

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Federal 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 Bedford State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Bartholomew L. Coleman</u>	<u>Local Home Agent</u>	<u>Feb. 1, 1953</u>	<u>Nov. 30, 1954</u>



READ CAREFULLY THE SUGGESTIONS ON PAGE 32, AND THE INTERPRETATION OF EACH ITEM, BEFORE FILLING OUT THIS FORM.

Approved: _____

Date: _____

State Extension Director

Form ES-21
(Revised June, 1954)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work, as determined in item 29, should report ALL OF THEIR WORK in the column provided on pages 3 and 7. 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 are engaged in the same line of work, i. e., agricultural, home demonstration, or 4-H Club work, and participate in the same extension activity, the information should be reported only once in their respective column and only once in the county total. For example, if an agricultural agent and his assistant, both of whom spend more than one-half of their time on agricultural work, participated in the same radio broadcast—it would be counted once in column C and once in the county total, column D.

When agents, engaged in different lines of work, participate in the same extension activity, the information is reported once in each of their respective columns, and only once in the county total. For example, the home demonstration and agricultural agents participate in the same radio broadcast. It would be reported once in column A, once in column C, and once in column D.

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 in which information is given or received.
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. News items prepared by local leaders should not be included.
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. Information given to station announcers or writers and used as the basis for a broadcast, is also to be reported.
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 demonstrations are definitely planned in advance and not "found." Include all result demonstrations IN PROGRESS during the year, regardless of when started or completed.

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 by extension or the group they represent 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. Do not report county, district, or State conferences of extension personnel.

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.

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.....	288			288
2. Office calls.....	85			85
3. Telephone calls.....	185			185
4. News articles or stories prepared Number	1			1
5. Broadcasts made or prepared:				
a. Radio.....	2			2
b. Television.....				
6. Bulletins distributed.....	2130			2130
7. Adult result demonstrations conducted.....	8			8
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....	3			3
(2).....	28			28
b. YMW work:				
(1).....				
(2).....				
c. 4-H Club work:				
(1).....	3			3
(2).....	40			40
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....	83			83
(2).....	700			700
b. YMW work:				
(1).....	2			2
(2).....	16			16
c. 4-H Club work:				
(1).....	123			123
(2).....	2741			2741
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1).....	14			14
(2).....	177			177
b. YMW work:				
(1).....				
(2).....				
c. 4-H Club work:				
(1).....	11			11
(2).....	197			197

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program. Meetings and attendance reported in items 12 and 13 should also be included in item 9 or 10, whichever is applicable.
13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meetings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.
14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here. These facts may be obtained through mail questionnaires, telephone, or personal interview.
15. A project leader, local leader, or committeeman is a person selected by extension or the group they represent, to lead some phase of the extension program in organization or subject matter. Included should be members of the county-wide councils or committees reported in 12, as well as in items 22, 27, 39, 45, 51, 57, 62, 68, and column C on page 23, less duplications.
- 15e. Total of a, b, c, and d, less duplications due to the same person serving as leader in more than one line of work.
17. Where home demonstration program is carried on through a school, church, women's club, or farm-organization unit, include only that part of the total membership which is interested in home demonstration work.

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.....

County Board of Supervisors

 b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different from "a".....

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 A	Members B	Meetings of such councils or committees held during the year	
			C	D
	Number	Number	Number	Attendance
a. Over-all or general.....	1	45	5	111
b. Agricultural.....	1	20	4	63
c. Home demonstration.....	1	17	1	10
d. Young men and women.....	1	54	4	421
e. 4-H Club.....	1			

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.....	2	51

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 A	Women B	Older club	
			Boys C	Girls D
a. In adult agricultural work.....			XXXX	XXXX
b. In adult home demonstration work.....	7	27	XXXX	XXXX
c. In young men and women's work.....	4	8	XXXX	XXXX
d. In 4-H Club work.....	17	29	7	18
e. Total number of DIFFERENT leaders.....	17	21	7	18
16. Number of organized clubs or other groups carrying on adult home demonstration work.....				10
17. Number of members in such clubs or groups.....				150

PROGRAM EMPHASIS—*Interpretation*

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 month's service for each. Report months of service to the nearest whole month.
19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed. Time should be reported to the nearest whole day.
21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents

engaged in the respective lines of work. Time should be reported to the nearest whole day. Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. For example: 21c pertains to the time spent on the crop work as reported on page 9; 21d to the livestock work on page 11; and similarly through 21s; 21t covers the miscellaneous items reported on page 29, as well as time not accounted for elsewhere. Time in training local leaders in extension organization, and program planning should be reported under 21a. Training of local leaders in subject matter should be reported under one of the appropriate subject headings 21c through 21t. Additional information is given below.

Days devoted to cooperation with other agencies (items 146 through 169) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".

- 21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.
- 21b. This is to include days spent attending summer extension courses, workshops, district and State extension conferences, and other training activities organized primarily for the purpose of the professional development of extension personnel.

The sum of subitems "a" through "t" should equal the total reported in item 19.

PROGRAM EMPHASIS

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
18. Calendar months of employment	12			12
19. Total days worked	286			286
20. Days devoted to—				
a. Adult work	143			143
b. YMW work	3			3
c. 4-H Club work	141			141
21. Days devoted to—				
a. Extension organization and program planning	39			39
b. In-service training of agents	13			13
c. Crops	4			4
d. Livestock				
e. Marketing; distribution; and service organizations				
f. Soil and water conservation and management				
g. Forestry				
h. Wildlife				
i. Planning and management of the farm business				
j. Farm buildings and farm mechanical equipment				
k. House and surroundings, furnishings and equipment	48			48
l. Home management	6			6
m. Family economics	10			10
n. Clothing	25			25
o. Foods and nutrition	47			47
p. Health	10			10
q. Family life, child development, and parent education	12			12
r. Safety	23			23
a. Community development and public affairs	8			8
t. Days that cannot be charged specifically to one of items a through s	42			42

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 cut 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 agent held or participated in, 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 in the county 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 in the county; for example, number of cotton growers who made use of extension information relating to that specific crop. 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.
- Numbers reported in items 24, 25, and 26 should include only those who adopted or put recommended practices into use.
- 25. Include the total number of DIFFERENT persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("a" through "f"), other practices emphasized in the extension program should be included. Item 25 cannot exceed item 24, but will normally be larger than any one of the subitems 25a through 25f.
 - b. 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.
 - f. 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. Include the total number of DIFFERENT producers helped with any FARM MARKETING problems relating to a specific crop or group of crops. 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 subitems 26a, b, or c.
 - a. 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.
 - b. The use of market reports, supply and demand reports, outlook, etc.
 - c. 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.

