

1963

EC63-84 Handbook for County Extension Board Members

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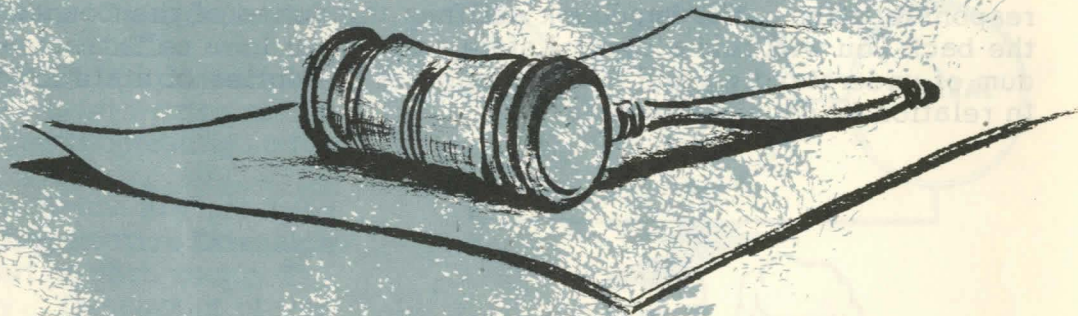
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EC 63-84

HANDBOOK

for

COUNTY EXTENSION
BOARD MEMBERS



EXTENSION SERVICE
UNIVERSITY OF NEBRASKA COLLEGE OF AGRICULTURE
AND U. S. DEPARTMENT OF AGRICULTURE
COOPERATING
E. F. FROLIK, DEAN E. W. JANIKE, DIRECTOR

FOREWORD

By E. W. Janike, Director of Extension

The Cooperative Extension Service carries out the informal teaching program of the University of Nebraska College of Agriculture. Its job is two-fold. First, to take up-to-date information to the people of Nebraska. Second, to bring back to the University those problems in production utilization, marketing, farm and home management and social adjustments that can be solved only by careful study and research.

The Cooperative Extension Service is considered the best informal educational system ever conceived. It has been copied by many nations. By law it is a cooperative undertaking by the United States Department of Agriculture, the Land-Grant College, University of Nebraska College of Agriculture and the County Extension Service. Much of Extension's effectiveness can be credited to the part played by local people in the determination of its programs.

Adjustments which agriculture and the home are undergoing at present have created many new educational problems and demands. If the Extension Service is to help maintain a strong agriculture, its programs must be carefully planned and aggressively carried out. As a member of the County Extension Board you are expected to give of your time and abilities in this effort.

This handbook is prepared so that all parties to the cooperative agreement may understand the mutual responsibilities and procedures outlined in the law and memorandum of understanding. Familiarity with this handbook will help each of us in handling our responsibilities. The handbook outlines the duties of the County Extension Board. In the back you will find a copy of state and federal laws on Extension work, the memorandum of understanding and a description of the duties of state Extension staff members in relation to county programs.

UNIVERSITY OF NEBRASKA
COLLEGE OF AGRICULTURE
COUNTY EXTENSION SERVICE
HANDBOOK



BOARD MEMBERS' RESPONSIBILITY

Employment of County Extension Agents

The memorandum of understanding between the Cooperative Extension Service of the University of Nebraska College of Agriculture and the county Extension organization provides for the employment of a county Extension agent chairman.

The agent chairman is responsible for development of all Extension programs as outlined and approved by the county Extension Board. He is responsible for coordinating work of other Extension agents in his county.

He is responsible for office management and reports, recommends employment of office personnel and directs their activities, arranges office space, and purchases supplies and equipment as approved by the county Extension Board.

