

NARRATIVE REPORT
OF
COUNTY AGENTS' WORK
CHARLOTTE COUNTY
VIRGINIA
1943

S T A F F

H. E. McSwain,
County Agent - December 1, 1942 to November 30, 1943 (Part time)

Lee W. Morton, Jr.,
Ass't. County Agent - December 1, 1942 to November 30, 1943

Lyle Womack Millican,
Stenographer - December 1, 1942 to June 30, 1943

Helen E. Crute,
Stenographer - July 1, 1943 to October 30, 1943

Helen P. Marshall,
Stenographer - November 1, 1943 to November 30, 1943

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I. COUNTY ORGANIZATION

A. The County Board of Agriculture is composed of a representative man and woman from each of the ten communities. All professional agricultural workers are ex-officio members.

This Board is the overall planning and coordinating agency for the agricultural work of the County. It brings together in round table discussion the Representatives of the Farmers, the Extension Service, the Vocational Agriculture Workers, Farm Security Advisors, Soil Conservation Service, and Farm Credit agencies. The County Agent is Secretary of this Board.

B. Representatives of all agencies in Charlotte County that are working for the advancement of its people, including the members of the County Board of Agriculture make up a coordinating Council. Problems encountered in the improvement of standards of living - both material and intangible - are discussed by this Council in open forum and plans are made for action programs. For the past year, the relation of these problems to the country's war work has received the main consideration of this group.

C. The County 4-H club officers and leaders from each club met in September and set-up objectives for each club for the year.

D. The Charlotte County Agricultural Conservation Association made up of farmers cooperating in the AAA Program is headed by forty-eight community committeemen elected by the farmers and three county committeemen elected by the farmers' representatives. This organization handled such questions of policy and practice of the A. C. A. as were not fixed by law. Its members also render valuable service in carrying out the program of the AAA. The County Agent is ex-officio member of the County Committee.

E. The U. S. D. A. War Board has functioned according to official instructions. It has assigned the various special emergency programs, campaigns or jobs to existing agencies or provided a sub-organization to handle them.

The War Board has worked with the County Selective Service Board in investigating farm workers and requesting deferment from military service for those who were subject to call and were considered essential workers on essential farms. The County Agent is Secretary of the War Board.

II. TYPES OF AGRICULTURE

Charlotte is primarily an agricultural county. The main industry other than farming is lumber manufacturing.

The chief sources of farm income in the county in the order of importance are: flue tobacco, dark-fired tobacco, poultry, dairy and Beef cattle.

Through the Soil Conservation Program and the T. V. A. Unit Demonstrations, there has been a marked increase in the use of lime and phosphate in recent years and a resulting increase in pasture and hay. The improvement of pastures and hay crops has resulted in a great increase in livestock production, principally dairy and beef cattle.

During the past two years the production of cucumbers for pickling and soybeans for oil has started and these two crops are now providing a considerable supplement to the income of farmers in this County.

III. PROJECT ACTIVITIES

A. Agronomy

1. Charlotte County farmers planted about one thousand five hundred sixty acres of soybeans for oil in response to the appeals for this patriotic service. On account of the very dry weather that prevailed in Charlotte County during most of the growing season and the resulting short hay crop, the major portion of this acreage was cut for hay. Approximately one hundred fifty acres were cut for seed.

2. Over four hundred acres of cucumbers for pickling were grown in Charlotte County this year as a supplemental cash crop and to help supply the domestic and Lend Lease requirements for pickles. A brinery that had to be removed from the A. P. Hill Military Reservation in Caroline

County was located at Mossingford in Charlotte County in 1942.

About five hundred growers had previously been sent detailed instructions on fertilization and culture and insect control. As now growers begin raising cucumbers they are furnished instructions on the production of this crop.

Since cucumbers are quick growing and are harvested early, the dry summer of 1943 reduced the yields relatively little. The prices paid were very satisfactory and farmers were very well satisfied with the financial returns from this crop.

B. Livestock

The hay and pasture improvement in the County due largely to the use of superphosphate, lime and seeds supplied by the A. A. A. and the superphosphate supplied by the Extension T. V. A. program has resulted in a great improvement in the quality and numbers of livestock in the County. The decrease in tobacco acreage due to crop control and the need for meat and dairy products in the War Program has also increased, the attention being given livestock.

