

VIRGINIA

BUCKINGHAM COUNTY AGR. AGENT (NEGRO) ANNUAL REPORT 1942

| Index | | Page |
|------------|------------------------------------|------|
| 1 c 3.11 | Feed for Livestock..... | 8-9 |
| 1 g 2 | Community Clubs..... | 2-3 |
| 1 g 8.7 | Farmers' Conference..... | 4-5 |
| 2 h 8 | Machinery-Repair and Protection. | 10 |
| 4 b 7.1 | Family Cow..... | 8 |
| 8 a 2.311 | County Advisory Committee-Agr... | 1 |
| 8 g 2 | Supervision-Agents' Conferences. | 5-6 |
| 8 h 2.8217 | Feature Story-Junior-Poultry.... | 17 |
| 12 i | Health-Sanitation..... | 11 |
| 14 e 16.12 | 4-H Garden Clubs..... | 15 |
| 22 b 2.1 | Victory Gardens..... | 6 |
| 22 b 3.1 | War Production-Meat..... | 7-8 |
| 22 b 3.11 | War Production-Poultry and Eggs... | 6-7 |
| 22 b 4.12 | War Production-Soybeans..... | 9-10 |
| AM-14 | | |

REPORT FILES
 EXTENSION WORK

1942

DILLWYN

VIRGINIA

BUCKINGHAM COUNTY

ANNUAL NARRATIVE REPORT

FROM DECEMBER 1, 1941 TO NOVEMBER 30, 1942

STEVENS JUNIUS JONES, LOCAL FARM AGENT

Dec. 22, 1942.

John L. Charity, Dist. Agent.

COUNTY AGENT ANNUAL REPORT

NEGRO

INDEX

| | |
|--|------|
| Preface | |
| County Advisory Board ----- | 1 |
| Community Clubs ----- | 2 |
| Neighborhood Leaders ----- | 3 |
| Local Farmers Conference ----- | 4 |
| Annual Agents Meeting ----- | 5 |
| Victory Gardens ----- | 6 |
| Poultry ----- | 6 |
| Hogs ----- | 7 |
| Cows ----- | 8 |
| Forage Crops ----- | 8 |
| Corn and Wheat ----- | 9 |
| Pastures ----- | 9 |
| Soybeans ----- | 9 |
| Cover Crops ----- | 10 |
| Farm Machinery Repair ----- | 10 |
| Water System Demonstration ----- | 10 |
| Health ----- | 11 |
| Home Improvement ----- | 11 |
| Yard Beautification ----- | 11 |
| Conservation ----- | 12 |
| A. A. A. ----- | 12 |
| F. S. A. ----- | 12 |
| Salvage Campaign ----- | 12 |
| Summary of Work Planned and Accomplished ----- | 13 |
| Human Interest Story ----- | 13-A |
| Junior Work -- 4-H Clubs | |
| Clubs ----- | 14 |
| County Council ----- | 14 |
| Leaders ----- | 14 |

INDEX (continued)

| | |
|--------------------------------|----|
| Corn ----- | 15 |
| Gardens ----- | 15 |
| Potatoes ----- | 15 |
| Pigs ----- | 16 |
| Poultry ----- | 16 |
| Yard Beautification ----- | 16 |
| Salvage Campaign ----- | 16 |
| Summary of 4-H Club Work ----- | 17 |
| Human Interest Story ----- | 17 |

●PREFACE-

The purpose of this narrative report is to show the extent to which farm families have been reached by the Extension Program and the development of the agricultural set-up in the county. The contents of this report show the production goals that have been achieved and indicate the direction in which the farming program appears to be moving. A thorough check-up on all phases of agricultural practices and constantly working among farm families in the county supplied the material on which this report is based. The factual information given within these pages shows that there has been continual progress along the line of better farming, better homemaking and better health in spite of the many shortcomings.

The development of the Extension Program in this county has attempted to meet the needs of the farming people. As a result of this, there are evidences of the fact that rural people are reaching a higher standard of living. This is due chiefly to the fact that they are able to obtain valuable information and practical knowledge through cooperating with the Extension Program. The farm families realize that due to the present emergency they have a greater challenge to meet but we feel confident that they will meet this challenge for they are increasing production, adjusting their farming practices to the country's need and even changing their customary pattern of living in order for each member to do his uttermost in preserving democracy and writing the peace.

Grateful acknowledgement of services rendered is made to the following organizations and people: U. S. Department of Agriculture, V. P. I. Extension Service, Virginia State College, Hampton Institute, County Advisory Board, Community Clubs, Leaders and 4-H Clubs. Special acknowledgement is made to Mr. John L. Charity, District Agent, who cooperated in every way in planning and carrying on the work in this county.

S. J. Jones, Local Farm Agent

I. ORGANIZATION AND GROUP ACTION

1. County Advisory Board

The Buckingham County Advisory Board is composed of 32 farm men and women selected from various communities throughout the county. This organized group serves as the main organ in planning the course of Extension Work in the county and aid in solving the present-day agricultural and wartime problems affecting farm families. Throughout the year this group of men and women have been striving to acquire valuable information and varied farm practices to pass on to farm families in order to aid them in carrying out their farm program more effectively. This group of men and women has put forth increasing effort in working with farm people to gain their cooperation in working on an all out wartime farming basis.

The County Advisory Board meets three (3) times a year. There are times when it becomes necessary to call a special meeting of this board in order to solve pressing problems that present themselves from time to time. During the regular meetings of the County Advisory Board varied changing agricultural problems and practices are discussed, ways and means of meeting these changes in the best possible way are set forth and the outlining and shaping of new programs are made. Reports from the various communities are also given and plans as well as suggestions are rendered for putting the agricultural program on a sound working basis. Some of the undertakings of the County Advisory Board for 1942 were as follows:

(a) Planning a program and mapping out activities for a county Farmers Conference.

(b) Planning of group meetings in order to bring farm families together for discussions and ways of solving various farm problems.

(c) Outlining ways of bringing the entire Agricultural set-up more closely allied to the war effort.

(d) Striving to make farm families more conscious of home improvement that is: improving, repairing and conserving what we have.

(e) Plans for giving more attention to sanitation and health improvement in the country.

(f) Urging farmers to turn in scrap materials from in and around the farm.

2. Community Clubs

There are six (6) Community Clubs in the county; one demonstration and five cooperating. The clubs meet frequently to discuss farm and home problems and to formulate plans for conducting sound, workable agricultural practices throughout the county. It was through the Community Clubs that the following activities were planned and conducted:

(a) Ways of meeting the needs of each farm family in the best possible way in the community.

(b) Demonstrating and aiding the farm people in making out a budget according to their income.

(c) Giving suggestions and advice on the proper use and care of soils such as: the importance of the use of proper fertilizer, cover crops and rotation.

(d) Aiding and encouraging farmers to grow more and better crops.

(e) Pointing out and discussing the value of better breeds of livestock.

(f) Showing the importance of accurate record keeping.

(g) Stressing the importance of individual and community health.

(h) Outlining ways in which each farm family may grow sufficient food and feed for home consumption.

