

ANNUAL NARRATIVE REPORT
OF
EXTENSION SERVICE
IN
WARREN COUNTY
1953

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III. SITUATION

A. GEOGRAPHY

One of the smallest counties in the Great Valley of Virginia, Warren County is located geographically most readily as the county in which the North and South Fork of the famous Shenandoah River unite, and flows as one to its junction with the Potomac. Counties surrounding Warren are as follows:

South	Rappahannock and Page
West	Shenandoah
Northwest	Frederick
North	Clarke
East	Fauquier

A fine network of roads crisscross Warren County. U. S. Routes 55, 340 and 522 are the most important in this network; while 199 miles of county road, 139 miles improved and 60 miles non-improved, make all sections of the county readily accessible to Front Royal, the County Seat, and to other trading centers in the area.

B. SOILS

As in most valley counties, the most popular and talked about soils in Warren County are of limestone origin. However, only approximately 1/3 of the total area of the county has limestone as its base. These soils are found primarily in the East Cedarville Magisterial District and along the South Fork of the Shenandoah extending into all 3 other districts. A larger third of the soils of Warren are of slate and shale origin and are of decidedly inferior quality. These lay in the

III. SITUATION

Fork and West Cedarville Districts. While the make up of soils of the Front Royal and South River Districts is predominately of granodiorite and greenstone origin, which makes these soils intermediate to the other two catinas in productivity rating.

C. TYPE OF AGRICULTURE

While some boosters of Warren County would lead one to believe it to be a highly industrialized county, rural living is still decidedly in evidence and farming is the chief source of county income.

"A little bit of everything" is the by word of Warren farming, most farms have livestock, with the emphasis on beef cattle, sheep, swine, dairying, or poultry. Tree fruits are important, also, to a lesser degree, small fruits and truck farming.

IV. COUNTY ORGANIZATION

A. Situation

A Board of Agriculture consisting of 30 men and women, each chosen for his or her particular merits, was selected in 1952 and carried over to 1953. Since a workable date for this meeting was not agreed upon, no meetings were held. Those Commodity Committee Chairmen usually appointed annually at this meeting were therefore also carried over.

B. Goal

Work closely with Board of Agriculture.

C. Methods

Since no Board of Agriculture meeting was held the overall education program was handled through:

IV. COUNTY ORGANIZATION

- a. Personal visits by agent.
- b. Telephone and office visits.
- c. News articles and radio programs
- d. Field meetings, and tours.
- e. Personal letters.

Results

Program planning was hampered by the Board of Agriculture not meeting. This schedule evolved by using the ideas of the agents, assisted by Board members and others who were contacted through the above mentioned media. The exception to this rule was the Agronomy Program developed when the County Agronomy Committee met.

V. PROJECT ACTIVITIES

A. Livestock

1. Situation

Though most farm enterprises practicable in the valley are carried on in Warren County, it may be said that livestock is the basis of most operations. The 1950 census reports 467 of the 558 farms in the county having beef animals totaling 4,795 head. A swine population of 4,997 was found in 395 farms; sheep, 4,561 on 66 farms; 1,599 dairy animals on 409 farms.

Most farms have a general, well-rounded livestock plan and have a variety of animals, although special emphasis is given a particular specialty such as cow-calf herd or feeder cattle.

The value of purebred sires, well selected has been established over a period of years, and evidence of this thought

V. PROJECT ACTIVITIES

is readily seen in the quality of stock in all districts of the county.

2. Goal

- a. To continue to improve the quality, quantity and productivity of livestock in the county.
- b. To increase the number of dairies in the county and to improve those established.

3. Methods

A. Beef Cattle

1. Assist cow and calf herd owners, especially in Feeder Calf Sales.
2. Participate in Feeder Calf Sales.
3. Recommend vaccination of all heifer calves for Bang's Disease.
4. Continue working out feeding rations when requested.
5. Recommend vaccination of all calves for Blackleg.

B. Sheep

1. Recommend all growers to attend sheep shearing school.
2. Control of internal parasites by using phenothiazine.
3. Control of external parasites by using benzine hexachloride.

C. Swine

1. Recommend breeds and types of hogs that will produce pork effectively and meet the demand of the buyers.
2. Recommend a proper balanced ration and keep a mineral mixture before them at all times.
3. Control of internal and external parasites.

V. PROJECT ACTIVITIES

D. Dairying

1. Recommend vaccination of replacement heifers for Bang's.
2. Encourage joining Artificial Breeding Association

4. Results

A. Beef Cattle

The Feeder Calf Sales provided an excellent opportunity to contact cow-calf herd owners, and as usual proved to be a fine market for calves. This year in particular quality calves were shown to pay, since top quality calf prices stayed strong while the lower grades were definitely weak. This year a total of 9 farmers consigned calves to 3 different Feeder Calf Sales, namely: Page-Warren, HappaHannock, and Winchester. This represents an increase in 3 in the number of Warren County men ever to participate. The encouragement of farmers to investigate the possibilities of selling their calves through these sales enabled the agent to visit many other cow-calf herd owners, and prospects for additional consigners in 1954 are very good.