The Assistant Agent has vaccinated livestock during the year as follows:

- 416 calves and cows against Blackleg
- 116 calves and cows against hemorrhagic septicemia
- 1208 hogs against Cholera

C. Forestry

The T. V. A. co-operators are carrying on demonstrations of cutting oull trees and thereby improving the forest stand.

D. Farm Records and Management

Fourteen farmers have completed their twenty-first year in a records and farm management project. Each year these farmers receive assistance from the Farm Management Specialist, an Economist from the Bureau of Agricultural Economics and the County Agent in summarizing their records,

analysing results, and making any needed changes in farm management and farm practices.

Twenty-four farm and home records from T. V. A. demonstrators were analyzed and recommendations made for improvements in farming systems. The demonstrators met with the Farm Management Specialist and the County Agent individually for the purpose of analysing and summarizing their records.

E. Live at Home Program

The Live at Home Program which has been given major consideration in all farm planning in Charlotte County for the past twenty-three years was given an added impetus this year by the National Food for Victory Program.

Intensive educational campaigns were conducted to emphasize better nutrition through the Food for Freedom Program. To this work the various agencies in the County contributed much work. More and better gardens throughout the County gave ample proof of the success of these campaigns.

F. Program Planning

1. The County Board of Agriculture conducted educational campaigns in connection with all major War Programs carried on during the year. These included the Farm Labor Program, the Food for Victory Program, Salvage campaigns, and Farm Machinery Repair.

The Neighborhood Leaders Digest is mailed monthly to each member of the Board. Other timely information is mailed them as the need arises and they pass this information on to their neighbors.

2. Ten communities in Charlotte County hold monthly meetings for the purpose of leadership training, group discussion of mutual problems, maintenance of morale, and recreation. As a rule these meetings open with a general or business session, followed by group meetings. The number

of groups vary in different communities. Each person attends the group that is presenting a problem of most interest to him. Farm people from all sections of the County attended these meetings and they furnished an excellent means of disseminating information.

Local members of the County Board of Agriculture, together with other local leaders, and two or more professional workers form the planning group for each community. The attendance at these meetings and the interest of those attending has continued to increase and is very gratifying.

G. Farm Labor

The County Board of Agriculture met in March and set up the Farm Labor Committee, whose purpose was to assist in solving the acute farm labor shortage. The Farm Labor Committee decided that all possible assistance should be rendered the farmers of the County in view of the labor shortage to help them meet production goals for 1943.

A Farm Labor Assistant was employed for the months of June, July and August to organize this work. The farm labor office registered all the 4-F men in the County. The total number was seven hundred seventy-five. The number of farmers that applied for help was one hundred. The number of farm laborers placed was eighty-one, of which seventy-seven were seasonal and four permanent.

IV. Cooperation with Agricultural Conservation Program

Under the County Agricultural Conservation Association approximately eighty-five percent of the farmers in the County are using lime and superphosphate on hay and pastures, seeding winter cover crops and using better seed. This program enables the County Agents to reach more farmers and assist them with their problems.

Through the Agricultural Conservation Program cooperating farmers received this year price adjustment and parity payments for soil building practices totaling approximately fifty-five thousand dollars (\$55,000) earned in the 1942 Program year. As grants of aid, they used during the Extension report year nine thousand eight hundred sixty-three tons of lime, four hundred seventy tons of superphosphate,

thirty-five thousand four hundred ninety pounds of crimson clover seed and twenty-four thousand five hundred five pounds of rye grass seed.

V. Cooperation with Soil Conservation Program

Thirty-nine new farm plans have been worked out with Charlotte County farmers this year under the Southside Soil Conservation District and with advice of the County Agents. A total of two hundred sixteen of these plans have been prepared since the work was started. The farmers are doing all that present conditions will permit, to put their plans into practice on the farms.

VI. Extension T. V. A. Unit Demonstration Program

The Extension T. V. A. Unit Demonstration Program was started in Charlotte County in 1936. There are now twenty-four active demonstrators. All of these farmers have been assisted in making farm plans based on soil type and land capability. Four of these farms have also complete home plan through the cooperation of the Home Demonstration Agent.

