

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Federal Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Hanover State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Mrs. Sadie J. Fleming</u>	<u>Local Home Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>



READ CAREFULLY THE SUGGESTIONS ON PAGE 32, AND THE INTERPRETATION OF EACH ITEM, BEFORE FILLING OUT THIS FORM.

Approved: _____
Date: _____

State Extension Director

Form ES-21
(Revised June, 1954)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work, as determined in item 20, should report ALL OF THEIR WORK in the column provided on pages 3 and 7. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B.

When two or more agents are engaged in the same line of work, i. e., agricultural, home demonstration, or 4-H Club work, and participate in the same extension activity, the information should be reported only once in their respective column and only once in the county total. For example, if an agricultural agent and his assistant, both of whom spend more than one-half of their time on agricultural work, participated in the same radio broadcast—it would be counted once in column C and once in the county total, column D.

When agents, engaged in different lines of work, participate in the same extension activity, the information is reported once in each of their respective columns, and only once in the county total. For example, the home demonstration and agricultural agents participate in the same radio broadcast. It would be reported once in column A, once in column C, and once in column D.

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group in which information is given or received.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported. News items prepared by local leaders should not be included.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast, is also to be reported.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.

7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result demonstrations are definitely planned in advance and not "found." Include all result demonstrations IN PROGRESS during the year, regardless of when started or completed.
8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected by extension or the group they represent to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10. Do not report county, district, or State conferences of extension personnel.

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

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

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits.....Number.....	443			443
2. Office calls.....do.....	54			54
3. Telephone calls.....do.....	247			247
4. News articles or stories prepared Number.....	44			44
5. Broadcasts made or prepared:				
a. Radio.....Number.....	✓			✓
b. Television.....do.....	✓			✓
6. Bulletins distributed.....do.....	903			903
7. Adult result demonstrations conducted.....Number.....	75			75
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....Number.....	11			11
(2).....Attendance.....	123			123
b. YMW work:				
(1).....Number.....	✓			✓
(2).....Attendance.....	✓			✓
c. 4-H Club work:				
(1).....Number.....	21			21
(2).....Attendance.....	208			208
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....Number.....	133			133
(2).....Attendance.....	1457			1457
b. YMW work:				
(1).....Number.....	✓			✓
(2).....Attendance.....	✓			✓
c. 4-H Club work:				
(1).....Number.....	98			98
(2).....Attendance.....	1572			1572
10. Meetings held <input checked="" type="checkbox"/> conducted by local leaders:				
a. Adult work:				
(1).....Number.....	28			28
(2).....Attendance.....	308			308
b. YMW work:				
(1).....Number.....	✓			✓
(2).....Attendance.....	✓			✓
c. 4-H Club work:				
(1).....Number.....	19			19
(2).....Attendance.....	194			194

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program. Meetings and attendance reported in items 12 and 13 should also be included in item 9 or 10, whichever is applicable.
13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meetings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.
14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here. These facts may be obtained through mail questionnaires, telephone, or personal interview.
15. A project leader, local leader, or committeeman is a person selected by extension or the group they represent to lead some phase of the extension program in organization or subject matter. Included should be members of the county-wide councils or committees reported in 12, as well as in items 22, 27, 39, 45, 51, 57, 62, 68, and column C on page 23, less duplications.
- 15c. Total of a, b, c, and d, less duplications due to the same person serving as leader in more than one line of work.
17. Where home demonstration program is carried on through a school, church, women's club, or farm-organization unit, include only that part of the total membership which is interested in home demonstration work.

22	22	1	1
23	23	1	1
24	24	1	1
25	25	1	1
26	26	1	1
27	27	1	1
28	28	1	1
29	29	1	1
30	30	1	1
31	31	1	1
32	32	1	1
33	33	1	1
34	34	1	1
35	35	1	1
36	36	1	1
37	37	1	1
38	38	1	1
39	39	1	1
40	40	1	1
41	41	1	1
42	42	1	1
43	43	1	1
44	44	1	1
45	45	1	1
46	46	1	1
47	47	1	1
48	48	1	1
49	49	1	1
50	50	1	1
51	51	1	1
52	52	1	1
53	53	1	1
54	54	1	1
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56	56	1	1
57	57	1	1
58	58	1	1
59	59	1	1
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61	61	1	1
62	62	1	1
63	63	1	1
64	64	1	1
65	65	1	1
66	66	1	1
67	67	1	1
68	68	1	1
69	69	1	1
70	70	1	1
71	71	1	1
72	72	1	1
73	73	1	1
74	74	1	1
75	75	1	1
76	76	1	1
77	77	1	1
78	78	1	1
79	79	1	1
80	80	1	1
81	81	1	1
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86	86	1	1
87	87	1	1
88	88	1	1
89	89	1	1
90	90	1	1
91	91	1	1
92	92	1	1
93	93	1	1
94	94	1	1
95	95	1	1
96	96	1	1
97	97	1	1
98	98	1	1
99	99	1	1
100	100	1	1

EXTENSION ORGANIZATION AND PROGRAM PLANNING

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

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

Hanover County Board of Supervisors

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

from "a".....

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

Item	Councils or committees		Members		Meetings of such councils or committees held during the year	
	A	B	C	D	C	D
	Number	Number	Number	Attendance		
a. Over-all or general.....	1	68	4	157		
b. Agricultural.....	✓	✓	✓	✓		
c. Home demonstration.....	1	34	2	22		
d. Young men and women.....	✓	✓	✓	✓		
e. 4-H Club.....	1	39	1	31		

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

Item	A	B
	Number	Attendance
a. Community or local meetings.....	16	249
b. County meetings.....	4	41

14. Number of fact-finding surveys for program-planning purposes made during the year..... 2

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

Item	Men		Women		Older club	
	A	B	C	D	Boys	Girls
a. In adult agricultural work.....	✓	✓	XXXX	XXXX		
b. In adult home demonstration work.....	51	132	XXXX	XXXX		
c. In young men and women's work.....	✓	✓	XXXX	XXXX		
d. In 4-H Club work.....	5	21	2	9		
e. Total number of DIFFERENT leaders.....	43	128	2	96		
16. Number of organized clubs or other groups carrying on adult home demonstration work.....						13
17. Number of members in such clubs or groups.....						209

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12			12
19. Total days worked.....	284			284
20. Days devoted to—				
a. Adult work.....	174			174
b. YMW work.....	✓			✓
c. 4-H Club work.....	110			110
21. Days devoted to—				
a. Extension organization and program planning.....	64			64
b. In-service training of agents.....	13			13
c. Crops.....	✓			✓
d. Livestock.....	6			6
e. Marketing; distribution; and service organizations.....	✓			✓
f. Soil and water conservation and management.....	✓			✓
g. Forestry.....	✓			✓
h. Wildlife.....	1			1
i. Planning and management of the farm business.....	✓			✓
j. Farm buildings and farm me- chanical equipment.....	✓			✓
k. House and surroundings, furnish- ings and equipment.....	21			21
l. Home management.....	12			12
m. Family economics.....	2			2
n. Clothing.....	77			77
o. Foods and nutrition.....	61			61
p. Health.....	2			2
q. Family life, child development, and parent education.....	2			2
r. Safety.....	1			1
s. Community development and public affairs.....	15			15
t. Days that cannot be charged specifically to one of items a through s.....	7			7

CROPS—Production and Marketing—Interpretation

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

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

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

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

CROPS—Production and Marketing

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

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....								
23. Total number of personal contacts made individually or through meetings.....								
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....								
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....								
Of this number how many were assisted with—								
a. Use of improved varieties and strains.....								
b. Use of fertilizers.....								
c. Control of injurious insects.....								
d. Control of diseases.....								
e. Harvesting, storing, and curing.....								
f. Efficient work methods.....								
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....								
Of this number how many were assisted with—								
a. Preparation for market.....								
b. Commodity outlook and market information.....								
c. Arranging to sell and selling.....								

LIVESTOCK—Production and Marketing—*Interpretation*

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

- F. Under "other livestock," persons assisted in work with horses and mules, rabbits for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.
27. Voluntary local leaders who have ACTIVELY ENGAGED in furthering extension work with each kind of livestock. See also interpretation of item 8.
28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons in the county assisted or influenced TO MAKE SOME CHANGE, either through adoption of a new, or improvement in an old, practice—
- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
 - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
 - (3) Probable number of other persons in the county reached through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
 - (4) All available evidence indicating the percentage of the potential clientele in the county: Number

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

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

Numbers reported in items 29, 30, and 31 should include only those who adopted or put recommended practices into use.

30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in 30a through 30e, plus other production and management practices emphasized in the county extension program. Item 30 cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- a. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
 - e. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.
31. Includes total number of DIFFERENT producers assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- a. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
 - b. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
 - c. Persons assisted primarily with those activities involved in arrangements incident to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products	Poultry and products	Beef cattle	Sheep, goats, and products	Swine	Other livestock and products
	A	B	C	D	E	F
27. Number of voluntary local leaders assisting.....		4				
28. Total number of personal contacts made individually or through meetings.....		14				
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....		11				
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of produc- tion and management.....		9				
Of this number how many were assisted with—						
a. Selection and breeding.....		9				
b. Feeding.....		9				
c. Controlling external parasites.....		6				
d. Controlling diseases and internal parasites.....		9				
e. Efficient work methods.....		5				
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....						
Of this number how many were assisted with—						
a. Preparation for market.....						
b. Commodity outlook and market information.....						
c. Arranging to sell and selling.....						

