

COUNTY AGENTS'  
ANNUAL NARRATIVE REPORT  
SOUTHAMPTON COUNTY  
VIRGINIA

December 1, 1952 - - - - - November 30, 1953

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I. TYPE OF AGRICULTURE

Southampton County is located in the upper Tidewater region of Virginia, bounded on the south by the North Carolina State Line, on the west by Greensville County and Sussex County, and on the north by Surry and Isle of Wight counties. Southampton has 604 square miles of land area, made up of about 2175 farms, and the crops grown are uniform throughout the county. There are 110,000 acres of crop land in the county, divided as follows: peanuts, 33,000 acres; corn 41,000 acres; cotton 8,000 acres, pasture 8,000 acres, and the other 20,000 acres are in tobacco, truck crops, soybeans and fallow land.

The soils are of a sandy or loamy type, all deep phase. The fertility of the more sandy ones is hard to improve because of their porous nature. However, in recent years more cover crops are being grown, more organic matter is being added, and the fertility is improving annually.

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II. COUNTY AGRICULTURAL ORGANIZATIONS

1. County Agricultural Committee
2. Southampton- Princess Anne D.H.I.A.
3. Norfolk Milk Producers Association
4. 4-H County Council
5. Southampton Purebred Swine Breeders' Association
6. County Farm Bureau Organization
7. County PMA Committee
8. County Agricultural Mobilization
9. J. R. Horsaey Soil Conservation District
10. Southeastern District Guernsey Breeders' Association
11. Peanut Growers' Cooperative Marketing Association
12. Young Farmers' Organization
13. Civic Club Agricultural Committees
14. State Cotton Committee
15. County Cotton Producers' Association

Methods and Results:

The organizations named above are those with which and through which we have worked this year. We have had their cooperation and feel that through this cooperation a great number of people have been contacted than would have otherwise. In addition to those named we would like to pay our respects to the fertilizer and seed salesman operating in the county. These men have been of untold value. They were present at our meeting on February 5th and at other meetings held by the agent where they were offered our recommendations. They have been active in carrying such recommendations to farmers, especially in their fertilizer and seed sales activities. They have also advised concerning feeding livestock and marketing farm products in general. Without them much less would be accomplished.

III. PROJECT ACTIVITIES FOR 1953:

( Agronomy )

Peanuts

A. Status:

1. Southampton County is first in the State of Virginia in the acreage and production of peanuts.
2. Southampton alternates in third or fourth place in the yield of peanuts per acre.
3. The sale of peanuts is the principal source of income to the farmers of the county.
4. Each year additional farmers become interested in better fertilizing and liming practices for peanuts.
5. More educational effort is needed to acquaint farmers with new practices in producing more peanuts per acre.
6. Crop rotation for peanuts can be improved.
7. Farmers are failing to use Aldrin generally for the control of corn root worm on heavy land.
8. A greater number of farmers should be encouraged to plant the latest varieties of peanuts, such as Holland 46-2, on land more suitable to the variety's production.
9. Something should be done to control root rot or wilt in our peanut fields.
10. More consideration should be given to the depth of planting peanut seed.
11. More work should be done toward more uniform marketing of the peanut crop.
12. Spacing between the row and in the drill should be given more consideration.

B. Goals:

1. To work with all farm operators in Southampton County to produce a high yield and better quality crop.
2. Get more farmers interested in better liming and fertilization practices.

- 3. Advocate a longer rotation for peanuts
- 4. Get more farmers to use Aldrin where corn root worm infestation exists.
- 5. Get farmers to consider soil moisture and temperature to govern depth of planting.
- 6. Get Holland 46-2 peanuts better distributed in the county to be used on soils adapted to this variety.
- 7. Assist in better marketing practices.

C. Methods and Results:

Peanuts being our principal money crop, more time has been spent with this crop than with any other. The first work done regarding peanuts was in a letter sent to our entire mailing list in February. In this letter we stated, "When you get your peanut allotment it will be reduced by 9 or 10 percent below 1952. On 36 inch rows, plant 4 inches apart; on 30 inch rows plant 6 inches in the drill. Have your soil tested. On light land you will likely need some fertilizer. On heavy land you will need less. Use lime as test indicates. On real heavy land apply Aldrin either in fertilizer, if you can get it, or plaster. This is to aid in control of corn root worm. Use three applications of sulfur. If you have leafhoppers, use sulfur with 1% DDT in the first application only. Copper in sulfur will not pay. If you use tractor planters do not travel more than 3 miles per hour. Faster speeds will not give proper spacing. It is expected that peanut prices will be supported in 1952."

Since the above information went out we have continued to recommend these practices in letters, news articles, meetings and personal contacts.

On February 5th an all day Agronomy and Livestock School was conducted, at which Mr. Allen Allison of the Virginia Experiment Station, and Mr. Simcke of the Planters Chemical Company of Norfolk talked to farmers about peanut production and disease control. Dr. J. C. Rowell discussed insect control.

We have tested over 500 soil samples on land to be planted to peanuts, and make recommendations for fertilizer and lime according to such tests. At the meeting referred to above fertilizer salesmen were present and were asked by the agent to assist in carrying the information to peanut producers.

Aldrin used on our heavy soils has increased 500 percent over 1952. There was less lime used on peanut land than has been used in many years past, and the fertilizer used carried a higher percentage of potash ( in many instances 0-10-20 was used ) than ever before. For several years all of our peanut seed had been treated with Arasan. Because of this county-wide practice seed treatment was not stressed. However, sulfur to control leafspot, and sulfur with 1% DDT to control leafhoppers was recommended. There has been a 100 percent increase in the use of sulfur with DDT over any previous year, and 20 percent more farmers use sulfur than have ever used it before.

Other practices that were recommended were proper methods of shocking peanuts after digging. Many farmers do not put the cross-piece high enough on the stick, consequently aeration which promotes the drying process is retarded. The peanuts when shocked low continue to absorb moisture from the ground and are often damaged. Because of our publicity at least 200 additional farmers in 1953 have lifted the cross-pieces up, thereby producing a better quality nut. Along this same line, smaller shocks have been recommended. This will also promote drying, earlier picking and a better quality nut. This practice has been adopted by even more farmers, or because of severe dry weather the vines are not as large. The shocks obviously are generally much smaller than in previous years.

Since tractor farming has become almost entirely our mode of cultivation, the number of hills of peanuts per acre has been reduced by about 25 percent because the peanut rows are 36 inches apart, rather than 27 to 30 inches as is possible with team cultivation. For this reason we are advocating that the peanuts be planted closer in the drill-- 6 inches instead of 8 to 10 inches. This recommendation has been followed almost entirely by the farmers this year. Due to investigations made, we find that from four to eight pounds more seed were planted per acre in 1953 than ever before. This is a practice that should be continued. The rows should either be 30 inches apart with the plants 8 inches in the drill, or on 36-inch rows with plants 6 inches in the drill. The yield of peanuts are directly related to the number of plants per acre.

The depth of planting peanuts should be studied so that more definite advice can be given on this subject. When the soil is warm peanut seed may be less deep, with better germination, than when the soil is cool. However, the relation of the temperature of the soil and the depth of planting has not been definitely determined. The moisture of the soil should enter into this calculation. It is a matter on which a large amount of investigative work can be done. The same is true of Southern Wilt. Many of our fields are heavily infested with Southern Wilt spores. To control this disease is beyond our present knowledge.

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In 1952 the agent secured eighty 80-pound bags of a new variety, 46-2 Bunch, peanut seed. These peanuts produced well above the average of other peanuts in the county. In 1953 at least 1000 bags of these seed were planted, and the yield continues high. These peanuts are much larger than what we commonly refer to as the Virginia Runner, and from our observation will grow much better on heavy land than the Runner, also are well adapted to most of the soils which we have.

We feel that much progress has been made in higher yields, in better quality, and in insect and disease control in 1952 and 1953. Our 10-year peanut yield is about 1400 pounds per acre; in 1952 our yield was not less than 1950 pounds, and even with the severe drought we have experienced this year we anticipate a yield much higher than average, though not quite so high as in 1952.

Cooperating with the agents in this program on peanuts have been the other agricultural agencies in the county and the fertilizer salesmen. We feel that the fertilizer salesmen, cooperating as they do, are of an untold benefit in aiding our program.

