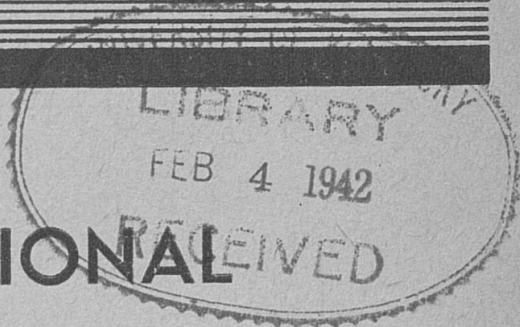


● Commonwealth of Kentucky ●
EDUCATIONAL BULLETIN



**VOCATIONAL
WAR-TRAINING
IN KENTUCKY**

Miss Elizabeth Hanson
Librarian
Periodical
University of Kentucky
Lexington, Kentucky



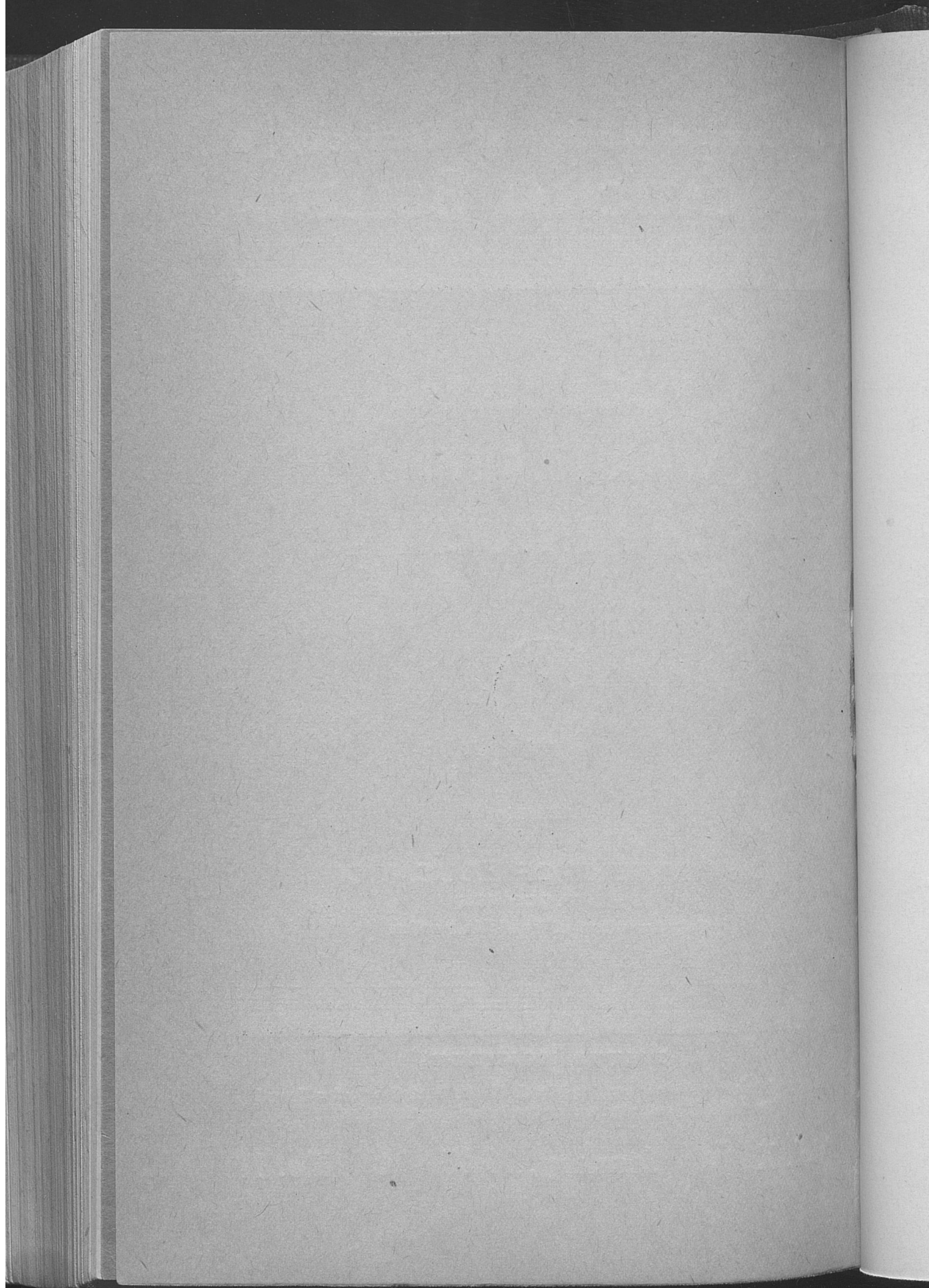
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DEPARTMENT OF EDUCATION
JOHN W. BROOKER
Superintendent of Public Instruction

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VOCATIONAL
WAR-TRAINING
IN KENTUCKY



Published by

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Superintendent of Public Instruction

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FOREWORD

Never before has skill of human hands meant so much to the destiny of America as it means today. Never has any country had so demonstrated the need for thoroughly trained manpower. Through the War-Training Programs the public schools are placing emphasis where it is most needed.

The effectiveness of the vocational program for War-Production Training is extremely gratifying to me. War-Production Training has shown that the schools are readily adaptable to the needs of the hour. Industrial education has kept pace with the ever-growing need for trained personnel to man the rapidly expanding war industries.

Vocational training for Rural War-Production Workers brings into focus some of the responsibilities confronting America today. We realize that, whether in peace or war, our people must be fed; and now, we are being asked to "feed the world." I, therefore, urge superintendents, principals, and all other school people to cooperate in every way possible to provide whatever instruction or training necessary, that we may meet the food-production goals so vitally necessary to the winning of the war and to the formulation of a lasting peace.

In a democracy, the public schools are the training institutions of the people. In this hour of crisis, the public schools are faced with a challenge. They are meeting that challenge. Vocational education has aptly demonstrated that all educational training must be flexible—readily adaptable to the needs of the people, whether in war or peace.

The purpose of this bulletin is to assist those operating vocational war training courses and I commend it to all patriotic Kentuckians for careful perusal.

Very truly yours,

JOHN W. BROOKER
Superintendent Public Instruction

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ORIGIN AND PURPOSE OF VOCATIONAL WAR TRAINING

A quarter of a century ago we were engaged in war. We sent the flower of our young manhood to Europe to fight and to die, if need be, to save the world for democracy. We had hoped that the peace which followed the Armistice of 1918 would be an enduring one, but alas, our hopes were dashed upon the rocks of reality. The winds of greed blew the war clouds over the countries of Europe, and when Germany invaded Poland another world war was in progress.

It was immediately realized by most of those on the bridge of the Ship of State that this war, started by the designing dictators, was to be a war in which production was to have a significant role. The war was yet young when we realized that it would be necessary for us to defend ourselves from enemies without and from dangers within. Only a few months had elapsed when we came to the rather universal realization that America would need skilled men to produce planes, arms, tanks, ships, and other materials of war. How were these millions of trained workers to be supplied? The leaders of America turned to the public schools, especially the vocational part of our total program of education. The vocational schools and departments answered this call immediately and effectively.

On June 17, 1940, the President of the United States recommended that Congress appropriate funds to the United State Office of Education with which to carry on a defense-training program. On June 23 Congress passed the second deficiency appropriation, which included \$15,000,000 for defense training. On June 25, representatives from the vocational staffs of the various States met in Washington to counsel with the Office of Education on the formulation of plans and policies to govern the operation of the proposed defense-training program. On June 28, President Roosevelt signed the bill, and by July 1, more than 30,000 people were enrolled in defense-training courses. From that beginning up to the present time, the vocational schools and departments in the United States have trained over 5,000,000 people for war industries.

It should be emphasized that vocational training is basically a function of the States and local communities. The funds appropriated for the early defense training and the present war-training programs are allotted by the United States Office of Education to the respective



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States. The instructional programs are carried on by the local communities, and the teachers are hired by the regular boards of education as are any other teachers.

War-training programs are provided both in the urban centers and in rural areas. In the larger centers pre-employment and sup-

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plementary training are provided. **Pre-employment** courses are for those who need to refresh their skills or for those who need to completely develop the particular abilities and attitudes in order to satisfactorily accept jobs in war industries. **Supplementary** courses are for persons already employed, who come to school six to twelve hours a week during the time they are off from work, to develop additional skills which will qualify them for promotion to higher-grade jobs in war industries. Supplementary-training courses are initiated for the most part at the request of the employers and the trade unions.

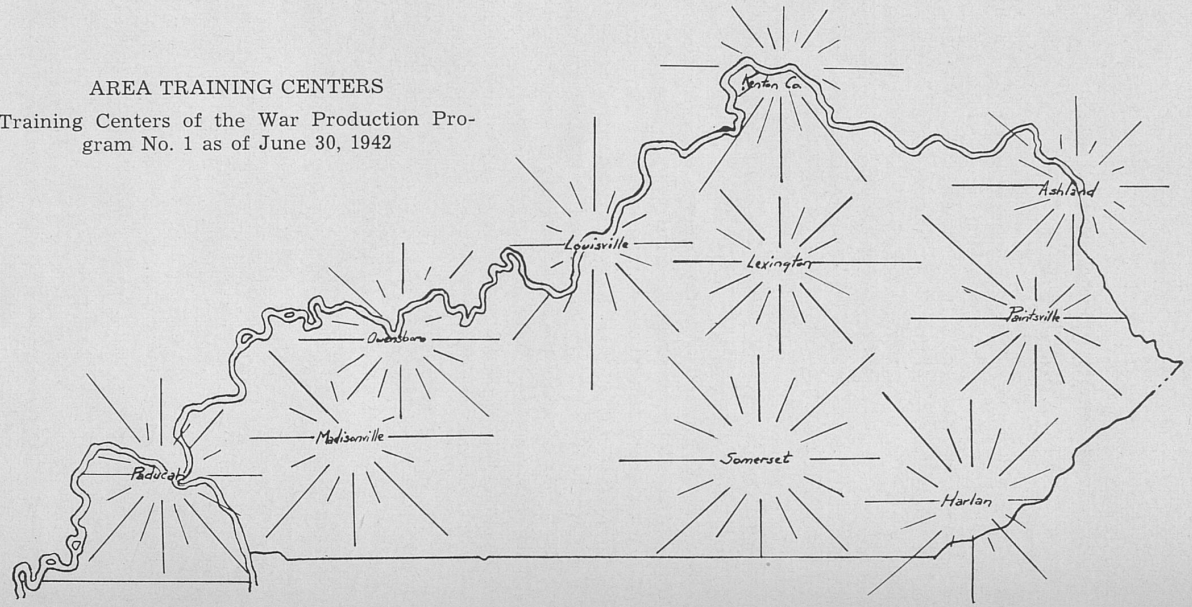
The programs in the rural areas were initially known as out-of-school youth defense-training and were for youth over 17 but under 25 years of age. This training was intended to create a reservoir of youth with preliminary training who could go into defense industries when the occasion demanded or who would be better qualified to serve agriculture as it became increasingly more mechanized. These courses also serve as a device for the selection and guidance of individuals into advanced or more specific training courses.

