

### COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service  
Washington, D. C.

## COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Arlington

#### REPORT OF

Irene F. Geiss From December, 1931, to Nov. 30, 1932  
 (Name) Home Demonstration Agent.

From 19 to 19  
 Assistant Home Demonstration Agent.

From 19 to 19  
 4-H Club Agent.

From 19 to 19  
 Assistant County Agent in charge of Club Work.

From 19 to 19  
 Agricultural Agent.

From 19 to 19  
 Assistant Agricultural Agent.



READ SUGGESTIONS, PAGES 2 AND 16

Approved: \_\_\_\_\_

Date \_\_\_\_\_

State Extension Director

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

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

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

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

### NARRATIVE SUMMARY

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

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

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

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

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

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

### STATISTICAL SUMMARY

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

Provision is made in the report form for each agent to report separately the teaching activities he or she conducts or participates in during the report year. County totals are the sum of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES

Report only this year's activities that can be verified by the extension workers		Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
1.	Months of service this year (agents and assistants)	12			XXXXXXXXXX
2.	Days devoted to work with clubs <sup>1</sup>	27 1/2			XXXXXXXXXX
3.	Days devoted to work with 4-H Clubs, and young men and women (older youth)?	38			XXXXXXXXXX
4.	Days in office <sup>2</sup>	107			XXXXXXXXXX
5.	Days in field <sup>3</sup>	165			XXXXXXXXXX
6.	Number of farm or home visits made in conducting extension work <sup>4</sup>	87			87
7.	Number of different farms or homes visited	76			76
8.	Number of calls relating to extension work	119	(1) Office		119
		1539	(2) Telephone		1539
9.	Number of news articles or stories published <sup>5</sup>	60			60
10.	Number of bulletins distributed	3580			3580
11.	Number of radio talks broadcast or prepared for broadcasting	53			53
		20	(a) Number		20
12.	Training meetings held for local leaders or committeemen	327	(1) Adult work	Total attendance (b) Men	327
		3	(2) 4-H Club and young men and women (older youth)	(c) Women	3
		7	(a) Number	(b) Total attendance of leaders	7
13.	Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12)	230	(1) Adult work	(a) Number	230
		3586	(b) Total attendance		3586
		43	(2) 4-H Club and young men and women (older youth)	(a) Number	43
		403	(b) Total attendance		403
14.	Number of adult result demonstrations conducted	20			20
15.	Meetings held at such result demonstrations	15	(1) Number		15
		176	(2) Total attendance		176
16.	Tours conducted	1	(1) Adult work	(a) Number	1
		13	(b) Total attendance		13
		1	(2) 4-H Club and young men and women (older youth)	(a) Number	1
		325	(b) Total attendance		325
17.	Achievement days held	1	(1) Adult work	(a) Number	1
		325	(b) Total attendance		325
		1	(2) 4-H Club and young men and women (older youth)	(a) Number	1
		325	(b) Total attendance		325

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.

<sup>2</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.

<sup>3</sup> The sum of questions 2 and 3 should equal the sum of questions 4 and 5.

<sup>4</sup> Do not count a single visit to both the farm and home as two visits.

<sup>5</sup> Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (c)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
18. Encampments held (report attendance for your county only) <sup>3</sup>	(1) Farm women	(a) Number.....				
		(b) Total members attending.....				
		(c) Total others attending.....				
(2) 4-H Club and young men and women (older youth)	(a) Number.....					
	(b) Total boys attending.....					
	(c) Total girls attending.....					
	(d) Total others attending.....					
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported.	(1) Adult work	(a) Number.....	60			60
		(b) Total attendance.....	846			846
(2) 4-H Club and young men and women (older youth)	(a) Number.....	4				4
	(b) Total attendance.....	67				67
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere.	(1) Adult work	(a) Number.....	40			40
		(b) Total attendance.....	524			524
(2) 4-H Club and young men and women (older youth)	(a) Number.....	1				1
	(b) Total attendance.....	37				37

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

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1950 census).....	24
22. Number of farms on which changes in practices have definitely resulted from the agricultural program.....	
23. Number of farms involved in preceding question which were reached this year for the first time.....	
24. Number of nonfarm families making changes in practices as a result of the agricultural program.....	
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program.....	1
26. Number of farm homes involved in preceding question that were reached this year for the first time.....	
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program.....	2237
28. Number of other homes involved in preceding question that were reached this year for the first time.....	475
29. Number of farm homes with 4-H Club members enrolled. (Related to question 178).....	
30. Number of other homes with 4-H Club members enrolled. (Related to question 179).....	29
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 23, and 29 minus duplications).....	1
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications).....	2260

EXTENSION ORGANIZATION AND PLANNING

32. County organization, association, or committee sponsoring extension work. This may include agricultural councils, home demonstration councils, and 4-H councils, or similar advisory committees. It may also include farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work:
- (a) Over-all or general..... (1) Name..... (2) No. of members.....  
 (b) Agricultural..... (1) Name..... (2) No. of members.....  
 (c) Home demonstration..... (1) Name County Home Demonstration Committee..... (2) No. of members..... 64  
 (d) 4-H Club..... (1) Name..... (2) No. of members.....  
 (e) Young men and women (older youth)..... (1) Name..... (2) No. of members.....
34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):  
 (a) Agricultural..... (b) Home demonstration..... 64..... (c) 4-H Club..... (d) Young men and women (older youth).....
35. Total number of communities in county. (See definition of a community, item 1, on back cover.) (Do not include number of neighborhoods)..... 24
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees..... 19
37. Number of clubs or other groups organized to carry on adult home demonstration work..... 20
38. Number of members in such clubs or groups..... 437
39. (a) Covered under question 173. (b) Covered under question 185.
40. Combined with question 41.
41. Number of different voluntary local leaders, committeemen, or neighborhood leaders actively engaged in forwarding the extension program.
- (a) Adult work { (1) Men..... (b) 4-H Club and work with young { (1) Men..... (3) Older club boys.....  
 (2) Women..... 282..... men and women (older youth)..... (2) Women..... 7..... (4) Older club girls..... 3

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service.....
43. Number of members of such county agricultural planning group:  
 (a) Unpaid lay members: (1) Men..... (2) Women..... (3) Youth.....  
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men..... (2) Women.....
44. Number of communities with agricultural planning committee (over-all planning)
45. Number of members of such community planning committees: (a) Men..... (b) Women..... (c) Youth.....
46. Was a county committee report prepared and released during the year? (a) Yes..... (b) No.....

