

NARRATIVE REPORT OF AGRICULTURAL EXTENSION WORK

• • in

GREENSVILLE COUNTY, VIRGINIA

1953

GEORGE D. WILLIAMS, LOCAL FARM AGENT

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TYPE OF AGRICULTURE

Greensville county is uniquely located. Highways 301 and 58 intersect at the county seat; the Atlantic Coast Line and Atlantic And Danville railroads do likewise, furnishing excellent travel north, south, east and west. The county is bordered on the south by North Carolina and is touched by four other Virginia counties.

One section of the county has soils that are classed as being in the piedmont area and another section has soils classed as being in the tidewater area. The land varies in contour, ranging from rolling to moderately rolling and then to low flat, bottom land.

Peanuts, cotton, tobacco, soybeans and cucumbers constitute the main cash crops. Corn is being sold by an increasing number of farmers and is fast coming into its own as a big money crop. More hogs are reared and sold than any other livestock. Swine production is fast becoming one of the big money producing enterprises of the county. Beef cattle for market are produced on a limited scale by less than a score of farmers.

Approximately two-thirds of the county is in forests, owned mostly by farmers in the county, and helping to support several industries engaged in producing lumber and its products.

County Organizations

County Advisory Board
Community Farm Clubs
Neighborhood Leaders

NFA Farmers
Veterans Classes
County Committees
of
Advisory Board

4-H County Council

J. Horsely SCS
District

4-H Clubs

FHA AND Farm Credit
Administration

County Committee
of
PMA

Home Demonstration

At two of the three meetings held by the County Advisory Board, the past year's work was reviewed, and the current year's work programmed with various committees being appointed and many activities of a county-wide and state nature sponsored. As is customary, the County Advisory Board selected delegates from its own members and paid their fees to the State Advisory Board's annual meeting. The Board also continued its project, began in 1935, of circulating in the county an invalids wheel chair for use by indigent people.

MAJOR PROJECTS

Corn

A. Situation

1. Corn yields per acre for the county is an estimated 45 bushels.
2. Too large a number of farmers balk at using recommended quantities of fertilizers and other practices.
3. The majority of farmers need to bring up their yield of corn which will permit more economical feeding of market hogs and provide a surplus of corn for sale.

B. Goals

1. To increase the per acre yield of corn for the county by using the 100 bushel corn club as a stimulus.
2. To teach more economical corn production.

C. Methods

The County Advisory Board appointed a committee who signed

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twenty-five contestants by April. Two adult result demonstrations were conducted. Nine hundred persons were contacted through farm visits made by the agent and leaders, by office calls and meetings,

by distributed circular letters and bulletins and by radio. One of the two radio talks given on the economical production of this crop featured a farmer who told how he had consistently made more than 100 bushels of corn per acre.

D. Results

Recommended crop rotation, hybrids, fertilization and cultural practices were followed by an estimated 570 farmers and other corn growers. Most visible change of practice was the widespread adoption of the level method of cultivation. Due to dry weather, the yield was most disappointing. It ranged from nothing on some fields to an estimated 50 bushels per acre on other farms.

Nevertheless, the auspicious start made by corn growers was most encouraging....and it is believed that contact by radio had much to do with it. A similar procedure will be used for this crop another year.

Pasture Campaign

A. Situation

1. At the end of 1952, an estimated two hundred and fifty farmers had around 700 acres of improved pasture of ladino clover and orchard grass.
2. Many of these pastures were too small to adequately care for the livestock on the farms and permit rearing of livestock

for market.

B. Goal

1. To plan an effective county-wide campaign and to get each farm to provide adequate pasture for the livestock now on the farm.

2. To urge each farm to increase its acreage of improved pasture and the number of head of livestock on the farm as rapidly as economic conditions and good farm practices and management will justify.

C. Methods

Four adult result demonstrations were conducted. A pasture committee of 25 farmers along with 45 local leaders helped to spread information. Twenty-eight of this group toured two state experiment stations and observed experimental work on pastures. Four county meetings were held, farm visits made, office calls received, 500 bulletins distributed and 300 circulars mailed. During the latter part of the year, two radio talks were made advising farmers how to try and meet the drought conditions, placing special emphasis on seeding winter pastures. Organizations cooperating were community farm clubs, SCS, PMA, and veterans and vocational teachers.

D. Results

There was a definite increase in the number of spring pastures seeding, but these and old established pastures suffered during the summer dry spell. The best results were obtained in the seeding of small grains for winter pastures with an estimated \$25

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- farmers seeding 4000 acres.

- Since the dry weather continued over into the fall months, the number of farmers seeding for winter pasture was surprising. The goal set is a long time one and will be continued.

Farm and Home Unit Demonstrations

- A. Situation

- 1. Continued requests by farmers that their homes and farms be set up in a unit demonstration attests to the popularity for this project.

- 2. The community and county influence and the teaching possibilities of this unit demonstration are manifold and have been clearly demonstrated.

- B. Goal

- 1. Continue the six farm and home unit demonstration now in operation.

- 2. Through these endeavor to demonstrate to the community and the county successful farm and home practices, thus attempting to bring about the most profitable operation of the farm and increase the standard of living in the home.

- C. Methods

- Supplied record books and assisted with making entries and keeping records, and assisted demonstrators in using their land capability maps and soil and water conservation plans.

- Enlisted help of soil and conservationist in supervising each demonstrator's program.

- Made periodical visits to farms, received office calls and mailed to each recommended farm and home practices.

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- D. Results

Group Activities

With Crops: The yield of cotton averaged 250 pounds of lint per acre; peanuts averaged 8 bags per acre; corn 35 bushels and soybeans 10 bushels. Three additional acres of ladino clover and orchard grass were seeded. The combined group seeded 120 acres of small grain for winter pasture and cover. All rotated their crops, using recommended fertilizers and cultural practices.

With Livestock: A total of 600 hogs were marketed. Fifteen beef cattle were sold.

Home Improvements: One installed running water with bath and indoor toilet; another installed running water only with copper pipes. The son of one attended college. All live at home and have neat painted homes surrounded with shrubbery.

Leadership: All are members of the County Advisory Board, three being active. Each is a leader in his community helping to spread agricultural extension teachings and assisting in community and county activities otherwise. Two are members of crop planning committees.

