity	Item and Specifications	Unit Price	Quoted Amount

Approved:

_____
Dean

_____
Signed

State Home Economics Leader
Title

All orders will be placed by the Purchasing Department with State Contractors or in the event no contract covers the above items, with the lowest responsible bidder. If for any reason special consideration as to supplier is desirable, please give facts in letter attached to this requisition.

COPY: Released Nov. 8, 1954

NORTH CAROLINA STATE COLLEGE OF AGRICULTURE AND ENGINEERING
of the
UNIVERSITY OF NORTH CAROLINA
Purchasing Department
RALEIGH

November 1, 1954

TO: All Deans, Department Heads and Directors

FROM: M. R. Gibson, Jr., Purchasing Agent

MEMORANDUM REGARDING REQUISITION FORMS

This memorandum is to call your attention to the revised requisition form (see copy attached) that you will receive when you secure additionsl forms from Central Stores.

Three important changes have been made on this form:

(1) Under the space marked DELIVER TO; we have added a line for you to show the location by room number and building, as well as the name of the departments. This information will enable the vendor to make more prompt delivery of the items requisitioned.

(2) In the middle of the form you will see that we have added a line for you to furnish us with information regarding the prices that you list on the requisition. This does not imply that we desire you to get current quotations before placing the requisiton, but to tell us wheere you secured the prices you used.

(3) Near the bottom of the page you will notice that we have added a line that reads: "This material is needed not later than _____". This change will be a big help both to you and this department if you will plan your requisitions so that it is not necessary to make them all read "at once". There are many instances where we can get better prices away from Raleigh, if we have the time to write for quotations, than we can secure locally. This information will help us to better plan our work and still get the material to you when needed.

There are two other statements on this form that I would like to call to your attention although they are not new:

(1) Note the statement above the block provided for the suggested vendor. The name you place in this block is only a suggestion and the order may be placed by this department where we have contracts, or if no contract is availabb, where we securethe best quotation.

(2) The statement at the bottom of the page with special attention to the last sentence.

Some departments may have a good supply of their present forms on hand so that it would be sometime before it was necessary for them to secure one of the new forms. If this is the case in your department I would appreciate your having this additional information typed on the body of the requisition form.

Please call this memorandum to the attention of all member of your department that may have occasion to requisition supplies, material, etc. Also, to the typist that prepares the requisition form with the instruction that if this information (Over)

is not supplied to her by the department staff that she is to request it.

PURCHASING POLICIES

and

HANDLING OF REQUISITIONS

at

NORTH CAROLINA STATE COLLEGE OF AGRICULTURE AND ENGINEERING

Please have all individuals in your Department that have any occasion to requisition, or prepare requisitions, for equipment, supplies or services read this memorandum and become familiar with its contents.

KEEP ON FILE FOR FURTHER REFERENCE

The laws of the State of North Carolina regarding public purchasing place this responsibility and duty on the Division of Purchase and Contract. The individual institutions, agencies, and departments can process only such items as the Division authorizes without referring the matter to the Division for handling.

The Purchasing Department has recently received a directive from the Division of Purchase & Contract concerning purchasing by the various departments, agencies, and institutions. This directive limits the purchases not covered by term contracts to be made by the various instititions to $500 for any one quotation. All purchases over $500 will be fowarded to the Division of Purchase and Contract for handling. In view of this change, and other practices that have been going on here at the college, it is thought desirable that this memorandum be issued in order to clarify the procedure for the various types of purchases made by the college.

Items Covered by Annual Term Contracts: A term contract is one awarded on an annual basis by the Division of Purchase and Contract. Each agency of the state is furnished with a certificate giving details regarding the contract. Any item covered by a term contract may be placed by the College Purchasing Department under the provision of the contract without referring the requisition to the Division of Purchase and Contract. In connection with this, your attention is called to our requisition form which states, "Please order the material or services listed below, which, if not available on State Contract, may be secured from:" and also to the notation at the bottom of the requisition, "All orders will be placed by the Purchasing Department with State Contractors or in the event no contract covers the above items, with the lowest bidder. If for any reason a special consideration as to supplier is desirable, please give facts in letter attached."

Chapter 261 - Public Laws 1931, Sec. 9 reads as follows: "Whenever any department, institution or agency of the State Government, required by this act

and under the rules and regulations adopted pursuant thereto applying to purchase of supplies, materials, or equipment through the Director of Purchase and Contract shall contract for the/of such supplies, materials, or equipment contrary to the provisions of this act or the rules and regulations made hereunder, such contract shall be void and of no effect. If any such department, institution or agency purchases any supplies, materials, or equipment contrary to the provisions of this act or the rules and regulations made hereunder, the executive officer of such department, institution or agency shall be personally liable for the cost thereof, and if such supplies, materials, or equipment are so unlawfully purchased and paid for out of State moneys, the amount thereof may be recovered in the name of the State in an appropriate action instituted therefor."

In far too many instances various individuals have ordered materials, services, etc. before requisition is placed with the Purchasing Department. In many of these cases state contracts are available where the material could be purchased at a saving to the college.

Listed below you will find the various items that are covered by existing State Contracts. More detailed information concerning these items can be secured by calling the College Purchasing Department - Extension 230.

Acids and Ammonia
Anhydrous Ammonia
Anti-Freeze
Automobile Parts and Supplies
Automobile Governors
Automobile Heaters
Automoble Horns
Axes, Mattocks, Picks, Scoops, Shovels, Spades & Handles
Batteries, Dry Cell
Batteries, Storage
Binders and Indexes
Binding, Library
Blackboard
Brooms
Brushes
Brushes, Paint
Cans, Tinned
Casters, Glides, Trucks, Carts, etc.
Chains, Tire

Cleaners, Vacuum, Electric
Compound, Sweeping
Cooking Utensils, Aluminum
Cooking Utensils, Stainless Steel
Containers, Special, for Inflammable Waste, Kerosene & Gasoline
Crayon, Blackboard
Cups, Paper
Disinfectants
Dispensers, Soap
Door Closers and Checks
Dressings, Surgical
Duplicating Machines & Accessories
Drain Tile
Engraving, Steel-Die and Die-Stamping
Engraving, Photo
Erasers and Cleaners, Blackboard
Extinguishers, Fire
Fans, Electric
Filing Supplies
Filters, Oil and Cartridges
First Aid Kits
Flags
Floor Machines
Furniture and Equipment, Institutional
Food Containers, Vacuum
Furniture,Office, Wood
Furniture, School
Fuses
Gasoline
Glass
Glasses, Water and Iced Tea
Hose, Water
Ink
Insecticides, Exterminators and Sprayers
Kerosene, Fuel Oil and Diesel Oil
Kitchen and Cafeteria Equipment
Laboratory Apparatus, Supplies and Reagents
Lamps, Bulbs and Tubes
Library Supplies
Lighting Fixtures
Lineoleum
Lubricants
Mats, Door & Rubber Matting
Maps
Motors & Repairs, Electric
Mowers, Lawn
Mirrors,
Miscellaneous, Office and Instutional Materials
Oil, Floor
Oil, Linseed
Oil, Motor
Oxygen and Acetylene
Padlocks and Night Latches
Pails, Garbage Cans, Etc.
Paints, and Paint Material

Paper Cutters
Paper, Carbon Typewriter and Pencil
Paper, Mimeograph, Adding Machine, Second Sheets
Pencils, Erasers and Related Supplies
Penicillin and Streptomycin
Pencil Sharpeners
Pipe, Concrete and Terra Cotta
Pianos
Parts Bins and Steel Shelving
Plastic Table Ware
Pumps, Gasoline and Fuel Delivery
Ranges, Heaters and Appliances, Electric
Ranges, Heaters and Appliances, Gas
Ranges, Heaters and Appliances, Oil
Rags, Wiping
Refrigerators and Home Freezers
Roofing and Water Proofing
Rugs and Carpets
Seat Covers, Auto
Sewing Machines
Spark Plugs
Silver, Metal and Stove Polish
Scales
Seed, Grass
Sinks, Galvenized and Stainless Steel
Soaps, Detrigents, Alkalies and Chemicals
Soups
Stencils
Stoves
Sewing Thread
Shoe Laces
Steel Wool and Cleaning Supplies
Table Flatware
Thermometers
Tires and Tubes
Tire Recapping and Retreading
Toilet Tissue and Paper Towels
Tools, Hand
Turpentine
Typewriters, Calculating and Office Machines
Typewriter and Office Machines, Repairs and Cleaning
Typewriter and Office Machine Ribbons
Venetian Blinds
Water Coolers, Electric
Wax, Seals and Polish
Window Shades
Woodworking Machinery
Wet Mops
Wheelbarrows
Zinc Sulphate
Zobec Sponges

Items Not Covered by Term Contracts and Not Exceeding $500 in Cost. It has been directed by the Division of Purchase & Contract that we can process as emergency local purchases various items not under term contracts and not exceeding $500 in cost, provided if possible at least three written quotations are secured for the articles to be purchased and these quotations maintained in the files of the Purchasing Department as a permanent record. If the using department has secured these quotations before making the requisition they will attach them to the requisition. If they are not attached the Purchasing Department will secure the quotations, place the order based upon the quotations, and keep them for the permanent file.