Bang's vaccination is established as a worthwhile practice in the county; though no vaccination program has been started by the Extension Service thus far. Many farmers have yet to see the light, and special attention will be given toward encouraging the practice and to organize a definite schedule of vaccination during

V. PROJECT ACTIVITIES

the coming year. Also, Blackleg still takes its toll in Warren, and more emphasis on preventive vaccination will be given next year too.

Often the agent has been requested to work out feeding rations. These requests have been met and will continue to be met as they are submitted.

B. Sheep

Only 2 of the 66 sheep owners in Warren attended the sheep shearing schools held in adjoining counties. The fact that most shearing done in the county is done by custom shearers is probably one explanation for this poor turnout.

The control of both external and internal parasites of sheep continues to be a big problem. Ways to control parasites have been publicized for years, but some good farmers still neglect to use preventive measures.

C. Swine

For several years now there has been a definite trend toward the meat type hog to meet buyer demands. This trend has been encouraged in Warren, but the fact that prices paid for bacon hogs are not substantially different from those paid for lard hogs hampers this trend.

A balanced ration with emphasis on pasture is being encouraged and being well accepted. Also, the

V. PROJECT ACTIVITIES

benefits of mineral mixtures, especially in dry years such as this, are catching on. This drought year has done much to demonstrate the advantages of supplemented minerals.

As usual parasite control was recommended to all and a good percentage of "take" noticed. The use of Sodium Fluoride treatment has aided this acceptance.

D. Dairying

The Bang's vaccination program has been more successful among dairy operators than among beef breeders in Warren. This has naturally led to the improvement of cow quality as this number one cause of abortion was eliminated. 2 new members to the Frederick-Clarke Artificial Breeding Association were received during the year. Though this figure is small; it represents a continuing increase in members, and, I feel, an increase in quality of cattle.

B. AGRONOMY

1. Situation

Since most farming in Warren County is based on livestock, it is essential that the production of pasture, hay, and grains to feed these animals would be an important part of most farm operations. Labor problems coupled with the decline in farm prices have made it necessary for the farmers to manage his time and land more efficiently. This has meant that more emphasis has been given to increasing acreage of forages, and decreasing

V. PROJECT ACTIVITIES

Croplands. With increased cattle numbers, increased productivity of each acre became mandatory. Corn acreage dropped from 6,157 in 1939 to 4,200 in 1951; at the same time yields went from 36.5 bushels to 51 bushels. Oats increase during approximately the same period as follows: acres 160 to 281, yields 14.2 bushels to 25.2, while wheat yields rose from 14.8 bushels to 19.6 bushels.

Among forage crops no yield data is available but, alfalfa acreage remained the same at 1,028 acres; clover and timothy declined from 3,451 to 2,673; while lespedeza acreage jumped from 440 to 1366. Pasture, too increased from 32,433 acres in 1944 to 34,721 acres in 1949 (the only periods comparable).

2. Goal

- To improve pastures and hay crops and urge the use of certified seed and adapted varieties of corn and small grains.

3. Methods

A. Corn

1. Continue Adult and Junior 100 Bushel Corn Club.
2. Conduct at least 6 hybrid corn demonstrations of adapted hybrids.

B. Forages

1. Recommend soil tests to be taken as a guide to determine lime and plant food needs.
2. Continue to emphasize the use of ladino orchard grass pasture.
3. Conduct tours to inspect pastures during the months of June and September assisted by Specialists.

V. PROJECT ACTIVITIES

- 4. Alfalfa variety demonstrations. Communities to be selected. Seed either in early spring or August.
- 5. Continue to urge that all farmers have adequate acreage of alfalfa.

4. Results

A. Corn

No 100 Bushel Corn Clubs were organized this year. The fact that one person had won the county prize three years running had prompted some to drop out; and, generally, enthusiasm outside the County Agronomy Committee was lacking. Also, since better than 98% of the corn planted in the County is now hybrid, some of the usefulness of this project has waned.

Hybrid demonstrators were not enrolled this year and no demonstrations conducted.

A wet spring followed so closely by the drought made it prohibitive for the agent to choose suitable locations. It must be granted, however, that valuable information, especially concerning drought resistance was lost because the demonstrations were not planted.

B. Forages

As a basis for all sound pasture planning and management, soil testing was again recommended. Some 40-45 samples were taken and recommendations made for these.

