

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

- His 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 tax-paying 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 plan his activities and accomplishments better insofar as 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 patriotic 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 official, one copy for the agent's file, 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 program and accomplishments in terms of better agriculture, better home-making, 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 the schedule.
2. Read last year's annual report again, applying the outline 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 other 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.

Particulars in made in the report form for each agent to report separately the planning 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 purpose of reporting, extension results or accomplishments are enumerated in numbers of farmers or families benefited in making some improvement or definitely influenced to make a change, such as 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 or the result of activities should be reported. Common types of information on the status of farms and home practices should not be included for use on the national level on the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension writer may desire to include in a statistical summary 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		Days demonstration given (1)	4-H Club agents (2)	Approved agents (3)	County total (4)	
1. Months of service this year (agents and assistants)		12	3.5	12	XXXXXXXX	
2. Days devoted to work with adults *		187	11	270	XXXXXXXX	
3. Days devoted to work with 4-H Clubs and older youth †		101	74	7	XXXXXXXX	
4. Days in office ‡		120	11	120	XXXXXXXX	
5. Days in field §		168	74	157	XXXXXXXX	
6. Number of farm or home visits made in conducting extension work ¶		669	163	390	1217	
7. Number of different farms or homes visited		348	65	285	698	
8. Number of calls relating to extension work	(1) Office	695	20	7200	7905	
	(2) Telephone	677	26	5281	6934	
9. Number of news articles or stories published ††		23	9	39	71	
10. Number of bulletins distributed		753	175	203	1131	
11. Number of radio talks broadcast or prepared for broadcasting						
	(a) Number	15			15	
12. Training meetings held for local leaders or committeemen	(1) Adult work					
		Total attendance of:				
	(b) Men leaders	199			199	
	(c) Women leaders	58			58	
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					
		Total attendance of:				
	(b) Leaders					
14. Number of adult result demonstrations conducted	(1) Adult work			3	40	
		(a) Number	77			
		(b) Total attendance	700		116	816
	(2) 4-H Club and older youth					
	(a) Number	66	30		96	
	(b) Total attendance	1481	345		1826	
15. Meetings held at such result demonstrations	(1) Number			1	1	
	(2) Total attendance			25	25	
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	1	1		1	
	(b) Total attendance	350	350		350	

* Includes contact county agent in charge of 4-H Club work or who devotes practically full time to club work.
 † County total should equal sum of preceding three columns unless discrepancies due to two or more agents participating in same activity or accomplishment.
 ‡ The sum of questions 2 and 3 should equal the sum of questions 4 and 5.
 § Do not count a single visit to both the farm and home as two visits.
 ¶ 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 (4)	4-H Club agents ¹ (5)	Agricultural agents (6)	County total ² (7)
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		1		1
		(b) Total boys attending		5		5
		(c) Total girls attending		2		2
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	59		72	131
		(b) Total attendance	2415		8251	5066
	(2) 4-H Club and older youth	(a) Number	5		4	9
		(b) Total attendance	296		112	408
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	10			10
		(b) Total attendance	89			89
	(2) 4-H Club and older youth	(a) Number	1			1
		(b) Total attendance	55			55

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 Does not include picnics, rallies, and short courses, which should be reported under question 15.

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

21. Total number of farms in county (1940 Census)	1353
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	800
23. Number of farms involved in preceding question which were reached this year for the first time	175
24. Number of nonfarm families making changes in practices as a result of the agricultural program	
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	1000 Est.
26. Number of farm homes involved in preceding question that were reached this year for the first time	
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	979 Est.
28. Number of other homes involved in preceding question that were reached this year for the first time	
29. Number of farm homes with 4-H Club members enrolled	139
30. Number of other homes with 4-H Club members enrolled	74
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	1080 Est.
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	979 Est.

EXTENSION ORGANIZATION AND PLANNING

23. County extension association or committee (includes agricultural council, home demonstration councils, and 4-H councils or similar advisory committees; also farm and home business 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 Orange County Agricultural Board (2) No. of members 115
 (b) Agricultural: (1) Name Orange County Agricultural Board (2) No. of members 115
 (c) Home demonstration: (1) Name Orange County Home Demonstration Committee (2) No. of members 22
 (d) 4-H Club: (1) Name 4-H Club Orange County Council (2) No. of members 29
 (e) Older youth: (1) Name _____ (2) No. of members _____

24. Number of members of county extension program planning committees and representatives (includes commodity and special-interest committees):
 (a) Agricultural 115 (b) Home demonstration 22 (c) 4-H Club 29 (d) Older youth _____

25. Total number of committees in county. (Do not include number of neighborhood.) 7

26. Number of committees in which the extension program has been planned cooperatively by extension agents and local committees. 7

27. Number of clubs or other groups organized to carry on adult home demonstration work. 10

28. Number of members in such clubs or groups. 320

29. (a) Number of 4-H Clubs. (See question 172.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 188.) (c) _____

30. Number of neighborhood and community local leaders or committees actively engaged in forwarding the extension program. (Should include question 40.)
 (1) Men 49 (2) Women 52
 (3) Older club boys _____ (4) Older club girls _____

41. Number of different voluntary local leaders or committees actively engaged in forwarding the extension program. (Should include question 40.)
 (1) Men 49 (2) Women 52
 (3) 4-H Club and other youth work 6 (4) Older club girls 10

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (or all planning) group, if any, sponsored by the Extension Service Orange Co. Agricultural Board