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

- 32. Columns A through F to include—
 - A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
 - B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
 - C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
 - D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
 - E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
 - F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
- 32. Item should include—
 - b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
- 33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
- 34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
- 36. Item should include cooperatives and other private enterprises with which you worked.
 - a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and processors, wholesalers, retailers, and others engaged in marketing grain.
 - b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
 - c. (1) Cotton ginner in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
 - (2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
 - d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
 - e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
 - f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
 - g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
 - h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
 - i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
 - j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
- 37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
- 38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm-mechanical equipment (subitem 55a), home equipment (subitem 61a), and clothing (subitem 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives assisted	Members in county	Cooperatives in column A given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Public-relations and membership problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....						
b. Farm and home service.....						

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

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

Number

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

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

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

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

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

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

41. Figures in columns A, B, and C will usually be larger than any one of the subitems in 42, 43, or 44, respectively.

42. Item—

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

f. Refers to problems relating to the removal of excess water: Installation of tile, drainage

ways, and ditches. Persons given assistance in saline-alkaline reclamation are to be included.

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

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

44. Item—

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

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

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

	<i>Estimated number</i>
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use.....	
b. Contour and strip cropping.....	
c. Terracing.....	
d. Grassing waterways.....	
e. Water supply, storage, and distribution.....	
f. Drainage.....	
g. Irrigation.....	
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	
i. Use of fertilizers (commercial and barnyard) (See subitem 25b).....	
j. Production of soil-improvement crops.....	
k. Crop rotations.....	
l. Land clearing.....	
43. Farmers and other individuals reported in item 41-B assisted with—	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	
d. Estimating and appraising.....	
e. Production of maple-sirup products or naval stores.....	
f. Treating wood products with preservatives (fence posts and building timbers).....	
g. Marketing of forest products (includes markets and timber-selling practices).....	
h. Fire prevention.....	
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish.....	
b. Making food and cover plantings for wildlife.....	
c. Protection of wildlife areas from fire or livestock.....	

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—*Interpretation*

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

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

45. Number of voluntary local leaders assisting
46. Total number of personal contacts made individually or through meetings
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly
TO ADOPT recommended practices
48. Estimated number of farmers and other individuals reported in item 47 assisted with—
- Information on the agricultural outlook
 - Keeping and analyzing farm records
 - Developing an over-all farm plan
 - Making needed adjustments in farm organization
 - Developing supplemental sources of income
 - Obtaining and using credit
 - Selecting a farm for rental or purchase
 - Obtaining, training, and using farm labor
 - Legal aspects of the farm business
 - Income-tax accounting and related problems
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

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

FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

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

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT—Interpretation

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

- A. Covers specific practices listed under item 60 and other related work.
- B. Covers specific practices listed under item 61 and other related work.

57. This item relates to the voluntary local leaders or committeemen who have **ACTIVELY ENGAGED** in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.

58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 300 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.

59. In estimating the total number of **DIFFERENT** homemakers and other persons in the county influenced **TO MAKE SOME CHANGE**, either through adopting a new practice or improving an old practice, the following factors should be considered:

- (1) Number of **DIFFERENT** persons reached through direct contacts (item 58 with duplications removed).
- (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
- (3) Probable number of other persons in the county reached with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
- (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number

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

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

60. Item—

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

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

61. Item should include—

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

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

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting.....	19	24
58. Total number of personal contacts made individually or through meetings.....	252	226
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices.....	139	119
60. Families, homemakers, and other individuals reported in item 59-A assisted with—		
		<i>Estimated number</i>
a. Building a new house.....		1
b. Remodeling or repairing the house.....		19
c. Improving kitchen or laundry.....		137
d. Improving storage space.....		131
e. Selection, installation, use, and care of water and/or sewage systems.....		6
f. Selection, installation, use, and care of heating and/or cooling systems.....		1
g. Planning electrical systems.....		✓
h. Landscaping home grounds.....		15
61. Homemakers and other individuals reported in item 59-B assisted with—		
a. Selection, use, and care of home equipment (other than sewing equipment).....		21
b. Selection, use, and construction of home furnishings.....		114
c. Repair, reconditioning, and care of home furnishings.....		103
d. Furniture arrangement and use of accessories.....		52
e. Color schemes and wall finishes.....		112
f. Floor finishes.....		112

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

64. See item 59 for interpretation of what to include here.

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

Assistance includes work done—

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

66. Includes work done—

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

67. Includes work done—

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

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders assisting.....	14	3	20
63. Total number of personal contacts made individually or through meetings.....	205	110	225
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....	173	74	202
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			21
b. In improving housekeeping methods.....			123
c. With family laundering.....			29
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			32
b. With family financial planning.....			26
c. With keeping and analyzing home records.....			16
d. With family legal matters.....			✓
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			179
b. With care and mending of clothing.....			163
c. With clothing construction.....			199
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			152
e. With good grooming and posture (personal appearance).....			57

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

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

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

70. Considers factors outlined for item 59.

71. Assistance includes—

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

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

72. Assistance includes—

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

73. Work includes assisting families in—

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

74. Work includes assisting families in—

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

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	16	7	20	15
69. Total number of personal contacts made individually or through meetings.....	299	132	124	259
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	253	118	115	237
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				191
b. In selecting food.....				211
c. With meal planning and food preparation.....				243
d. With preservation and storage of food.....				261
e. In improving diets.....				106
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				105
b. First aid and home nursing.....				✓
c. Dental-health education.....				✓
d. Health education leading to physical examination by a physician.....				26
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				✓
b. Providing recommended play, clothing, and equipment suited to age of children.....				12
c. Understanding roles of family members and strengthening family relationships.....				10
d. Individual adjustments and personality development.....				✓
e. Home and family recreation.....				111
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				152
b. Accident prevention around the farm and home.....				135
c. Accident prevention away from home place.....				143

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

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

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

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

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

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

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

77. Item includes—
j. Music, drama, and art.

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

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

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

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

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
75. Citizenship activities.....				✓
76. Developing and improving county or community organization.....				✓
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	1	2	10	51
b. Improving health facilities, services, and programs.....				✓
c. Improving schools.....				✓
d. Improving churches.....				✓
e. Bettering town-country relations.....				✓
f. Libraries.....				✓
g. Roads.....				✓
h. Telephones.....				✓
i. Community centers.....	1	17	63	209
j. Recreation programs and facilities.....	1	17	37	254
k. Community beautification.....				✓
78. Regional or area development programs or projects.....				✓
79. National programs and proposals affecting agriculture and rural life.....				✓
80. World affairs.....				✓
81. Emergency activities.....				✓

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report to the nearest whole unit for the completed projects only.
- The following items include projects in—
89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

SUMMARY OF 4-H CLUB PROJECTS

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

Item	Members enrolled	Members completing	Units involved in completed projects	
	A	B	C	
	Number	Number	Number	
82. Corn.....			✓	acres
83. Other cereals.....			✓	do.
84. Peanuts.....			✓	do.
85. Soybeans, field peas, alfalfa, and other legumes.....			✓	do.
86. Potatoes, Irish and sweet.....			✓	do.
87. Cotton.....			✓	do.
88. Tobacco.....			✓	do.
89. Vegetable growing.....	88	79	24	do.
90. Fruits.....			✓	do.
91. Range and pasture.....			✓	do.
92. Other crops.....			✓	do.
93. Soil and water conservation and management.....			✓	do.
94. Forestry.....			✓	do.
95. Wildlife and nature study.....			XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	5	5	608	birds
97. Dairy cattle.....			✓	animals
98. Beef cattle.....			✓	do.
99. Sheep.....			✓	do.
100. Swine.....			✓	do.
101. Rabbits.....			✓	do.
102. Other livestock.....			✓	do.
103. Bees.....			✓	colonies
104. Entomology.....			XXXXXXXXXXXXXX	
105. Tractor maintenance.....			✓	tractors
106. Electricity.....			✓	articles
107. Farm shop.....			✓	do.
108. Other engineering projects.....			XXXXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXXXX	
110. Beautification of home grounds.....			XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking and food selection).....	120	95	72	dishes prepared
112. Canning and preserving (other than freezing).....	120	98	5,451	meals served
113. Freezing of foods.....	5	3	2,204	quarts
114. Health, nursing, and first aid.....			51	quarts frozen
115. Child care.....			102	pounds frozen
116. Clothing.....	208	187	1206	articles
117. Home management.....			465	garments
118. Home furnishings and room improvement.....	10	8	35	articles
119. Home industries, arts, and crafts.....			4	rooms
120. Junior leadership.....	6	6	XXXXXXXXXXXXXX	articles
121. All other. Safety.....	4	4	XXXXXXXXXXXXXX	
122. Total.....	566	485	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP--Interpretation

- 123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.
- 124. 4-H Club members--
 - a. Enrolled are those boys and girls who actually start the work outlined for the year.
 - b. Completing are those boys and girls who satisfactorily finish the work outlined for the year.
- 125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.
 - a. Bureau of the Census definition of a farm as used in the 1950 Census is:
 - In 1965, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$100 or more were produced in 1969. Also in 1960, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$100 or more.
 - b. Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.
 - c. Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.
- 127. Age of club members at time of enrollment is to be used as basis for reporting.
- 128. Report only club members who received DEFINITE training in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.
 - e. Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to save.
- 130. A 4-H Club camp is conducted under the direction of a professional extension worker or voluntary local leader and provides a group of club members with the experience of being away from home overnight and participating in an organized educational, recreational, or nature-study program. Do not include "day camps," short courses, picnics, institutes, or other similar training or recreation events.