V. PROJECT ACTIVITIES

The radio, newspapers, and personal visits were all used to encourage the use of ladino clover tall grass mix, with special emphasis on its value to dairymen. Drought conditions, have brought to the forefront the value of at least one field of fescue on each farm this year, and a goodly acreage of this mixture is proposedly to be planted this spring. The drought has also made it easier to sell the value of adequate alfalfa acreages on stock farms to Warren farmers.

No tours or demonstrations were conducted. Again, weather conditions as for corn demonstrations were not cooperative.

C. POULTRY

1. Situation

Some 513 Warren County farms with poultry were reported in the 1950 census. For the most part these were family laying flocks with small numbers of birds. However, there are two large broiler producers, several small broiler producers and two large turkey producers which account for most of the 30,109 birds (including turkeys) listed in the census.

2. Goal

Production of an adequate volume of poultry and poultry products to meet the demand.

V. PROJECT ACTIVITIES

3. Methods

Aid poultry growers by obtaining Specialist help whenever needed.

4. Results

Locally produced poultry products do not yet meet the demand. Adverse product over feed ratios, plus overly large investments in overhead have discouraged many local producers and have leveled off, if not decreased, local production. 3 times during the year Poultry Specialists from VPI have visited operations in the county and have materially assisted producers here.

D. HORTICULTURE

1. Situation

The volume of fruit production in Warren County has continued on a decided downgrade which may be traced back to the time much of the county orchard land was taken into the National Park System. Actually, 5 producers of tree fruits handle all but a small percentage of the fruits produced in this county.

Climatic and soil conditions are as favorable for small fruit production as for large and some small scale production has been going on for years but still inadequate.

2. Goal

Production of quality fruit products to meet demands of market.

V. PROJECT ACTIVITIES

3. Methods

- A. Hold 4 pruning demonstrations.
- B. Supply with spray calendars as prepared by V.P.I. Fruit Specialist.
- C. Encourage small fruit growers to supply the Old Virginia Packing Company.

4. Results

● Since Warren County orchards are fairly well distributed between uplands and lowlands, production was not as severely affected this year as in some adjoining counties. Also, processor prices made those apples produced valuable indeed.

● Spray calendars were supplied to all those requesting them, and comment often made as to the value of these reminders.

No pruning demonstrations were recorded. The agent feels more stress should be placed on the value of this practice, and plans to promote these widely in the coming year.

● A local firm, Old Virginia Packing Company, has tried for several years to establish a reliable local source of small fruits. Some success has been observed, though the volume of produce is still inadequate.

VI. 4-H CLUB WORK

A. WHY THIS LINE OF WORK WAS EMPHASIZED

● Warren County is becoming more and more industrialized since the American Viscose Corporation has established a large plant in Front Royal and employ 1,500 or more workers at good wages. A number of smaller industrial establishments such as Stauffer

VI. 4-H CLUB WORK

Chemical Company, Old Virginia Packing Company, General Chemical Company, Silk Mill and Stossell's Handle Factory also compete for labor.

One result of this industrialization is that a large number of people in Warren County, who a few years ago were dependent almost entirely on the production of agricultural commodities for their income are today using their farm home as a subsistence living and receiving the major portion of their income from wages received at these industrial plants.

The boys and girls in these rural homes need to make more profitable use of their time at some worthwhile enterprise. A strong youths program is needed to give these boys and girls experience and training in as many different fields as possible. Someone has expressed it as the eight ships launched by the 4-H Clubs, namely Citizenship, Workmanship, Stewardship, Fellowship, Sportsmanship, Acquaintanceship, Friendship and Partnership.

B. WHAT WAS ATTEMPTED

To increase the 4-H Club enrollment, all the boys in Warren County between the ages of 10 and 21 were given an opportunity to enroll in the 4-H Club through the public school system and community meetings held outside of school.

The 4-H Club boys were given a free choice in the selection of projects in order that the project may be one suitable for this boy and fit into his home conditions.

The Farm Tractor Maintenance Project was added to the list

VI. 4-H CLUB WORK

of projects for the first time this year.

To give timely information, instructions and supervision to all projects.

To continue the Sears Roebuck Chain Pig Project.

Solicit the support of business and industry in sponsoring the Market Hog Show and Sale for 4-H Club members.

To train a Poultry Judging Team.

Have County 4-H Council.

Send Warren County's quota of delegates to the State 4-H Short Course and 20 boys to Northern Virginia 4-H Camp.

Sponsor a County-wide 4-H Club picnic and hold a 4-H Achievement Day near the end of the club year.

C. HOW THE 4-H CLUB PROGRAM WAS CARRIED ON

The work was carried on through regular monthly meetings of the 4-H Clubs. These meetings were largely work and business. During the business part of the meetings general information regarding 4-H Club work for both girls and boys was given. In the work or project part of the meetings information on project work such as better methods of production, care and management of projects and record keeping were given. Special subject matter and practice meetings were held when the need was apparent, such as training a poultry judging team, tractor maintenance, farm and home electrical demonstrations and work meetings.