These demonstrators have increased pasture, hay crops and livestock. The quality improvement has been more impressive than the increase in scope. The demonstrators maintained fenced check plots in their pastures and hay fields.

Results of clippings and plant counts from phosphated and check areas have consistently proved the value of using phosphate. Even in a dry year, such as 1945 the average increase in weight of hay and grass on phosphated land and pasture was very evident. There were also less weeds on the phosphated land.

Demonstrators are very enthusiastic about the use of phosphate because of the excellent results they have obtained from its use.

VII. 4-H Club Work

There are twelve organized 4-H clubs in the County with a total enrollment of one hundred fifty-seven boys. Each club has a local leader. These 4-H clubs completed one hundred twenty-five projects in crops, livestock and conservation. The total net earning were \$2481.80.

7.

Eight boys carried registered sow and litter projects. These projects are sponsored by a commercial corporation. Five gilts are turned over to as many carefully selected 4-H clubs each year as a foundation to new registered sow and litter projects.

A guernsey heifer is awarded each year as a prize in the above sow and litter projects.

VIII. Cooperation with Farm Security Program

The County Agent works in close cooperation with the Rural Rehabilitation Supervisor and his clients. Three tenant purchase farmers are being assisted through the T. V. A. program. All tenant purchase farmers are being helped through the Soil Conservation Service.

IX. Cooperation with Credit and Loaning Agencies

The facilities of the three credit organizations, Federal Land Bank, Production Credit and Emergency Crop and Feed Loan are available to the farmers in Charlotte County.

Production Credit has an office in the County and a representative is present one day each week to assist farmers in securing necessary financing. The total number of borrowers from Production Credit in Charlotte County for 1943 is seventy-six with a total volume of \$38,409.50.

The Emergency Crop and Feed Loan supervisor is in the County one day each week for the purpose of assisting low income farmers.

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 Charlotte

REPORT OF

Nancy Herr Fallon
(Name) Home Demonstration Agent.

From Dec. 1, 1942 to Sept. 30, 1943

Emma Frances Elam
Acting Assistant Home Demonstration Agent.

From Sept. 1, 1943 to Nov. 30, 1943

4-H Club Agent.

From _____ to _____, 194

Assistant County Agent in charge of Club Work.

From _____ to _____, 194

H. E. McPurkin
Agricultural Agent.

From Dec. 1, 1942 to Nov. 30, 1943 Part time

Lee W. Morton, Jr.
Assistant Agricultural Agent.

From Dec. 1, 1942 to Nov. 30, 1943



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date _____

State Extension Director.

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

See 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 judgments 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 his 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 induced 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. Certain types 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

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)
1. Months of service this year (agents and assistants)		12		24	Part time for 4-H Club
2. Days devoted to work with adults ³		203		371	XXXXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth ⁴		86		49	XXXXXXXXXX
4. Days in office ⁵		126		229	XXXXXXXXXX
5. Days in field ⁵		163		191	XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁶		294		391	685
7. Number of different farms or homes visited		157		368	525
8. Number of calls relating to extension work	(1) Office	117		1603	1720
	(2) Telephone	124		1480	1554
9. Number of news articles or stories published ⁶		14		53	67
10. Number of bulletins distributed		2479		2546	5025
11. Number of radio talks broadcast or prepared for broadcasting		17		26	43
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number			
		Total attendance of:			
		(b) Men leaders		166	166
	(c) Women leaders	46		174	220
	(2) 4-H Club and older youth	(a) Number	1		27
Total attendance of:					
(b) Leaders	4		126	130	
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(a) Number	109		109
		(b) Total attendance	1314		1314
	(2) 4-H Club and older youth	(a) Number	31		31
		(b) Total attendance	344		344
14. Number of adult result demonstrations conducted				30	30
15. Meetings held at such result demonstrations	(1) Adult work	(1) Number			
		(2) Total attendance			
16. Tours conducted	(1) Adult work	(a) Number			
		(b) Total attendance			
	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			
17. Achievement days held	(1) Adult work	(a) Number			
		(b) Total attendance			
	(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 minus duplications due to two or more agents participating in same activity or accomplishment.
³ The sum of questions 2 and 3 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 hours relating to notices of meetings only.