• •
MINOR PROJECTS

• Peanuts

• Results:

The three demonstrators set up to help teach economical production of this crop had a total of 85 acres and got an average yield of 11 bags per acre. An estimated 570 farmer

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were helped in some phase of production...the main ones being:
Use of right kind of seed for their particular soils, testing
their soils, seed treatment, spacing of seed and use of recommended lime and fertilizer. Dry weather curtailed the over-all yield of this crop. Some acres yielded only three bags; others yielded as much as 15 bags per acre.

o Cotton

Results:

The estimated yield of cotton per acre this year is 250 pounds lint, the yield of the three demonstrators not excepted. The total number of farmers helped in all phases of production numbered 650. Items stressed in the economical production of this crop were: Control of the boll weevil and diseases, use of recommended fertilizer and variety and strain of seed and marketing.

Tobacco

Results

o Seventy-five tobacco growers were assisted in getting better varieties of tobacco, in using recommended fertilizers, controlling insects and diseases/^{and} in marketing. Two adult result demonstrators got yield of 1000 and 800 pounds per acre on 5.3 acres. The average per acre yield for the county was an estimated 500 pound due to dry weather.

o Fall-Winter Vegetable Gardens

Results:

An estimated 650 farmers and other individuals were influenced to attempt a fall-winter garden, starting in July and making plantings through October. Assistance was also given these people in

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securing the proper varieties to plant, controlling insect and diseases, using fertilizers and storing.

Fruits, Flowers, Ornamental Shrubs

● Results:

Fifteen people were aided in securing and planting apple, peach and pear trees. One hundred followed advice in fertilizing their fruit trees. Eighty were assisted in controlling insects and diseases.

Three adult result demonstrations were carried under the heading "Beautified Home and Surroundings". These demonstrators improved their driveways, planted 20 nursery, brought shrubs and one constructed a curved concrete walk from his driveway to his front steps and enclosed his service yard with a painted decorative fence along which he planted flowers. Other assisted were: 75 in securing shrubs and 25 in controlling insects and diseases. Three were guided in rearranging their shrubbery.

● Livestock Production and Marketing

Results:

Beef Cattle....Two demonstrators lead the way. James Tucker who pioneered in cattle production in the county by breeding beef bulls to his milk cows now has increased his herd to 21 animals. Leon Francis of Diamond Grove Community has 27 cattle, twenty of which are pure bred Herefords. Seventeen other were assisted in selection of animals, feeding and controlling diseases and internal parasites.

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Swine....A total of 670 farmers and other individuals were assisted directly or indirectly in adopting recommended practices in the production of swine. One of the practices adopted was the control of diseases and internal and external parasites of hogs. Another was the production of cheap feed. Adopted to a lesser degree were the practice of selection in breeding and the adoption of efficient work methods. Market information and swine outlook influenced the majority of the above number. The advice given of putting hogs on the market because of shortage of feed brought on by the drought influenced a large number of growers. The three result demonstrators who were to show how to rear hogs for the market by grazing their hogs on improved pasture, the cheapest source of feed, suffered by the drought as did others. The feed problem created by the drought caused the largest number of hogs to be put on the market this year than ever, and most of which were unfinished.

Soil And Water Conservation And Management And Forestry

Results:

Five hundred-seventy-five individuals were assisted as follows: 75 with proper land use; 5 with contour cropping; 10 with terracing; four with drainage; 100 in using lime and gypsum; 575 use of fertilizers; 500 with production of soil improvement crops; 450 with crop rotation and 4 with land clearing.

In forestry one was assisted in planting three acres of pine trees; five helped to improve timber-stand; 20 were aided in selecting cutting; 6 were aided in estimating and appraising; one helped in treating fence posts. Twenty were advised on timber selling practices.

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"THREE FARMERS" and demonstrator James Tucker went into his farm woods in August and began on his annual tree harvesting work. He and his sons will continue this activity throughout the winter and early spring until crop time. This practice of Mr. Tucker's has netted him an annual income since 1935. The practice consists of weeding, thinning and harvesting mature trees. He concludes that his forest trees are improved after each annual cutting.

Planning And Management Of The Farm Business

Results:

The estimated number of farmers and other individuals assisted in adopting recommended practices is 625. Information supplied on the agricultural outlook influenced greatest number. Other adopted practices were: Ten in keeping and analyzing farm records; six developed an over-all farm plan; 75 made needed adjustments in farm organization; 100 developed supplemental sources of income; 20 were helped in obtaining credit and 10 in income tax problems.

Farm Building And Mechanical Equipment

Results:

Farmers, homemakers and other individuals adopting recommended practices totaled 290. One followed recommendations in laying out farm buildings; 2 used furnished plans in the construction of farm buildings; 2 remodeled buildings; 10 in selecting farm equipment; 5 in developing labor saving devices and equipment and 270 in the use, care, and repair of farm mechanical equipment.

Four-H Clubs

A. Situation

1. Boys in 4-H club work are supervised by the farm agent; girls are supervised by the home agent. Whenever the need arises, both farm and home agent attend the same meeting. More frequently, the farm and home agent alternate in attending club meetings, planning and conferring together in weekly conferences.

2. Eligible boys and girls belong to the same club and select the line of work they desire. In special projects like tractor maintenance, the boys form a tractor club and meet occasionally with their community club.

3. Meetings are held in the school rooms, commercial shops and school shop and in the homes.

B. Goal

1. To strengthen the 4-H club organization and work in the county through a more effective use of leaders.

C. Methods

The number of boys enrolled were 317, carrying 359 projects. A total of 51 meetings were held with 2963 in attendance, the farm agent holding 38 meetings and leaders 13. Three County Council meetings were held to discuss, plan and check county-wide activities. The services of licensed electrician were obtained to teach boys enrolled in the Farm and Home Electric project; likewise, the services of trained tractor mechanics were secured to instruct in the Tractor Maintenance

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course. The instruction given at meetings was reinforced by farm visits and office calls, mailed bulletins, circulars and radio talks.

D. Results

The number of boys completing their projects was 230, carrying or completing with 250 projects. Projects completed consisted of corn, peanuts, cotton, tobacco, gardens, soil and water conservation, forestry, poultry, cattle, swine, tractor maintenance, farm and home electric, health and farm and home safety. Involved in the completed projects were 253 acres, 800 birds (poultry), 121 animals, 8 tractors and 22 articles made or repaired by the farm and home electric group.