Many circular letters were used to send timely information to 4-H club boys. News articles were also helpful.

Leaders in 4-H Club work secure the interest of business

VI. 4-H CLUB WORK

and commercial enterprises to sponsor a 4-H Market Hog Show and Sale. They made arrangements with the livestock auction market to hold the show and sale at their market place. Prizes were donated by many feed and farm supply establishments and buyers were influenced to pay maximum price for the quality of market hogs offered for sale.

The electric power company cooperated in sponsoring the Farm and Home Electrical project. They gave considerable time to the 4-H Clubs in giving demonstrations and technical information.

The 4-H Tractor Maintenance Club meetings were held in the Warren County High School workshop and tractors for demonstration purposes were brought in from near-by farmers. Since there are no farm implement dealers in Warren County, dealers in the adjoining county of Frederick were willing to supply tractors and equipment for the Warren County 4-H Tractor Operators Contest.

D. RESULTS OF 4-H CLUB WORK

There were 141 boys enrolled in 4-H Club work. These boys were organized into 13 community and school clubs. They started to work on 154 projects and carried to completion 128 of the projects started.

3 boys attended the State 4-H Club Short Course. 1 boy, Newton C. M. Landis was taken into the State All Star Chapter. 1 boy, Newton C. M. Landis, record was entered in the Poultry Achievement Contest and won a trip to the National 4-H Congress.

16 boys attended the Northern Virginia 4-H Camp.

VI. 4-H CLUB WORK

5 boys entered 18 hogs in the 4-H Market Hog Show and Sale.

The 4-H Poultry judging team that was trained entered the District Poultry Judging Contest. The team was composed of Charles Ingles, Tommy Gray and Newton Landis.

The County 4-H Farm Tractor Operator's Contest was held late in April on Mr. David Gruver's farm. The tractors and other implements were supplied by the farm implement dealers of Winchester. The winners were: Charles Pence, Jimmy Brown, Ashby Wince, Richard Rowland and Charles Rowland.

The Sears Roebuck Chain Pig Project was very successful this year. The judge on the final scoring stated that there was not enough difference in the individual enterprises, as all were good and hard to pick a first place winner. The Annual supper given by Sears Roebuck for the 4-H boys in this project and their parents was well attended. Prize winners for the year were announced as follows: Douglas Baer, first; Norman Derflinger, second; Ashby Wince, third; Roy and Melvin, Jr. Baugher, fourth; and Jacob Harrold, fifth.

Project work completed by 4-H boys included the production of 12 acres of corn, 42 vegetable gardens, 4,700 head of poultry, 5 beef heifers, 15 head of sheep, 119 head of swine, 6 insect identification projects, 9 tractor maintenance, 2 farm and home electrical and 7 home grounds beautification projects.

The County 4-H picnic was held at Elizabeth Furnace picnic grounds.

VI. 4-H CLUB WORK

The Annual 4-H Club Achievement Day was held on October 24th, in the Front Royal Elementary School. 4-H exhibits were on display in the afternoon and the program was presented in the auditorium in the evening with an attendance of approximately 300 4-H members, parents and interested persons.

VII. COOPERATION WITH OTHER AGENCIES

A. Virginia Veterinary Association

Vascular stomatitis in epidemic form became such a problem in Warren County during the summer's drought that the agent made extensive efforts to disseminate all the information available concerning "soremouth", its causes, effects, and veterinarians counsel. Most of the media at our disposal was used to do this. Very nearly half of the phone and office calls during September and early October were relative to this disease. Many farm visits were necessitated and both the radio and newspaper were used to give farmers information on this problem.

B. P. M. A.

Since most of the responsibility for securing drought emergency relief commodities rests with the P. M. A. Office, the agent has necessarily spent considerable time in educational activities connected with their program as well as actually attending regular County Committee and Drought Committee meetings.

Also, the 1954 ACP program being so much different from previous years, it was necessary to devote time toward helping in the interpretations of this program to many individuals.

• VII. COOPERATION WITH OTHER AGENCIES

• C. S. C. S.

This agency was assisted at every opportunity in order that the technician could more efficiently utilize his time. Several farm plans were jointly defined by the agent and technician. Also, wide publicity was given the services and availability of such services to Warren County residents. Acceptance of this S. C. S. assistance has been general and encouraging.

VIII. BACKWARD GLANCES

Extension Service efforts have not been as closely coordinated as desirable. Homemaking, Agricultural, and 4-H programs have had a tendency to aim in entirely opposite directions. Firstly, then a definite attempt should be made to establish a Warren County Extension program rather than a separate 4-H, a separate Homemaking and a separate Agricultural program.