123	Number of different 4-H Clubs in the county				
124	4-H Club members--				
124a	Enrolled				
124b	Completing				
125	Census definitions				
125a	Bureau of the Census definition of a farm				
125b	Rural nonfarm homes				
127	Age of club members				
128	Members who received training				
128e	Members who received training in specific areas				
130	4-H Club camp				

4-H CLUB MEMBERSHIP

123. Number of 4-H Clubs.....		10
124. Different 4-H Club members—	Boys	Girls
a. Enrolled.....	88	120
b. Completing.....	76	112 112
125. 4-H Club members from—		
a. Farm homes.....	84	110
b. Rural nonfarm homes.....	4	10
c. Urban homes.....	✓	✓
(For checking purposes; total equals 124a).....	88	120
126. 4-H Club members enrolled by years in club work:		
a. 1st year.....	25	42
b. 2d year.....	29	55
c. 3d year.....	20	15
d. 4th year.....	13	7
e. 5th year.....	1	1
f. 6th year and over.....	✓	✓
(For checking purposes; total equals 124a).....	88	120
127. 4-H Club members enrolled by ages:		
a. 10 years and under.....	21	31
b. 11 years.....	13	20
c. 12 years.....	17	21
d. 13 years.....	15	13
e. 14 years.....	8	21
f. 15 years.....	14	10
g. 16 years.....	0	2
h. 17-20 years, inclusive.....	0	2
(For checking purposes; total equals 124a).....	88	120
128. 4-H Club members who received definite training in—		Members
a. Judging.....		42
b. Giving demonstrations.....		70
c. Group recreation leadership.....		124
d. Music appreciation.....		✓
e. Money management (thrift).....		✓
f. Farm and home safety.....		✓
g. Citizenship.....		✓
h. Personality improvement.....		✓
i. Soil and water conservation.....		✓
j. Forestry.....		✓
k. Health, nursing, and first aid.....		✓
129. 4-H Club members having health examination because of participation in the extension program.....		✓
130. Number of members attending a 4-H Club camp.....		4
131. 4-H Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		18

MISCELLANEOUS—*Interpretation*

- The following items should include work done—
136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects

in crops stored on the farm is to be reported in subitem 25e.

140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, rabbits, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.
142. Other than those incident to foods, clothing, house-furnishings, etc., which are to be reported in their respective subject-matter sections. Assistance in the selling of arts and crafts is to be reported in subitem 35b.

MISCELLANEOUS

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

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

ESTIMATES FOR THIS SECTION SHOULD BE CONSISTENT WITH THE MOST RECENT COUNTY STATISTICAL DATA. All agents should work together in trying to make these figures reflect as accurately as possible the situation in the county. Adaptation of the factors outlined for items 24 and 59 might be helpful in making these estimates.

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

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

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

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

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	✓	✓	✓
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	273	91	✓
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	273	91	✓

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is expected to attend the meetings of the Agricultural Stabilization and Conservation Program Committee. These meetings would be reported in this section. In contrast, the extension agent holds several meetings

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

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

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

165. Line is left blank for State use.

168. Line is left blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

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

YOUR ANNUAL REPORT

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

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

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

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

General Directions

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

The Narrative Report

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

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

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention.
2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.
3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.
5. HOW next year's work can be strengthened and improved in light of the current year's experience.

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

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

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

The Statistical Report

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

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

1954 PLAN OF WORK

Samie C. Fleming
Home Demonstration Agent

Hanover
County

I. County Situation Considered in Working Out Program for 1954.

There are 392 Negro farm families in Hanover County. The families in the Eastern section of the county receive their income chiefly from truck crops, while families from other sections of the county receive their income from a variety of occupations. These being general, tobacco and poultry farming, lumber mills, pulp mills, saw mills, carpentry, bricklaying, the railroad, shirt factory, freezer plant for chickens and domestic work. The county being so close to Richmond and transportation facilities convenient from almost any point, a large number of the people work in Richmond and commute. A large percentage of the women worked in 1953 and there seems to be a slight increase this year. Some of these women were reached through night meetings, club and committee meetings.

There are ten elementary schools, one high school and approximately twenty-five churches in the county. Only five of the elementary schools have children going beyond the fifth grade. A very few of these pupils are of club age. The others go either to the high school in Ashland or to one of the other five elementary schools. The overcrowded conditions and the bus transportation in the high school causes the schedule to be so

arranged that there is not any time for a 4-H Club program in the high school. A meeting is held after school to reach those members in the vicinity of Asland.

There are very few places in the county for recreation. Only the County Recreation Center offers supervised recreation, which is done by volunteer local leaders when a recreation program is presented by the Advisory Board or clubs. Other social contacts are carried out through the twenty-three churches.

II. Contribution of the 1954 Program to Family Living.

The 1954 program is looking forward toward helping more people bring their thoughts and initiative to bear on problems and on the development of the Extension Program. Farming and Home Making is a complex business and one of the greatest problems that will face the home demonstration work will be helping the entire farm family plan for the future to meet the total family needs.

It is also the desire of the program to follow closely projects and render any assistance possible hoping to create a greater appreciation for better nutrition, home improvement and family cooperation thus making family living more enjoyable.

III. 1954 Program as Planned.

A. Subject Matter Fields in which Adult Program is Planned.

1. Foods

- a. To teach families the importance of nutrition and how important it is in their own personal lives.
- b. To recommend foods that are practical and yet meet their dietary needs.
- c. To conduct discussions or panels on the many hazards of overweight.

- d. To stress the need for balanced meals for the family.
- e. To give demonstrations in the clubs on preparing well balanced meals that are inexpensive.
- f. To give canning and freezing demonstrations when necessary.
- g. To show the members the importance of keeping canning and gardening records.

2. Clothing

- a. To show families how to purchase and use a dress pattern.
- b. To discuss and demonstrate the type of dress fabrics and colors that may be used in constructing an inexpensive, durable, useful and attractive cotton dress.
- c. To teach families how to construct and fit a dress.
- d. To give demonstrations in making button holes (worked and bound), how to put in zippers, hems and seam finishes.
- e. To show families how much pressing will help when constructing a dress.
- f. To teach families when to buy their clothes in order to decrease the cost of clothing for the family.
- g. To show families how less expensive it is when clothes are made in the home.

3. Home Improvement

- a. To help families create comfortable, convenient and attractive rooms with emphasis on the bedroom.
- b. To conduct a bed room tour.
- c. To give demonstrations on bed making with and without the patient.
- d. To assist families in making use of discarded curtains.
- e. To show pictures or slides of rooms which have been improved or are in the process of improving.

4. House Furnishings

- a. To teach families how to select and care for their bed linens, using an exhibit of linens and bulletins.
- b. To conduct an upholstery clinic for leaders.
- c. To assist families in making use of existing furniture.

5. Yard Improvement

- a. To make a survey of the home grounds to see what needs to be done to make them more attractive.
- b. To conduct a Yard Improvement Clinic for leaders.
- c. To teach what shrubs and flowers to plant in the yard, when, where and how to plant them.
- d. To help plan location for garages and other buildings on the yard.
- e. To emphasize the importance of keeping the yard clean and free from rubbish.
- f. To plan a plant exchange program.

6. Arts and Crafts

- a. To help develop skills, stimulate the creative mind and also develop pride in producing something beautiful with the hands.
- b. To give demonstrations on how to develop skills and knowledge in making lamp shades for the home and key cases and bill folders from leather.

7. Recreation

- a. To stress the need for more wholesome recreation in the home and community.
- b. To sponsor a County-wide Picnic in August.
- c. To conduct a recreation program during the spring and summer months for children and adults.
- d. To teach games of various games atleast once or twice a week.

B. Subject Matter Fields in which 4-H Program is Planned.

1. Clothing

- a. To assist girls and boys in developing their knowledge in sewing.
- b. To give demonstrations in the following subjects:

Equiping a sewing box
 Making a wrist pin cushion
 " a handkerchief
 " a laundry bag
 " a skirt
 " an apron
 " a blouse

2. Bread Making

- a. To teach 4-4 members how to give a demonstration in making bread.
- b. To teach members how to prepare the Master Mix .
- c. To teach members how to prepare recipes from the mix and to make corn bread and yeast breads.
- d. To show members how to judge breads.

3. Foods

- a. To acquaint the 4-4 girls and boys with the four point food program:
 - Keep well nourished
 - Serve enjoyable meals
 - Practice thrift when need be.
 - Save time and energy *when* possible
- b. To try and get the members to realize that food help them to be at their best in health and vitality.
- c. To help members in making their canning budgets and storing foods.

4. Gardening

- a. To teach club members the best methods of growing vegetables.
- b. To emphasize the value of the home garden in the nutritional program.
- c. Interest members in a wholesome and profitable enterprise that will improve living conditions.

IV. Other Activities

A. Adult

1. Live-at Home Community Project

- a. To continue the Live-at Home Program in Georgetown Community.
- b. To enroll a new community, Elmont, in the Live-at Home Program.
- c. Both communities will be scored at the beginning of the year and again at the end of the year in order to evaluate the progress made.

2. County Recreation Center

- a. To sponsor drives to raise funds for completion of the kitchen and purchase some of the seats necessary for the center.

3. News Articles

- a. To continue publishing weekly a schedule of activities of club meetings or other extension activities in the county paper.
- b. To publish once a year the high lights of the work for the purpose of furnishing the county officials as well as others information on what the Extension Program is doing.

4. Pamphlets

- a. To enable families to keep up-to-date on the latest methods of doing certain jobs pertaining to the home or farm.
- b. To encourage club members to read more and use the information received.
- c. To encourage club members to keep a folder for pamphlets.

5. Circular Letters

- a. To use circular letters in carrying subject matter to the people.
- b. To use circular letters to notify extension people and county people of the special programs given and encourage them to give their support.

6. County Picnic

- a. To sponsor a County-wide Picnic to give the people a chance to come together as a group for recreation.
- b. To make it possible for the extension people and their friends to get better acquainted with what the different communities are doing.

7. Churches

- a. To visit many of the churches in the county to get acquainted with more people and try to get them better acquainted with the Extension Program.
- b. To cooperate with Vocational Bible Schools and other church organizations.