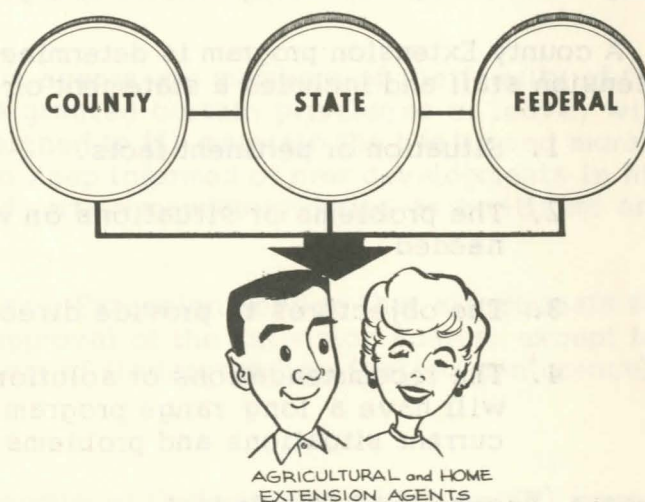
The county Extension agent chairman is responsible for the development of a well-balanced, unified plan of work for the county. He also reports to the District Extension Supervisor these specific problems which may arise in the county.

Other county Extension agents may be employed to help carry out the program, depending upon the scope of the program, availability of staff, and availability of funds. All county Extension agents are joint employees of the Nebraska Cooperative Extension Service and the county Extension Service organization. In case of a vacancy, the Nebraska Cooperative Extension Service makes nominations for the position and the county Extension Board makes the final selection.

The employment of an agent will continue as long as the services are satisfactory to both the county Extension organization and State Extension Service. The services may be ended by either of the cooperating employers by giving 60 days' written notice to the agent and the other cooperating party.

State and Federal funds are provided through the Nebraska Cooperative Extension Service for a major part of each county Extension agent's salary. The amount of this salary is based on merit. The portion coming from county funds is determined by the county Extension Board.

The Board may wish to consult with the District Extension Supervisor in determining the county's portion of the agent's salary.



Employment of Office Assistants

The County Extension Board shall employ adequate and efficient clerical help for the county Extension agents. Office assistants should be approved by the county Extension Board and the county Extension agent or agents before being employed. It should be understood by the Board that office assistants are responsible to the county Extension agent or agents.



Adequate salary should be provided to ensure capable and qualified office assistants. There also should be provisions for additional training while on the job. The importance of office assistants in the over-all Extension program cannot be over-emphasized. They represent the Extension Service.

Extension Program Development

The Memorandum of Understanding between the Cooperative Extension Service of the University of Nebraska College of Agriculture and the county Extension organization states that a written program must be used as the basis for your county's annual plan of work. You are responsible for helping develop this program. Your county Extension agent will provide a manual which outlines the procedures for preparing county Extension programs.

Our national economy is growing at a steady pace. Growth produces change. Change requires adjustment. Extension programs in agriculture and home economics that do not recognize these changes are unrealistic. It is important, therefore, that our county Extension programs receive a critical periodical examination by the county Extension organization and the Cooperative Extension Service.

Since Extension work is cooperative, state and county Extension personnel have an obligation to help the county Extension organization with planning.

A county Extension program is determined cooperatively by the local people and the Extension staff and includes a statement of:

1. Situation or pertinent facts.
2. The problems or situations on which there is agreement that changes are needed.
3. The objectives to provide direction to the program.
4. The recommendations or solutions to reach these objectives. Each county will have a long range program. It will be reviewed annually to consider current situations and problems.

Prepare, Approve and File Budget

The Nebraska State Budget Law provides that county Extension budgets must be filed with the county clerk on or before July 1 of each year. It is the responsibility of the county Extension Board to prepare, approve and file a budget for the use of county tax

funds to conduct county Extension work. In some counties the Commissioners or Supervisors want the budget filed earlier. Ask the County Clerk the correct date for your county.

A county budget hearing is held each year. The Extension Board should be represented at this hearing to support the budget and to answer any questions. Provisions for appropriations are explained in the law.

Direct Expenditure of the Budget

It is your responsibility as a county Extension Board member to direct the expenditure of your county Extension tax budget. You should determine the legal and ethical use of these funds. Your Board must approve all claims before they are submitted to the county Commissioners or Supervisors for payment.

Methods of disbursing tax funds vary. The system used should comply with state law and the wishes of county officials. The State Extension Service prefers one in which all claims, after being approved by the county Extension Board, go through the regular channels and the checks paid directly to each claimant by the county treasurer. With this method everything is handled in the regular county audit and no special bond is needed for the treasurer.