Congress provided in the Appropriations Act that the out-of-school youth defense-training program be transformed as of July 1, 1942, into a rural war-production training program for persons 17 years of age and over. Also, in addition to the general pre-employment preparatory shop courses which had been offered in auto mechanics, metal work, wood work, and electricity, provisions were made to offer specific courses in farm-machinery repair and production courses in all the enterprises and areas or fields where increased food production is needed.

The war-training programs are in reality an expansion of the regular program in vocational education. Kentucky has been offering vocational training for twenty-five years. During the past year, in addition to those in war-training courses, approximately forty thousand people have participated in and benefited by the regular program of vocational education in Kentucky.

War calls for a high order of skill in a relatively large portion of our people. A high order of skill will also be needed in the peacetime that is to come.

AREA TRAINING CENTERS
 Training Centers of the War Production Program No. 1 as of June 30, 1942



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WAR-PRODUCTION TRAINING

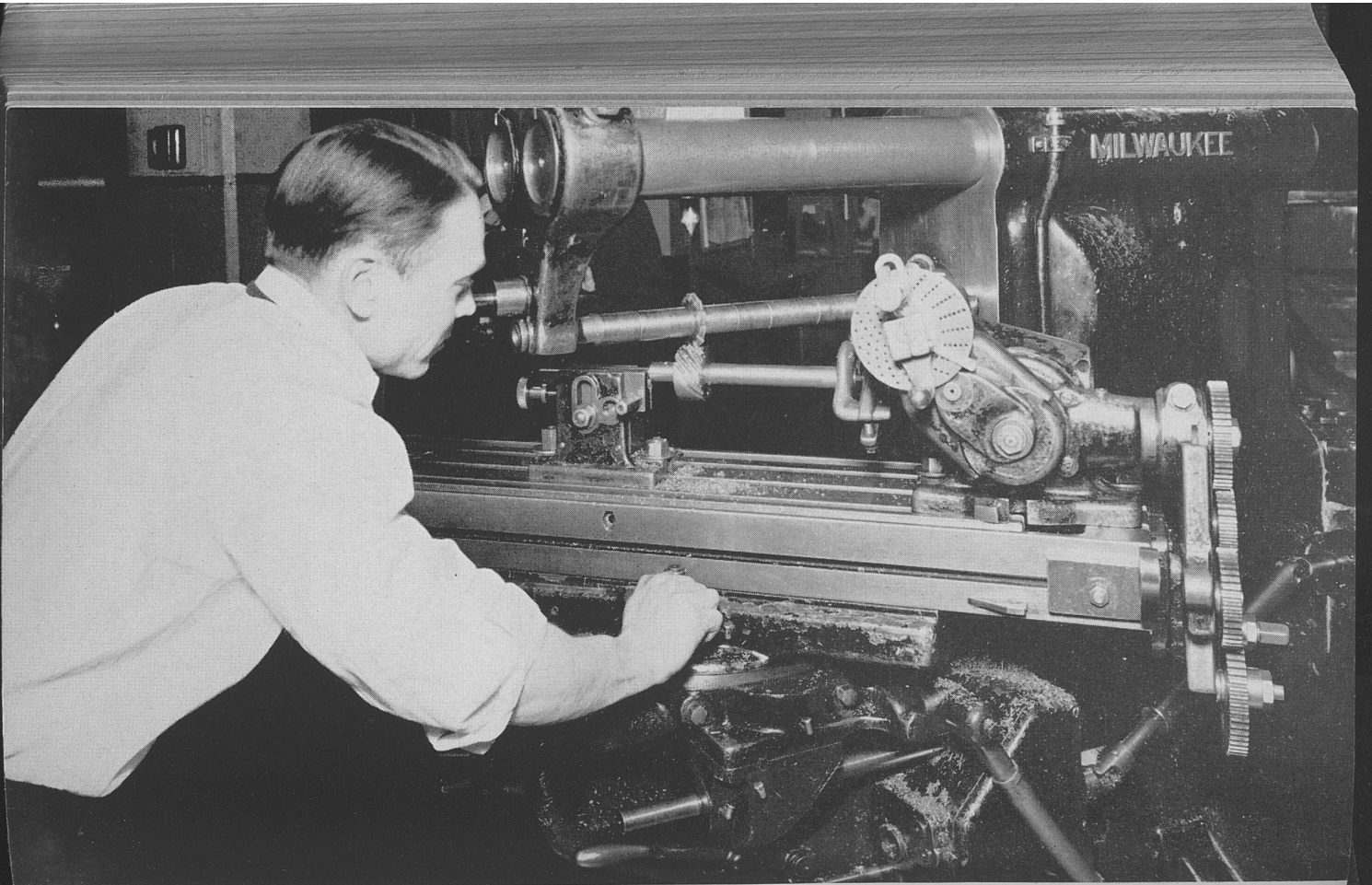
Program No. 1

War makes enormous demands upon the nation's industries, calling for tanks, guns, ammunition, airplanes, ships, and motor vehicles. These, and other manufactured articles too numerous to mention, are the instrumentalities of modern warfare. In order for industries to turn out all this equipment, they must be provided with raw materials and men—skilled men and women to fabricate the raw materials into instruments of war. Never before has there been such a demand for skilled workers.

Nearly two years before Pearl Harbor, leading men in this country realized the need for industrial expansion in war industries. One significant fact was apparent: that many millions of trained workers would be needed, and in order to provide this training it was necessary to expand the training facilities. The National Defense Training Act was signed by the President of the United States on June 28, 1940, and in August of that year Kentucky had several hundred people enrolled in trade and industrial defense-training courses. These courses were operated by the vocational schools and vocational departments of the State. Eleven centers in the State have been developed where War Training for Production Workers is carried on. These centers are shown on the accompanying map. Two general types of courses are offered: Pre-employment courses for people preparing to enter industrial occupations, and supplementary courses for those already employed but who need further skilled and technical training.

Up to now 62,478 persons have been trained in these courses in Kentucky and placed in jobs through the United States Employment Service. At this writing 5,951 persons are in training in such areas or fields as machine operation and assembly welding, electricity, radio, aircraft sheet metal, and woodwork. For many years Kentucky has had trade and industrial education in trade schools and high schools, but when the emergency training started, it was evident that more buildings and equipment were needed. The U. S. Government provided money for this expansion, and facilities for training are now being used 24 hours a day.

The training program started by offering refresher courses to unemployed persons who had not used their skills for sometime. Then



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pre-employment courses were offered to persons who had no employable skills in occupations needed for the defense effort. Now that we are at war and manpower is scarce, women trainees are being enrolled.

In addition to training production workers for war industries, many thousands of civilian employees of the armed forces have been trained through trade and industrial education.

Trade and industrial education has a large part to play in the training of war-production workers, civilian employees for the armed forces, and uniformed personnel, and in conversion training for persons in non-essential industries to war industries. Also, after the war, it will be called on to train persons for readjustment from war industries to peace-time industries. The regular trade schools must continue to train boys of high-school age to enter industry or the armed forces, as the need requires. Public education will meet the challenge with the same efficiency in the future as in the past.

How the Program is Handled in the State

Occupations Essential to War Production

The authority and responsibility for determining the occupations essential to war production rests with the War Manpower Commission. The United States Employment Service and the U. S. Office of Education have compiled a list of occupations approved by the War Manpower Commission as essential to war production. This list may be secured upon request to the State Department of Education, at Frankfort.

Boundaries Disregarded

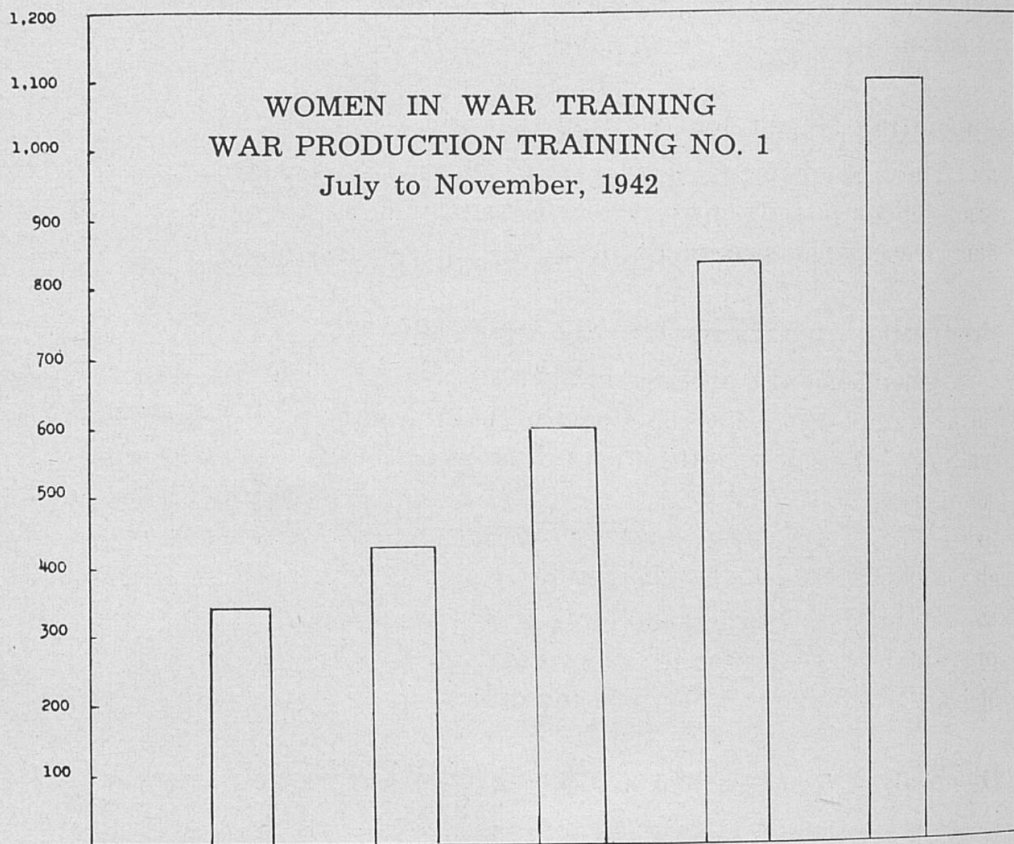
State, district, and other public-school boundaries are disregarded in making training facilities available for existing and contemplated training needs.