8. Bed Rooms (Result Demonstration)

- a. To encourage club members to enroll in a five year bed room demonstration, or contest.
- b. To score the bed rooms when project begins, then

once a year thereafter until the end of the five year period.

- c. To have pictures made of the demonstrations from time to time.

8. Upholstery Clinic

- a. To hold a one day clinic for the leaders for the purpose of encouraging more people to use or renovate the furniture they have discarded.

9. Yard Improvement Clinic

- a. To teach leaders how to plan yards and have them carry this information back to their clubs.
- b. To show what shrubs and flowers to plant, where, how and when to plant.

10. Achievement Day Program.

- a. To have an Achievement Day Program to show best work done during the year and give club reports of what has been done in each club.
- b. To extend invitations to the public in order to inform everyone of what the Extension Service in Hanover is trying to do to encourage better family living .

B. 4-H Work

1. Contest

- a. To participate in County and State Contests.
- b. To conduct County Bread Making Contest.

2. Achievement Day

- a. To have an Achievement Day Program during National 4-H Week.
- b. To invite parents and other county people to attend and get better acquainted with the 4-H Program.
- c. To have Bread Contest Winners give a demonstration on the Master Mix on the Achievement Day Program.
- d. To have an exhibit of best 4-H work done since summer.

3. Rural Life Sunday

- a. To observe Rural Life Sunday in the churches in Hanover.

- b. To encourage church participation among the 4-H members.
- c. To secure the cooperation of the ministers in the extension activities.
- d. To give the public the highlights of the 4-H Program.
4. National 4-H Club Week
- a. National 4-H Week and Achievement Day Program will be held jointly.

V. Scope of Work

	No. in 1951	No. in 1952	No. in 1953	Goal for 1954
A. Organization				
No. of Home Demonstration Clubs-16	14	13		13
Membership-----	188	199	199	199
No. of 4-H Clubs-----	7	8	9	9
Membership-----	225	225	239	239
No. of Young Men and Women Clubs--	1	0	0	1
Membership-----	11	0	0	15
Other Organizations----	4	4	4	4
B. No. of Families reached				
through Home Dem. Work-188	198	332	332	332
4-H Clubs-----	197	170	180	200
Young Adult Clubs-----	0	10	0	15
Special Interest Groups-----	150	13	50	50
Result Demonstrations--	150	174	200	200
Home Visits-----	325	248	179	500
Contact by Club Members--	300	200	200	275
Other-----	450	300	300	320
Estimate No. of different Families reached through the above means-----	455	485	483	483

VI. Plans for Strengthening the Program in 1954.

A. County Home Demonstration Committee

1. The Home Demonstration Committee will meet twice during the year.
2. The committee will plan county program in the fall.
3. Goal chairmen will be appointed to carry out goals for the year.
4. Have each chairman report on progress made.

B. County Advisory Board

1. Sponsor the Community Live-at-Home Program.
2. Meet every three months to plan and check program.
3. Continue building program for the recreation center.
4. Plan and carry out drives to raise money for center.
5. Sponsor the County-Wide Picnic.
6. Cooperate with the State Advisory Board and send delegates to the Annual State Advisory Board Meeting.
7. Encourage families to attend the State Farmers Conference.

C. 4-H Council

1. Meet once a year to check on progress made in the previous year and make plans for the next year.
2. Have one training meeting to train officers.

VII. Plan for Leadership

	No. in 1951	No. in 1952	No. in 1953	Goal for 1954
A. Home Demonstration :				
No. of Project leaders :	64	103	73	80
No. of District goal : chairmen :	2	2	12	12
No. of Program : development leaders :	46	28	28	28
No. of result : demonstrators :	31	38	39	40
No. meetings at leaders were trained by specialist :	1	0	1	4
No. meetings at which leaders were trained : by District Agent :	2	0	0	2

	No. in 1951	No. in 1952	No. in 1953	Goals for 1954
No. of meetings at which leaders were trained by Agent -----	2	19	11	25
Attendance at all train- ing meetings-----	103	236	129	250
No. club meetings held leaders without agent present--	12	69	19	25
Total No. demonstrations given by leaders-----	11	8	25	25
Total No. of talks and discussions given by leaders----	40	39	20	30

Plans for training and using leaders in carrying out the 1954 Program.

1. Leaders will be trained to give demonstrations during the absence of the agent.
2. To encourage more women to become club members.
3. Leaders will be asked to assist agent in carrying information to the people.
4. To conduct result demonstrations.
5. Training meetings will be held to train leaders in the followings subjects: Fabrics, Upholstery, Yard Improvement, Bed Making, Leather Work, Making Lamp Shades and Christmas Table Decorations.

B. 4-H Clubs

	No. in 1951	No. in 1952	No. in 1953	Goal for 1954
No. of 4-H club officers---	40	40	50	54
No. of Adult project leaders--	17	18	21	21
No. of Junior project leaders--	3	9	11	12
No. of result demonstrators--	0	0	0	4
No. of meetings at which leaders were trained by specialist--	0	0	0	1
No. meetings at which leaders were trained by District Agent--	2	1	0	2
No. meetings at which leaders were trained by Agent-----	5	14	10	12
No. meetings at which leaders were trained by personnel in 4-Department--	0	0	0	1

	No. in 1951	No. in 1952	No. in 1953	Goal for 1954
Attendance at leaders training meetings -----	13	50	129	135
No. of 4-H leaders trained individually-----	17	16	16	20
No. of club meetings held by leaders without agent present -----	42	48	46	46
No. of demonstrations given by adult leaders--	4	35	16	20
No. of demonstrations given by junior leaders--	0	9	9	12

Plans for training and using all 4-H leaders in carrying out the 1954 program.

1. Training meetings will be held to train adult 4-H leaders (project)
2. Training meetings will be held to train junior leaders on how to conduct meetings.
3. Junior project leaders will be trained individually.
4. Leaders will give members assistance in keeping records.
5. Project leaders will give demonstrations to 4-H members in meetings during the summer months.
6. Leaders will conduct meetings and give demonstrations during the absence of the agent.

C. Young Men and Women's Clubs

	No. in 1951	No. in 1952	No. in 1953	Goal for 1954
No. of club officers-----	5	0	0	5
No. of adult leaders---	1	0	0	1

Plans for training and using leaders.

1. Training meetings will be held to train the leader
2. Leader will be used to organize and conduct meetings.

VIII. Most difficult problems in carrying out the Extension Program in the County.

1. Large percentage of women work.
2. School consolidation.
3. Leadership program needs improvement.

To help solve some of these problems more night meetings will be held and more time given in training leaders.

IX. Plans for work with other agencies.

A. Red Cross

1. Work with Red Cross during campaigns and drives.
2. Assist in distributing necessary bulletins.

B. Tuberculosis Association.

1. To attend meetings regularly.
2. Distribute bulletins.
3. Cooperate in selling seals.

X. Plans for developing good public relations.--churches, schools co-workers .

1. Visit churches, schools and attend special county activities.
2. Give assistance to organizations, co-workers and others when necessary.

XI. Plans for Recording Progress

1. The list of accomplishments in Yearbook will be checked monthly by agent and leaders.
2. The summary sheets will be used at the end of each phase of work to record progress made on the particular subject.

XII. Plans for Professional Improvement

1. Attend agents group meetings once a month or when called to discuss problems and ways of solving them.
2. Read books, newspapers, magazines and other reading material related to my field.
3. Take a correspondence course from the University of Virginia.

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1954 ANNUAL NARRATIVE

I. County Situation Considered in Working Out Program for 1954

There are 372 Negro farm families in Hanover County. The families in the Eastern section of the county receive their income chiefly from truck crops, while families from other sections of the county receive their income from a variety of occupations. These being general, tobacco, and poultry farming, lumber mills, pulp mills, saw mills, carpentry, bricklaying, the railroad, shirt factory, freezer plant for chickens and domestic work. The county being so close to Richmond and transportation facilities convenient from almost any point, a large number of the people work in Richmond and commute. A large percentage of the women worked in 1953 and there seems to be a slight increase this year. Some of these women were reached through night meetings, club and committee meetings held by leaders and agent.

There are ten elementary schools, one high school and approximately twenty-five churches in the county. Only five of the elementary schools have children going beyond the fifth grade. A very few of these pupils are of club age. The others go to either the high school in Ashland or to one of the other five elementary schools. The overcrowded conditions and the bus transportation in the high school causes the schedule to be so arranged that there is not any time for a 4-H Club program in the high school. A meeting is held

after school to reach those members in the vicinity of Ashland.

There are very few places in the county for recreation. Only the County Recreation Center offers supervised recreation, which is done by volunteer local leaders when a recreation program is presented by the Advisory Board or clubs. Other social contacts were carried out through the twenty-five churches.

II. Contribution of the 1954 Program to Family Living

The objective of the 4-⁴ and Adult program this year was to help more people bring their thoughts and initiatives to bear on problems and on the development of the Extension Program. Many of the food, clothing, home management, housing, gardening, home improvement, poultry, craft and recreational problems were solved through club demonstrations, (result and method) planning meetings leader training meetings, group discussions, specialist help, home visits, family and community recreational programs.

Projects were followed closer and as much assistance as possible given to help create a greater appreciation for better nutrition, home improvement and clothing needs. As a result, the adult club members completed work in clothing, foods, home improvement, home ground beautification and recreation. One member in particular has repainted her home, installed a water system in kitchen and bath room, and installed a central heating system. Another member who completed a new home in 1953 made plans for landscaping her yard, following rules given by the specialist, Dr. W. L. Watson, Head of the Horticulture Department, Virginia State College. Trees and shrubbery have been transplanted and the lawn seeded. Five water systems have been installed in the county this year.