Items Exceeding $500 For Any One Quotation. In all cases these requisitions will be fowarded to the Bollege Purchasing Department with detailed specifications, descriptions, etc. and the College Purchasing Department will request the Division of Purchase & Contract to handle these requisitions.

Emergency Orders. Whenever it is necessary that an emergency order be processed the Purchasing Department will be glad to cooperate with the using department. If the order is brought in person to the Purchasing Department it can usually be rushed through and you can have the completed order in a matter of minutes. The Purchasing Department is always glad to cooperate in cases of bona fide emergencies. We do expect the department to do their part by planning for the future and placing their requisitions early enough so that there will be plenty of time for them to go through the normal channels and be received prior to the date they are needed.

Confirming Orders. If you will use an emergency order when it is needed and plan for the future there should be very few occasions when it will be necessary to use confirming orders. It is most important that when confirming orders are used that the requisitions be marked CONFIRMING. When this is not done there is

every possibility of your receiving a duplicate shipment. The Purchasing Department may change the suggested vendor on the requisition and send the order to another firm, in which case you would have duplicate shipments. Even though the order goes to the firm indicated on the requisition there is a possibility of order being duplicated when different individuals handle them in the Company's office. If you have a memorandum, Sales ticket, or delivery slip from the company when making out the confirming requisition please refer to the number or, if it is not numbered, to the date. It will also be of help to all concerned if these requisitions are written just as soon as the necessary information is available.

Normal Procedure for Securing Equipment, Supplies and Services. The requisition is prepared by the using department stating in detail the equipment, supplies, or services that they need. The requisition will then either be sent to the Dean or Director for approval, or in case where the department has its own budget it will go direct to the College Purchasing Department. When the requisition is received in the Purchasing Department it is checked to see if the items are available under State Contracts. If they are contract items they can be immediately checked to see if they have been prepared in accordance with the contract, both as to price and vendor. If they are not in accordance with the contract the Purchasing Department will make the necessary changes to bring them under the provisions of the contract. If the item is not available under contract and is for $500 or less the Purchasing Department will hold the requisition while it secures at least three quotations, whenever possible. When the quotations are received the information will be placed on the requisition and it will be approved by the Purchasing Department. Requisitions for items over $500 and not under State Contract will be referred by the College Purchasing Department to the Division of Purchase & Contract and they will secure sealed bids for the materials or services. When this has been done they will notify the College where and under what conditions to place the order. Requisitions that are referred to the Division of Purchase & Contract will usually

require a minimum time of three weeks to process and may take longer. When placing requisitions that fall in this catagory it is well to keep this in mind and start your requisition in plenty of time to allow for this procedure to be complied with. When the above procedure is completed the Purchasing Department is satisfied that the orders are in compliance with the rules and regulations regarding state purchases, but before the purchase order can be written it is necessary that the orders be encumbered by the Accounting Department so that proper funds may be earmarked for payment of the materials or services. It is the desire of both the Purchasing and Accounting Departments that these requisitions be encumbered every other day but unfortunately it is not possible to do so. During the first few days of each month the Accounting Department is not able to process requisitions due to the preperation of monthly budget reports. Sometimes this will cause a delay of as much as one week in requisitions being processed by the Accounting Department. A delay is also experienced at times when the Accounting Department is in the process of writing checks. Usually for the quickest handling of your requisition the best time to place them is around the middle of the month. It is when the requisition is encumbered that a number is assigned to it by the Accounting Department.

After the requisition is encumbered they are returned to the Purchasing Department and it is at this time that the order is written and sent to the vendor.

Operating under a controlled budget, as we do here at the college, it is necessary that the above procedure be followed. When orders are processed as an emergency there is no way to be sure that the funds are available for the purchase because the number is assigned when the accounting records are not posted up to date. It is for this reason that we can use the procedure outlined under Emergency Orders only in cases of bona fide emergencies.

It is the desire of the Purchasing Department to be of the greatest service possible to the using departments. It is necessary because of the laws regarding

public purchasing that they proceed at times much slower than you would like, but they will do all in their power to procure for you at the lowest possible price the equipment, material, services and supplies than you need. It is their job to secure all the information you need or desire in making your requisition. If you will furnish them with detailed specifications regarding your wants they will be glad to assist you in any way possible.

Please Return -
R.C.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Personnel
Washington, D. C.

LESS FATIGUE MORE WORK

The following article was prepared by T. Swann Harding, Editor of "USDA" based on his observations during a long period of service in the Department. He has also received a large amount of "Fan Mail" concerning personnel utilization, and it has been of considerable use in developing the thoughts which are set forth here. It is thought provoking and is being reproduced in the interest of improving the service rendered by the Department in its daily operations.

T. Roy Reid
Director of Personnel

More and Better Work in the Same Time With Less Effort and Fatigue

Job Habits

Train yourself to go to work immediately you arrive on the job, not after a leisurely warm-up period of dawdling, gossiping, and sighing, shuffling papers and going through unnecessary motions. A little practice will enable you to start right in. If coffee or a cigarette sets off your timing mechanism or primes your conditioned reflex for work, resort to them temperately.

Learn to change off from one sort of work to another--typing to telephoning, dictation to adding machine, laboratory work to writing up notes or preparing papers -- smoothly and without necessity for a period of reflection and introspection.

Plan your work in some orderly fashion to avoid the aimless paper shuffling and futile picking up and laying down that can become habitual. Cultivate the technique of dovetailing one job into another. Do this in the office, in routine laboratory work, wherever possible. Evaluate your jobs and the care and energy you put into them. Make a (neat) list of your tasks to focus attention on each in turn, striking them off as performed. Be not overslow, overconscientious, nor overmeticulous with jobs that require only ordinary care.

Never form the habit of laying aside your more difficult tasks in hopes they will just go away if you don't notice them. Time has proved they do not vanish, nor are you any more likely to perform them at some designated future time than NOW.

All of us work best at certain hours of the day. Use these consistently for your harder tasks, but don't be so temperamental as to work well only at 2 a.m. or in a nearby snack bar! The temperamental eccentricity of many a scientist is a pose rather than a necessity. After natural fatigue sets in you can still do the little routine jobs, but pick your best hours for the harder ones.

Tackle your big and difficult tasks a step at a time, a process at a time. Do not let the whole avalanche of work they seem to present slide over your rails and bring you to a dead stop while you go into a working daze. Inch ahead. No bit of hill climbing is ever so difficult if you advance only step by step.

Avoid what might be called make-work habits. You can become so fascinated by the functioning of certain office machines that you perform really unnecessary work

with them. A scientist in his laboratory can become so infatuated with some new equipment or processes as to forget his main line of endeavor and accomplishment. Be clear always as to your main objective and strive directly towards it.

Communications

Abbreviate your talks with visitors, telephone conversations, and conferences just as much as you can without losing their value. They can easily begin to run on and on while you are unconscious of the fact, and you and others talk in circles, saying many things that do not need to be uttered.

When possible, avoid telephoning unless your kind of job requires it. The person you try to reach is not always available. When and if he calls back, your mood or the picture has changed. Replace as many phone conversations as you can with typed chits on small notepaper bearing your name, agency, and room number--telephone number optional: Agreements made by telephone are apt to vanish from the mind of the other fellow. But the chit remains to face him until he performs the task or assigns it. When he assigns it, he passes along your written instructions as you prepared them, carrying full and complete information undistorted as it would become when transmitted in conversation.

Never neglect communications. They are very important. They must be such that the information which should seep down and all around actually does so. The office grapevine is no substitute. All who work in an organization must be fully conversant with the accurate information they require to do an efficient, effective job. Use bulletin boards, circulating memoranda, and meetings judiciously here.

Use small mimeographed chits to answer questions commonly asked, to give instructions, provide needful information, and reply to some correspondence. A politely worded rubber stamp or a typed sentence on the bottom can be used to answer many letters that do not require filing.

No project in scientific research is completed until the information developed has been recorded and disseminated. Writing the scientific paper as clearly as possible in order to communicate the new knowledge obtained by research is quite as necessary and important a process as the laboratory work. Research without communication is void.

