

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia

County Henrico

REPORT OF

Coulynn E. Salmon
(Name) Home Demonstration Agent.

From Dec. 1 1948, to Nov. 30 1949

Assistant Home Demonstration Agent.

From _____, 194 to _____, 194

4-H Club Agent.

From _____, 194 to _____, 194

Assistant County Agent in charge of Club Work.

From _____, 194 to _____, 194

Agricultural Agent.

From _____, 194 to _____, 194

Assistant Agricultural Agent.

From _____, 194 to _____, 194



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date

County Extension Director

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

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (e)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
1. Months of service this year (agents and assistants)		12			XXXXXX
2. Days devoted to work with adults		137			XXXXXX
3. Days devoted to work with 4-H Clubs, and young men and women (older youth)		191			XXXXXX
4. Days in office		153			XXXXXX
5. Days in field		325			XXXXXX
6. Number of farmer or home visits made in conducting extension work		1038			225
7. Number of different farms or homes visited		65			38
8. Number of calls relating to extension work	(1) Office (2) Telephone	349			308
9. Number of news articles or stories published					
10. Number of bulletins distributed		264			264
11. Number of radio talks broadcast or prepared for broadcasting		13			13
12. Training meetings held for local leaders or committeemen	(1) Adult work (2) 4-H Club and young men and women (older youth)	(a) Number (b) Total attendance	(1) Men of leaders (2) Women		
		44 35			44 35
		48			68
13. Method demonstration meetings held, (1) not include the method demonstrations given at home training meetings reported under question 2	(1) Adult work (2) 4-H Club and young men and women (older youth)	(a) Number (b) Total attendance	(a) Number (b) Total attendance		
		47 393			47 393
		50 44			50 44
14. Number of adult result demonstrations conducted		15			15
15. Meetings held at such result demonstrations	(1) Number (2) Total attendance	22 98			124 98
16. Years conducted	(1) Adult work (2) 4-H Club and young men and women (older youth)	(a) Number (b) Total attendance	(a) Number (b) Total attendance		
		3 42			3 42
17. Achievement days held	(1) Adult work (2) 4-H Club and young men and women (older youth)	(a) Number (b) Total attendance	(a) Number (b) Total attendance		
		1 283			1 283

1. Includes assistant county agent in charge of 4-H Club work or other devotes practically full time to club work.
 2. County total should equal sum of preceding three columns minus deductions due to two or more agents participating in same activity or accomplishment.
 3. The sum of questions 2 and 3 should equal the sum of questions 4 and 5.
 4. Do not count a single visit to both the farm and home as two visits.
 5. Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report only the year activities that can be verified		Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
18. Encampments held (report attendance for your county only) ¹	(1) Farm women	(a) Number	✓		
		(b) Total members attending	✓		
		(c) Total others attending			
(2) 4-H Club and young men and women (older youth)	(a) Number	✓			
	(b) Total boys attending	✓			
	(c) Total girls attending	✓			
	(d) Total others attending	✓			
19. Other meetings of an educational nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	✓		
		(b) Total attendance	85		85
(2) 4-H Club and young men and women (older youth)	(a) Number	3			3
	(b) Total attendance	76			76
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	42		42
		(b) Total attendance	273		273
(2) 4-H Club and young men and women (older youth)	(a) Number	57			57
	(b) Total attendance	582			582

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

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

³ Does not include picnics, rallies, and short courses, which should be reported under question 19.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1945 census)
22. Number of farms on which changes in practices have definitely resulted from the agricultural program
23. Number of farms involved in preceding question which were reached this year for the first time
24. Number of nonfarm families making changes in practices as a result of the agricultural program
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program
26. Number of farm homes involved in preceding question that were reached this year for the first time
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program
28. Number of other homes involved in preceding question that were reached this year for the first time
29. Number of farm homes with 4-H Club members enrolled
30. Number of other homes with 4-H Club members enrolled
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)

195

103

36

147

59

61

141

134

275

2074-7

EXTENSION ORGANIZATION AND PLANNING

33. County organization, association, or committee planning extension work. This may include agricultural councils, home demonstration councils, and 4-H councils, or similar advisory committees. It may also include farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work:

- (a) Over-all or general: (1) Name Advisory Board (2) No. of members 18
- (b) Agricultural: (1) Name Home Demonstration Committee (2) No. of members 12
- (c) Home demonstration: (1) Name County 4-H Club Council (2) No. of members 1
- (d) 4-H Club: (1) Name County 4-H Club Council (2) No. of members 1
- (e) Young men and women (older youth): (1) Name County 4-H Club Council (2) No. of members 1

34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):

- (a) Agricultural: 11
- (b) Home demonstration: 8
- (c) 4-H Club: 12
- (d) Young men and women (older youth): 54

35. Total number of communities in county. (See definition of a community, item 1, on back cover.) Do not include number of neighborhoods.