Due to habit and the lack of storage space on farms, the marketing of peanuts is quite a hazardous operation. The crop is picked in a 30-day period and sold during the same time. Many peanuts are never put in a barn, but picked off and sold to buyers "from the picker." In an effort to correct this situation the Association of Virginia Peanut and Hog Growers have this year attempted to organize the Peanut Growers' Cooperative Marketing Association. The purpose of this organization would be to buy, store and mill the farmers' crops. The operation would be tied in with the Commodity Credit Corporation, which would pay the farmer the market price for the peanuts, then the cooperative marketing association would buy the peanuts to mill, paying the farmer, on a cooperative basis, any profits derived from the milling operation. The agent assisted with 10 meetings in an effort to get commitments from farmers to put a part or all of their peanuts through this cooperative. To date the sign-up has not been sufficient to warrant a cleaning contract with a miller. However, it is expected that this effort will be continued, and eventually perfected. When this is accomplished a more orderly marketing and a more profitable method of selling will have been perfected.

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Corn

A. Status:

1. Ninety percent of the corn planted in Southampton County is of hybrid strain.
2. Method of fertilizer application is not the most desirable.
3. Yields were very poor in 1953 because of the extremely dry conditions.
4. Poor pollenization because of dry weather.

B. Goals:

1. Recommend proper methods of applying fertilizer.
2. Advise by mimeographed letters, bulletins, and meetings what hybrid strains are most applicable to our conditions.
3. Plan to mix early and late hybrids for better pollenization.

C. Methods and Results:

Southampton County is normally one of the leading corn producing counties in Virginia, and when we sent our letter in February we had the following comment regarding corn:

" Plant 14,000 hills per acre. On 3 foot rows plant 12 inches apart. with tractor planters, travel at not more than 5 miles per hour. Faster speeds will give poor spacing. Use 1000 to 1200 pounds of fertilizer per acre. On heavy soils three-fourths of this may be broadcast, the other fourth put in row at planting time. On light soils divide fertilizer; one-half at planting, one-half when plants are 4 to 6 inches high. Use this method on heavy soils if you do not broadcast. It takes 140 pounds of nitrogen to produce 100 bushels of corn. If you use 1000 pounds 5-10-10 fertilizer you will need 60 additional pounds of nitrogen to make 80 bushels of corn. If you use 1200 pounds of 2-12-12, you will need 88 additional pounds of nitrogen for 80 bushels per acre. Why not shoot for 100 bushels per acre. On heavy land, use 1000 pounds 5-10-10 and 90 pounds additional nitrogen, or on light land use 1200 pounds 2-12-12 with 115 pounds additional nitrogen. ( If you do this the chances are very good that you will not need to fertilize your peanuts next year). Nitrate of soda carries 16 pounds of nitrogen per hundred, cal nitro carries 20 pounds, etc."

Due to the severe drought this year a very poor crop was produced. This was partly due to the extreme temperatures causing the pollen not to properly fertilize the ear. We believe that to mix early and late hybrids, either before planting, or a certain number of rows of an early hybrid alternated with a late hybrid would certainly give a better grain fertilization. We anticipate making this recommendation in 1954, certainly on a trial basis. We have experience/dry weather at pollenizing time in 1952 and 1953. We hope that interplanting early and late hybrids will correct this problem, to a limited extent at least.

The two practices that we have been working on most this year have been better methods of applying fertilizer to the soil and the most adapted hybrids for the county. Results from our efforts have been gratifying. A large number of farmers now are broadcasting about 75 percent of their fertilizer on the land before planting; the other 25 percent is put in the row at planting time or on the row as a pre-emergence application and covered with a rotary hoe. We are also dividing the application of the nitrogen. This is a new practice. We are recommending, and farmers are practicing it, putting about one-half of the nitrogen in one middle when the corn is about 12 inches high, the other half in the other middle at the last cultivation. The first application makes the corn grow faster, and the second application lasts long enough to make the ear. We keep informed as to the cost of nitrogen and recommend, at regular intervals to those contacted, which nitrogen costs less. Because of this information a large number of farmers used liquid nitrogen or anhydrous ammonia in 1953 for the first time. Most of the others used Cal Nitro.

So far as the adapted hybrids are concerned we use Experiment Station recommendations and have little trouble getting about 90 percent of the farmers to plant the hybrids recommended.

- \* We had anticipated having an insect control program in the county this year advising farmers how to control rice weevil with pyrethroids or other chemicals that are effective, though due to the short crop this program has not developed. The destruction of corn by this pest is one of the weak links in corn production and storage programs.

Cotton

A. Status:

1. Southampton has more acreage and produces more cotton than any other county in the State.
2. Better fertilization practices can be carried out.
3. Boll weevil control measures can be more uniformly practiced.
4. About 90 percent of the cotton produced in Southampton County is sold in the seed.
5. Southampton is about 98 percent a one-variety county.
6. Spacing of cotton plants in the row is generally from eight to ten inches.
7. Cotton plants are often attacked by Red Spider.
8. Many cotton growers produce only a very small acreage.
9. Most of the cotton is sold to buyers who travel over the county in trucks and buy the crop at the producer's farm.
10. Cotton acreage is reduced because of the labor shortage, particularly at harvesting time.

B. Goals:

1. Encourage the continued use of one-variety cotton.
2. Recommend fertilization in accordance with soil tests and Experiment Station results.
3. Promote boll weevil and Red Spider control.
4. Advise producers regarding advantages of ginning cotton.
5. Promote defoliation.
6. Hold one county-wide cotton meeting.
7. Advise farmers to leave more plants per acre.

C. Methods and Results:

In the letter sent out in February of this year, and referred to above, we stated:

" Recommendations for cotton are the same as last year. Plant only Cokers' 100 Wilt Resistant seed. Plant early. Use 800 pounds 5-10-10 fertilizer and 30 pounds additional nitrogen. Thin to 4 inches on 4 foot rows or 6 inches on 3 foot rows. There is no control on cotton this year and the price is expected to be supported at the 1952 level. Don't Plant cotton unless you are going to control Boll Weevil! "

This suggestion was also discussed at the meeting on February 5th, and the agricultural agencies, including fertilizer dealers, have assisted in making this program effective. We do not know of any cotton farmer in Southampton who did not plant the Cokers' 100 Wilt Resistant strain, and an excess of 100 recommendations were made from soil analyses for fertilizing the crop. An additional letter was sent on boll weevil control to known cotton producers. We also enclosed a bulletin on cotton production.

We gave the methods of making boll weevil counts, and percentage of infestation to many individual producers. We held three field meetings to discuss with those present the method of making boll weevil counts, and distributed bulletins on insect control problems. One county-wide meeting on cotton production was held at which the advisability of using one variety in the county, boll weevil, Red Spider control, and fertilization were discussed. At this meeting was also discussed the advantages of ginning cotton rather than selling the crop "in the seed." At this meeting we also gave production figures that proved the advantages of having more plants per acre. Planting the crop thicker on the row, leaving the plants spaced 4 to 6 inches rather than 15 inches as has been the practice in the past.

We held one county-wide defoliation demonstration. At this demonstration we showed that with an airplane dusting with cyanamid the leaves could be taken off, thereby producing a better quality of lint and causing the crop to open up so that harvesting could be accomplished with mechanical pickers, or at one picking operation regardless of how the crop was harvested.

As the results of our efforts, to the best of our knowledge, all the cotton planted in the county was fertilized as recommended. Boll weevil control was practiced throughout the cotton growing areas of the county by many farmers. Others quit poisoning when they thought the dry weather would control this insect. This was true to a limited extent. However, those who continued to poison, regardless of the dry weather, made a much better crop of a higher quality lint than those who did not poison throughout the season.

( Proj. Activities - Cotton- Con't.)

More Southampton Cotton has been ginned this year than ever before. This was no doubt due partly to the fact that the lint yield was above the average, some going as high as 42 percent and averaging around 36 percent. The higher yields of lint were due in part to the weather, to the land on which the crop was grown, and to the care that was given the crop at harvesting time.

The agent assisted many farmers to make boll weevil counts, and in turn caused poisoning to be done at a more opportune time.

