

Winchester, Virginia  
September 24, 1951

To Regular Teachers of Vocational Agriculture and Division Superintendents -  
Northern Virginia

Dear Men:

Some items of interest for your information and attention.

Enclosures: 1. Schedule of classes and minutes per week devoted to each class  
2. State policies pertaining to veterans' classes  
3. F.F.A. - 4-H Relationship  
4. Farm Machinery Repair Application

I. REPORTS DUE (Red check indicates yours not received)

- ( ) Inventory (due August first)
- ( ) Annual Plan of Work (due Sept. first)
- ( ) Statistical Report (due first week of school)

II. FILMS AVAILABLE FROM AREA OFFICE

1. Two color films on "Preparation and Canning of Meat."
2. One color film on "Construction of Septic Tanks."
3. One color film on "Pines from Seedlings."

These will be sent on request.

III. SEARS ROEBUCK BULLS AT THE ATLANTIC RURAL EXPOSITION

Four chapters from Northern Virginia have been selected to exhibit their bulls in the grand Hereford Bull Show which is to be a feature of "Junior Day", Tuesday, Oct. 2nd. Chapters having bulls to represent Northern Virginia are Weyers Cave, Mt. Jackson, North River and Nokesville.

Our bulls have been well taken care of and trained, and we hope that Northern Virginia will rank well among the winners.

IV. PUBLICITY

Due to the support given to the publicity program by the agriculture teachers of the state, vocational agriculture has received much favorable comment from the Legislature, school officials and the public in general. We must continue to let people know what good things we are doing.

Again I am earnestly requesting that all teachers make a special effort this year to write articles for the local papers and to send me a copy of the published article with a slip attached to it giving the name of the paper and the date of publication. Some instructors have had real publicity programs. Others have failed to publish articles. Please give this phase of our program your thoughtful consideration and SEND THE ARTICLES TO ME.

V. MAGAZINE SUBSCRIPTION CONTEST

As you will recall, the Southern Planter made a very attractive offer to F.F.A. Chapters to make some money in getting subscriptions. I very strongly feel that the Southern Planter is an excellent magazine and one that has published many of our articles, and I earnestly ask your consideration of participation. It is my understanding that additional information will be sent to you.

VI. FARM MACHINERY REPAIR CLASSES

I am enclosing application for state funds to pay instructional costs of farm machinery repair classes. The same policies as last year still hold good. One instructor for classes for a small attendance and for those having around 15 per night, or more, two instructors may be employed. We should stick pretty closely to the basic rate of \$1.50 per hour with some little allowance made in the hourly rate for good instructors who have much travel in getting to and from the classes. The area budget is the same as last year. Therefore, each class will be allowed approximately the same amount of money they used last year. At present no state funds will be approved for item 7 on the application (Replacement, Repair, etc.). If, at a later date, funds are available and classes need replacement or repair funds which cannot be supplied from other sources, supplements will be made not to exceed 10% of the total funds to the class.

Bear in mind that shop instructors may be employed especially for certain special classes in farm shop for veterans' classes only. The names of these instructors together with the proposed rate of pay and amount of time they shall devote should

appear on the application together with the names, rate of pay and hours of those instructors employed for regular adult farm machinery repair classes.

Make out the enclosed application in pencil, send it to me and I shall make the four copies necessary for the superintendent's signature, and you will receive the approved copy back from Richmond. If you desire to start the class immediately or before you get the approved copy back, you are authorized to begin with the assurance that instructors will be paid if the figures are in line with last year's. If there is any question about farm machinery repair classes, please write me.

With kindest regards, I am

Sincerely yours,

W. R. Legge  
Area Supervisor  
Vocational Agriculture

WRL/wt

Encs.