

VIRGINIA

Nottoway County

NARRATIVE REPORT OF HOME DEMONSTRATION WORK

December 1, 1943 - November 30, 1944

L. C. Jenkins
District Agent
Dec. 1, 1944

Blanche D. Harrison
Local Home Demonstration Agent

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SCOPE OF WORK

Five home demonstration clubs were organized with 91 members, two community clubs with 23 families. Nine 4H clubs enrolled 189 boys and girls for conducting the home demonstration program.

There are 719 families in the county, 211 of these were reached through some phase of the home demonstration program. Approximately 250 families were reached through club members, community and neighborhood leaders, making a total of 461 families reached.

Organization

The first County Advisory Board under the home demonstration program was organized with representatives of the adult clubs. Five of the seven communities of the county were present in the first meeting. Three home demonstration clubs were organized since this meeting.

The meetings of the Professional Workers Conference were attended regularly and participation in the following activities kept information up to date and efforts co-ordinated: Goals meetings for informing farm people of crop goals and suggestions for meeting them; Hog Cholera vaccination; obtaining pressure cookers; obtaining jars from salvage for food preservation and storage; new developments in the county, as canneries, selling cream, freezer locker, using dehydrator, neighborhood leader development and milk route.

Leadership

There were 28 officers in the adult clubs who served as organizational leaders. Twelve project leaders were selected to assist in presenting discussions and demonstrations on selected topics. The County Advisory Board which sponsors the work of organized adult clubs has 15 leaders who are trained in their meetings for conducting the program. Eighteen different men and 38 different women serve as project leaders or committeeman. The seven communities of the county have 57 men and women designated as neighborhood leaders. The latter are on the mailing list for the Leaders Digest to spread information to farm families. 23 training meetings were held for leaders with an attendance of 10 men and 90 women. Leaders held twelve meetings with an attendance of 97.

Leaders paved the way toward working and planning together for the food conservation work as a war measure. They later did outstanding work in club planning which culminated in the county planning meetings held on a county-wide basis. Four of the six clubs were in attendance. Five clubs had previously held its planning meeting. Notes were available from clubs absent. The executive committee of the County Advisory Board held its meeting prior to the planning meeting. The district farm and home agents discussed subjects assigned. Goals set up by the committee were accepted for 1945 program making the subject of juvenile delinquency, an outstanding county problem, was fully discussed. Background material was previously gathered and prepared for this meeting. An

exhibit was shown of 4H club project materials and some new phases in foods. As a result leaders conducted follow-up meetings in clubs. Two clubs had club achievement exhibits in regular meetings.

Fourteen leaders attended a Garden meeting with the specialist in June and stimulated interest for fall gardens. One leader prepared herself to assist in Sewing Machine Schools by attending the clinic held by the specialist in August.

The nine 4H clubs had 13 adult leaders for organization, 12 project leaders and six sponsors who assisted in various ways. Organization leaders had 13 training meetings with 26 attending and gave 36 days to the work. Project leaders had nine training meetings with 18 attending, gave nine demonstrations and nine days devoted to the work. Four sponsors were present in one training meeting and gave eight days in helping to carry out the program.

There were 45 club officers, 27 of these were trained in 81 of their club meetings and gave 12 demonstrations on projects and organizational work as conducting meetings, leading club pledge, flag pledge and songs.

Adult leaders held 13 4H meetings with 171 in attendance. Material help was given by leaders to clubs in conducting Rural Life Sunday Services in the communities. Victory pins were secured for members and distributed with a badge by leaders.

Results

It was planned to make food and nutrition the basis of work with organized groups and to spread it as far as possible

in the county. More time was devoted to home production than to any other phase of work, 119 days being used to conduct the programs.

The County Goals meeting was attended in January and plans that could be carried were presented in groups met. The two most emphasized suggestions were (1) to grow as much of the food and feed supply for the family as possible, and (2) save as much as possible through careful planning and preservation methods. Subsequent goals meetings were held in five of the seven communities. A study of the Family Food Supply began early in the year. Lists of common foods were presented and checked to determine what could be raised at home.