	Extension organization and planning: (a)	County agricultural planning: (b)	Total: (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents.....			<u>57</u>
(2) 4-H Club agents.....			
(3) Agricultural agents.....			
(4) State extension workers.....			<u>2</u>
48. Number of planning meetings held	(1) County.....		
	(2) Community.....		
49. Number of unpaid voluntary leaders or committeemen assisting this year.....			<u>40</u>
50. Days of assistance rendered by voluntary leaders or committeemen.....			<u>210</u>

\* Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b). 16-58074-7

**CROP PRODUCTION (other than for family food supply.—See page 11, column (a) and Items 115 (c), (f) through (6))**

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

**LIVESTOCK PRODUCTION (other than for family food supply.—See page 11, column (a) and Items 115 (c), (f) through (6))**

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

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

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CONSERVATION OF NATURAL RESOURCES 1

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

**Soil and Water—Continued**

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

1. Include nature study.

**Forestry—Continued**

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

### FARM MANAGEMENT

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

### GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

<sup>1</sup> Include all work on farm adjustments conducted in cooperation with FMA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 6 and 9) or to soil management (p. 7).

16-50874-7

MARKETING AND DISTRIBUTION

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

<sup>1</sup> Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.

<sup>2</sup> Where a cooperative association serves more than one county, include only the members living in the county covered by this report.

<sup>3</sup> Organized pieces of work.

**HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT**

Include all work with adults, 4-H Club members, and young men and women (older youth)		The home, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—					
(1) Home demonstration agents		58	11		
(2) 4-H Club agents					
(3) Agricultural agents					
(4) State extension workers		1			
103. Number of communities in which work was conducted this year		20	20		
104. Number of voluntary local leaders or committeemen assisting this year		38			
<b>The Home, Furnishings, and Surroundings—Continued</b>		<b>Rural Electrification—Continued</b>			
105. Number of families assisted this year in—			106. Number of ASSOCIATIONS organized or assisted this year to obtain electricity. (Report associations, not individual members)		
(a) Constructing dwellings			107. Number of families assisted this year in—		
(b) Remodeling dwellings			(a) Obtaining electricity		
(c) Installing sewage systems			(b) Selection or use of electric lights or home electrical equipment	415	
(d) Installing water systems			(c) Using electricity for income-producing purposes		
(e) Installing heating systems			(d) Obtaining new or improved telephone service		
(f) Providing needed storage space			<b>Farm Buildings—Continued</b>		
(g) Rearranging or improving kitchens			108. Number of farmers assisted this year in—		
(h) Improving arrangement of rooms (other than kitchens)	23		(a) The construction of farm buildings		
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	503		(b) Remodeling or repairing farm buildings		
(j) Selecting housefurnishings or equipment (other than electric)	144		(c) Selection or construction of farm-building equipment		
(k) Improving housekeeping methods			<b>Farm Mechanical Equipment—Continued</b>		
(l) Laundry arrangement			109. Number of farmers assisted this year in—		
(m) Installing sanitary closets or outhouses			(a) The selection of mechanical equipment		
(n) Screening or using other recommended methods of controlling flies or other insects			(b) Making more efficient use of mechanical equipment		
(o) Improving home grounds			110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year		
(p) Planting windbreaks or shelterbelts			111. Number of gin stands assisted this year in the better ginning of cotton		

WHEELING AND DISTRICT OFFICE

16-50014-8

**NUTRITION AND HEALTH**

Include all work with adult 4-H Club members, and young men and women (older youth)	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	15	36		11 1/2
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers		1		
113. Number of communities in which work was conducted this year.	15	20		20
114. Number of voluntary local leaders or committeemen assisting this year.		36		19
115. Number of families assisted this year—				
(a) In improving diets				2200
(b) With food preparation				1537
(c) In improving food supply by making changes in home food production—				
(1) Of vegetables				
(2) Of fruits				
(3) Of meats				
(4) Of milk				
(5) Of poultry and eggs				
(6) Total of subitems (1) through (5) minus duplications due to families making changes in production of more than one kind of food				
Note.—This total should not be less than the largest subitem.				
(d) With home butchering, meat cutting or curing				
(e) With butter or cheese making				
(f) With food-preservation methods in—				
(1) Canning				113
(2) Freezing				1200
(3) Drying				
(4) Storing				
(5) Total of subitems (1) through (4) minus duplications due to families using more than one method of preserving				1200
Note.—This total should not be less than the largest subitem.				
(g) In producing and preserving home food supply according to annual food-supply budget				
(h) In canning according to a budget				
(i) With child-feeding problems				10
(j) In the prevention of colds and other common diseases				
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				60
(m) In removing fire and accident hazards				310
116. Number of schools assisted this year in establishing or maintaining hot school lunches.				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

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**CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE**

Include all work with adults, 4-H Club members, and young men and women (older youth)	Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents..... 24	47	13	9
	(2) 4-H Club agents.....			
	(3) Agricultural agents.....			
	(4) State extension workers..... 3	1		
119. Number of communities in which work was conducted this year.....	20	20	1	5
120. Number of voluntary local leaders or committeemen assisting this year.....	36	42		

**Home Management—Family Economics—Continued**

121. Number of families assisted this year—	
(a) With time-management problems.....	255
(b) With home accounts.....	24
(c) With financial planning.....	
(d) In improving use of credit for family living expenses.....	
(e) In developing home industries as a means of supplementing income.....	
122. Number of home demonstration CLUBS, other consumer ASSOCIATIONS or GROUPS assisted this year with cooperative buying. (Do not report individuals)	
(a) Food.....	
(b) Clothing.....	
(c) Housefurnishings and equipment.....	18
(d) General household supplies.....	
123. Number of families assisted this year through cooperative associations <sup>1</sup> or individually, with the buying of—	
(a) Food.....	1500
(b) Clothing.....	2400
(c) Housefurnishings and equipment.....	565
(d) General household supplies.....	350
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).....	4000
125. Number of families assisted this year with "making versus buying" decisions.....	1400
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.....	437

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

**Clothing and Textiles—Continued**

127. Number of families assisted this year with—	
(a) Clothing-construction problems.....	139
(b) The selection of clothing and textiles.....	2400
(c) Care, renovation, remodeling of clothing.....	300
(d) Clothing accounts or budgets.....	8

**Family Relationships—Child Development—Continued**

128. Number of families assisted this year—	
(a) With child-development and guidance problems.....	
(b) In improving family relationships.....	
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year.....	12
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men.....	
(b) Women.....	
131. Number of children in families represented by such individuals.....	

**Recreation and Community Life—Continued**

132. Number of families assisted this year in improving home recreation.....	3300
133. Number of communities assisted this year in improving community recreational facilities.....	70
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs.....	
135. Number of communities assisted this year in establishing—	
(a) Club or community center.....	
(b) Permanent camp.....	
(c) Community rest rooms.....	
136. Number of communities assisted this year in providing library facilities.....	
137. Number of school or other community grounds improved this year according to recommendations.....	