43. Number of members of such county agricultural planning group: (1) Men 49 (2) Women 52 (3) Youth 4

(b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men 7 (2) Women _____ (3) Youth _____

44. Number of committees with agricultural planning committees (or all planning): (1) Men 49 (2) Women 52 (3) Youth 7

45. Number of members of such community planning committee: (a) Men 49 (b) Women 52 (c) Youth _____

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

Extension organization and planning (a)	County agricultural planning (b)		Total (c)
	(1) Men	(2) Women	
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			

47. Days devoted to line of work by: (1) County 52 (2) Community 13

48. Number of planning meetings held: (1) County 13 (2) Community 4

49. Number of unpaid voluntary leaders or committees assisting this year: 900

50. Days of assistance rendered by voluntary leaders or committees: 900

¹ When extension programs planning and county agricultural planning (or all planning) days have completely merged into a single program, planning activities, only column (c) should be filled in. When extension programs planning is the only planning activity, the entries in columns (a) and (b) will be identical. 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	Wheat	Other cereals	Legumes	Pasture	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
51. Days devoted to line of work by—										
(1) Home demonstration agents				1	1			2		1
(2) 4-H Club agents	1									
(3) Agricultural agents	17	6	7	12	14			12	4	
(4) State extension workers				2	1			1		
52. Number of communities in which work was conducted this year	7	7	7	7	7			7	4	7
53. Number of voluntary local leaders or committeemen assisting this year	47	25	47	47				47		
54. Endeavor of farmer aided this year is—										
(1) Obtaining improved varieties or strains of seed	175	80	25	10				75		
(2) The use of lime	40	40	10	75	100			50		
(3) The use of fertilizers	200	175	75	150	100			100	4	
(4) Controlling plant diseases								150	32	
(5) Controlling injurious insects								150	32	
(6) Controlling noxious weeds	4	10						25		
(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	Swine	Poultry (including turkeys)	Other livestock*
	(1)	(2)	(3)	(4)	(5)
55. Days devoted to line of work by—					
(1) Home demonstration agents					
(2) 4-H Club agents	9	12	1	31	7
(3) Agricultural agents	37	21	9	14	2
(4) State extension workers	14	5	2	4	2
56. Number of communities in which work was conducted this year	7	7	7	7	7
57. Number of voluntary local leaders or committeemen assisting this year	25	37	25	15	47
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	6	2	1	1	1
59. Number of members in such circles, clubs, or associations	145	67	91	11	49
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	9	15	9	11	37
(2) Obtaining purebred or high-grade females	12	15	1	7	37
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
(4) Improving methods of feeding	27	10			
(5) Controlling external parasites	9		5	45	150
(6) Controlling diseases and internal parasites			9	50	75
(7) Controlling predatory animals					

* Do not include rabbits, guinea, and fer animals, which should be reported under wildlife conservation.

CONSERVATION OF NATURAL RESOURCES

Includes all work with adults, 4-H Club members, and other youth	Soil management (2)	Forestry (3)	Wildlife conservation (4)
62. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents	2	1	
(3) Agricultural agents	11		
(4) State extension workers	63		
63. Number of communities in which work was conducted this year	5		
64. Number of voluntary local leaders or committeemen assisting this year	20		

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types	99
(b) In the use of recommended crop rotations	99
(c) With strip cropping	63
(d) In constructing terraces	
(e) In grassing waterways or otherwise preventing or controlling gullies	
(f) With contour farming of cropland	63
(g) In otherwise controlling wind or water erosion	
(h) In contouring pasture or range	
(i) In the use of cover or green-manure crops	99
(j) In summer-fallowing	
(k) In making depth & moisture tests	
(l) With drainage	5
(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)	
(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	
---	--

¹ Include census 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 term)	Outlook information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by—	(1) Home demonstration agents			
	(2) 4-H Club agents	3		
	(3) Agricultural agents	12	21	1
	(4) State extension workers	2		
71. Number of communities in which work was conducted this year		7	7	1
72. Number of voluntary local leaders or committeemen assisting this year		16		
73. Number of farm-survey records taken during the year:	(a) Farm business	14	75. Number of farmers assisted this year—Continued.	
	(b) Enterprise		(e) In getting started in farming, or in re-locating	11
	(c) Other		(f) With credit problems (debt adjustment and financial plans)	15
74. Number of farmers assisted this year in keeping—	(a) Farm inventory	16	(g) In using "outlook" to make farm adjustments	35
	(b) General farm records	16	(A) With a farm-income statement for tax purposes	45
	(c) Enterprise records		(i) With farm-labor problems	222
75. Number of farmers assisted this year—	(a) In developing a farm plan only	45	(j) In developing supplemental sources of income	
	(b) In developing a farm and home plan			
	(c) In analyzing the farm business			
	(d) In improving landlord-tenant relations and leasing arrangements	3		

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth	Prior and trade policies (prices, international trade, interstate trade barriers, transportation, international competition, etc.)	Land policy and program (classification of land, zoning, taxes, 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 adjustments, 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				