While the county Extension staff does the actual spending it is expected to use the funds as the county Extension Board directs. The staff should consult the county Extension Board before committing any funds.

Directing Use of Other Funds

Your county may have other sources of revenue besides tax funds. General farm organizations, weed districts, breed associations, civic groups, 4-H groups, etc., may make contributions for the promotion of Extension work. In such cases it is best that these funds be paid to the treasurer of the county Extension Board. Then the Board authorizes disbursement. Contributions of such funds should not obligate the county Extension Board or staff. These funds should be kept separate and apart from tax funds. Accurate financial records should be kept with an annual audit.

Requests for Leave by Extension Agents

Cooperatively employed county Extension agents are members of the faculty of the University of Nebraska. As such, they are granted certain privileges of leave, with pay, from their work. Leave with pay is designed to (1) maintain the health and morale of the employee; (2) provide an opportunity to keep informed of new developments in his or her field of work; (3) permit performance of certain mandatory duties as a citizen; and (4) meet other emergencies.

It is the policy of the Nebraska Cooperative Extension Service that all requests for leave by county Extension agents have the approval of the Extension Boards; except for such leave as is covered by the Memorandum of Understanding (called conference).

Different forms of leave are:

1. Called Conferences - The Memorandum of Understanding (Clause VII) covers the policy of called conferences. Such conferences are held only as considered essential to the promotion of a better over-all Extension program, and for the purpose of giving instruction and guidance.

2. Annual Vacation Leave - County Extension agents, as faculty members of the University of Nebraska, are entitled to one month of vacation each year. Annual vacation time is not accumulative.

3. Sick Leave - Sick leave with pay may be granted county Extension agents. It is the policy of the University of Nebraska that each case involving the payment of salary during periods of sickness be considered individually on its own merits.

4. Leave to Study

a. The Nebraska Agricultural Extension Service will grant county Extension personnel a three weeks' leave to attend short courses that have been established at several universities. The general policy is to grant such leaves about once each three years. Staff members are eligible for the first leave after two years of service except in special situations. County Extension Board approval is necessary.

b. While employed full-time, county Extension personnel have the same privileges as other University of Nebraska academic-administrative staff members in that they may be permitted to register for course work. The maximum is 6 credit hours per semester in not more than two courses and 3 hours in the summer session. County Extension Board approval is necessary.

c. Leave to pursue a planned graduate study program, not to exceed one calendar year, may be granted to county Extension personnel by the Nebraska Agricultural Extension Service. County Extension Boards have the option of granting leave from the county to those staff members for the same period of time.

5. Professional Leave - County Extension agents may be granted leave to attend professional group meetings and other meetings of scientific or professional organizations pertinent to their work, upon approval of their Extension Board and the Director of the Cooperative Extension Service.

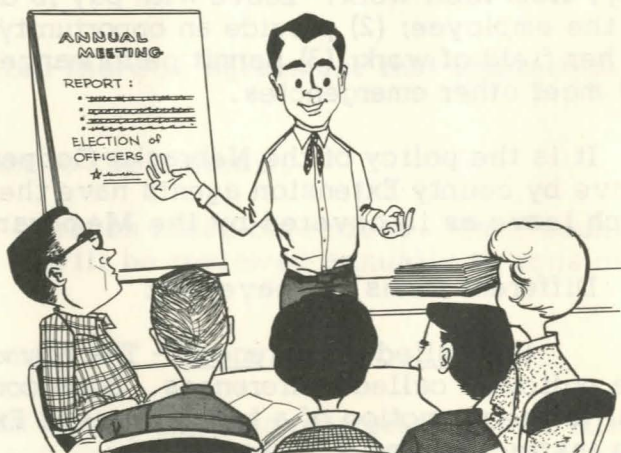
6. Military Leave - Military leave must be granted in accordance with Nebraska law or any mobilization program.

7. Other Leave from the County - All other leave from the county should be in the interest of furthering the Extension program in that county and is subject to the approval of the county Extension Board and the Director of the Cooperative Extension Service.