U. S. DEPARTMENT OF AGRICULTURE

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pas- ture, 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 lead- ers assisting.....							14	9
23. Total number of personal con- tacts made individually or through meetings.....							250	150
24. Estimated total number of DIF- FERENT farmers and other individuals assisted directly or indirectly TO ADOPT recom- mended practices.....							94	78
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....							94	78
Of this number how many were assisted with—								
a. Use of improved varieties and strains.....							19	54
b. Use of fertilizers.....							94	78
c. Control of injurious insects.....							71	47
d. Control of diseases.....								
e. Harvesting, storing, and curing.....							71	47
f. Efficient work methods.....								
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....							11	11
Of this number how many were assisted with—								
a. Preparation for market.....							11	11
b. Commodity outlook and market information.....								
c. Arranging to sell and selling.....							11	11

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 for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.
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 agent held or participated in, 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 in the county 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 in the county 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 in the county: Number
- of farms and other places 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.
- Numbers reported in items 29, 30, and 31 should include only those who adopted or put recommended practices into use.
30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in 30a through 30e, plus other production and management practices emphasized in the county extension program. Item 30 cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- a. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
 - e. 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. Includes total number of DIFFERENT producers 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.
- a. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
 - b. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
 - c. Persons assisted primarily with those activities involved in arrangements incident 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 A	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.....						
28. Total number of personal contacts made individually or through meetings.....						
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....						
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of produc- tion and management.....						
Of this number how many were assisted with—						
a. Selection and breeding.....						
b. Feeding.....						
c. Controlling external parasites.....						
d. Controlling diseases and internal parasites.....						
e. Efficient work methods.....						
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....						
Of this number how many were assisted with—						
a. Preparation for market.....						
b. Commodity outlook and market information.....						
c. Arranging to sell and selling.....						

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 (subitem 55a), home equipment (subitem 61a), and clothing (subitem 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 assisted	Members in county	Cooperatives in column A given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Public-relations and membership problems
			A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
a. Marketing and purchasing.....						
b. Farm and home service.....						

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

Type of activity	Groups A	Members 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 ginner.....
- (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..... *estimated total*.....

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.

41. Figures in columns A, B, and C will usually be larger than any one of the subitems in 42, 43, or 44, respectively.

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 subitem 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.....			
40. Total number of personal contacts made individually or through meetings.....			
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....			

	<i>Estimated number</i>
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use.....	
b. Contour and strip cropping.....	
c. Terracing.....	
d. Grassing waterways.....	
e. Water supply, storage, and distribution.....	
f. Drainage.....	
g. Irrigation.....	
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	
i. Use of fertilizers (commercial and barnyard) (See subitem 25b).....	
j. Production of soil-improvement crops.....	
k. Crop rotations.....	
l. Land clearing.....	
43. Farmers and other individuals reported in item 41-B assisted with—	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	
d. Estimating and appraising.....	
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).....	
h. Fire prevention.....	
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish.....	
b. Making food and cover plantings for wildlife.....	
c. Protection of wildlife areas from fire or livestock.....	

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—
- a. 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.
 - b. 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.
 - c. 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.
 - d. Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Subitem 48e refers to long-time adjustments, 48d 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 for 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 subitem 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.....
46. Total number of personal contacts made individually or through meetings.....
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....
48. Estimated number of farmers and other individuals reported in item 47 assisted with—
- a. Information on the agricultural outlook.....
 - b. Keeping and analyzing farm records.....
 - c. Developing an over-all farm plan.....
 - d. Making needed adjustments in farm organization.....
 - e. Developing supplemental sources of income.....
 - f. Obtaining and using credit.....
 - g. Selecting a farm for rental or purchase.....
 - h. Obtaining, training, and using farm labor.....
 - i. Legal aspects of the farm business.....
 - j. Income-tax accounting and related problems.....
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers.....
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers.....

FARM BUILDINGS AND MECHANICAL EQUIPMENT--*Interpretation*

53. Figures in columns A and B will usually be larger than any one of the subitems in 54 or 55 respectively.
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			
52. Total number of personal contacts made individually or through meetings			
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices			
54. Farmers and other individuals reported in item 53-A, assisted with--			<i>Estimated number</i>
a. Arrangement of farm-building lay-out			
b. Construction of farm buildings			
c. Remodeling or repairing farm buildings			
d. Selection or construction of farm-building equipment			
55. Farmers and other individuals reported in item 53-B, assisted with--			
a. Selection of farm mechanical equipment			
b. Developing labor-saving devices and equipment			
c. Use, care, and repair of farm mechanical equipment			
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes			

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 agent held or participated in, 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 in the county 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 in the county 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—

- c. 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 subitem 67d.
- e. Refinishing furniture, upholstering, 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 I-H Club work.

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting	11	9
58. Total number of personal contacts made individually or through meetings	489	400
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices.	310	300
60. Families, homemakers, and other individuals reported in item 59-A assisted with--		
		Estimated number
a. Building a new house.....		7
b. Remodeling or repairing the house.....		181
c. Improving kitchen or laundry.....		79
d. Improving storage space.....		164
e. Selection, installation, use, and care of water and/or sewage systems.....		3
f. Selection, installation, use, and care of heating and/or cooling systems.....		3
g. Planning electrical systems.....		
h. Landscaping home grounds.....		278
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.....		170
c. Repair, reconditioning, and care of home furnishings.....		297
d. Furniture arrangement and use of accessories.....		750
e. Color schemes and wall finishes.....		150
f. Floor finishes.....		11

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 subitem 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. Subitem 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 assisting.....	8	2	17
63. Total number of personal contacts made individually or through meetings.....	398	150	670
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....	215	85	339
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			95
b. In improving housekeeping methods.....			215
c. With family laundering.....			75
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			
b. With family financial planning.....			
c. With keeping and analyzing home records.....			
d. With family legal matters.....			85
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			339
b. With care and mending of clothing.....			250
c. With clothing construction.....			274
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			110
e. With good grooming and posture (personal appearance).....			300

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 5-H Club work

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	14	16	9	7
69. Total number of personal contacts made individually or through meetings.....	300	276	276	381
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	271	200	200	321
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				61
b. In selecting food.....				34
c. With meal planning and food preparation.....				216
d. With preservation and storage of food.....				210
e. In improving diets.....				300
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				165
b. First aid and home nursing.....				
c. Dental-health education.....				
d. Health education leading to physical examination by a physician.....				200
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.....				21
c. Understanding roles of family members and strengthening family relationships.....				
d. Individual adjustments and personality development.....				
e. Home and family recreation.....				175
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				251
b. Accident prevention around the farm and home.....				300
c. Accident prevention away from home place.....				300

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—
j. Music, drama, and art.
78. Item includes—
a. Such regional or area development programs or projects as river basin; watershed; soil 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
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
75. Citizenship activities.....				
76. Developing and improving county or community organization.....				
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	1	7	12	350
b. Improving health facilities, services, and programs.....				
c. Improving schools.....				
d. Improving churches.....				
e. Bettering town-country relations.....				
f. Libraries.....				
g. Roads.....				
h. Telephones.....				
i. Community centers.....				
j. Recreation programs and facilities.....	9	9	13	260
k. Community beautification.....	11	17	17	700
78. Regional or area development programs or projects.....				
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 to the nearest whole unit for the 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 Number	B Number	C Number	
82. Corn.....				acres
83. Other cereals.....				do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....				do.
88. Tobacco.....				do.
89. Vegetable growing.....	37	24	4	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).....				birds
97. Dairy cattle.....				animals
98. Beef cattle.....				do.
99. Sheep.....				do.
100. Swine.....				do.
101. Rabbits.....				do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....			XXXXXXXXXXXXXX	
105. Tractor maintenance.....				tractors
106. Electricity.....	231	188	31	articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXXXX	
110. Beautification of home grounds.....			XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking and food selection).....	94	79	174	dishes prepared
112. Canning and preserving (other than freezing).....	24	20	206	meals served
113. Freezing of foods.....		1	235	quarts
114. Health, nursing, and first aid.....			95	quarts frozen
115. Child care.....			XX	pounds frozen
116. Clothing.....	73	61	137	articles
117. Home management.....			21	garments
118. Home furnishings and room improvement.....				articles
119. Home industries, arts, and crafts.....				rooms
120. Junior leadership.....				articles
121. All other.....			XXXXXXXXXXXXXX	
122. Total.....	460	373	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP--*Interpretation*