State Short Course and Wildlife and Conservation Conference

Six boys and one leader attended the Short Course and three boys and a leader attended the Wildlife and Conservation Conference. Upon returning to their county, this group was placed on special 4-H committees and served commendably.

County 4-H Achievement Day

Held October 24, this annual event embraced a 4-H panel discussion, movies, exhibits, recognition of leaders and songs. Of the two movies shown, the 4-H Shelf and the Fifth H, the latter proved by far the most popular, providing instruction as well as entertainment.

Members of the panel discussion group were composed of county delegates who attended the two state meetings. By demonstration, illustration and discussion, they gave the audience of 200 a very good picture of what went on at these two outings. Both individual cash prizes were awarded for exhibits.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

This form is for use by county extension agents in making an annual statistical report on all extension work done in the county during the year. Agents resigning or transferring should make out this report before leaving the county.

County Greensville State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>A. L. Thomas</u>	<u>Local Home Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953</u>
<u>George D. Williams</u>	<u>Local Farm Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953</u>



READ SUGGESTIONS ON PAGE 32

Approved: _____

Date: _____

State Extension Director

Form ES-21
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work should report **ALL THEIR WORK** in the column provided. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B. When two or more agents (a county agent and an assistant) doing similar work report in the same column, whether it be A, B, or C, duplications should be removed before the entry is made. The county total, column D, is the sum of the three preceding columns less duplications not previously eliminated.

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group seeking information or assistance.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notices of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.
7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result

demonstrations are definitely planned in advance and not "found."

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.
Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10.

In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.

- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

SEND SUGGESTIONS ON PAGE 22

State Extension Agents

Form No. 11
(Revised June 1933)

EXTENSION TEACHING AND OTHER ACTIVITIES

Include all activities carried on this year that are related to extension work.

Item	Agents going primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number	367		855	1214
2. Office calls..... do	295		567	862
3. Telephone calls..... do	254		225	479
4. News articles or stories prepared Number	89		4	93
5. Broadcasts made or prepared:				
a. Radio..... do	15		18	33
b. Television..... do				
6. Bulletins distributed..... do	1774		4222	5996
7. Adult result demonstrations conducted..... Number	24		37	61
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	27		11	38
(2)..... Attendance	245		66	311
b. YMW work:				
(1)..... Number	6			6
(2)..... Attendance	42			42
c. 4-H Club work:				
(1)..... Number	16		12	20
(2)..... Attendance	223		173	336
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	104		10	112
(2)..... Attendance	631		714	1208
b. YMW work:				
(1)..... Number	6			6
(2)..... Attendance	66			66
c. 4-H Club work:				
(1)..... Number	64		38	82
(2)..... Attendance	761		2795	2956
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	29		7	36
(2)..... Attendance	366		68	434
b. YMW work:				
(1)..... Number	4			4
(2)..... Attendance	209			209
c. 4-H Club work:				
(1)..... Number	12		13	25
(2)..... Attendance	399		168	567

EXTENSION ORGANIZATION AND PROGRAM PLANNING—Interpretation

- 12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program.
- 13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meet-

ings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.

- 14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here.
- 15. Included should be members of the county-wide councils or committees reported in item 12, as well as in items 22, 27, 39, 45, and in corresponding items throughout the report schedule, less duplications.

88	4	88	
28	81	21	
399	222	441	
12	78	45	
90	11	72	
115	82	215	
0		0	
27		24	
02	51	21	
378	271	222	
511	01	701	
602	117	120	
0		0	
22		22	
28	28	12	
222	272	127	
22	7	72	
422	82	222	
41		4	
40		002	
32	81	21	
222	201	222	

EXTENSION ORGANIZATION AND PROGRAM PLANNING

11. County organization, association, board, or committee sponsoring extension work in the county:

a. Name of citizens' organization or group having legal or quasi-legal status, if any.....

County Board of Supervisors

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

from "a".....

12. COUNTY-WIDE advisory COUNCILS or COMMITTEES assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Councils or committees		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all or general.....	1	35	4	100
b. Agricultural.....	3	50	3	75
c. Home demonstration.....	1	40	6	103
d. Young men and women.....	1	6	3	15
e. 4-H Club.....	2	136	4	204

13. MEETINGS (other than those involved in 12) held PRIMARILY for the PURPOSE of DETERMINING the extension program:

Item	A		B	
	Number	Attendance	Number	Attendance
a. Community or local meetings.....	206	6,180		
b. County meetings.....	14	428		

14. Number of fact-finding surveys for program-planning purposes made during the year..... 3

15. Total number of different voluntary local leaders or committeemen (county, community and neighborhood) assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work.....	105		XXXX	XXXX
b. In adult home demonstration work.....		193	XXXX	XXXX
c. In young men and women's work.....		23	XXXX	XXXX
d. In 4-H Club work.....	25	61	54	64
e. Total number of DIFFERENT leaders.....	130	193	54	54

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 12

17. Number of members in such clubs or groups..... 399

PROGRAM EMPHASIS--Interpretation

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

will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents engaged in the respective lines of work.

Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. Additional information is given below.

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

21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.

21b. This is to include days spent attending summer extension courses, workshops, and other training activities, including district and State extension conferences. Do not include time spent in training local leaders. Such training of local leaders in extension organization and program planning should be reported under item 21a; training in subject matter should be reported under one of the appropriate subject headings 21c through 21t.