State Administration

The State Board of Education, through the State Director of Vocational Training for War-Production Workers, is responsible for the conduct of the program. The operation of the program may be carried on directly by the State Board of Education, or through local school boards. The Government reserves the right to inspect any or all programs to determine their effectiveness and whether they are being carried out in accordance with needs for war production and in conformance with provisions of the Acts, provisions of the Regulations, policies of the U. S. Office of Education, and the standards set forth in the approved State Plan.

Salaries of Employees

No funds certified to the State under this Act may be used to increase or replace the salary of any member of the State or local administrative, supervisory, or coordinating staff who is already employed on a full-time basis. The funds may be used for the employment of additional workers for the war-production program in order to provide a sufficient number of workers of such quality that the regular program will not suffer because of undue burdens placed upon regular employees.



Salaries of all personnel, employed or assigned to direct, supervise, or coordinate the war-production vocational training program, paid from funds appropriated under this Act, must conform to the going wage of the service for which they are employed. Instructors employed for this program shall be paid the going wage of a teacher or industrial worker in the State or the local community to which they are assigned. Such wage rate shall apply to the total hours per week without consideration for time-and-a-half for overtime or holidays. The travel expenses of all such persons must conform to the regulations in the State for persons in similar positions. The use of

Federal funds necessary to proper form

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Federal funds allotted to the State must be limited to actual expenses necessary to the conduct of this program and must be justified on the proper form.

Advisory Committees

The Kentucky State Plan for vocational training for war-production workers provides for the establishment and utilization of State and local representative advisory committees. These committees shall be composed of representatives from management and from labor. Representatives of our interested groups or agencies, whose cooperation is essential to the successful operation of the program, may serve as consultants to the committees.

Appointing New Local Employees

The appointment of new local employees shall be made by the local school board, subject to the approval of the State Supervisor and meeting the standards prescribed in the State Plan.

Production of Articles During Training

Schools should produce articles of value for the war effort during the training process when the production can be a by-product of the training. Articles shall be useful as equipment or as parts needed in connection with the war effort. Production work shall be chosen primarily on the basis of its instructional value. The primary objective of the school training program shall be to train workers for war production in the shortest possible time. The training shall also provide each trainee with the minimum instruction in each type of operation required to perform the work for which he is to be employed.

Disposal of Articles Made During Training

Articles made in war-production training courses from instructional supplies bought by Federal funds allotted to the State are the property of the State Board of Education and are to be used at the discretion of the Board in the war-production training program. Such articles may be assigned by the State Board of Education to local boards or institutions for use in war-production training programs, provided they are properly labeled to designate ownership.

When a local school board furnishes the material for a war-production training group to construct certain pieces of equipment for shops being operated under the State Plan for vocational education, such equipment may be considered the property of the local school board.



LEARNING TO USE THE HAMMER IN AN AIRCRAFT-SHEET METAL CLASS

Training Services for Supervisory Personnel and Military Branches

The following training services may be provided for supervisory personnel in war-production industries:

1. Job Instructor Training in cooperation with the Training Within Industry Section.
2. Other supervisory training which will assist industries in the war-production program.
3. Improvement of instructors by inservice training.

The following training services may be provided for military branches of the Government:

1. Civilian employees may be trained on the same basis as employees of war industries. Such training must have prior approval of the respective commanding officer and the Federal Director of Vocational Training for War-Production Workers, which may be in the form of trainee quotas.
2. Uniformed personnel may be trained when facilities are available and special arrangements are made and approved by the Federal Director.

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Approval of Courses

Forms for requesting approval of courses will be furnished on request to the State Director of Vocational Training for War-Production Workers. Courses not on the approved list of occupations must have prior approval from the State Director before the forms

are made out and submitted. The following courses are now being offered in War-Production Training:

Aircraft sheet metal	Foundry
Aircraft riveting	Sheet metal
Aircraft woodwork	Electricity
Aircraft engines	Automotive mechanics
Aircraft machine shop	Inspection and testing
Aircraft welding, electric (heavy)	Machine shop
Aircraft welding, electric (light)	Radio and communication
Aircraft patternmaking	Welding, electric (heavy material)
Aircraft blueprint reading	Welding, electric (light material)
Aircraft mechanics	Welding, gas (light material)
Ship carpentry and wood- working	Forging and blacksmithing
Ship electricity	Pattern making
Ship machine shop	Machine woodworking
Ship welding, electric (heavy)	Automotive assembly
Ship welding, electric (light)	Mechanical drafting
	Junior cartography

Courses for Civilian Employees of Armed Forces

All courses for civilian employees of the military branches of the Government who are being paid during the training period must have prior approval of the Federal Director of Vocational Training for War Production Workers, and must conform to the requirements for the respective service as follows:

1. Signal Corps

- a. Courses must conform to the standardized courses approved by the Civilian Training Branch of the U. S. Army Signal Corps.
- b. The number in training must not exceed the quota of trainees for the State as established by the Signal Corps.

2. Air Corps

The courses shall be established only upon the written request of the commanding officer of the major control air depots.

3. Ordnance Department

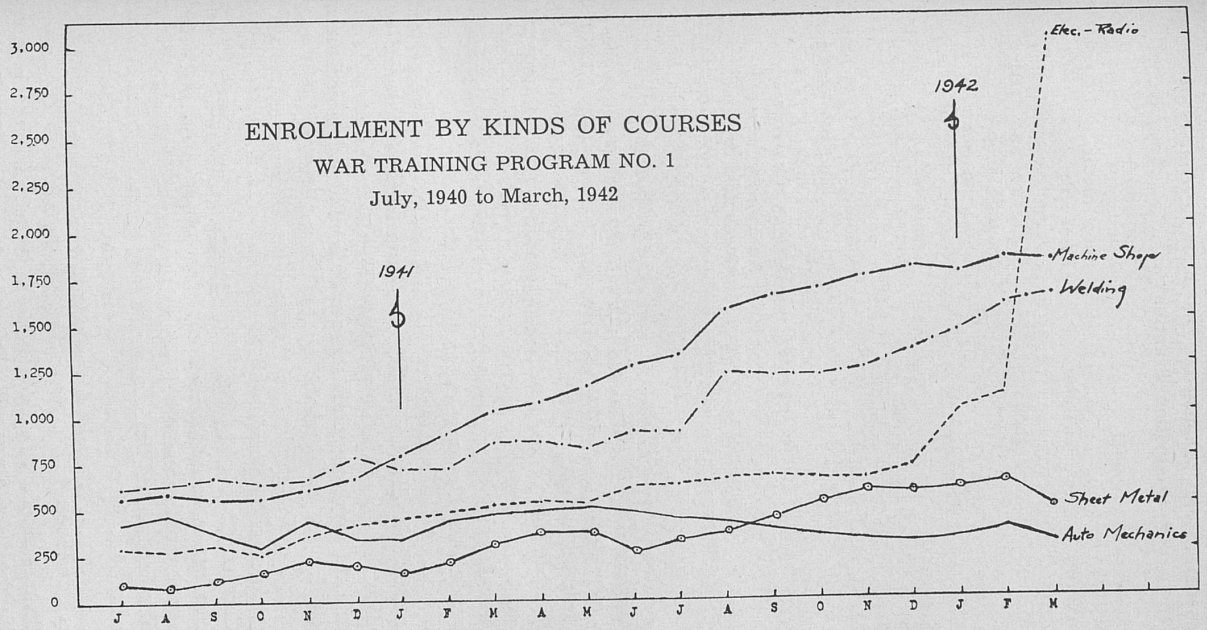
Written request similar to No. 2

4. Navy, Marine, and Coast Guard

Written request similar to No. 2

5. Quartermaster Department

Written request similar to No. 2



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Pre-employment Courses

Pre-employment courses provide specific and intensive training for definite pay-roll jobs in war industries to groups of persons who will be available for placement in war plants upon completion of training.

Upon the advice and counsel of representative advisory committees, employers, labor, and public-employment offices, the State and local administrators of vocational training for war-production workers shall determine what pre-employment courses may be given. All courses shall meet the following conditions:

1. The training must make a direct contribution to the war-production program.
2. There must be a demand for workers in the pay-roll jobs for which the persons are being trained, either locally or at points to which trainees may be transferred.
3. Qualified trainees must be available.
4. Adequate training facilities must exist or must be provided.
5. Occupationally competent persons who can teach must be available as instructors.

Supplementary Courses

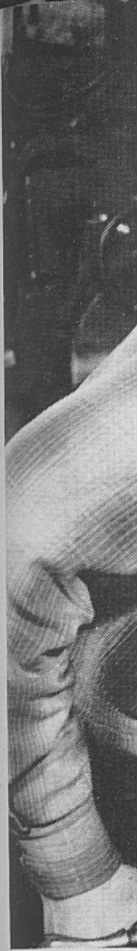
Supplementary courses provide specific and intensive training for definite pay-roll jobs to groups of persons who are already employed in war plants, for the purpose of increasing their effectiveness on their present jobs or preparing them for other jobs in war plants. Organized instruction may be provided for apprentices in war-production plants when such programs cannot be adequately carried on by the regular trade and industrial education program under the Smith-Hughes and George-Deen acts.

It is the responsibility of the local school officials, with the cooperation of employers and labor, to determine which supplementary courses, subject to approval by the State Director of Vocational Training for War-Production Workers, should be given for the local war-production industries.

Courses given for Civil Service employees of the military branches are to be established only after approval of the respective commanding officer and the Federal Director of Vocational Training for War-Production Workers, which may be in the form of assigned trained quotas.

Hours Per Week

Courses should be scheduled so as to provide specific intensive training for definite pay-roll jobs in the shortest possible time.