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economies, and of providing desirable training for members.
124. 4-H Club members--
- Enrolled are those boys and girls who actually start the work outlined for the year.
 - Completing are those boys and girls who satisfactorily finish the work outlined for the year.
125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.
- Bureau of the Census definition of a farm as used in the 1950 Census is:
 In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$150 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$150 or more.
 - Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.
- Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.
127. Age of club members at time of enrollment is to be used as basis for reporting.
128. Report only club members who received DEFINITE training in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.
- Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to save.
130. A 4-H Club camp is conducted under the direction of a professional extension worker or voluntary local leader and provides a group of club members with the experience of being away from home overnight and participating in an organized educational, recreational, or nature-study program. Do not include "day camps," short courses, picnics, institutes, or other similar training or recreation events.

4-H CLUB MEMBERSHIP

123. Number of 4-H Clubs.....		17
124. Different 4-H Club members--	Boys	Girls
a. Enrolled.....	199	217
b. Completing.....	174	199
125. 4-H Club members from--		
a. Farm homes.....	63	42
b. Rural nonfarm homes.....	109	143
c. Urban homes.....	27	32
(For checking purposes; total equals 124a).....	199	217
126. 4-H Club members enrolled by years in club work:		
a. 1st year.....	91	93
b. 2d year.....	53	65
c. 3d year.....	38	39
d. 4th year.....	16	15
e. 5th year.....	1	4
f. 6th year and over.....		1
(For checking purposes; total equals 124a).....	199	217
127. 4-H Club members enrolled by ages:		
a. 10 years and under.....	53	61
b. 11 years.....	47	40
c. 12 years.....	34	27
d. 13 years.....	21	38
e. 14 years.....	20	31
f. 15 years.....	10	10
g. 16 years.....	9	10
h. 17-20 years, inclusive.....	5	
(For checking purposes; total equals 124a).....	199	217
128. 4-H Club members who received definite training in--		Members
a. Judging.....		5
b. Giving demonstrations.....		47
c. Group recreation leadership.....		24
d. Music appreciation.....		416
e. Money management (thrift).....		
f. Farm and home safety.....		360
g. Citizenship.....		304
h. Personality improvement.....		80
i. Soil and water conservation.....		
j. Forestry.....		
k. Health, nursing, and first aid.....		314
129. 4-H Club members having health examination because of participation in the extension program.....		350
130. Number of members attending a 4-H Club camp.....		6
131. 4-H Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		17

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, silverfish, 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 25a.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, rabbits, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.
142. Other than those incident to foods, clothing, house-furnishings, etc., which are to be reported in their respective subject-matter sections. Assistance in the selling of arts and crafts is to be reported in subitem 35b.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	
137. FAMILIES assisted with control of household insects.....	37
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.....	
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	
142. FAMILIES assisted with practices incident to production of arts and crafts.....	27

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 families to be reported in each column, it is suggested that the same approach be used as outlined for item 125.

143. In this section emphasis is only on the number of 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	Rural nonfarm	Urban
	A	B	C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....			
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	153	345	49
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	153	345	49

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 expected to attend the meetings of the Agricultural Stabilization and Conservation Program Committee. These meetings would be reported in this section. In contrast, the extension agent holds several meetings

in the county where he and the 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 cooperatives; 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. Line is 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	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
FEDERAL AGENCIES				
146. Item discontinued.....				
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. Agricultural Stabilization and Conservation Program Committee.....				
154. Rural Electrification Administration.....				
155. Selective Service System.....				
156. Soil Conservation Service.....				
157. Valley authority (TVA, etc.).....				
158. Other (specify).....				
STATE AGENCIES				
159. Health department.....	3			3
160. Highway department.....				
161. State departments of agriculture and forestry.....				
162. State department of education: General schools.....				
163. State employment service.....				
164. Welfare department.....				
165. Other (specify) <i>State Council</i>	1			1
COUNTY AGENCIES				
166. Soil conservation districts.....				
167. Vocational-agriculture and home economics departments.....				
168. Other (specify).....				

YOUR ANNUAL REPORT

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 cooperation 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 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.

1954 PLAN OF WORK

Dorothy L. Coleman
Local Home Demonstration Agent
Bedford County, Virginia

I. THE COUNTY SITUATION

The average family in Bedford County can be classed either in the middle or low income group. Industrial opportunities for Negroes in this county are very limited and public work pays very low salaries. Because very few Negroes are employed in this county the main source of income is received from the saw mill, the railroad, and the farming industries. Men and women throughout the county are employed in Bedford, Roanoke, Vinton, Big Island, and Lynchburg.

Approximately 60% of the 359 farm families in the county own their own farms and operate on a very small scale, 30% are tenant farmers who do some public work, and 10% are large scale farmers who depend entirely upon the farm products for their income. The main farm products in this county are beef, cream, milk, sheep, swine, tobacco, tomatoes, and wheat.

Because of the desire for better home and community life many homemakers are employed outside the home as maids in private homes or in tomato or meat factories. Many women have also been drawn into the Home Demonstration Clubs where they discuss many of their problems in an effort to find a workable solution. In club meetings women are also taught to do many handicrafts that enable them to beautify themselves as well as their homes.

The Plan of Work this year is based upon the needs and interests of homemakers throughout the county. Because of the variation in both income and interests it is necessary to have some special interest groups who work on their particular needs and interests which are not considered in other organized groups.

II. CONTRIBUTIONS OF THE 1954 PROGRAM TO BETTER LIVING

The Nutrition Program was planned so as to enable homemakers to plan better meals taking into consideration good eating habits for persons over forty years of age. It is also the aim of this program to bring to homemakers the latest trends in food preservation.

The House Furnishings Program was planned so that homemakers would be taught to revive old furniture that needs to

be re-upholstered. This program was also planned to enable homemakers to convert oil lamps and make or recover shades for them.

The Home Management Program was planned so as to teach homemakers the importance of selecting insurance wisely and how and why wills and deeds should be made and registered.

This year's Older Youth Program will consist mainly of handicrafts and homemanagement for the younger homemakers.

The 4-H Program is centered around Rural Electrification, Clothing, Foods, and Gardening. Emphasis is being placed upon the importance of electricity to the farm and home, developing skills in sewing techniques, preparing foods properly, and raising gardens so as to cut the food budget.

The aim of the entire program is to reach more people and pass along the things that are taught in club meetings.

III. SUBJECT MATTER FIELDS

A. Adults

1. Foods

- (a) Christmas Suggestions
- (b) Meal Planning
- (c) Food After Forty

Objectives:

- (a) To teach homemakers how to make some of their Christmas Decorations.
- (b) To help rural homemakers plan better holiday parties.
- (c) To help rural homemakers plan better and more nutritious meals.
- (d) To teach homemakers how to plan diets for persons over forty.