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

19. Days actually worked		20. Sum of subitems a, b, and c		21. Relative emphasis	
County	Group	County	Group	County	Group
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10
11	11	11	11	11	11
12	12	12	12	12	12
13	13	13	13	13	13
14	14	14	14	14	14
15	15	15	15	15	15
16	16	16	16	16	16
17	17	17	17	17	17
18	18	18	18	18	18
19	19	19	19	19	19
20	20	20	20	20	20
21	21	21	21	21	21
22	22	22	22	22	22
23	23	23	23	23	23
24	24	24	24	24	24
25	25	25	25	25	25
26	26	26	26	26	26
27	27	27	27	27	27
28	28	28	28	28	28
29	29	29	29	29	29
30	30	30	30	30	30
31	31	31	31	31	31
32	32	32	32	32	32
33	33	33	33	33	33
34	34	34	34	34	34
35	35	35	35	35	35
36	36	36	36	36	36
37	37	37	37	37	37
38	38	38	38	38	38
39	39	39	39	39	39
40	40	40	40	40	40
41	41	41	41	41	41
42	42	42	42	42	42
43	43	43	43	43	43
44	44	44	44	44	44
45	45	45	45	45	45
46	46	46	46	46	46
47	47	47	47	47	47
48	48	48	48	48	48
49	49	49	49	49	49
50	50	50	50	50	50
51	51	51	51	51	51
52	52	52	52	52	52
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68	68	68	68	68	68
69	69	69	69	69	69
70	70	70	70	70	70
71	71	71	71	71	71
72	72	72	72	72	72
73	73	73	73	73	73
74	74	74	74	74	74
75	75	75	75	75	75
76	76	76	76	76	76
77	77	77	77	77	77
78	78	78	78	78	78
79	79	79	79	79	79
80	80	80	80	80	80
81	81	81	81	81	81
82	82	82	82	82	82
83	83	83	83	83	83
84	84	84	84	84	84
85	85	85	85	85	85
86	86	86	86	86	86
87	87	87	87	87	87
88	88	88	88	88	88
89	89	89	89	89	89
90	90	90	90	90	90
91	91	91	91	91	91
92	92	92	92	92	92
93	93	93	93	93	93
94	94	94	94	94	94
95	95	95	95	95	95
96	96	96	96	96	96
97	97	97	97	97	97
98	98	98	98	98	98
99	99	99	99	99	99
100	100	100	100	100	100

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12		12	24
19. Total days worked.....	277		290	567
20. Days devoted to--				
a. Adult work.....	132		162	294
b. YMW work.....	13		20	33
c. 4-H Club work.....	132		108	240
21. Days devoted to--				
a. Extension organization and program planning.....	44		24	68
b. In-service training of agents.....			5	5
c. Crops.....			114	114
d. Livestock.....			40	40
e. Marketing; distribution; and service organizations.....			9	9
f. Soil and water conservation and management.....			24	24
g. Forestry.....			9	9
h. Wildlife.....				
i. Planning and management of the farm business.....			16	16
j. Farm buildings and farm me- chanical equipment.....			19	19
k. House and surroundings, furnis- hings and equipment.....	53		6	59
l. Home management.....	11			11
m. Family economics.....	10			10
n. Clothing.....	41			41
o. Foods and nutrition.....	44		8	52
p. Health.....	12		5	17
q. Family life, child development, parent education.....	17			17
r. Safety.....	10		6	16
s. Community development and public affairs.....	18		4	22
t. Days that cannot be charged specifically to one of items a through s.....	17		1	18

CROPS—Production and Marketing—Interpretation

This section deals with the work done with farmers and others in connection with the production and harvesting of specific crops or groups of crops, and with those aspects of marketing that take place ON THE FARM. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC (decision-making) aspects when you report on the work done. Persons assisted in work relating to the following should also be included in the respective columns:

- B. Corn for silage and grain cut for hay.
 - C. Cottonseed and flax in those areas where they are grown for fiber.
 - E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
 - F. Coffee.
 - G. Watermelons, cantaloups, and yams.
 - H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and lawns.
22. The voluntary local leaders or committeemen who have actively engaged in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an attendance of 490 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.
24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
 - (3) Probable number of OTHER PERSONS REACHED with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other

mass media, including the passing on of extension information from one neighbor to another.

- (4) All other available evidence indicating the proportion of potential clientele, for example, number of cotton growers in the county who made use of extension information relating to a specific crop or group of crops. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.
25. Item should include—
- a. The total number of persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("b" through "k"), other practices emphasized in the extension program should be included. Item 25a cannot exceed item 24, but will normally be larger than any one of the sub-items 25b through 25g.
 - c. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42f.
 - g. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes; and harvesting of potatoes, fruits, and vegetables.
26. Item should include—
- a. The total number of DIFFERENT persons helped with any FARM MARKETING problems relating to a specific crop or group of crops should be reported here. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of sub-items 26b, c, or d.
 - b. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
 - c. The use of market reports, supply and demand reports, outlook, etc.
 - d. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS—Production and Marketing

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	105	45	105	20		10	75	5
23. Total number of persons contacted individually or through meetings.....	900	900	1100	225		200	1400	100
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly to adopt recommended practices.....	615	525	680	75		140	650	75
25. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of production.....	570	400	650	60		125	600	60
Specific production and management practices incident to—								
b. Use of improved varieties and strains.....	275	375	590	22		15	500	38
c. Use of fertilizers.....	500	375	590	30		100	500	25
d. Control of injurious insects.....	350	4	400	45		40	375	35
e. Control of diseases.....	400		400	10		40	50	8
f. Harvesting, storing, and curing.....	100	50	300	15			375	
g. Efficient work methods.....	150	125	500	40			100	8
26. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of marketing.....	500	350	640	50				
Specific marketing practices incident to—								
b. Preparation for market.....	450		100	10				
c. Commodity outlook and market information.....	450	350	600	49				
d. Arranging to sell and selling.....	450		400					

LIVESTOCK—Production and Marketing—Interpretation

Work done with farmers and other persons in connection with the production of various kinds of livestock and livestock products, and with those aspects of marketing ON THE FARM, is grouped in this section. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC aspects when reporting work done.

- F. Under "other livestock," persons assisted in work with horses and mules, rabbits, and fur animals should be reported.
27. Voluntary local leaders who have actively engaged in furthering extension work with each kind of livestock. See also interpretation of item 8.
 28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
 29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adoption of a new, or improvement in an old, practice—
 - (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
 - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
 - (3) Probable number of OTHER PERSONS REACHED through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
 - (4) All available evidence indicating the percentage of the potential clientele: Number of farms and other places keeping poultry, that made use of extension information relating to specific kinds

of livestock and livestock products. Such evidence may be from sample surveys, reports from local leaders, and secretaries of organized livestock groups, requests for bulletins, inquiries received after the release of specific news articles or after broadcasts, amount of a product or of material handled by dealers, personal observations, and other sources.

Item 29 will normally be greater than either subitem 30a or 31a.

30. Item refers to—

- a. The number of persons helped with any livestock production or management practice. This subitem should include the specific practices listed in 30b through 30f, plus other production and management practices emphasized in the county extension program. Subitem 30a cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- b. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
- f. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.