Committee participation in Agricultural program planning has recently been neglected and is sorely in need of reactivation. An attempt should be made to enliven at least the County Board of Agriculture, the Agronomy, the Livestock and 4-H Committees.

General, long-range objectives for Warren County Agriculture has been established and used for years. They are fine objectives and should be continued. But, they should be supplemented by specific, short-term goals which may be reached and which would provide "benchmarks" from which progress could be measured and through which a reasonable feeling of accomplishment could be gained.

VIII. BACKWARD GLANCES

The value of mass media in publicizing Extension undertakings and promoting interest in Extension work has not been realized as yet in Warren County. Locally available media will be utilized more fully to accomplish these ends during the coming year.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County WARREN State VIRGINIA

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
D. M. CLOYD	COUNTY AGENT	12-1-52	8-31-53
S. H. WEDDLE, JR.	COUNTY AGENT	9-1-53	11-30-53
N. E. LANDIS	ASST. CO. AGENT	12-1-52	11-30-53
CAROLINE E. ALSOP	COUNTY H. D. AGENT	12-1-52	11-30-53



READ SUGGESTIONS ON PAGE 32

Approved: _____

Date _____

State Extension Director

Form ES-21
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

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

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group seeking information or assistance.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.
7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result demonstrations are definitely planned in advance and not "found."
8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding. Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10.
- In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.
- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

READ SUGGESTIONS ON PAGE 35

Show Extension Number

 12-30-34
 (REVISED)

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number	148	233	779	1160
2. Office calls..... do	422	94	584	1100
3. Telephone calls..... do	1376	138	859	2373
4. News articles or stories prepared Number	233	12	10	255
5. Broadcasts made or prepared:				
a. Radio..... do	48		4	52
b. Television..... do				
6. Bulletins distributed..... do	2957	426	878	4261
7. Adult result demonstrations conducted..... Number	34			34
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	16			16
(2)..... Attendance	191			191
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	7	6		13
(2)..... Attendance	121	97		218
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	153	2	8	163
(2)..... Attendance	2031	300	65	2396
b. YMW work:				
(1)..... Number	1			1
(2)..... Attendance	300			300
c. 4-H Club work:				
(1)..... Number	96	128	6	230
(2)..... Attendance	1364	2725	93	4182
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	84			84
(2)..... Attendance	763			763
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	49			49
(2)..... Attendance	477			477

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program.
13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meetings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.
14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here.
15. Included should be members of the county-wide councils or committees reported in item 12, as well as in items 22, 27, 39, 45, and in corresponding items throughout the report schedule, less duplications.

Item	12	13	14	15
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EXTENSION ORGANIZATION AND PROGRAM PLANNING

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

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

Warren County Board of Supervisors

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

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

Item	Councils or committees		Members		Meetings of such councils or committees held during the year	
	A	B	C	D	C	D
	Number	Number	Number	Attendance	Number	Attendance
a. Over-all or general.....						
b. Agricultural.....						
c. Home demonstration.....	1	30	3	22		
d. Young men and women.....						
e. 4-H Club.....	2	80	4	68		

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

Item	A	B
	Number	Attendance
a. Community or local meetings.....	35	275
b. County meetings.....	8	79

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

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

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work.....	12		XXXX	XXXX
b. In adult home demonstration work.....		193	XXXX	XXXX
c. In young men and women's work.....			XXXX	XXXX
d. In 4-H Club work.....	14	16	5	
e. Total number of DIFFERENT leaders.....	14	185	5	

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

10
250

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

PROGRAM EMPHASIS—Interpretation

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

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

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

- 21a. Days devoted to cooperation with other agencies (Items 146 through 169) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".
 - 21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.
 - 21b. This is to include days spent attending summer extension courses, workshops, and other training activities, including district and State extension conferences. Do not include time spent in training local leaders. Such training of local leaders in extension organization and program planning should be reported under item 21a; training in subject matter should be reported under one of the appropriate subject headings 21c through 21f.
- The sum of subitems "a" through "t" should equal the total reported in item 19.