Procedure:

Method demonstrations and discussions will be conducted by project leaders and the agent. Special

emphasis will be placed on planning meals for persons over forty. Bulleting and individual help will be given where ever necessary. In addition to this women will be taught to make their own Xmas decorations.

2. House Furnishings

- (a) Upholstery
- (b) Making Articles for The Fair
- (c) Converting Lamps
- (d) Making Lamp Shades

Objectives:

- (a) To develop among rural homemakers a knowledge and understanding of how to re-upholster furniture.
- (b) To develop among rural homemakers a desire to finish articles to be exhibited long before fair time.
- (c) To teach rural homemakers how to make or recover a lamp shade.
- (d) To develop a know ledge and understanding of how oil lamps may be converted to electric lamps.

Procedure:

Method demonstrations will be given by trained leaders and the agent. Articles to be exhibited at the fair will be started in May so that they may be finished early. Bulletins will be given where ever needed. Result Demonstrators will be selected by each club.

3. Home Management

- (a) Wills and Deeds
- (b) Selecting Insurance

Objectives:

- (a) To develop among rural people a knowledge of how to make wills and register deeds.
- (b) To develop a knowledge and understanding of how to select and buy insurance.

Procedure:

Group discussions will be held on the above topics with trained persons leading the discussions. A lawyer and an insurance agent will be called into this meeting. Booklets will be given to all and individual assistance will be given where ever needed.

4. Special Interest Activities

- (a) Slip Cover Clinic
- (b) Food Preservation Clinic

Objectives:

(a) To teach rural homemakers to make their own slipcovers so as to keep their furniture clean and also beautify the room.

(b) To teach rural homemakers the latest methods of Food Preservation.

Procedure:

During the Slip Cover Clinic three meetings will be held for two days each and homemakers will complete one cover. In addition to this the Food Preservation Clinic will be held for two day where Canning will be demonstrated one day and freezing the next day. Booklets will be given to all.

5. Club Choice

All clubs decided to leave the month of August for picnics, tours and outings. During the month of October all clubs will have a club choice.

B. 4-H CLUB

1. Clothing - So You Like To Sew

- (a) Laundry Bag
- (b) Stuffed Toy
- (c) Shoe Bag
- (d) Crochet Handkerchief
- (e) Luncheon Cloth

Objectives:

(a) To teach rural girls how to make a Laundry bag.

(b) To create in rural girls a desire to make stuffed animals for their younger brothers and sisters.

(c) To create a desire to have a special place to put shoes so as to keep them from getting dusty.

(d) To develop in rural girls a knowledge and skill in doing simple crochet stitches.

(e) To teach rural girls to make simple luncheon cloths that will lend beauty to a table.

Procedure:

Method demonstrations will be given by both trained leaders and the agent. Articles will be exhibited at the fair in competition with other girls from the county. Booklets will be given out on all subjects.

Clothing - Make or Remake

- (a) Cotton Dress
- (b) Cotton Skirt
- (c) Cotton Blouse
- (d) Pajamas
- (e) Cotton Slip

Objectives:

(a) To develop among rural girls skill in sewing techniques by making simple cotton garments.

(b) To have each girl make at least three of the above garments.

Procedure:

Each girl will be given both individual and group instruction by both leaders and agent. Clothing note books will be made by all girls carrying this project.

2. Foods - Food Preparation

- (a) Preparation of Meats and Vegetables
- (b) Preparation of Cream Dishes
- (c) Preparation of Hot Breads
- (d) Preparation of Salads

Objectives:

(a) To teach rural girls how to prepare meats and vegetables so as to save as much of the food value as possible.

(b) To teach rural girls how to make the three kinds of white sauces.

(c) To teach rural girls how to achieve success in baking hot breads.

(d) To teach rural girls how to make nutritious and attractive salads.

Procedure:

Method demonstrations will be given to girls by trained leaders and the agent. Girls will be divided into groups and each group will be responsible for pre-

paring a full dinner. Booklets will be given on all topics.

Foods - Food Preservation

(a) Canning Of Fruits and Vegetables

Objectives:

(a) To develop among rural girls skill in canning and freezing.

(b) To develop among rural girls a knowledge and understanding of why and how foods should be canned or frozen.

Procedure:

Method demonstrations will be given by leaders so that girls may prepare for the clinic that will be held on Canning For the Fair. Bulletins will be given to all.

3. Gardening

(a) Planning The Home Garden

Objectives:

(a) To encourage rural boys and girls to assist with producing the home food supply so as to reduce the family food budget.

(b) To encourage boys and girls to keep accurate records of the the work done.

Procedure:

Plans for carrying out this project will be given out in March. Materials will be given on Soil Preparation and Planting Guides.

4. Rural Electrification

- (a) Value Of Electricity
- (b) Converting Oil Lamps
- (c) Fixing Service Cords

Objectives:

(a) To develop among rural boys and girls a knowledge and understanding of the importance of electricity to the home and on the farm.

(b) To develop among rural boys and girls a knowledge and understanding of how to convert a lamp.

(c) To teach rural boys and girls how to fix service cords on lamps, irons toasters, or any other simple electrical appliance.

Procedure:

Method demonstrations will be held with leaders assisting. Discussions will also be held. A representative from an electric corporation will give a demonstration on fixing service cords and making lamps. Booklets will be given to all.

IV. OTHER ACTIVITIES

A. Adult

1. County Farmer's Conference

The Bedford County Advisory Board will sponsor a county farmer's conference so that the services available to farmers can be made known. The main aim of this conference is to provide farmers with information that will help them do a better job of farming.

2. National Home Demonstration Week

National Home Demonstration Week will be celebrated by a radio program given by home demonstration club women and the agent telling of various club activities.

3. Community Live-At-Home Work

Big Island, the Demonstration Community will continue its work on home improvement. This program which is sponsored by the county and state advisory boards will be carried on by all families seeking to improve their home and community life.

4. County Fair

Home demonstration club women from all sections of the county will exhibit articles of food and clothing at the fair this year as usual.

B. 4-H Clubs

1. National 4-H Club Week

Each 4-H Club will sponsor some type of program related to 4-H work. In addition to this a radio program

will be given by various 4-H members .

2. Rural Life Sunday

All 4-H Clubs will observe Rural Life Sunday during the month of May. One county-wide candle-light service will be held.

3. Achievement Day Program

All 4-H clubs will have a joint Achievement Day program with exhibits from each club on display. Pictures will be taken of all exhibits.

4. 4-H Short Course & Wild Life Conference

Girls and boys who attend these meetings will be chosen on the basis of quality of work, amount of work, initiative, attendance, etc.

5. County Fair

All 4-H clubs will exhibit work done during the year at the annual county fair.

6. 4-H Picnic

The Bedford county 4-H clubs will have a picnic which will be sponsored by the 4-H Council.

V. YOUNG MEN AND WOMEN'S ACTIVITIES

The young homemakers in this group will be working mainly on handicrafts and home management problems.