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 Board of Agriculture (2) No. of members..... 152
 (b) Agricultural..... (1) Name..... (2) No. of members.....
 (c) Home demonstration..... (1) Name Home Demonstration Committee (2) No. of members..... 9
 (d) 4-H Club..... (1) Name 4-H Club Council (2) No. of members..... 36
 (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..... 152 (b) Home demonstration..... 9 (c) 4-H Club..... 36 (d) Older youth.....

35. Total number of communities in county. (Do not include number of neighborhoods.)..... 10

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees..... 10

37. Number of clubs or other groups organized to carry on adult home demonstration work 9 Organized - 3 Unorganized..... 12

38. Number of members in such clubs or groups 210 (Organized) - 60 (Unorganized)..... 270

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) 12..... XXXXXXXXX

40. Number of neighborhood and community leaders in the neighborhood-leader system..... 136

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

(a) Adult work..... (1) Men..... 154 (b) 4-H Club and older youth work..... (1) Men..... 2 (3) Older club boys.....
 (2) Women..... 84 (2) Women..... 12 (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 County Board of Agriculture

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

(a) Unpaid lay members: (1) Men..... 69 (2) Women..... 65 (3) Youth.....

(b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men..... 9 (2) Women..... 9

44. Number of communities with agricultural planning committee (over-all planning)..... 10

45. Number of members of such community planning committees: (a) Men..... 69 (b) Women..... 65 (c) Youth.....

46. Was a county committee report prepared and released during the year? (a) Yes..... 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	85	27	112
(2) 4-H Club agents	22	8	30
(3) Agricultural agents	1	1	2
(4) State extension workers	9	8	17
48. Number of planning meetings held:			
(1) County	7	70	97
(2) Community	161	121	282

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 (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b). 16-5087-9

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pastures	Cotton	Tobacco	Forages and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	10	1		26	29		14	5		
(4) State extension workers							4	1	1	
52. Number of communities in which work was conducted this year	5			15	19		6			
53. Number of voluntary local leaders or committeemen assisting this year										
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	30						8			
(2) The use of lime	125	260		320	546					
(3) The use of fertilizers		12		56	290		6	15		20
(4) Controlling plant diseases		10					10			
(5) Controlling injurious insects							12	65		
(6) Controlling noxious weeds										
(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	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock ¹
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents							1
(2) 4-H Club agents							
(3) Agricultural agents	42	35	3	73	9	7	
(4) State extension workers	1			2			
56. Number of communities in which work was conducted this year	23	31	1	50	2	4	
57. Number of voluntary local leaders or committeemen assisting this year	6			10			
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	7	6		20			
(2) Obtaining purebred or high-grade females	5	18		15			
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX		XXXXX
(4) Improving methods of feeding	6	4	2	20		40	
(5) Controlling external parasites						20	
(6) Controlling diseases and internal parasites			10	20		10	
(7) Controlling predatory animals							

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

CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and other youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) ¹
62. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents	6	1	1
(4) State extension workers			
63. Number of communities in which work was conducted this year	10		
64. Number of voluntary local leaders or committeemen assisting this year			

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types	4
(b) In the use of recommended crop rotations	235
(c) With strip cropping	3
(d) In constructing terraces	
(e) In grassing waterways or otherwise preventing or controlling gullies	
(f) With contour farming of cropland	
(g) In otherwise controlling wind or water erosion	
(h) In contouring pasture or range	
(i) In the use of cover or green-manure crops	751
(j) In summer-fallowing	
(k) In making depth-of-moisture tests	
(l) With drainage	
(m) With irrigation	
(n) With land clearing	
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts	1
(b) Voluntary soil-conservation associations	
(c) Grazing associations	

Forestry—Continued

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)	13
(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	

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife	10
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¹ Include nature study.