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

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

38. Number of members in such clubs or groups.

39. (a) Covered under question 173. (b) Covered under question 185.

40. Combined with question 41.

41. Number of different voluntary local leaders, committee men, or neighborhood leaders actively engaged in forwarding the extension program.

- (a) Adult work: (1) Men 22 (2) Women 22
- (b) 4-H Clubs and work with young: (1) Men 24 (2) Women 24
- (3) Older club boys 2
- (4) Older club girls 2

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service.

43. Number of members of such county agricultural planning group:

- (a) Unpaid lay members: (1) Men 1 (2) Women 1 (3) Youth 1
- (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men 1 (2) Women 1

44. Number of communities with agricultural planning committee (over-all planning).

45. Number of members of such community planning committees: (a) Men 1 (b) Women 1 (c) Youth 1

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

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

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

CROP PRODUCTION (other than for family food supply)

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

LIVESTOCK PRODUCTION (other than for family food supply)

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

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

CONSERVATION OF NATURAL RESOURCES

Soil and Water (a)	Skill and water (a)	Forestry (b)	Wildlife (c)
<p>62. Days devoted to line of work by—</p> <ul style="list-style-type: none"> (1) Home demonstration agents. (2) 4-H Club agents. (3) Agricultural agents. (4) State extension workers. <p>63. Number of communities in which work was conducted this year.</p> <p>64. Number of voluntary local leaders or committee assistants this year.</p>			
<p>Soil and Water—Continued.</p> <p>65. Number of farmers assisted this year—</p> <ul style="list-style-type: none"> (a) With systems of land use. (b) In the use of crop rotations. (c) With strip cropping. (d) In constructing terraces. (e) In grassing waterways or otherwise preventing or controlling gullies. (f) With contour farming or plowland. (g) In contouring pasture or range. (h) In the use of cover or strip-culture crops. (i) In otherwise controlling wind or water erosion. (j) In summer-fallowing. (k) In making depth-of-plowshare tests. (l) With drainage. (m) With irrigation. (n) With land clearing. <p>66. Number of farmers—</p> <ul style="list-style-type: none"> (a) In soil-conservation districts which were aided with education for organization of operations this year. (b) Assisted in arranging for soil-conservation plans this year. (c) Assisted in doing work based on definite farm-conservation plans this year. 		<p>Forestry—Continued.</p> <p>67. Number of farmers assisted this year—</p> <ul style="list-style-type: none"> (a) In reforesting new areas by planting with small trees. (Include erosion-control plantings). (b) In making improved thinning, weedings or pruning of forest trees. (c) With selection cutting. (d) With production of maple-syrup products. (e) With production of maple-syrup products. (f) In timber estimation and appraisal. <p>68. Number of farmers cooperating this year in prevention of forest fire.</p>	
<p>1. Include nature study.</p>		<p>Wildlife—Continued.</p> <p>69. Number of farmers assisted this year—</p> <ul style="list-style-type: none"> (a) In constructing or management ponds for fish. (b) In protection of wildlife areas, such as stream odd areas, field borders, marshes, and ponds, from fire or livestock. (c) In planting of edible wild fruit, and nuts in hedges, stream banks, odd areas, and field borders. (d) With other plantings for food and protection in wildlife areas. 	

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and young men and women (older than youth)	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, financing, and other management problems	Farm credit (short and long time)	Outlook information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by: <ul style="list-style-type: none"> (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers 				
71. Number of communities in which work was conducted this year				
72. Number of voluntary local leaders or committeemen assisting this year				
73. Number of farm survey tours taken during the year: <ul style="list-style-type: none"> (a) Farm business (b) Enterprise (c) Other 		75. Number of farmers assisted this year—Continued.		
74. Number of farmers assisted this year in keeping: <ul style="list-style-type: none"> (a) Farm inventory (b) General farm records (c) Enterprise records 		<ul style="list-style-type: none"> (e) In getting started in farming, or in re-locating (f) With credit problems (debt adjustment and financial plans) (g) In using "outlook" to make farm adjustments (h) With a farm-income statement for tax purposes (i) With farm-labor problems (j) In developing supplemental sources of income 		
76. Number of farmers assisted this year: <ul style="list-style-type: none"> (a) In developing farm plan only (b) In developing a farm and income plan (c) In analyzing the farm business (d) In improving landlord-tenant relations and leasing arrangements 				

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and young men and women (older than youth)	Price and trade policies (price, international trade, interstate trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land, re-use, tenure, and development, settlement, public-land management, etc.)	Public finances and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
	(a)	(b)	(c)	(d)
76. Days devoted to line of work by: <ul style="list-style-type: none"> (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers 				
77. Number of communities in which work was conducted this year				
78. Number of voluntary local leaders or committeemen assisting this year				
79. Number of tours conducted this year to observe economic and social conditions in various land use areas				
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems				
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)				
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year				

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

MARKETING AND DISTRIBUTION

Include all work with adults 4-H Club members, and young men and women, (older youth).