VI. SCOPE OF WORK

A. Organization	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal for <u>1954</u>
No. Home Demonstration clubs	7	7	9	10	15
Membership	193	193	114	150	200
No. 4-H Clubs	17	18	18	17	19
Membership	297	323	494	373	450
No. Young Men & Women's clubs	1	1	1	1	4
Membership	14	14	20	20	75

Organization	No. in 1950	No. in 1951	No. in 1952	No. in 1953	Goal for 1954
Community Improvement Clubs	4	4	1	2	4
Membership	75	75	29	50	100

B. No. of Families Reached Through:

Home Demonstration Clubs	250	300	350	400	400
4-H Clubs	213	194	311	350	400
Young Adult Clubs	14	24	18	18	25
Special Interest Groups	1	4	2	3	2
Result Demonstrations	18	20	15	19	20
Home Visits	292	300	216	289	350
Contact by Club Members	300	450	500
Other (newspaper, radio, county meetings)	500	400	500	450	500
No. Different Families Reached	194	194	314	600	650

VII. ORGANIZATIONS TO BE USED IN STRENGTHENING THE 1954 PROGRAM

A. County Home Demonstration Committee:

The County Home Demonstration Committee which is made up of all presidents and organizational leaders will meet at least four times during the year. Four persons representing this committee will attend the District Home Demonstration Committee Meeting which is usually held in May during National Home Demonstration Week. The goals of this committee are:

- (a) Better Housing
- (b) Better Health
- (c) Better Recreation
- (d) Reaching More People

The county committee will work with the county advisory board in an effort to carry out the years program.

B. County Advisory Board

The County Advisory Board which is composed of three members from each adult club, two 4-H members, two 4-H leaders, and other county workers will meet at least four times this year, the second Tuesday in February, May, August, and November.

C. 4-H Junior Council

This council which is composed of all officers from each club will meet at least four times during the year. Leaders will assist the group in planning county-wide activities.

VIII. PLANS FOR LEADERSHIP

A. Home Demonstration	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal for <u>1954</u>
No. project Leaders	7	9	18	18	24
No. federation chairmen	20	25	35	10	15
No. program development leaders	4	7	14	10	15
No. meetings leaders were 0 trained by specialist		3	1	0	2
No. meetings leaders were 0 trained by district agent		0	1	0	1
No. meetings leaders were 5 trained by agent		3	6	3	6
Attendance at all training 18 meetings		25	35	35	75
No. Result Demonstrators	18	21	15	19	15
No. meetings held without 18 agent present		7	17	19	15
No. demonstrations by leaders	11	15	26	19	25
No. discussions by leaders	37	..	6	24	30

Leader training meetings will be held so that leaders can be taught how to give the demonstrations on Food after forty, slip covers, and food preservation. In many instances leaders will be assisting the agent. Individual training will be given to leaders working with the special interest groups.

B. 4-H Club	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal for <u>1954</u>
No. 4-H Club Officers	112	119	126	126	147
No. adult project leaders	21	17	20	24	30

	<u>No. in</u> 1950	<u>No. in</u> 1951	<u>No. in</u> 1952	<u>No. in</u> 1953	<u>Goal for</u> 1954
No. junior project leaders	4	17	20	25	35
No. result demonstrators..	2	5	10
No. meetings at which leaders were trained by specialist
No. meetings at which leaders were trained by agent	0	0	4	4	8
No. meetings at which leaders were trained by district agent	0	0	1	0	1
No. meetings at which leaders were trained by personnel in 4-H dept.	1
Attendance at leader training meetings	48	35	35	77	90
No. 4-H leaders trained individually	4	9	10	15	20
No. club meetings held by leaders without agent present	17	3	20	22	25
No. demonstrations given by adult leaders	24	8	37	41	50
No. demonstrations given by junior leaders	6	3	15	21	30

Leader training meetings will be held for all 4-H adult and junior leaders. Folders containing leaders materials will be given to all. Each club will hold at least three meetings without the agent. (extra meetings)

C. Young Men and Women's Clubs

No. of club officers	...	3	3	3	7
No. adult leaders or sponsors	...	1	1	2	4

Leaders will be trained in planning recreation that will interest more young homemakers.

IX. MOST DIFFICULT PROBLEMS IN CARRYING OUT EXTENSION PROGRAM

My greatest problems in carrying out the Extension Program are:

- (a) Lack of cooperation from certain communities
- (b) Inability to get all leaders from all sections of the county together because of the great distance involved
- (c) Lack of enough leaders in some communities

My plans for solving these plans are:

- (a) Make a more flexible plan of work
- (b) Conduct more county-wide meetings
- (c) Make more radio programs and write more news articles.

X. WORK WITH OTHER AGENCIES

- 1. Local Churches
- 2. Health Department
- 3. Productive Marketing Association
- 4. Soil Conservation Service

• XI. PLANS FOR DEVELOPING GOOD PUBLIC RELATIONS IN THE COUNTY

- A. News articles telling of extension happenings will be written as often as possible.
- B. I plan to work with other county workers when ever possible.
- C. Monthly reports will be sent to the county board of supervisors.

XII. PLANS FOR RECORDING PROGRESS

Leaders will send in progress reports and the agent will check with them to see if objectives are being carried out.

XIII. PLANS FOR PROFESSIONAL IMPROVEMENT

- A. I plan to attend the Annual Agent's Conference
- B. I plan to read professional books each month
- C. I plan to attend educational meetings when ever possible

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Annual Report

COUNTY EXTENSION WORK

Virginia Agricultural Extension Service



Dorothy L. Coleman

agent

1954

● assistant agent

Bedford
county

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FOREWORD

Home Demonstration work was conducted in eight districts in Bedford County from December 1, 1953 to November 30, 1954. This report includes the progress and accomplishments of the Rural Homemakers in ten communities who are members of organized Home Demonstration Clubs and other families assisted with special problems.

The work with youth is centered around 17 4-H clubs in sixteen communities, one older youth group, one special interest group, and one group not organized by the Extension Agent. The program this year reached two-thirds of the girls and boys of 4-H club age and approximately one half of the adults.

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COUNTY SITUATION

Bedford County which is located in the western section of Virginia is the fifth largest county in the state. A survey made during the month of September indicated that the average Negro family in this county can be classed either in the middle or low income group. Opportunities for Negroes are very limited in this area because they are not hired in the majority of the factories. The main industries participated in are saw milling, rock mining, railroading, and farming. Heretofore, men were employed in the paper mill in one section of the county but approximately three-fourths were discharged to seek employment elsewhere. This has caused many of the women in that section of the county to seek employment outside the home in an effort to help their families. Throughout the county approximately 50% of the men and 35% of the women are employed in the neighboring towns and cities of Bedford, Vinton, Big Island, Roanoke, Salem, and Lynchburg.

There are approximately 359 farm families in the county with about 60% of these families owning their farm but operating on a very small scale, 30% are tenant farmers who do some public work, and 10% are large scale farmers who depend entirely upon their farm products for their income. The main farm products produced here are beef, cream, milk, sheep, swine, tobacco, and wheat.

The cost of living is high and to supplement the farm income

many homemakers have sought employment outside the home in tomato factories and in private homes as domestic workers.

