

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Federal Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Amelia State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Dorothy H. Smith</u>	<u>Home Agent</u>	<u>Dec. 1, 1953</u>	<u>Jan. 31, 1954</u>
<u>Mary J. Williams</u>	<u>Home Agent</u>	<u>Mar. 1, 1954</u>	<u>Nov. 30, 1954</u>
<u>E. L. Wood</u>	<u>County Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>
<u>Brian A. Nelson</u>	<u>Asst. County Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>



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

Approved: _____

Date: _____

State Extension Director

Form ES-21
(Revised June, 1954)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work, as determined in item 29, should report ALL OF THEIR WORK in the column provided on pages 3 and 7. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B.

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

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

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

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number	303	589	668	1471
2. Office calls..... do	230	1418	1621	1851
3. Telephone calls..... do	1534	2061	2487	4520
4. News articles or stories prepared Number	74	49	48	171
5. Broadcasts made or prepared:				
a. Radio..... Number	27	20	18	65
b. Television..... do	0	0	0	0
6. Bulletins distributed..... do	7090	2780	3295	11,165
7. Adult result demonstrations conducted..... Number	10	11	11	21
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	12	12	16	28
(2)..... Attendance	203	135	166	369
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	13	11	2	13
(2)..... Attendance	180	150	41	180
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	86	41	85	171
(2)..... Attendance	2490	1336	1553	4043
b. YMW work:				
(1)..... Number	9	7	22	26
(2)..... Attendance	225	135	494	619
c. 4-H Club work:				
(1)..... Number	100	88	13	121
(2)..... Attendance	2311	1844	1035	2824
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	101		9	104
(2)..... Attendance	1983		197	1949
b. YMW work:				
(1)..... Number	11			11
(2)..... Attendance	162			162
c. 4-H Club work:				
(1)..... Number	35	35		35
(2)..... Attendance	910	910		910

EXTENSION ORGANIZATION AND PROGRAM PLANNING--*Interpretation*

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

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

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

Item	Councils or committees		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all or general.....	1	13	1	1
b. Agricultural.....	4	42	11	71
c. Home demonstration.....	1	31	2	51
d. Young men and women.....	1	5	2	9
e. 4-H Club.....	1	54	2	57

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.....	32
b. County meetings.....	15	162

14. Number of fact-finding surveys for program-planning purposes made during the year..... 3

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.....	140	14	XXXX	XXXX
b. In adult home demonstration work.....	21	127	XXXX	XXXX
c. In young men and women's work.....	7	15	XXXX	XXXX
d. In 4-H Club work.....	6	24	8	7
e. Total number of DIFFERENT leaders.....	153	166	8	7

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 13

17. Number of members in such clubs or groups..... 272

PROGRAM EMPHASIS—*Interpretation*

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 month's service for each. Report months of service to the nearest whole month.
19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed. Time should be reported to the nearest whole day.
21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents engaged in the respective line of work. Time should be reported to the nearest whole day. Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. For example: 21c pertains to the time spent on the crop work as reported on page 9; 21d to the livestock work on page 11; and similarly through 21s; 21t covers the miscellaneous items reported on page 29, as well as time not accounted for elsewhere. Time in training local leaders in extension organization, and program planning should be reported under 21a. Training of local leaders in subject matter should be reported under one of the appropriate subject headings 21c through 21t. Additional information is given below.
- Days devoted to cooperation with other agencies (items 146 through 169) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".
- 21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.
- 21b. This is to include days spent attending summer extension courses, workshops, district and State extension conferences, and other training activities organized primarily for the purpose of the professional development of extension personnel.
- The sum of subitems "a" through "t" should equal the total reported in item 19.

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	11	12	12	35
19. Total days worked.....	262	293	288	843
20. Days devoted to—				
a. Adult work.....	137	162	251	550
b. YMW work.....	15	27	15	57
c. 4-H Club work.....	110	104	22	236
21. Days devoted to—				
a. Extension organization and program planning.....	125	20	46	191
b. In-service training of agents.....	11	27	46	84
c. Crops.....		69	60	129
d. Livestock.....		60	65	125
e. Marketing; distribution; and service organizations.....		9	13	22
f. Soil and water conservation and management.....		15	17	32
g. Forestry.....		2	3	5
h. Wildlife.....			1	1
i. Planning and management of the farm business.....		31	23	54
j. Farm buildings and farm me- chanical equipment.....		11	8	19
k. House and surroundings, furnish- ings and equipment.....	16	2	4	22
l. Home management.....	16			16
m. Family economics.....	6			6
n. Clothing.....	17			17
o. Foods and nutrition.....	24			24
p. Health.....	2			2
q. Family life, child development, and parent education.....	6			6
r. Safety.....	4	6		10
s. Community development and public affairs.....	31	13		44
t. Days that cannot be charged specifically to one of items a through s.....	4	28	2	34

CROPS—Production and Marketing—Interpretation

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

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

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

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

CROPS—Production and Marketing

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

U. S. GOVERNMENT

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	21	19	—	25	—	—	—	4
23. Total number of personal contacts made individually or through meetings.....	1250	1500	—	1100	—	—	—	120
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	1200	1200	—	1400	—	—	—	600
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....	1100	850	—	1000	—	—	—	450
Of this number how many were assisted with—								
a. Use of improved varieties and strains.....	800	700	—	800	—	—	—	20
b. Use of fertilizers.....	650	650	—	700	—	—	—	10
c. Control of injurious insects.....	500	200	—	925	—	—	—	130
d. Control of diseases.....	650	300	—	800	—	—	—	90
e. Harvesting, storing, and curing.....	750	700	—	800	—	—	—	—
f. Efficient work methods.....	300	600	—	300	—	—	—	—
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....	800	—	—	600	—	—	—	—
Of this number how many were assisted with—								
a. Preparation for market.....	100	—	—	150	—	—	—	—
b. Commodity outlook and market information.....	800	—	—	600	—	—	—	—
c. Arranging to sell and selling.....	100	—	—	25	—	—	—	—

LIVESTOCK—Production and Marketing—Interpretation

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

F. Under "other livestock," persons assisted in work with horses and mules, rabbits for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.

27. Voluntary local leaders who have ACTIVELY ENGAGED in furthering extension work with each kind of livestock. See also interpretation of item 8.

28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held or participated in, in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.

29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons in the county assisted or influenced TO MAKE SOME CHANGE, either through adoption of a new, or improvement in an old, practice—

- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
- (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
- (3) Probable number of other persons in the county reached through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
- (4) All available evidence indicating the percentage of the potential clientele in the county: Number

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

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

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

30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in 30a through 30e, plus other production and management practices emphasized in the county extension program. Item 30 cannot exceed item 29, but will usually be larger than any one of the specific practice items.

- a. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
- e. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.

31. Includes total number of DIFFERENT producers assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.

- a. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
- b. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
- c. Persons assisted primarily with those activities involved in arrangements incident to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products A	Poultry and products B	Beef cattle C	Sheep, goats, and products D	Swine E	Other livestock and products F
27. Number of voluntary local leaders assisting	31	3	12	2	5	
28. Total number of personal contacts made individually or through meetings	1000	900	300	60	900	10
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	1200	1200	280	30	700	7
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management	900	1100	280	28	650	7
Of this number how many were assisted with—						
a. Selection and breeding	400	200	75	20	150	7
b. Feeding	800	1100	125	28	200	7
c. Controlling external parasites	750	1100	250	28	600	0
d. Controlling diseases and internal parasites	400	1100	250	28	600	0
e. Efficient work methods	200	100	125	20	400	0
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing	250	700	250	28	250	—
Of this number how many were assisted with—						
a. Preparation for market	—	—	—	28	—	—
b. Commodity outlook and market information	250	600	250	28	250	—
c. Arranging to sell and selling	100	—	40	28	—	—

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

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

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives assisted	Members in county	Cooperatives in column A given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Public-relations and membership problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing	6	800	6	6	6	6
b. Farm and home service	7	500	6	6	6	7

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	7	350
b. Farm and home service	5	120

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

	Number
a. Marketing	—
b. Service facilities	—
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products	—
b. Home products (arts, crafts, etc.)	—
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.	6
b. Hay and other forage crops	5
c. Cotton: (1) Cotton ginner	—
(2) Other	—
d. Tobacco	1
e. Oil crops (soybeans, flax, peanuts, etc.)	—
f. Sugar crops	3
g. Dairy and dairy products	—
h. Poultry and poultry products	—
i. Meat animals and meat products	2
j. Fruits and nuts	—
k. Vegetables including potatoes	—
37. Food retailers assisted with merchandising problems	—
38. Persons assisted with CONSUMER information on agricultural products..... <i>estimated total</i>	400

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

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

- A. Soil-and-water conservation and management refers to all extension work incident to the improvement of soil fertility and the continuous productive capacity of the land. Practices, such as the application of fertilizer utilized PRIMARILY by the crop to which it is applied, should be reported under Crops. However, certain practices, such as fertilizer application, may contribute to both immediate crop-production gain and long-time soil improvement. Some duplication in the reporting of such practices is inevitable.
- 39, 40, and 41. See interpretation of corresponding items under Crops and Livestock.
- 41. Figures in columns A, B, and C will usually be larger than any one of the subitems in 42, 43, or 44, respectively.
- 42. Item—
 - e. Refers to development of water supplies, both gravity and underground; storage, reservoirs, tanks, distribution systems, and the like. Persons given assistance in determining the quality of water for crop purposes are to be included.
 - f. Refers to problems relating to the removal of excess water: Installation of tile, drainage-

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

- g. Reports assistance given with problems relating to the application of water to the land; water measurement; penetration duty of water, and the like.
- h and i. Report only application of soil amendments and fertilizers that contribute to land protection and sustained productivity of the soil. Where such applications are made primarily for use of a crop currently grown, such assistance is to be reported under the appropriate crop.
- 44. Item—
 - a. Reports only those assisted in the construction or management of ponds for fish. Ponds constructed primarily for storage of water for use in irrigation should be reported in subitem 42e.
 - b. Refers to the planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders, and with other plantings for food and protection in wildlife areas.
 - c. Includes protection of such wildlife areas as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock.

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.

	Dairy animals and products A	Poultry and products B	Beef cattle C	Sheep, goats, and products D	Swine E	Other livestock and products F
27. Number of voluntary local leaders assisting.....	31	3	12	2	5	
28. Total number of personal contacts made individually or through meetings.....	1000	900	300	60	900	10
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	1200	1200	280	30	700	7
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management.....	900	1100	280	28	650	7
Of this number how many were assisted with—						
a. Selection and breeding.....	400	200	75	20	150	7
b. Feeding.....	500	1100	125	28	200	7
c. Controlling external parasites.....	750	1100	250	28	600	0
d. Controlling diseases and internal parasites.....	400	1100	250	28	600	0
e. Efficient work methods.....	200	100	125	20	400	0
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....	250	700	250	28	250	—
Of this number how many were assisted with—						
a. Preparation for market.....	—	—	—	28	—	—
b. Commodity outlook and market information.....	250	600	250	28	250	—
c. Arranging to sell and selling.....	100	—	40	28	—	—

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.
33. Item should include—
- a. 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.
34. 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.
35. 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 ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
 - d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
 - e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
 - f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
 - g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
 - h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
 - i. Auction-market operators, terminal markets, processing plants including local becker plants, buyers of livestock and wool, lamb and wool pools, and feeder-raif and feeder-pig auction demonstrations.
 - j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in Item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (subitem 55a), home equipment (subitem 61a), and clothing (subitem 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives assisted	Members in county	Cooperatives in column A given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Public-relations and membership problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing	6	800	6	6	6	6
b. Farm and home service	7	500	6	6	6	7

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	7	350
b. Farm and home service	5	120

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

	Number
a. Marketing	-
b. Service facilities	-
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	-
a. Agricultural products	-
b. Home products (arts, crafts, etc.)	-
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.	6
b. Hay and other forage crops	5
c. Cotton: (1) Cotton ginners	-
(2) Other	1
d. Tobacco	-
e. Oil crops (soybeans, flax, peanuts, etc.)	-
f. Sugar crops	-
g. Dairy and dairy products	3
h. Poultry and poultry products	-
i. Meat animals and meat products	2
j. Fruits and nuts	-
k. Vegetables including potatoes	-
37. Food retailers assisted with merchandising problems	400
38. Persons assisted with CONSUMER information on agricultural products.....estimated total	400

