

ANNUAL NARRATIVE REPORT OF POWHATAN COUNTY

A.P. WALTON, LOCAL FARM AGENT

FROM DECEMBER 1ST. 1946 TO NOVEMBER 30TH. 1947.

ANNUAL NARRATIVE REPORT OF HONOLULU COUNTY

A. P. HAYES, LOCAL PARK AGENT

FROM DECEMBER 1ST, 1946 TO NOVEMBER 30TH, 1947.

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1959

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COUNTY ADVISORY BOARD

The County Advisory Board is the principle organization in the county which heads up the Extension Program; Eight community clubs furnish the necessary membership for the Advisory Board. It is composed of thirty five members. Twenty four men and eleven women. The board meets whenever conditions warrant and assist the county agent in making plans for the coming year's work. The county advisory board met and^{planned}the following list of activities to be conducted during the year. They are as follows: Selected a community for the contest, elected two delegates for the State Advisory Board, planned a county tour to have been held in September, planned and held a county fair. The Board gave the use of the Fair grounds to a local ball club to make use of as a recreational area. Plans were also made to clear off the front of the fair grounds and a fence of American wire and steel post was put across the front of the lot.

The County Advisory Board met four times during the year and helped to carry out the things that had been planned at the first meeting of the season. The workings of the Advisory Board are manifold and are carried out in the very best manner that can be worked out by members of the Board.

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 the very best manner that can be worked out by members
 of the board.

COMMUNITY CLUBS

Eight communities in the county have programs worked out. These clubs are so organized as to include in its membership the farmers and their wives. They usually meet whenever conditions require. The local agent is present whenever possible to give any advise or information needed. Here plans are worked out for any community activity that is necessary, such as the cooperative buying of lime, fertilizer, seeds and other things that may be bought cooperatively. Here the various projects are discussed by the members appointed at the previous meeting.

The Presidents and secretaries are the real leaders of these clubs and are members of the county advisory board. Here the projects are worked out for the community and each project has a community leader whose duty is to set an example in his respective project.

These communities usually elect representatives to the various state meetings and pay expense of same. These delegates are required to attend every session of the conferences, listen to lectures, see demonstrations and report to their respective communities on their return. In this way new ideas and new methods are brought in and tried out.

COMMUNITY CLUBS

Eight committees in the county have programs worked out. These clubs are organized as to include in its membership the farmers and their wives. They usually meet whenever conditions permit. The local agent is present whenever possible to give any advice or information needed. These clubs are worked out for any community activity that is necessary, such as the cooperative buying of lime, fertilizer, seeds and other things that may be bought cooperatively. Also the various projects are discussed by the members organized at the previous meeting.

The presidents and secretaries are the real leaders of these clubs and are members of the county advisory board. Here the projects are worked out for the community and each project has a community leader whose duty is to act as an example in his respective project.

These committees usually elect representatives to the various state meetings and pay expenses of same. These delegates are required to attend every session of the conference, listen to lectures, see demonstrations and report to their respective committees on their return. In this way new ideas and new methods are brought in and tried out.

AGRONOMY

CORN.

This is the fifth year since a group of the farmers attended a field meeting of the Experiment Station at Appomattox, Va., and the results obtained from this trip has been far reaching. The farmers who attended the experiment station trip had a chance to see first hand the advantages of using a corn hybrid over the open pollinated varieties. The year was unusually dry during the growing season of corn and there at the station they saw that the corn hybrids had made such larger strides towards growth than the open pollinated varieties that they returned home with the avowed idea that they would plant at least a part of their crop with a hybrid. The results from this trip have been that more and more farmers are using a corn hybrid. A cross section poll has shown that 85% of the farmers in the county are using a hybrid of some type.

Three farmers in the county demonstrations in corn hybrid during past year. The results were favorable although the season was not what it should have been in this section of the State.

Mr. Ernest Johnson of the Logansville community reported an average of 70 bushels per acre on a four acre plot. He used Illinois 448.

Mr. Ed. Turner of Clayville community reported an average of 80 bushels per acre. He also used Illinois 448.

34
72

GARDENS

Three garden demonstrations were held in the county during the past year. These gardens were placed in different sections of the county so that other farmers could get the benefit of a well planned and well worked garden. The results were very encouraging as they gave a number of farmers a chance to see what could be done if a little effort was put forth.

Mr. James Smith of Jefferson, Va. Had one of the finest gardens that one would wish to see. The year was not favorable but Mr. Smith gathered more than ten bushels of stringbeans alone from his crop. Some of these were given to his neighbors some were sold and the rest of them were canned in the school cannery.

Mrs. Florence Turner of the Clayville community had a very lovely garden from which she also gave, sold and canned enough vegetables that would be a credit to any farm family. She has a very lovely pantry well stocked with canned goods.

Mrs. Stony Matthews of the Trenholm community also had one of the demonstration gardens from which she canned enough vegetables to last her family throughout the winter months and until gardens come in again.

Farmers living in the communities have had a chance to watch these gardens grow and have pledged themselves to raise more and better gardens during coming year.

GARDENS

Three garden demonstrations were held in the county during the past year. These gardens were placed in different sections of the county so that other farmers could get the benefit of a well planned and well worked garden. The results were very encouraging as they gave a number of farmers a chance to see what could be done if a little effort was put forth.

Mr. James Walsh of Jefferson, Mo. had one of the finest gardens that one could wish to see. The year was not favorable but Mr. Walsh gathered more than ten bushels of strawberries alone from his acre. Some of these were given to his neighbors some were sold and the rest of them were canned in the usual manner.

Mr. Florence Turner of the Daville community had a very lovely garden from which she also gave, sold and canned enough vegetables that would be a credit to any farm family. She has a very lovely penny roll stacked with canned peaches.