Soil conservation pictures were shown and explained in two groups. Garden leaders were selected and a folder of information furnished. Production subjects were discussed and tied up with nutrition. Simple materials were prepared for leaders presentation.

The Food for Freedom literature was distributed and discussed. Clubs ordered seed catalogues for study in conjunction with State Extension Literature. "Order seeds of good quality early and in sufficient quantities" was a slogan. Many bodily ailments were attributed to lack of proper food after the stress given green leafy and colored vegetables and what food does for the body. Canning budgets were made in meetings. A rolled blackboard, colored crayons and printed outlines assisted in simplifying this work.

Committees and leaders for home production had a difficult task because of lack of teams and labor. Exchanges were made where possible. Collard and kale seed and a variety of edible soybeans were provided six adult leaders to encourage production of leafy green vegetables and to introduce the soybean. Two clubs purchased seed potatoes together saving trips and costs on small quantities. 26 families were involved.

Fall gardens information was again presented in June. More turnips, kale and collards were noticed in gardens. The County Agricultural Planning meeting of summer was attended to get late information on the feed and livestock situation to present to groups. Diets of 26 families were improved through changes in meals, the canning of more meats, canned foods, better lunches and home-made breads. Scoring meals eaten was used to create interest in eating for health. The value of raw vegetables, preparing other vegetables, using dried peas and beans were presented.

Nineteen families in one community vaccinated 60 hogs for cholera and saved the home meat supply. Families were contacted and the work completed in one day by county agent and helpers. The value of milk and milk products was taught through cheese-making demonstrations. 83 families were reached in 10 different demonstrations, each in different neighborhoods of 7 communities. Food charts and the Virginia 4H club letter assisted with simple nutritional work.

Food preservation problems were discussed in group

meetings and demonstrations were presented on procedures using pressure cookers, boiling water bath and jar closures. Stress was placed on the no 63 caps 20r using salvaged jars. Approximately 2500 jars were secured from local salvage for conservation of foods.

Emphasis was placed on curing sweet potatoes before storing. Leaflets were studied and distributed. Ninety-one families made extra efforts to store what was produced. Ninety-five families dried some fruits, 31200 pounds, chiefly potatoes were saved. Aside from this many pounds of vine matured peas and beans were stored. Two clubs reported 2152 pounds saved for future use. Inquiries made for pressure canners early in the year showed interest aroused in safer and time-saving methods of canning. Nine families purchased pressure cookers during the year. Home demonstration members reports show 16,298 quarts of meats, fruits and vegetables canned.

Clothing discussions on consumer problems were held in four clubs in connection with other conservation topics. Families were encouraged to continue mending and caring for clothing to save buying shoddy or high-priced, scarce materials commonly found. One group spent a day in learning to clean and adjust the sewing machines; four machines were cleaned and adjusted with eight families represented.

Two points for safety of the house were taught through group discussions - the repair of flues and chimneys and

outside back steps. Demonstrations were given in three clubs on home made kitchen curtains when requests were made, and bags suggested as material available and durable. Four back porches were improved or built, three wells placed at porches for convenience. Six families made improvements on home grounds because of work presented. One family had home wired.

Recreational needs were discussed in each club during the year according to plans. One outcome was cooperation given in holding an out-door social at the local U S O club for soldiers in service. Because of committee activities, 60 watermelons were donated by interested persons. Literature was explained and clubs encouraged to take part in Tuberculosis Drives, Red Cross, War Fund and War Loan Drives.

Nottoway Home Demonstration Club held meetings on the following: Meat Canning, Gardens and Nutrition, Family Food Supply and Canning Budgets, Kitchen Curtains, American Cheese making, Food Preservation, Storage Club Planning. Twelve regular meetings were held, leaders holding four. Two members purchased pressure cookers, one member had access to a cooker during the year. One meeting was held at a fall garden. Four members made yard improvements. Two groups met to make American cheese. Members assisted one another and neighbors with canning. Two members worked together to dehydrate apples. 4297 quarts of fruits, vegetables and meats were canned, 193 pounds of fruits dried. 5850 pounds of meat cured, 8040 pounds of vegetables, largely potatoes were stored,

and in addition 1077 pounds of dried beans and peas were picked from vines for home use. This club was represented in all county meetings and leader groups.