¹ 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. 4 and 5) 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	Fiber products	Tobacco, sugar, tea, and other commodities	Home products and crafts	Processing of farm and home products
	(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	12		9	7	4						
(4) State extension workers			2								
84. Number of communities in which work was conducted this year	7		7	7	7						
85. Number of voluntary local leaders or committeemen assisting this year	47		47	25	20						
86. Number of new cooperatives ² assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year	1		2	1	1						
88. Number of members ³ in the cooperatives assisted during the year (questions 86 and 87)	440		118	24	47						
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ⁴	\$433,971		\$30,825	\$188,647	\$9,725						
90. Number of farmers or families (not members of cooperatives) assisted during the year					75						
91. Value of products sold or purchased by farmers or families involved in the preceding question					\$7,500						
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ⁵ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ⁵ participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ⁵ participated in or conducted this year											
97. Number of consumer information programs ⁵ pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ⁵ relating to marketing services and costs of distribution conducted this year											
99. Number of programs ⁵ relating to transportation problems conducted this year											
100. Number of programs ⁵ relating to the specific use of market information conducted this year											
101. Number of other marketing programs ⁵ conducted this year (specify)											

¹ Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or selling 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

Includes all work with adults, 4-H Club members, and older youth	The home, 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	2			
(2) 4-H Club agents				
(3) Agricultural agents		7	4	
(4) State extension workers	1	3	2	
103. Number of communities in which work was conducted this year	7	7	7	
104. Number of voluntary local leaders or committeemen assisting this year	9			

The Home, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings	_____
(b) Remodeling dwellings	_____
(c) Installing sewage systems	_____
(d) Installing water systems	_____
(e) Installing heating systems	_____
(f) Providing needed storage space	_____
(g) Rearranging or improving kitchens	_____
(h) Improving arrangement of rooms (other than kitchens)	_____
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	30
(j) Selecting housefurnishings or equipment (other than electric)	_____
(k) Improving housekeeping methods	150
(l) Laundry arrangement	_____
(m) Installing sanitary closets or outhouses	_____
(n) Screening or using other recommended methods of controlling flies or other insects	_____
(o) Improving home grounds	_____
(p) Planting windbreaks or shelterbelts	_____

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	1
107. Number of families assisted this year in—	
(a) Obtaining electricity	24
(b) Selection or use of electric lights or home electrical equipment	_____
(c) Using electricity for income-producing purposes	9

Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings	45
(b) Remodeling or repairing farm buildings	17
(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	_____
(b) Making more efficient use of mechanical equipment	_____
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	_____
111. Number of gin stands assisted this year in the better ginning of cotton	_____

112. Days devoted to line of work by:

Home production of family food supply	Food preservation and storage	Food selection and preparation	Other health and safety work
56	73	35	10
2	1		
4	1		
7	7	7	7
52	52	16	16

113. Number of communities in which work was conducted this year

- (1) Home demonstration agents
- (2) 4-H Club agents
- (3) Agricultural agents
- (4) State extension workers

114. Number of families assisted this year—

- (a) In improving diets
- (b) With food preparation
- (c) In improving food supply by making changes in home food production

500
300
750

- (1) Of vegetables
- (2) Of fruits
- (3) Of meats
- (4) Of milk

- (a) With home butchering, meat cutting or curing
- (b) With butter or cheese making
- (c) With food preservation problems

30

- (1) Canning
- (2) Pickling
- (3) Drying
- (4) Storing

400

- (a) In producing and preserving home food supply according to annual food-supply budget
- (b) In earning according to a budget
- (c) With child-feeding problems
- (d) In the prevention of scabs and other common diseases

150

- (a) In removing fire and accident hazards
- (b) With first-aid or home nursing
- (c) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)

115(a) FOOD PRESERVATION BY ADULTS

Quarts canned	Pounds: Dried	Cured	Stored	Frozen
93,307	2,700	70,200	13,817	221,080
143,966	450	124,200		13,983
12,982	900			+1,950
Meats and fish	Vegetables	Fruits		

115(b) FOOD PRESERVATION BY 4-H CLUB MEMBERS

Quarts canned	Pounds: Dried	Cured	Stored	Frozen
20,756				
13,785				
383				
Meats and fish	Vegetables	Fruits		

116. Number of families assisted this year—

- (a) In removing fire and accident hazards
- (b) With first-aid or home nursing
- (c) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)

100

117. Number of nutrition or health clinics organized this year through the efforts of extension workers

118. Number of schools assisted this year in establishing or maintaining hot school lunches

119. Number of voluntary local leaders or committees assisting this year

120. Number of communities in which work was conducted this year

121. Days devoted to line of work by:

122. Number of families assisted this year—

123. Number of communities in which work was conducted this year

124. Number of families assisted this year—

125. Number of communities in which work was conducted this year

126. Days devoted to line of work by:

127. Number of families assisted this year—

128. Number of communities in which work was conducted this year

129. Days devoted to line of work by:

130. Number of families assisted this year—

131. Number of communities in which work was conducted this year

132. Days devoted to line of work by:

133. Number of families assisted this year—

134. Number of communities in which work was conducted this year

135. Days devoted to line of work by:

136. Number of families assisted this year—

137. Number of communities in which work was conducted this year

138. Days devoted to line of work by:

139. Number of families assisted this year—

140. Number of communities in which work was conducted this year

* Figures of families assisted are based on reports of extension workers.
 † Figures of families assisted are based on reports of extension workers.
 ‡ Figures of families assisted are based on reports of extension workers.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Includes all work with adults, 4-H Club members, and older youth	Home management— Family economics (a)	Clothing and textiles (c)	Family relationships—child development (b)	Recreation and community life (d)
118. Days devoted to line of work by—				
(1) Home demonstration agents	20	17	7	16
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers		1		
119. Number of communities in which work was conducted this year	7	7	7	7
120. Number of voluntary local leaders or committeemen assisting this year	6	12	6	35