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12	6	12	30
19. Total days worked.....	280	147	281	708
20. Days devoted to--				
a. Adult work.....	172		273.5	445.5
b. YMW work.....	1			1
c. 4-H Club work.....	107	147	7.5	261.5
21. Days devoted to--				
a. Extension organization and program planning.....	134	12	32	178
b. In-service training of agents.....	9	13	3	25
c. Crops.....		27	52	79
d. Livestock.....		74	142.5	216.5
e. Marketing; distribution; and service organizations.....		3	19	22
f. Soil and water conservation and management.....				5
g. Forestry.....			5.5	5.5
h. Wildlife.....			1	1
i. Planning and management of the farm business.....			3	3
j. Farm buildings and farm me- chanical equipment.....		15	3.5	18.5
k. House and surroundings, furnish- ings and equipment.....	44	2	.5	46.5
l. Home management.....	9			9
m. Family economics.....	3			3
n. Clothing.....	12			12
o. Foods and nutrition.....	42.5			42.5
p. Health.....	3.5			3.5
q. Family life, child development, parent education.....				3
r. Safety.....	3			3
s. Community development and public affairs.....	4.5		4	8.5
t. Days that cannot be charged specifically to one of items a through s.....	15.5	1	10	26.5

CROPS—Production and Marketing—Interpretation

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

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

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

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

CROPS—Production and Marketing

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

6-10-35-1000

Item	Gain crops including rice, dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting	10	8				10	12	23
23. Total number of persons contacted individually or through meetings	287	385				253	1225	259
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly to adopt recommended practices	58	68				209	415	152
25. Estimated number of farmers and other individuals reported in item 24 assisted with—	44	40				209	390	144
a. Any phase of production								
Specific production and management practices incident to—								
b. Use of improved varieties and strains	11	18				107	135	41
c. Use of fertilizers	25	25					182	2
d. Control of injurious insects	9	7				108	176	18
e. Control of diseases	6	4				107	179	10
f. Harvesting, storing, and curing	4	6				1	135	
g. Efficient work methods	4					107	135	140
26. Estimated number of farmers and other individuals reported in item 24 assisted with—	12	18				1		
a. Any phase of marketing								
Specific marketing practices incident to—								
b. Preparation for market								
c. Commodity outlook and market information	11	16				1		
d. Arranging to sell and selling		2						

LIVESTOCK—Production and Marketing—*Interpretation*

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

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

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

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

30. Item refers to—

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

31. Item should include—

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

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products	Poultry and products	Beef cattle	Sheep, goats, and products	Swine	Other livestock and products
	A	B	C	D	E	F
27. Number of voluntary local leaders assisting		4	6	4	11	
28. Total number of persons contacted individually or through meetings.....	185	309	952	129	608	7
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	23	40	89	12	64	5
30. Estimated number of farmers and other individuals reported in item 29 assisted with—	16	38	60	9	58	5
a. Any phase of production and management.....						
Specific production and management practices incident to—						
b. Selection and breeding.....	2	12	7	2	37	
c. Feeding.....	12	35	46	2	34	3
d. Controlling external parasites.....		17	12		27	
e. Controlling diseases and internal parasites.....	2	20	16	2	3	1
f. Efficient work methods.....	11	7	8		9	
31. Estimated number of farmers and other individuals reported in item 29 assisted with—	6	16	36	3	19	
a. Any phase of marketing.....						
Specific marketing practices incident to—						
b. Preparation for market.....	1		7		7	
c. Commodity outlook and market information.....	5		21	1	3	
d. Arranging to sell and selling.....			7	2	14	

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

32. Columns A through F to include—

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

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

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

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives	Members	Cooperatives given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Membership and public-relations problems
			A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
a. Marketing and purchasing	1	2000			1	
b. Farm and home service						

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

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

Number

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

- a. Marketing.....
b. Service facilities.....

35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:

- a. Agricultural products.....
b. Home products (Lrts, crafts, etc.).....

36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:

- a. Grain, seed, dry beans and peas, etc.....
b. Hay and other forage crops.....
c. Cotton: (1) Cotton ginner.....
(2) Other.....
d. Tobacco.....
e. Oil crops (soybeans, flax, peanuts, etc.).....
f. Sugar crops.....
g. Dairy and dairy products.....
h. Poultry and poultry products.....
i. Meat animals and meat products..... 1
j. Fruits and nuts.....
k. Vegetables including potatoes.....

37. Farm retailers assisted with merchandising problems.....

38. Persons assisted with CONSUMER information on agricultural products..... *estimated total*..... 500

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

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

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

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

42. Item—

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

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

in saline-alkaline reclamation are to be included.

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

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

44. Item—

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

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....			
40. Total number of personal contacts made individually or through meetings.....	30	28	4
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	8	9	4

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with--	
a. Proper land use.....	2
b. Contour and strip cropping.....	
c. Terracing.....	
d. Grassing waterways.....	
e. Water supply, storage, and distribution.....	
f. Drainage.....	3
g. Irrigation.....	
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	
i. Use of fertilizers (commercial and barnyard).....	
j. Production of soil-improvement crops.....	1
k. Crop rotations.....	
l. Land clearing.....	2
43. Farmers and other individuals reported in item 41-B assisted with--	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	3
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	
d. Estimating and appraising.....	3
e. Production of maple-sirup products or naval stores.....	
f. Treating wood products with preservatives (fence posts and building timbers).....	2
g. Marketing of forest products (includes markets and timber-selling practices).....	1
h. Fire prevention.....	
44. Farmers and other individuals reported in item 41-C assisted with--	
a. Construction or management of ponds for fish.....	2
b. Making food and cover plantings for wildlife.....	2
c. Protection of wildlife areas from fire or livestock.....	

