

TECHNICAL NOTES

U.S. DEPARTMENT OF AGRICULTURE

SOIL CONSERVATION SERVICE

TN - Conservation Planning - 16

Berkeley, Calif.
September 1967

LOCATION MAP SAVES TIME IN FOLLOW-UP CONTACTS WITH COOPERATORS IN COMMUNITY GROUPS

Alice M. Elliott, Clerk-Typist in the Corning Work Unit, Red Bluff Area, has suggested a method for saving time in making contacts with cooperators in community groups. This method includes:

1. An alphabetical listing of cooperators for each community group placed on the left-hand side of a manila folder -- separate folders for each group.
2. Preparing a sketch map to any suitable scale showing the location of the property of each member of the group including the relative location of each cooperator's headquarters and access road to it from major and/or secondary roads or streets.
3. Fastening the sketch map on the right-hand side of the folder.
4. Taking this folder along with the Conservation Plan folders for the selected cooperators when any work unit employee is making followup or any other type of contacts in that community.

The use of this system aids in directing the employee to cooperator's headquarters, and increases the number of contacts which can be made in a day with the resultant saving of time and mileage. It is particularly helpful to new employees and in work units with a large number of cooperators.

The Corning Work Unit reports a saving of 1/3 of a man-year in one year on the part of a new employee following this system.

IN COMMUNITY GROUPS

H.W. Miller
State Soil Conservationist