	General	Grain and hay	Livestock and wool	Dairy products	Poultry and eggs	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to one of work by:											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year											
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives ¹ assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year											
88. Number of members ³ in the cooperatives assisted during the year (Questions 86 and 87)											
89. Question discontinued											
90. Number of farmers or families (not members of cooperatives) assisted during the year	IX	XXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
91. Question discontinued											
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ⁴ pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ⁵ participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ⁶ participated in or conducted this year											
97. Number of consumer information programs ⁷ pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ⁸ relating to marketing service and costs of distribution conducted this year											
99. Number of programs relating to transportation problems conducted this year											
100. Number of programs relating to the specific use of market information conducted this year											
101. Number of other marketing programs ⁹ conducted this year (specify)											

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

² Where a cooperative association serves more than one county, indicate only the members living in the county covered by this report.

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with clubs, 4-H Club members, and young men and women (older youth) who are members of the organization.		The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)	
102.	Days devoted to line of work by—					
100	(1) Home demonstration agents		6			
101	(2) 4-H Club agents					
102	(3) Agricultural agents					
103	(4) State extension workers		8			
104.	Number of communities in which work was conducted this year					
104.	Number of voluntary local leaders or committeemen assisting this year				4	
The House, Furnishings, and Surroundings—Continued		Rural Electrification—Continued				
105.	Number of families assisted this year in—		106.	Number of associations organized or assisted this year to obtain electricity. (Report associations, not individual members).	XXXX XXXX	
	(a) Constructing dwellings		107.	Number of families assisted this year in—		
	(b) Remodeling dwellings			(a) Obtaining electricity		
	(c) Installing sewage systems			Selection or use of electric lights or home electrical equipment	XXXX XXXX	
	(d) Installing water systems			(c) Use of electricity for income-producing purposes		
	(e) Installing heating systems			Farm Buildings—Continued		
	(f) Providing better storage space			108.	Number of farmers assisted this year in—	
	(g) Remodeling or improving kitchens	18			(a) The construction of farm buildings	
	(h) Improving arrangements of rooms (other than kitchens)	37			(b) Remodeling or repairing farm buildings	
	(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	10			(c) Selection or construction of farm-building equipment	
	(j) Selecting house furnishings or equipment (other than electrical)	35			Farm Mechanical Equipment—Continued	
	(k) Improving housekeeping methods	22		109.	Number of farmers assisted this year in—	
	(l) Laundry arrangement				(a) The selection of mechanical equipment	
	(m) Installing sanitary closets or outhouses				(b) Making more efficient use of mechanical equipment	
	(n) Screening or using other recommended methods of controlling flies or other insects	27		110.	Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	
	(o) Improving home grounds			111.	Number of gin stands assisted this year in the better ginning of cotton	
	(p) Planting windbreaks or shelterbelts					

HYBEEJINC AD DIBRILBELLION

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and young men and women (older youth)	Home production of family and supply (a)	Food preservation and storage (b)	Food extension and demonstration (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	19	32	19	
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
113. Number of communities in which work was conducted this year	7	7	6	
114. Number of voluntary local leaders or committee members assisting this year	4	4	2	
115. Number of families assisted this year—				
(a) In improving diet—				
(b) With food preparation				146
(c) In increasing food supply by making changes in home food production—				83
(1) Of vegetables				76?
(2) Of fruits				
(3) Of meats				
(4) Of milk				
(5) Of poultry and eggs				
(6) Total of above subitems in (c) duplications due to families making changes in production of more than one kind of food				110 or 96
(d) With home butchering, meat cutting, or curing				
(e) With butter or cheese making				
(f) With food preservation problems in—				
(1) Canning				142
(2) Freezing of meats, etc.				
(3) Drying				
(4) Smoking				
(5) Total of above subitems in (f) duplications due to families using more than one method of preserving				69
(g) In producing and preserving home food supply according to annual food-supply budget				2 18
(A) In canning according to a budget				63
(B) With child-feeding problems				
(C) In the prevention of colds and other common diseases				
(d) With positive preventive measures to improve health (immunization for typhoid, diphtheria, small pox)				
(E) With first aid or home nursing				
(F) In removing fire and accident hazards				370
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and young men and women (older youth)	Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers		84		8
119. Number of communities in which work was conducted this year		6		
120. Number of voluntary local leaders or committeemen assisting this year				
Home Management—Family Economics—Continued				
121. Number of families assisted this year—		Clothing and Textiles—Continued		
(a) With time-management problems	48	(a) Clothing construction problems		208
(b) With time accounts		(b) The selection of clothing and textiles		87
(c) With financial planning		(c) Care, renovation, remodeling of clothing		
(d) In improving use of credit for family living expenses		(d) Clothing accounts or budgets		
(e) In developing home industries as a means of supplementing income		Family Relationships—Child Development—Continued		
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying. (Do not report individuals):		128. Number of families assisted this year—		
(a) Food		(a) With child-development and guidance problems		
(b) Clothing		(b) In improving family relationships		
(c) Housefurnishings and equipment		129. Number of families providing recommended clothing, furnishings, and play equipment for children this year		
(d) General household supplies		130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men		
123. Number of families assisted this year through cooperative associations* or individually, with the buying of—		(b) Women		
(a) Food		131. Number of children in families represented by such individuals		
(b) Clothing		Recreation and Community Life—Continued		
(c) Housefurnishing and equipment		132. Number of families assisted this year in improving home recreation		
(d) General household supplies		133. Number of communities assisted this year in improving community recreational facilities		3
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)		134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs		3
125. Number of families assisted this year with "making versus buying" decisions		135. Number of communities (a) On or off campus assisted this year in (b) Permanent camp establishing— (c) Community rest rooms		
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living		136. Number of communities assisted this year in providing library facilities		
Note. —Individual families and groups assisted with selling problems should be reported in column (j), page 9.		137. Number of school or other community grounds improved this year according to recommendations		