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—*Interpretation*

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
 - Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Item 48e refers to long-time adjustments, 48f should include adjustments made from year to year.
 - Special work in helping farmers to develop new sources of income.
 - Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
 - Help given persons in locating and/or appraising a farm for rental or purchase.
 - Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
 - Leases, partnerships, property transfers, and farm and liability insurance. (See item 65d.)
 - Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

45. Number of voluntary local leaders assisting	
46. Total number of persons contacted individually or through meetings	45
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	16
48. Estimated number of farmers and other individuals reported in item 47 assisted with—		
a. Information on the agricultural outlook	6
b. Keeping and analyzing farm records	1
c. Developing an over-all farm plan	3
d. Making needed adjustments in farm organization	
e. Developing supplemental sources of income	
f. Obtaining and using credit	1
g. Selecting a farm for rental or purchase	
h. Obtaining, training, and using farm labor	2
i. Legal aspects of the farm business	1
j. Income-tax accounting and related problems	2
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers	1
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers	

FARM BUILDINGS AND MECHANICAL EQUIPMENT—Interpretation

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

FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting		5
52. Total number of persons contacted individually or through meetings	18	126
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices	3	13
		<i>Estimated number</i>
54. Farmers and other individuals reported in item 53-A, assisted with—		
a. Arrangement of farm-building lay-out		1
b. Construction of farm buildings		
c. Remodeling or repairing farm buildings		2
d. Selection or construction of farm-building equipment		
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment		13
b. Developing labor-saving devices and equipment		
c. Use, care, and repair of farm mechanical equipment		
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		

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

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

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

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

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

60. Item—

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

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

61. Item should include—

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

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

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings	Furnishings and equipment
	A	B
57. Number of voluntary local leaders assisting	43	46
58. Total number of persons contacted individually or through meetings	1827	1841
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices	1276	1151
60. Families, homemakers, and other individuals reported in item 59-A assisted with—		
		<i>Estimated number</i>
a. Building a new house		12
b. Remodeling or repairing the house		44
c. Improving kitchen or laundry		1269
d. Improving storage space		1274
e. Selection, installation, use, and care of water and/or sewage systems		11
f. Selection, installation, use, and care of heating and/or cooling systems		2
g. Planning electrical systems		5
h. Landscaping home grounds		1140
61. Homemakers and other individuals reported in item 59-B assisted with—		
a. Selection, use, and care of home equipment (other than sewing equipment)		1151
b. Selection, use, and construction of home furnishings		1133
c. Repair, reconditioning, and care of home furnishings		1056
d. Furniture arrangement and use of accessories		1150
e. Color schemes and wall finishes		1057
f. Floor finishes		10

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

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

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

Assistance includes work done—

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

66. Includes work done—

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

67. Includes work done—

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

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home	Family	Clothing
	management A	economics B	C
62. Number of voluntary local leaders.....	29	2	6
63. Total number of persons contacted individually or through meetings.....	1319	1176	1394
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	1309	1072	1389
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			1309
b. In improving housekeeping methods.....			1309
c. With family laundering.....			1130
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			1025
b. With family financial planning.....			2
c. With keeping and analyzing home records.....			2
d. With family legal matters.....			45
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			1056
b. With care and mending of clothing.....			156
c. With clothing construction.....			53
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			44
e. With good grooming and posture (personal appearance).....			3

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

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

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

70. Considers factors outlined in item 59.

71. Assistance includes—

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

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

72. Assistance includes—

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

73. Work includes assisting families in—

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

74. Work includes assisting families in—

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

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	46	11	11	11
69. Total number of persons contacted individually or through meetings.....	2556	1679	1060	1935
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices.....	2356	1079	960	1930
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				1309
b. In selecting food.....				1232
c. With meal planning and food preparation.....				1232
d. With preservation and storage of food.....				1179
e. In improving diets.....				1282
72. Families reported in item 70-B assisted in—				
a. Sanitation practices and facilities.....				
b. First aid and home nursing.....				313
c. Dental-health education.....				
d. Health education leading to physical examination by a physician.....				1025
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				
b. Providing recommended play, clothing, and equipment suited to age of children.....				
c. Understanding roles of family members and strengthening family relationships.....				
d. Individual adjustments and personality development.....				
e. Home and family recreation.....				960
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				1035
b. Accident prevention around the farm and home.....				1480
c. Accident prevention away from home place.....				420