MAINTAINING THE ORGANIZATION

Annual Meeting

The constitutions and by-laws of the county Extension organizations call for the holding of an annual meeting each year to elect Board members, report on program accomplishments, program plans for the future and such other business as may come before it.



Reports to the Public

It is the responsibility of the county Extension Board to furnish people of the county a complete report of its program accomplishments. Board members should report their administrative activities and their budget and expenditures of county funds. County Extension agents should report on their work for the year. Special committees, such as 4-H, Home Extension Council, Program planning, etc., may be called upon for reports.

Many counties, in recent years, have prepared a special, popular-style, printed annual report. In compliance with the county Extension law, it is required that the President and Secretary of the County Extension sponsoring organization shall, on or before January 1 of each year, file with the county clerk a report of their work during the past year. Since the County Commissioners or Supervisors are county budget officers, many counties have found them very interested in having the county Extension Board review the report with them.

Special Committees

It is recommended that County Extension Boards create committees to help plan and carry out county Extension programs. Special committees may be appointed in addition to the established county Home Extension Council and 4-H Committee which are responsible to the county Extension Board. Representatives of other agencies and organizations may be recognized as advisory groups. Since the county Extension Board, in cooperation with the Nebraska Cooperative Extension Service and United States Department of Agriculture, has the final responsibility for the county Extension program, such committees should work under its direction.

RESPONSIBILITIES OF STATE EXTENSION PERSONNEL

The Director of the Cooperative Extension Service has the over-all administrative and financial responsibility for the Extension Service program in Nebraska. The Director is assisted by the following State leaders: Finance and Personnel, Program and Reports, Home Extension, 4-H Clubs and Y.M.W., Studies and Training and the Extension Editor. Each has responsibilities for developing programs in his particular field.

The District Extension Supervisor represents the Director of Extension in his assigned district. He is responsible for coordinating policies, programs, schedules, agent training, county office management, reports and public relations in all phases of the Extension program. He also represents the Director in all matters of financing, personnel relationships and personnel placements.

The District Home Extension Supervisor is responsible for the coordination of the county Home Extension program within her assigned district. She helps the county Extension agents plan, evaluate and report programs. She works with the District Extension Supervisor in all phases of programs, schedules, agent training, reports, personnel and public relations.

An Associate 4-H Club Leader is responsible for the leadership of the 4-H program throughout the district.

Subject-matter Specialists are responsible for training county Extension agents in subject matter. They also help develop sound county Extension programs, interpret research data, give state-wide publicity to programs in their fields, cooperate with state and regional organizations and coordinate information activities for the people through county personnel.

RELATIONS WITH OTHER PUBLIC AGENCIES AND ORGANIZATIONS

Policy on USDA Relations

The Cooperative Extension Service has two principal responsibilities in this area:

1. To develop educational programs to meet the specific needs within the various counties and states.
2. To provide leadership in and coordination of all educational programs of USDA. This is often referred to as the "educational arm" function of the Cooperative Extension Service. A close, cooperative working relationship of this kind exists, for example, with the Soil Conservation Service, the Agricultural Stabilization and Conservation Program, the Farmers Home Administration and the Forestry Service.

While the Federal Extension Service has primary responsibility for leadership of all educational programs under jurisdiction of the Department, it is largely through cooperation with the Cooperative Extension Services of the land-grant colleges and universities that the educational responsibility can be accomplished.

It is also recognized that the Cooperative Extension Service has a three-way responsibility - to the USDA, to the state land-grant colleges and to local governmental units. Thus, Extension constantly faces a peculiar and complex responsibility to determine priorities for the use of its resources in an overall educational program.

We cannot be all things to all people. If we were to try to do the kind of educational job that each agency might desire, we would be very inadequate. Therefore, the things we do must be coordinated into the on-going county program. It is here we look to the county Extension Board for direction.

It is not our job to "Sell" a program, but it is our responsibility to present facts in an unbiased way.