Home Management—Family Economics—Continued

121. Number of families assisted this year—	
(a) With time-management problems	
(b) With home accounts	
(c) With financial planning	300
(d) In improving use of credit for family living expenses	
(e) In developing home industries as a means of supplementing income	
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 ¹ or individually, with the buying of—	
(a) Food	
(b) Clothing	300
(c) Housefurnishings and equipment	300
(d) General household supplies	
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	300
125. Number of families assisted this year with "making versus buying" decisions	300
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	300

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

Clothing and Textiles—Continued

127. Number of families assisted this year with—	
(a) Clothing-construction problems	
(b) The selection of clothing and textiles	
(c) Care, renovation, remodeling of clothing	35
(d) Clothing accounts or budgets	12

Family Relationships—Child Development—Continued

128. Number of families assisted this year—	
(a) With child-development and guidance problems	14
(b) In improving family relationships	18

129. Number of families providing recommended clothing, furnishings, and play equipment for children this year	
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 each individual	
--	--

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation	16
133. Number of communities assisted this year in improving community recreational facilities	
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	
135. Number of communities assisted this year in establishing—	
(a) Club or council house	
(b) Permanent camp	
(c) Community rest rooms	
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 home—in arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 10.

² Includes question 121, also families buying through marketing cooperative, organized or unorganized, column (d), 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 finished in completed projects (e)	
138. Corn	2		1		1.5	Acres
139. Other cereals						Acres
140. Peanuts						Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet						Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	35	11	8	6	6	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)	17	9	5	9	663	Birds
151. Dairy cattle	12		3		3	Animals
152. Beef cattle						Animals
153. Sheep	1		1		3	Animals
154. Swine	56	4	25	4	40	Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds					XXXXXXXXXXXX	
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity					{	Articles made
					{	Articles repaired
162. Farm management					XXXXXXXXXXXX	
163. Food selection and preparation		33		18	{	Meals planned
					{	Meals served
164. Food preservation		60		45	34,924	Quarts canned
165. Health, home nursing, and first aid					XXXXXXXXXXXX	
166. Clothing		12		6	{	33 Garments made
					{	3 Garments remodeled
167. Home management		105		89	105	Units
168. Home furnishings and room improvement					{	Rooms
					{	Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership					XXXXXXXXXXXX	
171. All others		13		4	XXXXXXXXXXXX	
172. Total (project enrollment and completion)	123	247	49	180	XXXXXXXXXXXX	

4-H CLUB MEMBERSHIP¹

173. Number of 4-H Clubs	7	
174. Number of different 4-H Club members enrolled	(a) Boys: 119	(b) Girls: 130
175. Number of different 4-H Club members completing	(a) Boys: 39	(b) Girls: 114
176. Number of different 4-H Club members in school	(a) Boys: 119	(b) Girls: 127
177. Number of different 4-H Club members out of school	(a) Boys: —	(b) Girls: 3
178. Number of different 4-H Club members from farm homes	(a) Boys: 110	(b) Girls: 60
179. Number of different 4-H Club members from nonfarm homes	(a) Boys: 9	(b) Girls: 70

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	52	50	10 and under	15	19
2d	26	30	11	17	20
3d	16	23	12	25	33
4th	12	15	13	23	19
5th	4	9	14	21	15
6th	5	9	15	10	13
7th	2	1	16	6	6
8th			17	1	1
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	65	(f) Fire and accident prevention	248
(b) Giving demonstrations		(g) Wildlife conservation	
(c) Recreational leadership	45	(h) Keeping personal accounts	125
(d) Music appreciation		(i) Use of economic information	
(e) Health	248		

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

7

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 (a)	21-25 years (a)	26 years and older (a)
		Unmarried (b)	Married (b)			
(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) 20-29 percent (c) 30 percent or more (d)

	Under 10 percent (a)	10-19 percent (b)	20-29 percent (c)	30 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, unless duplication 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 Abstract 1, except that reference is to completion instead of enrollment.

MISCELLANEOUS

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

Include all work of 4-H clubs, 4-H Club members, and other youth	Days (a)	Capital factor hours ¹ (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			1
(3) Agricultural agents			4
(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 program	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)	150	15	13
(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)	50	5	
(4) Other war work (including collection of salvage material)	20	8	

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 headings 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)	United States Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents		35	1	1		1	1			1
(2) 4-H Club agents						5				
(3) Agricultural agents	54			4					14	
(4) State extension workers									3	
200. Number of communities in which work was conducted this year.	7	7	1	7		7	1		7	7
201. Number of voluntary local leaders or committeemen assisting this year.										
202. Number of meetings participated in this year by extension workers.	23	15		10		3			2	1

¹ Include greenhouses, arroyos, check bags, and other items 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.