<sup>1</sup> The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 18.

<sup>2</sup> Includes question 125, also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)
138. Corn					Acres
139. Other cereals					Acres
140. Peanuts					Acres
141. Soybeans, field peas, alfalfa, and other legumes					Acres
142. Soil and water conservation					Acres
143. Potatoes, Irish and sweet					Acres
144. Cotton					Acres
145. Tobacco					Acres
146. Fruits					Acres
147. Home gardens					Acres
148. Market gardens, truck and canning crops					Acres
149. Other crops (including pasture improvement)					Acres
150. Poultry (including turkeys)					Birds
151. Dairy cattle					Animals
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine					Animals
155. Horses and mules					Animals
155a. Rabbits					Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds					XXXXXXXXXXXXXXXXXX
159. Forestry					Acres
160. Wildlife and nature study (game and fur animals)					XXXXXXXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity, tractor					{ Articles made Articles repaired
162. Farm management					XXXXXXXXXXXXXXXXXX
163. Food selection, preparation, and/or baking		12		8	{ 30 Meals planned 15 Meals served
164. Food preservation. (Include frozen foods)					{ Quarts canned Quarts frozen <sup>1</sup>
165. Health, home nursing, and first aid					xx { Quarts frozen <sup>1</sup> Pounds frozen <sup>1</sup>
165a. Child care					xx { Pounds frozen <sup>1</sup> Garments made
166. Clothing		32		29	Garments remodeled
167. Home management (housekeeping)		30			Units
168. Home furnishings and room improvement					{ Rooms Articles
169. Home industry, arts and crafts					Articles
170. Junior leadership					XXXXXXXXXXXXXXXXXX
171. All others <u>Girls electric</u>		12		12	XXXXXXXXXXXXXXXXXX
172. Total (project enrollment and completion)		66		49	XXXXXXXXXXXXXXXXXX

<sup>1</sup>Enter frozen foods as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.

### 4-H CLUB MEMBERSHIP<sup>1</sup>

173. Number of 4-H Clubs (do not count the same club more than once).....	3
174. Number of different 4-H Club members enrolled..... (a) Boys <sup>2</sup> ..... (b) Girls <sup>2</sup> .....	32
175. Number of different 4-H Club members completing..... (a) Boys <sup>2</sup> ..... (b) Girls <sup>2</sup> .....	30
176. Number of different 4-H Club members in school..... (a) Boys..... (b) Girls.....	32
177. Number of different 4-H Club members out of school..... (a) Boys..... (b) Girls.....	
178. Number of different 4-H Club members from farm homes..... (a) Boys..... (b) Girls.....	
179. Number of different 4-H Club members from nonfarm homes..... (a) Boys..... (b) Girls.....	32

#### Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
			10 and under.....	10	6
1st year.....	25	11		8	15
2d.....	2	12		2	
3d.....	5	13			
4th.....		14			
5th.....		15			
6th.....		16			1
7th.....		17			
8th.....		18			
9th.....		19			
10th and over.....		20 and over.....			

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—	
(a) Judging.....	(f) Fire and accident prevention.....
(b) Giving demonstrations.....	(g) Wildlife conservation.....
(c) Recreational leadership.....	(h) Keeping personal accounts.....
(d) Music appreciation.....	(i) Use of economic information.....
(e) Health.....	(j) Soil and water conservation.....
	(k) Forestry.....
183. Number of 4-H Club members having health examination because of participation in the extension program.....	
184. Number of 4-H CLUBS engaging in community activities such as improving school grounds and conducting local fairs.....	3

### WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH)

(Do not include work with 4-H Clubs)

The purpose of this section of the report is to bring together in one place all work done with young men and women (older rural youth), as defined in item 22 on back cover. It is recognized that some of the assistance given these young men and women may already have been reported under the respective subject-matter sections of the report.

#### A. Extension organized groups of young men and women:

185. Number of such groups worked with during the year.....	
186. Membership in such groups (a) Number of different young men..... (b) Number of different young women.....	
187. Distribution of these members by school and marital status and age groupings. The sum of (1) a+b+c=the sum of d+e+f=186 (a). Also the sum of (2) a+b+c=the sum of d+e+f=186 (b).	

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

188. Number of meetings these extension organized groups held.....	
189. Total attendance at such meetings.....	

#### B. Other groups of young men and women not organized by extension:

190. Number of such groups assisted during the year.....	
191. Number in such groups (a) Different young men..... (b) Different young women.....	

#### C. Individual young men and women not members of groups "A" or "B":

192. Number of different individuals assisted (a) Young men..... (b) Young women.....	110
---	-----

#### D. Total number of young people worked with or assisted:

193. Number of different young people worked with or assisted. (Total of questions 186, 191, and 192 minus duplications due to membership in both groups "A" and "B") (a) Young men..... (b) Young women.....	110
---	-----

194. Question discontinued.

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

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

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

MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and young men and women (elder youth)	Doves (d)	General-feder insects <sup>1</sup> (e)	All other work (f)
195. Days devoted to line of work by—			
(1) Home demonstration agents			2
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
196. Number of communities in which work was conducted this year.			4
197. Number of voluntary local leaders or committeemen assisting this year.			16
198. Question discontinued.			

COOPERATION WITH OTHER FEDERAL AGENCIES

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

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

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

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### TERMINOLOGY

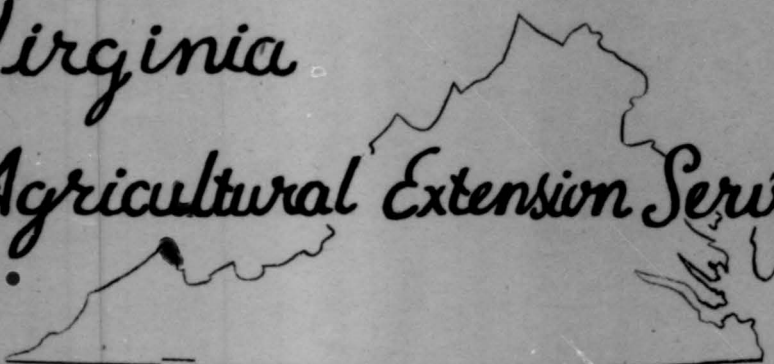
If extension reports are to convey the intended information, it is important that the terminology employed be that generally accepted by members of the extension teaching or profession everywhere. Precise use of extension terms is an obligation each extension worker owes to the other members of his or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

#### DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
  - A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
  - A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
6. The *adoption of a farm or home practice* resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
7. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
8. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
9. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
10. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
11. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
12. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
  - (1) Adoption of a recommended practice.
  - (2) Further improvement in a practice previously accepted.
  - (3) Participation in extension activities.
  - (4) Acceptance of leadership responsibility.
  - (5) Or by other evidence of desirable change in behavior.
13. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
14. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
15. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
16. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
17. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
18. *Letters written* should include all original letters on official business. (Duplicated letters should not be included.)
19. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
20. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
21. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
22. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
23. Extension work with *young men and women* shall apply in general to those who are primarily rural and approximately 18 to 30 years of age. (Recommendation of Older Youth and Young Adult Planning Conference, Jackson's Mill, W. Va., February 21-25, 1949.)