The farmers in the demonstration community have been working most diligently with the various phases of Extension Work. Farmers in this community have been foremost in giving varied demonstrations

that have proven to be helpful to others throughout the county. The following improvements have been made in this community during the year: two (2) houses built, three (3) painted, three (3) repaired and various other minor improvements have been made. Fifty one (51) out of the sixty two (62) families in this community have well planned gardens. Through the efforts of the community club and demonstrations held, most of these farm families have stored in some way a sufficient amount of food for home consumption. Most of the families in this community have cows, poultry, and hogs to supply the highly essential dairy products and meat for their families. The local agent is striving to get every single family in the community to have at least one cow, twelve (12) laying hens, a year-round garden and enough hogs to furnish an adequate meat supply for the family. In other words farmers are urged to produce enough food to take care all of the family needs. A pure-bred bull has been in service for the past four years in this community which has resulted in a marked improvement in cattle.

3. Neighborhood Leaders

The newly organized Neighborhood Leader System has proven to be a far reaching set-up in that it has brought to many families valuable current information. Each neighborhood leader is directly responsible for conveying to a limited number of families information and practices that may prove to be of great value. The leaders are elected by members of their respective communities and each leader is furnished with a list of families that are supposed to be contacted. The neighborhood leaders are trained at leader training meetings in order that they may do more than distribute literature but rather explain why the program is important and what to do and how it should be done. The neighborhood leaders serve also as interpreters of literature and varied information of use to farm families. It is hoped

that through these leaders that each family will be reached by various phases of the Extension Work.

4. Local Farmers Conference

The Buckingham County Farmers Conference was held on April 3, 1942 at the Fork Union Baptist Church in the Buckingham Court House community. Eighty one (81) farm people from various sections of the county assembled to gain useful information, discuss problems and share ideas with others. The speakers and their subjects for discussion were as follows: Mr. J. S. Higginbotham, Garden Specialist, of Hampton Institute discussed "Victory Gardens". Practical demonstrations were given by this speaker along the lines of arrangement of vegetables in the garden, production and storing produce. This speaker also discussed the importance of growing edible soybeans. The farmers were quite interested in this discussion especially the edible soybeans as they had not grown this vegetable before. Mr. Higginbotham distributed small quantities of soybean seed and lettuce plants to the farmers in order that they might carry garden demonstrations in their respective communities and to show others the importance and how to produce these things.

Miss L. A. Jenkins, District Agent, discussed preparation, food value and storage of various foods. Miss Jenkins demonstrated to the group how to use those things that they had in order to have a well balanced ration and be properly nourished. She also showed them various ways to prepare foods to make them more palatable. The demonstration on storage was very interesting and instructive to all as this is one of the major factors that confront farm people.

The farmers were given an opportunity to ask questions, discuss their problems, cite examples and express their ideas along certain lines. The farmers asked questions extensively along the line of food for freedom and a properly balanced diet. Farmers expressed freely

their appreciation to the speakers for the valuable information that they had brought the group.

The Local Farmers Conference and meetings of a similar nature give farmers an opportunity to learn each others problems and to plan together for their solution. They gain knowledge of work to be done and through cooperation how to accomplish it. As a result there is a definite live at home interest and a desire for better farm and home practices on the part of farm people. A growing interest of conservation, nutrition, health and sanitation is evident among these people. The following examples confirm the above facts: four hundred sixteen (416) farm families raised sufficient food and feed for family and livestock use; one hundred sixty four (164) homes show some type of recent improvement; two hundred fifty seven (257) homes have improved along the line of sanitation and health; fifty seven (57) grew lettuce in their gardens for the first time and thirty five (35) grew edible soybeans for the first time. There is a marked increase in the use of better seeds on the farm.

5. Annual Agents' Meeting

The Annual Agents' Meeting was held at Virginia State College from November 2 to 7, 1942. The speakers from the State Extension Service included: Mr. Jno. R. Hutcheson, Director of Extension Work in Virginia, Mr. C. A. Montgomery, Assistant Director of Extension work in Virginia, Miss Maude E. Wallace, Assistant Director in charge of Home Demonstration work, Mr. G. A. Elcan, State Agent for Boys Clubs, Miss Hallie L. Hughes, State Agent for Girls Clubs, Mr. Humble, Organization Specialist, Miss Johnson, Clothing Specialist, Mr. G. C. Herring, Animal Husbandry Specialist, Mr. Byrnes, Soil Specialist, Mr. J. L. Charity, District Agent, Mr. T. E. Patterson, District Agent, and Miss L. A. Jenkins, District Agent. The speakers from Virginia State College were: Dr. J. L. Lockett, Director of Agriculture,

Mr. L. H. Foster, President of the college, Mr. Singelton, Director of Business administration and Miss Turner, Publicity Director. The speaker from Hampton Institute was: Mr. Klinck, Director of Agriculture. Each of these speakers gave vital information concerning the farm program, its trends and problems.

II FOOD FOR FREEDOM

1. Victory Gardens

The need for bigger and better gardens during this period of stress and strain is becoming more and more apparent to the farming class of people in Buckingham County. To make America strong we must have an ample supply of nutritious foods to meet the needs of our population. Farmers realize that they must work harder and longer to make up for the farm labor shortage and to supply food for our fighting men. With this in mind there has been a large increase in the number of gardens in the county. There were four hundred twelve (412) victory gardens throughout the county this year. Farmers are becoming more and more aware of the necessity of caring for the soil properly in order to obtain better produce. Thus barn-yard manure was applied to most of these gardens. Most of these gardens carried from eight (8) to twelve (12) different vegetables during most of the season and therefore supplied the families with a sufficient amount of fresh vegetables during the growing season and an ample supply to be stored for winter use. Some of the produce coming from these gardens was marketed or sold to people in the various communities. The local agent has been stressing the necessity of using liberal quantities of manure supplemented with phosphate and potash to overcome as much as possible the nitrogen shortage caused by the war.

2. Poultry

Poultry and poultry products are becoming more and more in demand. As a result farmers have been urged to produce as many birds

as can be satisfactorily taken care of. This increased production will aid in supplying the great need that will be shortly forthcoming. Thirty six (36) farm flocks were improved during the year by the use of purebred cockrels and baby chicks. These improved birds are scattered throughout the county. It is hoped that through constantly demonstrating and pointing out the value of a well-bred and well-kept flock that the entire production of birds in Buckingham County will be raised to a much higher level. Sixteen (16) farm families in the county have poultry that formerly did not have any. There are indications throughout the county of an increased poultry production.

Mr. Charlie Smith, of the Curdsville community, tells an interesting story of egg production. He says: "I have one hundred and forty five chickens. Last year their appearance was poor and I was getting from twenty (20) to twenty five (25) eggs per day. I was somewhat discouraged but after I found out from the local agent that I should feed a well balanced ration to my flock I decided to try it. It worked wonders and now I am getting an average of eighty (80) eggs a day. My flock is livelier and looks much better." This farmer was also aided in the construction of a modern poultry house.