One of the hazards in promoting better cotton production in the county is that so many farmers produce only a small acreage. This acreage does not justify machinery with which to properly apply poisoning for boll weevil control. They do not produce sufficient cotton to justify ginning, and another reason that less cotton is ginned is the fact that trucks travel over the county buying cotton in the seed from the producer, eliminating his trouble of hauling, expense of ginning, even though the larger producers might profit by hauling and ginning their own cotton.

It is too early to say the yield of cotton has been above the average. However, the agricultural committee and the county cotton producers' association feel that the drought caused the cotton yield to be cut at least 20 percent. Regardless of this cut, however, we feel that this crop has been unusually good for the year and are very well pleased with the results obtained from our efforts on cotton.

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Tobacco

A. Status:

1. Southampton County produces only about 100 acres of tobacco, and has about 30 growers.
2. In 1949 the county produced 850 pounds of tobacco per acre.
3. Tobacco farmers do not apply the correct amounts of mineral oil or oil emulsion to control sucker growth.
4. More of the disease resistant varieties should be planted.
5. Chemical weed control in tobacco plant beds is not generally practiced.
6. Modern curing methods for the tobacco crop are not practiced by all the growers.

B. Goals:

1. Assist 2 or 3 growers to secure disease resistant varieties.
2. Assist growers to produce more pounds of tobacco per acre.
3. Advise the proper amounts of mineral oil or oil emulsion for the proper control of sucker growth.
4. Aid producers in the control of weeds in plant beds by chemical treatments.
5. Provide plans and recommendations for more modern curing facilities.

C. Methods and Results:

Tobacco, for Southampton, is not an important crop when compared with peanuts, cotton, or corn. Consequently the agricultural agencies have not participated in a tobacco program, nor have we given it more than its pro rata share of the time worked. There are approximately 30 tobacco growers in the county, and we feel that we had the soil tested for nearly every field that was planted to tobacco. From the results of these tests we recommended lime when needed, and fertilizer as needed. Consequently at the beginning of the growing season the tobacco looked very good, though as the drought progressed the tobacco growth was seriously affected.

In most instances, where mineral oil or oil emulsion was used under the directions and advice given, sucker growth was better controlled than in the past.

More disease resistant varieties were planted with the result that little disease was shown in the crop produced. Some farmers practiced chemical weed control in their plant beds that had never practiced this before, and one farmer built a modern tobacco barn. For heat he uses butane gas, and can cure an 800-stick barn of tobacco for \$25.

The yield of tobacco in the county was not increased this year over previous years due to weather conditions. We feel that the recommendations and the efforts made by the farmers would have warranted considerable increase in yield. However, as other crops, tobacco needs water, which did not come at the right time.

Pasture

A. Status:

1. Twenty years ago farmers of the county were interested only in peanuts, cotton, and corn production, and did not realize that pastures could be economical and profitably grown, even on the most heavy soils.
2. Within the past 6 years Southampton farmers have planted approximately 8000 acres of Ladino clover and grass pastures.
3. Due to drought, and in many instances overgrazing, many of the pastures have greatly deteriorated.
4. We should have 20,000 acres of pasture.
5. Temporary pastures or winter cover crops should be seeded for winter and early spring grazing.
6. The Junebug grub has damaged many of our pasture fields.
7. Pastures are generally not clipped to control weed growth.

B. Goals:

1. Conduct a farm tour to show farmers pastures that are properly cared for.
2. Advise regarding overgrazing and weed control.
3. Attempt to get an increase in improved pasture acreage.
4. Inspect pastures and advise concerning Junebug grub control.
5. Have soil samples tested to determine proper lime and fertilizers needed.

C. Methods and Results:

In our February letter we had the following to say about pasture:

" We all need pasture. Ladino Clover and Orchard Grass or Fescue is still our best bet. Fertilize with 500 pounds fertilizer with Aldrin, if you can get it, in spring. You should use another 300 to 500 pounds of 0-14-14 later and possibly a little nitrogen in case of dry weather or over grazing."

In our various contacts we have continued to make these recommendations, and at our county-wide meeting on February 5th, Mr. W. W. Lewis, Extension

Agronomist, discussed pasture with those present.

Different from previous years, we did not conduct a pasture tour. This was because of the dry weather. Pastures were seriously affected, many of them to an extent that at the time for a tour they looked that they could never be grazed again. Due to the drought overgrazing was general, and weeds often crowded out the better plants. Some of the good effects of the work has been that much lespedeza pasture has been seeded, more winter cover crops that can be grazed in winter and late spring have been seeded, and many people are seeding or will seed in the spring of 1954 additional acres of Ladino and one of the grasses.

Even though the drought seriously damaged our pasture grazing capacity, we feel that the pasture program has not been damaged. We will have more winter grazing and more dry weather summer grazing in the future than we have had in the past, and even though it was too dry to seed pastures in September of this year, farmers are planning to seed additional pasture in the spring and autumn of 1954, weather justifying.

One of the practices recommended for pasture this year was to fertilize with 500 pounds of fertilizer containing 8 pounds of Aldrin per ton. This was generally done throughout the county, and so far as the agent has been informed there were no Junebug grub damages this year. We made numerous visits to pasture areas and asked other farmers about grub infestation, and in no instance were these pests reported. Pastures in November are regaining their normal growth and results of our work is obvious.

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Soybeans

A. Status:

1. For the past two years soybeans are being planted in the released acreage from peanuts, cotton, and tobacco.
2. Too many varieties of soybeans are being planted.
3. More farmers could profitably plant soybeans.

B. Goals:

1. By using mimeographed material, through meetings and personal contacts, get more soybeans planted for grazing and harvest.
2. Advise farmers where seed can be secured in an effort to develop the production of only one or two varieties of soybeans.
3. Help to sell the crop to a better advantage to the growers.
4. Get additional soybean producers.

C. Methods and Results:

Soybeans, even though not an extremely profitable crop, are being produced in greater quantities for harvest than in years past. This is because we have acreage released from peanuts, tobacco and cotton; peanuts and tobacco because of crop acreage control, and cotton for the past few years because of labor shortage. We attempt to get additional farmers to plant soybeans if their land is not suitable to the production of pasture. We also observe that the varieties of soybeans planted vary greatly. Our recommendation is to plant beans that the experiment station finds to be most suitable for oil production. This is a new program, and little results have been realized this year.

(Proj. Activities - Continued)

Alfalfa

A. Status:

- 1. Very little alfalfa is grown in Southampton county.
- 2. Methods of fertilization should be improved.
- 3. We should have additional growers each year.
- 4. We should have one alfalfa production demonstration.

B. Goals:

- 1. Advise livestock men the advantage of having alfalfa hay and pasture.
- 2. To have one alfalfa demonstration that is properly cared for.
- 3. Arrange for farmers to visit demonstration.

C. Methods and Results:

Very little alfalfa is produced in the county. It has been our observation that for one or two years an alfalfa field will do reasonably well. However, after the first year the stand begins to deteriorate, and by the end of the third year there is more blue grass and weeds than alfalfa. We have not recommended that alfalfa be planted on any large scale because of the above conditions. However, we found one farmer two years ago who was willing to fertilize a field of alfalfa, and to harvest his crop according to our recommendations. This field was seeded in the autumn of 1951. Four cuttings were harvested in 1952, and six excellent cuttings in 1953. To get the results stated above we used double the amount of lime that the pH test indicated as needed, with 1000 pounds of a 2-12-12 borated fertilizer at time of planting. In 1952 and 1953 we applied 1000 pounds, yearly, of an 0-20-10 fertilizer. This is a special mixture, though to date has proved more satisfactory than we had expected. We are using this field of alfalfa as a demonstration. A large number of farmers have observed this work and we anticipate three or four additional growers this year and next.

Gardening

## A. Status:

1. Nearly every farm family has a spring and summer garden.
2. Very few farmers have a winter garden.
3. The organic matter in our garden areas is not high enough.
4. The right analysis fertilizer is seldom used.
5. Disease and insects are plentiful.

## B. Goals:

1. Advise advantages of winter gardening through news articles.
2. Advise from what sources and how much organic matter is needed in the soil for proper gardening.
3. Use bulletins, news articles, letters and personal contacts in an effort to control insects and diseases.
4. Recommend proper balance of leafy, fruit, and root vegetables.
5. Get more storable vegetables kept for winter use.