Two meetings of the Agricultural Board were attended to get familiar with County programs to explain to farm people day by day. The programs sponsored were general recommendations on dairy, poultry, pork and meat animals, crop goals, soil conservation service, forest service, A A A Practice Programs, Farm machinery, Frozen Locker Plant, Feed Program. Farm people were assisted by planning meetings for them to attend in five of the communities. Assistance was given by the county agent and local soil technician. Pictures on soil conservation work increased interest. Home production, assessing gardens and livestock, plans for saving food were the chief points of emphasis in farmers meetings and fitted in to the scheme of small type and part-time farmers.

4H Work

All projects in 4H clubs were selected by club members and their families. A circular letter to parents was given with each project sheet. Forty-eight members enrolled for bread in seven different clubs. Leaders were selected but because of the newness of the work more organizational activities were done than project work this year. Three leaders gave a quick bread demonstration in their homes. Measuring demonstrations were presented in meetings and method demonstrations in quick and yeast breads presented. A bread manual was distributed and studied for this work. Six meetings were held in homes. Thirty-two girls completed a satisfactory

portion of this project making three to four varieties of bread 1353 times.

Four girls selected clothing-make or remake for their work and completed simple assignments. Seven new garments were made, 28 garments mended, 4 cleaned and 43 laundered. One girl kept her clothing account. Three others made a start.

Two girls who selected home laundry assisted with this work regularly at home. One family made an out-door stove of old bricks which served for heating water and scalding, steeping being eliminated. Starch was made and improved upon by following the recipe provided. Home storage work suggested providing places for school books, sweaters and coats, over-shoes and rubbers, especially for summer.

Twelve members enrolled for poultry. Information leaflets and bulletins were studied and demonstrations given in open front, type of house, movable roost poles. Sanitation of houses and feed utensils were discussed as simple things that could be done. Members assisted at homes with feeding and care. Three members completed other plans set up. One boy who had a small brooder house and 50 chicks lost all by fire. He later set a hen and raised 12 chickens.

Gardening was the project that fitted the boys' program best. The care of pigs was included with this project by nine boys who fed regularly. 91 boys and girls selected gardening project but during summer farm work and public work took many of them away. 60 completed showing, home garden vegetables raised were valued approximately at \$2312.

Housekeeping projects were selected by 18 members who completed such phases of work as dishwashing, bed-making, table setting and care of lamps. Manuals of instruction were provided and parents served largely as leaders to supervise this work.

The eight members enrolled in the Stop Food Waste project completed preparation and cooking of vegetables. Seven served raw vegetables during summer. Three prepared vegetables and meats in left-over dishes. Leaders were instructed in using dried peas and beans in two ways. Government publications were studied in meetings on seven topics relating to waste. What to include in the school lunch was presented. Because most girls assisted with cooking at home, a quick bread demonstration was given by a leader in regular meeting and emphasis was put on accurate measurements in recipes.

Canning

Canning was conducted as a part of the summer program although 33 members enrolled in the beginning of the year for this work. Early work consisted of a study of the Family Food Supply and making canning plans with adults. Garden sanitation was stressed and members urged to help with work necessary to have something to can. Later canning manuals were used. Members' work was to wash jars, select tops, store old jars, and to find out how many new jars were needed. Canning demonstrations with non-acid vegetables were given first with peas. Leaders got this information while members were in school. 5293 quarts of fruits, vegetables and meats

were canned; 269 pounds of fruits dried; 7844 pounds of vegetables and fruits were stored.

Milk-Butter-Cheese Project

Children who helped with the care of one or more family cows were the only ones allowed to select the Milk-Butter-Cheese project. These were happy because of this distinction and wished to make cheese as a beginning.