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Virginia  
Agricultural Extension Service

An outline map of the state of Virginia is positioned behind the title text. The map shows the state's geographical shape, including its coastline and major landmasses.

ANNUAL REPORT  
HOME DEMONSTRATION WORK  
1952

IRENE F. GEISS

agent

asst. agent

ARLINGTON

county

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III. COUNTY SITUATION AS IT AFFECTED THE 1952 PROGRAM

Arlington County is a densely populated urban area located adjacent to the Nations Capital. Its population of 150,000 is made up of relatively young, well educated people with incomes higher than in the average county. With more than one-half of the workers of the county employed in government work in the District of Columbia, Arlington is often referred to as the bedroom of Washington. The continuing increase in cost of living has emphasized the importance of the home makers role as a buyer and manager of family income. Increased housing cost has necessitated that families cut cost of furnishings. Clothing costs have pointed up the necessity for increased knowledge in how to buy, as well as how to make clothing thereby cutting out labor costs. Increased food costs have given rise to the need for wise buying to maintain good nutrition without increasing the food budget.

The continued organization of the County Civilian Defense Office has made Arlington homemakers more conscious of their responsibility in fostering awareness of possible danger in this field, as well as teaching Home Demonstration groups how to meet any emergency which might arise.

This, briefly, is the situation in the County which has had greatest effect on the 1952 program.

IV. CONTRIBUTIONS OF THE 1952 PROGRAM TO BETTER FAMILY LIVING

The outstanding contributions of the 1952 program to Better Family Living have been jointly shared by the Home Furnishings and Clothing topics as taught in the Home Demonstration Clubs. Both of these subjects as taught were based upon a continuation of previous teaching in the clubs.

For the second year, emphasis was placed on house furnishings topics with three months of the club calendar plus a special interest

meeting devoted to some phase of this subject. The topics offered were to round out previous study and designed to aid homemakers young and old, in apartments, new homes or old homes, and to serve an economic need by teaching the use of furnishings on hand. Good lighting for good living, modernizing lamps and lamp shade making, simple furniture repairs and furniture refinishing were the topics taught. Leader training on the principles of good lighting was given by a local power company home economist and lamp shade making was taught leaders by a local craftsman. The Extension House Furnishings Specialist gave leader training in modernizing lamps and simple furniture repairs. The agent and one House Furnishings leader received training from the Extension Specialist in Furniture Refinishing. Through this training program, leaders assisted the agent in conducting 89 meetings to carry out a successful schedule of House Furnishings topics.

Along with these method demonstrations, 15 Home Demonstration Club members have carried result demonstration of improved living rooms. Individual club meetings have been held at these result demonstrations, and it is hoped that a tour of these homes will be a feature of 1953 National Home Demonstration Week.

The outstanding contribution of the 1952 program in the field of Clothing may be divided into two parts: Clothing Construction with emphasis on tailoring, and Buying and Caring for Clothing. The tailoring program, conducted in the early spring of 1952, reached those homemakers who were ready for advanced clothing construction and was therefore necessarily limited as to number. Six tailoring leaders were trained by the agent. These leaders in turn set-up four special interest groups with a total enrollment of thirty homemakers. This illustrates how interest on the part of club members and a willingness to accept responsibility on the part of leaders enabled the Extension

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program to be much farther reaching than ~~the~~ actually planned for in the calendar. The goal set for tailoring was ~~two~~ groups with a total of 12 women participating. The actual accomplishment was five groups with 33 women completing tailored garments. In addition to these special interest groups, two tailoring leaders trained in the Extension program taught in the Recreation Department and passed on Extension methods to a total of more than 100 homemakers.

Planning and Buying the Family Wardrobe and Care of Clothing, topics taught in monthly club meetings, reached all club members, and met a need for up-to-date information on buying the many new fabrics and finishes and the proper home and commercial care of all clothing. A total of 22 individual club demonstrations with total attendance of 465 women was held. In addition to this one open meeting on Care of Clothing was held. Conducted by Dr. Dorothy Lyle, Home Economist with the National Institute of Cleaners and Dyers, this meeting attracted a total of 125 homemakers both in and out of the Home Demonstration program. This meeting served to inform women as to what can be expected from various fabrics and finishes under commercial cleaning conditions and will surely lead to better understanding between consumer and dry cleaner.

A third valuable contribution of the 1952 program has been in the field of Home Management. Topics included in the years program were Legal Affairs, Time Savers in House Cleaning, and Money Management. Due to the large number of relatively new comers to this area, a need for information on Virginia Laws concerning wills and deeds was recognized. This was offered in monthly club meetings following leader training given by the Home Management Specialist. ~~Many~~ clubs called on local lawyers to discuss problems concerning legal affairs.

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An open meeting conducted by the County Clerk and Commonwealth Attorney was held with a total attendance of 80. As a result of this study 66 homemakers report having checked existing wills and deeds or made new wills.

To assist home makers, busy with myriad activities in an urban area, in making better use of their time, "Time Savers in Homemaking" was offered in the club calendar. This gave an introduction to actual time management as well as giving time saving methods for doing house cleaning jobs. Eighteen of the Home Demonstration Clubs took advantage of this information received from the Home Management Specialist.

Money Management has been offered to meet the growing need for help in stretching the family income. At the end of 1951, three Arlington home makers turned in complete home accounts for a 12 month period. This group of three formed a nucleus for one special interest group started in April. Ten home makers met with the Agent and Home Management Specialist for the purpose of starting home account keeping. A second group was added in October with the result that 25 families are now working on Money Management.

#### V. ADULT WORK.

##### A. Project Work

##### 1. Foods and Nutrition

Foods ~~and~~ ~~at~~ ~~the~~ ~~Home~~ Demonstration Club members had as its purpose helping home ~~makers~~ to conserve time, energy, and money while achieving good nutrition for each family member. Emphasis was placed on wise planning and buying in order to make meals both more palatable and more nutritious. To carry out this phase of work, leader training was given by the Extension Food and Nutrition Specialist to 36 leaders. These leaders

were then responsible for teaching the topics "Time and Money Saving thru Good Meal Planning" and "Economizing Family Meals." A total of thirty-six club meetings were held to teach these two subjects.