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

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

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

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

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

42. Item—

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

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

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

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

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

44. Item—

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

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.....	23	16	16
40. Total number of personal contacts made individually or through meetings.....	1000	300	400
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	1350	150	275
42. Farmers and other individuals reported in item 41-A assisted with—			Estimated number
a. Proper land use.....			750
b. Contour and strip cropping.....			175
c. Terracing.....			50
d. Grassing waterways.....			25
e. Water supply, storage, and distribution.....			300
f. Drainage.....			15
g. Irrigation.....			20
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....			750
i. Use of fertilizers (commercial and barnyard) (See subitem 25b).....			1200
j. Production of soil-improvement crops.....			700
k. Crop rotations.....			1100
l. Land clearing.....			50
43. Farmers and other individuals reported in item 41-B assisted with—			
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....			32
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....			100
c. Timber harvesting (includes selective and other recommended cutting for forest products).....			80
d. Estimating and appraising.....			18
e. Production of maple-sirup products or naval stores.....			—
f. Treating wood products with preservatives (fence posts and building timbers).....			75
g. Marketing of forest products (includes markets and timber-selling practices).....			15
h. Fire prevention.....			100
44. Farmers and other individuals reported in item 41-C assisted with—			
a. Construction or management of ponds for fish.....			150
b. Making food and cover plantings for wildlife.....			150
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. Subitem 48e refers to long-time adjustments, and should include adjustments made from year to year.
- e. Special work in helping farmers to develop new sources of income.
- Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
 - Help given persons in locating and/or appraising a farm for rental or purchase.
 - Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
 - Leases, partnerships, property transfers, and farm and liability insurance. (See subitem 66d.)
 - 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	39
46. Total number of personal contacts made individually or through meetings	788
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	400
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook	400
b. Keeping and analyzing farm records	375
c. Developing an over-all farm plan	150
d. Making needed adjustments in farm organization	200
e. Developing supplemental sources of income	200
f. Obtaining and using credit	175
g. Selecting a farm for rental or purchase	30
h. Obtaining, training, and using farm labor	60
i. Legal aspects of the farm business	90
j. Income-tax accounting and related problems	300
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers	5
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers	3

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

- 53. Figures in columns A and B will usually be larger than any one of the subitems in 54 or 55 respectively.
- 54. The farmhouse should NOT be included. It should be reported under item 60.
 - a. This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
 - b and c. Also include planning and decisions relating to efficient lay-out within a farm building.
 - d. Also include equipment that may be constructed as part of the building.

- 55. Item—
 - a. Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
 - b. Refers to labor-saving devices and equipment developed or built by the farmer.
- 56. Item should include the use of electricity in the farm business, such as electric brooders and motors for building equipment.

FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

Item	Farm buildings		Farm mechanical equipment
	A	B	
51. Number of voluntary local leaders assisting	7	10	
52. Total number of personal contacts made individually or through meetings	300	200	
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	250	200	
54. Farmers and other individuals reported in item 53-A, assisted with—			<i>Estimated number</i>
a. Arrangement of farm-building lay-out			20
b. Construction of farm buildings			180
c. Remodeling or repairing farm buildings			20
d. Selection or construction of farm-building equipment			10
55. Farmers and other individuals reported in item 53-B, assisted with—			
a. Selection of farm mechanical equipment			75
b. Developing labor-saving devices and equipment			20
c. Use, care, and repair of farm mechanical equipment			150
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes			200

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

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

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

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

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

58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 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 in the county influenced **TO MAKE SOME CHANGE**, either through adopting a new practice or improving an old practice, the following factors should be considered:

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

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

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

60. Item—

- c. Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.
- d. Refers to storage space in any other area of house other than kitchen and laundry.
- e. 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.
- f. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

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

61. Item should include—

- a. Electrical equipment in the home. Work done with sewing equipment should be reported under subitem 67d.
- e. 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	12	6
58. Total number of personal contacts made individually or through meetings.....	435	313
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices.....	300	200
60. Families, homemakers, and other individuals reported in item 59-A assisted with—		
		Estimated number
a. Building a new house.....		6
b. Remodeling or repairing the house.....		17
c. Improving kitchen or laundry.....		8
d. Improving storage space.....		15
e. Selection, installation, use, and care of water and/or sewage systems.....		3
f. Selection, installation, use, and care of heating and/or cooling systems.....		2
g. Planning electrical systems.....		
h. Landscaping home grounds.....		200
61. Homemakers and other individuals reported in item 59-B assisted with—		
a. Selection, use, and care of home equipment (other than sewing equipment).....		56
b. Selection, use, and construction of home furnishings.....		17
c. Repair, reconditioning, and care of home furnishings.....		45
d. Furniture arrangement and use of accessories.....		7
e. Color schemes and wall finishes.....		7
f. Floor finishes.....		13

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

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

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

Assistance includes work done—

b. In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)

c. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in subitem 67b.)

66. Includes work done—

b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).

d. On wills, inheritance, insurance, notes and installment-buying contracts. Subitem 48i covers legal affairs pertaining to the farm business.

67. Includes work done—

a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.

b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 137.

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 assisting.....	20	14	21
63. Total number of personal contacts made individually or through meetings.....	310	316	285
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....	250	215	250
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			
b. In improving housekeeping methods.....			
c. With family laundering.....			234
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			245
b. With family financial planning.....			
c. With keeping and analyzing home records.....			
d. With family legal matters.....			16
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			37
b. With care and mending of clothing.....			85
c. With clothing construction.....			250
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			4
e. With good grooming and posture (personal appearance).....			236

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

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

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

70. Considers factors outlined for item 59.

71. Assistance includes—

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

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

72. Assistance includes—

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

73. Work includes assisting families in—

- c. 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—

- c. 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.....	21	16		16
69. Total number of personal contacts made individually or through meetings.....	567	475		427
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	400	350		225
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				400
b. In selecting food.....				300
c. With meal planning and food preparation.....				300
d. With preservation and storage of food.....				230
e. In improving diets.....				150
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				35
b. First aid and home nursing.....				150
c. Dental-health education.....				
d. Health education leading to physical examination by a physician.....				
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				
b. Providing recommended play, clothing, and equipment suited to age of children.....				
c. Understanding roles of family members and strengthening family relationships.....				
d. Individual adjustments and personality development.....				
e. Home and family recreation.....				
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				200
b. Accident prevention around the farm and home.....				200
c. Accident prevention away from home place.....				200

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

- A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.
- B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.

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

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

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

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

77. Item includes—

j. Music, drama, and art.

78. Item includes—

a. Such regional or area development programs or projects as river basin; watershed; soil conservation district; land use; land reclamation; food 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.

M I A

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
75. Citizenship activities	18	9	237	1600
76. Developing and improving county or community organization	45	16	206	1500
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.	7	7	20	200
b. Improving health facilities, services, and programs	2	9	14	490
c. Improving schools	5	4	15	500
d. Improving churches	8	10	25	490
e. Bettering town-country relations				
f. Libraries				
g. Roads				
h. Telephones				
i. Community centers	1	9	3	25
j. Recreation programs and facilities	3	9	5	76
k. Community beautification	3	3	7	42
78. Regional or area development programs or projects	1	9	5	45
79. National programs and proposals affecting agriculture and rural life	1	3	24	48
80. World affairs	3	9	7	1200
81. Emergency activities				

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

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

The following items include projects in—

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

SUMMARY OF 4-H CLUB PROJECTS

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

Item	Members enrolled		Members completing		Units involved in completed projects	
	A	B	C			
	Number	Number	Number			
82. Corn.....	3	3	3			acres
83. Other cereals.....	7	7	7			do.
84. Peanuts.....						do.
85. Soybeans, field peas, alfalfa, and other legumes.....						do.
86. Potatoes, Irish and sweet.....						do.
87. Cotton.....						do.
88. Tobacco.....	13	11	12			do.
89. Vegetable growing.....	1	1	15			do.
90. Fruits.....						do.
91. Range and pasture.....						do.
92. Other crops.....						do.
93. Soil and water conservation and management.....						do.
94. Forestry.....	14	12	10			do.
95. Wildlife and nature study.....				XXXXXXXXXXXXXX		
96. Poultry (including turkeys).....	9	9	1100			birds
97. Dairy cattle.....	18	15	17			animals
98. Beef cattle.....	11	11	11			do.
99. Sheep.....						do.
100. Swine.....	28	23	31			do.
101. Rabbits.....	5	5	75			do.
102. Other livestock.....						do.
103. Bees.....						colonies
104. Entomology.....	1	1		XXXXXXXXXXXXXX		
105. Tractor maintenance.....	15	15	18			tractors
106. Electricity.....	15	10	56			articles
107. Farm shop.....						do.
108. Other engineering projects.....				XXXXXXXXXXXXXX		
109. Farm management.....				XXXXXXXXXXXXXX		
110. Beautification of home grounds.....				XXXXXXXXXXXXXX		
111. Meal planning and preparation (include baking and food selection).....	86	61	437			dishes prepared
			1573			meals served
112. Canning and preserving (other than freezing).....	10	8	1157			quarts
	10	8	739			quarts frozen
113. Freezing of foods.....			452	XX		pounds frozen
114. Health, nursing, and first aid.....				XXXXXXXXXXXXXX		
115. Child care.....				XXXXXXXXXXXXXX		
116. Clothing.....	62	44	81			articles
117. Home management.....			67	XX		garments
118. Home furnishings and room improvement.....	6	6	93			articles
			6			rooms
119. Home industries, arts, and crafts.....				XXXXXXXXXXXXXX		articles
120. Junior leadership.....				XXXXXXXXXXXXXX		
121. All other.....	8	8		XXXXXXXXXXXXXX		
122. Total.....	316	252		XXXXXXXXXXXXXX		

4-H CLUB MEMBERSHIP--*Interpretation*

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.
124. 4-H Club members--
- Enrolled are those boys and girls who actually start the work outlined for the year.
 - Completing are those boys and girls who satisfactorily finish the work outlined for the year.
125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.
- Bureau of the Census definition of a farm as used in the 1950 Census is:
 - In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$100 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$100 or more.
 - Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.
 - Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.
127. Age of club members at time of enrollment is to be used as basis for reporting.
128. Report only club members who received DEFINITE training in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.
- Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to SAVE.
130. A 4-H Club camp is conducted under the direction of a professional extension worker or voluntary local leader and provides a group of club members with the experience of being away from home overnight and participating in an organized educational, recreational, or nature-study program. Do not include "day camps," short courses, picnics, institutes, or other similar training or recreation events.

4-H CLUB MEMBERSHIP

		Boys	Girls
123. Number of 4-H Clubs.....			8
124. Differentials 4-H Club members—			
a. Enrolled.....		110	133
b. Completing.....		9097	91
125. 4-H Club members from—			
a. Farm homes.....		102	119
b. Rural nonfarm homes.....		8	14
c. Urban homes.....		110	133
	(For checking purposes; total equals 124a)		
126. 4-H Club members enrolled by years in club work:			
a. 1st year.....		35	31
b. 2nd year.....		24	36
c. 3rd year.....		16	31
d. 4th year.....		22	29
e. 5th year.....		6	5
f. 6th year and over.....		7	1
	(For checking purposes; total equals 124a)	110	133
127. 4-H Club members enrolled by ages:			
a. 10 years and under.....		28	25
b. 11 years.....		19	27
c. 12 years.....		20	32
d. 13 years.....		14	20
e. 14 years.....		15	19
f. 15 years.....		8	7
g. 16 years.....		4	2
h. 17-20 years, inclusive.....		2	1
	(For checking purposes; total equals 124a)	110	133
128. 4-H Club members who received definite training in—			Members
a. Sewing.....			175
b. Giving demonstrations.....			101
c. Group recreation leadership.....			60
d. Music appreciation.....			186
e. Money management (thrift).....			238
f. Farm and home safety.....			238
g. Citizenship.....			238
h. Personality improvement.....			15
i. Soil and water conservation.....			18
j. Forestry.....			238
k. Health, nursing, and first aid.....			238
129. 4-H Club members having health examination because of participation in the extension program.....			25
130. Number of members attending a 4-H Club camp.....			8
131. 4-H Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....			8

MISCELLANEOUS—*Interpretation*

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25e.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, rabbits, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.
142. Other than those incident to foods, clothing, housefurnishings, etc., which are to be reported in their respective subject-matter sections. Assistance in the selling of arts and crafts is to be reported in subitem 35b.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	800
137. FAMILIES assisted with control of household insects.....	250
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-farm storage of grain.....	8
139. FARMERS and other individuals assisted with control of noxious weeds.....	150
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	1000
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	8
142. FAMILIES assisted with practices incident to production of arts and crafts.....	

