

VIRGINIA

AGRICULTURAL EXTENSION SERVICE

Annual Report

County Agent Work

1953

Russell
County

Ralph L. Rosnic
County Agent

TABLE OF CONTENTS

	Page No.
I. Cover Page and Title	
II. Table of Contents	2
III. Description of County Organizations.....	3
IV. Type of Agriculture	4
V. Project Activities	
A. Agronomy	4
B. Poultry	5
C. Dairying.....	6
D. Livestock	6
E. Horticulture	7
F. Farm Labor	7
G. Agricultural Planning	8
H. Cooperatives	8
I. Guidance for Veterans	8
J. County Agricultural Fair	8
VI. 4-H Club Work	
A. Organization	9
B. Project Work	9
C. Achievements	9
VII. County Agricultural Mobilization Committee..	11
VIII. Cooperation with PMA	11
IX. Cooperation with FMA	11
X. Cooperation with Credit & Lending Agec.....	11
XI. Other Means of Reaching Farmers	11
XII. Evaluation of Year's Work	12

111. Brief Description of County Organizations

Miss Mary Virginia Fletcher, home demonstration agent, Ralph S. Rasnic, county agent, and Myrtle Fields, extension secretary, have been in Russell County since the last annual report was submitted.

Bill Gregory, assistant county agent worked in the county until May 1, 1953, and David Fletcher was in the county as assistant county agent from the middle of June to October 1, 1953. There has not been an assistant in the county since October 1.

The Russell County Board of Agriculture has held one meeting during the past year. The board helps in program planning and establishing policies, in carrying out the Plan of Work for the year.

The Russell County Cooperative, a farmer owned organization, helps farmers in the purchasing and marketing of feed, seed, fertilizer, livestock and livestock products. This year 3324 members purchased \$456,505. worth of feed, seed, and fertilizer; and sold \$226,150. worth of wool and lambs.

The Russell County Fair Association, Inc. is composed of a group of farm men and women who are interested in sponsoring a county agricultural fair to help promote a better standard of living for the farm families of Russell County. It has completed its sixth year of operation. The farm agent served as secretary of this organization.

The Clinch Valley Soil Conservation District is composed of farmers interested in better land-use and a better soil and water conservation program for Russell County. A technician to serve this district was employed during the past year.

IV. Type of Agriculture

Russell County is predominately a livestock county; however, the people in the northern part of the county depend mostly on coal mining for their livelihood. The total acres in the county is 296,000 with 145,000 acres being in pasture of which most of it is bluegrass. Since the soil is mostly limestone origin, it is only natural that livestock and livestock products are the major source of farm income with burley tobacco being second in importance.

Most farmers grow enough feed to winter their beef cattle and sheep, but dairymen buy a considerable amount of their feed.

During the past five years the farming has become much more diversified, in that, most farmers are trying to have an income from several interperizes coming in throughout the year by keeping beef cattle, sheep, dairy cows, and poultry with several growing small fruits for sale.

V. Project Activities

A. Astronomy

Russell County has 2734 farms with an average size farm of 97.9 acres. The farmers are cultivating approximately 50,000 acres and have approximately 145,197 acres in pasture. They have about three acres of pasture for each acre of cropland. During the past few years, farmers have been reducing their cropland acres and seeding this to Ladino clober and orchard grass. During 1953, farmers seeded over 1000 acres in improved pastures.

The decline in cropland acreage has been brought about by the use of higher producing, and better adapted varieties of seed, and through the use of higher analysis fertilizer in heavier applications.

During 1953, eighty farmers had 250 soil samples analyzed, and recommendations made for lime and fertilizer. Tests are showing that the Ph is increasing, as well, as the fertility. Farmers today are much more conscious of the need for soil fertility information, and how it fits in with the requirements of plants.

The past year has been another bad year so far as getting satisfactory stands of alfalfa are concerned. During the early part of the year, diseases and insects seriously damaged several fields; and during the late summer the dry weather seriously curtailed the growth, damaged spring sown fields, and prevented fall seeding.

This year, through the FWA Program the following material was used: 1250 tons of lime, 115 tons of 0-14-14, 13 tons of 0-32-16, 35 tons of 2-12-12, 300 tons of 0-20-20, 520 tons of 0-10-20, and 542 tons of 0-30-30. Only 74 tons of 62percent phosphate was used by Extension--TVA unit demonstrators. Most of this was used on phosphate deficient soils.

The county burley tobacco yield for 1952 was 1947 pounds per acre. The 1953 crop has been reduced from fifty to sixty percent due to drought conditions in the county the past season.

B. Poultry

There are few commercial poultry flocks in the county; however, most of the farmers keep a small flock of hens just to furnish

eggs for the home. There are several breeding flocks in the county furnishing eggs to local hatcheries. The importance of culling and flock management are timely discussed each year.

C. Dairying

Dairying is getting to be a very important item in over-all farm management planning of most farmers, as a means of additional income. During the past year, meetings were held to determine the interest in artificial breeding; but no association has been organized.

D. Livestock

During 1953, the main effort was with the feeder calf sale, producing quality lambs, the purebred Hereford Sale, and the purebred Ram sale.

Fifty-one beef cattle producers sold a total of 899 calves in the Feeder Calf Sale held at Abingdon, October 13. All calves sold had been dehorned, bull calves had been castrated, vaccinated for blackleg, and all came from herds that had been tested for Bangs and T.B. All calves had to grade at least medium or better. The price received was not too high, but was some higher than that price at the local markets for calves of similar quality.

Farmers sold 10,057 lambs and 72,826 pounds of wool cooperatively for \$226,150. Out of the 10,057 lambs sold, 1,097 were bucks and sold at a cent per pound discount.

Three purebred sheep breeders sold twelve purebred rams at the Purebred Ram Sale held in Abingdon, at an average of \$72.00 per head.