Supervisors

Avoid dictation to stenographers if you can. It is time-consuming and inefficient unless the person doing the dictating does it really well. Learn to rough out on a typewriter, or in longhand if you write legibly, the material you yourself must prepare anyway. Then it can be clean-copied by any girl in any pool at any time. Then you will not be all at sea because a particular stenographer who has secreted your material in her own private language is sick or otherwise unavailable to transcribe from her notebook. Cutting dictation to the least possible minimum is a great time-saver. The dictaphone can, of course, be helpful to those who make skilled use of it.

Shorten your letters and memoranda drastically. The shorter any written document is, provided the essentials are retained, the more likely it is to be read and used, the less likely it is to be misinterpreted and cause trouble. Avoid writing formal letters and memoranda whenever the same matter can be handled quite as well with highly informal chits or a notation on the incoming letter or memorandum.

Tactfully avoid social visits when you can. If you must consult someone, go preferably to his office rather than having him come to yours. You can probably leave his office when you please but may be unable to get him to quit yours at will. It is bad enough to loaf but far worse to keep others from working while you do so.

Make definite appointments for definite purposes. Do not let one pile up on another. Do not prolong your consultations unnecessarily to make you think you work hard.

Call conferences only when necessary to determine policies or to bring useful information to an entire group. Never let them get out of hand. Open and close them promptly. If you are chairman, prevent rambling. Gently insist that those who attend stick to the point. See that they come equipped with reliable terminal facilities.

Get rid of inherited or acquired deadwood, if you can't train them to do effective work even if this involves some unpleasantness. Eradicate those who might better be paid to remain at home. Do something about the chronic fighters, the slow, lazy, and temperamental. Temperament is suffered too willingly even at supervisory levels. So are hour-cutting and flexible luncheon periods. Too many supervisors like all the advantages and privileges that go with supervisory positions but lack the integrity conscientiously to perform the duties and attend the responsibilities. You can easily get into the habit of dawdling over lunch with others with whom you talk shop and bring yourself to believe you are accomplishing something when you are merely being convivial, congenial, and time-wasting. Not even all laboratory chatter is necessary and helpful.

Attain your objectives by leadership rather than by so called top-sergeant methods: Telling those you supervise what to do, denying them full information upon the basis of which to operate and make decisions effectively, and refusing to listen to their views.

Above all make prompt decisions. Adhere to them. Better a prompt and partly wrong decision, often, that a fully correct one arrived at far too late to be useful or effectual.

Draw lines of authority clearly. When delegating responsibility, give the authority that goes along with it. Make your job instructions clear-cut and preferably in writing. But think clearly, for then only can you write clearly. Obscure writing wastes more time than sluggards.

Provide suitable incentives for those who work under you, not just money, but also credit, recognition, and a relationship that will make them feel you do not regard them as mere inanimate equipment. If you are top man in the laboratory, let subordinates sign their own papers and take rightful credit for the research they have done. See that your employees have suitable equipment also a good lighting, proper ventilation, typewriters and office machines in good repair, comfortable chair, proper laboratory facilities, and so on. Only then can they be expected to work efficiently.

Those Supervised

Carry out your assignments without having to be checked and rechecked. Any failure of yours to do so, even when instructions are given sometime ahead, is time-consuming and inefficient.

Learn to read carefully and to follow written instructions accurately. Learn also to listen carefully and to acquire as many different skills as you can.

Whether your memory is faulty, or not, it is good to use a system of written reminders or a tickler file of some kind that brings up jobs to be done at future dates without fail. This will also enable others to carry on when you are absent.

Detach your mind from household tasks and personal problems during work hours. Worry about such matters on your own time. Attend the fewest possible personal matters during business hours and then only when you are caught up in your work.

Arrive on time; stay until the last horn blows. You owe the job its full office hours but, if more is habitually asked of you, or if work is always piled on you just before luncheon or quitting time, then management is at fault. Talk it over with your supervisor. He may not realize the work load is too heavy.

Be dependable. Take care of yourself especially on the 5 nights weekly before the 5 work days. Avoid undue fatigue, exposure, or recreations and late hours that may impair your work capacity next day. Do not work when you have a cold that might spread to others. Do not stagger into work belatedly to sit half-sleeping most of the day because of dissipation the previous evening. You do not get paid in counterfeit money. Don't try to give counterfeit service in return.

Avoid: Talking, whistling, or singing while others are trying to work; displays of temperament; office or laboratory gossip, feuds, brawls, and scandals. Try to cultivate an attractive and friendly office personality while retaining dignity and a certain aloofness regarding wholly personal matters.

Never become a flouncer, always in a petty pet about something.

You may forge ahead while others display temperament, gossip, and fight, if you tend to business and learn as much about as many jobs as you can. Ask for more work rather than for more money; they you will surely get consideration for advancement and more money too.

Never apply for a new position saying that you rarely get in on time and take too long for luncheon, but that you will make up for it by working harder. Never say flatly you do not like to work for a woman, especially if one of your supervisors is a woman. Incredible as it seems, these things have been done.

Take leave judiciously and with due attention to your work load. Borrowing time or a streetcar pass from the boss to return the blouse or necktie you bought yesterday during an extra long lunch hour adds little to your reputation for efficiency. Taking advantage of every optional opportunity to be away from your desk regardless of the work load is unwise.

All of us:

All of us should try to evaluate ourselves periodically, to see ourselves as others see us, shocking though that be. Character is what you are, but reputation is what others think you are. We often seem eminently fair, just, wise, and agreeable to ourselves, yet may be making life miserable for others. The reputation of difficult or jittery supervisors immediately permeates the entire staff by osmosis. If we can somehow tap the office grapevine occasionally, or get some fellow worker to analyze us candidly, this is a great eye-opener. Always remember you are not to others what you sincerely believe yourself to be. Periodic stock-takings of the most ruthless and objective kind can alone enable up to appraise ourselves at our real worth and to avoid often harmless little habits that may be a great annoyance to others.

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Carolyn Linder

The VOICE With a Smile

The Voice with a Smile Wins

This saying is well-known to millions and well describes the kind of voice you best like to hear over the telephone — the voice that telephone-wise people use to convey their desire to serve you pleasantly and courteously.

Everyone wants to make a pleasing impression. How does your telephone personality appear to someone who hears but does not see you? Perhaps you are not sure and may sometimes wonder just how you really sound to others when you meet them by telephone. A good telephone presence is important. It depends entirely upon one thing: the voice.

To gain telephone personality isn't difficult, as you'll learn by reading these pages. You may not need to follow the suggestions in every detail. An earnest effort for improvement is what counts. A few minutes' practice a day soon develops the habit of clear, pleasing speech.

The only thing that matters is what meets the ear. Whenever you pick up the telephone, your voice is your sole representative. Your callers or the persons you call are going to form an opinion solely from what they hear.

LAZY LIPS Lose Listeners

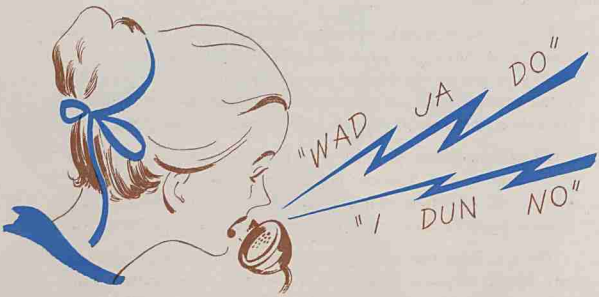
Careless, mechanical lip movement often results in a tiresome drone, lulling your listener into a doze or daze. Distinct speech, giving proper form to each sound in every word, invites attention and sharpens interest.

Open your mouth slightly. Hardly moving your jaw or tongue, speak a few sentences. . . . Not very attractive, is it? You've heard people talk just about that way. No wonder the words sound "swallowed"

instead of being nicely formed and directed outward to the listener.

It's easy to be careless and let talking muscles get stiff. Like any other muscles, they need limbering. Here are three helpful hints: Be conscious of your speech. Read aloud. Observe how others speak and how their facial expressions set the pattern for each word.

How *FAST* do you speak?



Telephone speech should be neither too fast nor too slow. Some people used to think they had to talk fast over the telephone or their time would be up before they had said all they were going to. Now we know it's good business and good manners to speak at a rate which permits clear expression and distinct pronunciation.

If you "talk a blue streak," you won't be well understood and will waste valuable time repeating yourself. Words become jumbled, and bad sounding forms creep in . . . "wadjado," "I dunno," indicate poor voice grooming. If telephone speech is too slow, words sound disconnected and lose meaning for the listener.