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

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

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

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

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

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	600	100	10
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	550	100	12
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	640	120	18

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

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

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

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

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

165. Line is left blank for State use.

168. Line is left blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
FEDERAL AGENCIES				
146. Item discontinued.....				
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....		1	3	
149. Farmers Home Administration.....	2	2	3	1
150. Fish and Wildlife Service.....			2	
151. Forest Service.....		1	4	
152. Bureau of Indian Affairs.....			—	
153. Agricultural Stabilization and Conservation Program Committee.....		9	18	
154. Rural Electrification Administration.....	4	3	2	2
155. Selective Service System.....			1	
156. Soil Conservation Service.....		15	24	
157. Valley authority (TVA, etc.).....			—	
158. Other (specify).....				
STATE AGENCIES				
159. Health department.....	3	1	1	1
160. Highway department.....	2	1	1	
161. State departments of agriculture and forestry.....		2	3	2
162. State department of education: General schools.....	15		3	4
163. State employment service.....			2	
164. Welfare department.....	1			
165. Other (specify).....				
COUNTY AGENCIES				
166. Soil conservation districts.....		1	3	
167. Vocational-agriculture and home economics departments.....	5		6	1
168. Other (specify).....				

HOW TO PREPARE YOUR ANNUAL REPORT

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

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

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

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

General Directions

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

The Narrative Report

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

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

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

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

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

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

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

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

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

The Statistical Report

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

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

Annual Report

COUNTY EXTENSION WORK

Virginia Agricultural Extension Service



1954

E. L. Wood

agent

H. A. Holmes

assistant agent

Amelia

county

72

ANNUAL NARATIVE REPORT

COUNTY AGENT'S WORK

AMELIA COUNTY

VIRGINIA

* 1954 *

E. L. Wood,

County Farm Agent

H. A. Holmes, Assistant Agent

Almayda T. Barksdale, Stenographer

December 1, 1953 - November 30, 1954

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III TYPE OF AGRICULTURE

Amelia County, consisting of 378 square miles with 1,098 farms averaging 147.3 acres, is located in the lower Piedmont region of Virginia.

The county has increased its livestock numbers very rapidly during the past 10 to 15 years. The 1950 census listed Amelia County with 3,520 head of beef cattle; we estimate this number close to 5,000 head now. Dairy Cattle was listed at 6,245; we estimate them near 7,500 to 8,000 now. Sheep were listed at 593; there are close to 700 head now. Hogs were listed at 5,015; they have also increased. Poultry was listed at 88,217. We have an increase in the number of large broiler producers with houses of 5,000 capacity and up.

Our tobacco acreage has been on the decline for years. In 1954 we had acres of Dark Tobacco and 1,463 acres of Flue Tobacco. Therefore, our program has been planned to get increased acreage of hay, pasture and feed grains; better livestock, and to furnish information to farm people to get more efficient production and marketing of livestock and livestock products. The tremendous increase in dairying has demanded an extensive dairy program.

The 1953 and 1954 drought has increased the cost of feed purchased. The price squeeze which farmers are experiencing makes efficiency of production and marketing a must in our program. About 30% to 40% of our farmers are young men who have never before experienced two or more years of declining prices. The big problem now facing us is can we get them to adjust to meet the adjustment, period, recession or depression which is evident. Many of these farmers, especially those who have most recently gone into the dairy business are deeply in debt.

The drought of 1953 and of 1954 were the first experienced by about half of our farmers. We must guide them to better prepare for a recurrence of such a condition by producing and harvesting a greater portion of their feed needs in the spring and get away from depending on late summer one-crop hays.

Our crop yields have increased annually. Our acreages and yields of Alfalfa, other perennial hays and pastures have increased. Our small grain acreage and yields have increased annually, but we have need for more acreage and higher yields.

For our dairy and other livestock farmers we need better management and a more complete program in sanitation and parasite control.

IV. COUNTY ORGANIZATION

1. Extension Organization

- A. Amelia County Livestock Improvement Association.
- B. Dairy Herd Improvement Association.
- C. Beef Cattle Organization.
- D. Agronomy Committee.
- E. Forestry Committee.
- F. 4-H Club County Council.
- G. Two Artificial Breeding Associations - Notoway and Powhatan .

2. Other Organizations Cooperating in Extension Program

- A. Rural Churches
- B. Drought Committee
- C. Soil Conservation Committee
- D. A.S.C. County and Community Committees
- E. Two Local Granges
- F. County Farm Bureau

G. Richmond and Southside Milk Producers Associations

H. Southern States Amelia Cooperative

I. The Virginia Dark Fired Tobacco Growers Cooperative Marketing Association

J. Amelia Cooperative Farmers Club (Veteran's Classes)

K. Woman's Club

L. Garden Club

M. P.T.A. 's of Consolidated School and Three Local Schools

N. Amelia County Buritan Club

O. Telephone Committee

P. Amelia County Bridle Club

V. DAIRY PROGRAM

A. Situation

Since 1940 the Grade A milk producers in Amelia County have increased nearly 400%. In 1940 we had approximately 200 shipping cream, today better than half of them are producers of Grade A or Cooler Grade milk and we still have nearly as many shipping cream as we did in 1940. Since 1940 we have had a large dairy plant located in Amelia County. It is a receiving station for Grade A and Cooler Grade milk and also pasteurizes milk. We have need for a progressive extension dairy program in Amelia County to continue improvement on the established farms and a more extensive program to guide those coming in as new producers. The Dairy Program is planned by a Dairy Committee consisting of seven members. They are elected by the D.H.I.A. membership consisting of 23 members.

B. Goals

1. The greatest need is for timely information in dairy management breeding and the production of feed. We planned to furnish this information by radio, newspapers, circular letters, circulars, bulletins, meetings, tours, farm visits and furnishing plans for dairy building.
2. To use our D.H.I.A. records to do the best job of culling, feeding and managing our herds for efficient production.
3. To hold three dinner meetings of the county dairymen during the year with an educational program at each meeting that will bring the latest information to our dairymen.
4. Get our dairymen to attend the county pasture tour.
5. Strengthen our dairy marketing program by getting 100% of our shippers to join and support our marketing associations and support the educational program to increase the sale of dairy products.
6. Promote the artificial breeding program. Urge our dairymen to use this service on enough of their best cows to produce sufficient heifers for normal herd replacement and to support a rigid culling program.
7. To continue the bangs program until all cattle are tested and all heifer calves are vaccinated for bangs.
8. Get a representative group of our D.H.I.A. members in the Better Farming Contest, sponsored by our local bank.
9. Co-operate with the educational program for the production of the maximum amount of good pastures and legume hay with particular emphasis on soil samples for the wisest use of lime and fertilizer.

10. Pasture management to include rotational grazing, clipping and a balanced pasture system to get maximum amount of efficient forage production.
11. Work with the Extension Service Specialists in getting the latest information to our dairymen.
12. To co-operate with the Soil Conservation Service and the A.S.C. for better land use and maximum soil conservation.
13. Realizing the need for more D.H.I.A. work in the county; we will continue to promote the organization of another D.H.I.A.
14. To co-operate with the County Fair and put on a good dairy show.
15. To promote the F.F.A. and 4-H Club Dairy Programs in the County.

C. Methods & Results

Three Dairy Dinner Meetings were held, one in February, June and November with an educational program. These dinners are sponsored by the dairy committee of the County DHIA but all dairymen of the county are invited to the meetings. We had a total attendance of 198 at the three dinners. This has been an excellent source of getting information to our dairy farmers.

Our Annual Dairy Show was held for boys and girls and an adult or open show. Our show was small but a wonderful educational feature, in selecting dairy animals for type and development.

Twenty three herds have been in our DHIA Association for the 12 months. Three more have signed contracts to test but we have been unsuccessful in getting a tester. DHIA records have been used for educational purposes, especially a discussion on the herd summaries at the end of the year.

We have been breeding more cattle artificially this year. This, we feel, has been the result of our educational program and two very efficient breeding associations operating in the county. One with headquarters in Powhatan and the other in Hottoway. The cows bred in Amelia County are of great importance to the success of both associations.

We have worked with the Southside Cooperative Milk Producers Association in planning a tour of dairymen to visit farms with pipe line milkers. We planned the tour and had 32 farmers of Amelia County to attend. Have worked with this Association with an educational program on pipe line milkers and planning routes to start tank hauling of milk.

We have held several meetings at which the bangs control program was presented. Many farmers were advised individually on bangs, resulting in a great increase in calftub vaccination of calves.

We have 31 grade A milk producers in our Better Farming Contest. From these records we hope to get information to make many improvements and adjustments for more efficient milk production.

A volume of information has been furnished to our dairymen by pamphlets, letters, news articles and radio programs. This included information in agronomy, building, management, building plans and many other subjects.

Our greatest success in educational efforts has been in getting more pastures, rotational grazing, clipping of pastures, more alfalfa, more trench silos resulting in producing and storing more home grown roughage.

The dairy committee meets several times during the year. Once

to plan a dairy program, several times to plan our show. The Dairy Committee has helped select and place eight dairy calves with 4-H Club Members during the past year.

A special Dairy Committee has helped select and solicit cattle for the dairy show at the Amelia County Fair.

With the assistance of Dr. J. O. Rowell, Extension Entomologist, a dairy barn method demonstration was held on fly control with thirty two attending.

VI. BEEF CATTLE

A. Situation

We have about one hundred beef cattle herds in the county. The majority of these are producers of commercial beef cattle established since 1940. There are nine producing registered beef cattle, of which two are Angus, two Polled Hereford and five Horned Herefords. There are enough registered breeders to produce most of the needed bulls for commercial herds. Too many of our commercial producers need assistance in selecting bulls of good type and size.

B. Goals

1. To meet our goal of getting a good registered bull with each beef herd in the county.
2. To work with the beef cattle breeders in selecting only top bull calves to be raised for herd sires steering all other bull calves.
3. Work to increase the number of farmers selling calves in the feeder calf sale by informing them of the program.
4. Get out a beef cattle newsletter bi-monthly to all county beef cattle producers.
5. Have a livestock school.

6. Have a social get-together in late summer similar to a Brunswick stew held in 1952.
7. Sponsor a beef cattle show in the fall.
 - a. Help committee select cattle.
 - b. Secure a judge and help conduct show for maximum education.
 - c. Encourage ~~more~~ producers to cooperate with show.
8. Conduct an extensive educational program on efficient production of pastures and hay, feeding and management of the feeder cattle, cow herds and creep feeding of calves. Also furnish information on the control of internal parasites, external parasites, dehorning, castrating and vaccinating for Blackleg. Continue towards the goal of getting all beef cattle tested for bangs and all heifer calves vaccinated for bangs.

C. Methods and Results

We have helped secure top bulls for four of our registered breeders and sixteen of our commercial producers. We did a good job of selecting bull calves this year and most bull calves kept for sale herd sires have been sold. We are getting a few bulls traded between our producers.

We have arranged for several calves for Junior Projects at very reasonable figures. Boys have been assisted in selecting and buying heifers.

All beef cattle producers are vaccinating their heifers for bangs. We have cooperated with our local veterinarian in getting this job done. Most farmers have been trained to vaccinate their calves for blackleg and we have vaccinated several hundred.

We had two more farmers to sell calves in the Petersburg

feeder calf sale this year. We helped to select the calves and worked with the local veterinarian in testing for bangs and vaccinating.

Our beef cattle show was very good this year. The number of cattle entered were smaller than the year before but they were excellent individuals. The Judge made the show very educational and we feel that a good job was done in teaching quality and type.

We had our annual meeting in January, sponsored a county sale to raise money in July and our county show in October.