Fourteen purebred Hereford breeders sold fifty-eight head of purebred Hereford calves at our fourth annual Hereford sale for an average of \$143.00 per head.

The major portion of the farm income in Russell County comes from livestock and livestock products. The sheep and lambs number about 40,000 and the cows and calves around 32,000

Most farmers are doing a more economical job of producing livestock by better fertilizer practices, better feeding and management. Farmers have been given considerable information and assistance to help alleviate the conditions caused by the prolonged drought the past several months.

The county owned power sprayer was operated again this year on a community basis, with a large number of farmers taking advantage of it to get rid of flies, lice and ticks. Some weed spraying has also been done.

E. Horticulture -- Fruits and Vegetables

Since the home gardens and orchards are becoming more difficult to get production from, it is very necessary that we furnish all the people the information needed to combat diseases and insects. This is done at meetings, by radio and by news articles.

There is one commercial orchard in the county. Several farmers are growing small fruits to supplement their income.

F. Farm Labor

Good tenants and farm labor are the main headaches for most farmers. They are using machinery whenever possible, and cutting down on cultivated crops.

G. Agricultural Planning

The county Board of Agriculture met once during 1953. They decided on the major policies to be adopted, and served as the county planning board for our county Extension Program.

H. Cooperatives

The Russell County Cooperative, consisting of 3324 members, conducts all cooperative buying and selling for Russell County farmers. It is one of the best tools available to Extension workers in the county.

I. Guidance Program for Veterans

As chairman of the Veterans-on-the-Job Training Program, I keep in fairly close contact with the program and help whenever I can. The instructors regularly receive up-to-date information that is available through the Extension Service. The instructors and students work very closely with the Extension Program in the county.

J. County Agricultural Fair

The Russell County Fair Association, whose directors are key farmers selected from throughout the county, conducted another successful agricultural fair this year.

The crops and livestock exhibits were off some, due to the dry weather.

This year, educational exhibits were added for the 4-H, FFA and FHA Chapters throughout the county. These were very attractive, and added considerably to the exhibit building, as well as, being educational. This year, the exhibits in the building were the best since the beginning

of the fair.

Another added feature this year was the Tractor Operation Contest for the 4-H club boys taking Tractor Operation and Maintenance project this year.

VI. 4-H CLUB WORK

A. Organization

Most of the 4-H Clubs were organized in the schools again this year, and because of limited space the boys and girls had separate clubs. Each club met regularly once each month during school, except the Elk Garden Boys Club which met every two weeks. The 4-H Club Council is the governing body of 4-H Club work. It is composed of officers of all 4-H clubs in the county. They met twice this year, the first meeting last November to set up this year's objectives and plan for their Achievement Day. The Council met again in April to plan for some special money making event, and it was decided to hold a Horse Show in early June.

B. Project Work

There were a total of nineteen boys 4-H Clubs, with 438 members enrolled in 460 projects. Of this number 210 projects were completed. The total value of products sold and prizes won by club members amounted to \$11,231.00. Several members exhibited at the county fair, at the Tasevell County Fair, and at the Atlantic Rural.

C. Achievements

Thirty-two girls and thirty-three boys attended the annual District Camp at Camp Clyde Austin on June 8--13, along with 4-H club members from seven southwest Virginia counties. The camp was managed

by the Extension staff, with each county having an adult leader.

Seven girls and eight 4-H boys attended the State 4-H Short Course. Six of the boys did work in livestock judging. Four boys were members of the county livestock judging team which placed third in the state contest, after winning the area and district contest. In the State contest, they placed first in beef cattle, first in sheep, but were seventh in hogs. An All-Star boy attended the All Star activities, and two boys (Paul Campbell and Waldo Dorton) were initiated into the All Star Chapter.

Bobby Stovall, county winner for the boys in the Farm and Home Electric Project, attended the Farm and Home Electric Congress held in Richmond the first of September along with Frances Lee Hanson the other county winner and David Fletcher, assistant agent at that time.

On February 4, 1953, our annual 4-H Achievement Program for 1952 was held in the Lebanon High School auditorium. The Achievement Program for 1952 and the "Share-the-Fun" program for 1953 were held as a combination program, with approximately seven hundred 4-H members and parents attending. 4-H awards were made, leaders were recognized, and pins were awarded members that had met project requirements on the following basis: first three years completed a bronze pin was awarded, fourth through sixth year completion a silver pin, and a gold pin was awarded those having completed seven or more years of satisfactory club work. Fifteen clubs presented some sort of talent act in the "Share-the-Fun" Program, with Jerry Donovan serving as Master of Ceremonies. This was a highlight event of all 4-H club events that have been held since 4-H club work was organized in Russell County.

VII. County Agricultural Mobilization Committee

This committee, composed of professional agricultural workers, worked primarily with ACP practices for 1954 and the Drought Emergency Feed Program.

VIII. Cooperation with FMA

Extension workers have worked with the county FMA Committee in an advisory capacity. The theme has been "more permanent types of conservation practices and more economical use of lime and fertilizers."

IX. Cooperation with FHA

We furnish the county FHA supervisor with all the latest information as published by the Extension Service and the Experiment Station.

X. Cooperation with Credit and Lending Agencies

Close cooperation has been maintained between the Extension workers and local bankers. Our three banks in the county have shown much interest in Extension work, and have actively supported different phases of our work.

XI. Other Means of Reaching Farm People

Our best means, at present, of reaching the farm people is by radio. We have two 15-minute programs each week on Station WRIC, Richards, Virginia, on Wednesdays and Saturdays from 12:15 to 12:30 p. m. We also make many contacts and reach more people than can hardly be estimated through the 4-H clubs, veterans classes, group meetings, farm visits, circular letters, and newspaper publicity.