Housing has also improved a great deal. In the Live-At Home Communities six new homes have been built and furnished. Kitchens have been improved by installing water, purchasing new stoves, cabinets, refrigerators and freezers. Many of these articles were purchased by the women themselves who work and save a portion of their income to help in improving the home.

Three pictures of the result demonstrations in Hanover were published in the ANNUAL REPORT OF AGRICULTURE EXTENSION SERVICE V. P. I. for 1953. These pictures were room improvement done by Mrs. Clara Quash, Doswell, Virginia; addition housing and newly installed water system by Mrs. Ethel Anderson, Gum Tree; and the County Recreation Center, Elmont, which was built by the leaders.

Many of the members have begun to realize the importance of nutrition and what it means to them. Better balanced and well planned meals have been served. The overweight problem has been realized and it is hoped that another year more emphasis will be placed on this subject.

Gardens were planted by approximately two-thirds of the members, but the canning and gardening projects were not very successful because of the drought, however, many adults have canned as much as possible for family use.

Poultry projects were about the same as last year. Many raised broilers for family use, and layers to produce enough for family use. Two families raised and sold broilers for market. One family marketed eggs once each Saturday during the year.

The adult clubs were given instructions on making leather articles by Miss Catherine Peery, Rural Art Specialist, and the Agent.

Approximately seventy-five articles were made, including bill folders, change purses and key cases.

The Recreational program is still being conducted and supervised by the leaders. Many meetings and programs have been sponsored by various communities and held in the Center. Seats and a stairway have been completed since last year.

The Herald Progress, county paper, has contributed a great deal toward the success of the extension program by publishing the Extension Weekly News Article and the Yearbook. The complete yearbook of extension activities was published and pictures of the 1953 Short Course Delegates from Hanover to Virginia State College were published as being one of the most outstanding pictures of the year.

There were two hundred and eight girls and boys enrolled in clothing, meal preparation and preservation, bread making, home improvement and gardening. Clothing exhibits were shown during 4-H Week Celebration such as aprons, handkerchiefs, shoe bags, sewing kits and skirts. Four prizes were awarded for the best club exhibits and blue, red and white ribbons were given to members whose work merited a prize. Twentynine won blue ribbons-first prize; fortyone won red ribbons-second prize and thirty five won white ribbons-third prize.

Bread teams, organized this year. Three of these teams-Ashland, Elmont and J. P. Barrett School, gave demonstrations on the 4-H Week Program at J. P. Barrett School in March. Prizes were awarded the teams. J. P. Barrett School won first place, Ashland second place and Elmont, third place.

Pole Green 4-H Club won the Silver Cup for the best project

work done. County awards were given members for outstanding work in leadership, canning, achievement, clothing, home improvement, meal preparation, bread, gardening, J. P. Barrett School was also presented a prize for best club exhibit.

Greater emphasis was placed upon food preparation and preservation, gardening and poultry during the spring and summer months. Many of the boys in the Eastern part of the county assisted their fathers with truck gardens and accompanied their parents to the Richmond market twice a week to sell vegetables.

Five clubs celebrated Rural Life Sunday with special programs. Some of the 4-H members served as ushers, others took part on the programs. In Ashland Community a special sermon was delivered by the pastor on Rural Life Sunday in honor of the 4-H club work. The members wore uniforms and took an active part in the services.

III. ADULT WORK

A. Project Work

1. Food and Nutrition

Objectives

- a. To teach families the importance of nutrition and how important it is in their own personal lives.
- b. To recommend foods that are practical and yet meet their dietary needs.
- c. To conduct discussions or panels on the many hazards of overweight.
- d. To stress the need for balanced meals for the family.
- e. To give demonstrations in the clubs on preparing well balanced meals that are inexpensive.
- f. To give canning and freezing demonstrations when necessary.
- g. To show the members the importance of keeping canning and gardening records.

Special interest groups were trained in better nutrition through demonstrations and discussions. The

basic seven food chart was used as a guide in many of these groups. Many of the club members and leaders have begun to realize more the importance of nutrition. The members also understand more how overweight can cause many problems such as shorter life span, unattractiveness, tiredness and less pep, and probably cause diabetes, heart disease, high blood pressure and arthritis. For another year, overweight will be one of the problems in nutrition which the women will attempt to solve.

Gardens were planted by most of the members. The canning and gardening projects were not as successful as planned because of the drought, however, 1, 0350 quarts were realized.

2. Clothing

Objectives

- a. To show families how to purchase and use a dress pattern.
- b. To discuss and demonstrate the type of dress fabrics and colors that may be used in constructing an inexpensive, durable, useful and attractive cotton dress.
- c. To teach families how to construct and fit a dress.
- d. To give demonstrations in making button holes (worked and bound), how to put in zippers, hems and seam finishes.
- e. To show families how much pressing will help when constructing a dress.
- f. To teach families when to buy their clothes in order to decrease the cost of clothing for the family.
- g. To show families how less expensive it is when clothes are made in the home.

Clothing was the major project for the adult program. This project started in January with leaders training meeting, which was conducted by Miss Ivy Byrd Johnson, Clothing Specialist, V. P. I., Blacksburg, Virginia, and ended in May with a Fashion Show.

Miss Johnson assisted the leaders in their study of new fabrics with special emphasis on cottons. She mentioned the

fact that one cannot know about fabrics and finishes unless one studies labels and tags, and cannot decide which fabric or finish to buy unless one makes a plan of the need it will meet, the best color to buy, the use to which it will be put, the care required to keep it wearable and the cost as compared with others which meet the need. With this information in mind, the leaders left the meeting with new determination to purchase a good quality and yet inexpensive materials for cotton dresses.

All clubs were given training in selecting and buying fabrics, using a pattern, how to construct and fit a dress. Demonstrations were given in making button holes (bound and worked), how to put in zippers, hems, seam finishes and how the importance of pressing a garment counts.

Discussions were held on when to buy clothes in order to decrease the cost of clothing for the family.

Two fashion shows were presented in May after the dresses were completed, one in Ashland District and one in Henry District. Forty-nine dresses were styled in the shows, others were completed at club meetings and in the home.

Much interest was shown in clothing this year and it is felt that the women will continue to make their own garments and reduce clothing expenses. As a direct result of the clothing project the members expressed in one way or the other a sincere satisfaction of having made their garments and indicated that they will be benefited by making other garments later. Many of the women want to learn more about Short Cuts in Sewing for

their children. It is hoped that their desires will be met in another year.

3. Home Improvement

Objectives

- a. To help families create comfortable, convenient and attractive rooms with special emphasis on the bedroom.
- b. To conduct a bedroom tour.
- c. To give demonstrations on bedmaking with and without the patient.
- d. To assist families in making use of discarded curtains.
- e. To show pictures or slides of rooms which have been improved or are in the process of being improved.

Discussions and demonstrations were held on selection of wall paper, paint and decorating equipment, and as a result many improvements have been made in the homes. Twenty-one rooms have been painted or walls papered, two rooms remodeled, five houses repainted and five water systems installed. One member, Mrs. Margaret Cannon of Georgetown, repainted the exterior of her home, installed a water system and installed a central heating system.

Another member, Mrs. Louise Pryor of Bethany club, completed a new home in 1953 and made plans for landscaping the yard. Trees and shrubbery have been transplanted and lawn seeded. These improvements have added beauty to the home.

All bedmaking demonstrations were not given as planned this year because many of the members have had previous demonstrations in home nursing. Other members worked and could not attend the demonstrations.

Several club members were shown how to make summer spreads and scarves from discarded curtains.

4. House Furnishings

Objectives

- a. To teach families how to select and care for their bed linens, using and exhibit of linens and bulletins.
- b. To conduct an upholstery clinic for leaders.
- c. To assist families in making use of discarded furniture.

A bedding exhibit was shown to all the clubs. Charts were exhibited and explained on the types of mattresses, pillows, mattress covers, sheets and pillow cases, blankets, comforts, quilts and bed spreads. Because of this exhibit and group discussions, many of the women were better informed as to what kind of linens and mattresses to buy and what to look for when buying. One club member purchased a new Foam Mattress since the exhibit. She says, "I never realized before how a comfortable mattress can contribute to a good nights rest. I sleep better now than I have ever slept."

The upholstery clinic was not held this year because of the many activities which the members and leaders were engaged in during the month that was scheduled for the clinic. The members have expressed their desire to have the clinic next year.

5. Yard Improvement

Objectives

- ✓ a. To make a survey of the home grounds to see what needs to be done to make them more attractive.
- ✓ b. To conduct a Yard Improvement clinic for leaders.
- ✓ c. To teach families what shrubs and flowers to plant in the yard and when and how to plant them.
- d. To help plan location for garages and other buildings.
- e. To emphasize the importance of keeping the yard clean.

In the Home Demonstration club meetings this year, the members were asked to report the improvements needed to be made in their yards to make them more attractive. Many discoveries were made, such as need for planning the yard, rearranging shrubbery and flowers, trees to be cut down and grass grown. These problems were discussed in a Yard Improvement Clinic which was conducted by Dr. W. L. Watson, Yard Improvement Specialist, Virginia State College, Petersburg, Virginia. A discussion period was held on planting of flowers shrubs and trees. The group was taught what shrubs and flowers to plant in the yard, when, where and how to plant them, proper location for trees, garages and other buildings. The importance of keeping the yard clean and free from weeds was also discussed. *Results*

6. Arts and Crafts

Objectives

- a. To help develop skills, stimulate the creative mind and also develop pride in producing something beautiful with the hands.
- b. To give demonstrations on how to develop skills and knowledge in making lamp shades for the home and key cases and bill folders from leather.

The clubs received training in making leather articles such as key cases, coin cases and bill folders from Miss Catherine Perry, Rural Art Specialist, Blacksburg and the Agent. Nine leaders were present. Training was given in selecting leather, using leather equipment, cutting leather designs, lacing and tooling. Following the meeting plans were made for leaders to assist the agent in teaching club members how to make leather articles.