Plans for holding chutes, loading ramps, silage feeding racks, trench silos, salt and mineral boxes have been furnished to many producers. We have holding chutes on most farms and the salt and mineral boxes are spotted in the pastures have increased this year. Plans for calf creep have also been furnished and most of our more progressive farmers are using them.

We had more farmers at the livestock school than most counties.

The radio has been used during the year for timely educational programs; such as, lice control, internal parasite control, grub control, bangs program, feeding, management, pastures and hay production. We feel that a very good educational program has been carried out for our beef cattle farmers during 1954 including the drought program.

The County Agent has worked with the Petersburg Feeder Calf Sale Committee and helped with their program.

A very extensive/educational program using bulletins, leaflets, circular letters, radio, news articles and meetings has been conducted during the year. This included information on production of hay, pasture,

silage, trench silos, control of internal and external parasites, feeding and management. Several beef cattle producers went with us to the Middleburg Experiment Station.

VII. OTHER LIVESTOCK

1. Swine

A. Situation

Hog numbers have increased about 50% in the last ten years. Hogs sold commercially net about \$100,000 and hogs for home use are valued at approximately \$100,000. We are not trying to develop large commercial hog producers but encouraging an increase in hog numbers on farms where feed is available and for home use. We need improvement in quality, feeding and management.

B. Goals

Improve quality of hogs by using better boars and brood sows. More efficient production of pork through better feeding, management, housing, and sanitation. Lower the cost of production by increasing acreage of ladino clover pastures for hogs, and controlling internal and external parasites. Continue our purebred pig chains as a source of better breeding stock.

C. Methods and Results

We have done an excellent job of placing our 4-H Club registered pigs in the county. The pigs were advertised as a group and many farmers called the County Agent's office to locate pigs.

We have put on a very extensive educational program on balanced feeding, management, better housing, sanitation and parasite control.

Information on the value of good pastures for hogs has been furnished our commercial hog producers. Mimeographed sheets on pasture system for hogs were furnished our producers and other farmers. Mimeographed sheets have been furnished for the past few years on using sodium fluoride for worms in hogs. Many farmers have been in to get new copies and other information on the control of parasites of hogs.

We have furnished plans for hog houses, farrowing pens, electric pig brooders and hog lot equipment to farmers. We have vaccinated several hundred hogs for hog cholera and made recommendations to most of these farmers for improvement in their methods when visiting the farms.

An excellent job has been done in placing registered pigs from our H-H Club Pig Chain.

2. Sheep

A. Situation

There are 23 farmers in the county that have sheep. We need a better management program including feeding, internal parasite control, and care of ewes just before and during lambing season.

B. Goals

Get more sheep on the farms in the county. Try to do this by increasing the size of some small flocks and establishing new flocks.

Get better management and marketing of sheep, wool and lambs.

C. Methods and Results

Sheep flocks have been increased by three new flocks. Two flocks

have been increased in numbers by buying additional ewes.

We have included timely information on sheep in several radio programs. We helped four farmers to locate and purchase sheep. We have placed four purebred rams and two registered ewes.

We got a commercial sheep shearer in the County to shear nearly 200 sheep. We have furnished bulletins and leaflets on sheep production to each farmer. We helped with the wool pool and had over a 100% increase in pounds of wool shipped in the Blackstone Pool.

We held several demonstrations on docking, castrating, and drenching of sheep. Wool bags and twine were made available to each sheep producer.

3. Poultry

A. Situation

Commercial poultry laying flocks have increased in the county each year for a number of years. This has been true again this year. The number of broiler producers are still increasing. The low price of eggs and broilers with the cost of feed still high, has greatly reduced the income or profit. Many home flocks are still in need of better houses, management and insect control.

B. Goals

1. Keep producers informed on outlook information.
2. Furnish information on the value of securing rapid gaining chicks for broilers and high producing chicks for egg production.
3. Get all producers to purchase U.S. Approved Pullorum Tested, State Certified Chicks.

4. Conduct an educational program^{on} feeding, management of poultry and marketing of eggs.

C. Methods and Results

We presented outlook information in news articles, on radio programs and in talking with the poultrymen. The poultry suggestions furnished by the poultry department have been mailed out regularly. The importance of buying disease free chicks and vaccinating chicks for newcastle disease has been furnished the producers. A very broad educational program has been carried on ~~on~~ management, housing, feeding, etc.

We feel that there has been a great deal of improvement in housing conditions, especially for the farm family size flocks. Several culling demonstrations were held on culling pullets and laying flocks. This has resulted in many farm flocks and commercial flocks being culled for more efficient production. Several flocks were vaccinated for newcastle disease.

Plans for new laying houses, broiler houses and other poultry equipment has been furnished a lot of farmers.

VIII. AGRONOMY

A. Situation

Although we feel that we have had a strong and successful agronomy program for many years we still have many problems and need for a good progressive agronomy program. This has been brought about by the large increase in dairying, beef cattle and other livestock and poultry. The drought of 1953 and 1954 has also added to the need for this program.

We have a good agronomy committee that has received excellent cooperation from the professional workers of the county and specialists from V.P.I. in planning and carrying out our program.

B. Goals

1. Plan a program to meet the needs of all the farmers in Amelia County. Coordinate our program to assist the A.S. & C. and other agencies in doing a better job in agronomy.
2. Have an abundant supply of top pasture, hay and grain produced efficiently on each farm.
3. Get information to each tobacco farmer that will enable them to get maximum dollar returns for their tobacco.
4. To urge and promote proper land use on every farm with a better follow-up program on SCS farm plans. To get each farmer trained to study his farm plan and use it when planning his crops or changes.
5. Try to get the agricultural workers away from taking soil samples and teach each farmer the proper way to take a soil sample and let them take their own samples.
6. Get all row crops on level land or in a system of strip-cropping and/or terracing with established water ways or meadow strips.
7. To use all committees and organizations such as the A.S. & C., Soil Conservation Service, Oranges, veteran groups, agricultural workers and others to get this program over to the farmers.
8. All fertilizer and liming recommendations for all crops and pastures are to be based on soil sample analysis if possible.
9. Our goal is to produce enough alfalfa or other good legume hay

- on every farm to furnish cattle hay needs.
10. Have a pasture tour in late spring or early summer to the Plant Food Institute Demonstrations and other farms.
 11. Have a pasture tour to the Middleburg Pasture Experiment Station.
 12. Get several farms to plant new corn hybrid varieties with a farm in each community.
 13. Have a demonstration of early maturing varieties for picking (Ohio OS4, V.P.I. 645) making it possible to get small grain seeded earlier and for hogging off.
 14. Try to increase the acreage and yields of oats and barley to meet our livestock needs.

C. Methods and Results

A complete agronomy program was planned for the county by the Agronomy Committee, professional workers with the assistance of Messers W. W. Lewis and G. R. Mathews, agronomy specialists, from V.P.I. The plan was completed to include each demonstrator and a calendar of work for each month in carrying out the program.

We were successful in getting some increase in the acreage of alfalfa seeded on proper soil, fertilized and limed according to soil sample results, but the drought prevented us from having as much success as we had planned. This was accomplished by constant teaching on the radio, newspapers, farm meetings, circulars, office and field visits. How to take a soil sample has been explained in every community in the county at our meetings.

Proper land use and soil and water conservation was discussed at seven community meetings. This has resulted in a demand for more assistance in this field and greater accomplishments.

We have taken a more active part in all A.S.C. Meetings, more especially those pertaining to the ACP phase of their work. We worked with the county and community committees and other professional agricultural workers in planning the program. Both the 1954 and 1955 ACP phase of the program has been explained in farm meetings in every community in the county. We have taken a few soil samples but the majority of our samples are now taken by the farmers themselves. The number of soil samples taken in 1954 has about doubled the number in 1953.

We had a group of farmers to attend the Middleburg Experimental farms in the spring.

We had the professional workers and a group of farmers to attend the Charlotte Experiment Station.

The drought caused us to cancel our county pasture tour and our tobacco variety field meetings.

A method demonstration on how to apply gas for nematode control on tobacco was held.

A county meeting was held on the control of Grain Storage insects assisted by Dr. J. O. Rowell, Extension Entomologist. At this same meeting Mr. G. D. Kite, Associate Agricultural Engineer, talked on remodeling building for grain storage and new structures.

A county plant disease and insect clinic was held with the assistance of Mr. S. B. Fenne, Associate Plant Pathologist and Dr. J. O. Rowell, Extension Entomologist.

A group of farmers and our seed dealers attended the Chatham Experiment Station with us.

During August we had Mr. G. R. Mathews, Associate Extension Agronomist, to come to the county and visit a number of tobacco fields because of many problems and conditions we did not understand. This visit was of real value to the farmers visited and helped us in diagnosing these conditions on many other farms.

We worked with the Virginia Agricultural Experiment Station and Extension Service in carrying out a dark tobacco variety experiment. We feel that an excellent job was done by the farmer and the experiment was successful.

We cooperated with our local farm store in putting on a tobacco fertilizer demonstration using concentrated forms of potash and phosphate.

We had good attendance of our seed dealers at the seed meeting held in Richmond last winter.

We furnished a list of recommended varieties of seed to our dealers before they placed their order for their seed supply. Then later each farmer was furnished a copy. This cooperative effort on the part of our seed dealers has made the right varieties of seeds available and helped us to do a better job. The same system is followed in fertilizer, insecticides, fungicides, etc. Two of our seed dealers are always on our agronomy committee and they keep well informed on our program.

Our three N.C.- Va. plant institute pasture fertilizer demonstrations were continued this year. We did not hold field meetings on them because of the drought. We feel that our pasture educational program has been very successful. We have furnished farmers timely information by radio, news articles, circular letters, bulletins,

pamphlets and leaflets. We are getting larger acreages properly fertilized, lined, clipped, more rotation grazing and better seeding.

We are making more recommendations for seed corn and fertilizer for corn. We have had an increase in oats and barley with higher yields again this year. We are getting closer to producing our grain needs. Five farmers were assisted in laying out and digging trench silos. Many more were furnished plans for trench silos.

IX. HOME GARDENS

A. Situation

We do not have any commercial production of vegetables. A few farmers produce white potatoes and sweet potatoes for sale. We need improvement in our home gardens, especially late summer and fall gardens.

B. Goals

1. Get a copy of the vegetable garden suggestions in each farm home and use it as a means to promote better home gardens.
2. Cooperate with county cannery in getting all vegetables canned for home use and surplus canned for school lunches.
3. Furnish timely information on proper storing of vegetables.

C. Methods and Results

A copy of the vegetable garden suggestions were made available to each home. We used the radio a number of times in making home garden recommendations and emphasized the value of a good home garden.

We furnished information on varieties, insect control, disease controls and proper storage of vegetables.

We worked with our seed dealers and they tried to follow our

recommendations in stocking the best vegetable seeds possible. We feel that information on the value and importance of a good garden has reached most farm homes, resulting in better home gardens except for the damage done by the drought.

1. HORTICULTURE

A. Situation

The production of apples, peaches, grapes and strawberries is on a very small scale with no commercial producers. The major portion of the fruits are produced for home consumption for which there is a need and a shortage.

B. Goals

1. Inform farmers as to the kind and varieties of fruit trees to plant, orchards have been discouraged where spray equipment is not available on the farm.
2. Give demonstrations on planting and pruning.
3. Have farmers informed on the spray program and schedule.

C. Methods and Results

A number of farmers were assisted in selecting the proper variety and kind of fruit. Demonstrations were given to the individual farmer on planting and pruning fruit trees and grape vines.

Spray programs which were made available by the Horticultural Department were mailed out from the county agent's office.

Help was given in the control of disease and insects of shrubs at a number of homes, assisting with lawns and flower gardens. These have received quite a bit of my time including two talks to the Garden Clubs. Mr. A. S. Beecher, Assistant Extension Horticulturist, spent two days in the county working with home grounds and shrubs. Three

church yards set up in 1952 were visited and suggestions for following through were made. Mr. Beecher talked to the county garden club. Dr. Rowell also talked to them on the control of diseases of flowers, shrubs and lawns.

XI. FORESTRY

A. Situation

We have thousands of acres of cut over land that needs reseeded, some burned over land and many severely eroded fields that should be planted to tree seedlings.

We need more selective cutting where timber is being harvested, better fire protection and protection of woodland from grazing.