* The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 1A.
 † Includes question 122; also families buying through marketing cooperatives, organized or assisted, column (b), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys occupying (c)	Number of girls occupying (d)	Number of units involved in completed projects (e)
138. Corn					Acres
139. Other Cereals					Acres
140. Peanuts					Acres
141. Soybeans, field peas, alfalfa, and other legumes					Acres
142. Soil and water conservation					Acres
143. Potatoes, Irish and sweet					Acres
144. Cotton					Acres
145. Tobacco					Acres
146. Fruits					Acres
147. Home gardens					Acres
148. Market gardens, truck, and earning crops	34	16	24	9	Acres
149. Other crops (including pasture improvement)					Acres
150. Poultry (including pastured turkeys)					Acres
151. Dairy cattle	7	3	5	1	381 Bire
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine					Animals
155. Horses and mules					Animals
155a. Rabbits					Animals
156. Other livestock					Animals
157. Bees					Animals
158. Beautification of home grounds					Colonies
159. Forestry					Acres
160. Wildlife and nature study (game land for animals)					Acres
161. Agricultural engineering, farm shop, electricity, tractor					Articles made
162. Farm management					Articles repaired
163. Food selection, preparation, canning, and/or baking	4	401	2	72	488 Meals planned
164. Food preservation. (Include frozen foods)	5	76	30	54	288 Meals served
165. Health, home nursing, and first aid					1356 Quarts canned
165a. Child care					Quarts frozen
166. Clothing	70	148	2	02	Pounds frozen
167. Home management (housekeeping)		17		12	208 Garments made
168. Home furnishings and room improvement					Garments remodeled
169. Home industry, arts and crafts	61		45		Units
170. Junior leadership					Rooms
171. All others					Articles
172. Total (project enrollment and occupation)	118	360	79	257	113 Articles

1 Enter from foods as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs (do not count the same club more than once) **10**
174. Number of different 4-H Club members enrolled (a) Boys **1020** (b) Girls **158**
175. Number of different 4-H Club members completing (a) Boys **61** (b) Girls **99**
176. Number of different 4-H Club members in school (a) Boys **1020** (b) Girls **158**
177. Number of different 4-H Club members out of school (a) Boys **0** (b) Girls **0**
178. Number of different 4-H Club members from farm homes (a) Boys **2** (b) Girls **12**
179. Number of different 4-H Club members from nonfarm homes (a) Boys **78** (b) Girls **146**

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By years	Boys (a)	Girls (b)
1st year	23	38	10 and under	20	38
2d year	22	40	11	20	38
3d year	20	28	12	16	30
4th year	24	19	13	21	21
5th year	5	20	14	14	21
6th year	5	13	15	4	12
7th year			16		8
8th year			17		
9th year			18		
10 and over			19		
			20 and over		

182. Number of different 4-H Club members, including those who corresponded, who received definite training in—
- (a) Judging **23**
 - (b) Giving demonstrations **21**
 - (c) Recreational leadership **10**
 - (d) Music appreciation **0**
 - (e) Health **0**
 - (f) Fire and accident prevention **78**
 - (g) Wife conservation **0**
 - (h) Keeping personal accounts **0**
 - (i) Use of economic information **0**
 - (j) Soil and water conservation **0**
 - (k) Forestry **0**
183. Number of 4-H Club members having health examination because of participation in the extension program **0**
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs **0**

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH)

(Do not include work with 4-H Clubs)

A. Extension organized groups of young men and women:

185. Number of such groups worked with during year **1**
186. Membership in such groups (a) Number of different young men **186** (b) Number of different young women **0**
187. Distribution of these members by school and marital status and age groupings. The sum of (1) a+b+c—the sum of d+e+f—186 (a). Also the sum of (2) a+b+c—the sum of e+f—186 (b).