31. Item should include—

- a. Different persons assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- b. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
- c. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
- d. Persons assisted primarily with those activities involved in arrangements incidental to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

In estimating the influence of extension teaching, be sure to consider all phases of the extension program. Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Dairy animals and products A	Poultry and products B	Beef cattle C	Sheep, goats, and products D	Swine E	Other livestock and products F
27. Number of voluntary local leaders assisting.....	10	20	5		85	
28. Total number of persons contacted individually or through meetings.....	275	1050	50		1100	
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	75	300	20		670	
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management.....	50	275	15		600	
Specific production and management practices incident to—						
b. Selection and breeding.....	14		3		100	
c. Feeding.....	40	275	12		495	
d. Controlling external parasites.....	15	100	2		500	
e. Controlling diseases and internal parasites.....	5	100	4		500	
f. Efficient work methods.....	30	75	6		50	
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing.....	5	100	10		400	
Specific marketing practices incident to—						
b. Preparation for market.....	5	2			200	
c. Commodity outlook and market information.....		100	10		400	
d. Arranging to sell and selling.....			4		35	

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS—*Interpretation*

32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
35. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and pro-

cessors, wholesalers, retailers, and others engaged in marketing grain.

- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- e. (1) Cotton ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
- (2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and deliver routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate item in the respective sections, such as farm mechanical equipment (item 55a), home equipment (item 61a), and clothing (item 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

32. Assistance given to FORMALLY organized cooperatives (those incorporated under State law):

Kind of cooperative	Cooperatives	Members	Cooperatives given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Membership and public-relations problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....						
b. Farm and home service.....						

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

Type of activity	Groups	Members
	A	B
	Number	Number
a. Marketing and purchasing.....	1	25
b. Farm and home service.....		

Number

34. SURVEYS made during the year on specific problems of—

a. Marketing.....	
b. Service facilities.....	
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products.....	25
b. Home products (arts, crafts, etc.).....	
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.....	
b. Hay and other forage crops.....	
c. Cotton: (1) Cotton ginner.....	
(2) Other.....	
d. Tobacco.....	
e. Oil crops (soybeans, flax, peanuts, etc.).....	
f. Sugar crops.....	
g. Dairy and dairy products.....	
h. Poultry and poultry products.....	
i. Meat animals and meat products.....	
j. Fruits and nuts.....	
k. Vegetables including potatoes.....	
37. Food retailers assisted with merchandising problems.....	
38. Persons assisted with CONSUMER information on agricultural products.....	estimated total

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE—*Interpretation.*

Consideration is to be given to the **PLANNING** and **ECONOMIC** aspects as well as to the technological problems incident to carrying out the practices listed on this page.

A. Soil-and-water conservation and management refers to all extension work incident to the improvement of soil fertility and the continuous productive capacity of the land. Practices, such as the application of fertilizer utilized **PRIMARILY** by the crop to which it is applied, should be reported under Crops. However, certain practices, such as fertilizer application, may contribute to both immediate crop-production gain and long-time soil improvement. Some duplication in the reporting of such practices is inevitable.

39, 40, and 41. See interpretation of corresponding items under Crops and Livestock.

42. Item—

e. Refers to development of water supplies, both gravity and underground; storage, reservoirs, tanks, distribution systems, and the like. Persons given assistance in determining the quality of water for crop purposes are to be included.

f. Refers to problems relating to the removal of excess water: Installation of tile, drainage-ways, and ditches. Persons given assistance

in saline-alkaline reclamation are to be included.

g. Reports assistance given with problems relating to the application of water to the land; water measurement; penetration duty of water, and the like.

h and i. Report only application of soil amendments and fertilizers that contribute to land protection and sustained productivity of the soil. Where such applications are made primarily for use of a crop currently grown, such assistance is to be reported under the appropriate crop.

44. Item—

a. Reports only those assisted in the construction or management of ponds for fish. Ponds constructed primarily for storage of water for use in irrigation should be reported in Item 42e.

b. Refers to the planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders, and with other plantings for food and protection in wildlife areas.

c. Includes protection of such wildlife areas as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock.

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

In estimating, the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	85	5	
40. Total number of personal contacts made individually or through meetings.....	700	625	
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	575	435	

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use.....	75
b. Contour and strip cropping.....	5
c. Terracing.....	10
d. Grassing waterways.....	
e. Water supply, storage, and distribution.....	12
f. Drainage.....	
g. Irrigation.....	
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	100
i. Use of fertilizers (commercial and barnyard).....	575
j. Production of soil-improvement crops.....	500
k. Crop rotations.....	450
l. Land clearing.....	4
43. Farmers and other individuals reported in item 41-B assisted with—	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	1
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	15
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	20
d. Estimating and appraising.....	6
e. Production of maple-sirup products or naval stores.....	
f. Treating wood products with preservatives (fence posts and building timbers).....	1
g. Marketing of forest products (includes markets and timber-selling practices).....	20
h. Fire prevention.....	375
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish.....	
b. Making food and cover plantings for wildlife.....	
c. Protection of wildlife areas from fire or livestock.....	

370 PLANNING AND MANAGEMENT OF THE FARM BUSINESS—Interpretation 1108

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- a. All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - b. Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - c. Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
 - d. Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Item 48c refers to long-time adjustments, 48d should include adjustments made from year to year.
 - e. Special work in helping farmers to develop new sources of income.
 - f. Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
 - g. Help given persons in locating and/or appraising a farm for rental or purchase.
 - h. Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
 - i. Leases, partnerships, property transfers, and farm and liability insurance. (See item 66d.)
 - j. Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

45. Number of voluntary local leaders assisting	45
46. Total number of persons contacted individually or through meetings	650
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	625
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook	600
b. Keeping and analyzing farm records	10
c. Developing an over-all farm plan	6
d. Making needed adjustments in farm organization	75
e. Developing supplemental sources of income	100
f. Obtaining and using credit	20
g. Selecting a farm for rental or purchase	3
h. Obtaining, training, and using farm labor	
i. Legal aspects of the farm business	1
j. Income-tax accounting and related problems	10
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers	3
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers	

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

54. The farmhouse should NOT be included. It should be reported under item 60.
- This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
 - and c. Also include planning and decisions relating to efficient lay-out within a farm building.
 - Also include equipment that may be constructed as part of the building.
55. Item—
- Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
 - Refers to labor-saving devices and equipment developed or built by the farmer.
56. Item should include the use of electricity in the farm business, such as electric brooders and motors for building equipment.