- To assist homemakers in making best use of new home freezers, four meetings were held to demonstrate preparation of food for the freezer. The agent was assisted in these demonstrations by the local power company home economists and a total of 68 homemakers attended these demonstrations.

- An additional four meetings of Home Demonstration Clubs were devoted to foods work. Two clubs with total attendance of 37 women had demonstrations on party sandwiches; a third group had home-made desserts, and the fourth meeting was devoted to cakes decorating with the demonstration being given by a local caterer. Attendance at this meeting totaled 57 women and served as both demonstration and social event for those who attended since refreshments and a social hour followed the meeting. This demonstration served as instruction for one Achievement Day exhibit featuring a tea table with a cake decorated for a Christmas party.

- The weekly radio program has been used by the agent to reach large numbers of urban families with information on plentiful food supplies as listed by the Production and Marketing Administration of the U. S. Department of Agriculture. Food selection and preparation and preservation information is also included in the broadcast. One television show on food buying was presented by the Agent at the request of the Extension Information Office of the U. S. Department of Agriculture. This show demonstrated the wise buying of meat and emphasized the importance of comparative shopping to determine best buys. Movies made by the agent during 1951 were also used in the area for a television program. These movies were devoted to choosing and using apples, peaches, and oranges.

2. Clothing

Clothing work in the Arlington Extension program was planned to meet the need of homemakers in spending wisely for family clothing, to teach good planning of clothing purchases and to give information on proper care of clothing in order to get maximum wear. Construction of clothing was planned as a rather limited carry over of tailoring which had been started in 1950.

To carry out this program in the Home Demonstration Clubs, two months of the club year were set aside for individual club discussions and demonstrations. The State Clothing Specialist spent one day in training leaders from nineteen groups. These leaders in turn worked with individual clubs in September and October, at a total of 26 meetings. In addition to these individual club meetings, one open meeting was held with a total attendance of 125 women. This meeting, conducted by Dr. Dorothy Lyle, from the National Institute of Cleaners and Dyers, informed women on proper care of new fabrics and fibers. Warning of the perishability of certain fabrics and finishes and generally presenting problems that confront both the consumer and the dry cleaner.

The tailoring work during the year far exceed goals set at the beginning of the year. Two groups of six each in actual tailoring techniques were planned for the year. However, because of the high degree of interest and the willingness of leaders to teach other groups, a total of thirty-three homemakers were instructed in tailoring. To achieve this, the agent, following training received from the Extension Clothing Specialist at an agents workshop in October of 1951, taught six leaders who in turn organized four tailoring groups bringing the total to 33 rather than 12 as planned.

To show the accomplishment in this field, on Achievement Day each Club member, who had tailored a garment through Home Demonstration instruction, was asked to wear her suit or coat. Then each member wearing a hand tailored garment was given a small white sash to wear. A total of 33 people were present to wear the white flower, thereby making a really outstanding display of very good hand tailoring. A total of 477 tailored garments made during the year were reported.

Another interesting feature of Achievement Day was the actual construction of a tailored garment. Under the direction of Mrs. Henry Joffiffe, four women worked together to complete a tailored suit jacket in the three hour period. This was possible by having many steps started before the program began. The modeling of the finished suit was one other high point of the program.

Another phase of clothing work presented in the Home Demonstration Clubs was that of Hair Styling as related to Good Grooming. Three Clubs had demonstrations on this topic given by local hair stylists. The popularity of this subject has been evident and as a result of this beginning, all clubs will include certain topics of good grooming in the 1953 calendar.

Cherrydale and Cherry Hills Clubs selected as a club choice topic the use of sewing machine attachments. These demonstrations were conducted by the local Singer Sewing Machine Co.

### 3. Home Management.

With the majority of Arlington residents having moved into this area from some other section of the Country, homemakers assisting in program planning agreed on the need for reaching Home Demonstration Club

members with information concerning Virginia laws dealing with wills and deeds. The Extension Home Management Specialist, in a half-day meeting, discussed Virginia laws with leaders from 18 clubs. It was suggested that wherever practical each club should call in a lawyer to lead the discussion in the individual club meetings. Nine groups followed this suggestion. In addition to these small group discussions, the County Home Demonstration Committee sponsored an open meeting on local aspects of legal affairs. The Commonwealth Attorney and County Clerk spoke concerning this subject then answered questions put to them by the 80 men and women in attendance.

*Handwritten:* It is felt that the work in Money Management in Arlington County during this year has been quite successful. Starting from a small beginning in 1950 with one householder keeping home accounts for analysis, the number cooperating rose to five in 1951 with three of this number turning in accounts for a 12 month period for analysis. With the assistance of the Home Management Specialist, two special interest groups with a total of 25 homemakers participating have now received instruction in planned family spending. These groups will continue during 1953 with one additional group to be added. This work has already reached out into other areas as evidenced by the following facts. Mrs. W. C. Morhard, one of the cooperating homemakers in the County serves as co-chairman of a round table group of the Washington Chapter of the Society for Advancement of Management. In planning the program of work for this group for the year, because of her feeling that the information had proved helpful, Mrs. Morhard asked the agent to assist in presenting a discussion of money management to this group. The 15 people present, representing 10 family units, were asked to cooperate in keeping records for analysis. This group plans to have a second discussion of money management before the end of the program year. In addition to work

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with this group, the agent was also asked to present the subject to a class on Homemaking for Couples in the Department of Agriculture Graduate School. Home Demonstration Club members have also taken back to their clubs reports on information they have received. In the Glencarlyn Club, Mrs. Muriel Conner prepared a type written summary for each club member and as a result of this report, two club members asked to be given Family Account Books for the purpose of starting home accounts. # Seal

To assist with more efficient time management, one month of the club year was devoted to "Time Savers in Homemaking". The Home Management

Specialist trained leaders from each of 18 groups who in turn led discussions on time management and short cuts in house cleaning.

#### 4. House Furnishings

As a continuation of work done in 1951, House Furnishings was the major emphasis of the 1952 Home Demonstration Club calendar. Three months of the club year were devoted to various phases included good lighting, modernizing lamps, making lamp shades, simple furniture repairs, and furniture refinishing. The objectives of this program, which centered around the improved living room, were to assist homemakers in achieving a liveable living room by providing adequate light for each family member through selection, or making of correct lamps and shades, and to assist homemakers in making use of old furniture through teaching furniture refinishing and simple furniture repairs. Recognition of good design and workmanship were stressed in the selection of old furniture worthy of repairs and refinishing.

These objectives were reached through leader training, agent conducted workshops, working exhibits at Achievement Day, and use of result demonstrations. Leader training meetings were conducted by the local home economists of the electric company on good lighting, by a local craftsman on lampshade

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making, by the House Furnishings Specialist on rewiring lamps, and simple furniture repairs. The agent and one local volunteer leader received training from the House Furnishings Specialist in the latest methods of furniture refinishing.