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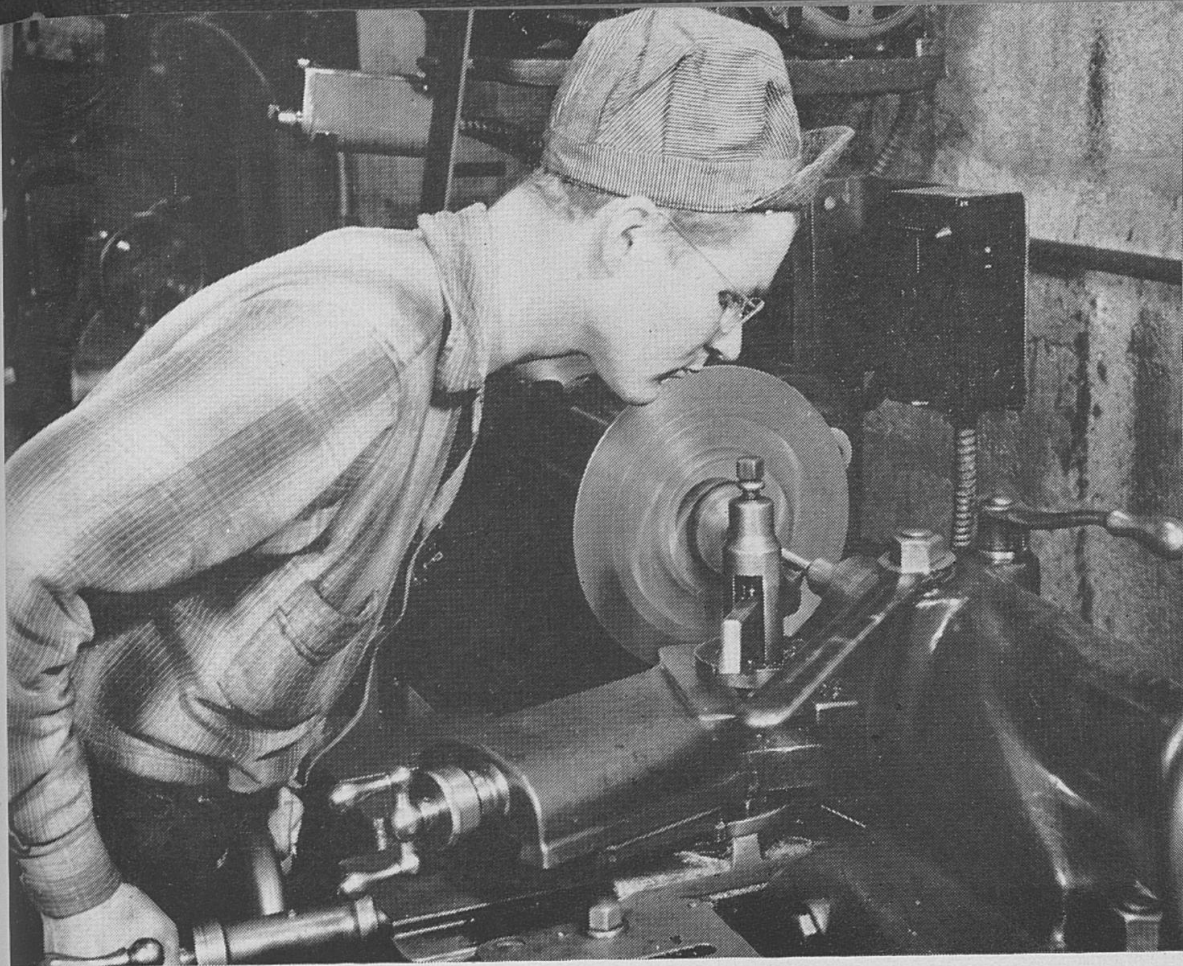
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Pre-employment courses may not be scheduled for less than 15 hours per week without prior approval of the State Director and, where possible, should be 30 hours per week or more.

Total Length of Training Period

All war-production pre-employment training must get the trainee on the job in the shortest possible time. It is the special responsibility of every instructor and supervisor to see that this is done.

Welding Courses Must Conform to Regulations of War-Production Board

In order to obtain welding rods and electrodes, welding courses must conform to regulations of the War-Production Board.

Recruiting Trainees

Trainees for pre-employment courses are referred by the U. S. Employment Service upon written requisition (VE-ND Form RT) by the schools. It is, however, the responsibility of the local school authorities, at an early stage in the training of an individual, to

determine whether the individual is trainable for the work for which he is being scheduled. If he is not, he should be transferred to another program or eliminated.

Trainees for supplementary courses are recruited by the school authorities, in cooperation with employers, labor groups, and the U. S. Civil Service, from among employees in war-production plants or civilian employees of the military branches.

Placement of Trainees

The United States Employment Service is the official agency designated to place workers in war industries and give effect to priorities in referral to jobs. When employers or labor organizations make direct requests to school authorities for workers, the above fact should be brought to their attention, and they should be directed to place their order with the United States Employment Service, or the order may be taken and relayed to the Employment Service, which will make referrals. The school authorities should submit promptly (on Form ES "T"), to the United States Employment Service, instances where individuals leave training courses to accept work secured on their own initiative.

Age Limits

There is no upper age limit. The lower age will be determined by the minimum employment age. Only persons who, at the completion of the training, will be of employable age in the occupations for which training is given should be enrolled in the courses.

Fees

Under this program no fee for instruction or instructional supplies shall be charged to persons enrolled in a training course for war production.

Certificate of Training

Persons who satisfactorily complete one or more units of training shall receive a "Vocational Training Record Card." This record card will certify the number of hours and the training unit completed.

Payment for Transportation of Trainees

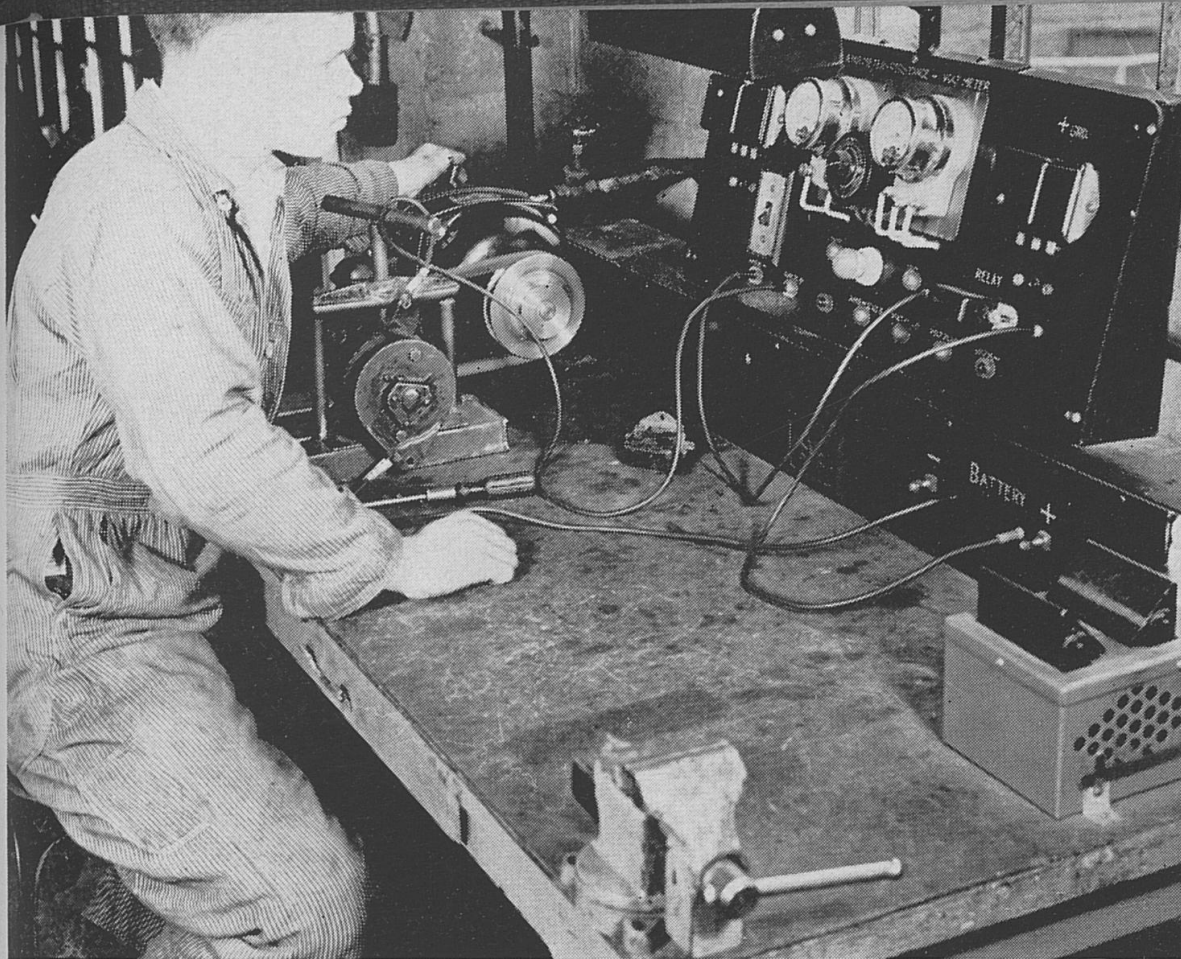
Funds appropriated for this program may be used for the payment of the travel expense of pre-employment trainees only, and may be used only for the purpose of centralizing a group large enough to justify the expense of the vocational training program.



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Sales Taxes

War-production training funds may be used to pay the total cost of supplies and equipment, including sales taxes which the State is legally obligated to pay.