XII. Evaluation of Year's Work

Some of the highlights of our Extension Program this year, as covered in the report, are as follows:

1. Continued the market lamb improvement program.
2. Conducted a successful quality feeder calf sale.
3. Helped market quality livestock and livestock products cooperatively.
4. Farmers purchased about seventy-five purebred sires in 1953.
5. Cooperated in a purebred ram sale, held at Abingdon.
6. Held a purebred Hereford calf sale for Russell County.
7. Conducted a successful county agricultural fair.
8. Helped get the soil conservation district work started.
9. Helped get the 1954 ACP Program set up for the county.
10. Continued the external and internal parasite eradication Program.
11. Helped eighty farmers get 250 soil samples analyzed, and made recommendations for same.
12. Encouraged the use of better quality hay for livestock.
13. Encouraged more economical use of fertilizer and lime.
14. An increased enrollment in the boys 4-H clubs and a greater percentage of completion of projects.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

U. S. Department of Agriculture
and State Agricultural Colleges
Cooperatives

Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

This form is for use by county extension agents in making an annual statistical report on all extension work done in the county during the year. Agents resigning or transferring should make out this report before leaving the county.

County Russell State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Ralph A. Parris</u>	<u>County Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953</u>
<u>Bill B. Gregory</u>	<u>Asst. County Agent</u>	<u>Dec. 1, 1952</u>	<u>April 30, 1953</u>
<u>David Fletcher</u>	<u>" " "</u>	<u>June 14, 1953</u>	<u>Sept. 30, 1953</u>
<u>Mary Virginia Fletcher</u>	<u>Home Dem. Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



READ SUGGESTIONS ON PAGE 32

Approved: _____

Date: _____

State Extension Director

Form ES-21
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—Interpretation

Agents who devote more than one-half of their time to a line of work should report ALL THEIR WORK in the column provided. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B. When two or more agents (a county agent and an assistant) doing similar work report in the same column, whether it be A, B, or C, duplications should be removed before the entry is made. The county total, column D, is the sum of the three preceding columns less duplications not previously eliminated.

demonstrations are definitely planned in advance and not "found."

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group seeking information or assistance.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.
7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.

9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10.

In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.

- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

READ DIRECTIONS ON PAGE 32

Send Address Labels

1935

EXTENSION TEACHING AND OTHER ACTIVITIES

Include all activities carried on this year that are related to extension work.

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number	623		632	1255
2. Office calls..... do	297		753	1050
3. Telephone calls..... do	553		1101	1654
4. News articles or stories prepared Number	98		15	113
5. Broadcasts made or prepared:				
a. Radio..... do	48		44	92
b. Television..... do				
6. Bulletins distributed..... do	5760		3015	8775
7. Adult result demonstrations conducted..... Number	19		25	44
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	12		1	13
(2)..... Attendance	215		52	247
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	5		8	13
(2)..... Attendance	49		60	109
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	128		38	166
(2)..... Attendance	1688		842	2530
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. H Club work:				
(1)..... Number	206		97	303
(2)..... Attendance	5675		3354	9029
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	85		6	91
(2)..... Attendance	895		124	1019
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	30		1	31
(2)..... Attendance	253		9	262

EXTENSION ORGANIZATION AND PROGRAM PLANNING

11. County organization, association, board, or committee sponsoring extension work in the county:

a. Name of citizens' organization or group having legal or quasi-legal status, if any noneb. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different from "a" none

12. COUNTY-WIDE advisory COUNCILS or COMMITTEES assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Councils or committees		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all general	1	11	1	10
b. Agricultural	1	6	1	6
c. Home demonstration	1	23	2	17
d. Young men and women				
e. 4-H Club	2	120	2	76

13. MEETINGS (other than those involved in 12) held PRIMARILY for the PURPOSE of DETERMINING the extension program:

Item	A	B
	Number	Attendance
a. Community or local meetings		
b. County meetings		

14. Number of fact-finding surveys for program-planning purposes made during the year

15. Total number of different voluntary local leaders or committeemen (county, community and neighborhood) assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Men		Women		Older club	
	A	B	C	D	Boys	Girls
a. In adult agricultural work	47				XXXX	XXXX
b. In adult home demonstration work		126			XXXX	XXXX
c. In young men and women's work	0				XXXX	XXXX
d. In 4-H Club work	4	23				11
e. Total number of DIFFERENT leaders	51	149				11

16. Number of organized clubs or other groups carrying on adult home demonstration work

17. Number of members in such clubs or groups

16
373

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12		20½	32½
19. Total days worked.....	284		494	778
20. Days devoted to—				
a. Adult work.....	137.5		369.5	507
b. YMW work.....				
c. 4-H Club work.....	146.5		124.5	271
21. Days devoted to—				
a. Extension organization and program planning.....	108.5		89.5	198
b. In-service training of agents.....			18	18
c. Crops.....			37.5	37.5
d. Livestock.....			148	148
e. Marketing; distribution; and service organizations.....			10.5	10.5
f. Soil and water conservation and management.....			61	61
g. Forestry.....			1.5	1.5
h. Wildlife.....				
i. Planning and management of the farm business.....			34	34
j. Farm buildings and farm me- chanical equipment.....			6.5	6.5
k. House and surroundings, furnish- ings and equipment.....	35.5		10	45.5
l. Home management.....	18.5			18.5
m. Family economics.....	4			4
n. Clothing.....	34			34
o. Foods and nutrition.....	19		2.5	21.5
p. Health.....	22			22
q. Family life, child development, parent education.....	6		13.5	19.5
r. Safety.....	1		2.5	3.5
s. Community development and public affairs.....	13		12	25
t. Days that cannot be charged specifically to one of items a through s.....	22.5		27	49.5

CROPS—Production and Marketing—Interpretation

This section deals with the work done with farmers and others in connection with the production and harvesting of specific crops or groups of crops, and with those aspects of marketing that take place ON THE FARM. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC (decision-making) aspects when you report on the work done. Persons assisted in work relating to the following should also be included in the respective columns:

- B. Corn for silage and grain but for hay.
 - C. Cottonseed and flax in those areas where they are grown for fiber.
 - E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
 - F. Coffee.
 - G. Watermelons, cantaloups, and yams.
 - H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and lawns.
22. The voluntary local leaders or committeemen who have actively engaged in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an attendance of 490 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.
24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
 - (3) Probable number of OTHER PERSONS REACHED with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other

mass media, including the passing on of extension information from one neighbor to another.