B. Goals

1. Get seedling for 4-H Club boys and have them planted.
2. Cooperate with other agencies in getting farmers to plant more seedlings.
3. Cooperate with Virginia Forest Service, Inc. with their program and help select a tree farmer for the county awards. Cooperate with their poster contest and book cover project.
4. Hold demonstrations on forestry improvement including thinning, marking, planting and pruning.

C. Methods and Results

The 4-H Club boys planted 15,000 pine seedlings, F.F.A. planted 15,000 and the farmers about 50,000 pine seedlings.

Our forestry committee met with a representative of the Virginia Forest Service, Inc. and sponsored their book cover project in the county schools. We tried to get participation in the poster contest but were unsuccessful.

We selected a county tree farmer and will have a forestry program at the time of presentation.

Have worked with the Young Farmers Club in setting up a post peeling and treating service. Plans for the pealer were furnished them from the V.P.I. Forestry Department. Mr. Charles E. Gill visited us and helped to work out our plans for treating posts.

Several days have been spent with the forestry specialists and technicians in walking over farm timber and making recommendations on forestry management practices. Several farmers have been assisted in getting their timber marked for harvesting.

XIII. GUIDANCE PROGRAM FOR VETERANS

A. Situation

We have two veterans' classes; one at the White School and one at the Colored School, with an enrollment of about 45 members. The veterans are from every community and represent each kind of farm in the county. They need to be kept posted on the Extension Program.

B. Goals

Keep the veterans posted and up to date on the results of the experiment stations and help get the latest practices established on their farms and in their homes; that they may become leaders in their communities and use them for demonstrators.

C. Methods and Results

We have worked very closely with the Cooperative Farmers' Club, an organization of farm veterans sponsored by the white veterans class. I have been a member of this club, attended most

meetings, served on committees and appeared on their programs as their speaker. We have had them represented on our beef, dairy, agronomy and forestry committees.

They have been invited to take part and attend all of our meetings such as dairy school, drought feed and production meetings and many others. Their teacher has been very cooperative and given them credit for class attendance when they attended our meetings.

We have furnished them and their instructors with all the latest information from our experiment stations and presented the information^{at} a number of meetings.

III. COOPERATIVES

A. Situation

We have many farm cooperatives operating in Amelia County: The Southside Milk Producers Association that ships milk to the Norfolk Market; the Richmond Milk Producers Association that ships milk to the Richmond Market; the Virginia Dark Fired Tobacco Growers Cooperative Marketing Association; the Sun Cured Tobacco Marketing Cooperative; the United Wool Growers Association; the Southside Electric Cooperative; Southern States Amelia Cooperative; Cooperative Farmers Club; D.H.I.A. Federation, Inc.; two artificial breeding associations; Amelia Livestock Improvement Association, Inc.; The Petersburg Feeder Calf Sale, Inc. and The Amelia County Memorial Center, Inc.

B. Goals

To work with all of the farm cooperatives operating in Amelia County and to use them to promote a strong extension program for the mutual benefit of all of the farmers in the county.

C. Methods and Results

The two milk producers marketing associations, the two tobacco marketing co-ops and the United wool pool all sell farm produce. They have made it possible for the farmers to have a market for their produce and has given them an opportunity to have a voice in establishing better prices for what they sell. The Southern States Cooperative makes it possible for farmers to get quality feed, seed and fertilizer at a reasonable price. It works closely with the Extension Service in stocking recommended varieties as recommended by the experiment stations. They also furnish a ready market for the sale of eggs produced in the County.

Most of our Grade A shippers are selling milk through the Southside Milk Producers Association, which ships milk to Norfolk and the Richmond Milk Producers Association which ships milk to Richmond. We have added new members in each of these Associations during the year.

We helped get these Associations organized in past years, have attended their meeting, advised and helped in preparing for hearings on milk prices and hauling. A large group of these producers were taken on a tour to the Washington Milk Shed to observe pipe line methods and tank hauling of milk. These associations have saved thousands of dollars for our milk producers. We have met with members at quarterly and annual meetings and have taken part on their programs as well as secure speakers.

The dark fired tobacco marketing associations used us on their programs at their annual meetings and we have helped promote their

programs in the county by assisting in the annual elections of directors.

The Southside Electric Cooperative was organized several years ago and has done an excellent job of serving the farmers of Amelia County. Most of our farmers can now have electric service if they want it, and only a few don't have electricity at this time. They have helped us promote electrical projects among h-H Club members. They have been very cooperative in teaching various phases of electricity to h-H Members and have given demonstrations to the clubs on many occasions.

Before the Cooperative was set up we had about seventy-five percent of our farms without current.

The Amelia Southern States Store rates among the top of all Cooperative Stores in the Southern States. They have rendered service to our farmers by establishing fair prices, refunded thousands of dollars in dividends and they own the best warehouse in Amelia and one of the best in Virginia. They have one of the best grinding and mixing plants in Virginia where farmers can grind and mix their own home grown feeds, saving hundreds of dollars. They have sponsored h-H Achievement Days and other Extension Activities.

The Cooperative Farmers Clubs have made it possible for us to work with all Veterans as a group as well as many other young farmers. We have tried to meet with them each month and advise them. They sponsored our county crops and domestic exhibits at the County Fair for the past five years and helped to handle the show.

The D.H.I.A. has operated very smoothly this year with 23 herds and an average of 950 cows. We attended the state and District meetings of the D.H.I.A. Federation and have helped put a unified D.H.I.A. Program in the State. It has helped farmers to know which cows are profitable and which are not, thereby making it easier for them to cull out the poor producers and better feed the good producers for high production. We have gotten three herds for our second Association but have not been able to get enough herds to organize it.

The ~~two~~ Artificial Breeding Associations were organized by the Dairy Committee and the County Agents of the Counties served. We have helped organize, held educational meetings and helped to operate the Associations. They are doing a good job of breeding, making it possible for anyone owning a dairy cow to get service of proven bulls of high production. One of the inseminators has led the State for several months on the number of first services. We have added many new members from Amelia County in both Associations. We have a number of good artificial heifers now in production that are showing up well.

The Amelia Livestock Improvement Association is an organization made up of our livestock farmers; bridle club; home demonstration clubs; cooperative farmers club; farm bureau, and farmers union. They have sponsored our livestock shows, horse shows and fair. These shows have done an excellent job in bringing together our best cattle and other livestock as well as farm produce. It has shown

farmers what to look for in a good animal and has helped us to get better sires and foundation females on many farms. They own or control 20 acres of land, cattle barn 100 x 50 ft, a horse barn with 24 box stalls, a horse show ring and a farm exhibit building 100 x 36 ft. for domestic and farm exhibits.

XIV. OTHER ACTIVITIES

A county meeting was held to explain the Social Security Program and Old Age Survivors Insurance. This was a joint meeting of all Extension Agents. The program was presented by E. D. Chastain and W. J. Nuckolls, two Extension Economists. We feel that this meeting was very successful and had far reaching effects.

We had seven men to attend the Institute of Rural Affairs at V.P.I.. These men were very much interested in the program and attended the programs receiving valuable information. We are sure that they have been of greater service to us since attending the Institute.

The County Agent has spent a lot of time on getting father & son agreements for several farm families. I have tried to spot each young farmer that was working on the farm with his father and send the son and father bulletins on father and son agreements. Then as time would permit, I followed up with a farm visit. Several farmers have come in after receiving the bulletin seeking assistance.

The County Agent attended the Regional Summer School for Extension workers at the University of Arkansas for three weeks in June and July. This was an excellent school. All Extension Agents should be required to attend summer school or take additional training atleast once every five years or less. I attended the NACAA Annual Conference. For professional improvement of an extension agent this conference rates tops with me.

IV. 4-H CLUB PROGRAM

A. Situation

We have eight 4-H Clubs in Amelia County with an enrollment in 1954 of 110 boys and 133 girls. The enrollment has been gradually increasing each year. In 1953 we had 95 boys and 113 girls.

We organized clubs in the 5th, 6th and 7th grades in the Amelia Grade School and one club for the entire High School group. We also had a club in each of the three outlying grade schools and one community club in the Mattoax Community. These clubs have seemed to cover the County well and gives every boy and girl an opportunity to belong to a 4-H Club. We have been concerned for some time with the fact that many club members gradually drop out of Club work as they reach the age when we can do most for them. We realize that when the Club Members reach High School he is confronted with all kinds of school organizations and clubs and finds himself trying to decide what club to join.

We have also had trouble getting good adult 4-H Club Leaders to take an active part in conducting the 4-H Club Program in the County. Many start out with good intentions but fall by the wayside. There are a few faithful leaders who do most of the work given to the leaders.

Many parents are not as well informed on the purposes and aims of the 4-H Club Program and how it can help develop the boys and girls of the County.

Since all but one of our clubs meet in the schools it has been almost an impossible situation to give instruction to boys on their projects and for the Home Agent to give instruction to the girls on their projects since both of the Agents were meeting in the same room.

B. Goals

The 4-H Club Program was developed by the 4-H County Council, the membership of which is made up of the officers of each club, with the Adult Leaders and the Agents acting in an advisory capacity.

only. The following goals or objectives were set up:

1. To develop a program that will hold the interest of the older club members so that they will not be lost to the other clubs or groups.
2. To make a special effort to visit parents of every 4-H Club Member and explain to them the purpose and aims of 4-H Club work and how it can benefit boys and girls who take an active part in it.
3. Make an effort to secure and train competent 4-H Club Leaders both adult and juniors.
4. Make an effort to improve the 4-H Club Program by setting up a program in which both boys and girls will participate rather than carrying separate programs and then have project work done outside the club meetings.
5. Stress the importance of interesting and educational projects and keeping of good records.
6. Since Amelia County is fast going to livestock and dairy, we will try to put emphasis on good livestock and crop projects

but also encourage the members to take some of the newer projects, such as safety and room improvement to replace some of the over used projects.

7. Get the 4-H All Stars organized into an All-Star Chapter and encourage them to serve as leaders in the 4-H Clubs and to help plan and carry out the 4-H Club Program in Amelia County.
8. Do more work with the Young Men and Women of Amelia County since they have been more or less the neglected group in Virginia.

C. Methods and Results

Since many of our 4-H Club members were being lost to other clubs or groups, especially the older 4-H members, the Agents felt that we could stimulate more interest among the older 4-H members if we could revamp our 4-H Club program to satisfy their specific needs and desires. We realize that they were not interested in the type of program that the ten year old members were.

We met with the Principal and Course Supervisor and explained to them that we were convinced that activities period was the wrong time to meet as we had met in 1953. They were in agreement and since they felt that our program was an important part in the training of young people, it was suggested that we have one class period each month and that all who joined the 4-H club would be expected to attend its meetings just as any other class. The roll would be called and a list of those absent would be turned in to the principal's office. Our enrollment in the high school club doubled and the attendance was excellent.

We met with the high school group and explained to them that we wanted to conduct a program that would be both entertaining and informative. They expressed a desire to discuss such problems as dating, personal grooming, table manners, selecting clothes, health and safety. It was agreed that a program committee would have a program at each meeting. We also planned some special events for entertainment. The interest was immediate. We took the club to Richmond to see the Ice Vogues of 1954, we had a Christmas Dance and a picnic and hay ride in the spring.

We visited many parents of 4-H Club members and explained to them the wonderful opportunities of training and leadership that is offered in the 4-H Club Program. Many parents said that they had never realized that the 4-H clubs were so worthwhile in the development of youth and offered so many opportunities for training in leadership and citizenship. They offered to help our program by giving assistance to their son or daughter in keeping records and selecting projects.

The Agents put emphasis on good project selection. Many boys and girls were assisted in securing excellent dairy and beef animals for projects. The Dairy Cattle Association in the County and the Beef Cattle Association helped the Agents to secure good animals for projects.

The Amelia County Livestock Improvement Association agreed to offer excellent prizes for 4-H exhibits at the County Fair. The Amelia Bank and Trust Company has the Ward Fund set up by Mr. Asa T. Ward

to stimulate better beef and dairy project work. 4-H Club members won a total of \$190.00 in prize money on livestock exhibits alone at the County Fair. \$80.00 was also given in prize money to educational booths put on by the 4-H Clubs at the County Fair. Two 4-H members exhibited poultry at the Atlantic Rural and each received a second premium.