Manuals were furnished this group. During winter emphasis was put on feeding well with what was available, supplying water, providing clean bedding and cleaning stalls. Later caring for milk utensils and making American Cheese were presented. Butter-making was supervised by parents as leaders. Parents and leaders took part in cheese-making which was held in spring and fall. 20 members in five clubs selected this project. 14 completed milking regularly from 2 to 12 months, caring for utensils, making butter, caring for cows or assisting for 12 months. Six assisted with cheese making in demonstrations. Plans made to continue work in home. Thermometers were secured by two homes.

Health Work

Sneads Spring 4H club enrolled 22 members, 11 boys and 11 girls for projects as follows: 4 bread, 6 milk-butter-cheese, 2 canning-drying-storage, 3 chickens, 7 garden. In May 10 girls decided to help with home canning, and all boys planned to help with garden or farm work.

All meetings were held in leaders' homes. Demonstrations and discussions were presented on subjects outlined for projects. The leader on project work conducted or

assisted with three meetings. Seven club officers were elected and served throughout the year. Three bread members completed, making of bread of three kinds 61 times. Five milk-butter-cheese members attended and assisted with demonstrations. They milked 420 times, and 67 pounds of butter were made. Three boys completed chicken projects. 24 pullets were kept. Three girls assisted with canning 279 quarts.

Other Work Done

A food preservation meeting was held in June to demonstrate the use of different types of pressure cookers, the use of dehydrators and new jar closures. 13 adults attended. Assistance was given by the Vocational Home Economics instructor of the Nottoway Training School.

Upon invitation of the home economics instructor a group of 200 high school students was met at the chapel hour at the training school and given an illustrated talk on "The Four Corners of a Square Meal", to assist with the nutrition work.

Nutrition was emphasized throughout the county during September when an illustrated talk was made to 38 teachers on "Put a Punch in That Lunch". A score for meals and the September Virginia 4H club Letter, "Head, Heart, Hands and Health" were provided each school. The October issue of this paper was provided the group as a follow-up. One teacher recently reported noted improvements. Scoring is used daily as a part of the program and more vegetables and fruits are eaten daily. A local apple vender reported that

he sold a basket of apples to every home visited in that community. The teacher said children wanted and demanded something raw from home.

Literature on salvage and rationing was distributed and groups asked to cooperate. Adult clubs appointed war bond committees to forward this work, all of which is now as a home demonstration project. Stress was laid on holding bond, purchased.

Conferences were held with Vocational Agricultural Instructors relative to use of the canneries. Circular letters were sent out relative to the first one in operation; talks were made in churches and other groups. Teachers helped leaders to pass information out.

Appraisal

A County Advisory Board was organized with 14 adults representing four of the six clubs then organized and five of the seven communities of the county. The objectives planned were carried out.

Four home demonstration clubs and two community clubs functioned throughout the year. Nine 4H clubs functioned in as many different communities with 189 members enrolled and 126 completing. Plans were completed for organizing the officers of these clubs into a 4H Council.

Adults purchased nine pressure cookers from various places during the year to save time and make safe the home canning work. Women reported 18,218 quarts of vegetables, meats and fruits canned, 706 pounds of fruits and vegetables

dried, 18,302 pounds of meat cured and 31,200 pounds of vegetables stored for home use.

Three wells planned near the house saved materially for these families in foods work. Seventy-four families made canning budgets for the first time which served as a guide although not filled. Twenty-six families made one or more improvements with family diets using milk and vegetables more freely. Eighty-three families learned how to make American cheese.

211 families were reached through adult or 4H programs with food problems. Eighteen families made improvements in housekeeping because of the 4H program. Six families improved home grounds and studied along with gardening. Twenty-six families purchased seed potatoes together. One family increased market garden crops.