Policy Regarding Staff Members Assisting with Formation and Activities of Organizations

Staff members of the College of Agriculture have a responsibility to serve and help groups of people and organizations interested in Nebraska's welfare and family living as related to agriculture and home economics.

Sometimes staff members are asked to help and counsel with groups of people interested in forming organizations both formal and informal, for the benefit of the community. The following statement sets forth the general policy of the College of Agriculture.

1. College staff members serving citizens in the general welfare have the responsibility to make available to agriculture people information about:
 - a. The principles of sound organization.

b. Suggested procedures for forming a proposed organization.

c. Opportunities to serve the intended purpose through organizations already in operation.

d. The advantages and limitations of the purposes, aims and nature of the proposed organization.

2. They may, when requested, perform such functions as:

a. Helping survey the need and interests for the proposed organization.

b. Helping with publicizing and calling together people to discuss the proposed organization.

c. Helping to train officers in the conduct of their business.

3. Except as indicated in point 1, a and b, it is not part of a staff member's official duty to:

a. Act as an organizer for any group of people.

b. Conduct membership campaigns.

c. Act as financial or business agent for organizations.

d. Call official meetings of organizations.

e. Edit official organization publications.

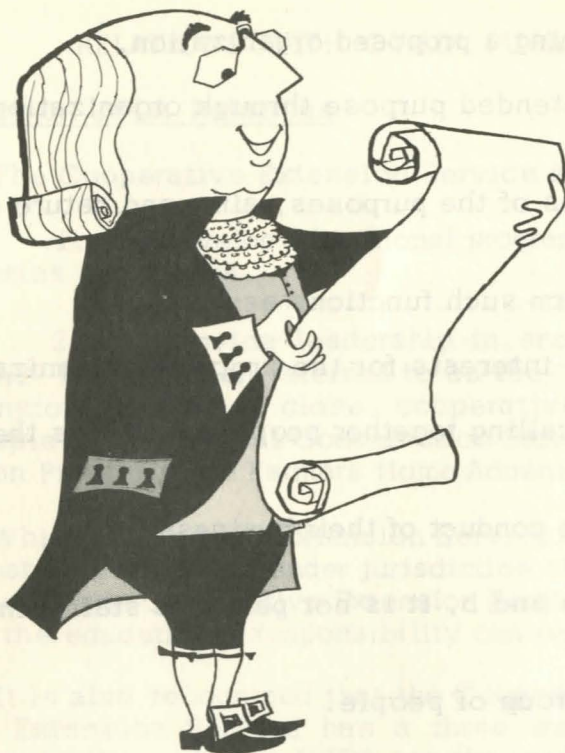
f. Serve as an office for an organization.

The College of Agriculture will not help with the formation of organizations where the primary purpose is for political or legislative activity.

Individual staff members, as citizens in their communities, have a right to hold membership in and participate in organizations. They may serve in organizations and have the right to express themselves so long as they express their opinions as their own and not as opinions of the University of Nebraska College of Agriculture.

Staff members are encouraged to participate in service clubs and similar groups interested in community development and welfare.

In setting forth this policy it is recognized that borderline cases may arise. When a staff member has a question in regard to the policy, he should consult with the Director's office.



AUTHORIZATION

Federal Laws Governing Extension Work

The first congressional action pertaining to Extension work, as we know it today, was the Smith-Lever Act, approved May 8, 1914. As the Extension program grew, additional congressional action provided additional appropriations and further defined the field of Extension. These included:

The Capper-Ketcham Act of May 2, 1928.

Bankhead-Jones Act of June 29, 1935; amended June 6, 1945; further amended October 26, 1949.

Bankhead-Flannagan Act of June 6, 1945.

Because of the piecemeal legislation that had become necessary through the years to keep pace with the ever-growing Extension program and to provide adequate appropriations, in 1953 these laws were re-written into a single law known as the Smith-Lever Act amended.

This congressional act defines Extension in Section 2: "Cooperative agriculture extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics and subjects relating thereto to persons not attending or resident in said colleges (the land-grant colleges) in the several communities, and imparting information on said subjects through demonstrations, publications and otherwise and for the necessary printing and distribution of information in connection with the foregoing; and this work shall be carried on in such manner as may be mutually agreed upon by the Secretary of Agriculture and the State agricultural college or colleges receiving the benefits of this Act."