- (4) All other available evidence indicating the proportion of potential clientele; for example, number of cotton growers in the county who made use of extension information relating to a specific crop or group of crops. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.
25. Item should include—
- a. The total number of persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("b" through "g"), other practices emphasized in the extension program should be included. Item 25a cannot exceed item 24, but will normally be larger than any one of the sub-items 25b through 25g.
 - c. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42i.
 - g. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes; and harvesting of potatoes, fruits, and vegetables.
26. Item should include—
- a. The total number of DIFFERENT persons helped with any FARM MARKETING problems relating to a specific crop or group of crops should be reported here. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of sub-items 26b, c, or d.
 - b. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
 - c. The use of market reports, supply and demand reports, outlook, etc.
 - d. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS—Production and Marketing

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

11-2228-10

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	2	1		1		1		
23. Total number of persons contacted individually or through meetings.....	1550 214	150		1250		6	75	
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly to adopt recommended practices.....	1550	150 100		1250		6	75	
25. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of production.....	1550	150		1250		6	75	
Specific production and management practices incident to—								
b. Use of improved varieties and strains.....	1550	60		1250		0	75	
c. Use of fertilizers.....	1550	150		1250		0	75	
d. Control of injurious insects.....	700	40		500		6	75	
e. Control of diseases.....	300	30		1250		6	75	
f. Harvesting, storing, and curing.....	1250	150		1250		0	75	
g. Efficient work methods.....	350	25		70		0	0	
26. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of marketing.....				1250				
Specific marketing practices incident to—								
b. Preparation for market.....				1250				
c. Commodity outlook and market information.....				1250				
d. Arranging to sell and selling.....				0				

LIVESTOCK—Production and Marketing—Interpretation

Work done with farmers and other persons in connection with the production of various kinds of livestock and livestock products, and with those aspects of marketing ON THE FARM, is grouped in this section. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC aspects when reporting work done.

- F. Under "other livestock," persons assisted in work with horses and mules, rabbits, and fur animals should be reported.
27. Voluntary local leaders who have actively engaged in furthering extension work with each kind of livestock. See also interpretation of item 8.
28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adoption of a new, or improvement in an old, practice—
- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
 - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
 - (3) Probable number of OTHER PERSONS REACHED through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
 - (4) All available evidence indicating the percentage of the potential clientele: Number of farms and other places keeping poultry, that made use of extension information relating to specific kinds

of livestock and livestock products. Such evidence may be from sample surveys, reports from local leaders and secretaries of organized livestock groups, requests for bulletins, inquiries received after the release of specific news articles or after broadcasts, amount of a product or of material handled by dealers, personal observations, and other sources.

Item 29 will normally be greater than either subitem 30a or 31a.

30. Item refers to—

- a. The number of persons helped with any livestock production or management practices. This subitem should include the specific practices listed in 30b through 30f, plus other production and management practices emphasized in the county extension program. Subitem 30a cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- b. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
- f. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.

31. Item should include—

- a. Different persons assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- b. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
- c. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
- d. Persons assisted primarily with those activities involved in arrangements incidental to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Dairy animals and products	Poultry and products B	Beef cattle C	Sheep, goats, and products D	Swine E	Other livestock and products F
27. Number of voluntary local leaders assisting.....	3	6	8	4	1	
28. Total number of persons contacted individually or through meetings.....	130	700	1250	450	6	
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	130	700	1250	450	6	
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management.....	130	700	1250	450	6	
Specific production and management practices incident to—						
b. Selection and breeding.....	14	700	1250	450	6	
c. Feeding.....	130	700	1250	450	6	
d. Controlling external parasites.....	130	700	1250	450	6	
e. Controlling diseases and internal parasites.....	50	200	400	450	6	
f. Efficient work methods.....	6					
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing.....	14	30	1250 450	450	4	
Specific marketing practices incident to—						
b. Preparation for market.....	14	30	1250	450	4	
c. Commodity outlook and market information.....	14		60	400	4	
d. Arranging to sell and selling.....			90	200	4	

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS—*Interpretation*

32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and processors, wholesalers, retailers, and others engaged in marketing grain.
- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (item 55a), home equipment (item 61a), and clothing (item 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

32. Assistance given to FORMALLY organized cooperatives (those incorporated under State law):

Kind of cooperative	Cooperatives		Cooperatives given educational assistance with—			
	Members		Organizational problems	Financial problems	Operational problems	Membership and public-relations problems
	A	B	C	D	E	F
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
a. Marketing and purchasing.....	1	3324	0	0	0	2
b. Farm and home service.....	0	0	0	0	0	1

33. Assistance given to INFORMALLY organized groups (other than those reported under item 32) with organizational and operational problems:

Type of activity	Groups	Members
	A	B
	<i>Number</i>	<i>Number</i>
a. Marketing and purchasing.....		
b. Farm and home service.....		

Number

34. SURVEYS made during the year on specific problems of—

a. Marketing.....	
b. Service facilities.....	
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products.....	
b. Home products (arts, crafts, etc.).....	
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.....	
b. Hay and other forage crops.....	
c. Cotton: (1) Cotton ginners.....	
(2) Other.....	
d. Tobacco.....	
e. Oil crops (soybeans, flax, peanuts, etc.).....	
f. Sugar crops.....	
g. Dairy and dairy products.....	
h. Poultry and poultry products.....	
i. Meat animals and meat products.....	
j. Fruits and nuts.....	
k. Vegetables including potatoes.....	
37. Food retailers assisted with merchandising problems.....	
38. Persons assisted with CONSUMER information on agricultural products.....	<i>estimated total</i>

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE--*Interpretation.*

Consideration is to be given to the **PLANNING** and **ECONOMIC** aspects as well as to the technological problems incident to carrying out the practices listed on this page.