## \* C. Methods and Results:

Nearly all farmers have a very good spring and summer garden. However, practically none have a winter garden. To promote better gardening throughout the year we have been stressing addition of organic matter to the garden area. Very few of our gardens have more than 1½ percent organic matter. We feel that for the proper gardening we should have from four to six percent organic matter. For this additional organic matter we recommend either barnlot manure or woods mold, properly supplemented with superphosphate. We also stress in our garden work the proper balance of leafy, root and fruit vegetables, and the storage or preservation of vegetables to be used by the farm family when fresh vegetables are not available.

In an effort to accomplish our goals in the gardening field we have used news articles, bulletins and personal contact. With the exception of winter gardening we feel that our efforts have been productive. Insects were better controlled, and we feel possibly a better balance of vegetables were produced in 1953 than in previous years.

Truck Crops

WATERMELONS:

A. Status:

1. Advocate watermelons as a cash crop in Southampton County in 1953.
2. Marketing methods are very much on a hit-and-miss arrangement.
3. Help improve methods of selling.
4. Some disease control measures should be promoted in a watermelon production.

B. Goals:

1. Hold meetings in communities where watermelons are grown to set up a cooperative or some sales program.
2. Hold meetings, with the aid of pathologists' help, regarding the disease control in producing this crop.
3. Get additional watermelon growers.

C. Methods and Results:

1. Watermelons have been grown to a very limited extent by about 12 growers for several years in the county. These growers are in one area of the county, and in a talk at a Ruritan meeting in this area in the spring of this year the agent suggested that watermelons would possibly be a good crop; consequently 400 acres were planted by more than 60 growers. The crop produced well and was sold profitably by each one that has been contacted.

The marketing of watermelons is on a hit-and-miss basis. It appears that to make this crop more profitable a cooperative or some prior sales arrangement could very well be worked out.

Disease control can also very well be enlarged upon advantageously. These are some of the problems that we will attempt to solve in 1954.

SWEET POTATOES

A. Status:

1. The soils of Southampton County produce good yields and excellent quality sweet potatoes.
2. There are 3 sweet potato curing houses in the county. Others are needed.
3. Some additional work can be done on disease control and fertilization on this crop.
4. The acreage of sweet potatoes should be increased.

B. Goals:

1. Attempt to get one or two additional curing and storage houses built.
2. Advise concerning disease control by seed treatment.
3. Get more farmers to produce potatoes for sale, and to use proper fertilization.

C. Methods - Results:

Like the home garden, sweet potatoes generally are produced for home use, and by nearly every farmer in the county. More farmers, however, are becoming interested in having a few bushels of potatoes house cured. Consequently we had 3 commercial potato curing houses in the county. The capacity of these houses ranges from 1500 bushels to 3000 bushels. Due to the demand for this service we had 2 additional houses built in the county this year. These houses will be used primarily to store potatoes produced on the farm where the houses are located. Their capacity will be 1000 bushels, and this is an indication that these farmers anticipate growing potatoes commercially in 1954. We have advised farmers the proper method of treating their seed to control disease; also how to handle potatoes in the field to prevent bruising. These recommendations have been adhered to by those producing potatoes for indoor curing, and we feel will, as time goes on, be practiced by most of the better producers.

LIVESTOCK

Swine

A. Status:

1. Southampton produces more swine than any other county in the State, and the quality, so far as breeding is concerned, is very good. Nearly every farmer has one or more purebred boars. Grade sows are generally used.
2. The number of swine could very well be increased.
3. More economy can be practiced in feeding.
4. Disease and sanitation are problems, and considerable educational work can be done regarding these.

B. Goals:

1. Get more and better hogs in the county by cooperating with local swine sales.
2. Notify farmers concerning sales.
3. Advise by news articles the advantages of pasture and proper feeding.
4. By personal contacts, news, bulletins, demonstrations, and meetings, to aid in the control of disease and parasites.
5. Advise more economic rations.

C. Methods and Results:

Financially hogs are our second most important crop in the county. At least 2000 farmers out of the 2174 farm operators sell hogs. The number will range from 3 or 4 animals up to 400. The financial return from this project justifies considerable time being spent by the agent in advising concerning the breeding and production of swine. Every farmer has one or more purebred boars, but with the exception of purebred breeders, that is, breeders breeding hogs for sale as breeding hogs; most of the farmers have only grade sows. We advise not having sows with more than the first cross. However, this recommendation is not always followed. When a likely looking gilt with 12 or 14 teats is found in a herd, that individual is generally kept for a breeder regardless of the number of crosses in her breeding. However, the number of purebred animals in the county has resulted in fewer low grade sows on the farms than there were a few years ago.

The number of swine could very well be increased, even though we produce more hogs than in any other county in Virginia. We have land that would produce pasture that is palatable to hogs, and we have corn that will justify an increased number of hogs. Consequently the only feed that would be necessary to buy would be protein supplement and mineral mixtures. Normally this makes an economical program; consequently the number of hogs is being increased each year over most of the other counties.

Disease and sanitation are among our greatest problems. We feel that we have made considerable progress in our work on disease control. For 20 years we have treated approximately 20,000 hogs annually against cholera and other communicable diseases. However, since the new vaccines, primarily Rovac and the modified live virus products, have been available we have almost discontinued this service. We treat fewer than 100 hogs annually, and these are treated in demonstrations showing farmers how to use the vaccines. We have now approximately 100 farmers treating hogs, and we anticipate continuing this service where a producer wishes to treat his own hogs. Since the new vaccines have been available we have had fewer cholera breaks than in previous years. We feel that great progress has been made by laboratories and that the new vaccines will eventually mean almost the complete eradication of hog cholera.

It is not so easy to get farmers to improve their unsanitary conditions, though many farmers are practicing rotation grazing this year, and nearly every farmer uses sodium fluoride for worms and Bensine Hexachloride for the control of external parasites. What we are attempting to accomplish is the eradication of the conditions that make these parasites possible. We feel that with more farmers rotating grazing and feeding places, building more and better hog houses that can be properly cleaned, and more modern feeding methods, more will be accomplished.

We have in the county 17 farmers producing registered hogs. These men, with the assistance of the agent, organized the Southampton Purebred Swine Breeders' Association, and have conducted semi-annual sales for the past four years. They also participate in the semi-annual sales for the Virginia Swine Breeders' Association which is conducted on one of the adjoining counties, and in another semi-annual sale which is conducted by the Virginia Hampshire Swine Breeders' Association. We use the sales more as advertising the herds supplying the hogs than we do to supply the demand for purebred hogs. At no time in the past three years have these breeders had hogs on hand, that were qualified for registration, that were sold for anything other than breeding. They keep the best blood lines, feed well, and sell for reasonable prices.

In an effort to get more hogs in the county, better sanitary conditions and better feeding, we use newspaper articles, bulletins, specialist, farmers' meetings, and personal letters. In our February letter we had the following to say concerning swine production:

" Hog prices are expected to be as good or better than in 1952. There will be 13 to 18 percent fewer pigs farrowed than in 1951. Have your sows farrow on clean land and keep pigs on clean land, good pasture and full feed. The lack of sanitation is our greatest hazard in hog production. Clean up! "

Beef Cattle

A. Status:

1. Twenty years ago there were only 39 beef cattle in Southampton County, the number now is about 4000 head. We should have, for a proper balance in agriculture, 10,000 head in the county.
2. We need more purebred or high grade females.
3. Additional purebred bulls can be used.
4. Five hundred (500) Additional farms could justifiably have from 2 to 50 steers.
5. Some of the old, grade cows should be sold and better grade heifers retained.
6. Much additional work could be done toward proper feeding, including winter grazing, ensilage feeding, and proper pasture grazing.

B. Goals:

1. Help farmers secure higher grade females and registered bulls for beef herds.
2. Advise farmers to dispose of low grade cows and retain higher grade heifers.
3. Concerning feeding we would like to have more silos built, better pastures and cheaper, higher protein feed supply.
4. Encourage farmers to put in feed steers for spring sales.

C. Methods and Results:

1. The number of beef cattle in Southampton County has increased many times in the last five years. We now have in excess of 4000 head, and can justifiably increase up to 10,000 head. This is what we are doing and we have an increase of approximately 200 to 400 head annually.

We have approximately 500 farms where there are no beef cattle, and on which we could use feeder steers profitably, and this is where we are placing our greatest efforts in the beef cattle field. Only 18 steers were sold in the Petersburg Feeder Calf Sale this year, and over 300 have been bought. Breeders, other than the one who sold the 18

Project Activ. ,Cont'd.