Mr. Henry Heston of the Tremaine community also had one of the demonstrated gardens from which she canned enough vegetables to last her family throughout the winter months and until gardens come in again.

Farmers living in the communities have had a chance to watch these gardens grow and have planned themselves to raise more and better gardens during coming year.

PASTURES

Two pasture demenartatiens were conducted in the county during the year. One in the Legansville and one in the Mehemence community. Beth of these demenstrations did very well considering the ameunt of rain that fell during the Summer months.

Twenty seven days were spent with farmers in the differ-ent communities trying to persuade them to make visits to the two demenstration pastures and see first hand the advantages that may derived from having a permanent where his cows can graze fer at least eight or nine months out of the year. The respense has been somewhat encouraging as at least half of the farmers that made promises are making some kind of an effort to get at least a small pertien of land in permanent pasture.

Mr. Martin of Hollyweed community who owns a piece of land in the Mehemence community has made a wonderful stabt on what will be a permanent pasture in two or three years. The field is badly eroded fer lack of cover creps in the previous years as well as bad soil practices. Mr. Martin set out last fall to get his field in shape to seed in the Spring. Gullies were filled with brush and the land was disced some winter oats were sown to held the soil. The land was disced again in the Spring and a mixture of lespedeza and and herda grass was planted. Fertilizer was applied to the soil at seed-ing time. Lims had been applied in the Fall.

FEATURES

The pasture demonstrations were conducted in the county during the year. One in the Japanese and one in the Japanese community. Both of these demonstrations did very well considering the amount of rain that fell during the summer months.

Twenty seven days were spent with farmers in the different communities trying to persuade them to make visits to the two demonstration pastures and see first hand the advantages that may be derived from having a permanent pasture. The grass for at least eight or nine months out of the year. The response has been somewhat encouraging as at least half of the farmers that were promised are making some kind of an effort to get at least a small portion of land in permanent pasture.

Mr. Martin of Hallywood community also owns a piece of land in the Japanese community has made a wonderful start and that will be a permanent pasture in two or three years. The field is badly eroded for lack of cover crops in the previous years as well as bad soil practices. Mr. Martin set out last fall to get his field in shape to seed in the spring. The field was filled with brush and the land was disced some winter work was done to hold the soil. The land was disced again in the spring and a mixture of lespedeza and red berds grass was planted. Fertilizer was applied to the soil at seed-
ing time. The lime had been applied in the

LIVESTOCK

BEEF CATTLE:

This county does not boast of any great deal of beef cattle and it is along this line that the different communities have pledged themselves to get into the business of producing some cattle for the beef market. Twenty days of this year were spent along the line of working with farmers trying to get them to see the value of raising some beef cattle.

William Walton of the Meherron community purchased some twenty head of three day old calves from the local dairies and put them on cows that were already fresh and raised them for market purposes. Most of these calves were bought during the year of 1945. During the winter of 1945 and the Spring of 1947 fifteen of the heifers were sold for an average of \$100.00 each. These calves were carried through the Summer and Fall on pastures that had been prepared on his farm and fed hay to carry them through the winter months.

DAIRY CATTLE

Nineteen days were spent working with the farmers in various communities on the dairy cattle end of the cattle business. While no real purebred cattle were purchased by the local farmers they were being taught the value of proper feeding and proper housing of the grades that they had on hand.

Mrs. Trent a widow woman of the Logansville community has two cows that she is giving a little better care from ^{of milk} which she is selling more than twenty dollars worth/a month. The baby get enough milk and also the others of the family.

LEAVENWORTH
BEEF CATTLE

This county does not boast of any great herd of beef cattle and it is along this line that the different communities have pledged themselves to get into the business of producing some cattle for the beef market. Twenty days of this year were spent along this line of working with farmers trying to get them to see the value of raising some beef cattle.

William Nelson of the Leavenworth community purchased some twenty head of three day old calves from the local dairies and put them on cases that were already fresh and raised them for market purposes. Most of these calves were bought during the year of 1926. During the winter of 1926 and the Spring of 1927 fifteen of the heifers were sold for an average of \$100.00 each. These calves were carried through the summer and fall in pastures that had been prepared on his farm and fed hay to carry them through the winter months.

DAIRY CATTLE

Twenty days were spent working with the farmers in various communities on the dairy cattle end of the cattle business. Little or no real purchased cattle were purchased by the local farmers they were being bought the value of proper feeding and proper handling of the grades that they had on hand.

Mrs. Grant a blind woman of the Leavenworth community had two cows that she is giving a little better care than which she is selling more than twenty dollars worth a month. The boys get enough milk and also the others of the family.

SWINE

Thirty two days were spent during the past year working with the farmers of the county in vaccinating their hogs and trying to get them to provide better housing and better pastures for them to graze in during the summer months. Cleaner farrowing pens and better conditions for raising hogs in general. Clean water and abundance of good feed to keep them growing is one of main factors in raising hogs profitable. This is stressed along with other minor things.

The results are somewhat encouraging from the fact that many farmers who used to keep hogs for more than a year to get one hundred fifty pounds of meat are getting much larger hogs in ten months.

Mr. Junius Harris of the Hollywood community has two very fine hogs for killing this winter that will dress more than three hundred pounds. These hogs at the present market value are worth about \$75.00 each. These hogs are now ten months old. Mr. Harris is very proud of his ability to produce such nice hogs in ten months time.

Better swine sanitation in the county is on the increase as a result of the work that is being done in the county. Fewer people are losing their hogs on account of cholera from the fact that they are taking advantage of the vaccinating campaign that is carried on in the county.

RESULTS

Thirty two days were spent during the past year working with the farmers of the county in examining their pigs and trying to get them to provide better housing and better feeding for them to give in during the summer months. Dissecting, fattening pigs and better conditions for raising pigs in general. Clean water and abundance of good feed to keep them growing is one of main factors in raising pigs profitable. This is stressed along with other minor things.