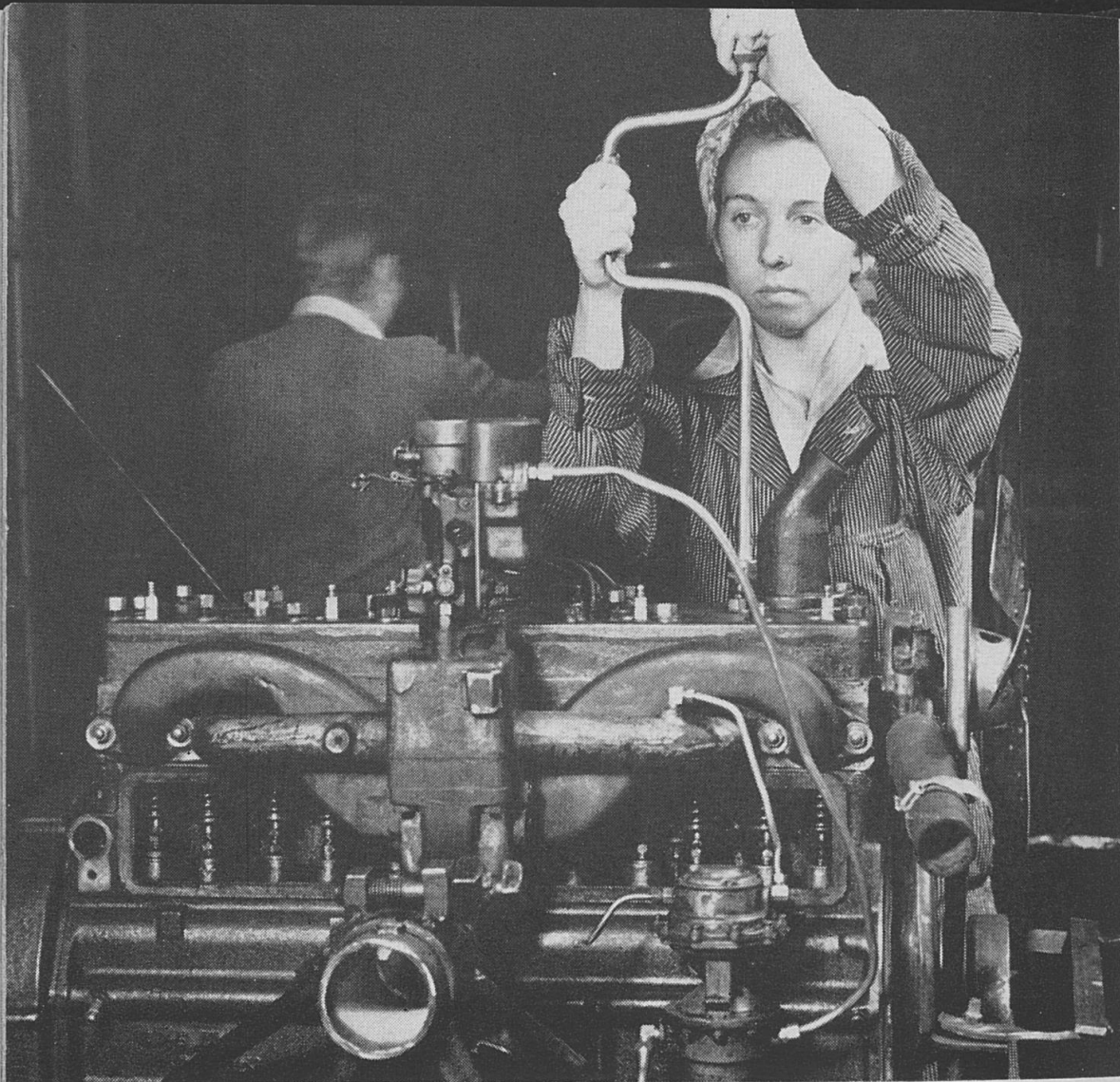
Since sales to States or their political subdivisions are not subject to Federal taxation, the cost of supplies and equipment may not include Federal sales taxes.

Separate Systems of Accounting

Separate reports and accounts shall be maintained for war-production training funds.

Purchase of Equipment

Purchase or rental of equipment may be requested by the local board and the request sent to the State Director of Vocational Training for War-Production Workers on the proper form (VE-ND Form E). The State Director, if he approves the purchase or rental, will submit forms to the Federal Director of Vocational Training for War-Production Workers who, upon this justification and request, will indicate what equipment may be bought or rented and the manner in which funds will be certified.



AT WORK IN A MACHINE ASSEMBLY CLASS

Use of Equipment

When training courses are scheduled so as to use the shops 24 hours a day 7 days a week, equipment is considered as being used to capacity.

Rental of Space

When there is a demonstrated need for training beyond the existing training facilities, local school boards may make application to the State Board of Education for rental of space. A local school board will not be authorized to rent additional space until all available facilities of the schools have been used.

Priorities for Equipment and Supplies

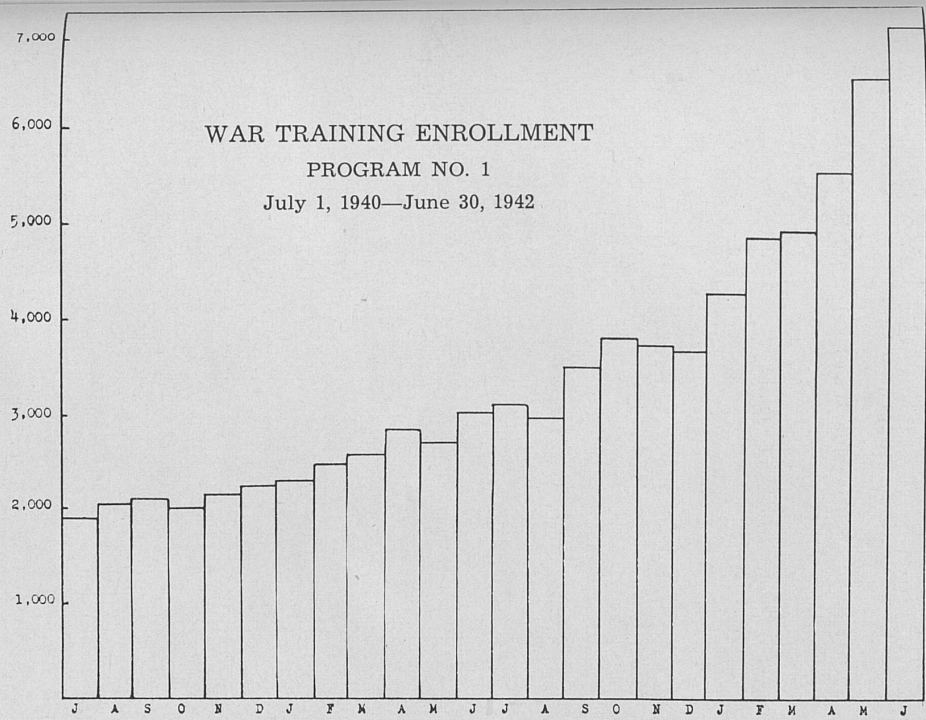
The local school board will submit all copies of priority requests (Form PD-1A) to the State Director of Vocational Training for War-Production Workers.

- A. **For equipment:** The State Director of Vocational Training for War-Production Workers will submit to the Federal Director, in triplicate, copies of priority requests covering the needed items of equipment.
- B. **For supplies:** For such supplies as need priority, the State Director will report the kind of supplies and the quantity needed to the Federal Director who, will then attempt to negotiate the priority with the office of the War Production Board.

Information concerning the need for priority must be submitted on forms prescribed by the War Production Board. It is becoming increasingly difficult to secure priorities. Only extreme urgency certified by military authorities or persons having critical war contracts can justify priority for critical machine tools or materials.

**TRAINING CENTERS OF THE NO. 1 WAR-TRAINING
PROGRAM IN KENTUCKY AS OF JUNE 30, 1942**

Board of Education	Superintendent	Coordinator
Ashland	Arville Wheeler	W. M. Williams Ashland Vocational School
Fayette County	D. Y. Dunn	C. V. Youmans Fayette County Vocational Schools
Harlan County	James A. Cawood	Lawrence Carter Harlan County Vocational School
Kenton County	J. A. Caywood	Clifford H. Ficke Kenton County Vocational School
Louisville	Zenos E. Scott	Paul E. Harris Louisville Public Schools
Madisonville	Harper Gatton	Carl M. Polley Madisonville Trade School
Mayo State Vocational School	J. M. Taylor Acting Director	Carson Moore Mayo State Vocational School
Owensboro	J. L. Foust	James A. Shuck Owensboro Technical High School
Paducah	H. L. Smith	Norman C. Williams Tilgham Trade School
Somerset	P. H. Hopkins	Howard Huff Somerset Vocational School
West Kentucky Vocational Training School		M. H. Griffin, Pres. West Kentucky Vocational Training School Paducah, Kentucky





RURAL WAR-PRODUCTION TRAINING STATE ADVISORY COMMITTEE AND CONSULTANTS

The U.S. program even Europe in 1941 was started. It was required that rural areas from the late 1930s to migrate to more advanced areas. The depression in the Appalaches of one of our nation, lacking. Since 1941, areas of surplus untrained labor have been trained. The 76 program to opportunity training for rural areas increasingly skilled jobs schools in rural areas.

This program training P. auto-mechanics. The local vocational place for the training of these classes had been established throughout fifteen million were even 1

RURAL WAR-PRODUCTION TRAINING

Program No. 3

The United States is engaged in the most gigantic production program ever undertaken by any nation. When war broke out in Europe in 1939, we were unprepared to defend ourselves. A program was started to build up our defenses. A large number of new workers was required in industry, the majority of whom were to be found in rural areas. There were two million more people seeking support from the land in 1940 than in 1930. Higher rural birth rates, failure to migrate to cities, and in some instances a back-to-the-farm movement accounted for this "piling up" of rural population during the depression years. This surplus population was particularly high in the Appalachian and Ozark Mountain regions. The birth rate in cities of one hundred thousand or over does not maintain the population, lacking approximately 20 percent for the county as a whole.

Since new workers for industrial employment must come from areas of surplus population and since this rural surplus was largely untrained for industry, it was necessary to establish a training program to fit for employment in industries those who had no opportunity to farm.

The 76th Congress appropriated ten million dollars to provide training for youth between the ages of seventeen and twenty-five in rural areas to better qualify them to serve agriculture as it becomes increasingly more mechanized, for employment in semi- or single-skilled jobs, or as a basis for further training in the specialized trade schools in urban areas.

This program was known as the Out-of-School Youth Defense-Training Program or the OSY. Provisions were made for courses in auto-mechanics, metal work, woodwork, and elementary electricity.