	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
	Unmarried (a)	Married (b)			
(1) Young men	186	0	0	0	0
(2) Young women	0	0	0	0	0

188. Number of meetings these extension organized groups held **14**
189. Total attendance at such meetings **140**
190. Number of such groups started during the year **1**
191. Number in such groups (a) Different young men **24** (b) Different young women **0**

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

192. Number of different individuals assisted (a) Young men **0** (b) Young women **0**

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

193. Number of different young people worked with or assisted. (Total of questions 186, 191, and 192 minus duplications due to membership in both groups "A" and "B") (a) Young men **186** (b) Young women **0**
194. Question discontinued.

1 All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.
 2 Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more sub-matter B—of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.
 3 Same as footnote 2, except that only refers to completion instead of enrollment.

MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and young men and women (older youth)

	Days	General-feder income	All other work
	(5)	(6)	(7)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
196. Number of communities in which work was conducted this year			
197. Number of voluntary local leaders or committees assisting this year			
198. Question discontinued.			

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	Agriculture and Veterans	U. S. D. A. Councils	Farm Credit Administration	Employment Service	Production and Marketing Administration	Soil Conservation Service	Farmer Home Administration	Rural Electrification Administration	Tennessee Valley Authority	Social Security, Public Health, Children's Bureau	Other Agencies
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
199. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
200. Number of communities in which work was conducted this year											
201. Number of voluntary local leaders or committees assisting this year											
202. Number of meetings participated in this year by extension workers											

Private grasshoppers, armyworms, cutworms, and other insects not reported under specific crop or livestock headings.

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

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

VIRGINIA

AGRICULTURAL EXTENSION SERVICE
HOME DEMONSTRATION WORK

ANNUAL NARRATIVE REPORT

neg
Henrico

COUNTY

1946

Agent E. C. Brown December 1, 1945 to November 30, 1949
Date worked from to

Assistant Agent _____
Date worked from to

Agent _____
Date worked from to

Assistant Agent _____
Date worked from to

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Summary of Accomplishments

As an outgrowth of the various local and county-wide planning meetings held in September and October 1948, the following program was planned and adopted by the Home Demonstration Committee and Club members of Henrico County.

For the months of January and February: Creative Arts, which includes rug making, stenciling and candlewicking. For March, April and May: Sewing to meet family needs; July: Pressure saucepan meals. Concluding with home improvement from October through December. This phase of the work included care, selection and wiring of lamps, window treatments, slip covers and furniture upholstery.

The most noteworthy achievements for this period, 1948-1949 were made in the home improvement field. The main objective of this phase of the work was to help rural families improve their surroundings by learning to make or create things of comfort and beauty, thereby increasing their incomes and efforts for larger improvements.

As a final analysis or evaluation of the work as planned, the following intangible results have been noted: (1) whenever there are common goals with all working together, there is a greater accomplishment to the satisfaction for all; (2) the thinking of members have been directed toward greater improvement in human relationship both in home and community.

Other results noted at the close of the years work have been the improvement and rearrangement of 87 rooms, mostly kitchens, among the club members. Four slip cover demonstration were held in the following communities, St. James, Boat Camp, Upton and Antech. The chair covers made since the demonstrations have totaled sixty-three.

Demonstrations on the care, selection and wiring of lamps have

resulted in sixty-one lamps being wired. Club members have reported a total of 24,780 jars of fruits, vegetables and meats, which is about two thousand more jars than the previous season.

Noteworthy progress in the clothing field has also been made, resulting probably from several clothing classes that have been held in various sections of the county. Last year club members reported 802 articles of clothing either made or remade from feed bags and purchased materials. The total for 1948-49 to date is 1924 made and remade garments.

A. Adult Project Work
House Furnishings:

The house furnishings program has shown greater returns than any other phase of the program for 1948. This work was started in January when started work on the Creative Arts project. The object of this program was two-fold: (1) to make or create articles of beauty and comfort for the home (2) worthy use of leisure time.

As far as possible the club members were encouraged to make use of all available materials found in the home, such as old clothing and burlap bags for rugs and feed bags for other articles.

This phase of the home furnishings program always offers an excellent opportunity to teach pleasing color harmony. All rugs and spreads made under the direct supervision of the agent was planned in advance of buying or relying materials to be used.

Stenciling materials, especially the plain feed and candlewicking were also taught. The use of the commercially stamped material for the candlewick spreads was encouraged to insure uniformity of design, correct widths and materials.

The program added to the homes of club members a total of 209 articles including spreads, rug curtains, etc. and to add extra beauty and comfort.