The most recent revision of the Smith-Lever Act was made in 1962. It provides that any new appropriations be divided as follows: 4 percent of F.E.S. for administration, 20 percent of the remainder equally among states, 40 percent based on farm population, and 40 percent on rural population.

State Laws Governing Extension Work

The first legislation for the support of Cooperative Extension work in Nebraska counties was written in 1915. A copy of the law as revised in 1961 by the Seventy-second session of the Nebraska Legislature follows:

COUNTY EXTENSION WORK

Chapter 2 Article 16 Revised Statutes of Nebraska

Reissue of Volume 1, 1954. Section 2-1604 revised 1961 by Seventy-second Session Legislature of Nebraska.

2-1601. AGRICULTURAL EXTENSION WORK AUTHORIZED. In order to aid in diffusing among the people of Nebraska useful and practical information on subjects relating to agriculture, home economics and rural life, and to encourage the application of the same, there may be inaugurated in each of the several counties of the State of Nebraska, Extension work, which shall be carried on in cooperation with the University of Nebraska, College of Agriculture, and the United States Department of Agriculture as provided in the act of Congress of May 8, 1914.

2-1602. EXTENSION WORK: SCOPE. Cooperative agricultural Extension work shall consist of the giving of practical demonstrations in agriculture and home economics, and imparting information on said subjects through field and home demonstrations, 4-H clubs, public meetings, publications and otherwise; and this work shall be carried on in each county under the direction of the executive board of the extension organization in the county in such manner as may be mutually agreed upon by the executive board of such county provided for in section 2-1603, and the Regents of the University of Nebraska, College of Agriculture, through their duly appointed agricultural extension representatives.

2-1603. COUNTY EXTENSION SOCIETY: FORMATION; PETITION FOR APPROPRIATION. For the purpose of carrying out the provisions of sections 2-1601 to 2-1607, there may be created in each county or combination of counties within the State of Nebraska, an organization to be created in the following manner: Whenever a number of farm operators of a county or counties shall effect an organization for doing extension work in agriculture and home economics and shall have adopted a constitution and bylaws as are not inconsistent with the Agricultural Extension Service, College of Agriculture, University of Nebraska, and shall be recognized by said extension service as the official body within said county or counties for carrying on extension work in agriculture and home economics within said county or counties in cooperation with the Agricultural Extension Service, College of Agriculture, University of Nebraska, such organization may make such regulations and bylaws for its government and the carrying on of its work as are not inconsistent with the provisions of said sections; Provided, that for the purposes of said section but one such organization shall be recognized in any one county or counties so affiliated. Any farm operator who is a legal voter in the county may at any time petition the county board to appropriate a sum of money from the general fund of the county, as provided by section 2-1604, for the purpose of employing and maintaining a county agricultural agent and for carrying out generally the purposes as expressed in sections 2-1601 and 2-1602. It shall be understood that for each family operating a farm, there shall be only one person whose name shall be counted in judging the sufficiency of such petition. When any farm operator, or wife or husband of a farm operator, shall have so petitioned the county board, both husband and wife shall be deemed members of the county extension organization provided for in sections 2-1601 to 2-1603 and shall be entitled to all voting and participating rights thereto.

2-1604. COUNTY EXTENSION WORK; FUNDS TO AID; REFERENDUM; AMOUNT. If, on or before September 1 of any even numbered year, a petition is filed with the county clerk containing the names of twenty percent or more of the farm operators of any county or counties, as determined by the last available federal census, comprising a district under sections 2-1601 to 2-1607, asking the submission to the voters of the question of whether there shall be county funds appropriated for the continuance or support of county agricultural extension work in said county or district on January 1 after the filing of said petition, it shall be the duty of the clerk of said county to have placed upon the ballot at the election following the filing of said petition one question, "Shall an appropriation be made annually from the general fund of the county for the support of agricultural extension work?"