Approximately seventy-five articles were made by the various club. This project was most interesting to the women.

It gave them a chance to develop their skills and pride in producing something beautiful with their hands. It gave them a chance to show people what they had actually done themselves. Eight of the leaders are still teaching this project to other people including their husbands and children. 191

7. Recreation

Objectives

- a. To stress the need for more wholesome recreation in the home and community.
- b. To sponsor a County-wide Picnic in August.
- c. To conduct a recreation program during the spring and summer months for children and adults.
- d. To teach games of various kinds atleast once or twice a week.

The leaders are continuing to stress the need for more wholesome recreation in the homes and communities. Many of the recreational programs in the county were held in the Recreation Center. Games were taught the 4-H members by the agent and leaders.

The leaders have also contacted more people in the county and made them better acquainted with the purpose of the center and as a result, more civic organizations have begun to use the building.

Another chimney and a stairway have been built by the leaders since last year, the Advisory Board having to pay only for the material.

IV. Other Activities

A. Adult

1. Live-at-Home Community Project

Objectives

- a. To continue the Live-at-Home Program in Georgetown community.
- b. To enroll a new community, Elmont, in the Live-at-Home Program.
- c. Both communities will be scored at the beginning of the year and again at the end of the year in order to evaluate the progress made.

The Live-at-Home Community Project which is supported by the County Advisory Board each year, entered two communities in the contest this year. Georgetown has twenty-seven families, twenty-three owned their homes, fifteen are in community club, twenty-one have painted homes, seventeen raise feed stock, twenty raise hogs, five raise cows, eight in PMA and eighteen girls and boys belong to 4-H club.

Elmont community has thirty-one families. Twenty-six own their homes, three being built this year. There are fifteen in community club, twenty-three with painted homes, thirteen raise feed for stock, twenty-six raise gardens, twelve raise poultry, seventeen with hogs, four with cows, one in PMA eighteen in 4-H club work.

The leaders in these communities have contributed a great deal towards encouraging members to improve their homes and farms.

2. County Recreation Center

Objectives

- a. To sponsor drives to raise funds for completion of the Kitchen and purchase some of the seats necessary for the center.

Effort are still being made to raise funds for the Recreation Center. A kitchen shower was sponsored by the leaders Mrs. Deborah Long and Mrs. Leona Goodwin, for the benefit of the Center. It was well supported by the Home Demonstration groups, business organizations, churches and individuals. Sixty-five articles were received, all very useful such as dish pans, pie plates, frying pans, baking dishes, coffee pots, tea kettles, glasses, kitchen silver, dish clothes, towels, pot holders, dust pan, trash can, roaster, bread pans, wash basin, dipper, pyrex dishes and biscuit sheets.

A very intertaining program was given at the shower by the following groups----Greenwood Baptist Church Junior Choir, Ebenezer Baptist Church Junior Choir and the Wright Family.

Home Demonstration Bazaar: The County Advisory Board sponsored a Bazaar on July 15-17, for the purpose of raising funds fro the Center. Leaders served as Chairmen to serve in the booths. Indoor amusements were provided for children and adults. The amount cleared from the bazaar was \$128.92.

Turkey Dinner: The Turkey Dinner which was sponsored by Mrs. Deborah Long and Elmont Home Demonstration Club members was a success. The women in Hand or have been working on the Center Kitchen a year or more, doing a little at a time. It is hoped that additional im-

provements on the Kitchen will begin in the near future.

Total cleared from dinner, \$89.81.

3. Home Demonstration Popularity Contest

Fifty-one Home Demonstration Members and leaders attended the popularity contest which was held at the Center, on February 1, 1954.

Mrs. Florine Hughes Hall of Ashland won first place, reporting \$26.00; Mrs. Louise Winston of Georgetown and Mrs. Clara Quash, of Deaswell tied for second place, reporting \$16.00 each and Mrs. Caroline Darridge, Mt. Zion, third place, reporting \$15.00.

Eleven out of the thirteen clubs were present. Mrs. T.T. Hewlett, District Agent, presented the prizes-- 1st--\$5.00. 2nd--\$3.00, and 3rd--\$2.00. Mrs. Hewlett also gave an interesting talk on the objectives of Extension Work, emphasizing the fact that the extension program helps people to help themselves, and leaders play a very important role in putting the work over to the people.

A total of \$105.00 was raised by the contestants, with the help of their clubs. The amount cleared was \$92.00. thirteen dollars were given for prizes.

This money will be used for the purpose of paying the clubs state and county dues and other necessary expenses.

4. County Picnic

Objectives

- a. To sponsor a County-wide Picnic to give the people a chance to come together as a group for recreation.

- b. To make it possible for the extension people and their friends to get better acquainted with what the different communities are doing.

The annual picnic was held on July 29, at the Hanover Wayside Park, Hanover County. Approximately 250 persons attended from the various 4-H and Home Demonstration clubs in Hanover. Contests were conducted by the Junior and adult leaders. They were: largest family, oldest couple, longest distance traveled to the picnic, oldest woman, oldest man, youngest couple, largest adult, smallest adult, tallest adult, shortest adult, youngest person, largest feet, smallest feet, hog calling, longest hair, husband calling, wife calling, chicken calling and dog calling. This annual ^{program} gave Home Demonstration members a chance to get together and become better acquainted with one another.

5. Glass Etching Clinic

A Glass Etching Clinic for Home Demonstration leaders was held on November 9 in the Home Demonstration Kitchen, Hanover, by Miss Catherine Perry, Rural Arts Specialist, Blacksburg.

Each leader brought her own water glasses to be etched. Miss Perry demonstrated two methods to the group--(1) Stencil Method and (2) Faint Method.

Each one was given a chance to etch her own glasses. This demonstration was very helpful and will be given to each of the Home Demonstration Clubs by the leaders. Eight leaders were present.

6. Home Demonstration Week Celebration

The Home Demonstration clubs completed their clothing project for the year---cotton dresses. Two Fashion Shows were presented, as part of Home Demonstration Week Celebration. One at the Recreation Center in Ashland District and the other at the lower end of the county, at Pleasant Grove Church. Forty-nine dresses were completed for the fashion shows.

Much interest has been shown in clothing this year and it is hoped that the women will continue to make their own garments and reduce clothing expenses.

As a direct result of the clothing project the members expressed in one way or the other a sincere satisfaction of having made their garments and indicated that they will be benefited by making other garments later.

7. News Articles

Objectives

- a. To continue publishing weekly a schedule of activities of club meetings or other extension activities, in the county.
- b. To publish once a year the high light of the work for the purpose of furnishing the county officials as well as others information on what the Extension Program is doing.

A weekly schedule of activities of club meetings and other extension programs was published in the County Paper.

The complete yearbook of Hanover Extension activities was published in the county paper. This information gave the public a chance to understand what the extension organization were planning to do

for another year.

During Fire Prevention Week an article was written on fire prevention and published by the county paper. The public was urged to take precautionary measures and help prevent fire hazards.

An article was published in the county paper explaining the purpose of the Home Demonstration survey which was being conducted by the Extension Service. This explanation was most helpful. Eighteen out of twenty-eight Home Makers returned their questionnaires.

8. Pamphlets

Objectives

- a. To enable families to keep up-to-date on the latest methods of doing certain jobs pertaining to the farm or home.
- b. To encourage club members to read more and use the information received.
- c. To encourage club members to keep a folder for pamphlets.

Nine hundred and three pamphlets were distributed to farm families and other people who cooperated with the extension service to enable them to keep up-to-date on the latest methods of doing jobs, pertaining to the home and farm and to encourage club members to read more and keep folders for pamphlets.

All club members did not keep folders, but each 4-H club leader kept folders with information given them from time to time.

10. Circular Letters

Objectives

- a. To use circular letters in carrying subject matter to the people.
- b. To use circular letters to notify extension people

and county people of the special programs given and encourage them to give their support.

Circular letters were sent out announcing meetings and extension programs in the county and carrying subject matter to the people.

More people have become interested in the extension program because of personal contacts and contacts through articles and circular letters.

11. Bed Rooms (Result Demonstrations)

Objectives

- a. To encourage club members to enroll in a five year bed room demonstration, or contest.
- b. To score the bed rooms when project begins, then once a year thereafter until the end of the five year period.
- c. To have pictures made of the demonstrations from time to time.

Plans were made for bed room contest, but since there were many club members carrying Home Improvement the Home Demonstration Committee decided to wait a little later for special room improvement. However twelve members have enrolled in bed room improvement. Some of these have been checked and many improvements have been planned such as: painting, papering, and purchasing furniture.

12. Water System

Objectives

- a. To encourage more people to install running water in the home, by holding discussions in club meetings, special meetings and by personal contacts.

The Extension Service in Hanover cooperated again this year in acquainting more people with the advantages of having running water in the home through meetings and personal contacts. Five new water systems

have been installed in 1954.

13. Assistance to Churches

Objectives

- a. To visit many of the churches in the county to get acquainted with more people and try to get them better acquainted with the Extension Program.
- b. To cooperate with Vocational Bible Schools and other church organizations.

Many visits were made to the churches and Sunday School Union. Because of these visits, the agent was asked to serve on the Educational Committee of the Sunday School Union. The objectives of this organization is to make plans for giving financial assistance to worthy high school students who plan to attend college.

This committee made plans for 1954 and the Union is now giving aid to one student attending college.

14. State Farmers Conference

Twenty-one Home Demonstration Leaders attended the State Farmers Conference, which was held at Virginia State College, Petersburg, Virginia on April 8. Everyone was very satisfied with the information received during the conference. Points gained from the meeting were, as parents and citizens we should:

1. Farm more efficient by following the best practices.
2. See that every acre of land produce some income.
3. Give more thought towards working together.
4. Give some thought to the development of home life.
5. Plan for the use of the farms when we retire.