House furnishings was resumed again in October when demonstrations

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were given to club members on Care, selection and wiring of lamps. Club members were encouraged to wire any oil lamp, jugs or ornamental bottles that they could find around the home. But the real purpose of this program was to teach the principles of good lighting.

The use of the reflection bulb and the correct wattage of bulbs (was demonstrated and discussed) for sewing and reading. Sixty-one lamps were wired as a result of this program.

Another phase of the house furnishing program was window treatment, which began in November. The agent carried out these demonstrations by using a small size window, constructed of scrap lumber. Lessons were given on the following: (1) Correct length of draperies and curtains (2) use of reusing old window shades (3) curing window defects and a few tips on the construction of window curtains and draperies. Not all of this was given to each group, but what each group felt they had a need of.

This particular program was given during this period after discovering that the majority of club members waited until Thanksgiving and Christmas to dress their windows for the winter.

Though not included as a definite part of our written program a few lessons in upholstering were also given at various seasons, especially in the spring and fall. These lessons included in most cases the entire process of upholstering from taking in webbing and tying springs to the recover job. Thirty-five pieces of furniture have been reupholstered and 41 pieces of furniture have been refinished.

The foregoing work on the house furnishings field was the direct result of an over all program to improve one or more rooms during the past year. A plan was made by approximately two-thirds of the club

members. During our planning session we decided that we could begin in a small way to make any necessary changes in the home that would bring about greater efficiency in work, comfort and beauty and requiring the minimum amount of money. Of course those that were able to do larger things were also encouraged to do the things that felt they were able to do.

As a result of the house-furnishings program we had 73 club members making definite changes in rearrangement of furniture, papering, painting and providing storage space.

Several result demonstrations were given as this program progressed. One outstanding one on the Sears Swamp Community on the rearrangement of rooms and furniture at the home of Mrs. Alice Brown. Mrs. Brown formerly had kitchen, dining room, living room, one large bedroom and one very small bedroom. In this particular bed room one could only slide between the small bedroom, making one large size room. She then combined her dining room and her living room furniture in this one room, using a folding dining room table to open wider as needed. Then this gave her two regular size rooms as bedrooms for she moved the furniture that was in the small room into what was formerly her dining room, thereby creating a feeling of more space, brighter rooms and comfortable bedroom space for her family.

Adult Object Work

Clothing

Saving to meet family needs was the topic of work and discussions for two months. In our clothing program this year our main objective was retraining our class and methods of sewing, so as to create a finished product that is both durable and attractive, that required the minimum sewing time.

After consultation with the clothing specialists, Miss E. Brynd Johnson, it was decided that we would use the U. S. D. pattern in

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teaching good construction and short cuts in sewing. Pictures of these patterns were shown to each member and they requested to select the patterns best suited for her taste and needs.

We worked with these groups as if we were working with beginners, starting with pattern measurements. Here we tried to emphasize altering patterns rather than the garment, saving time and effort. At this first meeting we also emphasized following cutting diagrams that are furnished with each pattern, particularly with materials having a definite pattern running in one direction and with materials with a nap such as corduroy and velvet. Other new points introduced at this time was the use of the dress makers carbon and tracing wheel, and the value of folding the materials on the wrong side when using these tools. The wrist pin cushion was also demonstrated.

Actual construction work was done on these garments in the individual home because timespace and equipment would not permit work in groups.

G. Adult Project Work

Foods:

The food program for the past year was to help members to plan economical, nutritious and quickly prepared meals.

Several copies of the Meal Planning Guide distributed by the Pet Milk Company were given to each club. These were passed from one club member to another to be used as a guide in planning meals and as a basis for our food discussions.

We proceeded with studying and discussing the Basic 7 food groups. We also discussed substantially the food substances, proteins, fats, etc. and their functions in the body.

Since we studied this problem for one month only we made menus to cover a one week period. In doing this we listed substitute foods for

each food in the menus, really expanding the one week menus to cover a longer period of time, or to substitute foods for various seasons.

Careful emphasis was placed on buying foods in season and the careful storing and cooking of these foods to retain their nutritive value.

In July we followed up the meal planning program with demonstrations on the use of the pressure pan and one dish meals. Keeping in mind our goal, planning low cost meals that are both attractive, nutritious and easy to prepare. We cooked foods from various menus in the pressure pan trying to correlate the value of planning ones meals ahead of time and using the pressure pan to save time. One dish meals were prepared also as a time saver.

Club members were cautioned to following time tables to prevent loss of food value and discolored foods.

Items not listed in our monthly plan we did specific work in home-canning when club members felt a need for further instructions. The U.S.D.A. bulletins were distributed and members attentions were called to the new time tables for processing foods in the pressure cookers. Decided progress has been made in stepping up canning budget with a majority of club members. Approximately two thousand jars of fruits, vegetables and meats were canned this season over that of last season.