Under the Ward Fund the three club members who have done the best job in Guernsey, Holstein, Hereford and Angus breeds were selected. The first place winner in each breed received \$25.00; the second place winners \$15.00; and the third place winners \$10.00. This amounts to a total of \$200.00 each year.

Two leaders were sent to Leadership Camp this summer at Camp Farrar, Virginia Beach. One junior leader was sent to V.P.I. to take a course in tractor maintenance and come back to teach a course in tractor maintenance to 4-H Club Members.

The Home Demonstration Clubs met to decide how they could help with the 4-H Club Program and members from each club volunteered to serve as project leaders in their respective communities.

Training was given in judging on dairy cattle, beef, and poultry and the county was represented in the District Contest by judging teams in dairy, beef and poultry.

Seven All-Stars attended the 4-H All-Star Key Award Banquet at the Petersburg Hotel where keys were awarded to the two All-Stars for 1954. They were very enthusiastic about this program and plans are

being made for the All-Stars to organize into a group and set up objectives on ways and means of helping carry out an effective h-H Program in the county.

Although we do not as yet have an active older youth organization, we have done a lot of work with individuals in this age bracket, we hope to be able to organize the young men and women in Amelia County into a Y.M.W. Club. One thing that has hindered us is the fact that Amelia County is small and many of the young men and women already belong to other organizations at the present time. We realize that there are some young people in this age group that need help and should belong to such an organization. We are working with many of them through other organizations and on an individual basis.

The radio programs over WSVS in Grewe have been a big aid in working with h-H Club Members. Several h-H Club programs were put on to inform the public of the work being done by club members. Three Amelia families were on W.T.V.R. television in Richmond, Virginia and h-H Club work was featured in these programs.

Twenty six club members, two extension agents and four leaders attended h-H Camp Farrar, Virginia Beach, July 5 through July 10.

Excellent leadership training and recreation was given in Camp as well as instruction on handicraft and this tended to develop team play, cooperation and personality.

All of the eight h-H Clubs participated in Rural Life Sunday Programs in their respective communities. Many favorable comments were received from parents and friends on these programs.

The 4-H Clubs of Amelia County joined with the clubs of Nottoway, Lunenburg, Mecklenburg and Brunswick Counties to celebrate National 4-H Club Week in March with a parade, Share the Fun Contest and concert by the Scottish Band from Camp Pickett.

Amelia also put up a large metal 4-H sign at the boundary between Nottoway and Amelia Counties on U.S. 360 which reads "The 4-H Clubs of Amelia County Welcome You" and has the 4-H emblem on it.

Nine 4-H members attended the State 4-H Short Course at V.P.I. June 21 through June 26. Bettie Ann Blanton and Byron Ward were taken into the 4-H All-Stars. The Short Course has proven to be inspirational and informative to the members who attend. 4-H Club Members have an opportunity to see and talk to other club members and this helps them to do a better job in club work, and they have demonstrated more willingness to work and improve the quality of their club work.

The County Council and 4-H Leaders met in early September to plan the 4-H Program for 1955. It was agreed that all clubs would select a club project and that members would plan and put on a short program at each meeting on some particular phase of the project. The County Council voted to stress safety, therefore safety was selected as a club project. The monthly meetings would be devoted to some phase of safety, such as highway safety, farm and home safety, holiday safety, first aid, etc.

The Agents will put on a short demonstration and then the club members will put on a demonstration. Project work will be done outside the club meeting with the use of adult and junior leaders. This will prevent the confusion of trying to teach project work at our meetings.

Four 4-H Club boys entered the junior tobacco show and sales contest and one of them placed third on the Petersburg Market while the other placed fourth. This promises to be one of the best projects we have had in a number of years.

The Agents believe that the 4-H Club Program in Amelia County is improving both in membership and in quality of work done by the members. The development of the individual is one of our main goals and we are trying to stress this at all times.

XVI. COOPERATION WITH OTHER AGENCIES

A. Agricultural Stabilization and Conservation

The Extension Agents have cooperated with and helped in planning, organizing their program and to explain it to the farmers in Amelia County. Seven meetings were held throughout the County to explain the 1955 A.S.C. Program to farmers which the Extension Agents presented with the S.C.S. Technician, Asst. County Agent and the Office Manager of A.S.C. taking part in the discussion. Realize the need for better soil and water conservation practices in the county; the better utilization of lime and fertilizer; the better utilization of pasture and hay crops and the need for better forestry practices, we have tried to inform the people of the County on the

things that they can do to carry out these improvements on their farm.

The Extension Service has worked with A.S.C. to work out recommendations which are in accordance with the latest experimental findings. We try to furnish A.S.C. with the latest experimental findings. We teach farmers the importance of taking soil samples and the proper use of lime and fertilizer.

We meet with the county and community committees and assist them with problems at each meeting in an advisory capacity.

The Agricultural Stabilization and Conservation Administration keeps the Extension Agents informed on the changes in the conservation practices, marketing quotas and price support.

The County Agent talked to the County Committee of A.S.C. and local supervisors at their educational meeting on the topic of getting the maximum amount of conservation done, wiser use of lime and fertilizer and the importance of taking soil samples. This has resulted in more soil samples being taken and sent through the County Agent's office for recommendations.

The A.S.C. has been one of our best tools in getting conservation practices started on farms that would not have otherwise done so.

We have gotten many new farms to use this program this year.

The County Agent took responsibility of calling the electoral board together and followed through on this program.

B. The Piedmont Soil Conservation District

We have worked closely with the Soil Conservation Service during the past year. Many days were spent with the Soil Conservationist, walking over farms and working up plans. Very few of them are

written up in final form before we go over them together. We have approximately 500 farm plans worked up at the present time. Many old plans have been reworked and brought up to date.

Our long time objective is to get an up-to-date farm plan on every farm in the County, but we realize this will take time and much educational work on our part. Two full time men have had all they could do in the county for 12 years; a part time man was used a great deal during 1954.

We have completed 117 farm ponds in the County with 25 more in the process of being built. The S.C.S. Cooperated with the Extension Service in promoting the Agronomy Program in the County. They assisted in conducting a Rural Ministers Tour in the County and also in a tour by a group of foreign visitors to the county. They have worked closely in the Agronomy Program and have met with us each time we have met. They have been very active in carrying this program to the farmers.

C. Farmers Home Administration

The F.H.A. Supervisor's office is in Farmville, Virginia. He has office hours in Amelia each week. He has cooperated with us in our program and we have made a special effort to work closely with him. We have worked with his clients by visiting them and advising them on their farm and financial problems. We have always contacted the supervisor when we had meetings that his clients should attend and he has tried to get them to the meetings. He has always encouraged and insisted that children of his clients join the 4-H Clubs and that the women join the Home Demonstration Clubs. He

served as a member of the drought committee in approving applications for hay and grain.

D. Key Banker

We have only one bank in Amelia County and the key banker has been very cooperative toward the Extension Service and a strong supporter of our program.

The Bank sponsored a Better Farming Contest this year. The Economics Department at V.P.I. assisted in setting up complete records on 60 farms in the County. Two visits to each farm have been made by the Extension Agents and representative of the Economics Department to assist the farmers in making inventories, posting records and giving general advice on farm and home problems. We helped judge the pasture contest from 1953 and attended the State Farmers-Bankers Conference at Natural Bridge for several years as guest of the local bank. We have assisted the bank with farm loans by furnishing information when requested and by visiting the farms. We have used the banker on several programs and he has served as a member of the Drought Committee.

The banker assisted in the selection of farms to be visited before the foreign visitors tour was held and helped conduct the tour, which was attended by 4 men from Brazil, 3 men and 3 women from the Philippines, 1 man from the Republic of China, 2 men from Thailand, 1 man from Costa Rica, and 1 man from Iran. Their leader was Richard E. Smith, Extension Service Staff at the University of Georgia. In addition to the above named, we had G. R. Mathews, tobacco specialist V.P.I.; W. W. Lewis, Extension Agronomist, C. C. Mast, Animal Husbandry Specialist and Forest Patton, Extension Forester.

Those from the County who attended were: P. B. Childress, Soil Conservationist; James E. Ford, A.S.C. Office Manager; J. G. Dickerson, Local Banker; the County Extension staff both colored and white and the vocational Agriculture Teacher, Assistant Teacher and Veterans Teacher from the High School.

E. Grange Organizations; Farm Bureau and Farmers Union

The Extension Agents have met with each of the community granges at their regular meetings several times during the year. We have been on their programs as speakers.

We have met with the program committee to help plan their years program and have assisted them in carrying out their objectives. We have cooperated with the Amelia County Farm Bureau and Amelia County Farmers Union in planning programs for their meetings and have assisted them when called upon to get speakers on agriculture.

F. Rural Churches

We conducted a farm tour for the rural ministers and ministerial students serving Amelia County Churches again this year. This has become an annual affair and is looked forward to by all of the rural ministers in the County. This year we visited a tobacco farm; a beef cattle farm; and a dairy farm. Irrigation was being carried on on one farm, and a dark tobacco varietal demonstration was on one farm. The ministerial students were mostly from city homes and their ideas of rural and country life were really changed. The County Agent attended a rural ministers tour in Nottoway County sponsored by the Piedmont Soil Conservation District.

The Extension Agents sponsored a Rural Life Institute in Amelia

this year. The speakers on the program included 3 local ministers; the High School Principal; two members of the health department in the County; 1 representative of the Soil Conservation Service Program and Mr. B. L. Hammel, Extension Sociologist. There were 32 people present.

Rural Life Sunday programs were held in 5 of the Churches scattered throughout the County at which time the 4-H Club members put on the programs. These programs were well received by the ministers and people who attended them.

The County Agent has appeared on the Woman's Society of Christian Service programs and has discussed church programs pertaining to agriculture at several church meetings. We have excellent cooperation from the churches in our Rural Life Programs and other extension activities.

4. Ruritan Club

The Extension Agents worked with the Ruritan Club in planning the program for the year and in securing speakers for the programs.

Dr. Harry M. Love, Agricultural Economist at V.P.I., talked on the Agricultural Policy and used a flannel graph to illustrate his talk.

Mrs. Mary T. Williams, Home Demonstration Agent in Amelia gave a talk on ways and means of beautifying our highways. Mr. Tom Ragsdale, District A.S.C. Supervisor, gave a talk on the new wheat control program and storage loans on wheat.

Mr. P. B. Childress, Soil Conservationist in Amelia, gave a talk on Soil Conservation and its importance to the nation.

The Ruritan Club is made up of members from all sections of the County and has helped promote a better agricultural program in the County.

XVII. FARM AND HOME DEVELOPMENT PROGRAM

The District Farm Agent, Mr. J. W. Rogers and the District Home Agent, Miss Ann Wills, met with the County Home Agent, County Agricultural Agent and Assistant Agricultural Agent and presented the program. The Agent agreed to accept the program and to call a committee meeting of farm men and women to hear the program explained. The committee thought well of the program and went on record recommending it to the County Board of Supervisors. This program was then presented to the county board of supervisors and accepted for the county.

XVIII. EVALUATION OF WORK

The people of Amelia County think well of the Extension Program and recognize the fact that it has been a leading factor in the success of agricultural and home development. The Extension Program is reaching nearly a 100% of our people with several parts of our program. This program has been largely responsible for our increase in dairy development, beef cattle expansion and a good agronomy program to produce the feed.

This year our program suffered some set backs due to the effect of the drought on our demonstrations and tours, but we have had a very successful educational program.

Our 4-H Club program has been stronger, with greater participation on the part of local leaders, better quality work by a higher percent of our club members.

The Extension Program receives a lot of credit for the progress of our farmers and I think rightfully so. We have many committees that

we are diligently with us in planning programs and helping us to carry our program to the masses.

The cooperation of all agricultural agencies has been excellent and the unified efforts of all has helped us all to do a better job in 1954.

PLAN OF WORK

FOR

AMELIA COUNTY, VA.

1954

E. L. Wood, County Agent

H. A. Holmes, Assistant County Agent

1954 PLAN OF WORK

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DESCRIPTION OF AMELIA COUNTY AND SITUATION

Amelia County, consisting of 378 square miles with 1,098 farms averaging 447.3 acres, is located in the lower Piedmont region of Virginia.