Homemakers throughout the county realize that living is much more complex than it was forty years ago. They must plan and prepare meals, do their daily work at home, plan family recreation, keep family unity, and often work outside the home. Homemakers see the need for close home and community ties and through their home demonstration club work they solve many of their everyday problems. Their contact with women throughout the state helps them to be better citizens for their communities and their state.

ADULT PROJECT WORK

Foods and Nutrition

This year's Foods and Nutrition program was planned so that homemakers could be taught the importance of watching the diet after reaching the age of forty yet plan adequate diets for the entire family. The county survey shows that 80% of the home demonstration club women eat breakfast everyday. It also revealed that 60% of the women participating in the weight reduction program had lost at least six pounds during the summer. The information learned in home demonstration club meetings has been wisely used.

Objectives:

1. To teach homemakers how to make some of their Christmas decorations.
2. To help rural homemakers plan better holiday parties.
3. To help rural homemakers plan better and more nutritious meals.

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4. To teach homemakers how to plan diets for persons over forty.

Procedure:

Method demonstrations were given on making Christmas decorations while discussions were held on Meal Planning and Food After Forty. Women were taught to bake fruit cakes and make Xmas wreaths. They were also taught to select foods from the basic seven food group. In addition to this they discussed the causes and effects of overweight. Booklets to supplement discussions were given to all.

Results:

As a result of this phase of the program 29 women participated in the weight reduction program and lost approximately 7 pounds during the summer. 31 Christmas wreaths were made and 14 Fruit Cakes Baked. All homemakers made an effort to plan and serve meals in keeping with the Basis Seven.

House Furnishings

Because of this program many homes have been beautified by reupholstered furniture. Women learned to do simple upholstery on their old chairs and couches. Mrs. Breda Morris of the Coleman Falls home demonstration club reupholstered an occasional chair that won first prize at Achievement Day Program. Making lamps and recovering shades taught many women that beautiful lamps could be made from bottles and old oil lamps.

Objectives:

1. To develop among rural homemakers a knowledge and understanding of how to reupholster furniture.

2. To develop among rural homemakers a knowledge of how oil lamps may be converted to electric lamps.

3. To teach rural homemakers how to make or recover a lamp shade.

Procedure:

The Extension Agent was given help on Upholstery by the agent from Charlotte County after which leaders were trained to assist in the various club demonstrations. They were taught to replace and tie springs, use a wedge in replacing webbing, and repad entire chair.

On July 27, 1954, 2 leaders attended a leader training meeting on Converting Lamps and recovering old Lamp Shades and decorating them with plastic lacing. Demonstrations were given by these leaders in their various club meetings.

Method demonstrations and discussions were also used to teach women how to convert old oil lamps and how to make lamps from bottles and jugs.

In connection with this particular part of the program women were asked to complete, as early as possible, articles that would be exhibited at the Annual County Fair. Members finished their articles as planned but because of the Bicentennial held this year the fair was postponed until next year. However, articles were exhibited at the Achievement Day Program.

Results:

With the help of the agent, club leaders, and the bulletins

distributed, Mrs. Breda Morris and Mrs. Rosa Abrams of Coleman Falls club were very pleased with their finished products. Other good products were done by Mrs. Lula Lawson of Big Island club, Mrs. Betty Harris of Forest club, and Mrs. Julia Anderson of Western Light club.

61 articles were made for exhibition purposes. 19 lamps were converted and 15 shades were recovered.

Home Management

In the various club meetings the agent sought to stimulate interest in the Extension Program by finding out what the homemakers knew about Making Wills and Recording Deeds. The following questions were asked,

1. Is your name as well as your husband's recorded on the deed to your property?
 2. Do you know why you should make a will?
 3. Have you made a will?
 4. Do you know what will happen to your property if you do not make a will?
 5. Do you know what a widows rights are in the state of Virginia?
- The women began to discuss personal problems and they saw the need to learn more facts about making wills and recording deeds to their best advantage.

Objectives:

1. To develop among rural people a knowledge of how to make wills and record deeds.

2. To develop among rural homemakers a knowledge of how to make insurance investments through wise selection of policies.

Procedure:

Group discussions were held in all clubs and answers were supplied to the many questions asked. Booklets were supplied to supplement any questions that were not discussed in the meetings.

There was also a discussion on buying and selecting insurance. The groups were informed that they should carry only the necessary insurance to cover their needs. It was discovered that many families carry more insurance than they need.

Results:

4 home makers who were married for the second time and had no children by that husband had their names recorded on the deeds after explaining the situation to their husbands. 3 young homemakers had their names recorded on the deeds to their homes in order to protect their interests.

Federation Goal

The county Federation Goal of "Better Nutrition and Health" was continued for the second year. 87 home demonstration club women participated in discussions on "Food After Forty". Foods leaders stressed the fact that if the caloric intake is greater than the energy used, fat will be stored in the body. It was explained that heart trouble and high blood pressure are serious diseases that can be caused by excess weight. Mimeographed recipes to be used in low calorie diets were given to all women.

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Other Activities

Special Interest Activities

Objectives:

1. To teach rural homemakers to make their own slipcovers so as to keep their furniture clean and also beautify the room.
2. To teach rural homemakers the latest methods of Food Preservation.

Procedure:

On May 28, 1954 a leader training meeting was held for House Furnishing leaders who assisted in the Slip cover demonstration which was held on May 30 and June 1, 1954. Mrs. Breda Morris, Mrs. Jimmie Tinsley, Mrs. Dorothy Lowry, and Mrs. Nannie Turpin were given training in:

1. Color Schemes
2. Selection of Fabrics for Slipcovers
3. Making a continuous Bias
4. Self covered welting
5. Measuring a chair
6. Pinning cover on chair

A poster was made showing the materials needed to make slipcovers.

The Annual Food Preservation Clinic was held for those persons interested. 12 young housewives attended this meeting and as a result 3 pressure canners were bought. Women were taught to use the Open kettle Method, the Boiling Water Method, and the Pressure Cooker Method.

Results:

As a result of these two projects 19 slipcovers were made and 1500 quarts of food canned. Approximately 3500 cans of food was canned by club members.

Community Projects.

In an effort to get a home demonstration club started, five women of the Poplar Springs Community upholstered three pulpit chairs with the help of the agent. The women were very pleased with their work and they were successful in stimulating enough interest to organize a club. However, work in the club is progressing very slowly because so many of the women in the community work outside the home.

Factory Tour:

On March 2, 1954 ten home demonstration club women made a tour of the chair factory here in Bedford. As they went through the factory they saw how chairs were made from the time the frames were assembled to placing them in the shipping boxes. This tour was planned so that the women might gain some knowledge of how a chair is upholstered. This tour helped many homemakers when they began upholstering their chairs.

Result Demonstration:

Mr. and Mrs. J.R. Turpin of Big Island, Virginia, who were completely burned out on Dec. 18, 1953 were selected as the housing demonstrators in the Big Island community. In an effort of cooperation people throughout the neighboring communities gathered at their

homesite to lend a helping hand in raising the new home. Members of the Big Island home demonstration club of which Mrs. Turpin is a member brought dinner for the gathered there to work on the house. This house rasing was begun on July 10, 1954 and the Turpins moved in on August 28, 1954. Although the house is not quite completed it is a cozy little home. Their new home is just as pleasant as the inviting little cottage that they lost last year. With the help of the agent Mrs. Turpin selected color schemes and made draperies for the huge picture window in the living room. A modern kitchen with running water has been installed and the central heating system is in the basement. The Turpins are very pleased with their new home.