(Livestock)  
Beef 26

animals, are either feeding out their steers or selling locally. Nearly all of the better high grade and purebred heifers are kept in the county for breeding purposes.

A considerable amount of work is being done on pastures so as to increase the number of beef cattle. Five silos have been built this year. Such recommendations and accomplishments are being made so that we will be in the beef cattle business permanently.

Sheep

A. Status:

1. There are 48 known sheep breeders in the county. The size of herds range from 3 to 150 animals.
2. Antiquated shearing methods are practiced.
3. Parasites and dogs are hazards in the productions of sheep.

B. Goals:

1. Conduct one or more sheep shearing demonstrations.
2. Encourage farmers to better control parasites in their sheep flocks.
3. Attempt to get additional breeders.

C. Methods and Results:

The average size sheep flock is about 20 animals. However the numbers range from 3 to 150 animals. Our work with sheep has been through bulletins and personal contact. We held one sheep-shearing demonstration where 8 people were taught to shear sheep, using a more modern method than is customarily practiced.

Parasite control is one of our problems. We are recommending, and most flock owners are using, phenothiazine as it should be used and the results are gratifying.

Three new breeders were secured this year, and five registered rams were bought.

Poultry

A. Status:

1. There is practically no commercial poultry production, though every farmer has a flock for the production of eggs for home use.
2. Nearly every farmer, and many of the urban population produced broilers and fryers for home consumption.
3. Home flocks need culling.
4. Parasites are hazardous in the production of poultry.

B. Goals:

1. Encourage farmers to produce poultry for egg production for sale.
2. Attempt to get additional broilers produced for sale.
3. Teach flock owners to cull their poultry.
4. Advise concerning parasites and disease in poultry production.
5. Insist on locally hatched chicks.

C. Methods and Results:

Except for three or four poultry culling demonstrations little work has been done with this project. We attempted to hold a poultry meeting and had only 18 present, and most of these were 4H Club members. Their participation will be discussed elsewhere. In our letter of February we referred to poultry as follows:

"Don't fool with broilers or fryers on a large scale. A laying flock is better. I would like to talk with 50 people interested in egg production."

Probably the most important interest we have exhibited in the poultry field is the procurement of baby chicks. Only a short time ago many thousands of chicks were shipped in from all parts of the United States. This has been true even since we have had 3 certified hatcheries in the county. We recommend on every possible occasion that local poultrymen secure their chicks from the local hatcheries, eliminating the long shipment. These recommendations have been accepted, and at the present time only two or three thousand chicks are brought in from distances exceeding 50 miles, and approximately 80 percent of the chicks are bought from the local hatcheries.

Forestry

A. Status:

1. Woodlands in Southampton County are an important part of the farm enterprise; 68% of the total land area, or 179,000 acres, being in woodland.
2. Our woodlands are badly depleted.
3. Much thinning, releasing and interplanting should be done to make our forests more productive.

B. Goals:

1. Conducted forestry tours
2. Advise concerning thinning, releasing, and transplanting young growth.
3. Promote fire control.

C. Methods - Results:

Production of commercial timber is a very important part of our farm program. Throughout the year we have urged, in every possible manner known, the suppression of forest fires. By news articles, 10 farmers meetings, and personal contacts we have explained the proper care of forests to promote more growth of desirable species of forest trees.

In addition to the above we conducted two forestry tours; 181 farmers made these tours and, along with other things, were shown properly shaped seed trees, cutting where seed trees were left in strips, evenly distributed seed trees, clean cut and selectively cut areas, results of different logging methods, and where controlled burning had been used, all to learn how to best obtain restocking and proper growth. The group was shown properly constructed fire lanes, the best method of controlling hardwood species, and a fence post treating demonstration. This demonstration was to encourage farmers to treat their posts so that fewer trees would be taken out of the forests over a period of years for this purpose. In one of our letters we had this to say, concerning forestry:

"Sixty-eight percent of our total county area is in woodland. This means that we have 179,044 acres devoted to the production of timber. Any area of land this great should produce more crop than we are producing in our county. We should give it more attention; more care and use it more completely. In 1951 nearly 700 acres of this land was burned over by fire and all but about 14 acres of this could have been avoided. Let's be more careful with fire!"

In addition to these activities we have conducted two one-day forestry appreciation schools. These schools, while poorly attended by timberland owners, gave us an idea of how to evaluate and treat timberland to promote additional tree growth.

The following is a news story we prepared for a special edition of the local papers:

THE TT

## Woodland Farming Has Added Greatly To Prosperity Of Area

By E. A. Davis  
County Agent

The general living conditions of the farm people of Southampton County have been improved through the influence of Camp Manufacturing Company. The buying power of the people—farm people and business people—has been greatly increased, as a large part of the cash brought into the area by this large industrial firm has always been distributed locally through salaries and the purchase of raw materials.

By way of comparison, in Virginia there are 1,847 active forestry products establishments with 56,000 people in their employ. The value of the plants is 99 million dollars; payroll and profits, 190 million dollars; cost of materials and services, 275 million, and total sales, 465 million dollars. The average sales of 1,847 plants is less than \$252,000. In 1952 Camp's sales, including the sale of paper, were in excess of \$20,000,000, or about eighty times greater than the average plant engaged in similar or related work.

A large portion of the wood used in Camp Manufacturing Company's mills comes from the farm woods of Southampton and adjoining counties. The farmer is assured of a permanent market for the trees grown in his woodlands, and in addition he is provided a diversified market as both pulpwood and saw logs are purchased. Without permanent markets it would be a risky business for a farmer to grow trees, but now he can look forward with assurance to receiving a good return from his timberlands.

By selling pulpwood the farmer can market material for which there was formerly no demand, and his financial returns will be further increased because pulpwood can be cut from the lops left after cutting larger trees, in addition to cutting it from small trees. It is now possible for a farmer to crop his woodlands; that is, to make cuttings at established intervals rather than wait many years for a stand of trees to become fully mature before any harvesting is done. Planned harvesting of pulpwood will also give more constant farm employment because pulpwood can be harvested when other farm work is not urgent.

The experienced foresters employed by Camp Manufacturing Company have given assistance to many farmers throughout the county with the farmers' woodland problems. Even individual

trees have been marked by these men for cutting on thousands of acres of land owned by farmers. From this program, everyone in has received the direct benefit the entire county will profit indirectly.

The company carries out both educational and research projects. Various kinds of cuttings and other practices have been tried on Camp's own lands in order to learn practical means for increasing the productivity of all woodlands. The information secured from such projects is made available to the public. In these fields the work is done in close cooperation with the government forestry agencies. A large acreage, 3,355 acres to be exact, of excellent timberland has been leased to the United States Forest Service in order for them to have a suitable place for carrying out various phases of forestry research.

To assist in teaching the woodland owners how to best care for their woods, many areas on the forest properties of Camp Manufacturing Company are frequently used for demonstration purposes, and groups are invited to make conducted tours of these areas. The application of good management practices and the results that should be expected from their use under certain conditions are shown. During 1951, tour, this year, 1953, 181 farmers made such a tour, and along with other things were shown shaped seed trees, cutting where seed trees were left in strips, evenly distributed seed trees, clean cut and selectively cut areas, and where controlled burning had been used, all to learn how best to obtain restocking. The gap was shown, properly constructed fire lanes, results of different logging methods, controlling hardwood species; and, in cooperation with the Virginia Extension Service, how to treat fence posts for longer life. Through seeing, the desire to do similar work in their own woodlands has been stimulated in many of these woodland owners.

Fire has always been a constant threat to timber growers. Here again Camp Manufacturing Company helps in many ways. Trucks equipped for fighting woods fires are always available on short notice, and during serious fire weather a fire-fighting crew is constantly on the alert. Fires have been stopped in many sections of the county within a short time after they started due largely to the alert attitude of the local people to the ravages of woods fires. This has meant the

saving of thousands of dollars to the individual land owners. In addition to their fire suppression work the company is equally active in the prevention of fires. In their own woodland operations considerable care is always taken to prevent fires starting, and much effort has been spent in teaching the small woodland owners the importance of keeping fires out of their woods.