The very act of speaking clearly can keep your speech pace within normal limits.

Come a little *CLOSER—*

The telephone is made to carry words spoken no louder than in ordinary conversation. Your lips should be from one-half to one inch away from the mouthpiece. It's just as important to speak directly into and close to the mouthpiece as it is to keep the receiver close to your ear.

When you speak right into the mouthpiece, there is no need to shout or talk loudly. Shouting distorts speech. If you whisper or mumble, your listener has to strain to hear you and chances are that all he'll get is a blurred jumble of words.

Your *VOICE* is you!

It's easy to let your voice become mechanical and flat over the telephone when you're not face-to-face with your listener. Yet only your voice can convey what you would ordinarily express in face-to-face conversation by the mobility of your face, the twinkle of your eyes or other visible gestures.

You can add a big plus to your voice personality if you try to visualize the person at the other end of the line. Then talk TO the person, not AT the instrument. This mental image of the listener often gives rise to conversational enthusiasm. Give your voice the wide-awake, alert "personal interest tone." Don't "gush"; be natural.

Your voice is you — with color and feeling it can be an asset.

If you are frequently in telephone touch with people, you should find it helpful to study the difference between a voice having "personal interest tone" and one lacking this quality.

The Voice LACKING
Personal Interest Tone

— Expressionless
— Mechanical
— Indifferent
— Impatient
— Inattentive
— Repelling

— Minus Personality

The Voice HAVING
Personal Interest Tone

+ Pleasant
+ Friendly
+ Cordial
+ Cheerful
+ Interested
+ Helpful

+ Personality Plus

It might be fun to score yourself on these plus-minus voice values. Grade yourself on a basis of excellent, good, fair and poor. Be honest now. Are you *really* satisfied with your voice attitude?

Test others and *YOURSELF*

Every time you pick up the receiver you bring the world to your telephone. Every telephone wire carries a dialogue. Are you merely holding up your end of the line or are you winning friendly attention?

The way your voice rises and falls, the way shades of feeling appear in your voice, the way you place emphasis where it's needed — all these give color to your speech and help make it pleasing and convincing. Listen to your own voice. Try to hear it as others hear it.

Even the way you say the words in answering the telephone is important. Suppose they are: "Duane Roberts and Company." In these four words you can assure or confuse your listener. By a pleasant, questioning tone, you seem to ask: "Is this the firm you are calling?" At the same time, a helpful note in your voice inquires: "What can I do for you?" implying that you are pleased to receive the call.

All that in just four words! That's the kind of answer the customers of "Duane Roberts and Company" like to get.

Sounds that go WRONG

You've probably noticed how telephone operators pronounce certain numbers, such as "ni-en" for "nine." Many numbers sound alike over the telephone and, unless spoken with special distinctness, they cause misunderstanding. For instance, five and nine can be confused and oh and four often get mixed up.

Absolute accuracy is necessary in understanding all numerals and letters in telephone numbers. A slip of the lip may mean a retake on that telephone "trip."

Telephone operators have evolved methods of pronunciation to make these tricky sounds go right. These tested methods, shown here, are easy to master and readily understood:

Numeral or Letter	Sounded as	Formation of Sounds
0	oh	Long O
1	wun	Strong W and N
2	too	Strong T and long OO
3	th-r-ee	A single roll of the R and long EE
4	fo-er	Long O and strong R
5	fi-iv	I changing from long to short, and strong V
6	siks	Strong S and KS
7	sev-en	Strong S and V and well-sounded EN
8	ate	Long A and strong T
9	ni-en	Strong N, long I and well-sounded EN
J	jay	Strong J and long AY
R	ahr	Strong R
M	em	Short E and strong M
W	double-u	Full value given to each syllable
F	ef	Short E and strong F

Your mouth is an *INSTRUMENT*

To sound a note on a musical instrument requires a special position or action, such as pressing a violin string at just the right point and drawing the bow correctly. If you watch a string section in an orchestra, you'll note that performers bow in rhythmic unison.

So, too, there is a special position or action of the lips, tongue or jaw for every sound used in speech. Lips sometimes close, take a slightly parted or rounded shape. The jaw moves up or down. The tongue moves into many positions.

These speech wonder workers have a way of shirking their jobs, unless we give them special attention. Good, relaxed muscle action results in a sound that is formed correctly and uttered clearly.

Let's see how true this is. If you haven't made the following test before, you'll be astonished at the variety and importance of mouth action needed to form different sounds.

Speak, look and *LISTEN*

Standing before a mirror, watch and listen to yourself while you say the vowel sounds in the way shown in the following list. Carefully note your mouth action while saying each vowel so it sounds exactly right.

Vowels	Sounded	As In	Position of Mouth
A	ah	father	Open
A	ay	ate	Half open
A	aw	call	Open, lips slightly rounded
A	a	hat	Half open
E	ee	he	Almost closed
E	e	met	Slightly open
I	eye	kite	Open, then closing
I	i	it	Slightly open
O	o	hot	Open
O	oh	old	Open, lips round
U	oo	flute	Almost closed, lips slightly rounded
U	uh	hut	Half open
OI	aw-i	oil	Open, lips slightly rounded, then opening wide
OU	ah-oo	south	Open, then closing

Clear consonant sounds are the backbone of good speech. There is more movement required of the tongue and lips, and the teeth play a part too. Unless spoken emphatically and distinctly, consonant sounds may easily be mistaken for others — or not heard at all.

Let the following consonant sounding board be your guide:

Breath Consonants	Voice Consonants	Nasal Consonants
F (as in "farm")	V (as in "Victor")	
WH (as in "when")	B (as in "bought")	M (as in "moon")
T (as in "taught")	D (as in "don't")	N (as in "none")
	L (as in "lazy")	
TH (as in "three")	TH (as in "then")	
S and soft C (as in "sum")	Z (as in "maze")	
SH (as in "show")	Z (as in "azure")	
	Y (as in "yet")	
CH (as in "chum")	J (as in "June")	
	R (as in "run")	
K (as in "keel")	G (as in "good")	
X (as in "ax")	X (as in "exact")	

Practice by reading and talking aloud. Running over this "diction daily dozen" will polish your voice habits and pay off in clear, crisp speech. Continue to listen to your own voice critically so that you can detect and correct any faults.

The best "Voice Mirror" you have is your own hearing. Ask yourself frequently, "How do I sound?"

A good double check is to try your speech on someone whose judgment you value and who isn't afraid to give criticism that helps.

EXERCISE does it

If your diction needs a little grooming, practice exercises are in order. Here are some limbering routines to make your lips, tongue and jaws more flexible and responsive:

LIPS: 1) Extend forward in open circular form; relax and return to normal position. Repeat.

2) Starting with lips closed, puff them apart with the breath (as sound of "p" in the word "part") and repeat rapidly.

3) Repeat, adding vowel sounds in order, such as "pah" and "pay."

4) Once again, using "b" sound as in "bah" and "bay."

TONGUE: 1) Mouth well open, curve tip of tongue upward to touch gum just behind front teeth. Return to normal position. Repeat several times, gradually speeding up.

2) Repeat, sounding "lah" each time tongue is lowered.

3) Try it again, using the sounds "tah," "nah," "dah."

JAW: 1) Drop jaw, with muscles relaxed, far enough to permit inserting thumb sideways between teeth. Return to closed position, and repeat several times.

2) Repeat, saying "mah" each time jaw is dropped.

3) Once again, using the sounds "mah" and "moh." Avoid forcing or stiffening of jaw. It should drop loosely.

Practice sentences

Each of the following sentences has a rich mixture of vowels and consonants — good material to read aloud in front of your mirror. Go over them carefully, slowly enough to give every sound its proper value, to be conscious of your mouth action. They will start you on the way to good voice habits.

1) For distinct enunciation, every word, every syllable, every sound, must be given its proper form and value.

2) Think of your mouth chamber as a mold in which the correct form must be given every sound.

3) Move your lips more noticeably.

4) When teeth are clenched, speech is locked behind them. Your jaw must be flexible for effective speech.

5) Your voice is the most direct expression of your personality. You should be careful, through it, to do yourself full justice.

6) You may know what you are saying, but others will not, unless you make it clear to them.

7) Through practice, you can learn to speak more rapidly, but still with perfect clarity.

8) The courtesy of face-to-face conversation, where the smile plays such an important part, can be expressed over the telephone, only with the tone of voice and a careful choice of words.

9) Good speech is within reach of everyone through diligent practice.

You're on your *OWN!*

This booklet is not intended as a strict manual of phonetics. It's designed to pass along some of the practical tips that research and experience have proved worthwhile.