FARM BUILDINGS AND MECHANICAL EQUIPMENT

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting	4	10
52. Total number of persons contacted individually or through meetings	70	400
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices	10	275
<i>Estimated number</i>		
54. Farmers and other individuals reported in item 53-A, assisted with—		
a. Arrangement of farm-building lay-out		2
b. Construction of farm buildings		2
c. Remodeling or repairing farm buildings		4
d. Selection or construction of farm-building equipment		2
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment		1
b. Developing labor-saving devices and equipment		270
c. Use, care, and repair of farm mechanical equipment		
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT—*Interpretation*

This section deals with assistance given to homemakers, farmers, and other persons in connection with the house and surroundings, the furnishings and equipment.

- A. Covers specific practices listed under item 60 and other related work.
- B. Covers specific practices listed under item 61 and other related work.
57. This item relates to the voluntary local leaders or committeemen who have actively engaged in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.
58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.
59. In estimating the total number of DIFFERENT homemakers and other persons influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) Number of DIFFERENT persons reached through direct contacts (item 58 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
 - (3) Probable number of OTHER PERSONS REACHED with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
 - (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number of houses, depending upon the phase of extension

work being reported) that made use of extension information relating to specific practices or groups of practices. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after publication of specific news stories or after broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

The totals reported in columns A and B normally will be greater than those reported for any one of the subitems under items 60 and 61, respectively, as those totals will usually include practices in addition to the specific ones listed.

60. Item—

- Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.
- d. Refers to storage space in any other area of house other than kitchen and laundry.
- g. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.
- h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

The subitems listed under item 60 should not be added and reported in item 59-A, because the same person may have been assisted in adopting several of the practices listed.

61. Item should include—

- a. Electrical equipment in the home. Work done with sewing equipment should be reported under item 67d.
- d. Refinishing furniture, upholstering, chair seating, renovation of accessories.

The subitems listed under item 61 should not be added and reported in item 59-B, because the same person may have been assisted in adopting several of the practices listed.

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting	41	63
58. Total number of persons contacted individually or through meetings	372	581
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices	123	195
60. Families, homemakers, and other individuals reported in item 59-A assisted with—		
		<i>Estimated number</i>
a. Building a new house		12
b. Remodeling or repairing the house		78
c. Improving kitchen or laundry		109
d. Improving storage space		27
e. Selection, installation, use, and care of water and/or sewage systems		24
f. Selection, installation, use, and care of heating and/or cooling systems		12
g. Planning electrical systems		2
h. Landscaping home grounds		27
61. Homemakers and other individuals reported in item 59-B assisted with—		
a. Selection, use, and care of home equipment (other than sewing equipment)		389
b. Selection, use, and construction of home furnishings		389
c. Repair, reconditioning, and care of home furnishings		422
d. Furniture arrangement and use of accessories		493
e. Color schemes and wall finishes		422
f. Floor finishes		192

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING--*Interpretation*

64. See item 59 for interpretation of what to include here.
 65a. Management may be defined as "using, as well as we can, what we have, to get what we want." Therefore, in helping people to improve their management we are concerned with "how," "what," "who," "when," and "where" decisions that will aid them in reaching their goals. For example, the management of dishwashing would include "who" and "when" decisions as well as the "how" decision. If only the "how" decision in dishwashing was improved, it should be reported under 65b as an improved housekeeping method. Management decisions have to do with the use of the family's available physical and human resources--time, energy, equipment, skills, knowledge, and money.

Assistance includes work done--

- b. In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)
- c. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in item 67b.)

66. Includes work done--

- b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).
- d. On wills, inheritance, insurance, notes and installment-buying contracts. Item 48i covers legal affairs pertaining to the family business.

67. Includes work done--

- a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
- b. With storage, dry-cleaning, and special laundering problems in connection with the care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 137.
- c. On both new and remodeled clothing.
- e. On the influence of good grooming on development of the individual.

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders.....	12	18	42
63. Total number of persons contacted individually or through meetings.....	280	397	531
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	292	264	454
65. Homemakers and other individuals reported in item 64-A assisted--			<i>Estimated number</i>
a. In arriving at management decisions.....			107
b. In improving housekeeping methods.....			194
c. With family laundering.....			263
66. Homemakers and other individuals reported in item 64-B assisted--			
a. In the use of rural family outlook information.....			162
b. With family financial planning.....			184
c. With keeping and analyzing home records.....			24
d. With family legal matters.....			
67. Homemakers and other individuals reported in item 64-C assisted--			
a. In selecting and buying clothing.....			389
b. With care and mending of clothing.....			389
c. With clothing construction.....			163
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			22
e. With good grooming and posture (personal appearance).....			403

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY--*Interpretation*

Columns A, B, C, and D include the specific practices listed under items 71, 72, 73, and 74, respectively, as well as other related work.

68 and 69. See interpretations of items 57 and 58.

70. Considers factors outlined for item 59.

71. Assistance includes--

- a. All work done to encourage production and use of home-grown food: Fruits, vegetables, meats, poultry, eggs, dairy products.
- b. Selection on basis of quality, nutritional needs, amount to buy, variety, and form. Work done regarding price and supply should be reported in item 38.
- c. Also food preparation for special occasions, such as holidays and picnics, as well as for outdoor meals and meals for large groups.
- d. Freezing, canning, drying, brining; storage of fruits and root vegetables; curing of meats; and making jams, jellies, and pickles.
- e. Child feeding, maternal diet, food for the aged,

weight control, diets for special needs, as well as general nutrition for good health.

72. Assistance includes--

- a. Work relating to garbage disposal, screening for flies, sanitary outhouses, and other disease-preventive practices. Control of household insects through elimination of breeding places, use of sprays, and the like should be reported under item 137.
- c and d. Educational work done to encourage examinations for cancer, heart ailments, polio, and tuberculosis, to protect and/or improve the health of individual persons.

73. Work includes assisting families in--

- c. Willingness to work as a family member toward a family goal--family councils.
- d. Development of self-confidence and emotional stability; adjustments to life situations.

74. Work includes assisting families in--

- c. Safe driving, bicycle riding, safe practices for pedestrians, and other safety practices.