The land purchasing program of Camp Manufacturing Company should add further to the prosperity of the county. In the future the income from this land should be much greater than would otherwise be expected. The forest land owned by the company is under the management of trained foresters who have sustained yield in mind as their chief objective. This means the land will produce a constant crop of trees, with a continuous flow of money into the county.

Through the money distributed for wages and raw material, the additional markets made available, the possibility of more complete utilization of the trees growing in the woodlands, the service and the educational facilities provided aimed to increase the productivity of woodlands throughout the county, and the fire protection provided Camp Manufacturing Company has added much to the general well-being of the farmers of Southampton County. These values should show an increase in the future as the results of the company's far-sighted policies are realized.



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IV. 4-H CLUB WORK IN SOUTHAMPTON COUNTY FOR 1953.

A. Status:

1. 4-H Club work for boys in Southampton is not as generally accepted as it should be. As of January 1st we had only about 45 active club members. This number should be 150 or more and we hope to increase the present number materially.
2. The present club membership projects are confined almost entirely to livestock. We believe this trend to be in the right direction, though do not feel that projects of other types should be neglected. We expect to enlarge our club enrollment in the spring and stress, equally, livestock and crop production. The following goals were, in part, set up by the County Council:

B. Goals:

1. Increase membership to 150 boys. Girls with livestock projects will count in this number.
2. Each club secure a leader.
3. Have 100 percent completion of all projects, and records turned in.
4. To get several club members to carry more than one project.
5. Secure at least one representative from each club to attend the County Council meetings.
6. Have at least one member from each club attend 4H Summer Camp.
7. Secure for any club achieving any five of the above goals, an appropriate banner as a reward for their efforts.
8. Organize county-wide projects, such as dairy, beef, or swine clubs, and hold county meetings for such members.
9. Interest club members in more of the District and State awards.
10. Sponsor rural life service at one or more of the county Churches.
11. Have at least one representative from the county at the State Short Course at VPI.
12. Have a party for all club members completing their project and submitting record books.

In obtaining above goals it is planned to work through clubs, with parents of members, personal visits by agents, leaders, and other members. Also by tours, news items, bulletins, and personal letters

to members; also by planning interesting programs for club meetings, interviewing pastors of the various churches and working with the State 4H Club personnel.

C. Methods and Results:

1. The number of 4H Clubs members taking agricultural projects were increased to 112.
2. All the clubs did not secure a leader, although a number of people act as leaders or advisors in all the club activities carried on by the club members.
3. Completions were 62 percent.
4. More club members have carried more than one project than in previous years. This is due to the fact that the Electric Project was brought in, and those who had the electric work in most instances had two projects.
5. There were 3 County Council meetings held this year, and one or members from each club attended one or more of these meetings.
6. There were 19 boys attending 4H Camp, though there were some clubs not represented.
8. County-wide projects, such as dairying, beef, and swine, are continued as in previous years.
10. Rural Life Sunday was participated in or attended by members from all clubs. There were 4 Rural Life services in which keen interest was shown by the club members and those who generally attend church.
11. There were 2 boys attending the State Short Course from Southampton County.
12. All the record books have not been turned in; consequently it is not yet known whether or not a part will be held for those completing their projects. Some of the most interesting and profitable agricultural projects carried by club members are baby beef, dairying, swine, electric projects, and gardening.

4-H Club Project Activities:

Beef Projects:

\* In the summer and autumn of 1952 we planned to have a local baby beef show and sale. This plan worked, we think, very efficiently. The show and sale was conducted at our office on May 1st, and all the publicity given advised that the cattle would sell to the highest bidder, with no bidding or support from the outside to make the animals sell for more than market price, based on grade. We believe this is a sensible plan. It does not build in the participants a sense of false values, and we believe that eventually we will have more buyers interested in attending this sale and

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make more lively competition. From the business houses in the county we secured money for prizes. These prizes ranged from \$28 to \$50 per animal, the grand champion receiving the \$50 prize, and the lowest grade animal receiving \$28. These prizes were probably too large, though we wanted to make up to these members what they failed to get in the price received for their animals. We are very well pleased with the results of our sale, and a continuation of the same plan will be in effect in 1954.

There were 24 boys and girls who had baby beeves for their project; 18 of these sold at our local sale and 6 sold at the 2-year-old Petersburg Show and Sale. In this show one of our members won first place in fitting and showing.

We feel that directly related to our feeder calf activities, one club member has bought a registered Angus heifer. From this heifer, and any other additions he makes, he expects to establish a herd of beef cattle.

#### Dairy Projects:

This project is 5 years old, and the 25 members having this project own 34 animals, nearly all of which are registered Guernseys. Five new members for this project were enrolled this year, though each year about as many drop<sup>out</sup> of club work as come in. Consequently, the total number does not increase in proportion to the number of new members.

On September 13, Southampton dairy club members showed 16 animals against competition from Norfolk County and Isle of Wight County. This show is sponsored by the Southeastern Junior Dairy Club members. The 16 animals shown from Southampton County won Champion and Reserve Champion placing; first and second in showing, first and second in fitting, and first place in five of the 6 other classes.

Three of the Southampton dairy project members showed their animals at the Atlantic Rural Exposition and placed well. One boy, with his entries, won second place in the dam-and-daughter class. They showed in both the club and open classes.

#### Swine Projects:

The Sears, Roebuck Breeding Pig project has been conducted in the county for eight years. This year, like previous years, this project has created considerable interest, and a number of animals have been distributed in the community where the member lives. Those who have the Sears' pigs this year are:- (1) Barney Overby, Branchville, Va.; (2) Carroll Gray, Boykins, Virginia; (3) Berkley Gray, Boykins, Va.; (4) Randolph Lassister, Boykins, Va.; and (5) Samuel Simmons, Boykins, Virginia.

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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 Southampton State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Diana T. Bradshaw</u>	<u>Home Demonstration Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953.</u>
<u>E. A. Davis</u>	<u>County Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953.</u>
<u>Paul Harris</u>	<u>Asst. County Agent</u>	<u>Feb. 1, 1953</u>	<u>Nov. 30, 1953.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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 32

State Extension Director

Form 88-31  
Revised June 1933

## 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.....	386	666	768	1640
2. Office calls.....do.....	41	103	1358	1502
3. Telephone calls.....do.....	309	51	3371	3731
4. News articles or stories prepared.....Number.....	14	1	54	69
5. Broadcasts made or prepared:				
a. Radio.....do.....	0	0	0	0
b. Television.....do.....	0	0	0	0
6. Bulletins distributed.....do.....	2447	419	4005	6871
7. Adult result demonstrations conducted.....Number.....	6	0	24	30
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....Number.....	5	1	25	31
(2).....Attendance.....	129	12	605	746
b. YMW work:				
(1).....Number.....	0	0	1	1
(2).....Attendance.....	0	0	12	12
c. 4-H Club work:				
(1).....Number.....	0	2	5	5
(2).....Attendance.....	0	22	101	101
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....Number.....	139	13	66	205
(2).....Attendance.....	2004	317	2964	4968
b. YMW work:				
(1).....Number.....	0	0	4	4
(2).....Attendance.....	0	0	77	77
c. 4-H Club work:				
(1).....Number.....	116	92	7	214
(2).....Attendance.....	1384	1699	330	3128
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1).....Number.....	98	0	30	128
(2).....Attendance.....	1422	0	1339	2761
b. YMW work:				
(1).....Number.....	0	0	3	3
(2).....Attendance.....	0	0	81	81
c. 4-H Club work:				
(1).....Number.....	116	5	5	23
(2).....Attendance.....	217	51	295	417



## 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 CountyBoard 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		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all or general.....	0	0	0	0
b. Agricultural.....	1	28	4	102
c. Home demonstration.....	1	23	3	25
d. Young men and women.....	0	0	0	0
e. 4-H Club.....	4	58	3	80

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.....	25	402
b. County meetings.....	3	39

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

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

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work.....	304	0	x x x x	x x x x
b. In adult home demonstration work.....	0	323	x x x x	x x x x
c. In young men and women's work.....	25	0	x x x x	x x x x
d. In 4-H Club work.....	25	10		
e. Total number of DIFFERENT leaders.....	394	333		

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 19Number of members in such clubs or groups..... 352