A. Soil-and-water conservation and management refers to all extension work incident to the improvement of soil fertility and the continuous productive capacity of the land. Practices, such as the application of fertilizer utilized **PRIMARILY** by the crop to which it is applied, should be reported under Crops. However, certain practices, such as fertilizer application, may contribute to both immediate crop-production gain and long-time soil improvement. Some duplication in the reporting of such practices is inevitable.

39, 40, and 41. See interpretation of corresponding items under Crops and Livestock.

42. Item--

e. Refers to development of water supplies, both gravity and underground; storage, reservoirs, tanks, distribution systems, and the like. Persons given assistance in determining the quality of water for crop purposes are to be included.

f. Refers to problems relating to the removal of excess water: Installation of tile, drainage-ways, and ditches. Persons given assistance

in saline-alkaline reclamation are to be included.

g. Reports assistance given with problems relating to the application of water to the land; water measurement; penetration duty of water, and the like.

h and i. Report only application of soil amendments and fertilizers that contribute to land protection and sustained productivity of the soil. Where such applications are made primarily for use of a crop currently grown, such assistance is to be reported under the appropriate crop.

44. Item--

a. Reports only those assisted in the construction or management of ponds for fish. Ponds constructed primarily for storage of water for use in irrigation should be reported in item 42e.

b. Refers to the planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders, and with other plantings for food and protection in wildlife areas.

c. Includes protection of such wildlife areas as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock.

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

In estimating, the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	4	1	1
40. Total number of personal contacts made individually or through meetings.....	170	170	20
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	170 80	170 80	20
42. Farmers and other individuals reported in item 41-A assisted with--			Estimated number
a. Proper land use.....			170
b. Contour and strip cropping.....			170
c. Terracing.....			—
d. Grassing waterways.....			170
e. Water supply, storage, and distribution.....			170
f. Drainage.....			170
g. Irrigation.....			14
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....			170
i. Use of fertilizers (commercial and barnyard).....			170
j. Production of soil-improvement crops.....			170
k. Crop rotations.....			170
l. Land clearing.....			16
43. Farmers and other individuals reported in item 41-B assisted with--			
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....			170
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....			170
c. Timber harvesting (includes selective and other recommended cutting for forest products).....			170
d. Estimating and appraising.....			12
e. Production of maple-sirup products or naval stores.....			—
f. Treating wood products with preservatives (fence posts and building timbers).....			—
g. Marketing of forest products (includes markets and timber-selling practices).....			170
h. Fire prevention.....			170
44. Farmers and other individuals reported in item 41-C assisted with--			
a. Construction or management of ponds for fish.....			20
b. Making food and cover plantings for wildlife.....			20
c. Protection of wildlife areas from fire or livestock.....			20

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—Interpretation

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
 - Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Item 48e refers to long-time adjustments, 48f should include adjustments made from year to year.
- e. Special work in helping farmers to develop new sources of income.
- f. Assistance given to obtain and use credit or operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
- g. Help given persons in locating and/or appraising a farm for rental or purchase.
- h. Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
- i. Leases, partnerships, property transfers, and farm and liability insurance. (See item 66d.)
- j. Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

45. Number of voluntary local leaders assisting.....	12
46. Total number of persons contacted individually or through meetings.....	1800
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	1460
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook.....	650
b. Keeping and analyzing farm records.....	450
c. Developing an over-all farm plan.....	225
d. Making needed adjustments in farm organization.....	380
e. Developing supplemental sources of income.....	45
f. Obtaining and using credit.....	12
g. Selecting a farm for rental or purchase.....	8
h. Obtaining, training, and using farm labor.....	7
i. Legal aspects of the farm business.....	48
j. Income-tax accounting and related problems.....	72
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers.....	2
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers.....	2

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

54. The farmhouse should NOT be included. It should be reported under item 60.

- a. This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
- b and c. Also include planning and decisions relating to efficient lay-out within a farm building.
- d. Also include equipment that may be constructed as part of the building.

55. Item—

- a. Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
 - b. Refers to labor-saving devices and equipment developed or built by the farmer.
56. Item should include the use of electricity in the farm business, such as electric brooders and motors for building equipment.

FARM BUILDINGS AND MECHANICAL EQUIPMENT

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting	1	2
52. Total number of persons contacted individually or through meetings	500	375
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices	500 40	375 18
54. Farmers and other individuals reported in item 53-A, assisted with—		Estimated number
a. Arrangement of farm-building lay-out		15
b. Construction of farm buildings		6
c. Remodeling or repairing farm buildings		12
d. Selection or construction of farm-building equipment		450
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment		12
b. Developing labor-saving devices and equipment		120
c. Use, care, and repair of farm mechanical equipment		18
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		212

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT—Interpretation

This section deals with assistance given to homemakers, farmers, and other persons in connection with the house and surroundings, the furnishings and equipment.

- A. Covers specific practices listed under item 60 and other related work.
- B. Covers specific practices listed under item 61 and other related work.
57. This item relates to the voluntary local leaders or committeemen who have actively engaged in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.
58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.
59. In estimating the total number of DIFFERENT homemakers and other persons influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) Number of DIFFERENT persons reached through direct contacts (item 58 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
 - (3) Probable number of OTHER PERSONS REACHED with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
 - (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number of houses, depending upon the phase of extension

work being reported) that made use of extension information relating to specific practices or groups of practices. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after publication of specific news stories or after broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

The totals reported in columns A and B normally will be greater than those reported for any one of the subitems under items 60 and 61, respectively, as those totals will usually include practices in addition to the specific ones listed.