### *Learn Secrets Of Refinishing Furniture*



Mrs. Reid Flow of the Dominion Hills Home Demonstration Club, Mrs. J. R. Omohundo of the Waverly Hills Club and Mrs. J. F. King and Mrs. Marvin Vaughn of the Boy Air Club are shown participating in one of eight community refinishing clinics under the direction of Mrs. Irene Geiss, Arlington County home demonstration agent. The clinics are being held throughout the month of April.

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As a result of this work, club women report having repaired and refinished 669 pieces of furniture, improved lighting in 518 rooms, made 324 lamps and 366 lamp shades.

Other House Furnishings topics taught in Home Demonstration Clubs include upholstery, braided rugs, chair caning, and flower arrangements. Arlington Forest, Alcovia Heights, Waverly Hills, Overlee Knolls, and Berkshire groups have had upholstery demonstrations. These demonstrations with the exception of one have been given by the agent. Bon Air and Westover Clubs have had demonstrations in braided rugs. Mrs. George Saegmuller, leader in the Rock Spring Club, reports having caned 14 chairs and having taught seven members of the Waverly Hills Club how to cane chairs. Flower arrangement demonstrations were given by the agent and local leaders in seven clubs.

The House Furnishings work was reflected and further promoted by working exhibits at the Achievement Day program. Furniture Refinishing and Lampshade making demonstrations were given throughout the afternoon of the program. Upholstery, chair caning, slip covering, flower arrangements, and braided rugs were exhibited as individual accomplishments resulting from Extension teaching.

#### 5. Rural Arts

The crafts subjects included in the Home Demonstration program are more or less minimum because of a large recreational program carried on under the County Department of Recreation. Such crafts as have been included fill the need for club choice demonstrations and therefore occupy only a small place in the club activities.

Subjects included have been textile painting, tote trays, Christmas decorations, and Christmas gift making. The Cherrydale Home Demonstration

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Club has carried on its work in Tole trays as a continuation of the group project started in 1951. Four all day meetings were held by this group which reports a total of 40 articles decorated. Mrs. Warner McKinney, leader from the Neighborhood Club, following training received from the Rural Arts Specialist has continued study of this craft and has now mastered the technique of gold leafing. Mrs. McKinney, through her membership in the Homemakers Section of the A.H.E.A. will decorate a Tole tray to present as a gift to the Headquarters Building of the A.H.E.A.

Textile painting was chosen as the club choice topic in the Fairlington and Glencarlyn Clubs. Demonstrations at the regular monthly club meetings were followed by special interest work meetings with a total of 15 members from the two groups working on stenciling. These members report 48 articles decorated.

Mrs. J. P. Schaenger, leader from the Lorcom Lane Club, was responsible for a working exhibit of the technique of textile painting at Achievement Day.

Gift making suggestions were demonstrated at eight Home Demonstration Club meetings. Emphasis was placed on usable gifts that could be quickly made and that would represent a saving in dollars and cents. In a series of television programs devoted to Christmas ideas, Mrs. Jane Newkirk, leader from the Rock Springs Club, demonstrated the making of a number of these gifts.

Christmas decorating ideas has been a popular and useful demonstration in seven of the clubs of the county. The agent has presented these demonstrations with assistance from local leaders. In November, the Ashton Heights and Arlington Forest Clubs combined their meetings for this demonstration given by Mrs. Maurice Cooper, leader from the Arlington Forest

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Club. Attendance at this meeting totaled 50. The Cherrydale Club for the third year, held their December meeting as a work meeting when members came together to make a wreath for the door. Eighteen wreaths were made this year.

B. Other Activities

1. Federation Goal Activities

The Planning Committee of the Arlington Home Demonstration Clubs at their annual program planning day chose safety as the Federation Goal for 1952. This choice was inspired by the increasing emphasis upon Civil Defense and the awareness of Arlington County's vulnerable position in the event of attack together with the knowledge of the accident rate and the many dangers involved in homemaking activities. It was decided that this subject should be presented to club members through brief talks on various safety topics by the Club Federation Goal Chairman at each club meeting. <sup>H</sup> The County Federation Goal Chairman, Mrs. C. W. Robertson assisted by the agent, worked with club goal chairman in setting a schedule of safety topics for the 12 month period. These included Christmas decoration safety warnings, winter driving hazards, electrical equipment, and wiring, safe kitchen habits, driving dangers, food poisoning, fire prevention, etc. These topics were then listed in the year book. In November prior to the beginning of this program in December, Mrs. Robertson prepared a packet of material with sufficient copies for distribution to club members to cover each safety topic for the first six months of the year. Club goal chairman were called together and given this material together with suggestions for ways of presenting the information. A second meeting along the same pattern was held in early June. To provide goal chairman and club presidents with latest information on the Civilian

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Defense Organization in the County, Mr. L. J. Stocker, Civilian Defense Coordinator, spoke to the group in February. Club members were urged to enroll in Red Cross First Aid or Home Nursing Classes.

As a result of the interest shown by the Home Demonstration Clubs in Civilian Defense Activities, the County Board asked that the Home Demonstration Committee appoint a representative to serve on the Civilian Defense Council. Mrs. W. S. Crane, County Chairman was named as representative to this Council. During the coming year each Home Demonstration Club will be asked by the C.D. Coordinator to appoint a chairman for Civilian Defense.

Other activities in the Federation Goal Safety program include cooperation with Arlington Chamber of Commerce in planning and carrying out Fire Prevention Week, the presentation of 3 radio programs on safety as it was being handled in the Home Demonstration Clubs and an outstanding exhibit on safety at the Achievement Day program. This exhibit included a map of Arlington County showing the location of all traffic violations during the past 9 months. Mrs. Robertson, County Goal Chairman, assisted by Mrs. Reed Flow, member of the Achievement Day Committee, prepared this map through the cooperation of the office of the Safety Director of the County. Following Achievement Day, it was placed on exhibit in the lobby of one of the banks.

## 2. Home Demonstration Federation Activities

During 1952 all clubs in existence at the time for payment of state Federation dues became affiliated with the organization. Interest in Federation Activities has been greater during this year than at any previous time in the past. This was evidenced by the collection of pennies for Friendship, attendance at the District Meeting and attendance at the Institute of Rural Affairs. The collection for Pennies for Friendship

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totaled \$33.47, the largest ever collected in the County, and the largest amount contributed by any County in the District. Eighty members attended the meeting of the District Federation in Nokeville, the largest number to ever attend from the County. Attendance at the Institute of Rural Affairs rose from four in 1951 to nine in 1952. Arlington also had its first representative at the National Home Demonstration Council. Mrs. W. S. Crane, County Chairman, attended this meeting in Raleigh, North Carolina. This evidence of interest in the larger organization has had its influence on County activities by creating more interest and wider knowledge of the Extension program.