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, 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		1			8			1	3		
(4) State extension workers											
84. Number of communities in which work was conducted this year		3			6				4		
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			2	4					1		
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)			6	40					350		
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ³	\$	\$	\$4,000.	\$10,000.	\$	\$	\$	\$	\$150,000.	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year				15							
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 ² pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ² participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ² participated in or conducted this year											
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ² relating to marketing services and costs of distribution conducted this year											
99. Number of programs ² relating to transportation problems conducted this year											
100. Number of programs ² relating to the specific use of market information conducted this year											
101. Number of other marketing programs ² conducted this year (specify)											

¹ Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or hatching 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 pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and other youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents	23			
(2) 4-H Club agents				
(3) Agricultural agents		1		1
(4) State extension workers	4			1
103. Number of communities in which work was conducted this year	10	3		
104. Number of voluntary local leaders or committeemen assisting this year	17			

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings	
(b) Remodeling dwellings <i>+ repairs</i>	89
(c) Installing sewage systems	25
(d) Installing water systems	30
(e) Installing heating systems	8
(f) Providing needed storage space	127
(g) Rearranging or improving kitchens	134
(h) Improving arrangement of rooms (other than kitchens)	128
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	376
(j) Selecting housefurnishings or equipment (other than electric)	
(k) Improving housekeeping methods	96
(l) Laundry arrangement	
(m) Installing sanitary closets or outhouses	24
(n) Screening or using other recommended methods of controlling flies or other insects	120
(o) Improving home grounds	48
(p) Planting windbreaks or shelterbelts	

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	
107. Number of families assisted this year in—	
(a) Obtaining electricity	
(b) Selection or use of electric lights or home electrical equipment	
(c) Using electricity for income-producing purposes	6

Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings	8
(b) Remodeling or repairing farm buildings	12
(c) Selection or construction of farm-building equipment	

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment	8
(b) Making more efficient use of mechanical equipment	
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	30
111. Number of gin stands assisted this year in the better ginning of cotton	

10

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	24	20	26	
(2) 4-H Club agents				
(3) Agricultural agents		1		
(4) State extension workers	4			
113. Number of communities in which work was conducted this year.	10	2		
114. Number of voluntary local leaders or committeemen assisting this year.	15			
115. Number of families assisted this year—				
(a) In improving diets				465
(b) With food preparation				442
(c) In improving food supply by making changes in home food production ¹				579
(1) Of vegetables				120
(2) Of fruits				264
(3) Of meats				195
(4) Of milk				392
(5) Of poultry and eggs				245
(d) With home butchering, meat cutting or curing				
(e) With butter or cheese making				386
(f) With food-preservation problems ²				466
(1) Canning				428
(2) Freezing				
(3) Drying				169
(4) Storing				297
(g) In producing and preserving home food supply according to annual food-supply budget				210
(A) In canning according to a budget				287
(i) With child-feeding problems				23
(j) In the prevention of colds and other common diseases				196
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				174
(m) In removing fire and accident hazards				152
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 Some of the subtotals minus duplications due to families' participating in more than one activity.

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)
118. Days devoted to line of work by—				
(1) Home demonstration agents	11	30	1	12
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers	2			
119. Number of communities in which work was conducted this year	12			
120. Number of voluntary local leaders or committeemen assisting this year	29			

Home Management—Family Economics—Continued

121. Number of families assisted this year—	
(a) With time-management problems	4
(b) With home accounts	31
(c) With financial planning	45
(d) In improving use of credit for family living expenses	
(e) In developing home industries as a means of supplementing income	2
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	
(a) Food	
(b) Clothing	
(c) Housefurnishings and equipment	
(d) General household supplies	
123. Number of families assisted this year through cooperative associations ² or individually, with the buying of—	
(a) Food	40
(b) Clothing	76
(c) Housefurnishings and equipment	36
(d) General household supplies	89
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	210
125. Number of families assisted this year with "making versus buying" decisions	72
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	

Note.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.