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

In estimating the influence of extension teaching, be sure to consider all phases of the extension program. Agriculture, home demonstration, young men and women's work, and 4-H Club work

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting	24	36	36	48
69. Total number of persons contacted individually or through meetings	621	509	307	307
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices	389	172	172	198
71. Families reported in item 70-A assisted--				<i>Estimated number</i>
a. With planning and/or producing the home food supply				321
b. In selecting food				344
c. With meal planning and food preparation				321
d. With preservation and storage of food				369
e. In improving diets				321
72. Families reported in 70-B assisted in--				
a. Sanitation practices and facilities				121
b. First aid and home nursing				
c. Dental-health education				129
d. Health education leading to physical examination by a physician				73
73. Families reported in item 70-C assisted with--				
a. Child development and guidance				118
b. Providing recommended play, clothing, and equipment suited to age of children				116
c. Understanding roles of family members and strengthening family relationships				119
d. Individual adjustments and personality development				120
e. Home and family recreation				115
74. Families reported in item 70-D assisted with--				
a. Fire prevention around the farm and home				187
b. Accident prevention around the farm and home				129
c. Accident prevention away from home place				129

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

Note that the nature of this section requires treatment quite different from that for regular subject-matter pages. Here we try to get a picture of the number of different educational projects or activities agents worked on, size of the area covered, number of groups assisted, and the like.

The general approach is to start with projects affecting the individual (item 75); then to move on to projects relating to the community and county (items 76 and 77); to the regional or area programs that may cover part of a county or several States (item 78); to the national program (item 79); and finally to world affairs (item 80). Item 81 covers emergency activities in which extension agents participated.

A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.

B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.

C. This column reports on those projects where local leaders assisted. Members of special committees appointed by other groups with whom you worked should be reported as local leaders. Include only those living within the county.

D. In addition to local leaders, includes all others actively engaged in advancing the project or activity. For example, a community forum to discuss national or international problems would include adults and youths in attendance at the forum, local leaders, and all others who assisted in planning, arranging, or promoting the forum.

75. Item includes such things as developing an understanding of citizenship responsibilities and functions of government—local, State, or national; and study of public documents.

76. Includes improvement clubs, councils, committees for special purposes.

77. Item includes—
a. Studies and surveys.

78. Item includes—
a. Such regional or area development programs or projects as river basin; watershed; soil conservation district; land use; land reclamation; flood control; and industrial development.

79. Item includes national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, and industry.

80. Includes things such as developing understanding of international problems, programs, and organizations, including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.

81. Includes emergency assistance in connection with fires, floods, drought, and other disasters, and special drives.

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....				
76. Developing and improving county or community organization.....	2	18	31	381
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	1	1	8	38
b. Improving health facilities, services, and programs.....	3	18	43	381
c. Improving schools.....	1	5	41	83
d. Improving churches.....	3	3	63	127
e. Bettering town-country relations.....				
f. Libraries.....	1	18	10	397
g. Roads.....				
h. Telephones.....				
i. Community centers.....				
j. Recreation programs and facilities.....				
k. Community beautification.....	1	1	4	35
78. Regional or area development programs or projects.....				
79. National programs and proposals affecting agriculture and rural life.....	3	10	31	18
80. World affairs.....				
81. Emergency activities.....	1	1	20	200

SUMMARY OF 4-H CLUB PROJECTS--*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report units involved for completed projects only.

The following items include projects in--

89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

SUMMARY OF 4-H CLUB PROJECTS

A club member may engage in more than one project. The sum of the projects may, therefore, be greater than the number of different club members enrolled.

Item	Members enrolled	Members completing	Units involved in completed projects	
	A	B	C	
	Number	Number	Number	
82. Corn.....	60	52	60	acres
83. Other cereals.....				do.
84. Peanuts.....	88	76	80	do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....	3	0	0	do.
87. Cotton.....	27	25	30	do.
88. Tobacco.....	12	10	3	do.
89. Vegetable growing.....	115	64	60	do.
90. Fruits.....				do.
91. Ranges and pasture.....				do.
92. Other crops.....				do.
93. Soil and water conservation and management.....	3	2	50	do.
94. Forestry.....	3	3	3	do.
95. Wildlife and nature study.....			XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	43	27	1600	birds
97. Dairy cattle.....				animals
98. Beef cat.....	1	1	1	do.
99. Sheep.....				do.
100. Swine.....	58	40	120	do.
101. Rabbits.....				do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....			XXXXXXXXXXXXXX	
105. Tractor maintenance.....	22	8	8	tractors
106. Electricity.....	10	6	22	articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXXXX	
110. Beautification of home grounds.....	8	6	XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....	3	3	360	dishes prepared
			72	meals served
112. Canning and preserving (other than freezing).....	94	83	6281	quarts
113. Freezing of foods.....	5	2	391	quarts frozen
114. Health, nursing, first aid.....	6	3	72	pounds frozen
115. Child care.....			XXXXXXXXXXXXXX	
116. Clothing.....	208	163	562	articles
117. Home management.....			281	garments
118. Home furnishings and room improvement.....	11	9	41	articles
			9	rooms
				articles
119. Home industries, arts, crafts.....			XXXXXXXXXXXXXX	
120. Junior leadership.....	8	6	XXXXXXXXXXXXXX	
121. All other.....	3	2	XXXXXXXXXXXXXX	
122. Total.....	796	590	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS		12
124. Different 4-H Club members—	Boys	Girls
a. Enrolled	317	397
b. Completing	230	267
125. 4-H Club members from—		
a. Farm homes	282	324
b. Rural nonfarm homes	15	55
c. Urban homes	20	18
126. 4-H Club members enrolled by years in club work:		
a. 1st year	81	105
b. 2d year	83	90
c. 3d year	53	74
d. 4th year	47	68
e. 5th year	28	47
f. 6th year and over	25	13
127. 4-H Club members enrolled by ages:		
a. 10 years and under	69	85
b. 11 years	58	74
c. 12 years	62	72
d. 13 years	50	68
e. 14 years	37	61
f. 15 years	31	43
g. 16 years	6	15
h. 17-20 years, inclusive	4	9
128. 4-H Club members who received definite training in—	Boys and Girls	
a. Judging		18
b. Giving demonstrations		289
c. Group recreation leadership		36
d. Music appreciation		
e. Money management (thrift)		71
f. Farm and home safety		289
g. Citizenship		45
h. Personality improvement		3
i. Soil and water conservation		4
j. Forestry		10
k. Health, nursing, first aid		
129. 4-H Club members having health examination because of participation in the extension program		31
130. Number of members participating in a 4-H Club camp		0
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local movement programs, and fairs		12

MISCELLANEOUS—*Interpretation*

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25d.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	
137. FAMILIES assisted with control of household insects.....	13
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-farm storage of grain.....	
139. FARMERS and other individuals assisted with control of noxious weeds.....	
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	
142. FAMILIES assisted with practices incident to production of arts and crafts.....	3

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

Estimates for this section should be consistent with the most recent county statistical data. All agents should work together in trying to make these figures reflect as accurately as possible the situation in the county. Adaptation of the factors outlined for items 24 and 59 might be helpful in making these estimates.