ANNUAL NARRATIVE REPORT
HOME DEMONSTRATION WORK
ORANGE COUNTY
VIRGINIA

1944

Miss Elephare Hood

Home Demonstration Agent

December 1, 1943 - November 30, 1944

TABLE OF CONTENTS

	Page
I. COVER AND TITLE PAGE	
II. TABLE OF CONTENTS	1
III. SCOPE OF WORK	3
IV. ORGANIZATION	
County Home Demonstration Committee	3
County Agricultural Board	3
County 4-H Council	4
Professional Workers' Council	4
V. LEADERSHIP	
Adult Work	5
4-H Club Work	6
VI. RESULTS	
Home Demonstration Clubs	
Project Work	
Food	
Production	6
Conservation	7
Nutrition	8
Clothing	
Buying	9
Care	9
Activities	
Federation Goal	9
Other Activities	10
Outstanding Club	11
A Club Member's Adjustment to War Conditions	11
Agricultural Board	13
4-H Clubs	
Project Work	14
Health	16
Community Activities	16
Outstanding Club	16
Other Work Done by Home Demonstration Agent	
County Home Economics Worker	17
County Nutrition Committee	17
Office of Civilian Defense	18
Salvage-Committee	19

	Page
Rationing Board	19
War Bond Committee	19
Red Cross	19
Other Activities	19
VII. AGENT'S APPRAISAL OF YEAR'S WORK	21

III. SCOPE OF WORK.

A. Home Demonstration Clubs:

Number:	10	Membership:	320
Other Groups:	2	Membership:	24

B. 4-H Clubs:

Number:	7	Membership:	Girls - 130
			Boys - 118
			Total - 248

C. Number families reached through neighborhood and community leaders: 1000

D. Estimate total number families reached: 1,979

Number farm families in county: 1,353

IV. ORGANIZATION.

A. The organization of the County Home Demonstration Committee is the same as in 1943. New officers were elected at the September meeting, succeeding those who had served two years.

There were two meetings of the entire Committee, one in June and one in September. The September meeting was preceded by a meeting of the Executive Committee. The purpose of the June meeting was to check on the progress of the year's work and to arrange for representation at the State Federation meeting. Two members of the Committee went as delegates to the State Federation, and another member attended in her official capacity as State Health Chairman. The September meeting was primarily a planning meeting for the 1945 program.

B. There are 7 communities in Orange County. On the County Agricultural Board each is represented by a man chairman and a woman co-chairman. There are 47 neighborhoods, represented

by 49 men leaders and 52 women leaders. In addition the 14 members of the Professional Workers' Conference belong to the Board, making a total of 115 members. In communities where there is a large colored population, the neighborhood leaders have called upon colored men and women to assist them.

No device for accurate measurement of the functioning of this Board has been used during 1944. Attendance of the men at County meetings has been good, but few women have come to these. However, this does not indicate how well the women are functioning for two reasons: the announced purposes for which the meetings were called (1944 Production Goals, and Follow Up on Goals and the Feed Situation) impressed the women as subjects primarily for masculine consideration. This was true in spite of the fact that they received letters of invitation and explanation from the home agent as well as notices from the farm agent who is secretary of the Agricultural Board. The second reason for poor attendance was that the August meeting came at the height of the peach canning season when the women were extremely busy at home.

Attendance of women at community meetings which followed the county meetings was much better than at the county meetings.

The Neighborhood Leaders' Digest is mailed to all members of the Agricultural Board from the farm agent's office.

C. Due to transportation difficulties, no meetings of the county 4-H Council was held this year.

D. The agencies represented on the Professional Workers' Conference are: Extension Service, Farm Security Administration,

Soil Conservation Service, Agricultural Adjustment Administration, Farm Bureau, Production Credit Association, Rural Electrification Administration, Vocational Agriculture and Home Economics teachers, County Superintendent of Education, Colored School Supervisor, Superintendent of Experimental Station, County Health Unit, County Welfare Board, County Ministerial Association.

One full meeting of the Conference was held at which the following were discussed: production goals for 1944, the desirability of promoting a community cannery under the vocational agriculture department of the public schools, home food production and methods of promoting Victory gardens. The home agent presented home food production information and subsequently worked with a committee on the cannery and another committee on Victory Gardens.

V. LEADERSHIP.

Adult Work:

Number of Leaders:

Club Officers	30	
Project Leaders	37	
Federation Goal Chairmen	10	(Vice-Presidents of Clubs, not additional number of leaders)
Community neighborhood leaders	52	
Training Meetings held	15	
Attendance	58	
Demonstrations given by leaders	10	
Days given by leaders	101	

The presidents of two clubs, Gordonsville and True Blue, deserve special recognition. Although they are very busy women they have increased club membership in spite of war-time difficulties.

B. There are 6 Club Sponsors, teachers who have been of immense help in promoting and carrying on 4-H work. They assist in training Club officers to carry on meetings, help members prepare for programs, keep in touch with members about their project work, and help the agents get in project records. One adult organization leader not in the schools has dropped out temporarily because she is working away from home, but expects to return to Club work the first of the year.

Ten older Club girls serve as officers of their Clubs and are leaders in organization and project work.

Training has been given the adults through individual conferences and home visits since they say that they cannot attend leader training meetings. Training has been given the junior leaders by the Club sponsors, and by both the home agent and the boys' club agent in teaching parliamentary procedure and other practices necessary in group work, and by individual conferences and home visits.

VI. RESULTS.

A. Home Demonstration Clubs:

1(a). The Home Demonstration Committee, recognizing the tremendous importance of food in the war effort, planned 8 out of the 12 demonstrations for 1944 on the production, conservation and wise use of foods. Demonstrations selected were as

follows:

1. Meat Canning
2. Using the Basic Seven in adjusting family meals to Drought Shortages
3. Planning the Family Food Supply
4. Following through with the Victory Garden
5. New Information on Food Preservation; Community Use of the Dehydrator and Other Equipment
6. Poultry Culling and Management of the Laying Flock
7. Vegetable Protein Dishes

The February meetings were given to planning the family's food supply. Charts made up by the State food specialist were used, and members made these out for their own families at the Club meetings. Emphasis was placed on planning adequately from the standpoint of nutrition and efficiently from the standpoint of time and labor.