Throughout the county twenty one (21) poultry houses have been built or improved.

3. Hogs

The farmers in Buckingham County were asked in the early spring to increase their production of hogs. A recent check-up shows that there has been a fifteen (15%) per cent increase. These hogs appear to be better fed and cared for than formerly. Farmers now realize that good care and management means extra pounds and better meat. The special emphasis on hog care has brought about the use of pasturage in raising hogs. Farmers are now using more greenstuffs in feeding which supply vitamins, minerals and proteins that are essential to growth.

Thus we see a group of better looking hogs.

Mr. T. H. Allen of Gurdsville Community is doing a good business in hog production. He marketed around 150 hogs and pigs during this year. The total receipts from these hogs and pigs ranged around two thousand fifteen dollars (\$2,015.00). He is obtaining a fairly good profit from these hogs as he produces most of the feedstuffs for them.

Eight (8) purebred boars have been purchased in the county during the year.

4. Cows

The local agent has been stressing the need of at least one cow for each family in the county. There has been a steady increase in the number of cows yet there are a few families without any. With the increase in demand for beef and dairy products it is of the uttermost importance that farmers put forth every effort to meet this demand. Special emphasis has also been placed upon home grown feed for cattle in order to make this production pay.

During the year twelve (12) dairy cows were purchased by farmers who formerly were without any.

Many farmers have female offsprings from the six (6) purebred bulls located in the county. These offsprings show a decided increase in milk production over the inferior type.

III FEED FOR LIVESTOCK

1. Forage Crops

There are thirty two (32) forage crop demonstrations in the county. These demonstrations average five (5) acres each. The production this year was around two and one half (2½) tons per acre.

Mr. Thomas Jones of the Cartersfield community have 40 acres of lespedeza, alfalfa, clover and other grasses. This farmer not only produces enough feed for his livestock but have feed to sell to other farmers in his community.

2. Corn and Wheat

Small grains play a vital role in the crop production of Buckingham county. Farmers are becoming aware of the fact that these grains can be marketed in several ways. A number of the farmers are now feeding their grain to livestock and marketing it in this manner. The use of certified seed, proper fertilization and cultivation is proving it worth to farmers through demonstrations. Due to the weather this year around harvesting time several farmers found out that their corn would spoil before they could harvest it. These farmers turned their hogs into portions of the corn field and let them hog it down thereby saving the grain that they produced.

Mr. Earnest Saunders of the New Store community had five (5) acres of wheat which produced (146) bushels. This was an average of (30) bushels to the acre. This farmer grinds his wheat into flour to be used by his family.

3. Pastures

The need for better pastures is still a very important factor in Buckingham County. In order to produce more feed for livestock and to care for more livestock on the farms good pastures must be had. This will enable the farmers to increase their livestock production and realize more profits from them.

Mr T. H. Allen says "I had a ten (10) acre pasture this year that took care of (129) hogs, and (6) cows through the growing season. I figure this pasture saved me at least (\$250.00) in feed bills alone. I don't feel as though I could produce livestock without a good pasture."

Eight (8) pastures in the county were improved this year through the use of lime, phosphate, manure and reseeded.

4. Soybeans

Eightyone (81) acres of soybeans were produced in Buckingham county

this year. Most of these beans were produced to be sold for oil. The beans have been threshed and will be marketed in the near future. The local agent held a number of meetings with the farmers in order to get them to produce these beans and also aided the farmers in securing and delivering the seed to their farms.

5. Cover Crops

Farmers are aware of the possible shortage of nitrogen for the coming year and they have been planting cover crops in order to meet this shortage as much as possible. These cover crops are also used for early grazing of livestock in the spring. These crops serve a twofold purpose to the farmers. Cover crops also play a great part in the checking of erosion in this area.

IV AGRICULTURAL ENGINEERING

1. Farm Machinery Repair

During the late winter months the farmers were contacted and asked to repair their farm machinery in order to be prepared to get the maximum use from their equipment when it was needed. They were also aware of the fact that new equipment was hard to get and plans were made whereby old machinery could be repaired. The farm shop at the high school was used for this purpose. Farmers made a survey of their machinery to see what repair parts they needed. After they had secured these parts from their implement dealers they would bring their machinery to the shop where they had the use of tools and instructions along the line of repair. The Vocational teacher and the local agent aided farmers along this line.

2. Water System Demonstration

Mr. J. L. Charlty, District Agent, installed a water system on the farm of Mr. Thomas Allen of the Curdsville community. This farmer's water supply was about 1500 feet away from the house and a ram was installed to get the water to the farm home. This water system will

save this farm family about 500 miles of transportation to and from the spring during the year. Several of the local agents aided in the installation of this system. As a result of this demonstration three other farmers are planning to install such systems as soon as the equipment can be secured.

V HOME IMPROVEMENT AND HEALTH

1. Health

There is a gradual improvement in sanitary conditions in and around the homes in the county which contributes to better health. Nevertheless there is much to be done along this line. The local agent and community leaders have been striving constantly to keep foremost in the minds of farm families the great necessity of protecting their health for themselves, the community and the country. Several health and home improvement meetings have been held to stress the importance of proper sanitation in and around the home, repairing worn out articles, constructing new furnishing, painting and disinfecting. Special emphasis has been placed on proper nutrition to build healthy bodies. Demonstrations have been given in food preparation and conservation.

2. Home Improvement

Evidences of home improvement have been shown along the following lines: Thirty two (32) farm families built or repaired toilets during the year, eight (8) homes have been well screened, five (5) water systems or supplies have been improved and twenty one (21) homes have been painted.

(a) Yard Beautification

Seven (7) yards in the county have been improved by grading, sowing of grass and planting of shrubbery and flowers. Many fences have been built, painted or whitewashed during the year.

VI SOIL IMPROVEMENT

1. Conservation

The farmers in Buckingham County are improving their soil by the use of cover crops, terracing, strip cropping and rotation. Five (5) farmers used the strip cropping system on their farms this year. This was done in order to check erosion. Most of the farmers now realize the value of rotating crops as it has greatly improved the production of crops.

2. A. A. A.

Two hundred sixteen (216) farmers obtained clover seed through the A. A. A. These farmers realize that clover restores a large amount of nitrogen to the soil. This nitrogen from such crops will greatly aid farmers who will find it impossible to obtain as much nitrogen as they have been accustomed to in their fertilizers.

VII OTHER FEDERAL AGENCIES

1. F. S. A.

The F. S. A. has aided the farmers greatly by making it possible for them to obtain loans. Many farmers have purchased livestock through this agency, such as: dairy cattle, beef cattle, hogs and poultry. Two farms were also purchased during the year. The local agent has been aiding the farmers in obtaining the help of this agency.

VIII WAR EFFORTS

1. Salvage Campaign

The farmers of Buckingham County were urged to collect all of the scrap material on their farms and turn it in to collectors. This material was gathered in each community and brought to a central point in order to cut down on transportation as much as possible. The farmers were asked to go all out in this drive and they have responded very well.

Housewives have been responding favorably in turning in waste fats.