The local high school is the center of the rural community, and the vocational agriculture farm shop of the high school is the logical place for this training. Many new shops were added to the departments of vocational agriculture in these high schools to take care of these classes. By the end of June, 1941, 722 courses in the State had been conducted, with a total enrollment of 11,983. This program throughout the nation was so successful that Congress appropriated fifteen million dollars to continue it for the year 1941-42. The results were even more gratifying than the year before. In Kentucky there

were 826 courses conducted in 265 centers with a total enrollment of 14,113 in 1941-42. The accompanying map shows the distribution of the classes throughout the State from December 9, 1940, when the first class was started, to June 30, 1942. The number of classes and the total enrollment in each of the four areas or fields of instruction for the year ending June 30, 1941, and the year ending June 30, 1942, are shown in the accompanying tables:

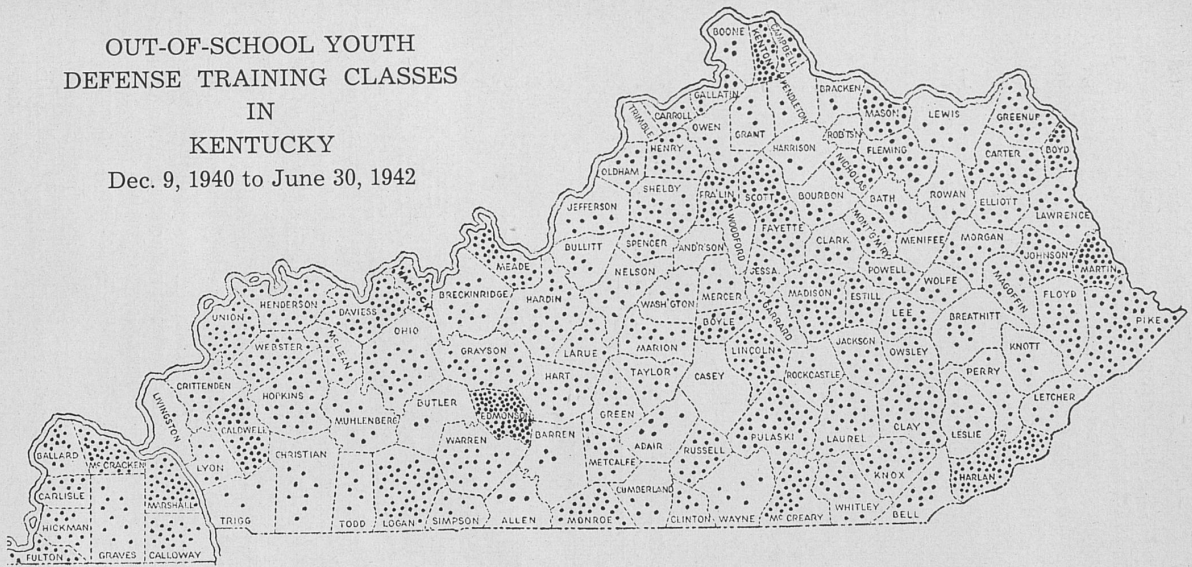
	Classes and Enrollment in OSY Courses		Classes and Enrollment in OSY Courses	
	Dec. 9, 1940, to June 30, 1941		July 1, 1941, to June 30, 1942	
	Number of Classes	Total Enrollment	Number of Classes	Total
Auto-mechanics	188	3,368	251	4,374
Metal work	104	1,730	345	5,941
Woodworking	266	4,269	136	2,256
Elem. electricity	164	2,616	94	1,542
Totals	722	11,983	826	14,113

By July 1942, the industrial war-production program had expanded to such an extent that most of the steel was being used for the manufacture of ships, planes, and tanks, for the armed forces. There was little steel and iron left for civilian use. The production of farm machinery was sharply curtailed, and farmers were asked to make their old machines last longer. The demand for food had also increased. The millions of men in the armed forces plus the approximately twelve million men employed in war industries required a large increase in the amount of food produced.

The armed forces and the war industries are still expanding. It is estimated that by the summer of 1943 there will be seven and one-half million men in the Army, plus an additional three million men in the Navy and the Marine Corps. It is also estimated that nearly twenty million people will be employed in war industries. In addition to these many millions, our allies are looking to the United States for food. Farmers are asked to produce more than ever before—with only a small amount of new machinery and with a scarcity of labor. The wages in war industries have drawn many people from the farm. If farmers are to meet the need for the increased agricultural production, they must produce with maximum efficiency. Farm machinery must be repaired and ready for use when needed. Approved practices in farming must be carried out.

In June 1942, Congress appropriated fifteen million dollars and allocated it to the U. S. Office of Education for distribution to the States to be used in assisting farmers in reaching their production

OUT-OF-SCHOOL YOUTH
DEFENSE TRAINING CLASSES
IN
KENTUCKY
Dec. 9, 1940 to June 30, 1942



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goals. Along with this appropriation the Out-of-School Youth Defense-Training Program was changed to the Rural War-Production Training Program. The upper age limit was removed, to permit adult farmers to participate in the training.

Courses of instruction in repair, operation, and construction of farm machinery and equipment and in those farm commodities designated by the Secretary of Agriculture were added to the four courses operated under the Out-of-School Youth Defense-Training Program. By December 15, 1942, there were 797 of these courses organized in Kentucky. They are offered in the departments of agriculture in the local high schools and in outlying communities. One-room rural schools, local churches, lodge halls, and even private dwellings are used as meeting places. It is anticipated that by March 1, 1943, there will be in operation or completed more than 2,000 courses.

The type of course, the number of courses organized in each type, and the average enrollment to date are indicated below:

Type of Course	Number of Courses	Average Enrollment
Shop*	130	13
Farm machinery repair	170	15
Farm commodity	537	18

How the Program is Handled in the State and Community

Administration

This program is operated by local boards of education, primarily through the departments of vocational agriculture, under the direction of the Division of Vocational Education, State Department of Education, in cooperation with the U. S. Office of Education. It is operated in conformity with the law and the rules and regulations promulgated by the U. S. Commissioner of Education

Objectives of This Program

The objectives of this program are:

1. To create a reservoir of persons with preliminary training who may go into war-production industrial employment as the occasion demands.
2. To better serve agriculture as it becomes increasingly mechanized.
3. To serve as a device for selection and guidance of persons into advanced or specific training courses.

* Auto-mechanics, metal work, woodwork, and elementary electricity.

REPAIRING

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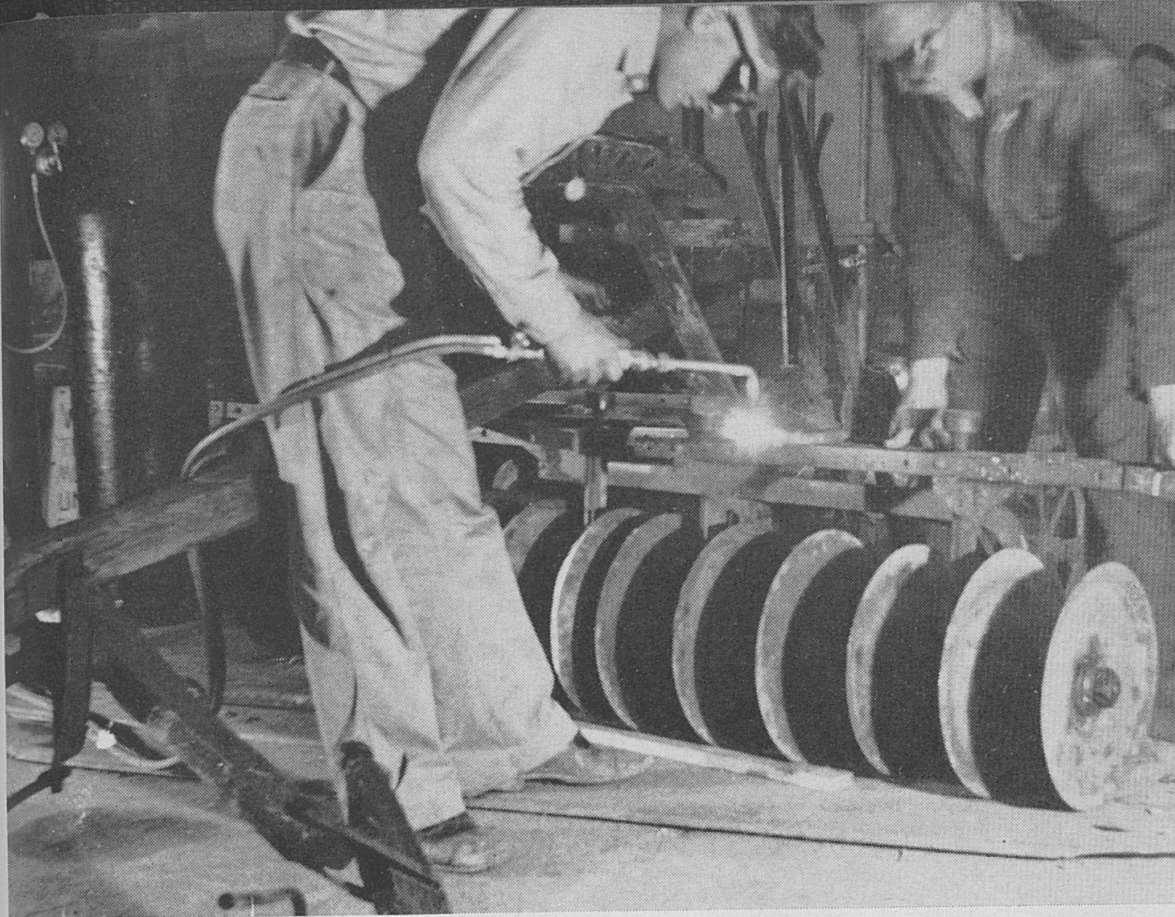
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REPAIRING A DISK HARROW IN A METAL-WORKING CLASS AT HUSTONVILLE IN LINCOLN COUNTY

4. To train farmers in methods of achieving production goals in those commodities designated by the Secretary of Agriculture.
5. To train farmers in the repair, operation, and construction of farm machinery and equipment.

How the Program is Financed

This program is financed through funds appropriated to the U. S. Office of Education which are in turn allotted to State boards of education. The local board makes application to the Division of Vocational Education for the operation of any or all courses under the Rural War-Production Training Program. The local board will pay for the teaching as well as other operative costs, and will submit a financial statement to the Division of Vocational Education. It will receive 100 percent reimbursement for approved legitimate expenditures. The boards of education will be reimbursed after termination of each course, except in the case of supervision.

