

Farmer's green book



agriculture

Department:
Agriculture
REPUBLIC OF SOUTH AFRICA



Farmer's green book

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Purpose of the Farmer's green book

The purpose of the *Farmer's green book* is to record the farmer's daily interaction with various agricultural advisors both in Government and outside Government. The book will provide an opportunity to the farmer to evaluate the quality of the products and services rendered to him/her by the advisor.

How to effectively use the Farmer's green book

The book consists of the following sections:

1. Farmer's details

The farmer must always be in possession of the green book. The farmer must fill in his/her full details in this section.

2. Advisor's record

The farmer must ensure that this section is completed by the advisor (from Government or from outside Government) whenever a visitation takes place. Such an advisor visiting the farm must sign under this section.

3. Daily farmer's interaction

This section records in a summarised way the farmer's daily interaction with advisors. It must be completed by the visiting advisor. It provides an opportunity to the farmer to evaluate the quality of products and services rendered by the advisor.

This section must be completed by the farmer himself/herself. The farmer must rate the quality of services rendered to him/her from poor, fair, good to excellent.

4. Services delivery point

This section provides the profile of the farmer's farming/business enterprise including its history, main commodity/production and the inventory in the farm.

This section must be completed by both the farmer and the advisor to ensure that the information contained is accurate.

5. Farmer(s) monthly activity plan

This section indicates before hand which activities of the farming/business enterprise the farmer wants undertaken and his/her desired results.

The farmer himself/herself must complete this section. Once completed, the Government extension advisor must approve by attaching his/her signature.

6. Government extension advisor monthly plan for the farmer

This section must capture important information on the extension advisor's plan for the month in relation to the afore mentioned farmer's farming enterprise.

This section must be completed by both the farmer and the extension advisor, indicating the advisor's key focus areas per enterprise, key activities and desired outputs. Both the advisor and farmer must sign.

7. Notes and follow-up issues

This section of the farmer's green book records the most important agreements reached between the advisor and the farmer. This section must be completed by both the advisor and the farmer. Responsibilities of each must be clearly spelt out as follow-up actions.

8. Monthly calendar

This section of the green book is intended to assist the farmer capture his/her appointments to ensure that he/she is well organized. The section must be completed by the farmer.

Farmer's details

Name of farm

Farm owner

Farm manager

Municipality jurisdiction

District

Location

Business address

Business phone number

Business cell number

Business fax number

Email address (owner)

Email address (manager)

In case of emergency, call

Commodity organisation

Farmers' organisation

Name of project

Advisor's record

Month						
Date	Details of the advisor					Advisor's signature
	Name	Organisa- tion	Tel.	Fax	E-mail	

Service delivery point

History of the farm

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Production enterprise(s)

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Farm inventory

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Stake holders

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Daily farmer's interaction

Name	Address	Telephone	Purpose of visit	Arrival time	Departure time

Products and services rendered to the farmer

Not satisfactory

Satisfactory

Exceptional

Farmer's remarks

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Advisor's remarks

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Advisor's signature:

Date:

Farmer's signature:

Date:

January 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 _{New Year}	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Notes and follow-up issues

Agreements reached	Farmer's responsibility	Advisor's responsibility	Date

Farmer's signature:

Advisor's signature:

Date:

Personal notes

A series of horizontal dotted lines for writing notes.

February 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Advisor's monthly plan for the farm

Key focus areas per enterprise	Key activities	Desired outputs

Advisor:	Signature	Date
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Farmer's confirmation:	Signature	Date
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Notes and follow-up issues

Agreements reached	Farmer's responsibility	Advisor's responsibility	Date

Farmer's signature:

Advisor's signature:

Date:

Personal notes

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March 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21 Human Rights Day
22	23	24	25	26	27	28
29	30	31				

Farmer's monthly activity plan

Enterprise	Activities	Measurable results

Farmer:

Signature

Date

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Advisor's confirmation:

Signature

Date

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Advisor's monthly plan for the farm

Key focus areas per enterprise	Key activities	Desired outputs

Advisor:

Signature

Date

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Farmer's confirmation:

Signature

Date

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Notes and follow-up issues

Agreements reached	Farmer's responsibility	Advisor's responsibility	Date

Farmer's signature:

Advisor's signature:

Date:

Personal notes

A series of horizontal dotted lines for writing notes.