Mrs. Beuna Vilcasal, member of Tuicasin reported the larger number jars of good canned, 700 in all. She not only has quantity, but quality as evidence by the fact that she received the highest awards for her canned products at the County Fair. She received first prize for pentry collection, first for an emergency meal and a member of first and second prize on single entries for fruits, vegetables and meats.

B. Other Activities

Recreation:

Club work for the past year has been most successful because it has awakened to a great extent a sense of community consciousness.

Three communities have launched definite program to provide some form of entertainment for the young, old and adults likewise. These communities are Zion Town, Quiccasin and Boars Swamp.

Club members will serve as recreational leaders or supervisors.

In the Zion Town Community a one hall was built a number of years back by the Community, but has been used only as a Sunday School and for meetings, both private and public.

A committee was sent to the persons in charge asking the use of the hall, which was granted. The year in the community cleared away the wooded area and now the club members are raising money to have the stumps removed and land graded, also to help buy other equipment.

Home Demonstration Week:

Home demonstration week was celebrated in Henrico County the last week in May in the Union Community.

A sewing class had been held in this community during the early spring and ending in May and we decided to model and exhibit the clothing made during this class. Twelve members were enrolled and they wore one garment they had made and telling the audience the cost of the finished garment. All other garments made were arrayed in exhibit fashion prior to the meeting.

Other clubs were invited and a total of 77 people viewed the show and exhibit.

Educational Tours:

Four Home Demonstration Clubs sponsored educational trips to Washington, D. C. and Skyline Drive. Instead of the local picnics planned the clubs in Union, Zion Town, Boars Swamp and Coal Pit.

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chartered buses and ran a nonprofit trip, the first tour going to the Luray Caverns and Skyline Drive and the second tour to Washington, D. C. to see the historical points of interest there. One hundred and fifty seven adults and children made the trips.

The Home Demonstration Committee also chartered a bus to make the trip to the Farmer's Conference at Petersburg in which twenty seven women were in attendance.

Plans for these activities were made by members of the Home Demonstration Committee and Advisory Board.

National Fire Prevention and Safety week and National Negro Health Week were also observed by eight home demonstration clubs. During National Safety Week check sheets were distributed among leaders to be given to the members of their communities as a means of pointing out common hazards from their homes and to give a general cleaning of all surroundings.

During National Negro Health Week movies were shown to four clubs on some phase of health by the T. B. Association of the County.

4-H Club work

A. Project Work

The following projects were selected by club members for the past year: (1) Looking Your Best (2) So You'd Like To Sew (3) Food Selection and Preparation (4) Small Laundry Equipment and Housekeeping.

Looking Your Best:

To my way of thinking and by the way the club members went over board about it, Looking Your Best was the most interesting and important project of the year. The topics discussed and demonstrated were well received by club members because they are at the age when they want to appear at their best toward one another. Much needs to be done in this

field, but great improvement was shown over last year.

The object of teaching this unit is to help one to improve him- or herself for personal and group satisfaction.

Eighty-five boys and girls were enrolled in this project and a total of sixty completed.

The following topics were demonstrated and discussed by leaders, agents and club members: (1) care of feet (2) care of hands (3) care of teeth (4) making simple repairs (5) dry cleaning (6) laundry of woollens.

The following results were recorded: 25 shoe shine kits were made; 31 dry-cleaned unwashed; 40 made quick repairs; 102 sweaters washed; 18 stored clothes and 32 replaced hems.

So You'd Like To Sew

Eighty members were enrolled in this project with 44 completing.

Objective: To teach club members to master the tools and simple methods of sewing.

This project was begun with the making and equipping of a sewing box to hold their equipment. The next demonstration in order was the cutting and hemming of either a tea towel or handkerchief.

After these demonstrations we proceeded to the broom stick skirt, which involved two different sewing processes, gathering and making pockets. Each girl was encouraged to make a skirt in order to have these experiences.

After these required pieces they were left to make what ever they felt capable of making.

The end product in this project was not so many completed garments, but an improved attitude toward sewing, developed through teaching some of the basic principles by simple methods.

Meal Planning Preparation and Service

Planning and preparing wholesome, attractive meals that require the minimum time and cost was the basic for our work on foods for the past year.

Club members were taught how to plan meals on the basis of the wheel of good eating or the basic seven foods. Meals that were pleasing to the eye as well as taste were also stressed.

Attractive table settings, using simple place mats, table cloths and center pieces, was also a topic of much attention. A contrast was drawn between the hastily prepared foods, not planned, against one that had been planned and prepared properly.

Food Preservation:

Eighty one members were enrolled in the food preservation project with a total of 54 members completing. One thousand and six quarts of fruits, meat and vegetables were reported canned by club members.

Much of this work was done by the neighborhood leaders during the time they themselves were canning. In this way they learned more in a shorter period of time because they reported the process more.