60. Item—

- Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.
- d. Refers to storage space in any other area of house other than kitchen and laundry.
- g. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.
- h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

The subitems listed under item 60 should not be added and reported in item 59-A, because the same person may have been assisted in adopting several of the practices listed.

61. Item should include—

- a. Electrical equipment in the home. Work done with sewing equipment should be reported under item 67d.
- d. Refinishing furniture, upholstery, chair seating, renovation of accessories.

The subitems listed under item 61 should not be added and reported in item 59-B, because the same person may have been assisted in adopting several of the practices listed.

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting.....	5	5
58. Total number of persons contacted individually or through meetings.....	431	431
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices.....	560	560

60. Families, homemakers, and other individuals reported in item 59-A assisted with--	Estimated number
a. Building a new house.....	15
b. Remodeling or repairing the house.....	36
c. Improving kitchen or laundry.....	220
d. Improving storage space.....	70
e. Selection, installation, use, and care of water and/or sewage systems.....	27
f. Selection, installation, use, and care of heating and/or cooling systems.....	5
g. Planning electrical systems.....	17
h. Landscaping home grounds.....	120
61. Homemakers and other individuals reported in item 59-B assisted with--	
a. Selection, use, and care of home equipment (other than sewing equipment).....	300
b. Selection, use, and construction of home furnishings.....	375
c. Repair, reconditioning, and care of home furnishings.....	431
d. Furniture arrangement and use of accessories.....	241
e. Color schemes and wall finishes.....	86
f. Floor finishes.....	63

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING—*Interpretation*

64. See item 59 for interpretation of what to include here.

65a. Management may be defined as "using, as well as we can, what we have, to get what we want." Therefore, in helping people to improve their management we are concerned with "how," "what," "who," "when," and "where" decisions that will aid them in reaching their goals. For example, the management of dishwashing would include "who" and "when" decisions as well as the "how" decision. If only the "how" decision in dishwashing was improved, it should be reported under 65b as an improved housekeeping method. Management decisions have to do with the use of the family's available physical and human resources—time, energy, equipment, skills, knowledge, and money.

Assistance includes work done—

- b. In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)
- c. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in item 67b.)

66. Includes work done—

- b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).
- d. On wills, inheritance, insurance, notes and installment-buying contracts. Item 48i covers legal affairs pertaining to the farm business.

67. Includes work done—

- a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
- b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 137.
- c. On both new and remodeled clothing.
- e. On the influence of good grooming on development of the individual.

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders.....	38		23
63. Total number of persons contacted individually or through meetings.....	820 440	365	1040 602
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	440 1000 820	360 400 360	602 1000 440
65. Homemakers and other individuals reported in item 64-A assisted—			Estimated number
a. In arriving at management decisions.....			320
b. In improving housekeeping methods.....			409
c. With family laundering.....			230
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			360
b. With family financial planning.....			17
c. With keeping and analyzing home records.....			6
d. With family legal matters.....			7
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			40
b. With care and mending of clothing.....			602
c. With clothing construction.....			348
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			602
e. With good grooming and posture (personal appearance).....			602

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY—*Interpretation*

Columns A, B, C, and D include the specific practices listed under items 71, 72, 73, and 74, respectively, as well as other related work.

68 and 69. See interpretations of items 57 and 58.

70. Considers factors outlined for item 59.

71. Assistance includes—

- a. All work done to encourage production and use of home-grown food: Fruits, vegetables, meats, poultry, eggs, dairy products.
- b. Selection on basis of quality, nutritional needs, amount to buy, variety, and form. Work done regarding price and supply should be reported in item 38.
- c. Also food preparation for special occasions, such as holidays and picnics, as well as for outdoor meals and meals for large groups.
- d. Freezing, canning, drying, brining; storage of fruits and root vegetables; curing of meats; and making jams, jellies, and pickles.
- e. Child feeding, maternal diet, food for the aged,

weight control, diets for special needs, as well as general nutrition for good health.

72. Assistance includes—

- a. Work relating to garbage disposal, screening for flies, sanitary outhouses, and other disease-preventive practices. Control of household insects through elimination of breeding places, use of sprays, and the like should be reported under item 137.
- c and d. Educational work done to encourage examinations for cancer, heart ailments, polio, and tuberculosis, to protect and/or improve the health of individual persons.

73. Work includes assisting families in—

- e. Willingness to work as a family member toward a family goal—family councils.
- d. Development of self-confidence and emotional stability; adjustments to life situations.

74. Work includes assisting families in—

- c. Safe driving, bicycle riding, safe practices for pedestrians, and other safety practices.

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

In estimating the influence of extension teaching, be sure to consider all phases of the extension program. Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Foods and nu- trition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	32	17	5	
69. Total number of persons contacted individually or through meetings.....	465	320	210	300
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices.....	1200 1400 400	320 500 220	225 160	300 300
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				372
b. In selecting food.....				260
c. With meal planning and food preparation.....				390
d. With preservation and storage of food.....				320
e. In improving diets.....				610
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				20
b. First aid and home nursing.....				
c. Dental-health education.....				320
d. Health education leading to physical examination by a physician.....				220
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				
b. Providing recommended play, clothing, and equipment suited to age of children.....				
c. Understanding roles of family members and strengthening family relationships.....				220
d. Individual adjustments and personality development.....				
e. Home and family recreation.....				
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				300
b. Accident prevention around the farm and home.....				300
c. Accident prevention away from home place.....				

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

Note that the nature of this section requires treatment quite different from that for regular subject-matter pages. Here we try to get a picture of the number of different educational projects or activities agents worked on, size of the area covered, number of groups assisted, and the like.

The general approach is to start with projects affecting the individual (item 75); then to move on to projects relating to the community and county (items 76 and 77); to the regional or area programs that may cover part of a county or several States (item 78); to the national program (item 79); and finally to world affairs (item 80). Item 81 covers emergency activities in which extension agents participated.

- A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.
- B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.