Clothing and Textiles—Continued

127. Number of families assisted this year with—	
(a) Clothing-construction problems	83
(b) The selection of clothing and textiles	105
(c) Care, renovation, remodeling of clothing	180
(d) Clothing accounts or budgets	9

Family Relationships—Child Development—Continued

128. Number of families assisted this year—	
(a) With child-development and guidance problems	
(b) In improving family relationships	

129. Number of families providing recommended clothing, furnishings, and play equipment for children this year	
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130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men	
(b) Women	

131. Number of children in families represented by such individuals	
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Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation	23
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133. Number of communities assisted this year in improving community recreational facilities	4
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134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	10
--	----

135. Number of communities assisted this year in establishing—	
(a) Club or equally less	
(b) Permanent camp	
(c) Community rest rooms	

136. Number of communities assisted this year in providing library facilities	10
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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. 18.
² Includes question 125; also families buying through marketing cooperatives, organized or unorganized, column (j), 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)	
128. Corn	30		15		20.75	Acres
129. Other cereals						Acres
140. Peanuts						Acres
141. Soybeans, field peas, alfalfa, and other legumes	1					Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet	3		3		1.0	Acres
144. Cotton						Acres
145. Tobacco	9		8		4.5	Acres
146. Fruits						Acres
147. Home gardens	56	25	26	21	19.7	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)	24	9	12	7	9.59	Birds
151. Dairy cattle	28		18		25	Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	59		40		12.3	Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds						XXXXXXXXXXXXX
159. Forestry	2					Acres
160. Wildlife and nature study (rabbits, game, fur animals)	3		3			XXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity						{ Articles made
						{ Articles repaired
162. Farm management						XXXXXXXXXXXXX
163. Food selection and preparation						{ Meals planned
						{ Meals served
164. Food preservation		92		37	1987	Quarts canned
165. Health, home nursing, and first aid						XXXXXXXXXXXXX
166. Clothing		229		134		{ 96 Garments made
						{ 52 Garments remodeled
167. Home management						Units
168. Home furnishings and room improvement						{ Rooms
						{ Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership						XXXXXXXXXXXXX
171. All others						XXXXXXXXXXXXX
172. Total (project enrollment and completion)	215	355	125	199		XXXXXXXXXXXXX

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs. (Same as question 39) 12
174. Number of different 4-H Club members enrolled (a) Boys 157 (b) Girls 229
175. Number of different 4-H Club members completing (a) Boys 97 (b) Girls 134
176. Number of different 4-H Club members in school (a) Boys 157 (b) Girls 229
177. Number of different 4-H Club members out of school (a) Boys _____ (b) Girls _____
178. Number of different 4-H Club members from farm homes (a) Boys 140 (b) Girls 215
179. Number of different 4-H Club members from nonfarm homes (a) Boys 17 (b) Girls 74

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	51	63	10 and under	26	42
2d	42	72	11	37	44
3d	29	41	12	28	53
4th	19	37	13	38	52
5th	5	8	14	13	33
6th	4		15	8	10
7th	2	1	16	4	8
8th			17	2	7
9th			18	1	
10th and over			19		
			20 and over		

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- | | |
|-----------------------------------|--|
| (a) Judging _____ | (f) Fire and accident prevention _____ |
| (b) Giving demonstrations _____ | (g) Wildlife conservation <u>3</u> |
| (c) Recreational leadership _____ | (h) Keeping personal accounts _____ |
| (d) Music appreciation _____ | (i) Use of economic information _____ |
| (e) Health _____ | |
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 (same as question 40) _____
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 188, 191, and 192, minus duplications) (a) Young men _____ (b) Young women _____

194. Check column showing approximate portion of older youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-39 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 economics, 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 succeeding year's 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 with adults, 4-H Club members, and older youth	Bees (a)	General-footer insects ¹ (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			30
(2) 4-H Club agents			94
(3) Agricultural agents			10
(4) State extension workers			55
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)	60		2
(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)	10		
(4) Other war work (including collection of salvage material)	15		15

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.

	War boards (a)	Civilian defense agency (b)	Employment service (c)	Agricultural Adjustment Agency (d)	Food Distribution Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents		5					2			10
(2) 4-H Club agents										
(3) Agricultural agents	69	2		10		4	1	1	30	1
(4) State extension workers									4	
200. Number of communities in which work was conducted this year	8	11				4	4		57	9
201. Number of voluntary local leaders or committeemen assisting this year		35								17
202. Number of meetings participated in this year by extension workers		3					2			9

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.

Demonstrations or Extension Teams

1. A *demonstration* 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. Example: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain chickens 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 residents 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. *Factors (or justices) 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 *F-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economy, and of providing desirable training for the members.
13. *F-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *F-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 18 to 25 years of age.