The results are somewhat encouraging from the fact that many farmers who used to keep pigs for more than a year to get one hundred fifty pounds of cost are getting much larger pigs in ten months.

Dr. J. J. Harris of the Hollywood community has two very fine pigs for killing this winter that will dress more than three hundred pounds. These pigs at the present market value are worth about \$75.00 each. These pigs are one ten months old. Dr. Harris is very proud of his ability to produce such nice pigs in ten months time.

Waterhouse exhibition in the county is on the increase as a result of the work that is being done in the county. Fewer people are losing their pigs on account of diseases from the fact that they are taking advantage of the vaccination campaign that is carried on in the county.

4 H CLUB WORK

JUNIOR COUNCIL:

The Junior Council is composed of the Leaders and two members from each club in the county. There were 224 4 H clubs in the county during the past. Thirty members comprised the membership of the Junior Council for the year. The Leader president and secretary were the members of the committee.

The projects for the year consisted of the following list of activities: Cern, twenty members; Home gardens, one hundred twenty; poultry, 47 members; Swine, five members. The total membership with projects enrolled was 192.

Two meetings were held during the winter months and worked out plans for the coming year's work. Enthusiasm that had waned during the war years are being slowly brought to life again by the efforts of the Junior Council.

Activities that were planned during the session of the council were carried out as planned. The council is making plans to get the 4 H club back on the same standard that it used to be in the past.

PLANS THAT WERE MADE AND CARRIED OUT

1. Each member select and conduct a project. All members to compete.
2. To foster a 4 H club tour.
3. To take active part in all county activities.
4. To take part in the county fair.

All activities were attempted with fair results.

4. B. CLUB WORK

The Junior Council is composed of the Leaders and the members from each club in the county. There were 250 members in the county during the year. Thirty members attended the membership of the Junior Council for the year. The President and secretary were the members of the committee.

The projects for the year consisted of the following: list of activities; twenty members; four projects, one hundred twenty; twenty; twenty; five members.

The total membership with projects enrolled was 100. Meetings were held during the winter season and worked out plans for the coming year's work. Activities that had passed during the year are being closely watched to

life again by the efforts of the Junior Council. Activities that were planned during the session of the council were carried out as planned. The council is making plans to get the 4 B club back on the same standards that it

used to be in the past. It has member select and conduct a project. All members to

1. To take part in all county activities.
 2. To take part in the county fair.
 3. To take part in all club activities.
- All activities were attached with this session.

FOUR H CLUBS.

The ten 4 H clubs in the county have a membership of 192. There were 77 boys and 115 girls. One hundred eighty six of these completed their year's work with products valued at \$4038.00 and a gross expense of \$2545.00 making a net profit of \$ 1493.00.

During the year fifty six meetings were held with a total attendance of 939 members. These meetings were composed of method demonstration and other meetings which were conducted with very good results.

Of the members enrolled in corn there were all completions with the exception of one who moved from the county. There were 120 members enrolled with home gardens as their project, of the number enrolled, 116 of these completed their projects. Forty seven members were enrolled with poultry as their projects and forty six of these completed their years work. There were five boys enrolled with a fat pig as their project all of whom completed their year's work with satisfactory results.

The friendly rivalry that exists between the different 4 H clubs in the county has done a great deal to help foster the cause of 4 H club work in the county.

FOUR HOURS.

The ten 4 H clubs in the county have membership of 100. There were 77 boys and 112 girls. One hundred eighty six of these completed their year's work with products valued at \$4000.00 and a gross expense of 2245.00 making a net profit of \$1755.00.

During the year fifty six meetings were held with a total attendance of 930 members. These meetings were composed of method demonstration and other meetings which were conducted with very good results.

Of the members enrolled in 1934 there were all temptations with the exception of one who moved from the county. There were 118 members enrolled with home gardens as their project of the number enrolled. 116 of these completed their projects.

Forty seven members were enrolled with poultry as their project and forty six of these completed their year's work. There were five boys enrolled with a lot pig as their project all of whom completed their year's work with satisfactory results.

The friendly rivalry that exists between the different 4 H clubs in the county has done a great deal to help foster the success of 4 H club work in the county.

4 H CLUB TOUR.

At a meeting of the Junior council in the early part of the summer it was decided that they would a 4 H club tour. The details of the tour was left to with the Local Farm agent, and also the securing of the mode of transportation. Armed with this amount of information, the Local agent set out to make arrangements. The James River Bus lines was contacted and arrangements were made to secure one bus, for a trip to the mountains at a cost of one hundred twenty five dollars.

The trip was planned for the 30th. of July. The bus arrived at Pewhatan, Va. at 7:00 O'clock A.M. and was met by 40 eager members of the 4 H club along with some of their parents and the tour was under way at 7:30. Off to the Sky Line Drive and the Luray Caves. The trip took then along route U.S. 622 to Sperryville and across the mountains at Panorama pass on to Luray Caves. Time of arrival was 11:00 A.M. The trip through the caves was one of the most enjoyable that the children and adults had had in their lives. Returning the trip took us along the Skyline Drive to the Lewis mountains where a late lunch was served and refreshments were taken. The trip was then continued down the Skyline Drive to route 33 when we headed for home.

The results were a very happy group of youngsters and a determination to go again for another outing where one could mix education with pleasure.

4 H. J. ...

At a meeting of the Union Council in the early part of the summer it was decided that they would send a group of 40 people to the lake for a week. The date of the tour was left to the local agent, and also the method of transportation. Arrangements were made to make this amount of information, the local agent set out to make arrangements. The Jones River bus lines was contacted and arrangements were made to secure one bus for a trip to the mountains at a cost of one hundred twenty five dollars.