Making Application for Program

Boards of education desiring to operate a Rural War-Production Training Program should make application to the Division of Vocational Education, Department of Education, Frankfort, showing:

1. The type of training to be offered.
2. The need for such a program in the area, community, or center.
3. The extent to which the community or center has available or can provide satisfactory instructional materials, shop buildings, floor space, and projects for instructional purposes.
4. The extent to which the community or center has satisfactory equipment available for use by the Rural War-Production Training class, and estimates of any additional equipment that will be required.
5. The availability of individuals qualified in terms of the State Plan to serve as instructors in the program.
6. The extent to which the proposed courses are organized in accordance with the recommendations and the advice of a representative local advisory committee.
7. Estimated cost.

Courses that May Be Offered

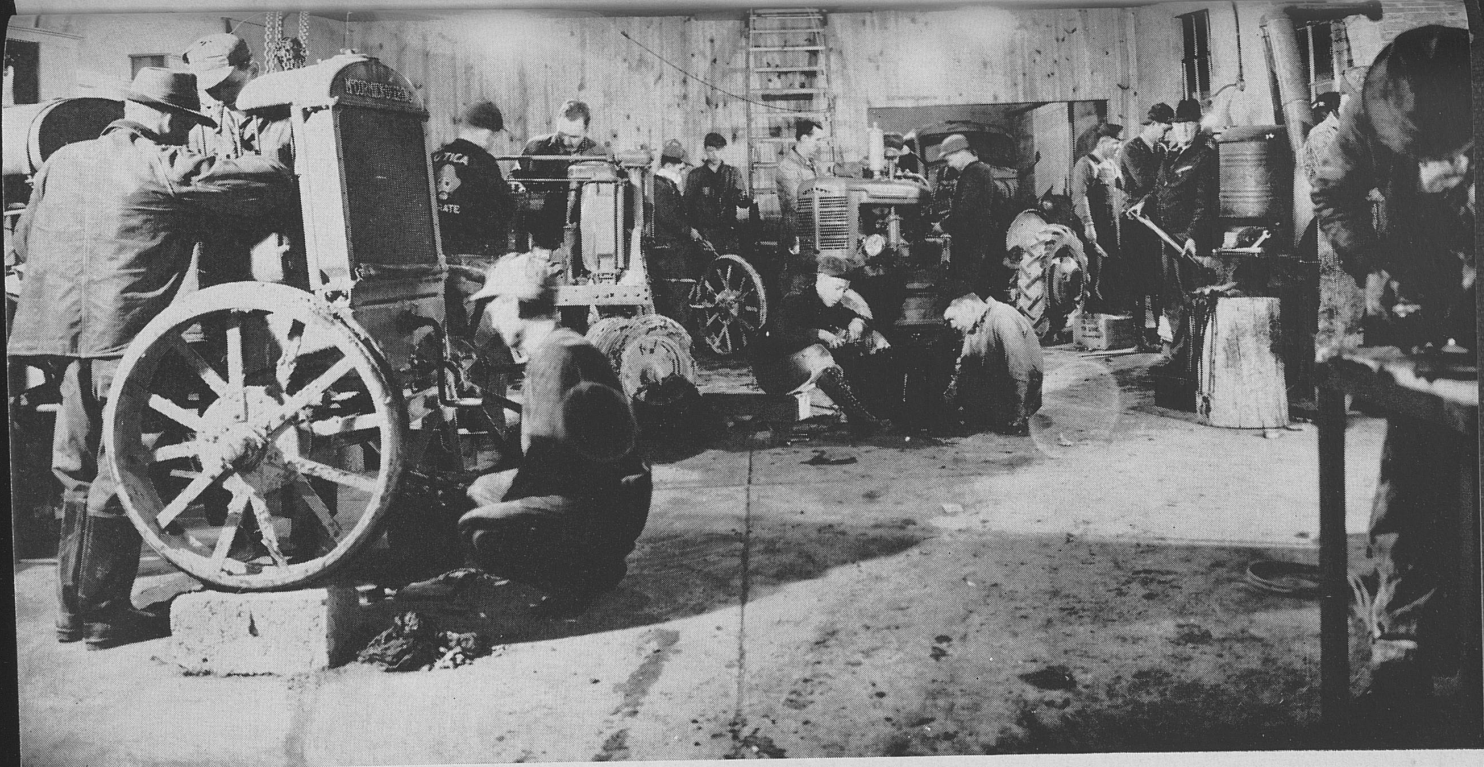
The following courses may be approved under this program:

1. Operation, care, and repair of tractors, trucks, and automobiles (including both gas and Diesel engines)
2. Metalwork, including welding, tempering, drilling, shaping, and machinery repair
3. Woodworking (This course must not include furniture making, cabinet work, or model making.)
4. Elementary electricity, including operation, care, and repair of electrical equipment, and wiring for light and power
5. Repair, operation, and construction of farm machinery and equipment
6. Increasing milk production
7. Increasing poultry production (meats)
8. Increasing egg production
9. Increasing beef production
10. Increasing pork production
11. Increasing mutton, lamb, and wool production
12. Increasing soybean production
13. Increasing vegetable production (commercial)
14. Production, conservation, and processing of food for farm families
15. Increasing field and vegetable seed production
16. Increasing hemp production

Who May Enroll

Out-of-school persons seventeen years old or older who have the ability to profit from the instruction offered and who probably will accept employment (excepting those enrolled in machinery repair or farm-commodity courses) in the war-production program if and when offered to them, are eligible for instruction under this program.

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REPAIRING TRACTORS IN A MOTOR MECHANICS CLASS AT UTICA IN DAVIESS COUNTY

Organization of Courses

Instruction must be of less than college level and may be offered any time during the twenty-four hours of the day whenever satisfactory facilities are available. No course of instruction shall be organized and maintained for fewer than ten persons enrolled. The maximum number to be enrolled will depend on the courses to be offered and the facilities available subject to the approval of the Division of Vocational Education of the State Department of Education.

Courses in auto-mechanics, metalwork, woodwork, and electricity shall be organized to offer instruction for not less than 120 clock-hours over a period of from not less than six weeks to not more than ten weeks in length, and in no case shall there be less than fifteen clock-hours of instruction per week.

The courses in repair, operation, and construction of farm machinery and equipment shall be organized for not less than thirty-six clock-hours of instruction.

Courses in the production of farm commodities shall be organized for not less than twenty clock-hours of instruction and shall extend over a period of not less than two weeks.

No course may be extended beyond the period specified in the approved application.

Courses in auto-mechanics, metalwork, woodwork, electricity, and in the repair, operation, and construction of farm machinery and equipment shall be organized to offer not less than three clock-hours of instruction per class session. Courses in the production of farm commodities shall be organized to offer not less than two clock-hours of instruction per class session.

Use of Funds

Upon approval by the State Director of the Rural War-Production Training Program, these funds may be used for the following purposes:

1. Salaries of personnel essential to the conduct of the program, including teachers, supervisors, clerks, janitors, and other necessary employees.
2. Travel essential to the conduct of the program, when in accordance with the provision of the approved State Plan.
3. Consumable supplies actually used up in the course of training.
4. Necessary additional light, heat, and power, when supported by proper vouchers, such as:
 - a. Power and gas company receipts for amounts, determined by separate meters, used only when the class is in session.

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- b. A vendor's receipt for wood, coal, or other fuel used exclusively to heat the shop or room while the class is in session.
 - c. An engineer's estimate of the cost of light, heat, or power, which shows the method of computation and is supported by a copy of vendor's receipt for the entire cost.
 - d. A statement of costs based on meter readings taken at the beginning and the close of the class period. This amount is to be supported by a vendor's receipt for the total cost during the period.
5. Communication and transportation, including such items as postage, telephone, telegraph, express, and freight.
 6. Maintenance and repair of equipment and replacement of parts, made necessary by the operation of this program.
 7. Necessary duplicating, mimeographing, and blueprinting.
 8. Rental space and the purchase and rental of equipment (for mechanical courses **only**).
 9. Transportation of trainees for the purpose of centralizing a group large enough to justify the expense of the vocational-training program.

Note: These funds may not be spent for:

- a. The purchase, alteration, or construction of a building.
- b. Any cost connected with the regular vocational program operated under the Smith-Hughes and George-Deen acts, any other public school program, or any other item not essential for the courses.
- c. Claims for the injury of a worker on the war-production training program. Such expenditure is not considered a necessary part of the cost of the course.
- d. Rental of space and the purchase and rental of equipment for the commodity courses.
- e. Texts or reference books.

The Local Supervisor

The local teacher of vocational agriculture should serve as the local supervisor of the program. For the course in production, conservation, and processing of food for farm families, the teacher of vocational home economics may be employed as supervisor. In sections where teachers of vocational agriculture are not available to supervise these programs, other supervisors who meet the qualifications of a supervisor for this program may be employed.

Qualifications of Local Supervisors

The regular teachers of vocational agriculture qualify as local supervisors, or in the case of shop or machinery-repair courses one may qualify as local supervisor if he has had at least three years of

journeyman experience in a trade or industrial pursuit closely related to auto-mechanics, electricity, metal work, or woodwork, and one year of college training or its equivalent. Preference will be given to persons who have had vocational teaching experience. For the agricultural commodity courses, the supervisor must meet the requirements of a teacher of the course and must have had at least eighteen semester hours of technical training in agriculture. For the courses in production, conservation, and processing of food for farm families, the supervisor must meet the above requirements or must meet the requirements of a vocational home economics teacher under the Smith-Hughes and George-Deen acts.

Duties of Local Supervisors

The local supervisors of this program shall:

1. Be responsible for planning the organization, general direction, and supervision of this program.
2. Recruit and organize classes of instruction.
3. Help select competent, qualified teachers.
4. Help the teacher plan the teaching procedure and the content for each course.
5. Help teachers secure teaching materials.
6. See that safety measures are followed.
7. See that the shop is properly arranged and the tools properly safeguarded.
8. Supply the Division of Vocational Education of the State Department of Education and the local superintendent of schools with reports and other information necessary in recording the conduct and the progress of the program.
9. Supervise the farming programs of persons participating in the commodity courses.
10. Make arrangement for room, shop, and other facilities necessary to the operation of the course.
11. Perform such other services as may be necessary to the proper conduct of the program.