Next time you pick up the telephone put your "Voice With A Smile" to work.

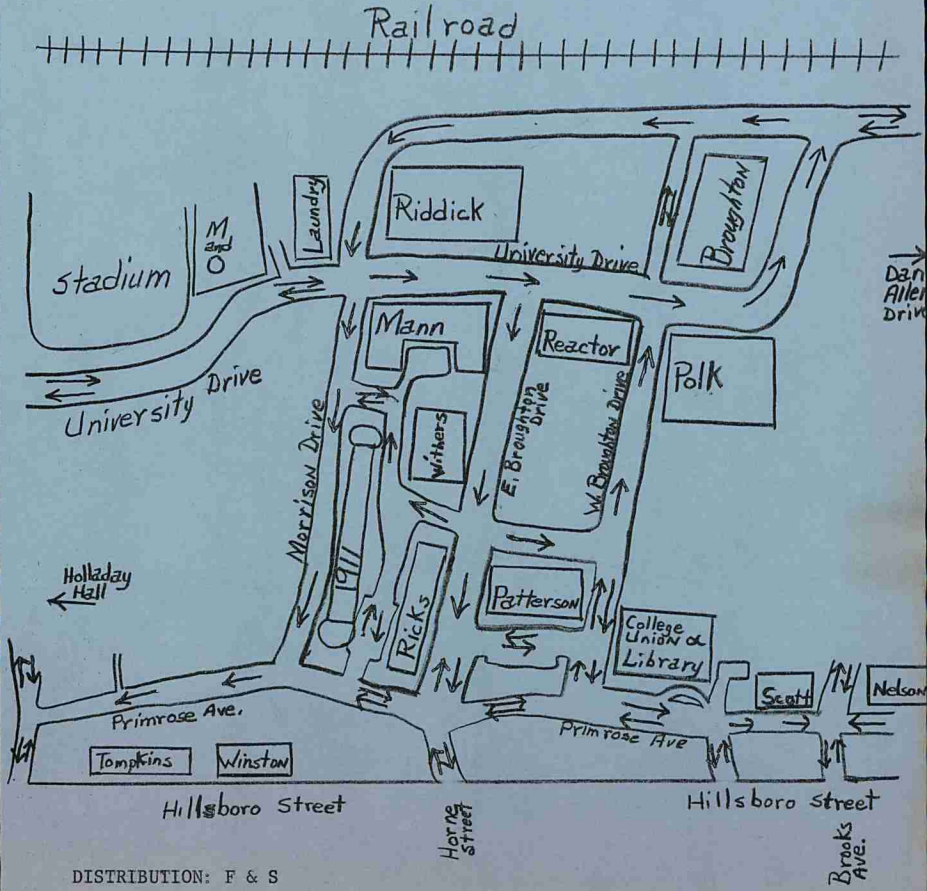
Make the telephone feature *you* at your best.

Southern Bell Telephone and Telegraph Company

NORTH CAROLINA STATE COLLEGE

OFFICIAL BULLETIN VOL. XXXII Tuesday, August 8, 1961 No. 141

NEW TRAFFIC FLOW PLAN: On or about August 14 an additional number of one-way streets will be effected on the campus. These streets are primarily being changed so that 70 additional parking spaces will be available. Please study the map shown below so that this change can be made with a minimum of effort. Special precaution should be made in driving the first several days until everyone is familar with the plan. Streets not shown on the map will retain the present traffic directions.



DISTRIBUTION: F & S

July 14, 1961

MEMORANDUM

TO: Miss Margaret Walker

FROM: Mrs. Baye Sumner

SUBJECT: Long distance telephone billing

Beginning July 23 the billing of long distance calls will be changed to "Q" or "Z" billing. Numbers are being furnished by the Telephone Company. Each Department will receive the quantity requested by the Department Head.

Place call as usual, but ask operator to charge to your "Q" or "Z" number which is enclosed.

When you receive your bill if you are unable to identify all the charges, call 832 9011 and ask for party that handles telephone 834 5211. She will assist you.

Please inform each member of your personnel placing long distance calls of this change before ~~Thursday~~, July 23, 1961.

BS:p

Q Billing No.:	College No.:
2Q8 2264	244

Extension Instructions and
Regulations File
Revised 2/1/61

OUT OF COUNTY TRAVEL

A. Why out-of county authorization necessary?

1. The blanket authorization for county Extension workers covers the county or counties in which their regular duties are carried as shown on their appointment. Travel outside of the prescribed area requires authorization if official time is claimed and in case of accident, is proof of being on official duty.

2. To determine the source and amount of compensation allowed.

B. Authorization for official out-of-county travel is to be secured from the District Agent prior to the trip. Request for authorization should be as far in advance of trip as possible and for out-of-state authorization at least 15 days in advance as the authorization for out-of-state travel has to be secured from the College Administration.

C. Before an authorization is given for out-of-county travel, determination is to be made by the District Agent that the trip is for the purpose of furthering approved projects of the Extension Service and is not in violation of Federal and State laws or regulations.

D. There are four classes of out-of-county travel:

1. Usually carrying reimbursement for travel and/or subsistence (in addition to regular monthly travel allotment).

2. Usually carrying reimbursement for travel (from regular monthly allotment for travel).

3. Allowing official time but no reimbursement for travel or subsistence.

4. Travel to another state (time or reimbursement).

E. Purposes for which out-of-county travel may be authorized:

1. With reimbursement in addition to the regular monthly allotment:

a. Meetings planned by the Extension Service and approved by the Director for the purpose of training agents in subject matter, on new programs, on Extension procedures, or on a combination of them.

b. Mileage for one car to and from 4-H Club Camp and actual cost of meals (subsistence), where a camp charge is made, for not more than two agents to each county holding 4-H Camps, provided request for authorization to out-of-state

Camps is requested well in advance and approval is granted by the College Administration.

c. One trip to a county for an agent who is being considered to fill a vacancy.

2. With reimbursement out of regular monthly allotment for travel:

a. One car for agents participating in putting on radio program.

b. Mileage involved in assisting 4-H Club members in securing livestock.

c. One car and one round trip to the county in attending 4-H livestock shows and sales which have 4-H Club members participating in such shows or sales.

d. One car and one round trip for those counties participating in training judging teams.

e. One car and one round trip for those counties participating in area development meetings, clothing, food, or house furnishing shows and contests.

f. One car and one round trip for those counties participating in home demonstration planning meetings.

g. To cooperative wool, livestock, and livestock product sales, where it has been determined by the District Agent that such attendance is clearly in the interest of the Extension Program for the county or counties involved. Also meetings of other agencies (Farm Bureau, SCS, ASC, Grange, etc.) participated in by travel granted at the discretion of the Administration.

3. Out-of-county travel without reimbursement:

a. To be arranged through the District Agents.

b. Irrelevant meetings - annual leave must be used.

4. Out-of-state trips: (No out-of-state trip can be authorized until request has been submitted to the College Administration by the Extension Administration and approval received.)

a. Permission to travel out-of-state may be secured for either of three purposes:

(1) To represent the Agricultural Extension Service officially or to conduct official business.

(2) To attend work conference.

(3) To attend professional society meetings.