April 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10 Good Friday	11
12	13 Family Day	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Freedom Day	28	29	30		

Farmer's monthly activity plan

Enterprise	Activities	Measurable results

Farmer:

Signature

Date

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Advisor's confirmation:

Signature

Date

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Advisor's monthly plan for the farm

Key focus areas per enterprise	Key activities	Desired outputs

Advisor:

Signature

Date

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Farmer's confirmation:

Signature

Date

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Notes and follow-up issues

Agreements reached	Farmer's responsibility	Advisor's responsibility	Date

Farmer's signature:

Advisor's signature:

Date:

Personal notes

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May 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Workers' Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Farmer's monthly activity plan

Enterprise	Activities	Measurable results

Farmer:

Signature

Date

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Advisor's confirmation:

Signature

Date

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Advisor's monthly plan for the farm

Key focus areas per enterprise	Key activities	Desired outputs

Advisor:

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Signature

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Date

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Farmer's confirmation:

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Signature

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Date

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Notes and follow-up issues

Agreements reached	Farmer's responsibility	Advisor's responsibility	Date

Farmer's signature:

Advisor's signature:

Date:

Personal notes

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June 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 Youth Day	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Farmer's monthly activity plan

Enterprise	Activities	Measurable results

Farmer:

Signature

Date

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Advisor's confirmation:

Signature

Date

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Advisor's monthly plan for the farm

Key focus areas per enterprise	Key activities	Desired outputs

Advisor:

Signature

Date

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Farmer's confirmation:

Signature

Date

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Notes and follow-up issues

Agreements reached	Farmer's responsibility	Advisor's responsibility	Date

Farmer's signature:

Advisor's signature:

Date:

Personal notes

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July 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Farmer's monthly activity plan

Enterprise	Activities	Measurable results

Farmer:

Signature

Date

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Advisor's confirmation:

Signature

Date

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Advisor's monthly plan for the farm

Key focus areas per enterprise	Key activities	Desired outputs

Advisor:

Signature

Date

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Farmer's confirmation:

Signature

Date

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Notes and follow-up issues

Agreements reached	Farmer's responsibility	Advisor's responsibility	Date

Farmer's signature:

Advisor's signature:

Date:

Personal notes

A series of horizontal dotted lines for writing notes.

August 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9 National Women's Day	10 Public Holiday	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

Farmer's monthly activity plan

Enterprise	Activities	Measurable results

Farmer:

Signature

Date

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Advisor's confirmation:

Signature

Date

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Advisor's monthly plan for the farm

Key focus areas per enterprise	Key activities	Desired outputs

Advisor:

Signature

Date

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Farmer's confirmation:

Signature

Date

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Notes and follow-up issues

Agreements reached	Farmer's responsibility	Advisor's responsibility	Date

Farmer's signature:

Advisor's signature:

Date:

Personal notes

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September 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Heritage Day	25	26
27	28	29	30			

Farmer's monthly activity plan

Enterprise	Activities	Measurable results

Farmer:

Signature

Date

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Advisor's confirmation:

Signature

Date

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Advisor's monthly plan for the farm

Key focus areas per enterprise	Key activities	Desired outputs

Advisor:

Signature

Date

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Farmer's confirmation:

Signature

Date

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Notes and follow-up issues

Agreements reached	Farmer's responsibility	Advisor's responsibility	Date

Farmer's signature:

Advisor's signature:

Date:

Personal notes

A series of horizontal dotted lines for writing notes.

October 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Farmer's monthly activity plan

Enterprise	Activities	Measurable results

Farmer:

Signature

Date

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Advisor's confirmation:

Signature

Date

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Advisor's monthly plan for the farm

Key focus areas per enterprise	Key activities	Desired outputs

Advisor:

Signature

Date

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Farmer's confirmation:

Signature

Date

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Notes and follow-up issues

Agreements reached	Farmer's responsibility	Advisor's responsibility	Date

Farmer's signature:

Advisor's signature:

Date:

Personal notes

A series of horizontal dotted lines for writing notes.

November 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Farmer's monthly activity plan

Enterprise	Activities	Measurable results

Farmer:

Signature

Date

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Advisor's confirmation:

Signature

Date

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Advisor's monthly plan for the farm

Key focus areas per enterprise	Key activities	Desired outputs

Advisor:

Signature

Date

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Farmer's confirmation:

Signature

Date

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Notes and follow-up issues

Agreements reached	Farmer's responsibility	Advisor's responsibility	Date

Farmer's signature:

Advisor's signature:

Date:

Personal notes

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December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Day of Reconciliation	17	18	19
20	21	22	23	24	25 Christmas Day	26 Day of Goodwill
27	28	29	30	31		

Farmer's monthly activity plan

Enterprise	Activities	Measurable results

Farmer: Signature Date

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Advisor's confirmation: Signature Date

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Advisor's monthly plan for the farm

Key focus areas per enterprise	Key activities	Desired outputs

Advisor:

Signature

Date

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Farmer's confirmation:

Signature

Date

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Notes and follow-up issues

Agreements reached	Farmer's responsibility	Advisor's responsibility	Date

Farmer's signature:

Advisor's signature:

Date:

Personal notes

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