One family sold cream this year for the first time, and began the custom of mending in the home; also continued some family sewing previously done. 31 women assisted with some phase of the 4H program, giving 36 days of service. 18 men and 58 women served as project leaders and committeemen in organized adult clubs and assisted with the spread of the work.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration
Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Northway

REPORT OF

<u>Blanche D. Harrison</u> <small>(Name) Home Demonstration Agent</small>	From <u>Dec 1, 1943</u> to <u>December 30, 1944</u>
<u>Margaret Murrell</u> <small>Assistant Home Demonstration Agent</small>	From <u>Apr. 10, 1944</u> to <u>May 8, 1944</u>
_____ <small>4-H Club Agent</small>	From _____ to _____ 194__
_____ <small>Assistant County Agent in charge of Club Work</small>	From _____ to _____ 194__
_____ <small>Agricultural Agent</small>	From _____ to _____ 194__
_____ <small>Assistant Agricultural Agent</small>	From _____ to _____ 194__



READ SUGGESTIONS, PAGES 2 AND 16

L. C. Jenkins - District Agent
Dec. 1, 1944

Approved: _____

Date _____

State Extension Director

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

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

1. Read the definitions of extension terms on the last page of this schedule.
2. Read last year's annual report again, applying the criteria for a good annual report discussed above.
3. Prepare an outline with main headings and subheadings.
4. Go over the information and data assembled from various office sources.
5. Decide upon a few outstanding pieces of work to receive major emphasis.
6. Employ a newspaper style of writing, placing the most 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	4-H Club agents	Agricultural agents	County total
	(a)	(b)	(c)	(d)
1. Months of service this year (agents and assistants)	13			XXXXXXXX
2. Days devoted to work with adults ¹	152			XXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth ²	154			XXXXXXXX
4. Days in office ³	134			XXXXXXXX
5. Days in field ³	172			XXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁴	458			
7. Number of different farms or homes visited	146			
8. Number of calls relating to extension work	83			
	(1) Office			
	(2) Telephone			
9. Number of news articles or stories published ⁵	9			
10. Number of bulletins distributed	1221			
11. Number of radio talks broadcast or prepared for broadcasting				
	(a) Number	23		
12. Training meetings held for local leaders or committeemen	(1) Adult work	Total attendance of:		
		(b) Men leaders	10	
		(c) Women leaders	90	
	(2) 4-H Club and older youth	(a) Number	24	
		Total attendance of:		
		(b) Leaders	58	
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(a) Number	57	
		(b) Total attendance	520	
	(2) 4-H Club and older youth	(a) Number	64	
		(b) Total attendance	794	
14. Number of adult result demonstrations conducted		5		
15. Meetings held at such result demonstrations	(1) Number	3		
	(2) Total attendance	27		
16. Tours conducted	(1) Adult work	(a) Number		
		(b) Total attendance		
	(2) 4-H Club and older youth	(a) Number		
		(b) Total attendance		
17. Achievement days held	(1) Adult work	(a) Number		
		(b) Total attendance		
	(2) 4-H Club and older youth	(a) Number		
		(b) Total attendance		

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or organization.
³ The sum of questions 4 and 5 should equal the sum of questions 6 and 7.
⁴ Do not count a single visit to both the farm and home as two visits.
⁵ Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents (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 older youth	(a) Number					
		(b) Total boys attending					
		(c) Total girls attending					
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	8				
		(b) Total attendance	196				
	(2) 4-H Club and older youth	(a) Number	2				
		(b) Total attendance	219				
	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	120			
			(b) Total attendance	97			
(2) 4-H Club and older youth		(a) Number	18				
		(b) Total attendance	171				

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
³ Does not include picnic, rallies, and short courses, which should be reported under question 18.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	719
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	95
26. Number of farm homes involved in preceding question that were reached this year for the first time	95
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	7
28. Number of other homes involved in preceding question that were reached this year for the first time	7
29. Number of farm homes with 4-H Club members enrolled	116
30. Number of other homes with 4-H Club members enrolled	23
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	188
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	23

EXTENSION ORGANIZATION AND PLANNING

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

- | | | | |
|-------------------------|---------------------------------------|--------------------|----|
| (a) Over-all or general | (1) Name | (2) No. of members | 4 |
| (b) Agricultural | (1) Name | (2) No. of members | |
| (c) Home demonstration | (1) Name <u>County Advisory Board</u> | (2) No. of members | 15 |
| (d) 4-H Club | (1) Name | (2) No. of members | |
| (e) Older youth | (1) Name | (2) No. of members | |

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

(a) Agricultural	(b) Home demonstration	(c) 4-H Club	(d) Older youth
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25. Total number of communities in county. (Do not include number of neighborhoods.) 7

26. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees. 7

27. Number of clubs or other groups organized to carry on adult home demonstration work. 7

28. Number of members in such clubs or groups. 114

29. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.)