### 3. Achievement Day

An Achievement Day Committee meeting for the first time in August of this year sought to plan a program that would present most clearly pictures of the Home Demonstration Activities of the current year. Heading this committee was Mrs. W. C. Morhard of the Friendship Club, who had taken an active part in the Achievement Day program of last year. It was decided that the program would be divided into three parts: working exhibits, a planned program with guest speaker, and a refreshment hour. Committees were appointed to work on every phase of the program and this constituted the only general meeting of the overall committee. A local church was secured for the program to be held on October 16. Publicity went out in the form of news articles, radio spots, and T.V. appearances. This was the first television appearance for four club women who participated in this phase of Achievement Day.

Working exhibits chosen reflected the program as it had been taught during the year with Furniture Refinishing, Lampshade Making, Tailoring, and Textile Painting being shown. To add additional interest two exhibits

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which had not been taught were included, hooked rugs and weaving. In addition to ~~these~~ working exhibits, each club was allowed two articles to show individual accomplishments, the Federation Goal exhibit showed the safety program and each person wearing a tailored garment wore a small white sash in order to call attention to her work in tailoring.

The planned program included a reading, piano selections and a guest speaker. The topic was "Fundamental Values in Family Life". This program was well received by all those present and served as a balance for the exhibits which emphasized work done with the hands.

Following the planned program, guests were invited to have refreshments. Club members donated homemade cookies in excess of the number needed to be served. These cookies were sold to take care of all expenses and provided a surplus of approximately \$7.00. Three hundred and twenty-five people attended this program.

#### 4. Community Improvement Work

This year has seen a noticeable speed-up in participation of the Home Demonstration Clubs in Community Improvement Work. It is felt that this increased participation has come about because of recognition on the part of other organizations of the effectiveness of the Home Demonstration program. Prior to this year, the Home Demonstration Clubs as a group were represented only on the Board of the Community Chest. During this year representatives have been named to serve on the lay education committee of the Arlington Cancer Chapter, the Red Cross Board, the Consumer's Advisory Board of the Hecht Co., the Consumer's-Merchant's Forum Committee, the Civilian Defense Council, and the Agent has been appointed to serve on the School Advisory Council. Through representation on these various committees, the Home Demonstration Clubs have the opportunity to serve in many different

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areas of community affairs.

To illustrate the effectiveness of Home Demonstration Cooperation, the results of participation in the Consumers Forum can be told. This Forum sponsored by the Arlington Chamber of Commerce was held for the purpose of learning from the consumer why Arlington Merchants were not getting comparable business in surrounding areas. After being notified only one week in advance of the meeting, Home Demonstration Clubs turned out in such numbers as to make up more than 50% of the 150 people attending who represented women's clubs, civic associations, and P.T.A.'s. The Chamber of Commerce credits the Home Demonstration Clubs with the success of this meeting. Three Home Demonstration representatives were named to the permanent Consumer's-Merchants Joint Committee.



CONSUMERS PREPARE REPORT—A Consumers' Committee appointed recently at a Consumers' Forum sponsored by the Arlington Chamber of Commerce is shown preparing to report to a forum of approximately 100 merchants. Left to right are: Mrs. Howard Oldham, Mrs. W. A. Hunter, Mrs. Robert W. Cox, Mrs. Irene Geiss, chairman; Mrs. J. H. Heckman, Mrs. E. F. Knippling and Mrs. A. L. Fay. Committee members not pictured are Mrs. J. Frederick Abel, Mrs. C. A. Bronson and Mrs. Donald Murtha.

(Photo by Morton & Roland)

VI. 4-H CLUB WORK

A. Project Work

1. Foods and Nutrition

Beginning in November of 1951 and continuing until April of 1952, 12 members of the Bon Air 4-H Club were enrolled in the Food Preparation and Service Project. This was the first time the club had taken any project other than clothing. Meetings were held twice monthly with demonstrations given in a community church at each meeting. Eight members satisfactorily completed the project and as a follow-up to the work in foods, a tea was held for members of the club members during National Home Demonstration Week.

2. Clothing

The majority of 4-H work in Arlington County has been in the clothing projects. The Bon Air which meets on a year-round schedule carried So you'd Like to Sew and Make or Re-make. Two additional groups were organized for So you'd Like to Sew projects during the summer months. A total of 32 girls carried clothing projects with 29 of this number completing. The garments made in these clothing projects formed the larger part of an exhibit table which was on display at Home Demonstration Achievement Day. A total of 43 articles in the clothing project were displayed at this time. These included skirts, blouses, dresses, gowns, sewing boxes, pin cushions, needle cases, and stuffed animals. Mary Jane McLaney, 16 year old member of the Bon Air Club, was selected as the county winner and will represent Arlington in the area contest.

3. Electric Project

Three members of the Bon Air 4-H Club took the beginners electric project during the spring months of 1952. Each member in addition to learning the use of electricity in the home, how to change fuses, and

care of certain electric appliances, made a pin-up-lamp which involved the finishing of good parts, wiring socket and plug, and making the lamp shade. The group was also taken on a tour of the Electric Institute at the Potomac Electric Power Company in Washington. Judy Whittington was selected winner in this project and awarded a trip to the Electric Congress in Richmond.

B. OTHER ACTIVITIES

1. Since the program of h-h work in Arlington County is very small, the Home Demonstration Achievement Day included an exhibit of h-h work. This gave an opportunity for judging of work done by club members and also served to inform Home Demonstration members of work being done by the clubs. Each of the three clubs sent exhibits which were made up largely of clothing ~~and~~ ~~with~~ pin-up lamps from the electric projects and record books also ~~and~~ ~~included~~.

VII. SCOPE OF WORK

	1949	1950	1951	1952
No. H. D. Clubs or Groups	11	15	20	20
Membership	345	345	414	437
No. h-h Clubs	7	4	4	3
Membership	116	52	39	32
No. YMW Groups				
Membership				
No. of other families <del>contacted</del>	2295	1101	1780	2237
No. of different <del>families contacted</del>	4808	1148	2780	2260
No. community <del>clubs</del>				
Membership				

VIII. A. COUNTY HOME DEMONSTRATION COMMITTEE

This organization ~~serves~~ as the Extension Service planning and executive body on the county level and as such holds bi-monthly meetings from October through ~~June~~. These meetings in addition to serving for the transaction of routine ~~business~~ have been used for presenting information

which would stimulate greater interest in the Extension program. Mr. L. J. Stocker, Civilian Defense Coordinator, spoke to the group at one of its regular meetings bringing the committee up to date on Civilian Defense activities in the county. At another meeting, Mrs. John Pierce, former district Extension Agent in North Carolina spoke on How to be a Good Leader. This type of program encourages good attendance at Executive Committee meetings and stimulates interest in the program.