A, B, and C. In determining the number of farms or families to be reported in each column, it is suggested that the same approach be used as that outlined for item 125.

143. In this section emphasis is only on the number of farms or families assisted, whereas emphasis has been on individuals in earlier sections of the report. Therefore, it is going to be necessary to eliminate duplications in numbers assisted in changing agricultural practices. For example, when a farmer is assisted with crop-production problems and his son is in a 4-H dairy-calf club, the assistance would be reported as given to one farm family.

144. As outlined in item 143, care should also be exercised in estimating the number of families assisted directly or indirectly in changing homemaking practices.

145. This item should be a total of items 143 and 144 with duplications removed owing to the same farm or family's being assisted in both agricultural and homemaking practices.

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	800	130	300
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	389	87	12
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	800	217	312
	600	217	

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

The purpose of this section is to bring together in one place the cooperation given to other public agencies working with the people of the county. This information is used for public-relations purposes.

A, B, and C. Days devoted by agents to cooperating with the agencies listed below should already have been reported in the section on Program Emphasis under the appropriate program headings.

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is invited to attend the county Production and Marketing Administration staff meeting, where the agricultural program for the coming year is explained. This meeting would be reported in this section. In contrast, the exten-

sion agent holds several meetings in the county where he and PMA committeemen explain the agricultural program to farmers. Those meetings would also be reported in this section as well as in the Extension Teaching Activities section. "Days devoted" in both places would be reported in the appropriate column below and also in the Program Emphasis section.

148. This item should include work with production-credit associations, national farm-loan associations, and district banks for cooperatives; also participation in work with the other Farm Credit district personnel and representatives of its central office in Washington, D. C.

158. Line is left blank so that States, if they desire, may request information about a Federal agency not listed.

165. Line is left blank for State use.

168 and 169. Lines are left blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
D				
FEDERAL AGENCIES				
146. Agricultural Mobilization Committee				
147. Bureau of Land Management, Bureau of Reclamation				
148. Farm Credit Administration			10	
149. Farmers Home Administration			12	
150. Fish and Wildlife Service			4	
151. Forest Service				
152. Bureau of Indian Affairs				
153. Production and Marketing Administration			20	2
154. Rural Electrification Administration			1	
155. Selective Service System				
156. Soil Conservation Service			6	
157. Valley authority (TVA, etc.)				
158. Other (specify)				
STATE AGENCIES				
159. Health department	2			
160. Highway department				
161. State departments of agriculture and forestry			3	
162. State department of education: General schools	2		1	
163. State employment service				
164. Welfare department				
165. Other (specify)				
COUNTY AGENCIES				
166. Soil conservation districts				
167. Vocational-agriculture and home economics departments	1		2	
168. Other (specify) <i>Club Societies</i>	1			
169. Other (specify) <i>Land and Club</i>	5			10

REMEMBER YOUR ANNUAL REPORT STATISTICS

The preparation of an annual report setting forth the progress made in the county during the year is of greatest interest and value to you as an extension worker. It provides an opportunity to measure how far you have gone in relation to the goals set forth in the plan of work outlined at the beginning of the year; to check on the effectiveness of the extension program; to consider where improvements can be made; and to decide what things should be handled differently next year. The preparation of an adequate annual report is a stimulating experience.

In addition, your annual report offers an excellent means of building good will and support of the sponsoring group in the county, the county governing body, local extension leaders and other key people, the agencies with which you work or would like to work, and the general public—rural and urban. It helps to build good public relations.

Your annual report is also a record of the year's work put into convenient shape for future reference. It helps new persons joining the county staff to become acquainted with the extension program. It assists State specialists to develop effective supporting programs in their respective subject-matter fields. The State supervisory staff frequently uses the county annual report as a guide in determining an agent's readiness for promotion and suitability to fill vacancies that arise.

The annual report in reality is another chapter in the extension history of your county to be added to the permanent record maintained in the National Archives of the United States Government.

General Directions

From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington, D. C., office should be sent through the State extension office. When an assistant agent has been employed during a part of or all the year, the report of his or her work should be included with the report of the leader of that line of work. When an agent in charge of a line of work has left the county during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

The Narrative Report

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

A good narrative report should enable the reader to obtain, for EACH MAJOR line of work undertaken, a comprehensive picture of—

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention.
2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.

3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.

4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.

5. HOW next year's work can be strengthened and improved in light of the current year's experience.

For minor lines of work, only the results need be reported to complete the record of the year's work.

The following suggestions may help you prepare a better annual report:

1. Read last year's annual report again, and apply the criteria for a good narrative report discussed above.
2. Prepare an outline with main headings and subheadings.
3. Go over the information and data assembled from various office and field sources during the year.
4. Decide upon a few outstanding pieces of work to receive major emphasis.
5. Employ a newspaper style of writing, placing the more important information first.
6. Observe accepted principles of English composition.
7. Include only those photographs, circular letters, or other exhibits that help to emphasize the points you make in the text. Do NOT make the annual report a scrapbook. (Material of local value may be attached to or filed with your office copy, rather than being made a part of the official report.)

The Statistical Report

When two or more agents are employed in a county, they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents. In some States a combined white and Negro report may also be requested by the extension director.

County totals are the sums of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers, homemakers, or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the extension program in agriculture, home demonstration, young men and women's, or 4-H Club work. ONLY THE IMPROVEMENTS OR CHANGES TAKING PLACE DURING THE CURRENT YEAR AS THE RESULT OF EXTENSION EFFORT SHOULD BE REPORTED. Of necessity the information called for in the national statistical report schedule has broad application to extension work as it is conducted throughout the United States. In addition to the information provided for in this report form, some State extension services may need to obtain additional statistical information on programs and activities peculiar to their States.