Garden and poultry leaders served to bring timely information to the members throughout the year.

Production of foods reached an unprecedented peak in the county in spite of the acute shortage of labor.

2. In May Clubs received the newest information on food preservation methods and equipment. They preferred this to the canning demonstrations given in former years, and were particularly interested in the new-type jar closures.

The Orange Club sponsored a canning demonstration for a Victory Garden group. This was attended by 25 women, many of

whom had not had previous contacts with Club work.

In August the agent had the use of the pressure cooker gage tester belonging to Northern Virginia district. Pressure cooker clinics were held in 7 centrally located points in the county. Of course these clinics were not limited to Club members. The agent sent a notice of them to every person, white and colored, listed in her office as owning a cooker, and publicity was given the clinics through Club meetings and the county paper. Forty-nine pressure cookers were tested for accuracy of gauges, effectiveness of safety valves and other items of upkeep. A great many people expressed their satisfaction in this service.

The average rural family reporting their food supply has preserved the following amounts of food:

Quarts canned	409
Pounds dried	1.6
Pounds stored	446
Pounds cured (meat)	307
Pounds frozen	149

County totals are given in the accompanying statistical report.

3. Nutrition and the wise use of foods produced has been stressed throughout the year. This received special emphasis at the January meeting when we were feeling the shortage of fruits and vegetables due to the drought in 1943. The "Basic Seven" requirements of good nutrition was the foundation of planning and conservation. This subject also received much attention in the health programs of the October meetings.

Through the conservation chairman in each club members were constantly reminded of fighting food waste, and many helpful suggestions for conservation were contributed by club members. The conservation chairman conducted a discussion period at each club meeting.

In connection with the health programs, clubs publicized the tuberculosis X-ray Clinic which was held in October. At this clinic 476 persons were X-rayed.

b. (1) Outlook information on consumer problems was presented early in the year. Homemakers were urged to take stock of the family's clothing supply and buy only what was really needed. Information on care of clothing and substitute fabrics was given. Women were advised to dispose of clothing not needed through the Victory Exchange Shop.

(2) On February 19 the state clothing specialist held a leader training meeting on remodelling clothing in the home economics cottage of Orange School for leaders of Orange and Madison Counties. Nine Orange County women were present. Eleven garments, including coats and coat suits, were worked on. After this meeting work on clothing was done in 4 clubs.

c. Throughout the year information has been given at club meetings on rationing, conservation and care of house furnishings and equipment, salvage and points on buying of war time merchandise.

2. The Federation Goal in 1944 was Conservation. The vice-president of each club served as goal chairman. She conducted

a short discussion just after the business session at each club meeting, giving practices she found desirable and asking for suggestions from each Club member. The agent contributed when called upon as a member. The women seemed to find this a very helpful and interesting part of their program.

3. Recreation seems to be a growing need. This has been recognized by special programs on developing home and community recreation, and by special events sponsored by four clubs.

The needs of service men's wives and families are of concern to club members. Two clubs have given programs to a consideration of family adjustments and have had reports from County Committee members who heard Mrs. Lynde speak on this subject.

All clubs assisted with the building survey made by the Postwar Planning Commission. As requested by the Commission they also held discussions of postwar needs, and reported their findings through the County Home Demonstration Committee.

All clubs have participated in Red Cross activities in various ways -- the visits of the Mobile Unit of the Blood Bank, Red Cross sewing and surgical dressings, and drive for funds. They have also participated in salvage campaigns and war bond drives.

Health programs stressing the importance of prevention of communicable diseases were held by the clubs in October. This was done with the cooperation of the County Health Department.

4. The Gordonsville Homemakers' Club deserves mention as an outstanding club.

In addition to their project work which followed the county program, they have listed the following achievements:

Officers and leaders attended all county meetings.

A surplus of peaches from a local orchard was canned for the school cafeteria.

Conducted its own health program.

Sponsored a dehydrator demonstration after which the dehydrator was left in their community for local use.

Assisted with pressure cooker clinic.

Gave a special day to Red Cross Surgical Dressings room; did Red Cross sewing.

Assisted agent in making pictures for Office of War Information.

Made a real effort to get new members; 5 added at last meeting.

Shipped flowers to the Woodrow Wilson Hospital in Waynesboro.

5. Mrs. R. M. Spencer, Gordonsville, first had the war brought very close to her three years ago when her older daughter married a man in service at a war-time wedding quite unlike anything she had ever envisioned for her. This daughter then went to Texas to be with her husband as long as he was in training there. Then her older son volunteered for service in the Air Corps. Other than that and some slight annoyance about not having as much gasoline as formerly, life went on much as usual.

This year, Mrs. Spencer, is leading a very different life, but she carries on with courage, adaptability and a serene spirit. Her daughter who married now has a fine son whose father is overseas; she has come home for the duration. While the daughter teaches Mrs. Spencer cares for her grandson. This means that she is very closely confined at home. Formerly very active in the Homemakers' Club, she now has the Club meet with her at intervals so that she can take part although she cannot get away from home to go to meetings. She no longer has a servant; this problem has been met by careful planning of simplified house-keeping and greater family participation. Her home is still the hospitable center for a large family connection who share in all the activities of the home in greater degree than formerly.