Sub-committee meetings of the Executive Committee have included the yearbook committee, the Achievement Day Committee, and the program planning committee.



**CLUB PLANNING COMMITTEE** — The annual program planning meeting of the Arlington Home Demonstration Clubs took place Wednesday at Cherrydale Methodist Church at which time Miss Eva Minix, district extension agent from V.F.I. and Mrs. Irene Geiss, County home demonstration agent, met with local HD club representatives to

plan the program activity calendar for the year. Pictured above are members of the planning committee. Left to right (seated) Mrs. Guy Ramsdell, Mrs. W. S. Crane, Mrs. R. Lieber and Miss Minix. (Standing) Mrs. A. L. Fwy, Mrs. E. L. Winslow, Mrs. Robert Lurchin and Mrs. Geiss.

(Sun Staff Photo)

IX. LEADERSHIP

A. Contributions of Voluntary Leaders

1. Organizational

All clubs in the county have had a full slate of elected officers during this year and in each group officers have taken responsibility for the organizational problems that must be met. Good records are being maintained, both of attendance and minutes of business meetings. Club rolls are being kept up to date and each club has stressed the importance of members attending more than a minimum number of meetings to maintain active participation. By means of the bi-monthly meetings of the County Executive Committee information is given to club presidents thereby making it possible to have greater uniformity in the transaction of business throughout the county.

Federation Goal Chairmen in each club have been given a place on each months club program for giving a brief talk on safety. Through this means, club members have developed a safety consciousness which could not have otherwise been achieved.

2. Program Development Leaders

Leaders in program development have been encouraged to continue in their office for more than one year and retiring presidents have been suggested for this office when a change was to be made. As a result of this practice, ten program development leaders participating in the 1952 Program Planning Day had had experience at a previous planning meeting. As a result of this it is felt that program development was more representative and expressed the will of more homemakers in the county. Program development leaders have improved both the method of getting information from club members and their method of reporting on programs planned. Effective charts

and posters showing the ~~calendar of work~~, Federation Goal and Club Objectives have been made and ~~sent to clubs~~ all yearbooks were in the hands of club members.

### 3. Subject Matter.

The contribution of ~~voluntary~~ subject matter leaders in Arlington County is inestimable. ~~In this~~ area, there are many well trained and capable women who have given their ~~time~~ as leaders in the Home Demonstration program. Not only do they ~~carry~~ out programs following training received from Extension Specialists but also give of their information received through other channels. For instance, in November the Arlington Forest and Ashton Heights Clubs ~~combined~~ with a total attendance of 50 for a demonstration on Christmas Decorations. This meeting was conducted by Mrs. Maurice Cooper who had received her training through an Adult Education course at the Washington Y.W.C.A. Many similar examples could be cited.

Other illustrations of how Home Demonstration leaders have contributed include one leader who has taught basketry to 65 people this year. Another taught seven people to cane chairs along with caning 14 for herself and her family. Two tailoring leaders have also taught in the Recreation Department giving Extension Methods to more than 100 women. These cases plus the fact that 144 meetings were held by leaders without the agent being present indicate the contribution made during 1952.

#### B. Growth of Leadership

Growth of H. D. Club Project Leadership	1949	1950	1951	1952
No. project leaders (subject matter)	49	72	170	168
No. goal chairman			18	19
No. training meetings held by Specialist	4	7	3	4
by Agent	6	4	11	16

(B. Growth of Leadership - con't.)

Growth of H.D. Club Project Leadership	1949	1950	1951	1952
Attendance at all training meetings	162	143	389	327
No. club meetings held by leaders without agent present	21	69	104	144
No. additional club meetings at which leaders assisted				26
Growth of h-H Club Project Leadership				
No. adult project leaders	14	9	7	7
No. junior project leaders	0	0	2	3
No. training meetings held by Specialist by Agent	0 6	0 20	1 9	3
Attendance at leader training meetings	73	36	3	7
No. h-H leaders trained individually	8	3	4	4
No. club meetings held by leader without agent present	19	11	17	24
No. of additional club meetings at which leaders assisted	30	16	25	20
No. demonstrations given by leaders				
by adults	19	11	17	28
by juniors	0	5	4	17

C. Activities of Outstanding Leader

Mrs. W. C. Morhard is president of the Friendship Home Demonstration Club, having taken office in December of 1951 for a one year term. During the year, her club attendance has grown from 10 to 18 or 20, and because of the way in which she led the group, she was reelected to a second year as president.

In addition to serving as club president, Mrs. Morhard has served as a living room result demonstrator, County Achievement Day Chairman and is keeping home accounts for analysis.

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In November 1951, Mrs. Morhard opened her home for the Achievement Day tour and more than 300 people saw color schemes, slip covers and window treatments all planned to reflect good taste and wise economy as taught in the Home Demonstration Clubs. To these things, this year Mrs. Morhard has added a number of pieces of refinished furniture.

Along with her own work in Home Management, Mrs. Morhard has planned for this subject to be included in a Round Table of the Society for Advancement of Management in Washington and is assisting in presenting the same information in this group as is being used by Home Demonstration groups.

Mrs. Morhard has further assisted the agent by taking charge of the Home Demonstration radio program on four occasions, and appeared on a television program to tell of Home Demonstration Achievement Day.

#### X. WORK IN COOPERATION WITH OTHER AGENCIES

Cooperation with other agencies as listed in other parts of the report includes work with the Arlington Chamber of Commerce on Consumer-Merchant problems, and Fire Prevention week, Arlington Red Cross, Arlington Cancer Chapter, Community Chest and Council and Civilian Defense. The clubs of the county also cooperated with the National Frozen Food Association in conducting a survey on acceptance of certain frozen food items.

#### XI. APPRAISAL OF YEARS WORK

The way in which organizations within the county have turned to the Home Demonstration Clubs for assistance in rendering community service is convincing evidence of the growth in influence and responsibility that has occurred over the past several years. A lawyer, in speaking on legal affairs to one club, said that he had been told that the Home Demonstration Clubs were the most wide awake women's organization in the county. Many women take responsibility within the clubs indicating that they are willing to

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Begin

give of their time because they are gaining by their participation. There is still a great need for letting more people know of the Extension program. Even with local newspaper publicity and radio work, there are hundreds of homemakers who do not know that there is an Extension program available to them.

It is felt that this years work has materially benefitted homemakers in teaching them better use of their time, energy, and money and given much personal satisfaction in individual accomplishments and in service rendered to others.

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