TELEPHONE NUMBERS-AGENTS

WESTERN DISTRICT - MAY 1961

County	Home Economics Agent	Home Address	Home Phone	Office Phone
AVERY	Marie Scott	Newland	Re 3-2275	Re 3-2415
BUNCOMBE	Mrs. Mary F. Ray	3 Wilburn Road Asheville	254-1690	252-7611 Ext. 21
	Mary R. Hansley	39 Woodvale Ave. Asheville	254-2786	"
CHEROKEE	Thelma Wheeler	Murphy	Ve 7-2026	Ve 7-2917
CLAY	Mrs. Justine Rozier	Hayesville	2547	2822
	Freida Dean Morgan	Hayesville	3110	"
GRAHAM	Nellie Jo Carter	Robbinsville	Gr 9-3343	Gr 9-3320
HAYWOOD	Mary Cornwell	Box 778 Waynesville	Gl 6-3664	Gl 6-5691
	Patricia H. Turner	Box 43 Waynesville	Gl 6-8479	"
HENDERSON	Mrs. Nell R. Garrison	645 Maple St. Hendersonville	692-8370	Ox 3-6960
	Peggy Hall	Hendersonville	692-4509	"
	Mrs. Peggie C. Davis	Hendersonville	692-4089	"
JACKSON	Mary E. Johnston	Sylva	Ju 6-2694	Ju 6-2359
	Nancy Carol Allen	Sylva	-	"
MACON	Mrs. Florence Sherrill	Box 562 Franklin	La 4-3388	La 4-2413
	Mrs. Mabel Swan	Box 325 Franklin	La 4-2083	"
	Mrs. Ruth Patton	Noetel Building Franklin	La 4-2691	"
MADISON	Mrs. Ethel T. Wallin	Marshall	2157	2491
	Mrs. Ruby Corpening	Marshall	2776	"
MITCHELL	Mrs. Lois Williams	Bakersville	2513	2631
	Mrs. Pauline Braswell	Bakersville	Po 5-9195 Spruce Pine	"
RESERVATION	Mrs. Margaret D. Smith	Cherokee	Al 4-5888 Asheville	Hy 7-3521
SWAIN	Pansie Deal	Box 207 Bryson City	3355	2335
	Sonia C. Wells	Box 834 Bryson City	5611	"
TRANSYLVANIA	Anne Benson Priest	Box 786 Brevard	Tu 2-2162	Tu 2-1711
WATAUGA	Jean Childers	Box 408, Buena Vista Apartments, Boone	Am 4-8303	Am 4-3879
	Mrs. Lillian H. Danner	Box 27, Queen Apartments, Boone	Am 4-3864	"
YANCEY	June Street	Burnsville	Mu 2-2497	Mu 2-2113
	Mrs. Alice Hopson	Route 1 Green Mountains	-	"
Miss Mary Harris District Home Economics Agent		2101 Van Dyke Ave. Raleigh, N. C.	Te 4-5455	Te 4-5211 Ext. 388

NOTE: Please advise the District Agent when home and/or office telephone numbers and/or addresses change.

OFFICE TELEPHONE NUMBERS OF AGENTS IN EASTERN DISTRICT AND EXTENSION SPECIALISTS AT STATE COLLEGE - 1958

	Telephone Number		State College, Raleigh - 4-5211	
County	Farm Agent	Home Agent	Department	Extension
Beaufort	Whitney 6-2934	Whitney 6-3409	District Agents	388
Camden	4072	~~4072~~ 6389	Directors	213
Carteret	24381	~~24011~~ PA 83774	Miss Current and Miss Stanton	244
Chowan	3128	3129	Agricultural Engineering	274
Craven	ME 7-2306	ME 7-3515	Agronomy	294
Currituck	Coinjock 2252	Coinjock 2252	Animal Husbandry	269
Dare	112-W	112-W	Dairy	277
Gates	3216	2606	Farm Management	306
Hyde	201	201	Marketing	291
Jones	2331	2331	Poultry	376
Onslow	4411	8589	Entomology	201
Pamlico	Sh 5-2576	Sh 5-2576	Forestry	407
Pasquotank	4996	6119	4-H Club Office	410
Perquimans	3771	2776	Horticulture	296
Tyrrell	2551	2551	Plant Pathology	336
Washington	2136	~~3536~~ SW 34415	Program Planning	292
			Foods and Nutrition	354
Miss Cox - Home telephone Te 2-3381			Food Conservation	242
Mr. Piland - Home telephone Te 4-4044			Clothing & Family Relations	221
			Home Management	285
			House Furnishings	462
			Auditing (Mrs. McDonald)	255
			Personnel (Miss Dakin)	271

Mrs. Walker

TELEPHONE NUMBERS OF SOUTHWESTERN DISTRICT HOME ECONOMICS AGENTS
NOVEMBER - 1960

COUNTY	HOME ECONOMICS AGENT	ADDRESS	HOME PHONE	OFFICE PHONE
ALEXANDER	*Agnes W. Watts	Taylorsville	ME 2-2113	MElrose 2-3125
	*Dorothy G. Waters	"	ME 2-3638	
BURKE	Ostine Warlick	Morganton	HE 7-6581	HEmlock 7-2191
	*Sylvia C. Warren	"	HE 7-2277	
CABARRUS	*Sara M. Stewart	Concord	ST 2-4068	STate 2-0212
	Barbara J. Kistler	"	ST 2-0028	
CALDWELL	Ainslee Alexander	Lenoir	PL 4-7561	PLaza 4-9441
	Mary Elaine Coulter	"	PL 4-6584	
CATAWBA	Hilda L. Clontz	Newton	IN 4-0599	INgersall 4-2181
	*Jane C. Arndt	"	IN 4-3757	
CLEVELAND	LaUna Brashears	Shelby	HU 7-4626	HUxley 7-5671
	Patricia Farris	"	HU 7-5643	
	Jessie Anne Wingo	"	HU 2-1026	
DAVIE	Florence Mackie	Mocksville	ME 4-2428	MEdford 4-5134
	*Eleanor W. Gabard	"	ROger 6-6707 (Clemmons)	
GASTON	Lucile Tatum	Dallas	)UN 5-2428	WAlker 2-3366
	Alice Bennett	"" Gastonia	)UN 5-4726	
	Margaret Storie	"	)UN 5-0166	
IREDELL	*Nancy I. Myers	Statesville	LI 6-3791 (Harmony)	TRi-angle 3-3481
	*Doris T. Teeter	"		
	*Juliene P.Fulp	"	TR 2-3154	
LINCOLN	*Charlotte B. Rumley	Lincolnton	HA 8-4361	[illegible]gent 5-5490
	*Gail H . Boyd	"	RE 5-8401	
	Martha L. Goforth	"	RE 5-5487	
McDOWELL	Rachel L. Keisler	Marion	2-2665	5341
	Wilda Jean Thomas	"	4871	
MECKLENBURG	Kathleen Nelson	Charlotte	375-7128	334-3055
	Margaret Huneycutt	"	376-2545	
	Maude Middleton	"	ED.2-8282	
POLK	Trevah Garrett	Columbus	UL 2-3921 (Tryon)	TWi-light) 4-3881
	Evangelena Linney	"	UL 6-6104 "	
ROWAN	Edith S. Hinshaw	Salisbury	ME 6-1000	MElrose 6-3991
	Carolyn Smith	"	ME 3-5410	
RUTHERFORD	Eugenia Ware	Rutherfordton	AT 7-4094	ATwater 7-3668
	*Shirley B. Koone	"	AT 6-6448	
STANLY	Elisabeth A. Watson	Albemarle	YU 2-3028	YUkon 2-4841
	Peggy LaVerne Burke	"	YU 2-2720	
	*Rebecca T. Mooney	"	YU 2-5259	
UNION	*Hilda L. Hudson	Monroe (Waxhaw)	CO 5-5718	ATlantic 3-5322
	Cloise C. Williams	"	AT 3-6614	

District Agent - Mrs. Callie C. Hardwicke, Raleigh TE 4-3805 TEmple 4-5211 Ext. 243

*Married

NOTE: Please advise the District Agent when home and/or office telephone numbers and/or addresses change. Thank you.

NORTHEASTERN DISTRICT - JANUARY 1961

COUNTY	HOME ECONOMICS AGENT	HOME ADDRESS	HOME PHONE	OFFICE PHONE
BERTIE	Lenore Crouser	Windsor	PY 4-3426	
Windsor	*Virginia S. Barfield	Merry Hill	~~PYR 2235~~	PYramid 4-2235
	*Carolyn W. Lawrence	Colerain		
EDGECOMBE	*Eugenia VanLandingham	Tarboro	TA 3-2792	TAlbut 3-4409
Tarboro	Cleo Jones	"	TA 3-3237	
	*Eleanor K. Tetterton	"	TA 3-4933	
FRANKLIN	*Lillie Mae B. Dean	Louisburg	GY 6-3023	GYpsy 6-3344
Louisburg	*Sara W. Casper	"	GY 6-5496	
	*Frances W. Fuller	"	GY 6-4936	
GRANVILLE	*Dorothy G. Wilkinson	Oxford	3216	3437
Oxford	*Betty H. Parrott	"	5519	
GREENE	*Elizabeth W. Jones	Snow Hill	SH 7-3453	SHadyside 7-3431
Snow Hill	Mary Burwell Davis	" "	SH 7-3401	
HALIFAX	*Estelle E. White	Weldon	JE 6-4394	JUstice 3-2661
Halifax	*Della E. Fowler	R. Rapids	JE 7-4446	
	Martha Lee York	R. Rapids	JE 7-4895	
HERTFORD	*Jane M. Taylor	Harrellsville	3212 (Colerain)	
Winton	*Betty Ann C. Atkins	Ahoskie	2351	ELgin 8-3526
JOHNSTON	Sarah Ann Butts	Smithfield	WE 4-2833	WEbster 4-2426
Smithfield	*Peggy Q. Stallings	"	WE 4-4469	
	*Earline M. Walker	"	WE 2-7284	
LENOIR	Marie Penuel	Kinston	JA 3-4539	JAckson 3-3015
Kinston	*Marguerite V. Kennedy	LaGrange	LO 6-3853	
MARTIN	*Helen L. Hoskins	Williamston	SW 2-2388	SWift 2-2353
Williamston	*Lois S. Hall	"		
NASH	*Ann M. Inscoe	Nashville	GL 9-3021	GLendale 9-3441
Nashville	*Lydia M. Booth	Spring Hope	GR 8-8207	
	Jane Edwards	Rocky Mount	GI 6-8805	
	*Agnes E. Safy	Rocky Mount	GI 6-4781	
NORTHAMPTON	*Autrey B. Jenkins	Woodland	JU 7-2151	LEnox 4-2831
Jackson	*Sylvia P. Lassiter	Rich Square	LE 9-2849	
PITT	*Sue B. May	Winterville	PL 2-5670	PLaza 8-1372
Greenville	Lily L. Harper	Greenville	PL 2-3403	
	*Mavis G. Johnson	"		
VANCE	*Jane U. Norwood	Henderson	GE 8-5376	GEneva 8-4916
Henderson	Phyllis A. Corbett	"	GE 8-3505	
WAKE	*Margaret S. Babson	Raleigh	TE 2-3398	TEmple 2-6232
Raleigh	*Helen M. Mohan	"	TE 4-7957	
	*Barbara S. Morris	"	VA 8-9645	
WARREN	Emily Ballinger	Warrenton	2601	9041
Warrenton	Ann Rackley	"	6431	
WAYNE	Nancy W. Lewis	Goldsboro	RE 5-0556	REpublic 5-4311
Goldsboro	Sara L. Fagan	"	735-6997	EXT. 26
	*Sarah T. Jones	Pikeville	RE 4-1850	or 27
WILSON	*Ona P. Humphrey	Lucama	239-2590	243-2590
Wilson	Peggy J. Grady	Wilson	237-1441	
	*Vivian C. Pike	"	243-4043	