Community Improvement Work:

Improvements made during the year include:

1. $\frac{11}{2}$ homes remodeled
2. $\frac{7}{2}$ homes wired for electricity
3. $\frac{12}{2}$ homes repainted
4. $\frac{3}{2}$ water systems installed
5. $\frac{5}{2}$ phones installed
6. $\frac{2}{2}$ new homes built
7. $\frac{12}{2}$ cleaned and white washed privies
8. $\frac{9}{2}$ homes screened for flies
9. $\frac{4}{2}$ new refrigerators bought
10. $\frac{7}{2}$ lawns seeded
11. $\frac{8}{2}$ electric ranges bought

Home Demonstration Week

On May 6, 1954 $\frac{35}{2}$ women and their guests representing $\frac{7}{2}$ of the Home Demonstration Clubs in the county celebrated National Home Demonstration Week by attending a county Homemaker's Conference. The purpose of this meeting was to provide homemakers with

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more information that might enable them to enrich their family living.

Since many women make their children's clothing a demonstration on "Laying and cutting a Pattern" was given by Mrs. Breda Morris. The agent gave a demonstration on "Making a Foot Stool from Tin Cans". The guest speaker Mrs. Mary Claytor a former home demonstration agent spoke on "Training our youth to be better homemakers". After a discussion period lunch was served and the meeting was adjourned. As a result of the National Home Demonstration Week activities 5 new member joined the Western Light club.

Cooperative Projects:

In an effort to cooperate with the county Red Cross each club selected a committee to get blood donors to give blood several times during the year. Six clubs have been able to get at least 7 donors to donate sometime during the year.

Community Live at Home Work:

Big Island Community is still work^{ing} in the live-at-home program and the people in that community are trying to make as many improvements as possible. One of their main objectives is to get all families in the community to participate.

4-H CLUB WORK

Foods and Nutrition:

Objectives:

1. To teach rural girls how to prepare meats and vegetables so as to save as much of the food value as possible.

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2. To teach rural girls how to make the three kinds of white sauces.

3. To teach rural girls how to achieve success in baking hot breads.

4. To teach rural girls how to make nutritious and attractive salads.

Procedure:

Method demonstrations were given on the above topics. Girls were taught to cook meats and vegetables in as little water as possible so as to save food value.

They were taught to use the three kinds of white sauces. They also selected their favorite salad recipes and prepared them.

Discussions were held and bulletins and pamphlets were given out to help members with their projects.

Home visits were made by the agent and some of the leaders in order to check on progress. Special food preservation meetings were held with members of Bedford, Forest, and Goodview clubs. Foods canned in these meetings include 10 quarts of tomatoes, 15 quarts of stringbeans, and 12 quarts of green peas.

Results:

As a result of food projects participated in, 4-H members prepared 174 dishes, served 206 meals, and canned 235 quarts of food.

Ann Davis of Forest club who is the only girl in the county

working on "Freezing of Foods" helped her mother freeze 25 pounds of food.

Clothing:

Objectives:

1. To develop among rural girls skill in sewing techniques by making simple articles and garments.
2. To have each girl make at least three articles or garments.

Procedure:

Method demonstrations on simple stitches, basting properly, and laying and cutting a pattern were given to girls on this project. Girls made such articles and garments as laundry bags, stuffed toys, shoe bags, crocheted handkerchief, luncheon cloths, simple skirts and blouses, pajamas, and simple dresses. In discussion meetings leaflets were given out to assist members with their project. Leaders worked with these girls in their various communities when they had problems.

Results:

As a result of this project 10 laundry bags were made, 15 shoe bags, 63 stuffed toys, 27 crocheted handkerchiefs, 12 luncheon cloths, 11 skirts, 2 blouses, 2 pairs of pajamas, and 6 dresses.

Electricity:

Objectives:

1. to develop among rural boys and girls a knowledge and understanding of the importance of electricity to the home

and on the farm.

2. To develop among rural boys and girls a knowledge and understanding of how to convert a lamp.

3. To teach rural boys and girls how to fix service cords on lamps, irons, toasters, or any other simple electrical appliance.

Procedure:

Leaders were trained to give the method demonstrations on fixing service cords. They also led discussions, having each club member tell what electrical appliances they had in their homes. Boys and girls also discussed how electricity made household tasks easier. Booklets were given to assist members with projects. A tour of the electric plant was planned but because of bad weather the trip was postponed.

Results:

31 lamps were made. 11 of these were made from old bottles. Parents were very pleased with their children's work. 4 of the seven homes wired for electricity this year have 4-H members participating in the Electricity project.

Gardening:

Objectives:

1. To encourage rural boys and girls to assist with producing the home food supply so as to reduce the family budget.

2. To encourage boys and girls to keep accurate records of the work done.

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Procedure:

Discussions were held during the month of March at which time soil preparation and planting guides were given out. Each member checked the vegetables that he or she planned to plant. Gardening tips taken from the Progressive Farmer were passed on to members.

Results:

Of the 37 boys and girls enrolled in this project 15 boys and 9 girls completed the project. This years county winner is Mencer Taylor of Poplar Springs club whom we hope will one day be a state winner. Mencer and his father have a joint home garden.

OTHER ACTIVITIES

National 4-H Club Week:

4-H club members in Bedford County celebrated National 4-H Club Week by giving a radio program. On this program they told about the various projects and activities being carried on in the county. Participating on the program were members of the Goodview 4-H club, Mrs. Tempy Barksdale, a former 4-H leader who was visiting here and the agent.

Rural Life Sunday:

In celebration of Rural Life Sunday a radio program was recorded on May 22, 1954 and presented on May 23, 1954 over WBLT. 4-H members from Fontvale, Forest, and Longwood clubs participated on the program. The program consisted of the 4-H prayer, 3 songs,

and the History of Rural Life Sunday.

4-H Council:

The 4-H council held four meetings during the year. On January 9, 1954 this group met to discuss the activities for National 4-H club week. Young people from 14 clubs were present. They were also trained in Recreation leadership at this meeting. On April 3, 1954 they met to discuss the Annual Club Outing which was later jointly held at Mill Mountain in Roanoke with the Bedford Recreation group. It was a lovely picnic with amusements for all. On May 8, 1954 the group met to make plans for the Planning meeting to be held on June 7, 1954. Projects were discussed and representatives were selected to attend the Planning Meeting. Because all clubs had not been reorganized a full council meeting was not held until Nov. 1, 1954. At this time the group planned the activities for the year. These activities include a 4-H radio program on activities of 4-H members to be held during National 4-H Week, a 4-H Rally Day in April or May, a Spring Formal, and a county outing.

Achievement Day:

4-H Achievement Day is always held in conjunction with the May Day activities. It has been found that it works easily in this county. Boys and girls exhibit many of their products of 4-H club work. They also have educational exhibits. Products exhibited were dolls, figurines made from molding powder, wood

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work and electrified lamps.