15. District Home Demonstration Meeting

Hanover County was host this year for the District Home Demonstration Meeting, which was held in

the Center on May 7, 1954. Nine Counties were represented with delegates. Mrs. Phyllis O'Kelly, Superintendent of J.P. Barrett School, Hanover County, was the main speaker for the day. Her subject was, "Family Responsibilities." Mrs. O'Kelly urged the group to, plan activities in the home, teach children how to cooperate and share, build up a desire for achievement, have an appreciation for each member of the family and make him feel that he plays an important part, have a belief in things worthwhile, have the belief that we are something worthwhile, Love God first and then one another. Have family discussions and give children responsibilities of helping to plan in the home.

Each county gave a report of outstanding work done in the clubs. Committees reported on plans or suggestions for a yearbook and recommendations were given for the 1955 meeting. New officers were elected and one of our delegates a member of our Home Demonstration Planning Committee, Mrs. Bertha Allen, was elected secretary of the group. Mrs. T.T. Hewlett and Miss B.D. Harrison, District Agents were present and gave their assistance when needed. The meeting was very successful and it is felt that improvement is being made each year.

16. State Advisory Board

The State Advisory Board of the Extension Service held its annual meeting in Sussex County on September 8-9, 1954. The Agent and two delegates, Mrs. Leona Goodwin and Leroy Winston attended.

The theme of the meeting was "The Farm and Home as a Unit." Business meetings were held and a Tour was made of the outstanding farms in Sussex.

Many helpful speeches and reports were read by the State and County Extension workers. Mrs. Phyllis O'Kelly, Superintendent of J.F. Barrett School, Hanover, and a strong supporter of the extension work, delivered a very stimulating address. She advised the group to give children an opportunity to enjoy family living, help children overcome their prejudices, teach them about religion and what it means and also prepare them for the changes that are gradually taking place in the world.

V. 4-H Club Work

A. Project Work

1. Clothing

Objectives

- a. To assist girls and boys in developing their knowledge in sewing.
- b. To give demonstrations on the following subjects:
 - Equipping a sewing box
 - Making a wrist pin cushion
 - Making a handkerchief
 - Making a laundry bag
 - Making a skirt
 - Making an apron
 - Making a blouse

There were two hundred eight girls and boys enrolled in sewing for this year. Instructions were given to develop their knowledge in equipping a sewing box, making a wrist pin cushion, handkerchiefs, aprons, laundry bags and shoe bags. One hundred eighty seven completed their projects. From demonstrations given twelve hundred six articles were made and four hundred sixty five garments made. Most of these articles and garments were exhibited during Achievement Day and 4-H Week Celebration.

2. Bread Making

- a. To teach 4-H members how to give a demonstration in making bread.
- b. To teach members how to prepare the Master Mix.
- c. To teach members how to prepare recipes from the Mix and to make corn bread and yeast breads.
- d. To show members how to judge breads.

Five bread teams were organized this year. Three of these teams received definite training in giving demonstrations in making bread, making the Master Mix and recipes from it, and judging breads. The three teams competed in a bread contest using the Master Mix

during the 4-H Week Celebration in March. They were J.P. Barrett Club, which won first place; Ashland Club, second place and Elmont Club, third place. Prizes were donated by the business places in Ashland. These teams were trained by the leaders, with the assistance of the agent.

Other leaders have become interested in helping train girls and boys in bread making and it is hoped that for another year more 4-H members will receive training in foods work.

The winners in the teams for this year will continue their bread project with the hope of entering a State Contest in the future.

3. Foods

Objectives

- a. To acquaint the 4-H girls and boys with the four point food program:
 - Keep well nourished
 - Serve enjoyable meals
 - Practice thrift when need be.
 - Save time and energy when possible.
- b. To try and get the members to realize that food help them to be at their best in health and vitality.
- c. To help members in making their canning budgets and storing foods.

Instructions and demonstrations were given in foods with special emphasis on the necessity of keeping well nourished, preserving food for the family and how to serve enjoyable meals which save time and energy. Canning was not very successful this year due to the drought, however, the members are looking forward to a better foods program for another year.

4. Gardening

Objectives

- a. To teach club members the best methods of growing vegetables.
- b. To emphasize the value of the home garden in the nutritional program.
- c. Interest members in a wholesome and profitable enterprise that will improve living conditions.

Eighty eight boys enrolled in gardening. Instructions were given and discussions held on the best methods of growing gardens, value of home gardens in the nutrition program.

There were not as many boys given individual help in profitable enterprises as planned because the leaders were working or engaged in other programs, however, there were some boys living in the Eastern part of Hanover who assisted their fathers with truck gardens that were not damaged by the drought. They accompanied their parents to the market in Richmond twice a week and sold vegetables. One of the club boys was given a pig by his uncle because of the great help he had given. He took part of the money given him and purchased feed for the pig. He sold the pig and received \$32.00, the expense being only \$10.00.

5. Poultry

Objectives

- a. Raise broilers for home use to lessen the food expense.

Five boys purchased and raised broilers, weighing from two and half to three pounds each for home use, a few being sold to have a little income for themselves.

B. Other 4-H Activities

1. State Garden Contest

1. State Garden Contest

The State Garden Contest winner this year was Thomas Allen of Georgetown Club, who won a \$50.00 Saving Bond from Allis-Chalmers Company. This award was presented at the State 4-H Short Course in June.

2. Achievement Day- 4-H Week Celebration

National 4-H Week was celebrated in the form of an Achievement Day. This program was held at J.P. Barrett School, Peaks, Virginia. The group was welcomed by Mrs. P.S. O'Kelly, Superintendent of Barrett School. Roll was called and purpose of 4-H Week given by one of the Junior Leaders, Joyce Billups, Elmont Club. A Bread Making Contest was one of the important features in the program. Three teams competed, using the Master Mix as demonstration. Barrett School won first prize, Ashland, second and Elmont, third.

County awards were presented and a Silver Cup given to Pole Green Club for best project work for 1953.

Clubs exhibited their sewing project work done for the year. Prizes were donated by the stores in Ashland for the best exhibits and bread winners.

3. Rural Life Sunday

Six clubs observed 4-H Sunday in the churches in the county. Most of the 4-H programs were included in the regular Sunday Services. A fine spirit of cooperation was shown by the ministers and churches. The ministers were very anxious that this type of 4-H participation be done each year.

4. State 4-H Short Course

Seven 4-H members and one leader attended the State Short Course which was held at Virginia State College, Petersburg, Virginia in June. They were Gilbert Stills of Bethany Club, Thomas Allen of Georgetown Club, who won the State Garden Award, a fifty dollar bond. The girls attending were, Mary Randolph, Mt. Zion; Ruth Brown; Pole Green, Martha Kay, Barrett School; and Nachay Jackson, Ashland. Mrs. Louise Pryor of Bethany was Leader.

5. Wild Life Conference

One leader and three girls attended the Wild Life Conference at Virginia State College, Petersburg, Virginia. They were: Mrs. Janie Pryor, Leader, Pleasant Grove Community; Catherine Hawkins, Pleasant Grove; Lois Dabney, Ashland and Velma Allen, Georgetown.

6. 4-H Participation in Parade

The Ashland 4-H Club participated in a Beautician Parade on October 2. The club used a truck, which was decorated with the club colors. The story carried out in the float was "Sew and Save". One of the members was seated at the machine in the center of the truck making a garment and the others were seated around her sewing. The motto and pledge banners were held by two members who were in uniform and seated on the front of the truck. The 4-H members and leaders showed good cooperation and were pleased at having a chance to advertise the 4-H work. The people were given a chance to know what clubs were doing or attempting to carry out as their project.

7. New 4-H Club Organized

A new 4-H club was organized in Shiloh Community in February with Mrs. Miller, Teacher, giving her assistance. These members were very anxious to participate in the 4-H Week Celebration, which was scheduled for March. The members, Agent and Teacher worked regularly, meeting at extra time, and as a result, two thirds of the members exhibited articles and their club won fourth place in the exhibit. One of the members, Sandra Wright, did outstanding work this summer in her sewing project and meal preparation project. She made a skirt, apron four dresser scarves, set the table every day and prepared breakfast most every morning. The other members exhibited pin cushions, handkerchiefs, aprons and shoe bags. The parents attended the celebration and now have a clearer understanding of the objectives of the 4-H program.

VI. Young Men and Young Women's Work

There is not any organized work with older youths in the county but assistance was given to fifteen young homemakers in making clothing for the family.

VII. Scope of Work

	1950	1951	1952	1953	1954
No. H.D. Clubs or Groups	13	16	14	13	13
Membership	1244	1189	1192	1195	154
No. 4-H Clubs	17	7	8	9	10
Membership	1516	1255	1255	1239	208
No. YMC Groups	1	1	0	0	0
Membership	12	11	0	0	0
No. of other families reached	135	135	137	152	173
No. of different families reached	285	435	321	332	364
No. community clubs	0	1	1	1	1
Membership	0	19	19	19	16

VIII. Organizations Functioning in the 1954 Program

A. County Home Demonstration Committee

Objectives

1. The Home Demonstration Committee will meet twice during the year.
2. The committee will plan county program in the fall.
3. Goal chairman will be appointed to carry out goals for the year.
4. Have each chairman report on progress made.

Two meetings of the Home Demonstration Committee were held this year. One meeting was held in February to discuss with the chairman progress or success of programs given so far during the year and evaluating the work. Spring and Summer activities were discussed and planned.