In general the farming class is directly behind all war efforts in the county.

IX SUMMARY OF WORK PLANNED
AND ACCOMPLISHED

| Work Planned | | Work Accomplished | |
|-------------------------------------|-----|--------------------------------------|-----------|
| Owners----- | 2 | Owners----- | 3 |
| Painted Homes ----- | 15 | Painted Homes ----- | 21 |
| Community clubs ----- | 2 | Community clubs----- | 2 |
| Gardens----- | 115 | Gardens----- | 412 |
| Poultry ----- | 41 | Poultry ----- | 63 |
| Hogs ----- | 11 | Hogs ----- | 57 |
| Cows ----- | 7 | Cows ----- | 12 |
| Pastures ----- | 2 | Pastures ----- | 3 |
| Cover crops ----- | 16 | Cover crops ----- | 21 |
| Delegates to State farmers Con. 225 | | Del. to State farmers con. cancelled | 0 |
| County fair ----- | 1 | County fair ----- | cancelled |
| Del. to State Adv. Board ----- | 3 | Del. to State Adv. Board - | Cancelled |
| Community tour----- | 1 | Community tour ----- | cancelled |
| County farmers conference ---- | 1 | County farmers conference ---- | 1 |

Human Interest Story

This year in the Curdsville Community twelve (12) farmers had about sixty five (65) acres of wheat to be harvested. There was a shortage of farm labor on these farms so the farmers decided that something had to be done in order to save their grain. They assured Mr. T. H. Allen that they would support him if he would purchase a combine and tractor by paying him to do all of their harvesting of these crops. This farmer purchased the machinery and was able to save all the grain in that community. After these farmers found out that they could get the services of this equipment soybeans were also planted on their farms to be harvested for oil. As a result of this equipment in this community nine (9) acres of lespedeza and five (5) acres of clover were threshed for seed. This was the first time that either of these seeds were harvested in this community. These farmers will have enough lespedeza and clover seed for their own use and some to sell to farmers of other communities.

JUNIOR WORK ----- 4-H-CLUBS
ORGANIZATION

1. Clubs

There are nine (9) organized 4-H Clubs in Buckingham County. These clubs have an enrollment of one hundred two (102) boys and one hundred forty seven (147) girls making a total of two hundred forty nine (249) members. Each of these clubs has a president, vice president, secretary, treasurer, reporter and leader. These clubs meet monthly to discuss problems confronting 4-H members, to make plans for carrying out their work, to initiate new practices and to make plans for recreation and health. They also secure first-hand and valuable information in putting over their program. Record books are checked and instructions given along the line of keeping accurate and up-to-date record. The aims and objectives of 4-H club work are stressed from time to time in order to keep foremost in the minds of boys and girls the opportunity that 4-H work offers.

2. County Council

The County Council is composed of two (2) members and the leader of each club in the county. During the regular meetings of this Council plans are made for conducting 4-H club work. These plans have been along the line of project carrying, record keeping, health maintenance, recreation and aiding the war effort. Members of the County Council have been striving to get club members to increase the amount of production in the fields, gardens, flocks and herds.

3. Leaders

There are nine (9) 4-H Club leaders in the county; one for each club. All nine of these leaders are women. These leaders promote and guide the 4-H Club program throughout the county. The Chestnut Grove Club, which is a newly organized club, has been outstanding in record book keeping. Each member of this club turned in a well kept and complete

record book. The leader of this club has impressed upon the members the seriousness and worthwhileness of their job.

II DEMONSTRATIONS

1. Crops

(a) Corn

Seventeen (17) club members carried corn projects. Ten (10) of these projects were completed. There was a total of thirteen (13) acres in use with a total yeild of two hundred sixty (260) bushels of corn. The total receipts on these projects was two hundred sixty (\$260.00) dollars. The total expense was one hundred twelve (\$112.00) dollars with a total net profit of one hundred forty eight (\$148.00) dollars.

(b) Gardens

One hundred two (102) club members carried garden projects. Seventy seven (77) of these projects were completed. There was a total forty one (41) acres of land involved with a total yeild of one thousand nine hundred sixty four (1964) bushels of vegetables harvested. The value of the vegetables raised was one thousand four hundred seventy six (\$1476.00) dollars. The total expense was five hundred forty (\$540.00) dollars leaving a net profit of nine hundred thirty six (\$936.00) dollars. These boys and girls were able to aid in supplying the family with a variety of fresh vegetables throughout the growing season and an ample supply to store for winter use.

(c) Potatoes

Eight club members carried potato projects. Four (4) of these projects were completed. There was a total of two (2) acres of land invlved with a total yeild of sixty (60) bushels. The total receipt from these projects was sixty five (\$75.00) dollars. The total expense was forty two (\$42.00) dollars leaving a total net profit of thirty three (\$33.00) dollars.

2. Livestock

(a) Pigs

Twenty six boys and girls carried pig projects. Twenty of these projects were completed. The total number of animals involved was twenty (20) with a total receipt of four hundred twenty five (\$425.00) dollars. The total expense of these projects was two hundred sixty four (\$264.00) dollars leaving a net profit of two hundred fifteen (\$215.00) dollars. Seven (7) of these animals will be used as brood sows by the club members. Boys and girls are being encouraged to carry more and larger pig projects in order to eliminate or rather lessen the forthcoming meat shortage.

(b) Poultry

There are ninety six (96) club members carrying poultry projects. Seventy three (73) of these ~~projects~~ ~~are~~ ~~being~~ completed. There is a total of one thousand three hundred twenty six (1326) birds involved. The total receipt from the poultry was six hundred sixty three (\$663.00) dollars. The total expense was four forty eight (\$448.00) leaving a net profit of two hundred fifteen (\$215.00) dollars.

3. Other Activities

(a) Yard Beautification

The 4-H club members have been aiding in beautifying yards in their respective communities. Three (3) school yards have been made more attractive and fourteen (14) home yards have been greatly improved. Girls and boys have been putting into practice some of the things that they have learned about planting flowers, landscaping, arranging and cutting of shrubbery and the proper seeding of lawns.

(b) Salvage Campaign

The 4-H boys and girls are doing their bid for the victory effort. They have been helping to locate and collect all kinds of scrap materials. Prizes have been given by the schools throughout the

county for members or grades bringing in the largest amount of scrap. This has served as a great incentive and has given satisfactory results.

Summary of 4-H Club Work

| Work Planned | | Work Accomplished | |
|---------------------------------|-----|---------------------------|----|
| Corn Demonstrations ----- | 17 | Corn Demonstrations ----- | 10 |
| gardens----- | 102 | Gardens----- | 77 |
| Potatoes ----- | 8 | Potatoes ----- | 4 |
| Pigs ----- | 26 | Pigs ----- | 19 |
| Poultry ----- | 96 | Poultry ----- | 73 |
| Delegates to State Short Course | 5 | Cancelled | |
| Tours ----- | 1 | Cancelled | |

Human Interest Story

Mitchell Osborne of the S. J. Ellis 4-H club is making a great effort to get established in the poultry business. This club member says, "I built my poultry house in the spring by working each evening after school. I built my poultry house large enough to accommodate 100 birds even though I did not have this number then. During the summer I cut pulp wood in my spare chances and was able to purchase 100 baby chicks. After selling some of these birds to take care of feed expenses I had 50 left which I am keeping for egg production during the winter. Next spring I am planning to clear enough money from my eggs to purchase my baby chicks. During the winter I am planning to purchase 2 pigs with my profit from my eggs. In this way I will be able to get started in the hog business also.