Shortages of materials have been met by remodelling clothes and using old materials for new purposes. To refurbish an old chair for an expected visit from her mother-in-law, the daughter brought out some old curtains of monks cloth, consulted the home demonstration agent, and invited in her neighbors for a slip cover demonstration. She purchased cord in a contrasting color, and a very attractive chair cover was made. Small repairs have been made as needed, and the appearance of the home is as attractive as in pre-war days.

Through good management Mrs. Spencer is ever ready to meet emergency calls and participate in worthy causes. She offered the use of her home as the scene of the Home Demonstration Club meeting pictures made by the photographer for the Office of War Information. She participates in Red Cross work at home. While

she cares for the baby, her daughter has hung up an enviable record as war bond salesman. The home participates in salvage programs; a good garden and home food preservation have provided most of the food needed for winter use. Most important of all, family morale is stronger than ever in spite of anxieties about a son-in-law overseas, a son soon to go over as a pilot and another son now in High School who will soon enter military service.

B. 1. In December the agent was active in the "Food Fights for Freedom" campaign sponsored by the County Agricultural Board. Through efforts of community and neighborhood leaders, arrangements were made to have this presented in the churches, schools and civic clubs. The home demonstration agent trained speakers by presenting subject matter at a group meeting on the night of December 6th. At the request of the OCD Coordinator, the agent also prepared a four minute speech which could be used as a skeleton form if desired.

2. The agent participated in the Production Goals effort of the County Agricultural Board by presenting the importance of home food production at the Board meeting and at four of the community meetings which followed this. The home food supply plan was explained and leaflets distributed at these meetings.

3. The home agent had a number of conferences with the home economics teacher and vocational agriculture teachers about establishing a community cannery. She appeared at two open meetings of the Board of Supervisors and spoke in behalf

of the cannery. Each of these was attended by more than 100 people, some advocating the cannery, others opposing it bitterly. Just before the second meeting the tie breaker of the Board asked the agent privately what she thought of the proposition. His vote carried the motion for the cannery. After plans were definitely made the agent worked with the agriculture teacher on garden plans and estimates of yields. The agent gave publicity to these and plans for use of the cannery in all her group meetings. She attended an all-day demonstration at Montpelier with the home economics teacher and vocational agriculture teacher. She has visited the Orange cannery a number of times since it was opened, and has answered many inquiries about it. Since it opened on August 7, 270 families have put up 35,000 cans of food there.

4. The home demonstration agent attended 4 community meetings after the August meeting of the County Agricultural Board. She talked on fall gardens, storage of fruits and vegetables and 1944 canning methods and equipment.

C. 4-H CLUBS.

1. According to the state plan, in November, 1943, girls enrolled in two or more projects to be carried during the year, one of which would be completed during the school term and the other given major emphasis during summer vacation months. Members were encouraged to select projects to help them improve methods in home work which they were doing already, or to help them learn some new skill, but each was instructed to choose one

food project as her part in the "Food Fights for Freedom" program.

Since nearly all girls have some housekeeping duties, 105 of 130 members chose this as their project during the school term. Demonstrations were given by the agent during Club meetings in school. Reports were made by members at the May Club meeting.

The agent was unable to secure adult project leaders for summer work with the girls. Demonstrations to help the largest number of girls having the same project were selected for summer meetings, and individual consultation with each girl about her project was given. However, there were few summer meetings on account of the poliomyelitis epidemic; the local health department warned against meetings. The agent had to depend largely upon home visits, during which the agent endeavored to inform the girl's mother about the project and secure her cooperation. An attempt was made to visit every girl; the agent succeeded in visiting 118 of the 130 members. The excellent project manuals prepared by the specialists of the State staff were very helpful.

During the early months of the year the home demonstration agent and the boys' club agent got out a monthly 4-H Club County news sheet which was a valuable means of keeping in touch with members and stimulating their interest. It was purely local in nature, made up of items concerning local clubs and individuals and giving specific instructions for preparation for meetings. This was discontinued when the agents received new instructions about the use of the franking privilege.

Results:

Project	Enrollment	Completions
a. Bread	12	6
b. Clothing	12	6
c. Home laundry	7	2
d. Poultry	9	8
e. Gardening	22	6
f. Child care	14	9
g. Housekeeping	105	89
h. Stop-food-waste	21	12
i. Canning	60	45
j. Milk, butter, cheese	6	2
k. Pigs	4	4

2. Under the "Food Fights for Freedom" program, emphasis has been given nutrition and the prevention of waste. Clubs studied "The Basic Seven" and enlisted in clean-plate groups.

3. The farm and home agents cooperated with the school supervisor and soil conservationist in promoting the collection of milkweed pods. Much stress was given this at September Club meetings. The total collection for the county was 85 bags which was very good since there is little milkweed in Orange County. Some of our soils are not suited to its growth, according to the farm agent.

Club members have also assisted in salvage campaigns and in buying war bonds and stamps.

4. Work of One Club - Unionville

Of a membership of 37 girls, 35 completed one or more projects. The sponsor, a teacher and mother of an out-standing club member, has contributed largely to the success of the club. She knows the members personally and keeps in touch with them. She also takes great interest in training them for programs and

in working with committees. Their canning contest in which 17 girls participated was excellent. The winner of the county medal is a member of this group. Another member won the county clothing contest. A girl from this group was chosen as county representative to the State Short Course. She made an excellent report at the October Club meeting. With the assistance of the sponsor the club organized a wiener roast, held the night of October 25th and attended by a large crowd of parents and friends as well as club members. A successful Achievement Day program was held before the entire school during Assembly hour on November 9th.