The county has increased its livestock numbers very rapidly during the past 10 to 15 years. The 1950 census listed Amelia County with 3,520 head of beef cattle; we estimate this number close to 5,000 head now. Dairy cattle was listed at 6,245; we estimate them near 7,500 to 8,000 now. Sheep were listed at 593; there are close to 700 head now. Hogs were listed at 5,015; they have also increased which is contrary to the State or U.S. trend. Poultry was listed at 88,217. We have an increase in the number of large broiler producers with houses of 5,000 capacity.

Our tobacco acreage has been on the decline for years. In 1953 we had 571 acres of Dark Tobacco and 1,452 acres of Blue Tobacco. Therefore, our Plan of Work and program has been planned to get increased acreage of hay, pasture and feed grains; better livestock, and to furnish information to farm people to get more efficient production of livestock and livestock products. The tremendous increase in dairying has demanded an extensive dairy program, yet we have still carried our tobacco program.

The 1952 and 1953 drought has increased the cost of feed purchased. The price squeeze which farmers are experiencing makes efficiency of production and marketing a must in our program. About 30% to 40% of our farmers are young men who have never before experienced two or more years of declining prices. The big problem now facing us is can we get them to adjust to meet the adjustment period, recession or depression which is evident. A good percent of these farmers, especially those who have most recently gone into the dairy business are deeply in debt.

The short drought of 1952 and the prolonged drought of 1953 were the first experienced by about half of our farmers. We must guide them to better prepare for a re-occurrence of such a condition by producing and harvesting a greater portion of their feed needs in the spring and get away from our late summer one-crop hays.

Our crop yields have increased annually. Our acreages and yields of Alfalfa, other perennial hays and pastures have increased. Our small grain acreage and yields

have increased annually, but we have need for more acreage and higher yields.

For our dairy and other livestock farmers we need better management and a more complete program in sanitation and parasite control.

HOW THE 1954 EXTENSION PROGRAM WAS DEVELOPED

We realize that a well organized group of committees are essential to a successful educational agricultural program in our county. We have a very active, well organized committee for each important phase of our program. Very little will be included in this Plan of Work that was not planned by one of our committees when they outlined their program for the year, namely; Agronomy, Beef, Dairy, 4-H Club County Council, Forestry, Amelia County Livestock Improvement Association, Home Demonstration, A.S.C., S.C.S., Veterans Advisory Committee, and the professional workers.

II AGRONOMY

The Agronomy Committee, with the assistance of W. W. Lewis, Extension Agronomist for the Virginia Agriculture Extension Service, and the professional agricultural workers, have outlined this program as a guide to get an abundance of pastures, hay and feed produced for the livestock of Amelia economically; higher yields of the best quality tobacco, to promote better land use and to conserve our soils.

A. Agricultural Stabilization and Conservation

Our goal this year is to assist each farmer in the county to make the best use of the soil conservation phase of the A.S.C. program.

The County Agent presented an outlined program to the committee on the importance of soil samples, how to take a soil sample and furnished each worker with soil record sheets and soil boxes.

B. Soil Conservation Service

To get the Soil Conservation District farm plans completed on as many farms possible in 1954. To urge and promote proper land use on every farm with a better follow-up program. To get each farmer trained to study his farm plan and use it when planning his crops or changes.

Try to get the agricultural workers away from taking soil samples for the

farmers and teach each farmer the proper way to take a soil sample in order that the farmer can take his own samples in the future.

Get all row crops on level land or in a system of strip-cropping and/or terracing with established water disposal areas or meadow strips.

To use all committees and organizations such as the A.S.C., Agronomy, Soil Conservation Service, Granges, Veteran Groups and agricultural workers to get this program over ^{to} the farmers.

All fertilizer and liming recommendations for all crops and pastures are to be based on soil sample analysis.

Our goal is to produce enough alfalfa or other good legume hay on every farm to furnish cattle hay needs.

Alfalfa and Other Hay

1. Urge farms to establish alfalfa and more alfalfa per farm.
2. Base fertilizer recommendations on soil samples.
3. Select fields according to soil samples taken and soil capability.
4. Use heavier fertilizer recommendations.
5. Encourage farmers to cut alfalfa at the proper time and cure higher quality hay.
6. Encourage farmers to use recommended varieties according to experimental data from the experiment stations.
7. Set up two more alfalfa variety demonstrations.
8. Have a tour to observe variety test in county and farms where heavier applications of fertilizer were used.

Pastures

1. Urge better pasture management.
 - a. Most ideal location of pastures considering the best land use for your farm program.
 - b. Rotate grazing.
 - c. Clip pastures to encourage sucklent growth.

- d. Have farmers take soil samples of pastures.
 - e. Winter fertilizing of pastures for more feed.
 - f. Use certified ladino and fescue seed.
 - g. Keep livestock off of the ladino clover and orchard grass pastures in winter.
2. Have a pasture tour in late May or early June to the Plant Food Institute Demonstrations and other farms.
 3. Keep pasture development ahead of livestock numbers.
 4. Have a pasture tour to the Middleburg Pasture Experiment Station on May 5th or time set by W. W. Lewis, Agronomist. Also attend field tour on June 11th.
 5. Encourage the planting of Kudzu on farms where needed and with wise land use for emergency grazing during drought.

Corn

1. Increase corn yields per acre.
 - a. Select best recommended hybrid seed.
 - b. Select fields best suited for cultivation where contour tillage can be practiced.
 - c. Use proper fertilizer and side dressing recommendations.
 - d. Use best cultural practices.
 - (1) Early plowing.
 - (2) Better seed bed preparation.
 - (3) Early planting.
 - (4) Shallow cultivation.
 - (5) Seed all corn land in a winter cover crop.
2. Get farms in each district to use new hybrid varieties.
3. Have a demonstration of early maturing varieties for picking using ^{Ohio} C-54 making it possible to get small grain seeded earlier.

Small Grain

Try to increase the acreage and yields of small grains to take care of livestock

needs.

1. Use certified seed of the recommended varieties..
2. Encourage better seed bed preparation.
3. Use recommended seeding dates.
4. Topdress small grain in the winter.
5. Use 2-4-D to control vetch, etc., in small grain.
6. To promote the control of insect pest of stored grain, put on one demonstration in each district.

Soy Beans

Furnish a list of best varieties and the best recommendations of cultural practices.

Tobacco

1. Flue Tobacco

- a. Hold a disease clinic in July.
- b. Conduct two demonstrations on soil fumigations for Nematode control.
- c. Hold demonstrations on the use of mineral oil for sucker control.
- d. Hold a demonstration on the use of a rotary hoe for cultivating tobacco.
- e. Hold community meetings on tobacco diseases, varieties and cultural practices during the winter.
- f. Urge the planting of the latest varieties recommended by the experiment stations.
- g. Urge plant bed management to control blue mold and flea beetles.
- h. Have at least 3 plant bed weed control demonstrations.
- i. Plant disease resistant varieties or practice longer rotations where disease is present in a field.

2. Dark Tobacco

Same as Flue Tobacco

Cover Crop

All cultivated fields to be seeded to a cover crop to be used for small grain,

winter pastures or green manure crop.

Home Gardens

1. Mail a copy of the vegetable garden suggestions in each home in the county to promote better home gardens.
2. Cooperate with the community cannery in getting all surplus food canned for home use and school lunches.
3. Furnish timely information on proper storing of vegetables.

Special

1. Have tours of farmers to the experiment stations.
2. Urge all farmers to take soil samples before fertilizing, applying lime or establishing pasture, alfalfa and other crops.
3. Have schools on soil types.
4. Have a conservation tour and visit several farms where strip cropping and terracing is doing a good job.
5. Have farm tour of ministers and ministerial students same as last two years. Use radio, newspaper, circular letters, Farm Bureau, local Granges, Cooperative Farmers Club, Ruritans and special group meetings to get our program before the county people.

III DAIRY PROGRAM

The Amelia County D.H.I.A. board of seven members serve as our Dairy Committee. They plan the County Dairy Program with the assistance of the County Agent and other county agriculture workers. This committee realizes that the dairy farmer is now in the squeeze between the high cost of the things they buy and declining prices for the products they have to sell. Therefore we resolve to conduct an educational program to help the farmers meet this challenge.

1. To use our D.H.I.A. records to do the best job of culling, feeding and managing of our herds for efficient production.
2. To hold three dinner meetings of the county dairymen during the year with

an educational program that will bring the latest information to our dairymen. The first meeting was held in February.

3. Get our dairymen to attend the county pasture tour.
4. Strengthen our dairy marketing program by getting 100 of our shippers to join and support our marketing associations.
5. Promote the artificial breeding program. Get more dairymen to use this service on enough of their best cows to produce sufficient heifers for normal herd replacement and to support a rigid culling program.
6. To continue the bangs program until all cattle are tested and all heifer calves are vaccinated for bangs.
7. Request each D.H.I.A. member and other dairymen to join the county Better Farming Contest, sponsored by the county Bank.
8. Cooperate with the educational program for the production of the maximum amount of good pastures and legume hay with particular emphasis on soil samples for the wisest use of lime and fertilizer.
9. Pasture management to include rotational grazing, clipping with a balanced pasture system as an important part of our educational program.
10. Work with the Extension Service in getting the latest information to our dairymen from dairy and other specialists and from bulletins, etc.
11. To co-operate with the Soil Conservation Service and the A.S.C. for best land use and maximum soil conservation.
12. Realizing the need for more D.H.I.A. work in the county; we plan to organize another D.H.I.A. in 1954.
13. To cooperate with the county Fair and put on a good dairy show.
14. To promote the F.F.A. and 4-H Club programs in the county and to see that every dairy member gets a good calf for their project.
15. To hold our annual meeting in December 1954 with a report on the progress made in 1954.

BEEF CATTLE PROGRAM

1. To meet our goal of getting a good registered bull with each beef herd in the county.
2. To work with the beef cattle breeders in selecting only top bull calves to be raised for herd sires steering all other bull calves.
3. Work to increase the number of farmers selling calves in the feed calf sale by informing them of the program.
4. Sponsor 4-H Club and F.F.A. heifer calf projects.
 - a. Calves must be at least 6 months old.
 - b. Calves must be weaned.
 - c. Calves must be vaccinated for bangs.
 - d. Calves must be uniform and at a reasonable price.
 - e. Help to secure credit when needed.
5. Get out a county beef cattle newsletter bi-monthly to all county beef cattle producers.
6. Have a livestock school.
7. Have a social get-together in late summer similar to a brunswick stew held in 1952.
8. Sponsor a beef cattle show in the fall.
 - a. Help committee select cattle.
 - b. Secure a judge and help conduct show for maximum education.
 - c. Encourage more producers to cooperate with show.
9. Conduct an extensive educational program on efficient production of pastures and hay, feeding and management of the feeder cattle, cow herds and creep feeding of calves. Also furnish information on the control of internal parasites, external parasites, dehorning, castrating and vaccinating for Blackleg. Continue towards the goal of getting all beef cattle tested for bangs and all heifer calves vaccinated for bangs.

POULTRY PROGRAM

The commercial poultry producers in the county will continue to receive a copy

of the monthly poultry suggestions. These producers and others will be kept up-to-date on the poultry situation and outlook.

The following points will be stressed and information carried to both commercial and home flock poultry producers. Improve the quality of chicks purchased for replacement; improve farm poultry houses; have better control of poultry lice, mites and improve the care and handling of eggs.

Demonstrations will be held throughout the county on culling. Use our 4-H Club poultry projects as public demonstrational along with the more up-to-date poultry farmers.

Farmers will be encouraged to vaccinate their day old chicks for Newcastle disease. The danger of newcastle disease being brought to the farm on feed bags, coops, egg crates, etc. will be pointed out to the farmers.

The importance of good management and proper feeding of poultry will be made available to all farmers by news articles, pamphlets, bulletins, radio and other means at our disposal.

I SWINE PROGRAM

There are only a few commercial hog raisers in the county and only a few farmers have registered hogs. Most of these that have registered hogs have resulted from 4-H Club pig chains that were started seven years ago. We have had 40 of these 4-H Club projects. We will have five more this year.

We will try to place most of the pigs from the 4-H Club and F.P.A. pig projects on farms in the county to improve the stock of hogs.