40. Number of neighborhood and community leaders in the neighborhood-leader system Men 23 Women 44

41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program. (Should include question 40.)

- | | | | | |
|----------------|---------------------|-----------------------------------|---------------------|----------------------|
| (a) Adult work | (1) Men <u>51</u> | (b) 4-H Club and older youth work | (1) Men | (3) Older club boys |
| | (2) Women <u>44</u> | | (2) Women <u>31</u> | (4) Older club girls |

COOPERATIVE AGRICULTURAL PLANNING

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

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

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

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

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

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

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total ¹ (c)
47. Days devoted to line of work by:			
(1) Home demonstration agents	74		
(2) 4-H Club agents			
(3) Agricultural agents	7		
(4) State extension workers			
48. Number of planning meetings held:			
(1) County	7		
(2) Community			
49. Number of unpaid voluntary leaders or committeemen assisting this year	87		
50. Days of assistance rendered by voluntary leaders or committeemen	22		

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)

Include all work with adults, 4-H Club members, and other youth	Corn	Wheat	Other cereals	Legumes	Pasture	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 hours aided 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)

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

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

CONSERVATION OF NATURAL RESOURCES

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

Soil Management—Continued

65. Number of farmers assisted this year—
- (a) With problems of land use based on soil types _____
 - (b) In the use of recommended crop rotations _____
 - (c) With strip cropping _____
 - (d) In constructing terraces _____
 - (e) In grassing waterways or otherwise preventing or controlling gullies _____
 - (f) With contour farming of cropland _____
 - (g) In otherwise controlling wind or water erosion _____
 - (h) In contouring pasture or range _____
 - (i) In the use of cover or green-manure crops _____
 - (j) In summer-fallowing _____
 - (k) In making depth-of-moisture tests _____
 - (l) With drainage _____
 - (m) With irrigation _____
 - (n) With land clearing _____
66. Number of soil-management associations organized or assisted during the year:
- (a) Legal soil-conservation districts _____
 - (b) Voluntary soil-conservation associations _____
 - (c) Grazing associations _____

Forestry—Continued

67. Number of farmers assisted this year—
- (a) In reforesting new areas by planting with small trees. (Include erosion-control plantings) _____
 - (b) In making improved thinnings, woodings, or pruning of forest trees _____
 - (c) With selection cutting _____
 - (d) With production of naval stores _____
 - (e) With production of maple-sirup products _____
 - (f) In timber estimating and appraisal _____
68. Number of farmers cooperating this year in prevention of forest fires _____

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife _____

¹ Include nature study.

FARM MANAGEMENT

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

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

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

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth.	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Production of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											
(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 ² 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. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ⁴	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year										1	
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$	\$	\$	21.15	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ⁵ pertaining to marketing agreements, orders, surplus removal or Lend-Lease 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 ⁵ participated in or conducted this year											
97. Number of consumer information programs ⁵ pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ⁵ relating to marketing services and costs of distribution conducted this year											
99. Number of programs ⁵ relating to transportation problems conducted this year											
100. Number of programs ⁵ relating to the specific use of market information conducted this year											
101. Number of other marketing programs ⁵ conducted this year (specify)											

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

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

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Includes all work with adults, 4-H Club members, and other youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents	6	1		
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
103. Number of communities in which work was conducted this year	2	1		
104. Number of voluntary local leaders or committeemen assisting this year	-	-		

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings	1
(b) Remodeling dwellings	1
(c) Installing sewage systems	
(d) Installing water systems	2
(e) Installing heating systems	
(f) Providing needed storage space	6
(g) Rearranging or improving kitchens	
(h) Improving arrangement of rooms (other than kitchens)	3
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	
(j) Selecting housefurnishings or equipment (other than electric)	2
(k) Improving housekeeping methods	18
(l) Laundry arrangements	2
(m) Installing sanitary closets or outhouses	
(n) Screening or using other recommended methods of controlling flies or other insects	6
(o) Improving home grounds	
(p) Planting windbreaks or shelterbelts	