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 Buckingham
REPORT OF

| | |
|---|--|
| _____ (Name) <i>Home Demonstration Agent.</i> | From _____ to _____, 194_____ |
| _____ <i>Assistant Home Demonstration Agent.</i> | From _____ to _____, 194_____ |
| _____ <i>4-H Club Agent.</i> | From _____ to _____, 194_____ |
| _____ <i>Assistant County Agent in charge of Club Work.</i> | From _____ to _____, 194_____ |
| <u>S. J. Jones</u> <i>Agricultural Agent.</i> | From <u>Dec. 1, 1941</u> to <u>Nov. 30, 1942</u> |
| _____ <i>Assistant Agricultural Agent.</i> | From _____ to _____, 194_____ |



READ SUGGESTIONS, PAGES 2 AND 16

Approved: Dec. 12, 1942

John L. Charney
Dist. Agent.

Date _____ State Extension Director.

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

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

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

From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington office should be sent through the State extension office.

NARRATIVE SUMMARY

A separate narrative report is desired from the leader of each line of work, such as county agricultural agent, home demonstration agent, boys' and girls' club agent, and Negro agent. Where an assistant agent has been employed during a part or all of the year, the report of his or her work should be included with the report of the leader of that line of work. Where an agent in charge of a line of work has quit the service during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

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

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

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

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

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

STATISTICAL SUMMARY

Where two or more agents are employed in a county they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents.

Provision is made in the report form for each agent to report separately the teaching activities he or she conducts or participates in during the report year. County totals are the sum of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers or families benefited in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical 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 | | 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 | XXXXXXXX |
| 2. Days devoted to work with adults ³ | | | | 230 | XXXXXXXX |
| 3. Days devoted to work with 4-H Clubs and older youth ³ | | | | 76 | XXXXXXXX |
| 4. Days in office ⁴ | | | | 115 | XXXXXXXX |
| 5. Days in field ⁴ | | | | 191 | XXXXXXXX |
| 6. Number of farm or home visits made in conducting extension work ⁴ | | | | 1440 | 1440 |
| 7. Number of different farms or homes visited | | | | 624 | 624 |
| 8. Number of calls relating to extension work | | | | 883 | 883 |
| | | (1) Office | | | |
| | | (2) Telephone | | | |
| 9. Number of news articles or stories published ⁵ | | | | | |
| 10. Number of bulletins distributed | | | | 824 | 824 |
| 11. Number of radio talks broadcast or prepared for broadcasting | | | | | |
| | | (a) Number | | 4 | 4 |
| | | Total attendance of: | | | |
| | (1) Adult work | (b) Men leaders | | 59 | 59 |
| | | (c) Women leaders | | 20 | 20 |
| 12. Training meetings held for local leaders or committeemen | | (2) 4-H Club and older youth | | | |
| | | Total attendance of: | | | |
| | | (b) Leaders | | | |
| 13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12) | | (1) Adult work | | 9 | 9 |
| | | (b) Total attendance | | 160 | 160 |
| | (2) 4-H Club and older youth | (a) Number | | 1 | 1 |
| | | (b) Total attendance | | 21 | 31 |
| 14. Number of adult result demonstrations conducted | | | | 0 | |
| 15. Meetings held at such result demonstrations | | (1) Number | | | |
| | | (2) Total attendance | | | |
| | (1) Adult work | (a) Number | | | |
| | | (b) Total attendance | | | |
| 16. Tours conducted | | (2) 4-H Club and older youth | | | |
| | | (a) Number | | | |
| | | (b) Total attendance | | | |
| | (1) Adult work | (a) Number | | | |
| | | (b) Total attendance | | | |
| 17. Achievement days held | | (2) 4-H Club and older youth | | | |
| | | (a) Number | | | |
| | | (b) Total attendance | | | |

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns 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 items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

| Report only this year's activities that can be verified | | | Home demonstration agents (a) | 4-H Club agents ¹ (b) | Agricultural agents (c) | County total ² (d) |
|--|------------------------------|-----------------------------|----------------------------------|-------------------------------------|----------------------------|----------------------------------|
| 18. Encampments held (report attendance for your county only) ³ | (1) Farm women | (a) Number | | | | |
| | | (b) Total members attending | | | | |
| | | (c) Total others attending | | | | |
| (2) 4-H Club and older youth | (a) Number | | | | | |
| | (b) Total boys attending | | | | | |
| | (c) Total girls attending | | | | | |
| | (d) Total others attending | | | | | |
| 19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported | (1) Adult work | (a) Number | | | 56 | 56 |
| | | (b) Total attendance | | | 1772 | 1772 |
| | (2) 4-H Club and older youth | (a) Number | | | 11 | 11 |
| | | (b) Total attendance | | | 201 | 201 |
| 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 | | | 6 | 6 |
| | | (b) Total attendance | | | 89 | 89 |
| | (2) 4-H Club and older youth | (a) Number | | | 3 | 3 |
| | | (b) Total attendance | | | 37 | 37 |

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 22.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

| | |
|---|-----|
| 21. Total number of farms in county (1940 Census) | 854 |
| 22. Number of farms on which changes in practices have definitely resulted from the agricultural program | 405 |
| 23. Number of farms involved in preceding question which were reached this year for the first time | 128 |
| 24. Number of nonfarm families making changes in practices as a result of the agricultural program | 3 |
| 25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program | |
| 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 | |
| 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 | 68 |
| 30. Number of other homes with 4-H Club members enrolled | 9 |
| 31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications) | 405 |
| 32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications) | 3 |

EXTENSION ORGANIZATION AND PLANNING

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

(a) Over-all or general: (1) Name County Advisory Board (2) No. of members 321
 (b) Agricultural: (1) Name _____ (2) No. of members _____
 (c) Home demonstration: (1) Name Junior 4-H Council (2) No. of members 27
 (d) 4-H Club: (1) Name _____ (2) No. of members _____
 (e) Older youth: (1) Name _____ (2) No. of members _____

34. Number of members of county extension program planning committees and subcommittees (include community and special-interest committees):
 (a) Agricultural: _____ (b) Home demonstration: _____ (c) 4-H Club: _____ (d) Older youth: _____

35. Total number of communities in county: 31
 36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees: 6
 37. Number of clubs or other groups organized to carry on adult home demonstration work: _____
 38. Number of members in such clubs or groups: _____
 39. Number of 4-H Clubs. (Same as question 17g, page 14) 9
 40. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (Same as question 18g, page 14) _____
 41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program:
 (a) Adult work: (1) Men 36 (2) Women 36 (b) 4-H Club and older youth work: (1) Men 9 (2) Women 9 (3) Older club boys _____ (4) Older club girls _____