Short Course:

Boys and girls from all over the state attend the Short Course every year. This year's Bedford County delegates were Ellen and Rosa Rucker from Forest, Virginia, who belong to the Bedford and Forest 4-H clubs, respectively. Also attending was Roger Horsley of Waugh, Virginia who is a member of the Sharon 4-H club. Ellen and Roger attended the Wild Life Conference last year. Ellen was presented a \$25 bond for her work in the Bread Project. Delegates always enjoy meeting other boys and girls from other sections of the state. The exchange of ideas helps to make better citizens.

Wild Life Conference:

Mary Ann Burrell and Dennis Davis, members of Western Light and Forest 4-H clubs, respectively, attended this meeting. They were taught to care for the wild life because it has its part to play in helping nature do its job.

YOUNG MEN AND WOMEN'S WORK

Objectives:

1. To develop in these homemakers skill in sewing techniques and handicrafts.

Procedure:

These homemakers were given method demonstrations on cutting and laying patterns, etching trays, making figurines from molding

powder, making fancy potholders, and crocheting.

Results:

The one organized and two unorganized groups that participated in this program made 11 simple dresses, 17 fancy potholders, 6 etched trays, 20 figurines, and 4 crocheted pieces.

The organized group of women did not accomplish what they had planned because the entire group began working at night and could not attend regular meetings. However, plans are being made to have regular meetings again.

<u>SCOPE OF WORK</u>	<u>1950</u>	<u>1951</u>	<u>1952</u>	<u>1953</u>	<u>1954</u>
No. H.D. Clubs	7	7	9	10	10
Membership	193	193	114	150	150
No. 4-H Clubs	17	18	18	17	17
Membership	297	323	494	373	416
No. Other Families reached	250	375	200
No. Different Families reached	194	194	314	600	600
No. Community Clubs	4	4	1	2	4
Membership	75	75	29	50	53

FUNCTION OF COUNTY ORGANIZATIONS

County Home Demonstration Committee:

The County Home Demonstration Committee is made up of two representatives from each home demonstration club and some interested leaders from unorganized communities.

The group has met four times this year to make plans for carrying out the project work and to plan for H.D. Week Activities..

Women selected to attend the district meeting at Charlotte Court House were Mrs. Doris Otey and Mrs. Georgia Spinner of Big Island

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Home Demonstration Club and Mrs. Carrie Rucker of Forest Home Demonstration Club. Mrs. Rucker was elected President of this district group and pledged to do her best while she is in office. County Advisory Board.

This group is the governing and advisory committee through which all plans must be presented. There are 45 active members. The group met 5 times during this year and discussed county activities. Plans have been made to use the land owned by the group. The group realizes that the plans have been moving very slowly but progress is being made. The group will ask for special help in carrying out their plans.

County 4-B Planning Committee:

This group is made up of delegates from each club and the club leaders. This planning committee met on June 8, 1954 to plan the project work for 1955. Delegates had previously discussed projects in various club meetings. It was decided that Health would be the project for 1955. Leaders were also given some instruction in this meeting.

LEADERSHIP

It is the job of the Organizational leader to work with the agent and advisory committees in organizing procedures to help carry out the Extension Program. Organization leaders in this county, though few, have been of great service because they have actually sat down with the committees and helped them plan. They

have set up county goals, made plans for helping the county Red Cross program, made plans for helping with the county survey, and helped to plan other county activities. Without them the program would not have been as successful as it was.

Program Development leaders are as equally important because they must see that the individual clubs progress smoothly. They must also present any ideas that they think will better the work in their community. They are the ones to notify the agent about special activities going on in their community whether they are sponsored by the homedemonstration club or not.

Last but not least are the Subject Matter leaders who teach various extension groups after they have been trained by the agent. These leaders have cooperated very well in their teaching of the various projects.

Growth Of Leadership:

<u>H.D. Club project leaders</u>	<u>1950</u>	<u>1951</u>	<u>1952</u>	<u>1953</u>	<u>1954</u>
No. Project Leaders	7	9	18	18	21
No. Goal Chairmen	20	25	35	10	19
No. Program Dev. leaders	4	7	14	10	10
No. Result Demonstrators	18	21	15	19	8
No. Trng. Meet. by specialists	0	3	1	0	0
by District Agent	0	0	1	0	0
by agent	5	3	6	3	3
Attendance at all Trng. Meetings	18	25	35	35	68
No. Meetings without agent	18	7	17	19	14
No. Meetings Leaders assisted	34	9	28	21	31
Demonstrations by leaders	11	15	26	19	21
Talks & Discussions by leaders	37	..	6	24	19

Growth of 4-H Club Project Leadership

No. Club officers	112	119	126	126	136
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Continued	1950	1951	1952	1953	1954
No. Adult Project leaders	21	17	20	24	23
No. Result Demonstrations	0	0	2	5	2
No. Trng. meet. by specialists	0	0	0	0	0
by agent	0	0	4	4	3
by district agent	0	0	1	0	0
by member club dept.	0	0	0	1	1
Attendance at leader trng. meeting	48	35	35	77	40
No. 4-H leaders trn. individually	4	9	10	15	21
No. meetings without agent present	17	3	20	22	19
No. addt. meetings leaders assist. in	14	16	11
No. demonstrations by adult leaders	24	8	37	41	34
by junior leaders	6	3	15	21	28

YOUNG MEN AND WOMEN'S CLUBS

No. Club officers	..	3	3	3	5
No. leaders	..	1	1	2	3

OUTSTANDING LEADER

Mrs. Carrie Rucker who is the oldest active leader in the county has served as a 4-H leader in Forest community for fifty years. Mrs. Rucker finds joy in working with the people of her community. She often tells of experiences when the Extension program was first begun in the county.

To show the respect 4-H members have for Mrs. Rucker, they made an etched aluminum tray with the agents assistance and presented it to her at the food preservation meeting held at her home in July. Tears of happiness filled her eyes as she accepted the tray.

Mrs. Rucker is an active home demonstration club member and this year she was elected President of the District Home Demonstration

Committee. She will long be remembered for her leadership in the Extension Program.

OUTSTANDING CLUB

One of the most outstanding clubs in the county is the Coleman Falls Home Demonstration Club. There are 14 active members enrolled with most of them attending every club meeting. This group has very successfully sponsored a bazaar, a bake sale, and a blood doner program. Money from the bazaar and the bake sale were placed in the club treasury. The spirit of cooperation and harmony is wonderful to see. Meetings are often held in the old school building and the hostesses of the day have a lovely service after the program of the day is finished.

WORK WITH OTHER AGENCIES:

In an effort to cooperate with other agencies the agent participated in the campaign by the TB Association by trying to encourage people to take an X-ray. Posters were distributed in all communities by either mail or personal contact.

APPRAISAL OF YEAR'S WORK

In order to have better homemaking, better rural living, and improved people, people must be informed and taught to do. After this, they are the ones who must put into practice what they have learned. The 1954 program has certainly informed homemakers and leaders and the agent have taught them. It is now up to them to continue to put into practice the things they have learned that will make home and family living better. Homemakers do not always put into practice the thing whichthey are taught. However, the

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program for 1954 has been very informative. There is always room for improvement.

From the facts gathered during the county survey many of the groups will have to meet at night if their groups are to continue. Many of the women work outside the home and the program will have to be fitted to the needs of the people. The agent feels that more time will have to be spent training leaders so that the program can be expanded.