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

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

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

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

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

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

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

77. Item includes—
a. Studies and surveys.

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

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

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

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

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....				
76. Developing and improving county or community organization.....	3	10	25	260
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	1	1		4
b. Improving health facilities, services, and programs.....	54	12	30	500
c. Improving schools.....	2	10	12	121
d. Improving churches.....	5	5	17	27
e. Bettering town-country relations.....	7	10		322
f. Libraries.....	4	5	5	65
g. Roads.....	2	10	12	230
h. Telephones.....	1	10	9	17
i. Community centers.....				
j. Recreation programs and facilities.....	2	2	2	25
k. Community beautification.....				
78. Regional or area development programs or projects.....	1	10	12	260
79. National programs and proposals affecting agriculture and rural life.....				
80. World affairs.....	3	10	12	250
81. Emergency activities.....	5	12	22	350

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

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

The following items include projects in—

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

SUMMARY OF 4-H CLUB PROJECTS

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

Item	Members enrolled	Members completing	Units involved in completed projects	
	A	B	C	
82. Corn.....	Number 46	Number 2	Number 12	acres
83. Other cereals.....				do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....				do.
88. Tobacco.....				do.
89. Vegetable growing.....	54	42	9.5	do.
90. Fruits.....				do.
91. Range and pasture.....				do.
92. Other crops.....				do.
93. Soil and water conservation and management.....				do.
94. Forestry.....				do.
95. Wildlife and nature study.....			XXXXXXXXXXXX	
96. Poultry (including turkeys).....	29	24	4700	birds
97. Dairy cattle.....	1	1	1	animals
98. Beef cattle.....	5	5	6	do.
99. Sheep.....	1	1	15	do.
100. Swine.....	31	28	119	do.
101. Rabbits.....	1	1	12	do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....	7	6	XXXXXXXXXXXX	
105. Tractor maintenance.....	9	9	9	tractors
106. Electricity.....	4	2	11	articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXX	
110. Beautification of home grounds.....	8	7	XXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....	35	22	1736 4621	dishes prepared meals served
112. Canning and preserving (other than freezing).....	77	37	1441	quarts
113. Freezing of foods.....	25	23	632	quarts frozen pounds frozen
114. Health, nursing, first aid.....			XX	
115. Child care.....			XXXXXXXXXXXX	
116. Clothing.....	47	32	112	articles
117. Home management.....			XX 37	garments
118. Home furnishings and room improvement.....	44	27	126 117	articles rooms articles
119. Home industries, arts, crafts.....				
120. Junior leadership.....			XXXXXXXXXXXX	
121. All other.....	95	65	XXXXXXXXXXXX	
122. Total.....	477	334	XXXXXXXXXXXX	

4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS.....		13
124. Different 4-H Club members--	Boys	Girls
a. Enrolled.....	141	247
b. Completing.....	120	154
125. 4-H Club members from--		
a. Farm homes.....	96	53
b. Rural nonfarm homes.....	34	146
c. Urban homes.....	11	48
126. 4-H Club members enrolled by years in club work:		
a. 1st year.....	54	123
b. 2d year.....	24	56
c. 3d year.....	18	31
d. 4th year.....	18	21
e. 5th year.....	17	8
f. 6th year and over.....	10	8
127. 4-H Club members enrolled by ages:		
a. 10 years and under.....	29	49
b. 11 years.....	17	57
c. 12 years.....	30	68
d. 13 years.....	16	23
e. 14 years.....	24	32
f. 15 years.....	12	11
g. 16 years.....	9	3
h. 17-20 years, inclusive.....	4	4
128. 4-H Club members who received definite training in--		Boys and Girls
a. Judging.....		132
b. Giving demonstrations.....		251
c. Group recreation leadership.....		21
d. Music appreciation.....		
e. Money management (thrift).....		
f. Farm and home safety.....		
g. Citizenship.....		
h. Personality improvement.....		
i. Soil and water conservation.....		
j. Forestry.....		
k. Health, nursing, first aid.....		107
129. 4-H Club members having health examination because of participation in the extension program.....		17
130. Number of members participating in a 4-H Club camp.....		33
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		12

MISCELLANEOUS—Interpretation

The following items should include work done—

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

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	15
137. FAMILIES assisted with control of household insects.....	1
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	9
139. FARMERS and other individuals assisted with control of noxious weeds.....	4
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	175
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	
142. FAMILIES assisted with practices incident to production of arts and crafts.....	

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

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

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

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

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

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	340	139	9
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economies) practices this year.....	422	653	1875
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	523	633	1870

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

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

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

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

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

165. Line is left blank for State use.

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

COOPERATION WITH OTHER PUBLIC AGENCIES

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

YOUR ANNUAL REPORT

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

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

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

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

General Directions

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

The Narrative Report

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

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

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

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

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

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

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

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

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

The Statistical Report

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

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