C. This column reports on those projects where local leaders assisted. Members of special committees appointed by other groups with whom you worked should be reported as local leaders. Include only those living within the county.

D. In addition to local leaders, includes all others actively engaged in advancing the project or activity. For example, a community forum to discuss national or international problems would include adults and youths in attendance at the forum, local leaders, and all others who assisted in planning, arranging, or promoting the forum.

75. Item includes such things as developing an understanding of citizenship responsibilities and functions of government—local, State, or national; and study of public documents.

76. Includes improvement clubs, councils, committees for special purposes.

77. Item includes—

a. Studies and surveys.

78. Item includes—

a. Such regional or area development programs or projects as river basin; watershed; conservation district; land use; land reclamation; flood control; and industrial development.

79. Item includes national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, and industry.

80. Includes things such as developing understanding of international problems, programs, and organizations, including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.

81. Includes emergency assistance in connection with fires, floods, drought, and other disasters, and special drives.

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....				
76. Developing and improving county or community organization.....	1	1	2	27
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	2	2	5	65
b. Improving health facilities, services, and programs.....	1	16	20	77
c. Improving schools.....				
d. Improving churches.....	4	4	16	105
e. Bettering town-country relations.....				
f. Libraries.....	2	9	9	170
g. Roads.....				
h. Telephones.....				
i. Community centers.....				
j. Recreation programs and facilities.....	3	3	12	100
k. Community beautification.....	10	15	12	210
78. Regional or area development programs or projects.....	none			
79. National programs and proposals affecting agriculture and rural life.....	"			
80. World affairs.....	"			
81. Emergency activities.....	"			

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report units involved for completed projects only.
- The following items include projects in—
89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

SUMMARY OF 4-H CLUB PROJECTS

A club member may engage in more than one project. The sum of the projects may, therefore, be greater than the number of different club members enrolled.

Item	Members enrolled	Members completing	Units involved in completed projects	
	A	B	C	
	Number	Number	Number	
82. Corn.....	17	1	0.5	acres
83. Other cereals.....				do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....	4	1	0.1	do.
87. Cotton.....				do.
88. Tobacco.....	16	4	23	do.
89. Vegetable growings.....	109	45	27	do.
90. Fruits.....				do.
91. Range and pasture.....				do.
92. Other crops.....				do.
93. Soil and water conservation and management.....				do.
94. Forestry.....				do.
95. Wildlife and nature study.....			XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	46	17	592	birds
97. Dairy cattle.....	29	7	5	animals
98. Beef cattle.....	23	14	18	do.
99. Sheep.....	14	7	80	do.
100. Swine.....	69	12	80	do.
101. Rabbits.....	3	0	0	do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....	1	1	XXXXXXXXXXXXXX	
105. Tractor maintenance.....	7	6	4	tractors
106. Electricity.....	227	165	208	articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXXXX	
110. Beautification of home grounds.....	44	20	XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....	68	43	579 416	dishes prepared meals served
112. Canning and preserving (other than freezing).....	19	10	520	quarts
113. Freezing of foods.....	2	2	20	quarts frozen
114. Health, nursing, first aid.....			40	pounds frozen
115. Child care.....			XXXXXXXXXXXXXX	
116. Clothing.....	953	786	1278	articles
117. Home management.....	8	5	67	garments
118. Home furnishings and room improvement.....	69	51	130 56	articles rooms
119. Home industries, arts, crafts.....			XXXXXXXXXXXXXX	articles
120. Junior leadership.....			XXXXXXXXXXXXXX	
121. All other.....	1	1	XXXXXXXXXXXXXX	
122. Total.....	1208 1729	1183 1194	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS.....		36
124. Different 4-H Club members—	Boys	Girls
a. Enrolled.....	438	658
b. Completing.....	210	430
125. 4-II Club members from—		
a. Farm homes.....	394	525
b. Rural nonfarm homes.....	44	153
c. Urban homes.....		
126. 4-H Club members enrolled by years in club work:		
a. 1st year.....	280	309
b. 2d year.....	108	173
c. 3d year.....	25	104
d. 4th year.....	9	43
e. 5th year.....	8	21
f. 6th year and over.....	8	8
127. 4-II Club members enrolled by ages:		
a. 10 years and under.....	55	161
b. 11 years.....	71	126
c. 12 years.....	87	131
d. 13 years.....	99	105
e. 14 years.....	81	58
f. 15 years.....	34	35
g. 16 years.....	7	25
h. 17-20 years, inclusive.....	4	17
128. 4-H Club members who received definite training in—	Boys and Girls	
a. Judging.....		66
b. Giving demonstrations.....		122
c. Group recreation leadership.....		46
d. Music appreciation.....		1
e. Money management (thrift).....		
f. Farm and home safety.....		71
g. Citizenship.....		
h. Personality improvement.....		985
i. Soil and water conservation.....		304
j. Forestry.....		84
k. Health, nursing, first aid.....		
129. 4-II Club members having health examination because of participation in the extension program.....		
130. Number of members participating in a 4-II Club camp.....		65
131. 4-II CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		36

MISCELLANEOUS—Interpretation

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silver fish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25d.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	1800
137. FAMILIES assisted with control of household insects.....	60
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	
139. FARMERS and other individuals assisted with control of noxious weeds.....	700
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	360
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	30
142. FAMILIES assisted with practices incident to production of arts and crafts.....	

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

It is highly desirable for extension workers to consider the proportion of farms and homes in the county that have been definitely influenced to make some substantial change in farm or home operations during the report year, as a result of the extension work done with men, women, and youth. It is recognized that this information is very difficult for agents to report accurately, so conservative estimates based upon records, surveys, and such other sources of information as are available will be satisfactory.

Estimates for this section should be consistent with the most recent county statistical data. All agents should work together in trying to make these figures reflect as accurately as possible the situation in the county. Adaptation of the factors outlined for items 24 and 59 might be helpful in making these estimates.