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	
107. Number of families assisted this year in—	
(a) Obtaining electricity	1
(b) Selection or use of electric lights or home electrical equipment	
(c) Using electricity for income-producing purposes	

Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings	
(b) Remodeling or repairing farm buildings	
(c) Selection or construction of farm-building equipment	

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment	
(b) Making more efficient use of mechanical equipment	
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	
111. Number of gin stands assisted this year in the better ginning of cotton	

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by:				
(1) Home demonstration agents	119	48	39	-
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers	3			
113. Number of communities in which work was conducted this year	14	7	7	-
114. Number of voluntary local leaders or committeemen assisting this year		10	8	
115. Number of families assisted this year--		115(g) FOOD PRESERVATION BY ADULTS		
(a) In improving diets	26			
(b) With food preparation	8			
(c) In improving food supply by making changes in home food production ¹ :	188			
(1) Of vegetables	140			
(2) Of fruits	-			
(3) Of meats	19			
(4) Of milk	34			
(5) Of poultry and eggs	5			
(d) With home butchering, meat cutting or curing	1			
(e) With butter or cheese making	83			
(f) With food preservation problems ² :	211			
(1) Canning	148			
(2) Freezing	-			
(3) Drying	95			
(4) Storing	91			
(g) In producing and preserving home food supply according to annual food-supply budget	74			
(h) In canning according to a budget				
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first-aid or home nursing				
(m) In removing fire and accident hazards				211
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				

¹ Sum of the activities unless duplication due to families participating in more than one activity.
² Weight of finished product after drying.
³ Weight of product before curing.
⁴ Includes outside of locker plants and home freezer units.
⁵ Do not include vine-cultured peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with clubs, 4-H Club members, and other youth	Home management— family economics	Clothing and textiles	Family relationships—child development	Recreation and community life
118. Days devoted to line of work by—	(1) Home demonstration agents	8	2	3
	(2) 4-H Club agents			
	(3) Agricultural agents			
	(4) State extension workers			
119. Number of communities in which work was conducted this year	7	2	7	7
120. Number of voluntary local leaders or committees assisting this year	—	2	9	18

Home Management—Family Economics—Continued

121. Number of families assisted this year—	
(a) With time-management problems	
(b) With home accounts	
(c) With financial planning	
(d) In improving use of credit for family living expenses	
(e) In developing home industries as a means of supplementing income	
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	21
(a) Food	
(b) Clothing	
(c) Housefurnishings and equipment	
(d) General household supplies	
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—	26
(a) Food	
(b) Clothing	9
(c) Housefurnishings and equipment	
(d) General household supplies	
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	34
125. Number of families assisted this year with "making versus buying" decisions	4
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	7

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

Clothing and Textiles—Continued

127. Number of families assisted this year with—	
(a) Clothing-construction problems	4
(b) The selection of clothing and textiles	7
(c) Care, renovation, remodeling of clothing	4
(d) Clothing accounts or budgets	

Family Relationships—Child Development—Continued

128. Number of families assisted this year—	
(a) With child-development and guidance problems	
(b) In improving family relationships	
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year	57
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men	
(b) Women	
131. Number of children in families represented by such individuals	

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation	
133. Number of communities assisted this year in improving community recreational facilities	
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	17
135. Number of communities assisted this year in ² establishing—	
(a) Day or summer camps	
(b) Permanent camps	
(c) Community rest rooms	
136. Number of communities assisted this year in providing library facilities	
137. Number of school or other community grounds improved this year according to recommendations	

¹ The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 10.