The trip was planned for the 20th of July. The bus arrived at ... at 7:00 O'clock A.M. and was met by 40 eager members of the ... along with some of their parents and the tour was under way at 7:30. It is the ... line drive and the busy day. The trip took three days route U.S. 89 to ... and across the mountains at ... time of arrival was 11:00 A.M. The trip through the caves was one of the most enjoyable that the children and adults had had in their lives. Remaining the trip took us along the Skyline Drive to the Lewis mountains where a late lunch was served and refreshments were taken. The trip was then continued down the Skyline Drive to ... when we headed for home.

The results were a very happy group of youngsters and a determination to go again for another outing there one could mix education with pleasure.

4 H CLUB PROJECTS.

CORN

The corn project as conducted in the county is carried on exclusively by the boys who take pride in trying to outdo his neighbor. There were 20 of these projects carried on in the county this year with 19 completing their year's work producing corn with a market value of \$1829.00 at a total expense of \$760.00 and a net profit of \$769.00.

GARDENS

One hundred twenty boys and girls were enrolled with gardens as their projects. One hundred sixteen of these completed their year's work with products having a market value of \$ 3700.00. The total cost to produce these vegetables was \$ 1200.00 and a net profit of \$ 2500.00. Twenty nine acres of garden was considered in the total list of projects. Gardens are stressed as one of the most important factors in helping to produce and conserve for for the entire family. The surplus vegetables that were produced in the county was taken to the county cannery which is located at the High school and processed for winter use. The cannery has been of unestimable value to the farm families in the county.

4 H CLUB PRODUCTS.

2000

The corn project as conducted in the county is carried on exclusively by the boys who take pride in trying to outdo his neighbor. There were 30 of these projects carried on in the county this year with 10 completing their year's work producing corn with a market value of \$1200.00 at a total expense of \$700.00 and a net profit of \$500.00.

2000

One hundred twenty boys and girls were enrolled with gardens as club projects. One hundred sixteen of these completed their year's work with products having a market value of \$3700.00. The total cost to produce these vegetables was \$1300.00 and a net profit of \$2400.00. Twenty nine acres of garden was considered in the total list of projects.

Gardens are stressed as one of the most important lessons in helping to produce and conserve for the entire family. The surplus vegetables that were produced in the county were taken to the county cannery which is located at the High School and processed for winter use. The cannery has been of inestimable value to the farm families in the county.

FAT PIG.

The fat pig project as conducted in the has been somewhat disappointing from the fact that it has amounted to little more than a fat pig. However there were five boys enrolled pigs as their projects. The entire lot finished their year's work having raised five very nice hogs of the grade variety having a market value of \$ 250.00 and at a cost of \$ 125.00 and having a net profit of \$ 125.00.

There is much improvement that can be made along this line of hog raising and to that end we are casting our lot for the coming year.

POULTRY.

Forty seven members were enrolled this year with poultry as their projects. There were 46 members who completed their year's work with a total of 736 birds having a market value of \$1104.00. The total cost to produce these birds was \$460.00 and it leaves a net profit of \$ 644.00.

Poultry raising in the county among the young folks has been more or less of a side line but we have premises of some of the 4 H club members to make a commercial venture of poultry raising.

THE YEAR

The fact that the project was conducted in the past has been somewhat disappointing from the fact that it has amounted to five-
 six more than a fact pig. However there were five pigs enrolled
 pigs as their projects. The entire lot finished their year's
 work having raised five very nice pigs of the grade variety
 having a market value of \$200.00 and at a cost of \$125.00
 and having a net profit of \$75.00.

There is much improvement that can be made along this
 line of hog raising and so that and we are seeking our lot
 for the coming year.

RESULTS

Forty seven members were enrolled this year with twenty
 on their projects. There were 48 members who completed their
 year's work with a total of 120 pigs having a market value
 of \$1104.00. The total cost to produce these pigs was \$400.00
 and it leaves a net profit of \$704.00.

Activity raising in the county among the young folks has
 been more or less of a side line but we have promised of some
 of the 4 H club members to make a commercial venture of
 pig raising.

SUMMARY OF 4H CLUB WORK PLANNED AND CARRIED OUT IN POWHATAN

WORK PLANNED DEMONSTRATIONS	WORK ACCOMPLISHED.
FOUR H Clubs1010
members enrolled	192 186
Junior Council	1 1
Members in council	33 33
 <u>CROPS</u>	
CORN20 19
GARDENS.120 116
 <u>LIVESTOCK</u>	
Poultry	47 46
Swine	5 5
 <u>OTHER ACTIVITIES</u>	
County Fair.	1 1
Teur	1 1

REPORT OF THE FOUR PLANNED WORK ACTIVITIES AND ACCOMPLISHMENTS

WORK PLANNED	DEMONSTRATION	WORK ACCOMPLISHED
10	10	10
100	100	100
1	1	1
22	22	22
<u>GROUP</u>		
10	10	10
100	100	100
<u>PLANNED</u>		
10	10	10
1	1	1
<u>OTHER ACTIVITIES</u>		
1	1	1
1	1	1

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

This report form is for use by county extension agents in making a combined statistical report on all extension work done in the county during the year. Agents resigning during the year should make out this report before quitting the service.

State Virginia County Powhatan

REPORT OF

From _____ to _____ 194__
(Name) <u>Home Demonstration Agent.</u>
From _____ to _____ 194__
<u>Assistant Home Demonstration Agent.</u>
From _____ to _____ 194__
<u>4-H Club Agent.</u>
From _____ to _____ 194__
<u>Assistant County Agent in charge of Club Work.</u>
From <u>Dec. 1, 1946</u> to <u>Nov. 30, 1947</u>
<u>Wanda V. Hallon</u> Agricultural Agent.
From _____ to _____ 194__
<u>Assistant Agricultural Agent.</u>



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____

Date _____

State Extension Director.