A, B, and C. In determining the number of farms or families to be reported in each column, it is suggested that the same approach be used as that outlined for item 125.

143. In this section emphasis is only on the number of farms or families assisted, whereas emphasis has been on individuals in earlier sections of the report. Therefore, it is going to be necessary to eliminate duplications in numbers assisted in changing agricultural practices. For example, when a farmer is assisted with crop-production problems and his son is in a 4-H dairy-calf club, the assistance would be reported as given to one farm family.

144. As outlined in item 143, care should also be exercised in estimating the number of families assisted directly or indirectly in changing homemaking practices.

145. This item should be a total of items 143 and 144 with duplications removed owing to the same farm or family's being assisted in both agricultural and homemaking practices.

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	1500	600	0
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	870	355	0
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	1800	625	0

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

The purpose of this section is to bring together in one place the cooperation given to other public agencies working with the people of the county. This information is used for public-relations purposes.

A, B, and C. Days devoted by agents to cooperating with the agencies listed below should already have been reported in the section on Program Emphasis under the appropriate program headings.

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is invited to attend the county Production and Marketing Administration staff meeting, where the agricultural program for the coming year is explained. This meeting would be reported in this section. In contrast, the exten-

sion agent holds several meetings in the county where he and PMA committeemen explain the agricultural program to farmers. Those meetings would also be reported in this section as well as in the Extension Teaching Activities section. "Days devoted" in both places would be reported in the appropriate column below and also in the Program Emphasis section.

148. This item should include work with production-credit associations, national farm-loan associations, and district banks for cooperative; also participation in work with the other Farm Credit district personnel and representatives of its central office in Washington, D. C.

158. Line is left blank so that States, if they desire, may request information about a Federal agency not listed.

165. Line is left blank for State use.

168 and 169. Lines are left blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	
FEDERAL AGENCIES				
146. Agricultural Mobilization Committee.....				5
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....				
149. Farmers Home Administration.....				
150. Fish and Wildlife Service.....				
151. Forest Service.....				
152. Bureau of Indian Affairs.....				
153. Production and Marketing Administration.....			12	15
154. Rural Electrification Administration.....				
155. Selective Service System.....				
156. Soil Conservation Service.....			2.5	5
157. Vay authority (TVA, etc.).....			16.5	
158. Other (specify).....				
STATE AGENCIES				
159. Health department.....	2			2
160. Highway department.....				
161. State departments of agriculture and forestry.....			1.5	
162. State department of education: General schools.....	1			1
163. State employment service.....				
164. Welfare department.....				
165. Other (specify).....				
COUNTY AGENCIES				
166. Soil conservation districts.....			7	3
167. Vocational-agriculturs and home economics departments.....	3			
168. Other (specify).....				
169. Other (specify).....				

EXTENSION YOUR ANNUAL REPORT (PART FOUR)

The preparation of an annual report setting forth the progress made in the county during the year is of greatest interest and value to you as an extension worker. It provides an opportunity to measure how far you have gone in relation to the goals set forth in the plan of work outlined at the beginning of the year; to check on the effectiveness of the extension program; to consider where improvements can be made; and to decide what things should be handled differently next year. The preparation of an adequate annual report is a stimulating experience.

In addition, your annual report offers an excellent means of building good will and support of the sponsoring group in the county, the county governing body, local extension leaders and other key people, the agencies with which you work or would like to work, and the general public—rural and urban. It helps to build good public relations.

Your annual report is also a record of the year's work put into convenient shape for future reference. It helps new persons joining the county staff to become acquainted with the extension program. It assists State specialists to develop effective supporting programs in their respective subject-matter fields. The State supervisory staff frequently uses the county annual report as a guide in determining an agent's readiness for promotion and suitability to fill vacancies that arise.

The annual report in reality is another chapter in the extension history of your county to be added to the permanent record maintained in the National Archives of the United States Government.

General Directions

From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington, D. C., office should be sent through the State extension office. When an assistant agent has been employed during a part of or all the year, the report of his or her work should be included with the report of the leader of that line of work. When an agent in charge of a line of work has left the county during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

The Narrative Report

The narrative report should summarize and interpret under appropriate subheadings the outstanding results accomplished in helping rural people to solve their current problems and make adjustments to changing economic and social conditions.

A good narrative report should enable the reader to obtain, for EACH MAJOR line of work undertaken, a comprehensive picture of—

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention,
2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.

3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and operation obtained from other extension workers, rural people, commercial interests, and other public agencies.

4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.

5. HOW next year's work can be strengthened and improved in light of the current year's experience.

For minor lines of work, only the results need to be reported to complete the record of the year's work.

The following suggestions may help you prepare a better annual report:

1. Read last year's annual report again, and apply the criteria for a good narrative report discussed above.
2. Prepare an outline with main headings and subheadings.
3. Go over the information and data assembled from various office and field sources during the year.
4. Decide upon a few outstanding pieces of work to receive major emphasis.
5. Employ a newspaper style of writing, placing the more important information first.
6. Observe accepted principles of English composition.
7. Include only those photographs, circular letters, or other exhibits that help to emphasize the points you make in the text. Do NOT make the annual report a scrapbook. (Material of local value may be attached to or filed with your office copy, rather than being made a part of the official report.)

The Statistical Report

When two or more agents are employed in a county, they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents. In some States a combined white and Negro report may also be requested by the extension director.

County totals are the sums of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers, homemakers, or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the extension program in agricultural, home demonstration, young men and women's, or 4-H Club work. ONLY THE IMPROVEMENTS OR CHANGES TAKING PLACE DURING THE CURRENT YEAR AS THE RESULT OF EXTENSION EFFORT SHOULD BE REPORTED. Of necessity the information called for in the national statistical report schedule has broad application to extension work as it is conducted throughout the United States. In addition to the information provided for in this report form, some State extension services may need to obtain additional statistical information on programs and activities peculiar to their States.