Better control of internal and external parasites will be promoted by all means of reaching the farmers. The mimeographed circular on the use of sodium fluride will be furnished each farmer.

We plan for a wider use of farrowing pens and electric brooders; get farm hogs out on better hog pastures.

I SHEEP PROGRAM

We have 20 odd herds of sheep in the county with about 700 sheep which is an increase

over last year. They are widely scattered and represent only a small percent of the farm income on these farms.

We plan to keep them posted on feeding of ewes, breeding, lamb care, castrating, docking and internal parasite control. This will be done by radio, circular letters, bulletins and personal visits. This will also be a part of our county Livestock School. We help secure good registered rams and exchange of rams.

VIII FORESTRY PROGRAM

The Forestry Committee and the professional workers plan to support the Virginia Forests, Inc., program.

Special emphasis will be placed on getting more reseeding of hardwood areas, cut over areas and spot plantings to improve stands of timber.

To support and promote the Book Cover project in the county schools by creating a desire among the local teachers and school children.

To get the school children to enter the poster contest, "Keep Virginia Green". Also try to get a local sponsor for this contest.

To work with the county and local Fire Warden by presenting an educational program on preventing forest fires.

To continue to present an educational program of selective cutting; value of leaving sample seed trees, treating or preserving fence posts on the farm with penta and asmoalts. Assist farmers in getting their timber marked and estimated.

Encourage 4-H Club and F.F.A. boys to plant tree seedlings and to help them to secure seedlings.

©RURAL YOUTH

We will continue working with the rural churches, ministers and county organizations reaching our youth.

Continue to work with the cooperative farmers club and veterans. Meet with the veterans classes and keep them up-to-date on the recommendations of the Experimentation.

X WORK WITH OTHER AGENCIES

Work closely with the two organized Granges in the county and keep them posted on the various programs conducted by the Extension Service. Attend meetings and take part on the programs when possible.

Cooperate closely with the Soil Conservation Service in its outstanding work.

Render assistance and advice to the farm credit organizations such as the local Bank, Production Credit Association, F.H.A., in the satisfying of the farmers credit needs.

Help the local R.E.A. in extending electric service to the few remaining farms without this service. Encourage farmers to make wider use of electrical power.

Present a well organized educational program on the value of pressure water systems in the homes and on the farm.

Work with the A.S.C. and its committees to get all farms signed up in the A.S.C. program and assist them in the use of the program to the best advantage. Meet regularly with the A.S.C. Committee and help with its educational work.

Cooperate closely with all of the farm organizations and cooperatives serving the farmers in the county.

Help with the civic organizations of the county and use them as a means of reaching the people.

Render assistance to the county Health and Welfare Departments in serving the farmers of the county.

Work closely with the local Ruritan Club in its various activities for the advancement of Amelia County agriculture.

Furnish all professional workers, Granges and Farm Bureau Officers, fertilizer and seed dealers, with a copy of new publications and recommendations for them to pass on to the farmers they work with.

XI 4-H CLUB PROGRAM

The plan of work for the 4-H Club program in Amelia County is as follows:

In 1954, we have planned the 4-H Club program in such a way that each club meeting will have a planned program. The programs will be entertaining and also give information on the aims of 4-H work; safety, health, contests, awards program, how to give a demonstration, etc. The project work will be done in groups with the help of 4-H Club adult and junior leaders. In these meetings we will instruct the club members in record keeping, judging team, fitting and showing livestock, a Tractor Maintenance class will be conducted and a class for those club members interested in farm and home electrification.

A Dairy Club has been organized to study dairy breeds, judging, management of dairy cattle and control of disease and parasites in livestock. We plan to meet monthly with the seven clubs that are organized in the schools and meet during school hours. During the summer we will meet on a community basis and work with the various groups carrying the same projects. We will also meet the members on an individual basis and give individual instruction at home.

We plan to take groups on tours to various places to give them training and recreation. We are trying to develop a 4-H Club program that will hold the interest of the older club members. We are beginning to see results in this direction. In 1953 we had 20 members in our Senior 4-H Club. This year we have 48 members.

We plan to hold a Tractor Maintenance Course for 4-H members with the help of the implement dealers in the county and will use the 4-H Club member who attended the tractor Maintenance Course at VPI in December as the instructor. We will follow this course with a Tractor Operators' Contest.

We plan to hold judging classes in dairy, livestock, and poultry and select a judging team from the 4-H Club members who take this training.

We plan to sponsor an educational program for adults and children on the merits of 4-H Club work. One such program will be given at the P.T.A. meeting in the spring.

• We will give publicity to 4-H Club work through the medium of the radio, newspapers and community programs. Amelia, along with five adjoining counties, are planning a special Rally Day program for National 4-H Club week. Signs will be put up in each county showing information on 4-H Club work. One of the local newspapers will print a 16 page special 4-H edition of the paper. The articles will be written by 4-H Club members and agents in the six counties. The merchants of the six counties will sponsor a float parade depicting club work which will be led by a band from Camp Pickett. A "Share the Fun Program" will be held that night with 4-H contestants from each of the five counties participating. One of the local radio stations will give each county radio time for a 15 minute program on 4-H Club work during National 4-H Club week.

We will hold at least two meetings of the 4-H Club County Council during the year and at these meetings we will have a well planned program and will try to have the 4-H adult leaders and parents of members present. We will use the County Council meetings as a place to give special recognition to outstanding club members for project completion and achievements. Outstanding adult leaders will be recognized at these meetings.

We plan to have representatives to attend the Forestry Conservation Camp and Leadership Camp. Candidates to these camps will be selected from those members who have done outstanding work in these fields.

We plan to emphasize the importance of attending 4-H Club Camp and will fill our quota with those members who have done good club work.

Each club will take part in some money making activity during the year to help end members to State Short Course and Camp. Also to help with the National 4-H Camp expenses.

The 4-H members from the seven clubs will cooperate with the other agricultural agencies in putting on a County Fair. Entries will be selected from club members' projects and each club will plan and put on an educational exhibit on some phase of club work.

We will conduct leader training meetings so that local leaders can assist the Agents in carrying on a sound 4-H Club program.

We will recognize outstanding 4-H Club members and leaders at the Achievement Day program, through news articles and the radio.

Each club will observe Rural Life Sunday. This will be accomplished through participation in church programs, radio programs and newspaper articles.

An effort will be made to get the All-Stars organized into an All-Star Chapter and encourage them to serve as leaders in the clubs and help plan the club program for the county.

Special emphasis will be placed on work with older youth of the county. There seems to be a need for work in this group. We hope we can get a county older youth organization formed.

We will continue to sponsor the pig and calf chain in the county. These chains have greatly improved the quality of livestock in the county. We have a special fund set up to give awards to club members who are judged to have done the best job in Dairy and Beef. These members will be selected from those club members who show dairy and beef animals at the County Fair.

This year for the first time we will have a special tobacco project open to 4-H Club members. This contest is being sponsored by the Tobacco Warehousemen's Association.

Our main objective in our 4-H Club program is to develop well rounded citizens of the youth of Amelia County and to sell 4-H Club work in the county.

III METHODS OF REACHING THE PEOPLE

We will continue the use of the radio stations appearing on one program each Sunday during the year. Make maximum use of the radio stations bulletin boards for special announcements; W.S.V.S., Crewe, Virginia, Blackstone; W.F.L.O., Farmville, Virginia and the Virginia Farm Show on W.R.N.L., Richmond, Virginia.

We do not have a county paper, but will use the Farmville Herald, Crewe Chronicle, Courier Record and the Southside Virginia News, weekly papers each serving a small

a small part of the county, and the Richmond daily papers to carry information to our people.

We hope to use wisely and to the maximum advantage for all farmers, personal letters, circular letters, mimeographed circulars, bulletins, blue prints and plans for farm construction. To have sufficient committee meetings to plan wisely. Will hold County and community mass meetings, tours, result and method demonstrations to reach the people for different programs.

We will have three pasture fertilizer result demonstrations with the North Carolina and Virginia Plant Institute to demonstrate proper pasture fertilization.

The twenty-two D.H.I.A. herds on test will be used as result demonstrations with three quarterly meetings and an annual meeting of our dairymen. This information will be used in news articles, radio talks and mass meetings for the benefit of all dairymen.

We will have a farm dairy show, 4-H Club dairy show, farm beef cattle show and 4-H Club beef cattle show with judging contests and educational demonstrations, and a show of general farm produce and domestic exhibits.

We are taking pictures for slides to be used in meetings. Several films will be used in our meeting, more especially 4-H Club and youth programs.

Farm visits are one of our best means of getting results. We endeavor to reach more different farms in 1954 with farm visits.

We have our Grange, Farm Bureau, Beef, Dairy, 4-H Club, Cooperative Farmers Club, Rotarians and many other organizations that we will work with and use in helping to get our program before the people of Amelia County.

XIII FARM CONTEST

The Local Bank cooperating with the county Extension Agents, S.C.S., F.F.A., and Department of Agriculture Economics of V.P.I. is sponsoring a Better Farming Contest.

The objectives of the contest are:

1. To show farmers how to use available information pertaining to pasture improvement, better producing crops and livestock, soil management, conservation practices, etc., in making management decisions which will increase their profits from farming.

2. To foster the development of agriculture in Amelia County; and
3. To improve family living in Amelia County. The contest will emphasize the attainment of these objectives through improved management practices in the organization and operations of farm business.

The requirements for participation are:

1. Each participant will keep an accurate and legible farm record book of the type made available through the Virginia Agricultural Extension Service or its equivalent.
2. Each participant will deliver his farm record book to the office of the County Agent at the end of the year to be forwarded to the Department of Agricultural Economics for analysis.

Judging of Contest - The contest will be divided in three parts for purpose of judging.

1. One third credit will be given for an accurate and legible record book turned in.
2. One third credit will be given on efficiency of operation. This information to come from the farm record and by visiting the farm.
3. One third credit will be given to soil management and conservation.

To set up the program the county Agent will call community meetings of county farmers. He will explain the contest with the assistance of the Key Banker, S.C.S. Technician and a representative of the Department of Agricultural Economics, who will explain the mechanics of setting up the record book.

Following each night meeting each farmer expressing a desire to enter the contest will be contacted by one of the agricultural economists and professional worker who will set up the farm record.

Each participant will be visited during the month of June and his record book checked. The ten participants having the best record books will be visited at the close of the contest by the judges when the final decision will be made. One judge will be appointed by the Department of Agricultural Economics, VPI, one

by the S.C.S., one by the State Supervisor of Vocational Agriculture and one by the sponsoring bank.

Each book will be analyzed by the Department of Agricultural Economics and from these analysis, the cost of production, labor cost and other factors contributing to efficiency of production will be indexed. This information will be presented to the participants at suitable meetings by the agricultural workers of the county and the Department of Agricultural Economics.

Each participant will receive a written summary of his operations and suggestions for changes for more efficient production.

XIV SPECIALISTS

1. Livestock Specialist - We want a Livestock School in November, 1954 at Amelia, judge for our fall show in October for hogs and beef cattle and to judge Sears Roebuck foundation pig chain.

2. Crop Specialist - G. R. Mathews to assist with tobacco soil fumigation in middle of May. W. W. Lewis to accompany us on our pasture and alfalfa tour in late May or early June. Specialists help on grain sanitation in April and May for radio, newspapers and circular letters. Plant Pathologist or Tobacco Specialist for tobacco disease clinic in late July. W. W. Lewis to assist with agronomy program in December at night meeting.

3. Poultry - Denver Bragg, Poultry Specialist, to help with 4-H Club Poultry Judging team in April and to follow through on this program for the year.

We need two agricultural economists for about 2 weeks to set up farm records in March; same specialists to return in June to check records and the Department of Agricultural Economics to analyze farm records in January and February 1955.

We need a Dairy Specialist to work with 4-H Club judging in March and quarterly thereafter and a Dairy Specialist for D.H.I.A. meeting in May at night. We need a Dairy Specialist to help with D.H.I.A. one day in May or June and a Dairy Specialist to judge 4-H and farm dairy show October 15th or 22nd.

We would like to have a specialist, preferably Dr. Blaser, to present his slides and talk on pastures in January 1955 at our annual dairy meeting.