D. 1. There is only one white home economics teacher in the county. She has shared responsibility for community meetings with the home agent. Work with her in connection with the Community Cannery has been described under "B". She has been invited to all leader training meetings, and attended the one conducted by the clothing specialist. Through her cooperation the home economics cottage at Orange School has been used for a leader training meeting, district presidents' meeting and for demonstrations for Orange 4-H Clubs. She assists with 4-H Club work when school duties permit. She judged the 4-H County Canning contest. She attended the district meeting of the Virginia Home Economics Association with the agent.

2. There is no county nutrition committee, in spite of several efforts to get one into active operation. At the request of school authorities, the agent has given nutrition demonstra-

tions in Barboursville and Unionville Schools, and for the Unionville P.T.A. These were attended by approximately 300 school children and adults.

3. The agent worked with a committee under the Coordinator of Civilian Defense on a Victory Garden contest in the town of Orange as a means of stimulating interest in Victory Gardens throughout the county. Seventy-four families enrolled, including twelve colored. The contest was based on planning for family needs, wise use of space available, fall gardens and amount of vegetables preserved for winter use. Newspaper publicity about the contest was given at frequent intervals, and timely articles on gardening were published. Two expert gardeners from Gardonsville were secured to judge the gardens of white contestants, and the agriculture teacher to judge the colored section. The judges made two rounds of visits, one in early summer and another in October. There was much friendly rivalry among contestants. In June they were invited to a canning demonstration given by the home demonstration agent, and were supplied special information on planning and cultivating home gardens at various times while the contest was in progress. Prizes of war savings stamps were contributed by civic clubs and interested firms and individuals. These were divided equally between the white and colored groups, allowing three prizes for each. In addition to fresh vegetables for summer use, the following were reported:

Quarts canned	3,683
Pounds stored	9,997
Pounds frozen	1,072
Pounds dried	37

4. The agent has given information to adult groups, junior groups and individuals about salvage programs.

5. The agent is a member of the Home Service Panel of the local Rationing Board. Very little time has been given to this as such, but she has given home demonstration clubs information about rationing and prevention of inflation.

6. Information about War Bond Drives and the Victory Exchange Shop has been presented in adult clubs. Juniors have been encouraged to buy stamps and bonds.

7. Adult groups have assisted in recruiting donors for the visits of the Mobile Unit of the Red Cross Blood Bank which has visited Orange four times this year. The agent organized and trained the Canteen Unit which serves the donors and the visiting Red Cross personnel on these occasions. The Canteen Unit consists of a group from each of the four churches, a group from the Homemakers' Club and a colored group. The agent is advisor of the Canteen Unit, and twice has been called upon to pinch-hit for the chairman.

Through the Homemakers Clubs Red Cross sewing has been distributed and collected.

The agent has been asked to serve as an advisory member of the home nursing committee, and is a member of the Red Cross Executive Committee.

8. In May the Office of War Information in cooperation with the United States Department of Agriculture sent a photographer to Orange County to take pictures for a film strip

delineating the life of a county farm agent. The home agent was asked to arrange for a few pictures typical of home demonstration work to supplement these. Pictures were taken of food demonstrations for adults, clothing and slip-cover making demonstrations for adults, a clothing demonstration for 4-H Club members, a Homemakers' Club meeting, an office consultation and a visit to a 4-H Club member's garden project. These pictures were seen and approved by the State Assistant Director in charge of Home Demonstration Work.

9. Work with the Orange County Planning Commission has been referred to under "Special Activities of Home Demonstration Clubs". Findings from the Clubs were presented at the fall meeting of the County Home Demonstration Committee meeting, a summary made and mailed to the Commission. The agent was asked to make a report at the public hearing of the Commission on the night of October 31st. She was the only woman asked to speak at this time, a mark of recognition of the strength of the Homemakers' organization in the county. About 100 people were present at the hearing.

10. At the instigation of the Junior Woman's Club, all agencies concerned with youth problems were called together in May to consider juvenile delinquency. Realizing that prevention is more important than remedial measures, plans were made to try to supply two vacation needs for youngsters in the town of Orange, useful occupation where desired, and recreation. Through funds supplied by civic groups a full time recreation director was employed. The Junior Woman's Club employed a part-time employment director who worked three mornings a week. The home agent

shared her office with the employment director. Part-time jobs were found for 21 youngsters, mostly teen-age boys, who continued working through the summer.

11. The agent supplied information about the freezer locker school at Blacksburg to the manager of the local plant which has been in operation since 1940.

12. The agent has answered hundreds of questions about specific problems in private consultation and by mail.

VII. The home agent's appraisal of the home demonstration program's most significant contribution to the county in meeting war needs:

1. Assisting with the food program which succeeded remarkably well in spite of labor shortages and other difficulties.

2. Serving as the connecting link between war agencies and rural groups in promoting essential war programs.

3. Fostering recreation to provide relief from growing tension and fatigue due to anxiety about loved ones in military service and heroic efforts to meet production quotas.

4. Supplying information to help in home adjustments to wartime shortages and substitutes.

5. Helping rural families look ahead and plan for the postwar period.