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (and use planning or over-all planning) group, if any, sponsored by the Extension Service: _____
 43. Number of members of such county agricultural planning group:
 (a) Unpaid lay members: (1) Men _____ (2) Women _____ (3) Youth _____ (4) Older youth _____
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men _____ (2) Women _____ (3) Youth _____ (4) Older youth _____

44. Number of communities with agricultural planning committees (and use planning or over-all planning): (a) Men _____ (b) Women _____ (c) Youth _____ (d) Older youth _____

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

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

| 47. Days devoted to line of work by— | Extension organization and planning (a) | | | | County agricultural planning (b) | | | | Total (c) |
|--|---|---------------------|-------------------------|-----------------------------|----------------------------------|---------------|-----------|-----------------|-----------|
| | (1) Home demonstration agents | (2) 4-H Club agents | (3) Agricultural agents | (4) State extension workers | (1) County | (2) Community | (3) Youth | (4) Older youth | |
| 47. Days devoted to line of work by— | 19 | 4 | 4 | 4 | 19 | 4 | 4 | 4 | 19 |
| 48. Number of planning meetings held | 18 | 6 | 6 | 6 | 18 | 6 | 6 | 6 | 18 |
| 49. Number of unpaid voluntary leaders or committeemen assisting this year | 18 | 4 | 4 | 4 | 18 | 4 | 4 | 4 | 18 |
| 50. Days of assistance rendered by voluntary leaders or committeemen | 18 | 4 | 4 | 4 | 18 | 4 | 4 | 4 | 18 |

¹ Where extension program planning and county agricultural planning (and use or over-all planning) have been completely merged into a single program, planning activity, enter columns (a) and (b) as if all other cases columns (a) and (b). In all other cases columns (a) and (b) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (b) will be identical. In all other cases columns (a) and (b) will be identical. In all other cases columns (a) and (b) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (b) will be identical. In all other cases columns (a) and (b) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (b) will be identical. In all other cases columns (a) and (b) should be filled out.

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 vegetable | 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 | 9 | 8 | 2 | 2.1 | 19 | | 10 | 12 | 5 | 37 |
| (4) State extension workers | | | | | | | | | | |
| 52. Number of committees in which work was conducted this year | 4 | 3 | 2 | 10 | 8 | | 4 | 8 | 2 | 13 |
| 53. Number of voluntary local leaders or committeemen assisting this year | 5 | 2 | 1 | 12 | 11 | | 5 | 9 | 4 | 18 |
| 54. Number of farms assisted this year in— | | | | | | | | | | |
| (1) Obtaining improved varieties or strains of seed | 4 | 3 | 2 | 13 | 11 | | 2 | 12 | 2 | 14 |
| (2) The use of lime | | | | 24 | 10 | | | | | |
| (3) The use of fertilizers | | | | | | | 5 | 6 | | |
| (4) Controlling plant diseases | | | | | | | 1 | | | |
| (5) Controlling injurious insects | | | | | | | | | | |
| (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 |
|--|--------------|-------------|-------|-------|------------------|-----------------------------|-----------------|
| | (a) | (b) | (c) | (d) | (e) | (f) | (g) |
| 55. Days devoted to line of work by— | | | | | | | |
| (1) Home demonstration agents | | | | | | | |
| (2) 4-H Club agents | | | | | | | |
| (3) Agricultural agents | 13 | 2 | 2.23 | 2.2 | | 31 | 6 |
| (4) State extension workers | | | | | | | |
| 56. Number of communities in which work was conducted this year | 6 | 3 | 1.2 | 1.2 | | 21 | 7 |
| 57. Number of voluntary local leaders or committeemen assisting this year | 5 | 3 | 1.4 | 1.4 | | 20 | 8 |
| 58. Number of breeding circles or clubs or improvement associations organized or assisted this year | 4 | | 3 | 3 | | | |
| 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 purchased males | 1 | | 2 | 2 | | | |
| (2) Obtaining purebred or high-grade females | | | | | | | |
| (3) Obtaining better strains of baby chicks (including hatching eggs) | XXXXX | XXXXX | XXXXX | XXXXX | XXXXX | 10 | XXXXX |
| (4) Improving methods of feeding | | | | 2 | | 3 | |
| (5) Controlling external parasites | | | | 2 | | | |
| (6) Controlling diseases and internal parasites | | | | 3 | | | |
| (7) Controlling predatory animals | | | | | | | |

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

CONSERVATION OF NATURAL RESOURCES

| Include all work with adults, 4-H Club members, and older youth | Soil management (a) | Forestry (b) | Wildlife conservation (c) † |
|---|------------------------|-----------------|--------------------------------|
| 62. Days devoted to line of work by— | | | |
| (1) Home demonstration agents | | | |
| (2) 4-H Club agents | | | |
| (3) Agricultural agents | 5 | | |
| (4) State extension workers | | | |
| 63. Number of communities in which work was conducted this year | 6 | | |
| 64. Number of voluntary local leaders or committeemen assisting this year | 3 | | |

Soil Management—Continued

| | |
|---|----|
| 65. Number of farmers assisted this year— | |
| (a) With problems of land use based on soil types | |
| (b) In the use of recommended crop rotations | 8 |
| (c) With strip cropping | |
| (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 | 28 |
| (j) In summer-fallowing | 2 |
| (k) In making depth-of-moisture tests | 3 |
| (l) With drainage | 1 |
| (m) With irrigation | |
| (n) With land clearing | |
| 66. Number of soil-management associations organized or assisted during the year: | |
| (a) Legal soil-conservation districts | |
| (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 | |
|---|--|

† Include nature study.

FARM MANAGEMENT

Include all work with clubs, 4-H Club members, and other youth

| | Farm records, and records, farm inventories, etc. | Individual farm planning, adjustments, financing, and other management problems | Farm credit (short and long term) | Outlook information |
|--|---|---|-----------------------------------|---------------------|
| 70. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers | (a) 2 (b) 4 (c) 4 | (a) 3 (b) 3 (c) 3 | (a) 3 | (a) 9 |
| 71. Number of communities in which work was conducted this year | 4 | 3 | | |
| 72. Number of voluntary local leaders or committees assisting this year | 4 | 3 | | |

73. Number of farms—survey records taken during the year:
(a) Farm business
(b) Enterprises
(c) Other

74. Number of farmers assisted this year in—
(a) Farm inventory
(b) General farm records keeping
(c) Enterprise records

75. Number of farmers assisted this year—
(a) In developing a farm plan only
(b) In developing a farm and home plan
(c) In analyzing the farm business
(d) In improving landlord-tenant relations and leasing arrangements

76. Number of farmers assisted this year—
(a) In getting started in farming, or in re-locating
(b) With credit problems (debt adjustments and financial plans)
(c) In using "outlook" to make farm adjustments
(d) With a farm-income statement for tax purposes
(e) With farm-labor problems
(f) In developing supplemental sources of income

| | | | | |
|-----------------------------|-----------------------------|-----------------------------|--------------------|-----------------------------|
| 73. (a) 6 (b) 6 (c) 6 | 76. (a) 9 (b) 9 (c) 9 | 74. (a) 5 (b) 2 (c) 2 | 75. (a) 7 (b) 1 | 76. (a) 9 (b) 9 (c) 9 |
|-----------------------------|-----------------------------|-----------------------------|--------------------|-----------------------------|

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with clubs, 4-H Club members, and other youth

| | Trade and credit problems (price, market, transportation, etc.) | Land policy and program (conservation, land use, etc.) | Public finance and services (taxes, public works, etc.) | Rural welfare (employment, etc.) |
|--|---|--|---|----------------------------------|
| 78. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers | (a) 4 | (a) 9 | (a) 9 | (a) 4 |
| 77. Number of communities in which work was conducted this year | | | | 4 |
| 76. Number of voluntary local leaders or committees assisting this year | | | | 2 |

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

10

* Includes 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. 8 and 9) or to soil management (p. 7).