*Married

District Home Economics Agent - Miss Lorna Langley, Raleigh TE 3-3513 — TEmple 4-5211 Ext. 243

NOTE: Please advise the District Agent when home and/or office phone numbers and/or addresses change.

NORTHWESTERN DISTRICT - November 1959

COUNTY	HOME EC AGENTS	HOME ADDRESS	HOME PHONE	OFFICE PHONE
ALAMANCE	Katherine Millsaps	Graham	CA 6-7129	CAnal 6-9019
Graham	Mrs. LaMerle S. Mikell	"	CA 7-4600	
	Mrs. Ruth T. Joyner	Burlington	CA 6-5483-(J.R.Garrett,Jr.)	
ALLEGHANY	Mrs. Frances Wagoner	Sparta	102J	178
Sparta				
ASHE	Mrs. Jane B. Davidson	Jefferson	2071	3021
W.Jefferson				
CASWELL	Louise Homewood	Yanceyville	CW 4-2334	CWen 4-2542
Yanceyville	Lillie Ellen Wise	"	CW 4-2611	
CHATHAM	Flossie Whitley	Pittsboro	KI 2-2581	KIngswood 2-2251
Pittsboro	Mrs. Annabel T. Powers	Siler City	717W1	
DAVIDSON	Mrs. Martha B. Thompson	Lexington	CH 6-4404	CHestnut 6-2536
Lexington	Sallie M. Whitaker	"	CH 6-4360	
DURHAM	Mrs. Marilyn Hartsell	Durham	8-3892	3-5021
Durham	Mrs. Elizabeth U. Meldau	"	8-1608	
FORSYTH	~~Mrs. Elizabeth L. Tuttle~~	Walkertown	4231	PArk 5-3577
Winston-Salem	Mrs. Betty D. Friddle	Winston-Salem	PA 3-5067	
	Mrs. Carolyn C. Russell	" "	PA 3-3615	
GUILFORD	D. Elizabeth Williams	Greensboro	BR 5-4975	BRoadway 3-4419
Greensboro	Mrs. Irene W. Johnson	"	BR 3-3022	
	Cecilia T. Kennedy	"	BR 2-6317	
	Gaynelle Hogan	"	BR 5-8766	
	Mrs. Laura J. Little	"	BR 2-0112	
ORANGE	Jessie Trowbridge	Chapel Hill	9-9051	3822
Hillsboro	Mrs. Kathryn P. Miller	" "	7-1261	
PERSON	Mary Margaret Smith	Roxboro	6984	3131
Roxboro	Sarah Ruth Nixon	Roxboro	8-1801	3131
	Mrs. Margaret R. Rogers	Roxboro	8-1772	4575
RANDOLPH	Rose Badgett	Asheboro	9249	4351
Asheboro	Mrs. Lucy B. Morrow	"	3810	
	Sally Faye Brown	"	4120	
ROCKINGHAM	Isabelle Buckley	Reidsville	DI 9-3985	DIckens 9-3371
Reidsville	Eugenia Green	"	DI 9-6225	
	Martha B. Edmondson	"	DI 9-5461	
STOKES	Mrs. Gladys S. Jones	Walnut Cove	5431	LYnhurst 3-7421
Danbury	Alma E. Barrow	Walunt Cove	LY 1-5431	
SURRY	Mrs. Evelyn G. Nifong	Pilot Mt.	EM 8-2863	FUlton 6-3725
Dobson	Mrs. Annie Lou A. Foster	Elkin	FOrrest 6-2424	
	Ella Ruth Hampton	Mt.Park	FOrrest 6-2422	
WILKES	Mary Sue Norman	N.Wilkesboro	213	47
Wilkesboro	Dorothy L. Barrier	N.Wilkesboro	853	
YADKIN	Irene Brown	Yadkinville	2871	2376
Yadkinville	Ann Hardin	"		

District Agent	Anamerle Arant	Raleigh	TE 2-8089	TEmple 4-5211 Extension 212

NOTE: Please advise the District Agent when home and/or office telephone and/or address changes.

SOUTHEASTERN DISTRICT - October 1959

COUNTY	HOME EC. AGENTS	HOME ADDRESS	HOME PHONE	OFFICE PHONE
ANSON Wadesboro	Mrs. Ada B. Dalla-Pozza Anna J. Fitzgerald D. Ann Blaney	Wadesboro " "	MY 4-2420 MY 4-2563 MY 4-2592	MYrtle 4-2915
BLADEN Elizabethtown	Fleta L. Harrelson Susan McNeill Currie	Elizabethtn. "	UN 2-3593 UN 2-3593	UNion 2-3182
BRUNSWICK Supply	Mrs. Thelma C. Upchurch	Supply		CLearwater 3-6313
COLUMBUS Whiteville	Earline Gibson Fredna Yvonne Bennett Jenny Lind Johnson	Whiteville " "	MI 2-2325 MI 2-3211 MI 2-3771	MIdway 2-2795
CUMBERLAND Fayetteville	Mrs. Era K. Robinson Mrs. Sue Ellen Vollmer	Fayetteville "	HUdson 4-7300 HU 4-7645	HEmlock 3-2831
DUPLIN Kenansville	Mrs. Mae H. Spicer Mrs. Lois G. Britt Mrs. Jean G. Huie	Kenansville Mt. Olive Warsaw	2326 OLdfield 8-3412 654	3031
HARNETT Lillington	Mrs. Ruby I. Parker Mrs. Fonrose J. Gore	Lillington "	6396 2566	3396
HOKE Raeford	Josephine Hall Mrs. Mary Lou Roman	Raeford "	423 8053	2162
LEE Sanford	Monica Brown	Sanford	SP 3-4501	SPring 3-7382
MONTGOMERY Troy	Mrs. Martha Harris Mrs. Jean Hubbard	Mt. Gilead " "	3129 3123	4231
MOORE Carthage	Flora McDonald	Carthage	WH 7-5285	WHitney 7-2926
NEW HANOVER Wilmington	Verna Belle Lowery Emmie Lou Teal	Wilmington "	RO 2-9809 RO 2-6249	ROger 2-7317
PENDER Burgaw	Mrs. Emily C. Johnson Peggy Joan McCall	Burgaw "	CL 9-4413 CL 9-4126	CLearbrook 9-2558
RICHMOND Rockingham	Frances Temple Mrs. Martha B. Adams	Rockingham "	TW 5-5065 TW 5-2564	TWining 5-5590
ROBESON Lumberton	Sandra Jean Freeman Mrs. Helen Sampson	Lumberton Pembroke	RE 9-3172 Ja-1-4345	REdfield 9-4184
SAMPSON Clinton	Mrs. Vriginia B. Evins Jane M. McLeod Mary Estelle Doyle Carolyn Briley	Clinton " " "	2063 2378 2674	2633
SCOTLAND Laurinburg	Mrs. Laura B. Wright	Laurinburg	CR 6-1612	CRestview 6-2411

