

EXPLANATIONS.

The Secretary-Treasurer should familiarize himself with the Act, Rules and Regulations relating to Farmers' Institutes, as contained in the first pages of this book. A better knowledge of these Rules would save a great deal of unnecessary correspondence with the Superintendent.

A copy of form A should be used for reporting each general meeting other than the annual meeting. The next page, which is perforated, should be filled out as a duplicate of the preceding one and mailed to the Superintendent, as required by clause 58 of Act and Rules.

When filling out form A, secretaries are respectfully requested to estimate critically the value of each paper or address. Place the figure one (1) in the proper column. It is very important that this be carefully and impartially done. These reports are the only means by which the ability of the speakers can be estimated by the Superintendent.

The title of each paper or address should be given, as briefly as possible, in the proper column and should occupy but one line. When necessary, additional remarks may be, briefly, made on the opposite side of form A.

Forms B, C, D, should be used for reporting the annual meeting and the directors' meeting held at the close of the annual meeting. (See clauses 23, 26, (sub-section 7), and 27.) The perforated copy following each form should be filled out and forwarded to the Superintendent as required by clause 58.

No Institute is entitled to a Government grant until the annual reports have all been received by the Department of Agriculture. These must be mailed to the Superintendent before the 1st day of July each year. (Clause 56).

The annual grant will be paid on the recommendation of the Superintendent to the Minister of Agriculture, as soon as convenient after July 1st.

Though the annual report may be mailed as late as July 1st, secretaries are respectfully requested to forward it at an earlier date if possible.

The annual report of each Institute is published in the Superintendent's Annual Report, therefore executive officers are urged to make said report as complete as possible. Each Institute is also invited to report fully any special features developed by their officers or any special line of work undertaken by them, or any plan which has been adopted, and which has proved to be an advantage.