Yes -

No -

If a majority of the votes cast on this question are opposed to such appropriation, the county board shall deny the appropriation. If a majority of the votes cast on this question are in favor of the appropriation, the county board shall annually set aside in the general fund of the county an amount equal to the county extension budget; Provided, that such sum shall not exceed seventy-five hundred dollars or an amount equal to a four-tenths mill levy on the dollar upon the assessed value of all the taxable property in such county, except intangible property, whichever is the greater. As claims are approved by the board of directors and filed with the county clerk, the county board shall order warrants to be drawn upon the general fund of the county in payment of such claims. It is further provided that in counties where extension work is being conducted in accordance with sections 2-1110 to 2-1117, C. S. Supp., 1937, which have been repealed, the county board shall continue to appropriate funds for the continuance of extension work until such support is denied by vote as provided for in this section. Whenever any county or group of counties has an organization recognized as the sponsoring organization for extension work by the director of extension service, within the county or counties not then receiving a county appropriation, and can show on August 1 of any odd-numbered year that it has a membership of not less than twenty-five percent of the farm operators of each county included within the organization as petitioners and members, the county board of commissioners or supervisors may appropriate funds for extension work within that county or group of counties for one year, as provided for in this section, and the county clerk shall submit the question of continued support at the next general election.

2-1605. "FARM OPERATOR," DEFINED; DETERMINATION OF NUMBER. In sections 2-1601 to 2-1607 the term "farm operator" shall be understood to refer to any person who actually manages, and either by his or her own or other's labor, operates a tract of agricultural land of not less than three acres, and whose name appears on the tax rolls of the county as owning property or equipment such as might be used in operating such tract of agricultural land. The number of farmers in a county shall be determined by the report of the last federal census.

2-1606. COUNTY EXTENSION SOCIETY; ANNUAL REPORT; BUDGET. The president and secretary of the organizations shall on or before January 1 of each year file with the county clerk (1) a report of their work during the preceding year; (2) a sworn itemized statement of expenditures under sections 2-1601 to 2-1607 during the preceding year; and (3) a budget or estimate of the funds necessary for the carrying on of such work in the county during the ensuing year.

2-1607. COUNTY EXTENSION WORK; COUNTIES MAY JOIN. Whenever two or more counties which have complied with the provisions of sections 2-1601 to 2-1607 desire to unite in employing a county agricultural agent, they may do so. Each county shall bear its proportionate share of the expense of the counties concerned and shall unite into a joint board for the management of the work. Such county or counties shall be recognized as but one organization for state and federal aid.

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT, made and entered into by and between the Agricultural Extension Service, College of Agriculture, University of Nebraska of Lincoln, State of Nebraska, and the _____ County _____ a legal organization of _____ County, State of Nebraska, hereafter known as the "county extension organization." Witnesseth that:

WHEREAS: the Congress of the United States completed legislation in 1914 known as the Smith-Lever Act, providing for Cooperative Extension work; and whereas the provisions of this Act have been accepted by the Legislature of the State of Nebraska in Chap-

ter 63, Art. XXIX, Sec. 6767 Compiled Statutes of Nebraska, 1922; and whereas, by a Memorandum of Understanding between the University of Nebraska and the United States Department of Agriculture, the Agricultural Extension Service is made the administrator of Federal and State funds for Cooperative Extension Work within the State of Nebraska; and whereas, by Legislative Enactment, Chapter II, Article 16, Revised Statutes of Nebraska 1943, the recognized county extension organization is made the administrator of county funds available for Cooperative Extension Work.

THEREFORE: looking toward efficiency and economy in the conduct of Cooperative Extension Work in Agriculture and Home Economics in the county of _____, the county extension organization of _____ county and the Director of the Agricultural Extension Service, mutually agree as is outlined in the following clauses:

Clause I. There shall be employed within _____ County an Agricultural Extension Agent who will be in charge of Extension Work within the county. There may also be employed a Home Extension Agent, Assistant, and/or Associate Agents to cooperate in carrying on the Extension program.