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 ² |
|--|---------|---------------|---------------------------------|----------------|-------------------------------|-----------------------|--------|-----------------|---|--------------------------|---|
| | (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 | | | | | | 3 | | | | | |
| (4) State extension workers | | | | | | | | | | | |
| 84. Number of communities in which work was conducted this year | | | | | | 4 | | | | | |
| 85. Number of voluntary local leaders or committeemen assisting this year | | | | | | 2 | | | | | |
| 86. Number of new cooperatives ³ assisted in organizing during the year | | | | | | 1 | | | | | |
| 87. Number of established cooperatives ³ assisted during the year | | | | | | | | | | | |
| 88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87) | | | | | | | | | | | |
| 89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ² | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 90. Number of farmers or families (not members of cooperatives) assisted during the year | | | | | | | | | | | |
| 91. Value of products sold or purchased by farmers or families involved in the preceding question | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 92. Number of private marketing and distributing agencies and trade groups assisted this year | | | | | | | | | | | 3 |
| 93. Number of programs ² pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year | | | | | | | | | | | 1 |
| 94. Number of marketing facilities improvement programs ² participated in or conducted this year | | | | | | | | | | | 1 |
| 95. Number of marketing surveys assisted with or conducted this year | | | | | | | | | | | 1 |
| 96. Number of special merchandising programs ² participated in or conducted this year | | | | | | | | | | | 2 |
| 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 feeding purposes.

² Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

| Include all work with adults, 4-H Club members, and older 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..... | | | | |
| (2) 4-H Club agents..... | | | | |
| (3) Agricultural agents..... | 8 | | 2 | 4 |
| (4) State extension workers..... | 5 | | | |
| 103. Number of communities in which work was conducted this year..... | 6 | | 1 | 10 |
| 104. Number of voluntary local leaders or committeemen assisting this year..... | 10 | | 2 | 10 |

The House, Furnishings, and Surroundings—Continued

| | |
|--|---|
| 105. Number of families assisted this year in— | |
| (a) Constructing dwellings..... | 1 |
| (b) Remodeling dwellings..... | 1 |
| (c) Installing sewage systems..... | |
| (d) Installing water systems..... | 3 |
| (e) Installing heating systems..... | |
| (f) Providing needed storage space..... | 4 |
| (g) Rearranging or improving kitchens..... | |
| (h) Improving arrangement of rooms (other than kitchens)..... | |
| (i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings..... | |
| (j) Selecting housefurnishings or equipment (other than electric)..... | |
| (k) Improving housekeeping methods..... | |
| (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..... | 1 |
| (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..... | 10 |

Farm Buildings—Continued

| | |
|---|---|
| 108. Number of farmers assisted this year in— | |
| (a) The construction of farm buildings..... | |
| (b) Remodeling or repairing farm buildings..... | 2 |
| (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..... | 23 |
| 111. Number of gin stands assisted this year in the better ginning of cotton..... | |

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 | | | | |
| (2) 4-H Club agents | | | | |
| (3) Agricultural agents | 43 | 16 | 20 | |
| (4) State extension workers | 2 | | 1 | |
| 113. Number of communities in which work was conducted this year | 29 | 16 | 12 | |
| 114. Number of voluntary local leaders or committeemen assisting this year | 84 | 73 | 18 | |
| 115. Number of families assisted this year— | | | | |
| (a) In improving diets | | | | 79 |
| (b) With food preparation | | | | 63 |
| (c) In improving food supply by making changes in home food production | | | | 416 |
| (1) Of vegetables | | | | 287 |
| (2) Of fruits | | | | 19 |
| (3) Of meats | | | | 227 |
| (4) Of milk | | | | 73 |
| (5) Of poultry and eggs | | | | 191 |
| (d) With home butchering, meat cutting or curing | | | | |
| (e) With butter or cheese making | | | | |
| (f) With food-preservation problems | | | | |
| (1) Canning | | | | 56 |
| (2) Freezing | | | | 18 |
| (3) Drying | | | | 47 |
| (4) Storing | | | | |
| (g) In producing and preserving home food supply according to annual food-supply budget | | | | |
| (A) In canning according to a budget | | | | 201 |
| (i) With child-feeding problems | | | | |
| (j) In the prevention of colds and other common diseases | | | | |
| (k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.) | | | | |
| (l) With first aid or home nursing | | | | |
| (m) In removing fire and accident hazards | | | | |
| 116. Number of schools assisted this year in establishing or maintaining hot school lunches | | | | |
| 117. Number of nutrition or health clinics organized this year through the efforts of extension workers | | | | |

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..... | | | |
| | (2) 4-H Club agents..... | | | |
| | (3) Agricultural agents..... | | | 3 |
| | (4) State extension workers..... | | | |
| 119. Number of communities in which work was conducted this year..... | | | | 3 |
| 120. Number of voluntary local leaders or committeemen assisting this year..... | | | | 3 |

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.....
 - (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 associations¹ or individually, with the buying of—
- (a) Food.....
 - (b) Clothing.....
 - (c) Housefurnishings and equipment.....
 - (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).....
125. Number of families assisted this year with "making versus buying" decisions.....
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.....
 - (b) The selection of clothing and textiles.....
 - (c) Care, renovation, remodeling of clothing.....
 - (d) Clothing accounts or budgets.....

Family Relations—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.....
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.....