SUGGESTIONS RELATIVE TO THE PREPARATION OF THE COUNTY EXTENSION AGENT'S ANNUAL REPORT

Six good reasons may be listed as to why an extension worker should prepare a comprehensive annual report.

1. The annual report is an accounting to the taxpaying public of what the extension worker has accomplished during the year.
2. It is a record of the year's work put into shape for ready reference in later years by the extension worker himself, or by his successors.
3. The annual report affords the extension worker opportunity to place his activities and accomplishments before superior officers, who form judgment as to which workers are deserving of promotion or best qualified to fill responsible positions when vacancies occur.
4. The inventory of the past year's efforts and accomplishments enables the extension worker to plan more effectively for the coming year.
5. An accurate report of his work is a duty every scientific worker owes to the other members of his profession.
6. Annual reports are required by Federal law.

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 office should be sent through the State extension office.

NARRATIVE SUMMARY

A separate narrative report is desired from the leader of each line of work, such as county agricultural agent, home demonstration agent, boys' and girls' club agent, and Negro agent. Where an assistant agent has been employed during a part or all of the year, the report of his or her work should be included with the report of the leader of that line of work. Where an agent in charge of a line of work has quit the service 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 should summarize and interpret under appropriate subheadings the outstanding results accomplished in helping rural people to solve their current problems and to make adjustments to changing economic and social conditions.

A good narrative report should enable the reader to obtain a comprehensive picture of—

1. What was attempted—the program as outlined at the beginning of the year.
2. How the work was carried on—the teaching methods employed.
3. The cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
4. Definite accomplishments, supported by objective evidence.
5. Significance of the year's progress and accomplishments in terms of better agriculture, better homemaking, improved boys and girls, better rural living, etc.
6. How next year's work can be strengthened and improved in light of the current year's experience.

The following suggestions are for those agents who wish to prepare a better annual report than the one submitted last year:

1. Read the definitions of extension terms on the last page of this schedule.
2. Read last year's annual report again, applying the criteria for a good annual report discussed above.
3. Prepare an outline with main headings and subheadings.
4. Go over the information and data assembled from various office sources.
5. Decide upon a few outstanding pieces of work to receive major emphasis.
6. Employ a newspaper style of writing, placing the more important information first.
7. Observe accepted principles of English composition.
8. Include only a few photographs, news articles, circular letters, or other exhibits to illustrate successful teaching methods. Do not make the annual report a scrapbook.

STATISTICAL SUMMARY

Where 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.

Provision is made in the report form for each agent to report separately the teaching activities he or she conducts or participates in during the report year. County totals are the sum 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 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 program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES

11. Report only this year's activities that can be verified	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
1. Months of service this year (agents and assistants)			12	XXXXXXXXXX
2. Days devoted to work with adults ¹			190	XXXXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth ²			103	XXXXXXXXXX
4. Days in office ³			74	XXXXXXXXXX
5. Days in field ⁴			219	XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁵			705	705
7. Number of different farms or homes visited			340	340
8. Number of calls relating to extension work	(1) Office		315	315
	(2) Telephone		222	222
9. Number of news articles or stories published*			0	
10. Number of bulletins distributed			218	218
11. Number of radio talks broadcast or prepared for broadcasting	(a) Number		8	8
	(b) Total attendance of:			
12. Training meetings held for local leaders or committeemen	(1) Adult work		52	52
	(b) Men leaders		63	63
	(c) Women leaders		19	19
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12).	(2) 4-H Club and older youth		54	54
	(a) Number		38	38
	(b) Total attendance		302	302
(1) Adult work	(a) Number		29	29
	(b) Total attendance		252	252
	(2) 4-H Club and older youth		5	5
14. Number of adult result demonstrations conducted	(1) Number		1	1
	(2) Total attendance		10	10
15. Meetings held at such result demonstrations	(a) Number			
	(b) Total attendance			
16. Tours conducted	(1) Adult work			
	(2) 4-H Club and older youth			
(1) Adult work	(a) Number			
	(b) Total attendance			
17. Achievement days held	(2) 4-H Club and older youth			
	(a) Number			
	(b) Total attendance			

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns unless duplications due to two or more agents participating in same activity or accomplishment.
³ The sum of questions 3 and 4 should equal the sum of questions 4 and 5.
⁴ Do not count a single visit to both the farm and home as two visits.
⁵ Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
18. Encampments held (report attendance for your county only) ³	(1) Farm women	(a) Number				
		(b) Total members attending				
		(c) Total others attending				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total boys attending				
		(c) Total girls attending				
		(d) Total others attending				
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported.	(1) Adult work	(a) Number			23	23
		(b) Total attendance			5,398	5,398
	(2) 4-H Club and older youth	(a) Number			27	27
		(b) Total attendance			687	687
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere.	(1) Adult work	(a) Number			27	27
		(b) Total attendance			337	337
	(2) 4-H Club and older youth	(a) Number			32	32
		(b) Total attendance			297	297

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
³ Does not include picnics, rallies, and short courses, which should be reported under question 19.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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 a conservative estimate based upon such records, surveys, and other sources of information as are available will be satisfactory.