1. Other Activities:

The following community activities have been given or observed by several or all 4-H Clubs: (1) Rural Life Sunday (2) National 4-H Club Week (3) Project Exhibits (4) Tours (5) Christmas Celebrations (6) Educational Tours and Picnics.

Rural Life Sunday:

Rural Life Sunday was observed in each 4-H club in their own churches. Members were encouraged to attend church on Rural Life Sunday and sit in groups with their leaders when possible.

National 4-H Club Week:

Special programs were held at each club meeting during the month of March in observance of 4-H Club Week at which time parents and friends

were invited to attend. All finished project work was also exhibited.

Tours:

Four garden tours were held in the following communities, Union, Bears Swamp, Tuicocasin and Bethel. Sixty one club members visited 29 gardens in the four communities. Older club members served as judges on the tours.

Three educational tours were made in the county during the months of July and August. The A-H clubs of Union, Bethel and Gravel Hill, chartered buses and made several trips to Washington, D. C. visiting the places of interest and ending with a picnic at the Zoo. Ninety-three children and adults made the trip.

Christmas Celebrations:

Seven A-H Clubs had special Christmas programs, giving short plays or programs, singing carols and reciting christmas programs. Each club donated enough food, nuts and candy to fill two baskets for each club to distribute to the needy in their respective communities.

Project Exhibits:

At the completion of projects in the Spring and Fall each club has exhibited their related work. Parents and friends have been invited to view the work accomplished by the groups.

Older Youth:

No specific rural youth groups have been organized, but the agents and leaders have worked with three social organizations in the Bethel and St. James Communities.

Work with these three groups were started in February and since the groups have been mixed, work or projects were selected that would interest all. Much interest was shown in personal improvement and health and safety.

Fifty-six young men and women were reached through these groups.

Scope of Work

Number Home Demonstration Clubs or Groups	1948	1949
Memberships	10	12
No. 4-H Clubs	125	152
Memberships	10	12
No. Older Youth Groups	0	2
Membership	0	56
No. of other Families reached	167	232
Total No. Families reached	272	388

County Organizations:

The County Home Demonstrations Committee at the Henrico county courthouse October 1948. This group has served as an advisory committee also. They have helped to plan the projects for each year as well as some of the extra activity programs for the County.

Several men in the various communities have been asked to join these ladies to form a strong advisory board to plan county programs which will benefit both men and women of the county.

The Advisory Board that function previously to this year has preferred to work only with the County Fair and henceforth will be known as the Fair Association.

Activities of Leaders:

To date there are a total of 16 adult leaders and 24 junior leaders doing volunteer project and organizational work in the county.

These leaders have conducted 12 meetings of adult nature with an attendance of 373 persons. They have conducted 52 4-H Club meetings with 582 members present.

They also gave 12 demonstrations to 4-H club members.

The organized leaders have directed and supervised the extra activities given by each club.

<u>Growth of Home Demonstration Club Project Leadership</u>	<u>1948</u>	<u>1949</u>
No. project leaders and goal chairman	18	22
No. training meetings held		
By Specialist		
By Agent	8	13
Attendance at all training meetings	28	44
No. Club Meetings held by leaders without agent present	40	42
No. Club Meetings at which leaders assisted	48	60

<u>Growth of 4-H Club Project Leadership</u>	<u>1948</u>	<u>1949</u>
No. Adult project leaders	22	24
No. Junior project leaders	13	20
No. training meetings held		
By Specialist		
By Agent	44	35
Attendance at leader training meetings	35	58
No. 4-H Leaders trained individually	12	19
No. Club Meetings held by leaders without agent present	43	52
No. Club Meetings at which leaders assisted	28	35
No. Demonstrations given		
By Leaders		
By Adult	21	29
By Junior	20	20

Significance of Year's Work:

As previously stated in the beginning of this report the greatest progress has been noted in the field of home improvement and clothing.

The two subjects have been closely connected, because of the larger number of people taking an interest in sewing. After getting a few sewing lessons or helps in clothing the average individual is ready to attempt something to add to the beauty and comfort of the home.

While most of the work in home improvement has been on small projects such as slip covers, upholstery, curtains, etc. the way has been paved

for larger improvements.

From a number of small home improvement demonstrations, minds of the people have been opened to the inherent possibilities that we have for improving our environments.

In an effort to gain and hold interest of other groups, we have stresses making small or minor improvements in groups meetings and giving individual help to those persons having larger incomes and able to finance more expensive improvements.

Improving ones home is dear to every one. It has been noted in working with various groups during the home improvement period that a certain satisfaction and spirit of friendliness prevailed, that is reaching out to help the whole community.

It was at one of these meetings that the Zion Town Home Demonstration Club decided to enlarge their membership and start one Community playground and club house.

In the spirit of friendly competition that exist in the group meetings, one can accomplish far more than he dares to attempt alone.