² Includes question 135, also families buying through marketing cooperative, organized or unorganized, column (k), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn						Acres
139. Other cereals						Acres
140. Peanuts						Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet						Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	66	25	40	20	37	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)	10	2	3	7	24	Birds
151. Dairy cattle	11	9	2	8	21	Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine						Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds						XXXXXXXXXXXX
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)						XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity						{ Articles made Articles repaired
162. Farm management						XXXXXXXXXXXX
163. Food selection and preparation		56		40	56	Meals planned
164. Food preservation		57		30	1353	Meals served
165. Health, home nursing, and first aid					3293	Quarts canned
166. Clothing		4		4	7	Garments made
167. Home management		22		22	28	Garments remodeled Units
168. Home furnishings and room improvement						{ Rooms Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership						XXXXXXXXXXXX
171. All others						XXXXXXXXXXXX
172. Total (project enrollment and completion)						XXXXXXXXXXXX

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs	9	
174. Number of different 4-H Club members enrolled	(a) Boys: 82	(b) Girls: 107
175. Number of different 4-H Club members completing	(a) Boys: 49	(b) Girls: 77
176. Number of different 4-H Club members in school	(a) Boys: 77	(b) Girls: 100
177. Number of different 4-H Club members out of school	(a) Boys: 5	(b) Girls: 7
178. Number of different 4-H Club members from farm homes	(a) Boys: 74	(b) Girls: 83
179. Number of different 4-H Club members from nonfarm homes	(a) Boys: 8	(b) Girls: 24

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By age	Boys (a)	Girls (b)
1st year	82	107	10 and under	17	20
2d			11	17	21
3d			12	18	16
4th			13	15	20
5th			14	10	15
6th			15	4	8
7th			16	1	2
8th			17	-	5
9th			18		
10th			19		
10th and over			20 and over		

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—

(a) Judging	41	(f) Fire and accident prevention	
(b) Giving demonstrations		(g) Wildlife conservation	
(c) Recreational leadership		(h) Keeping personal accounts	15
(d) Music appreciation		(i) Use of economic information	
(e) Health	126		

183. Number of 4-H Club members having health examination because of participation in the extension program

184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth

186. Membership in such groups (a) Young men (b) Young women

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (a)	21-24 years (a)	25 years and older (a)
		Unmarried (b)	Married (b)			
(1) Young men						
(2) Young women						

188. Number of meetings of older rural youth extension groups

189. Total attendance at such meetings

190. Number of other older rural youth groups assisted

191. Membership in such groups (a) Young men (b) Young women

192. Number of older rural youth not in extension or other youth groups assisted (a) Young men (b) Young women

193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplication) (a) Young men (b) Young women

194. Check column showing approximate portion of older-rural program devoted to—	Under 20 percent (a)	20-29 percent (b)	30-39 percent (c)	40 percent or more (d)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

¹ All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.
² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 11, unless duplication due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.
³ Same as footnote 2, except that reference is to completion instead of enrollment.

MISCELLANEOUS

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

Include all work w. 4 adults, 4-H Club members, and other youth	Home (2)	General-extension (3)	All other work (4)
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 committeemen assisting this year			

SUMMARY OF CONTRIBUTION TO WAR EFFORT

It is desirable to bring together in one place the sum total of extension contribution to the several broad areas of war effort. It is assumed that all such work has been reported previously under appropriate headings.

War program	Home demonstration agents (1)	4-H Club agents (2)	Agricultural agents (3)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	270		
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	4 5		
(4) Other war work (including collection of salvage material)			

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War boards (1)	Civilian defense agency (2)	Employment service (3)	Agricultural Adjustment Agency (4)	Food Distribution Administration (5)	Soil Conservation Service (6)	Farm Security Administration (7)	Rural Electrification Administration (8)	Tennessee Valley Authority (9)	Social Security, Public Health, Children's Bureau (10)
199. Days devoted to line of work by—										
(1) Home demonstration agents		4				5		1		10
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
200. Number of communities in which work was conducted this year				7		5		1		7
201. Number of voluntary local leaders or committeemen assisting this year				67						
202. Number of meetings participated in this year by extension workers				30		5	1	1		36

* Include groupings, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

TERMINOLOGY

If extension reports are to convey the intended teaching 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 practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
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 at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
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 committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters written* should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. The *older rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.