22. Total number of farms in county (1945 census)	449
23. Number of farms on which changes in practices have definitely resulted from the agricultural program	273
24. Number of farms involved in preceding question which were reached this year for the first time	26
25. Number of nonfarm families making changes in practices as a result of the agricultural program	-
26. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	-
27. Number of farm homes involved in preceding question that were reached this year for the first time	-
28. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	-
29. Number of other homes involved in preceding question that were reached this year for the first time	-
30. Number of farm homes with 4-H Club members enrolled	200
31. Number of other homes with 4-H Club members enrolled	-
32. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	275
33. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	-

EXTENSION ORGANIZATION AND PLANNING

33. County extension association or committee (includes agricultural councils, home demonstration councils, and 4-H councils or similar advisory committees; also farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work):

(a) Over-all or general (1) Name County Advisory Board (2) No. of members 35

(b) Agricultural (1) Name Junior Council (2) No. of members 30

(c) Home demonstration (1) Name _____ (2) No. of members _____

(d) 4-H Club (1) Name _____ (2) No. of members _____

(e) Older youth (1) Name _____ (2) No. of members _____

34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):

(a) Agricultural _____ (b) Home demonstration _____ (c) 4-H Club _____ (d) Older youth 14

35. Total number of communities in county. (Do not include number of neighborhoods.) 8

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees _____

37. Number of clubs or other groups organized to carry on adult home demonstration work _____

38. Number of members in such clubs or groups _____

39. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.) (a) 10

40. Number of neighborhood and community leaders in the neighborhood-leader system 32 Men 21 Women 11

41. Number of different voluntary local leaders, committeemen, or neighborhood leaders actively engaged in forwarding the extension program:

(a) Adult work (1) Men 21 (b) 4-H Club and older youth work (1) Men _____ (3) Older club boys _____
 (2) Women 11 (2) Women 10 (4) Older club girls _____

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service _____

43. Number of members of such county agricultural planning group:

(a) Unpaid lay members: (1) Men _____ (2) Women _____ (3) Youth _____

(b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men _____ (2) Women _____

44. Number of communities with agricultural planning committee (over-all planning) _____

45. Number of members of such community planning committees: (a) Men _____ (b) Women _____ (c) Youth _____

46. Was a county committee report prepared and released during the year? (a) Yes _____ (b) No _____

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total ¹ (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			<u>40</u>
(4) State extension workers			
48. Number of planning meetings held—	(1) County _____		
	(2) Community _____		
49. Number of unpaid voluntary leaders or committeemen assisting this year _____			
50. Days of assistance rendered by voluntary leaders or committeemen _____			

¹ Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (b) will be zero. In all other cases column (c) is the sum of columns (a) and (b).

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Pastures (e)	Cotton (f)	Tobacco (g)	Pointed and other vegetables (h)	Fruits (i)	Other crops (j)
51. Days devoted to line of work by--										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	27	37		28	25					
(4) State extension workers										
52. Number of communities in which work was conducted this year	12	12		5	10					
53. Number of voluntary local leaders or committeemen assisting this year	12	16		10	10					
54. Number of farmers assisted this year is--										
(1) Obtaining improved varieties or strains of seed	65	20		12	8					
(2) The use of lime	39	11		25	10					
(3) The use of fertilizers	62	26		25	10					
(4) Controlling plant diseases										
(5) Controlling injurious insects	50	5								
(6) Controlling noxious weeds	27	25		12	12					
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horses and mules (e)	Poultry (including turkeys) (f)	Other livestock (g)
55. Days devoted to line of work by--							
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents	20	16		35		14	
(4) State extension workers							
56. Number of communities in which work was conducted this year	8	3		14		12	
57. Number of voluntary local leaders or committeemen assisting this year	21	7		17		45	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	0	2		8		10	
59. Number of members in such circles, clubs, or associations	10	7				40	
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	20	12		25		12	
61. Number of farmers assisted this year is--							
(1) Obtaining purebred males	1						
(2) Obtaining purebred or high-grade females	1						
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX		XXXXX
(4) Improving methods of feeding							
(5) Controlling external parasites							
(6) Controlling diseases and internal parasites							
(7) Controlling predatory animals							

¹ Do not include rabbits, game, and fur animals, which should be reported under wildlife.

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CONSERVATION OF NATURAL RESOURCES

Includes all work with clubs, 4-H Club members, and other youth		Soil and water (5)	Forestry (6)	Wildlife (7)
62. Days devoted to line of work by—				
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents		8		
(4) State extension workers				
63. Number of communities in which work was conducted this year		5		
64. Number of voluntary local leaders or committeemen assisting this year		5		

Soil and Water—Continued

Forestry—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use	
(b) In the use of crop rotations	65
(c) With strip cropping	5
(d) In constructing terraces	1
(e) In grassing waterways or otherwise preventing or controlling gullies	10
(f) With contour farming of cropland	
(g) In contouring pasture or range	
(h) In the use of cover or green-manure crops	50
(i) In otherwise controlling wind or water erosion	50
(j) In summer-fallowing	
(k) In making depth-of-moisture tests	
(l) With drainage	
(m) With irrigation	
(n) With land clearing	3
66. Number of farmers—	
(a) In soil-conservation districts which were assisted with education for organization or operations this year	
(b) Assisted in arranging for farm-conservation plans this year	
(c) Assisted in doing work based on definite farm-conservation plans this year	

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)	
(b) In making improved thinnings, weedings or pruning of forest trees	
(c) With selection cutting	
(d) With production of naval stores	
(e) With production of maple-sirup products	
(f) In timber estimating and appraisal	
68. Number of farmers cooperating this year in prevention of forest fires	
(a) In	
Wildlife—Continued	
69. Number of farmers assisted this year—	
(a) In construction or management of ponds for fish	
(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock	
(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders	
(d) With other plantings for food and protection in wild-life areas	

* Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long time)	Outlook information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers			
71. Number of communities in which work was conducted this year				
72. Number of voluntary local leaders or committeemen assisting this year				
73. Number of farm-survey records taken during the year:	(a) Farm business (b) Enterprise (c) Other	75. Number of farmers assisted this year—Continued.	(e) In getting started in farming, or in re-locating	
74. Number of farmers assisted this year in keeping	(a) Farm inventory (b) General farm records (c) Enterprise records		(f) With credit problems (debt adjustment and financial plans)	
75. Number of farmers assisted this year:	(a) In developing a farm plan only (b) In developing a farm and home plan (c) In analyzing the farm business (d) In improving landlord-tenant relations and leasing arrangements		(g) In using "outlook" to make farm adjustments	
			(A) With a farm-income statement for tax purposes	
			(B) With farm-labor problems	
			(C) In developing supplemental sources of income	

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth	Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land, tenure, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustment, rural works programs, etc.)
	(a)	(b)	(c)	(d)
76. Days devoted to line of work by	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers			
77. Number of communities in which work was conducted this year				
78. Number of voluntary local leaders or committeemen assisting this year				
79. Number of tours conducted this year to observe economic and social conditions in various land use areas				
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems				
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)				
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year				

* Include all work on farm adjustments conducted in cooperation with AAA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 6 and 9) or to soil management (p. 7).

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and other youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, rubber, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment (a)
	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	
83. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year.											
85. Number of voluntary local leaders or committeemen assisting this year.											
86. Number of new cooperatives ² assisted in organizing during the year.											
87. Number of established cooperatives ² assisted during the year.											
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87).											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87).	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year.											
91. Value of products sold or purchased by farmers or families involved in the preceding question.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year.											
93. Number of programs ³ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year.											
94. Number of marketing facilities improvement programs ³ participated in or conducted this year.											
95. Number of marketing surveys assisted with or conducted this year.											
96. Number of special merchandising programs ³ participated in or conducted this year.											
97. Number of consumer information programs ³ pertaining to marketing and distribution participated in or conducted this year.											
98. Number of programs ³ relating to marketing services and costs of distribution conducted this year.											
99. Number of programs ³ relating to transportation problems conducted this year.											
100. Number of programs ³ relating to the specific use of market information conducted this year.											
101. Number of other marketing programs ³ conducted this year (specify):											

¹ Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.
² Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.
³ Organized piece of work.

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NUTRITION AND HEALTH

112. Days devoted to line of work by:	Home production of family food supply (a)	Food preservation and storage (b)	Food utilization and preparation (c)	Other health and safety work (d)
	(1) Home demonstration agents			
(2) 4-H Club agents				
(3) Agricultural agents	31	3		2
(4) State extension workers				
113. Number of communities in which work was conducted this year.	14	5		2
114. Number of voluntary local leaders or committeemen assisting this year.	14	10		1
115. Number of families assisted this year--	115(g) FOOD PRESERVATION BY ADULTS			
(a) In improving diets.		Fruits (a)	Vegetables (b)	Meats and fish (c)
(b) With food preparation				
(c) In improving food supply by making changes in home food production ¹	4 00		6 000	6 000
(1) Of vegetables	3 00			
(2) Of fruits				
(3) Of meats	1 00			
(4) Of milk				
(5) Of poultry and eggs				
(d) With home butchering, meat cutting or curing				
(e) With butter or cheese making				
(f) With food preservation problems ²	4 00			
(1) Canning	4 00			
(2) Freezing				
(3) Drying				
(4) Storing				
(g) In producing and preserving home food supply according to annual food-supply budget				
(1) In canning according to a budget				
(2) With chuki-feeding problems				
(3) In the prevention of colds and other common diseases				
(m) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(n) With first-aid or home nursing				
(o) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

¹ Sum of the sub-items admits duplications due to families participating in more than one activity.

² Weight of finished product after drying.

³ Weight of product before curing.

⁴ Include contents of locker plants and home freezer units.

⁵ Do not include vine-matured peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth		Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
117. Days devoted to line of work by—	(1) Home demonstration agents				
	(2) 4-H Club agents				
	(3) Agricultural agents				
	(4) State extension workers				
118. Number of communities in which work was conducted this year.					
119. Number of voluntary local leaders or committeemen assisting this year.					
(3) Home Management—Family Economics—Continued		Clothing and Textiles—Continued			
121. Number of families assisted this year—		127. Number of families assisted this year with—			
(a) With time-management problems		(a) Clothing-construction problems			
(b) With home accounts		(b) The selection of clothing and textiles			
(c) With financial planning		(c) Care, renovation, remodeling of clothing			
(d) In improving use of credit for family living expenses		(d) Clothing accounts or budgets			
(e) In developing home industries as a means of supplementing income		Family Relationships—Child Development—Continued			
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying, of—		128. Number of families assisted this year—			
(a) Food		(a) With child-development and guidance problems			
(b) Clothing		(b) In improving family relationships			
(c) Housefurnishings and equipment		129. Number of families providing recommended clothing, furnishings, and play equipment for children this year.			
(d) General household supplies		130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men			
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—		(b) Women			
(a) Food		131. Number of children in families represented by such individuals.			
(b) Clothing		Recreation and Community Life—Continued			
(c) Housefurnishings and equipment		132. Number of families assisted this year in improving home recreation			
(d) General household supplies		133. Number of communities assisted this year in improving community recreational facilities			
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)		134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs			
125. Number of families assisted this year with "making versus buying" decisions		135. Number of communities assisted this year in establishing—	(a) Club or community house		
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living		(b) Permanent camp			
		(c) Community rest rooms			
NOTE.—Individual families and groups assisted with selling problems should be reported in column (f), page 9.		136. Number of communities assisted this year in providing library facilities			
		137. Number of school or other community grounds improved this year according to recommendations			

¹ The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 10.
² Includes question 122, also families buying through marketing cooperatives, organized or assisted, column (b), p. 9.