District Home Economics Agent - Mrs. Mary L. McAllister, Raleigh, N. C.
TE 2-8715 TEmple 4-5211
Extension 212

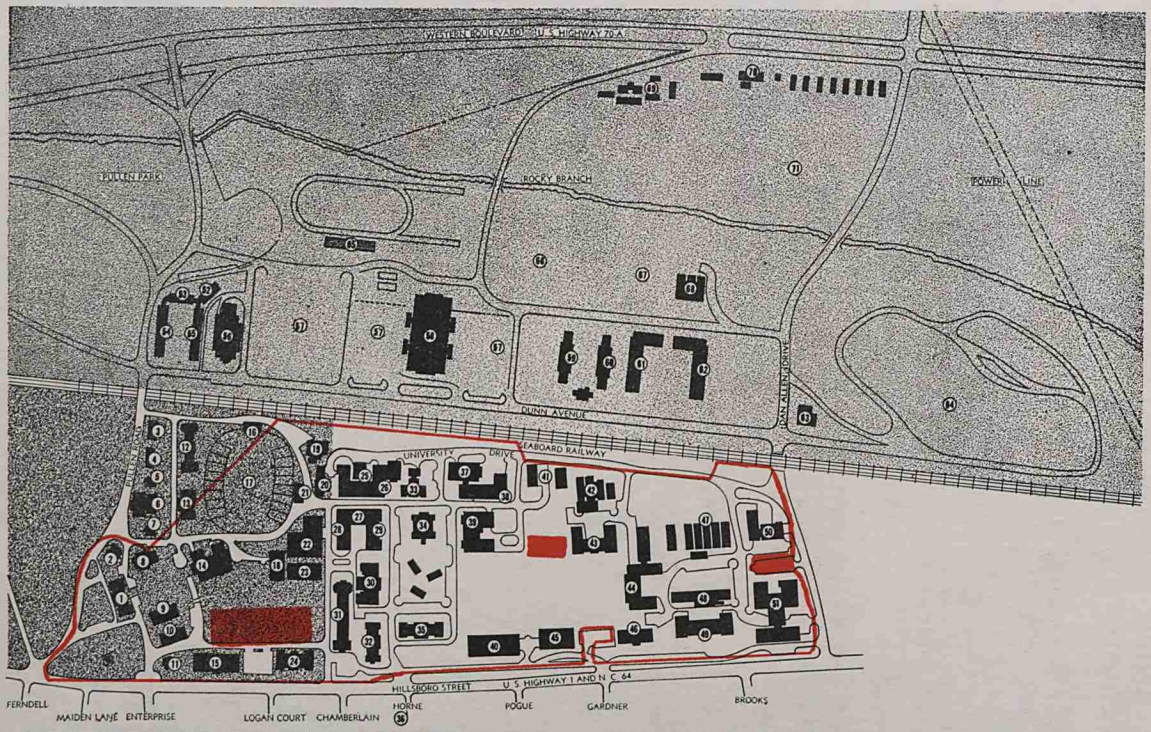
NOTE: Please advise the District Agent when home and/or office telephone numbers and/or addresses change.

Nov. 1957

Traffic Information

NORTH CAROLINA STATE COLLEGE TRAFFIC INFORMATION

1. Parking on the N. C. State College Campus by Official Permit **ONLY.**
2. Non-dormitory students may park in the three parking lots indicated by the red blocks on the map below. (Unless your windshield sticker is marked "Parking Lot" Do Not Park in the Areas).
3. Parking in the area inside the red line (except red blocks) on map below by official faculty and staff permit **ONLY.** (Unless you have official faculty and staff windshield sticker Do Not Park inside red line).
4. All motor vehicles (cars, trucks, motorcycles, scooters, power bikes, etc.) must be registered.
5. These restricted areas will be checked from 8 a.m. to 5 p.m. Monday through Friday and 8 a.m. to 12 noon on Saturdays during the regular academic year and summer sessions.



Drive Carefully **PLEASE** * * * Speed Limit on Campus 20 Miles Per Hour

See Campus Traffic Rules in Supplement to College Rules and Regulations on reverse side of this sheet. Your cooperation will be appreciated.

Student Government Traffic Committee — Faculty Traffic Committee — College Traffic Officer

Supplement to College Rules and Regulations – Campus Traffic Rules

Effective September 1, 1954

Since parking of motor vehicles is a difficult problem on the N. C. State College Campus, the cooperation of students, faculty and staff members is essential. Parking facilities are available provided each member of the student body and faculty and staff uses the spaces reserved for them. Your cooperation with those responsible to the Administration for the control of traffic upon the campus will be greatly appreciated.

REGISTRATION:

Each vehicle used or parked on the campus must be registered and must display an official parking sticker. The person to whom the registration sticker is issued will be held responsible for all traffic violations of that vehicle. Failure to register vehicle will result in traffic violations.

STUDENTS:

Registration of vehicles will be conducted as a part of the college registration process in the Coliseum in September. Students acquiring vehicles after that time will register vehicles in Room 12, Holladay Hall.
There are three types of student parking permits:

1. Dormitory Area Permits for dormitory residents.
2. Parking Lot Permits for non-dormitory students.
3. Special Permits on College Physician's recommendation.

FACULTY & STAFF:

There is only one type of parking permit issued to faculty and staff members. These are available in the office of the Dean of the individual's School or the Office of the Head of Separate Departments. It is the individual's responsibility to register his or her vehicle.

VIOLATIONS:

(a) For those listed below which violate city or state laws, the offender (students, faculty or staff) will be cited to city court since these laws will be enforced by the Raleigh City Police on the campus in the same manner as they do off-campus:

1. Speeding
2. Reckless Driving
3. Violation of one-way streets
4. Failure to stop at stop sign
5. Blocking Streets, fire hydrants, and other violations

(b) For Failure to register vehicle, parking in restricted areas, visitor's spaces, on grass, blocking walkways, and double parking, which are violations of College Traffic Rules, the offender will be given a College Traffic Ticket. A report of such violation will be made:

1. In the case of students, to the Student Government Traffic Committee.
2. In the case of faculty or staff, to the Chairman of the Faculty Traffic Committee

APPEALS:

Students—The Student Government Traffic Committee will meet at 12 noon on Mondays in the YMCA to hear appeals of students who were issued traffic tickets during the preceding week.
Faculty & Staff—Members of the faculty and staff who receive traffic tickets will make their appeals to the Chairman of the Faculty Traffic Committee.

FEES:

If no appeal is made or if the appeal is not sustained, the offender will be charged a parking fee of $2.00 per violation. These fees will be collected by the College Business Office and credited to a special fund which will be used to improve the parking facilities in the student areas.

VISITING GROUPS:

When plans are being made which will bring groups of visitors to the campus, the responsible person should notify the College Traffic Officer well in advance so that parking facilities can be provided and arrangements made to handle the additional traffic created by such guests.

BICYCLES:

Bicycles are not considered motor vehicles unless equipped with motors. The owners of pedal bicycles are responsible for their bikes the same as any owner is responsible for his motor vehicle. Bicycles found in college buildings, on grassed areas, leaning against shrubbery, or blocking walkways will be taken to the office of the College Traffic Officer. Bicycles should be parked in areas provided for bicycles.

YEARBOOKS

The Yearbook is revised annually. A form is sent to the Home Economics Agents each year to get information from the counties for the Yearbook and one goes to the District Chairmen for information from the districts. A financial report is received from the Treasurer of the State Organization, songs from the Chairman of the State Music Committee for each month, and other information as needed in revising the book.

After the information is assembled, it is carried to the Print Shop, usually the middle or last of July. The Print Shop has it ready to be proofread in August and at that time a number to be printed is given. In addition to the ones from the counties, about 100 books are usually ordered for use in the state office.

The Print Shop will notify this office when the books are ready and the cost. Prices vary from year to year. A letter is sent from the state office to the Home Economics Agents giving the cost of the books, the number ordered from the county and the total cost. Checks are made payable to the North Carolina State College Print Shop and sent to Mr. L. B. Phillips, Manager. Instructions should also be given by the agents when sending in the checks as to whether the books are to be picked up or shipped to the county. If they are shipped, the county is responsible for the shipping charges.

The Negroes compile their own book. In the past we have written the agents to find out the number needed. After the books are printed, we have notified them of the cost. They also send checks payable to the North Carolina State College Print Shop to Mr. Phillips and notify him whether the books are to be picked up or shipped. If they are shipped, the county is responsible for the shipping charges.