

To Subject-matter Project Leaders:

In order that there may be uniformity in the reports coming to the States Relations Service from which the report to Congress on cooperative agricultural extension work is made, we desire that each subject-matter project leader make statements at the close of the year covering the following points:

- A. (1) What are the farm and home problems with reference to your project, and (2) which ones did you attack during 1919?
- B. What methods did you adopt in handling each of the problems?
1. Have you a written plan of work? If so, submit copy.
 2. What organization was developed at the college and throughout the State?
(How many paid assistants were employed on this project?
Division of labor, paid and volunteer, and of the State to attack these problems.
What cooperative relationships did you establish with other subject-matter departments or State leaders?)
 3. Indicate the number of meetings held by extension specialists to give expert assistance to county agents, home demonstration agents, local and club leaders, and give total attendance of each.

(Include those at the college, State conferences, county conferences, and in the communities.)
 4. How was this work developed in the counties?

(Did the county agents call for your assistance?
Did you solicit the county leaders to undertake the work in the counties?
Was there an organization already available?)
 5. What local organizations were built up to aid your work in the communities?

(Poultry associations, community canneries, boys' or girls' clubs, breeders' associations, shippers' associations, cow testing associations, bull clubs, community purchases of sprayers, lime crushers, etc.)
 6. What relationships were established with local organizations?

(Farmers' clubs and other farmers' organizations, produce dealers, elevator managers, and the like.
Women's clubs, public nursing associations, boy scouts, boys' working reserve, and the like.)
 7. What publicity methods and what type of publications did you use, and which did you find most effective?

(Agricultural and local papers, posters, signs, window displays,

public meetings, school announcements, farm bureau papers, college bulletins and pamphlets, press notices, and other extension publications.

Also include a statement of any aid you gave county leaders and local demonstrators in supplying systematically the local press with information concerning the outstanding features of your work and organization.)

8. What methods were used in securing data?

- (a) Data showing value of practices advocated by agents as compared with ordinary practices.

(Describe methods used in determining the value of your demonstrations. For example, the use of lime, tested seed corn, treatment of oats for smut, running water in the house, home garden and orchard versus purchased supplies, homemade versus purchased clothing.

Send samples of blanks used.

Describe your method of check--whether a narrow strip in the field, a few trees left untreated.

- (b) Determining how many units were affected, (farms, homes, acres, trees, animals, jars, water systems, silos, etc.)

(Indicate how you gathered data.

Was your plan worked out in cooperation with the county workers?)

C. What results did you obtain?

1. (a) Number of county agent or local leaders trained or aided by subject-matter specialists.
- (b) Number of meetings, conferences or training schools held by subject-matter specialists.
- (c) Number of counties in which specialists worked.
2. (a) 1. Actual number of farms or homes conducting demonstrations through direct cooperation of county leader and subject-matter specialist employed under your project.
2. Number of units affected. (See B8b.)
3. Attendance at meetings and demonstrations.
- (b) 1. Number of farms or homes adopting instructions on account of the direct influence of demonstrations conducted through direct cooperation of county leader and subject-matter specialist employed on this project. (Spread of influence.)
2. Number of units affected. (See B 8b).

(c) 1. Number of farms or homes conducting demonstrations in your line of work under the supervision of agents or local leaders who had been assisted or trained by subject-matter specialists.

2. Number of units affected. (See B 8 b).

(d) 1. Number of farms or homes adopting instructions on account of the influence of agents or leaders assisted by your subject-matter specialists.

2. Number of units affected. (See B 8 b).

3. Attendance at meetings and demonstrations.

3. Other results directly or indirectly showing the efficiency of the work on this project,--market, price, standardization, child welfare, etc.

(Often the indirect results are fully as valuable as the direct results. For example, dealers realize the value of infertile eggs, therefore they are willing to pay extra prices to get the roosters off the farms. Dealers or merchants are willing to pay extra prices for standard articles. Activities of home demonstration agents may pave the way for a visiting nurse or a children's clinic. Or the development of dairy work may call for the establishment of a new industry, as a butter factory.)

D. Describe the most outstanding piece of extension work accomplished under your project during the year.

E. Give any additional facts not brought out above that will enable us to understand clearly your problems, methods of organizing and conducting work, and results obtained during the year.

F. What general changes, if any, have taken place in those phases of agriculture or home making which your work touches?