SUMMARY OF 4-H CLUB BOYS' AND GIRLS' PROJECTS

(One club member may engage in two or more projects. The sum of the projects is therefore greater than the number of different club members enrolled)

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	20	0	19	0	19	Acres
139. Other cereals						Acres
140. Peanuts						Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil and water conservation						Acres
143. Potatoes, Irish and sweet						Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	41	79	40	76	29	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops (including pasture improvement)						Acres
150. Poultry (including turkeys)	11	36	11	35	736	Birds
151. Dairy cattle						Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	5	0	5	0	5	Animals
155. Horses and mules						Animals
155a. Rabbits						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds					XXXXXXXXXXXXXX	Acres
159. Forestry					XXXXXXXXXXXXXX	Acres
160. Wildlife and nature study (game and fur animals)					XXXXXXXXXXXXXX	Articles made
161. Agricultural engineering, farm shop, electricity, tractor						Articles repaired
162. Farm management					XXXXXXXXXXXXXX	Meals planned
163. Food selection, preparation, and/or baking						Meals served
164. Food preservation. (Include frozen foods)						Quarts preserved
165. Health, home nursing, and first aid					XXXXXXXXXXXXXX	
165a. Child care					XXXXXXXXXXXXXX	
166. Clothing						Garments made
						Garments remodeled
167. Home management (housekeeping)						Units
						Rooms
168. Home furnishings and room improvement						Articles
						Articles
169. Home industry, arts and crafts					XXXXXXXXXXXXXX	
170. Junior leadership					XXXXXXXXXXXXXX	
171. All others					XXXXXXXXXXXXXX	
172. Total (project enrollment and completion)	77	115	75	111	XXXXXXXXXXXXXX	

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U.S. DEPARTMENT OF AGRICULTURE
BUREAU OF EXTENSION

4-H CLUB MEMBERSHIP¹

173. Number of 4-H Clubs. 10
174. Number of different 4-H Club members enrolled. 192 (a) Boys 77 (b) Girls 115
175. Number of different 4-H Club members completing. 186 (a) Boys 75 (b) Girls 111
176. Number of different 4-H Club members in school. 180 (a) Boys 75 (b) Girls 105
177. Number of different 4-H Club members out of school. (a) Boys 0 (b) Girls 10
178. Number of different 4-H Club members from farm homes. (a) Boys 77 (b) Girls 115
179. Number of different 4-H Club members from nonfarm homes. (a) Boys _____ (b) Girls _____

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	8	12	10 and under	3	8
2d	10	18	11	8	14
3d	12	18	12	7	10
4th	19	23	13	13	14
5th	8	13	14	13	17
6th	12	21	15	11	16
7th	5	4	16	12	16
8th	3	5	17	3	12
9th	0	2	18	6	6
10th and over	0	0	19	0	1
			20 and over	1	1

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging 60 (f) Fire and accident prevention 10
- (b) Giving demonstrations 70 (g) Wildlife conservation _____
- (c) Recreational leadership 10 (h) Keeping personal accounts _____
- (d) Music appreciation _____ (i) Use of economic information _____
- (e) Health 25 (j) Soil and water conservation _____
- (k) Forestry _____
183. Number of 4-H Club members having health examination because of participation in the extension program.
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs.

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth _____
186. Membership in such groups (a) Young men _____ (b) Young women _____

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men						
(2) Young women						

188. Number of meetings of older rural youth extension groups _____
189. Total attendance at such meetings _____
190. Number of other older rural youth groups assisted _____
191. Membership in such groups (a) Young men _____ (b) Young women _____
192. Number of older rural youth not in extension or other youth groups assisted (a) Young men _____ (b) Young women _____
193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications) (a) Young men _____ (b) Young women _____

194. Check columns showing approximate portion of older-youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-30 percent (c)	40 percent or more (d)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economies, including nutrition and health				

¹ All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.

² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the winter-semester program.

³ Same as footnote 2, except that reference is to completions instead of enrollments.

MISCELLANEOUS

(Report here all work, including war work, not properly included under any of the headings on preceding pages)

	Include all work w. 4 adults, 4-H Club members, and older youth	Bees (e)	General-order insects ¹ (f)	All other work (g)
195. Days devoted to line of work by—				
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
196. Number of communities in which work was conducted this year				
197. Number of voluntary local leaders or committeemen assisting this year				

SUMMARY OF CONTRIBUTION TO WAR EFFORT

It is desirable to bring together in one place the sum total of extension contribution to the several broad areas of war effort. It is assumed that all such work has been reported previously under appropriate headings.

	War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—				
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)				
(2) Problems arising from new military camps, munitions plants, and war industries				
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)				
(4) Other war work (including collection of salvage material)				

COOPERATION WITH OTHER FEDERAL AGENCIES

The purpose of this report is to bring together in one place the cooperation given other Federal agencies working with the rural people of the county. It is assumed that all such work has been reported previously under appropriate problems of the farm or home.

	Assistance to Veterans (a)	U. S. D. A. - Canada (b)	Farm Credit Administration (c)	Employment Service (d)	Production and Marketing Administration (e)	Soil Conservation Service (f)	Farmers Home Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)	Other Agencies (k)
	199. Days devoted to line of work by—										
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents	5	5				20		3			2
(4) State extension workers											
200. Number of communities in which work was conducted this year	7	1				10		3			1
201. Number of voluntary local leaders or committeemen assisting this year	3	3				10		3			1
202. Number of meetings participated in this year by extension workers	10	5				5		2			2

¹ Include grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

TERMINOLOGY

If extension reports are to convey the intended information, it is important that the terminology employed be that generally accepted by members of the extension teaching profession everywhere. Precise use of extension terms is an obligation each extension worker owes to the other members of his or her profession. The following definitions have been approved by the United States Department of Agriculture and by the Association of Land-Grant Colleges and Universities.

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters* written should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. The *older rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.