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Home demonstration agents,

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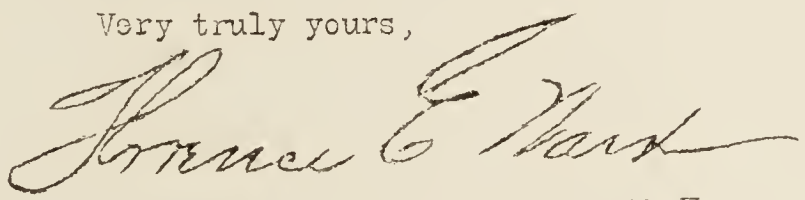
Office of Extension Work
North and West

MEMORANDUM FOR HOME DEMONSTRATION AGENTS

The reports that come in from the field indicate that there is considerable variation in use of terms commonly employed in reporting on home demonstration work.

Below are listed some terms generally found in the reports of home demonstration agents. Clearness would be promoted if each term were used in the same way by all agents. To this end we have attempted to indicate the commonly accepted viewpoint as to the meaning of these terms. If, as you consider these terms, you question the definitions or the use of some of them, or if there are other terms you would like to have defined and added to the list kindly let us know through your State Leader.

Very truly yours,



In Charge, Extension work with Women.

USUAL MEANING OF SOME HOME DEMONSTRATION TERMS

A demonstration is an effort designed to show by example the practical application of an established fact. Demonstrations may be of methods or of results.

A demonstration meeting is a meeting held to observe or inspect the results of a demonstration.

An experiment is an effort designed to discover principles or facts and methods of their application.

A test is an effort made to prove or apply a principle, method, or fact to certain local conditions, and to show its value to the individual, the home or the community.

A project is the written plan of a piece of work designed to extend over a definite period of time, usually one year or longer.

Project work is the work carried out according to the written project.

A meeting. A meeting is an assemblage of persons in which the home demonstration agent takes a definite part.



Home-makers' tour is an assemblage of men and women in a county or community to make a tour by a uto or other means of transportation for the purpose of visiting homes in which the plans, methods or equipment of the home is to be inspected for the teaching value.

A conference is a meeting of the home demonstration agents with the State or county officials to discuss any matter relating to home demonstration work.

A home visit is a call at a home by the home demonstration agent at which some definite information is given, some plan of work outlined, or some information obtained from the home maker which may be of value to other women in the community.

An office call is a visit from a home maker to the office of the home demonstration agent for the purpose of gaining information regarding home demonstration work which may have some definite result in the individual home or the community, or at which some business of the farm bureau or urban organization may be transacted.

A telephone call may be defined in the same manner as the office call except that the telephone call may be either in or out.

A letter may be defined in the same manner as an office visit. It should be an original copy (carbons and circular letters should be counted in the number written but may be included in the report of material circulated.)

A community committee woman is one approved by the farm bureau or selected by the State or county home demonstration agent to supervise or lead a project or other work in a definite locality.