The second meeting was held in September to plan the county Home Demonstration Program. The objectives of the committee were given by the acting chairman, Mrs. Arabella Shelton. Each club representative

reported the problems back in her community. Following the reports a lengthy discussion was held on the many problems which confront the various communities and ways of solving them through good project selection. The group selected Home Improvement as the main project and also included problems in raising pot flowers, making frostings and salads; picture framing and glass etching. The committee also made plans for a Room Improvement Tour in May, 1955, Achievement Day in September. Each club will be asked to donate ten dollars, five for transportation to the Farmers Conference and five for the Home Demonstration Treasure. Each club member is required to make at least one pair curtains and one garment of her own choice.

B. County Advisory Board

Objectives

1. Sponsor the Community Live-at-Home Program.
2. Meet every three months to plan and check program.
3. Continue building program for the recreation center.
4. Plan and carry out drives to raise money for center.
5. Cooperate with the State Advisory Board and send delegates to the Annual State Advisory Board Meeting.
6. Sponsor the County-wide Picnic.
7. Encourage families to attend the State Farmers Conference.

This organization is the overall board in the county for sponsoring the Extension Service Program. The board has sixty-eight members. It held four meetings this year--December, March, June and September. At these meetings delegates were elected for the State Advisory Board, plans were made for attending the Farmers Conference and supporting the Live-at-Home

Program, Recreation Program and other county activities.

C. County 4-H Council

Objectives

1. Meet once a year to check on progress made in the previous year and make plans for the next year.
2. Have one training meeting to train officers.

The 4-H Council held one meeting this year, June 11, to check progress made in 1953 and make plans for 1955. The meeting was held at J.P. Barrett School with Nachay Jackson, President presiding. The devotional was led by the officers, roll was called with club delegates and leaders responding by giving their names and names of clubs. Minutes were read by Laverne Harris, secretary of the group. The purpose of the meeting was explained by the Home Agent, projects for 1955 and discussion groups assigned with one of the members as chairman. A leader was appointed to supervise each group. Following the group reports a final decision was made as the projects to be taken.

They were: Looking your Best, Home Improvement and Gardening. Some of the club members will be taking special projects, Bread Making and Meal Preparation.

Recommendations were also given by the groups for Rural Life Sunday, Achievement Day and 4-H Week and ways of advertising the club work. Nine of the ten clubs were present or represented by delegates and seven leaders. Total present twenty-five. Mrs. T.T. Hewlett, our District Agent, was present and gave many helpful suggestions to the group.

IX. Leadership

Prior to this year, there were only a few leaders who took an active part in the activities of the extension program without the presence of the Agent. Last year a leaders organization was initiated for the purpose of giving assistance to the extension program. Objectives of the work was explained to the group by the agent. The leaders have now begun to understand the work more and realize that the extension program helps people to help themselves. This year there is a slight increase in the number of leaders. Assistance was given by leaders sponsoring 4-H and Home Demonstration Week Celebration, Rural Life Sunday, 4-H and Home Demonstration Committee meetings, Recreation Programs, Farmers Conference, Clinics, club meetings and demonstrations. Two leaders accompanied 4-H girls and boys to the State Short Course and State Wild Life Conferences. Five leaders helped in training 4-H Bread Teams and two leaders sponsored a Kitchen Shower and Turkey Dinner for the Center, making all of the arrangements and contacts. One leader volunteered to build a stairway and chimney for the Center without charges. Other leaders sponsored a Bazaar which was given for the Center. The leaders also gave assistance in judging the County Project Records this year. Next year the organization plans to finance leaders to the Short Course and Wild Life Conferences.

There are nine girls and two boys who serve as junior leaders. They help other members with projects

32.

make arrangements for 4-H programs, announce meetings
and serve in booths at Carnivals and Bazaars.

4-H Club Project Leadership	1950	1951	1952	1953	1954
No. Project leaders (subject matter)	112	96	77	73	73
No. goal chairmen			12	12	12
No. Program Development Leaders					23
No. result demonstrators					147
No. training meetings by specialists	5	1	0	1	3
by District Agent					
by Agent	10	1	19	11	11
Attendance at all training meetings				129	123
No. Meetings without an agent	31	12	18	19	28
No. meetings leaders assisted	30	52	22	28	32
Demonstrations by leaders	63	4	35	43	52
Talks and discussions by leaders					17
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Growth of 4-H Club Project Leadership					
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No. club officers					65
No. adult project leaders	10	17	18	21	23
No. result demonstrators					10
No. training meetings held by					
specialists	0	0	0	0	1
by agent	0	0	24	10	21
by member club department					1
Attendance at leader training meeting	96	13	50	129	208
No. 4-H leaders trained individually	30	17	12	18	21
No. Club meetings held by leader without agent present	47	42	48	46	49
No. of additional club meetings at which leader assisted	14	46	35	41	39
No. demonstrations given by adult leaders	37	4	26	26	34
by juniors	26	0	9	19	18
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Young Men and Women Clubs:1951:1952:1953: 1954				
No. Club officers	5	0	0	0
No. leaders	1	0	0	1

Outstanding Leader

Mrs. Margaret Cannon of Georgetown Home Demonstration Club has accomplished a great deal in her home improvement work in the past eight years. After being away from her home for some time she returned to take care of her mother who was aged and unable to take care of her self. Mrs. Cannon found country life very different from what she had been accustomed in the city. After her mother passed and the estate was left to the children, her brother and sister gave her the privilege of taking charge of the forty-six acre farm and making the home more comfortable. She started off by raising a few chickens and pigs. After selling the stock she saved a few dollars to improve the home, which needed repairing very badly. Her first improvement was to enlarge the kitchen and living room and make them comfortable and livable.

In 1954 she decided to find some means of supplementing her income, so she decided to keep two welfare women, three children for her niece and raise five hundred broilers. Money realized from the sale of broilers and other income, Mrs. Cannon was able to install a central heating system, purchase a new sewing machine, television, install a water system and fixtures for kitchen and bath rooms and repaint the home outside.

Mrs. Cannon is president of the Home Demonstration Club in her community and active in church and civic affairs. She states, "The Load was very heavy, but I have been able, with courage and faith in God, to get some things that were needed for the home."

Outstanding Family-- 1954

Mr. Leroy Winston and his family were considered the outstanding family for this year. Mr. Winston is a strong supporter of the County Advisory Board he also supported all the county extension programs last year, including 4-H and adult.

The Winston's family have made their living on the farm buying only those things they could not raise on the farm. The entire farm is operated by Mr. Winston and his son, a 4-H club member. This farm is considered to be one of the best operated farms in the county. The soil conservation practices on this farm ^{are} ~~is~~ pointed with pride as being one of the best in this general area. One reason for the Winston's success is that the farm is so well equipped, practically every item needed for good farm management is owned.

Their interest is in improving the farm and making the home more comfortable. This year the Winston's purchased a new modern kitchen stove for the kitchen discarded the old wood stove, and also dug a pond to furnish water for live stock and other uses.

They raised twelve different kinds of vegetables in their two acre garden. The field crops raised this year were corn, tobacco, wheat, barley and rye.

The Winstons are known for their community cooperation. They are outstanding workers in Extension Service, churches, schools and other organizations. Mr. Winston belongs to most of the agricultural agencies in the county. He is a strong supporter of the County Advisory Board and has attended the State Advisory Board meeting several times, including this year.

His son is a 4-H junior leader, who makes arrangements for programs, announce meetings and serves in booths at carnivals and Bazaars. He also received an Achievement Prize for 1953.

Outstanding Home Demonstration Club

Ashland Home Demonstration Club is considered the most outstanding club this year. They cooperated with all extension programs in the county, sending a representative to each one; attended meetings regularly; conducted meetings and gave demonstrations without agent present.

This year all members completed their clothing project, a cotton dress. Two thirds of the members took part in the fashion show after their dresses were completed. Two thirds of them represented Hanover at the State Farmers Conference which was held at Virginia State College. They also supported the 4-H and Home Demonstration Week Celebration. The Ashland Leader took complete charge of Rural Life Sunday in her church, Shiloh, making all arrangements. She also trained two girls for the bread making contest.

This club is very dependable and responds readily when called upon to serve.

X. Work In Cooperation with Other Agencies

Home Demonstration Club members and agent have cooperated with the Tuberculosis Association, Parent Teachers Association and the Agricultural Departments in helping to put over campaigns and drives of various kinds.

The agent also took part on a County Resources Panel at the P.T.A. meeting. The agents subject for discussion was, "The Extension Program in Hanover County." A detail account of the program was given, including the objectives of the program, program of work for Home Demonstration and 4-H clubs.

A brief back ground on History of the work in Hanover was given and followed by the objectives. The yearbook showing the program for the year was reviewed and each parent and teacher present was urged to help acquaint more people with the extension program.

The Agent trained three teachers in making leather articles--bill folders, change purses, and assisted forty-five girls and boys with leather work. One of the teachers, Mrs. Louise Fryer of Bethany is a 4-H leader. She assists the agent in training 4-H members and is now teaching her pupils the leather craft project. This particular leader is very helpful to her 4-H club and community.

The Agent cooperated with other extension workers by assisting with judging exhibits and participating on panel discussions.

XI. Appraisal of Years Work

It is believed that families are realizing more the necessity of knowing how to improve the housing, clothing, food and recreational conditions in Hanover.

The projects selected were based on the needs of the people. These projects contributed a great deal towards raising the standard of living. Some of the problems have been solved but there is much more to be accomplished.

There has been an increase in leadership, and it is felt that this increase in leader participation has been a result of better understanding of the work through demonstrations, home visits, discussions, training meetings, projects, new articles, pamphlets and circular letters.

The Agent wishes to express her gratitude to the county Extension Workers and friends, State and District Extension Staff members of Virginia State College; Hanover Board of Supervisors; Specialists; United States Department of Agriculture and other agents for the service rendered in helping to carry on the extension program for this year.