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation.....
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 community 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 house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 10.
² Includes question 124; also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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

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

| Project | Number of boys enrolled (a) | Number of girls enrolled (b) | Number of boys completing (c) | Number of girls completing (d) | Number of units involved in completed projects (e) | |
|---|-----------------------------|------------------------------|-------------------------------|--------------------------------|--|---------------------------------|
| 138. Corn | 13 | 4 | 10 | - | 13 | 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 | 8 | - | 4 | - | 2 | Acres |
| 144. Cotton | | | | | | Acres |
| 145. Tobacco | | | | | | Acres |
| 146. Fruits | | | | | | Acres |
| 147. Home gardens | 33 | 69 | 19 | 58 | 41 | Acres |
| 148. Market gardens, truck and canning crops | | | | | | Acres |
| 149. Other crops | | | | | | Acres |
| 150. Poultry (including turkeys) | 23 | 73 | 12 | 61 | 1326 | Birds |
| 151. Dairy cattle | | | | | | Animals |
| 152. Beef cattle | | | | | | Animals |
| 153. Sheep | | | | | | Animals |
| 154. Swine | 25 | 1 | 19 | 1 | 20 | Animals |
| 155. Horses and mules | | | | | | Animals |
| 156. Other livestock | | | | | | Animals |
| 157. Bees | | | | | | Colonies |
| 158. Beautification of home grounds | | | | | | X X X X X X X X X X X X X X X X |
| 159. Forestry | | | | | | Acres |
| 160. Wildlife and nature study (rabbits, game, fur animals) | | | | | | X X X X X X X X X X X X X X X X |
| 161. Agricultural engineering, farm shop, electricity | | | | | | { Articles made |
| | | | | | | { Articles repaired |
| 162. Farm management | | | | | | X X X X X X X X X X X X X X X X |
| 163. Food selection and preparation | | | | | | { Meals planned |
| | | | | | | { Meals served |
| | | | | | | { Quarts canned |
| 164. Food preservation | | | | | | X X X X X X X X X X X X X X X X |
| 165. Health, home nursing, and first aid | | | | | | { Garments made |
| | | | | | | { Garments remodeled |
| 166. Clothing | | | | | | Units |
| 167. Home management | | | | | | { Rooms |
| | | | | | | { Articles |
| 168. Home furnishings and room improvement | | | | | | Articles |
| 169. Home industry, arts and crafts | | | | | | X X X X X X X X X X X X X X X X |
| 170. Junior leadership | | | | | | X X X X X X X X X X X X X X X X |
| 171. All others | | | | | | X X X X X X X X X X X X X X X X |
| 172. Totals (see footnotes 2 and 3, p. 14) | 102 | 177 | 64 | 120 | | X X X X X X X X X X X X X X X X |

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs. (Same as question 39) 9
174. Number of different 4-H Club members enrolled. (a) Boys 102 (b) Girls 147
175. Number of different 4-H Club members completing. (a) Boys 64 (b) Girls 120
176. Number of different 4-H Club members in school. (a) Boys 76 (b) Girls 124
177. Number of different 4-H Club members out of school. (a) Boys 26 (b) Girls 23
178. Number of different 4-H Club members from farm homes. (a) Boys 90 (b) Girls 132
179. Number of different 4-H Club members from nonfarm homes. (a) Boys 12 (b) Girls 15

Number of Different 4-H Club Members Enrolled:

| 180. By years | Boys (a) | Girls (b) | 181. By ages | Boys (a) | Girls (b) |
|---------------|----------|-----------|--------------|----------|-----------|
| 1st year | 32 | 67 | 10 and under | 11 | 9 |
| 2d | 23 | 35 | 11 | 17 | 17 |
| 3d | 12 | 19 | 12 | 17 | 23 |
| 4th | 13 | 14 | 13 | 19 | 30 |
| 5th | 9 | 5 | 14 | 17 | 33 |
| 6th | 9 | 4 | 15 | 10 | 16 |
| 7th | 6 | 2 | 16 | 13 | 16 |
| 8th | | 1 | 17 | 8 | 7 |
| 9th | | | 18 | 2 | 3 |
| 10th and over | | | 19 | 1 | 1 |
| | | | 20 and over | 1 | |

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging 4 (f) Fire and accident prevention 2
- (b) Giving demonstrations 3 (g) Wildlife conservation 2
- (c) Recreational leadership 16 (h) Keeping personal accounts 16
- (d) Music appreciation 12 (i) Use of economic information 16
- (e) Health 12
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 186, 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) | 20-29 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 12, 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 by completion instead of enrollment.

MISCELLANEOUS

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

| Includes all work with clubs, 4-H Club members, and other youth | | Home (6) | Quartermaster (6) | All other work (6) |
|--|--|----------|-------------------|--------------------|
| 198. Days devoted to line of work by— | | | | |
| (1) Home demonstration agents | | | | |
| (2) 4-H Club agents | | | | |
| (3) Agricultural agents | | | | |
| (4) State extension workers | | | | |
| 199. Number of communities in which work was conducted this year | | | | |
| 200. 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 (6) | | 4-H Club agents (6) | | Agricultural agents (6) | |
|---|-------------------------------|-----|---------------------|-----|-------------------------|-----|
| | (a) | (b) | (a) | (b) | (a) | (b) |
| 198. Estimated number of days devoted to— | | | | | | |
| (1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems) | 28 | | | | | |
| (2) Problems arising from new military camps, munitions plants, and war industries | 14 | | | | | |
| (3) Civilian defense (such as the prevention, Red Cross training, air-raid warnings) | 33 | | | | | |
| (4) Other war work (including collection of salvage material) | | | | | | |

COOPERATION WITH OTHER FEDERAL AGENCIES

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

| 199. Days devoted to line of work by— | War bonds (6) | | Civilians from agency (6) | | Employment service (6) | | Agricultural Extension Agents (6) | | Federal Marketing Agents (6) | | Soil Conservation Service (6) | | Farm Security Administration (6) | | Bureau of Entomology and Plant Industry (6) | | Tennessee Valley Authority (6) | | Special Agency: Federal Reserve Bank (6) | | |
|--|---------------|-----|---------------------------|-----|------------------------|-----|-----------------------------------|-----|------------------------------|-----|-------------------------------|-----|----------------------------------|-----|---|-----|--------------------------------|-----|--|-----|--|
| | (a) | (b) | (a) | (b) | (a) | (b) | (a) | (b) | (a) | (b) | (a) | (b) | (a) | (b) | (a) | (b) | (a) | (b) | (a) | (b) | |
| (1) Home demonstration agents | | | | | | | | | | | | | | | | | | | | | |
| (2) 4-H Club agents | 5 | 3 | 3 | 1 | 8 | 3 | 3 | 5 | | | | | | | | | | | | | |
| (3) Agricultural agents | 8 | 8 | 8 | 3 | 6 | 4 | 3 | | | | | | | | | | | | | | |
| (4) State extension workers | 3 | 3 | 3 | 3 | 2 | 3 | 1 | | | | | | | | | | | | | | |
| 200. Number of communities in which work was conducted this year | 1 | 9 | 9 | 9 | 5 | 1 | 6 | | | | | | | | | | | | | | |
| 201. Number of voluntary local leaders or committeemen assisting this year | | | | | | | | | | | | | | | | | | | | | |
| 202. Number of meetings participated in this year by extension workers | | | | | | | | | | | | | | | | | | | | | |

1. Include gradekeepers, camp-women, club leaders, and other names 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. Freely use of extension terms is an obligation each extension worker owes to the other members of the 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 home-maker 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* are 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, home-maker, 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.
6. 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.
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 method 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)* visited 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 economics, 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-orienting 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 substance 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 15 to 25 years of age.