## 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	10	12	34
19. Total days worked.....	286	248	293	827
20. Days devoted to--				
a. Adult work.....	176	48	205	429
b. YMW work.....	0	8	29 1/2	37 1/2
c. 4-H Club work.....	110	192	58 1/2	360 1/2
21. Days devoted to--				
a. Extension organization and program planning.....	62 1/2	32	58	152 1/2
b. In-service training of agents.....	0	6	0	6
c. Crops.....	0	19	68	87
d. Livestock.....	0	141	67	208
e. Marketing; distribution; and service organizations.....	0	10	25 1/2	35 1/2
f. Soil and water conservation and management.....	0	2	28	33
g. Forestry.....	0	7	12	19
h. Wildlife.....	0	0	1	1
i. Planning and management of the farm business.....	0	0	16	16
j. Farm buildings and farm me- chanical equipment.....	0	15	11	26
k. House and surroundings, furnish- ings and equipment.....	84 1/2	0	3	67 1/2
l. Home management.....	0	0	0	0
m. Family economics.....	0	0	0	0
n. Clothing.....	57	0	0	57
o. Foods and nutrition.....	62 1/2	0	0	62 1/2
p. Health.....	0	0	0	0
q. Family life, child development, parent education.....	0	2	0	2
r. Safety.....	0	1	1/2	1 1/2
s. Community development and public affairs.....	14	9	2	25
t. Days that cannot be charged specifically to one of items a through s.....	25 1/2	1	1	27 1/2

## CROPS—Production and Marketing—Interpretation

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

- B. Corn for silage and grain-out for hay.
- C. Cottonseed and flax in those areas where they are grown for fiber.
- E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
- F. Coffee.
- G. Watermelons, cantaloups, and yams.
- H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and lawns.
- 22. The voluntary local leaders or committeemen who have actively engaged in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
- 23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings 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 subitems 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 handler.

**CROPS—Production and Marketing**

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

K-10-5000-10

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental fruits
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	140	95	22	6	110	0	10	2
23. Total number of persons contacted individually or through meetings.....	5100	2870	2275	134	4875	140	1310	325
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly to adopt recommended practices.....	1755	910	920	32	1800	35	525	70
25. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of production.....	1601	842	900	32	1560	31	510	60
Specific production and management practices incident to—								
b. Use of improved varieties and strains.....	721	206	50	4	150	0	55	21
c. Use of fertilizers.....	650	495	340	20	640	27	405	36
d. Control of injurious insects.....	10	81	350	2	200	4	50	0
e. Control of diseases.....	20	40	40	2	250	0	0	0
f. Harvesting, storing, and curing.....	110	10	50	4	250	0	0	0
g. Efficient work methods.....	10	0	0	0	0	0	0	0
26. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of marketing.....	758	375	812	20	1630	0	0	0
Specific marketing practices incident to—								
b. Preparation for market.....	97	275	200	5	150	0	0	0
c. Commodity outlook and market information.....	415	0	600	10	1000	0	0	0
d. Arranging to sell and selling.....	100	68	40	2	400	0	0	0

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 fender 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 incidental to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products	Poultry and products	Beef cattle	Sheep, goats, and products	Swine	Other livestock and products
	A	B	C	D	E	F
27. Number of voluntary local leaders assisting .....	9	3	75	4	125	0
28. Total number of persons contacted individually or through meetings.....	880	1325	1960	198	2800	0
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	372	710	420	48	1315	0
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management.....	320	275	120	48	765	0
Specific production and management practices incident to—						
b. Selection and breeding.....	42	95	30	0	395	0
c. Feeding.....	100	116	60	0	45	0
d. Controlling external parasites.....	60	50	10	0	40	0
e. Controlling diseases and internal parasites.....	20	10	0	30	230	0
f. Efficient work methods.....	10	0	10	15	0	0
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing.....	125	360	81	10	1220	0
Specific marketing practices incident to—						
b. Preparation for market.....	2	10	20	0	0	0
c. Commodity outlook and market informa- tion.....	75	275	32	10	910	0
d. Arranging to sell and selling.....	5	10	20	0	30	0

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

## 32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and processors, wholesalers, retailers, and others engaged in marketing grain.
- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton ginner in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.  
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (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
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	1	800	1	1	1	1
b. Farm and home service.....	2	1500	2	1	1	1

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

Type of activity	Groups	Members
	A	B
	Number	Number
a. Marketing and purchasing.....	0	0
b. Farm and home service.....	0	0

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

	Number
a. Marketing.....	0
b. Service facilities.....	1
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products.....	0
b. Home products (arts, crafts, etc.).....	0
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.....	3
b. Hay and other forage crops.....	5
c. Cotton: (1) Cotton ginner.....	5
(2) Other.....	7
d. Tobacco.....	0
e. Oil crops (soybeans, flax, peanuts, etc.).....	4
f. Sugar crops.....	0
g. Dairy and dairy products.....	2
h. Poultry and poultry products.....	0
i. Meat animals and meat products.....	4
j. Fruits and nuts.....	0
k. Vegetables including potatoes.....	0
37. Food retailers assisted with merchandising problems.....	0
38. Persons assisted with CONSUMER information on agricultural products..... estimated total.....	30

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.....	17	12	2
40. Total number of personal contacts made individually or through meetings.....	2990	1250	180
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	1300	450	110

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with--	
a. Proper land use.....	0
b. Contour and strip cropping.....	180
c. Terracing.....	0
d. Grassing waterways.....	3
e. Water supply, storage, and distribution.....	5
f. Drainage.....	44
g. Irrigation.....	5
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	90
i. Use of fertilizers (commercial and barnyard).....	480
j. Production of soil-improvement crops.....	300
k. Crop rotations.....	132
l. Land clearing.....	10
43. Farmers and other individuals reported in item 41-B assisted with--	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	5
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	50
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	50
d. Estimating and appraising.....	10
e. Production of maple-sirup products or naval stores.....	0
f. Treating wood products with preservatives (fence posts and building timbers).....	20
g. Marketing of forest products (includes markets and timber-selling practices).....	20
h. Fire prevention.....	100
44. Farmers and other individuals reported in item 41-C assisted with--	
a. Construction or management of ponds for fish.....	22
b. Making food and cover plantings for wildlife.....	26
c. Protection of wildlife areas from fire or livestock.....	50

### 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.
- e. Special work in helping farmers to develop new sources of income.
- f. Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
- g. Help given persons in locating and/or appraising a farm for rental or purchase.
- h. Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
- i. Leases, partnerships, property transfers, and farm and liability insurance. (See item 66d.)
- j. Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

### PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

45. Number of voluntary local leaders assisting	22
46. Total number of persons contacted individually or through meetings	2950
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	850
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook	500
b. Keeping and analyzing farm records	10
c. Developing an over-all farm plan	20
d. Making needed adjustments in farm organization	300
e. Developing supplemental sources of income	25
f. Obtaining and using credit	50
g. Selecting a farm for rental or purchase	25
h. Obtaining, training, and using farm labor	5
i. Legal aspects of the farm business	0
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	4
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers	5

**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**

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

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting	10	20
52. Total number of persons contacted individually or through meetings	620	1000
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices	220	260
		<i>Estimated number</i>
54. Farmers and other individuals reported in item 53-A, assisted with—		
a. Arrangement of farm-building lay-out		3
b. Construction of farm buildings		110
c. Remodeling or repairing farm buildings		12
d. Selection or construction of farm-building equipment		22
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment		40
b. Developing labor-saving devices and equipment		60
c. Use, care, and repair of farm mechanical equipment		45
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		310

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, flowers, shrubs, or house plants should be reported in item 25-H.