Clause II. The Employment of County Extension Agents, (Agricultural, Home, Assistant, and Associate) shall rest jointly with the State Extension Service and the County Extension Organization. The State Extension Service will submit names, thus making the nomination, and the County Extension Organization will make the selection. The period of service of an agent will continue as long as the services are satisfactory to both the County Extension Organization and the State Extension Service. The services may be terminated by either of the cooperating employers by giving sixty days written notice to the agent and the other cooperating party.

Clause III. County Extension Agents, employed cooperatively, will be members of the Staff of the University of Nebraska and of the United States Department of Agriculture. They shall be entitled to the privileges of retirement, insurance, leave to study, etc. They will use a title designated by their appointment in the Department of Agriculture, and have academic rank in the Staff of the University.

Clause IV. The work of the County Extension Agents shall be in accord with provisions of the Smith-Lever Act which provides for a complete extension program pertaining to agriculture and home economics. (This is defined as work among men, women, boys and girls.) This work shall be supervised by the County Extension Organization and as the State Extension Service.

Under regulations issued pursuant to the Smith-Lever Act of 1914, County Extension Agents, and others in County Extension offices, are prohibited from engaging in commercial activities, acting as financial or business agents for any general farm organizations, and participating in membership campaigns or other activities designated to recruit membership for any general farm organization. They shall be governed by the requirements of Federal Civil Service Rule IV, relating to political activity.

Clause V. The County Extension Organization shall:

A. Provide or see that there are provided adequate office rooms for the agents and office help, together with necessary furniture, office appliances, telephone, demonstration material and equipment, office supplies, etc.

B. Employ adequate and efficient office help to furnish clerical assistance to the County Extension Agents.

C. Provide transportation and other authorized expense for Agents on official duty connected with the County Extension program. Transportation may be paid as mileage to an agent for use of a personally owned automobile, or it may be an automobile owned and operated by the County Extension Organization.

D. Prepare and file an annual budget with the County Clerk to obtain county tax funds to pay local expenses of the County Extension program. Furnish to the State Extension Director a copy of the approved Budget and a monthly record of county expenditures made each month.

E. Submit to the State Extension Director an annual Plan of Work setting forth the program for the coming calendar year and requesting assistance needed from the State Extension Staff.

F. Pay a portion of the salaries of part or all of the County Extension Agents employed, the amount to be agreed upon at the time of employment and on each succeeding July 1, or other date on which a change is made.

Clause VI. The State Extension Service shall:

A. Hold one state-wide annual staff conference to be attended by all members of the county and state staff at the College of Agriculture in Lincoln. Travel and subsistence expense of agents to this conference will be paid from state-federal funds.

B. Call such additional conferences as may seem necessary and desirable for discussion of administrative matters and for training of agents by specialists and state leaders and supervisors. Travel and subsistence connected with these conferences will be paid from county extension funds. Under certain conditions the State Extension Service may pay expenses for special committee meetings or conferences called by the Director.

C. Maintain at the College of Agriculture in Lincoln a staff of Supervisors, State Leaders, and State Specialists in agriculture and home economics who will assist County Extension Agents in the planning and progress of their work. The availability of this state staff in the county will be subject to the program needs of the county, economic use of time and of travel funds, and the furnishing by the County Extension Organization of local travel within the county and of expense for meetings and demonstrations within the county.

D. Pay part or all of the salaries of County Extension Agents from such State and Federal funds as it has the power to administer, the amount to be determined at the time of employment, on each succeeding July 1, and at such other times as changes may be made. Notify the County Extension Organization in writing regarding the amount to be paid each agent when employed and when salary adjustments are made.

E. Pay for official travel and other expenses within the county connected with new and developing phases of the Extension program and with induction training of new staff members and Extension students according to agreements in writing with County Extension Organizations.

Clause VII. It is understood that these agreements regarding use of county, state, and federal funds are subject to the legal appropriations involved, and may necessarily be changed after any appropriation period.

This memorandum shall be in effect when it is approved by the _____ County Extension Organization and the Director of the State Agricultural Extension Service, College of Agriculture, University of Nebraska, and shall remain in force until it is expressly abrogated in writing by either one of the signers or his successor in office.

Date

President _____

County _____

Date

Director, State Agricultural Extension Service