Salaries of Supervisors

An amount equal to not more than 25 percent of the salary paid to special teachers of the courses in the production of farm commodities may be paid to the teacher of vocational agriculture for planning special courses, assisting special teachers, and for supervising and working with individual farmers during and after the courses taught by the special teachers. An amount equal to not more than ten percent of the salary paid to special teachers of any shop or machinery courses may be paid to the teacher of vocational agriculture for supervision of the courses. In sections where teachers of vocational agriculture are not available to supervise the courses, these



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AT WORK IN AN ELEMENTARY ELECTRICITY CLASS AT MANCHESTER IN CLAY COUNTY

funds may be used to reimburse local boards of education for special supervisors. It is anticipated that special supervisors will be employed in sections where there are no teachers of vocational agriculture. No funds shall be used to increase, supplement, or replace the salary of individuals serving in the administrative capacity in the local school district.

Selection of Special Teachers

Local boards of education shall employ special teachers for courses in accordance with the qualifications prescribed for teachers under this program. All teachers under this program shall have had prior approval by the State Director of Rural War-Production Training. A copy of the qualifications of the teachers shall be on file in the office of the Division of Vocational Education of the State Department of Education.

Qualifications of Teachers

For Mechanical Courses

The teachers selected for the shop or machinery-repair courses shall have:

1. An education equivalent to four years of high school.
2. A minimum of three full years of satisfactory work experience on the journeyman's level in the field in which they are to teach.

For Commodity Courses

An instructor of the farm-commodity courses shall have the same qualifications as a regular teacher of vocational agriculture, or he may have had three or more years of successful experience on a

farm (giving special emphasis to the enterprise to be taught) as a producer or manager, or he may have had two or more years of experience in an industry allied or closely related to the enterprise to be taught plus three or more years of farm experience since the age of fourteen. For livestock or poultry farm-commodity courses an instructor may have had one year of successful experience as a local district field agent in a livestock or poultry improvement association plus three or more years experience on a farm since the age of fourteen. An instructor of the course in production, conservation, and processing of food for farm families may have the same qualifications as a teacher of vocational home economics under the Smith-Hughes or George-Deen acts, or may have had three or more years of experience in homemaking giving special emphasis to the enterprise to be taught, or may have had special training and practical experience in the enterprise to be taught. In all instances, the teachers must have the equivalent of a high-school education.

Rate of Pay

The rate of pay for teachers of these courses will be in accordance with the going wages in the State or local communities for persons in similar positions or rendering a similar kind of service.

Advisory Committees

Advisory committees are of much help in carrying on this program. Many counties have one committee for the county as a whole and a sub-committee for each department in the county. The advisory committee should be made up of people interested in rural welfare. Industry, as well as agriculture, should be represented whenever possible. Industry should have equal representation from employers and employees.

Provision for Equipment and Housing Facilities

As a contribution to the war effort, local boards of education will provide all the equipment and housing facilities they have available for use in teaching the courses to be operated under this program. Additional equipment needed may be bought or rented by the local schools upon approval by the State Director of the Rural War-Production Training Program. No equipment will be approved for purchase or rent and placed in any center within the State except for use in an approved war-production training course. In no instance shall equipment be supplied to a rural war-production training center unless a course of instruction planned for at least 120 hours (except courses in repair, operation, and construction of farm machinery and equipment, which operate for a minimum of thirty-six hours) shall



REPAIRING FARM MACHINERY AT HANSON IN HOPKINS COUNTY

have started in that center prior to July 1, 1943. No reimbursement can be made for equipment or space for the commodity courses. All tools and equipment purchased with OSY or OSYA funds, when not in use for war-production training courses, may be assembled or transferred by the State Director to other centers where needed to carry on the program of Rural War-Production Training. The local boards of education will be responsible for the proper care and custody of all tools and equipment as long as such equipment is left in their custody. All tools before being put into use are to be marked so that they may be identified.

Disposing of Articles Made in a Rural War-Production Training Class

No article made from supplies purchased for this program for which reimbursement is asked by the local board and be sold except by permission of the State Director of Rural War-Production Training. When articles are constructed by the rural war-production training group from material furnished by a person or group of persons, such articles may become the property of the persons or persons furnishing the material.

Instructional Supplies Defined

Instructional supplies are such materials as are consumed or expended in the conduct of a course. Such supplies as doorbells, batteries, files, and lumber may be used more than once before being consumed. Other items such as friction tape, solder, waste, and nails may be consumed in one operation. Materials that become a part of a permanent building, private cars, a public conveyance, and such cannot be purchased from these funds.

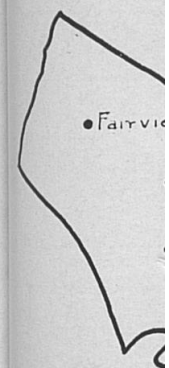
Records and Reports

The Rural War-Production Training Program, as any other program for which reimbursement is expected, requires that accurate records be kept and that reports be made carefully and accurately. Reports of this program fall largely into two classes: statistical, and financial. Two statistical reports are required—one at the beginning of the class indicating the beginning enrollment, and one at the end of the class giving the total enrollment and attendance. Financial reports and requests for reimbursement should be made to the Division of Vocational Education of the State Department of Education at the close of the course. All expenses incurred in operating this program and receipts collected as reimbursement for these expenditures must be kept separate from the regular school

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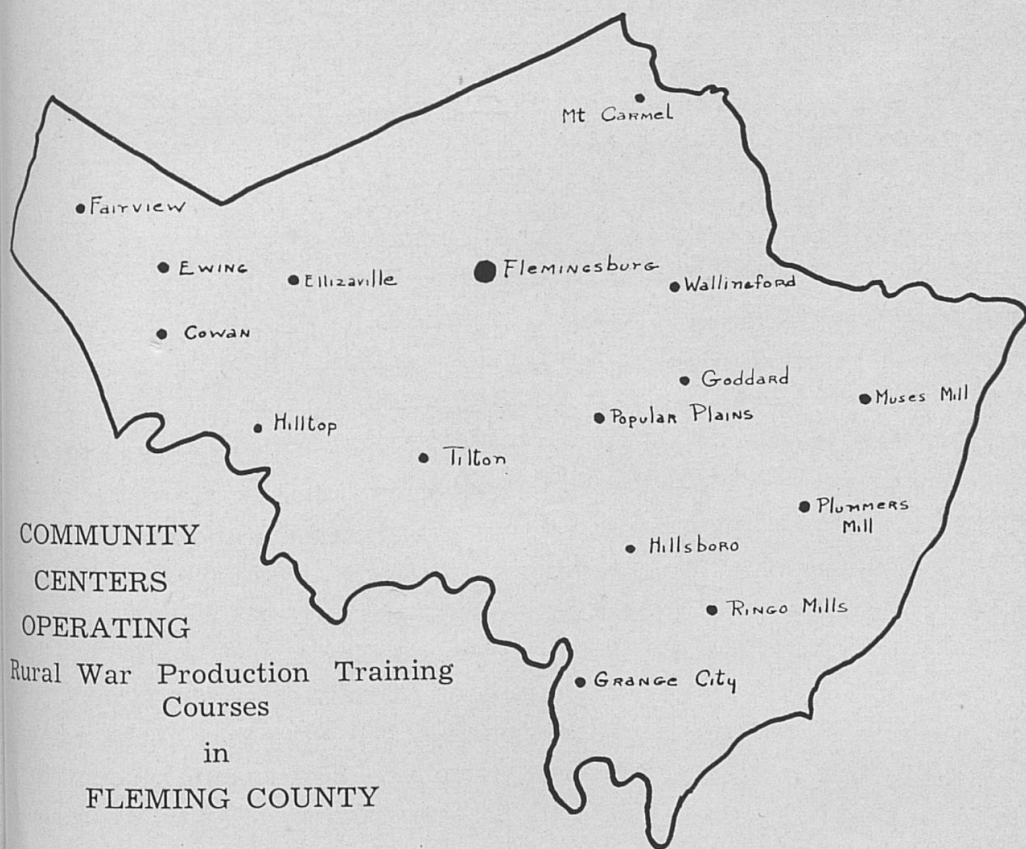
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accounts and will be audited from time to time. No registration fee or other charges may be made for enrolling in these classes.

Organization of a Rural War-Production Training Program in Fleming County

The organization of the Rural War-Production Training Program in Fleming County is a typical example of the set-up of many counties. This program is operated by the County Board of Education as a part of the regular school program. The County Advisory Committee, composed of eight members appointed by the county superintendent of schools, are men interested in the rural welfare of Fleming County. They are the president of the Fleming County Farm Bureau, secretary-treasurer of the Fleming County Production Credit Association, superintendent of the Fleming-Mason R.E.A., county agricultural agent, supervisor of Farm Security Administration, a member of the Soil Conservation Service, a farmer and contractor, and principal of the high school. This committee is acting in an advisory capacity with the Board of Education, county superintendent, and the teachers of agriculture in planning the program for the county. There are sixteen well-defined community centers in the county, as shown on the accompanying map, each with its own community leader



and advisory committee. These community advisory committees, with the help of the teacher of vocational agriculture, decide on the courses to be taught and request the County Board of Education to establish these courses in their areas. They also help recruit the classes, locate shops in which farm machinery repair courses can be held, and select meeting places for the commodity courses. The teachers of vocational agriculture coordinate and supervise the entire county program.

The sixteen centers and the courses in operation or scheduled are:

- Plummers Mill—farm machinery repair, milk, and eggs
- Ewing—farm machinery repair, dairy, beef, eggs, and food for farm families
- Hillsboro—farm machinery repair, milk, eggs, food for farm families
- Grange City—farm machinery repair
- Fairview—farm machinery repair, milk, eggs, beef, and food for farm families
- Goddard—milk production
- Tilton—farm machinery repair, milk, eggs, beef, and sheep
- Hill Top—farm machinery repair, milk, and poultry
- Wallingford—milk, eggs, and food for farm families
- Mt. Carmel—farm machinery repair, and milk
- Elizaville—milk, and beef
- Ringo Mills—commercial vegetables
- Muses Mill—farm machinery repair, milk, and eggs
- Flemingsburg—auto-mechanics, metal work, and farm machinery repair
- Popular Plains—farm machinery repair, and beef
- Cowan—egg production

The members of the classes of each of these communities are looking forward to a working organization whereby they may improve their farming practices through group discussions and, through cooperation, secure a volume of marketable products. Long-time breeding programs, cooperative buying of feeds, breeding stock, and other cooperative activities are being planned in these communities.

A total of ten classes in the repair, maintenance, and construction of farm machinery and equipment and thirty-one classes in the increased production of farm commodities will be offered in Fleming County during the year 1942-43.

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