The subitems listed under item 60 should not be added and reported in item 53-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 A	Furnishings and equipment B
57. Number of voluntary local leaders assisting.....	30	46
58. Total number of persons contacted individually or through meetings.....	601	1043
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices.....	368	598
60. Families, homemakers, and other individuals reported in item 59-A assisted with—		
		Estimated number
a. Building a new house.....		7
b. Remodeling or repairing the house.....		12
c. Improving kitchen or laundry.....		25
d. Improving storage space.....		12
e. Selection, installation, use, and care of water and/or sewage systems.....		6
f. Selection, installation, use, and care of heating and/or cooling systems.....		0
g. Planning electrical systems.....		3
h. Landscaping home grounds.....		61
61. Homemakers and other individuals reported in item 59-B assisted with—		
a. Selection, use, and care of home equipment (other than sewing equipment).....		120
b. Selection, use, and construction of home furnishings.....		194
c. Repair, reconditioning, and care of home furnishings.....		76
d. Furniture arrangement and use of accessories.....		44
e. Color schemes and wall finishes.....		39
f. Floor finishes.....		21

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 management A	Family economics B	Clothing C
62. Number of voluntary local leaders.....	0	0	19
63. Total number of persons contacted individually or through meetings.....	29	11	349
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	28	3	335
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			7
b. In improving housekeeping methods.....			4
c. With family laundering.....			10
66. Homemakers and other individuals reported in item 64-B assisted—			0
a. In the use of rural family outlook information.....			0
b. With family financial planning.....			0
c. With keeping and analyzing home records.....			3
d. With family legal matters.....			0
67. Homemakers and other individuals reported in item 64-C assisted—			97
a. In selecting and buying clothing.....			27
b. With care and mending of clothing.....			60
c. With clothing construction.....			60
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			60
e. With good grooming and posture (personal appearance).....			60

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

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

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

70. Considers factors outlined for item 59.

71. Assistance includes—

- a. All work done to encourage production and use of home-grown food: Fruits, vegetables, nuts, poultry, 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.....	57	0	0	2
69. Total number of persons contacted individually or through meetings.....	589	0	264	35
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices.....	485	0	213	12
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				12
b. In selecting food.....				59
c. With meal planning and food preparation.....				283
d. With preservation and storage of food.....				76
e. In improving diets.....				44
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				0
b. First aid and home nursing.....				0
c. Dental-health education.....				0
d. Health education leading to physical examination by a physician.....				0
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				0
b. Providing recommended play, clothing, and equipment suited to age of children.....				0
c. Understanding roles of family members and strengthening family relationships.....				0
d. Individual adjustments and personality development.....				0
e. Home and family recreation.....				187
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				6
b. Accident prevention around the farm and home.....				2
c. Accident prevention away from home place.....				4

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 bus-vestmen'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.....	0	0	0	0
76. Developing and improving county or community organization.....	1	1	10	50
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	0	0	0	0
b. Improving health facilities, services, and programs.....	1	1	50	700
c. Improving schools.....	1	7	7	1500
d. Improving churches.....	1	2	15	700
e. Bettering town-country relations.....	2	1	7	400
f. Libraries.....	0	0	0	0
g. Roads.....	0	0	0	0
h. Telephones.....	1	2	5	20
i. Community centers.....	0	0	0	0
j. Recreation programs and facilities.....	0	0	0	0
k. Community beautification.....	17	19	19	280
78. Regional or area development programs or projects.....	0	0	0	0
79. National programs and proposals affecting agriculture and rural life.....	3	7	20	300
80. World affairs.....	0	0	0	0
81. Emergency activities.....	1	7	7	210

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	
	Number	Number	Number	
82. Corn.....	1	1	2	acres
83. Other cereals.....	0	0	0	do.
84. Peanuts.....	0	0	0	do.
85. Soybeans, field peas, alfalfa, and other legumes.....	0	0	0	do.
86. Potatoes, Irish and sweet.....	0	0	0	do.
87. Cotton.....	0	0	0	do.
88. Tobacco.....	0	0	0	do.
89. Vegetable growing.....	13	2	1/2	do.
90. Fruits.....	0	0	0	do.
91. Range and pasture.....	0	0	0	do.
92. Other crops.....	0	0	0	do.
93. Soil and water conservation and management.....	0	0	0	do.
94. Forestry.....	2	2	8	do.
95. Wildlife and nature study.....	0	0	XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	14	4	400	birds
97. Dairy cattle.....	19	15	15	animals
98. Beef cattle.....	25	22	22	do.
99. Sheep.....	2	0	0	do.
100. Swine.....	35	15	39	do.
101. Rabbits.....	0	0	0	do.
102. Other livestock.....	0	0	0	do.
103. Bees.....	0	0	0	colonies
104. Entomology.....	0	0	XXXXXXXXXXXXXX	
105. Tractor maintenance.....	0	0	0	tractors
106. Electricity.....	44	22	79	articles
107. Farm shop.....	0	0	0	do.
108. Other engineering projects.....	0	0	XXXXXXXXXXXXXX	
109. Farm management.....	0	0	XXXXXXXXXXXXXX	
110. Beautification of home grounds.....	0	0	XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....	76	56 56'	210 159	dishes prepared meals served
112. Canning and preserving (other than freezing).....	0	0	0	quarts
113. Freezing of foods.....	1	1	212	quarts frozen
114. Health, nursing, first aid.....	0	0	XX 0	pounds frozen
115. Child care.....	0	0	XXXXXXXXXXXXXX	
116. Clothing.....	73	54	69	articles
117. Home management.....	0	0	XX 80	garments
118. Home furnishings and room improvement.....	0	0	0	articles
			0	rooms
119. Home industries, arts, crafts.....	0	0	0	articles
120. Junior leadership.....	0	0	XXXXXXXXXXXXXX	
121. All other.....	0	0	XXXXXXXXXXXXXX	
122. Total.....	307	193	XXXXXXXXXXXXXX	



## 4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS.....		13
124. Different 4-H Club members—	Boys	Girls
a. Enrolled.....	116	163
b. Completing.....	73	120
125. 4-H Club members from—		
a. Farm homes.....	98	81
b. Rural nonfarm homes.....	0	27
c. Urban homes.....	18	55
126. 4-H Club members enrolled by years in club work:		
a. 1st year.....	50	101
b. 2d year.....	26	30
c. 3d year.....	24	16
d. 4th year.....	10	11
e. 5th year.....	4	4
f. 6th year and over.....	2	1
127. 4-H Club members enrolled by ages:		
a. 10 years and under.....	21	63 53
b. 11 years.....	15	23
c. 12 years.....	21	40
d. 13 years.....	24	19
e. 14 years.....	14	17
f. 15 years.....	14	6
g. 16 years.....	6	2
h. 17-20 years, inclusive.....	1	3
128. 4-H Club members who received definite training in—	Boys and Girls	
a. Judging.....	0	
b. Giving demonstrations.....	100	
c. Group recreation leadership.....	14	
d. Music appreciation.....	0	
e. Money management (thrift).....	0	
f. Farm and home safety.....	17	
g. Citizenship.....	50	
h. Personality improvement.....	0	
i. Soil and water conservation.....	0	
j. Forestry.....	2	
k. Health, nursing, first aid.....	0	
129. 4-H Club members having health examination because of participation in the extension program.....	0	
130. Number of members participating in a 4-H Club camp.....	29	
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....	12	





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	Rural nonfarm	Urban
	A	B	C
	Estimated number	Estimated number	Estimated number
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.....	925 <del>1925</del>	25	40
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economies) practices this year.....	720	95	125
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	925 <del>1925</del>	106	140

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	
D				
<b>FEDERAL AGENCIES</b>				
146. Agricultural Mobilization Committee.....	0	0	2	1
147. Bureau of Land Management, Bureau of Reclamation.....	0	0	0	0
148. Farm Credit Administration.....	0	0	2	0
149. Farm Home Administration.....	0	0	2	2
150. Fish and Wildlife Service.....	0	0	0	0
151. Forest Service.....	0	0	2	1
152. Bureau of Indian Affairs.....	0	0	0	0
153. Production and Marketing Administration.....	0	0	20	20
154. Rural Electrification Administration.....	0	0	2	0
155. Selective Service System.....	0	0	1/2	0
156. Soil Conservation Service.....	0	0	0	0
157. Valley authority (TVA, etc.).....	0	0	0	0
158. Other (specify).....	0	0	0	0
<b>STATE AGENCIES</b>				
159. Health department.....	0	0	1/2	0
160. Highway department.....	0	0	1/2	0
161. State departments of agriculture and forestry.....	0	0	2	1
162. State department of education: General schools.....	0	0	1/2	0
163. State employment service.....	0	0	1/2	0
164. Welfare department.....	1	0	1/2	0
165. Other (specify).....	0	0	0	0
<b>COUNTY AGENCIES</b>				
166. Soil conservation districts.....	0	0	30	10
167. Vocational-agriculture and home economics departments.....	0	3	2	2
168. Other (specify).....	0	0	2	1
169. Other (specify).....	0	0	1	3

## EXTENSION 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 file, 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.