

VIRGINIA

ISLE OF WIGHT COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1942

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REPORT FILES  
EXTENSION WORK

**COUNTY AGENT'S ANNUAL NARRATIVE REPORT**

**November 30, 1941 to December 1, 1942**

**Walter H. Grizzard, County Agent**

**(Miss) Elizabeth Bryant, Stenographer**

**Headquarters, Smithfield, Virginia**

**Iale of Wight County**

**COUNTY AGENT ANNUAL REPORT**

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### Brief Description of Isle of Wight County

Isle of Wight is considered one of the smaller counties of Virginia. It has a total area of 314 square miles. The county seat is located 50 miles south of Petersburg and 30 miles west of Norfolk. It is bound on the Northeast by the mighty James and the Northwest by Surry County. Hansemond and Southampton are on the east and west respectively.

This county is located within the coastal plains region of Virginia in the Tidewater section. The elevation of the county range from 10 feet above sea level along the Blackwater River near Franklin to 100 feet above sea level in the northern part of the county near the Surry County line.

The climate here is oceanic, the winters are usually mild, the summers hot but not excessively as they are tempered by the gulf breezes. The principal enterprise in the county is agriculture or the science of farming and producing crops and animals. The chief cash income is derived from the production of hogs and the growing of peanuts. Corn and soybeans are the main subsistant crops with a few of the small grains, namely, oats, rye, barley, and wheat. Cotton is another cash crop of minor importance.

There are produced annually approximately 35,000 hogs. A greater part of these are sold in the largest town of the county, Smithfield, which has meat packing as its chief industry. This town is situated on the Pagan River, one of the tributaries of the James. The industry of the Smithfield Ham, which was started 150 years ago by the early English settlers, has advertised the town and county in the far parts of the United States.

There are approximately 22,000 acres of peanuts produced annually in Isle of Wight. These peanuts are sold to the Suffolk market and like the hogs are consumed all over the United States.

There are approximately 25,000 acres of corn produced, 14,000 acres of soybeans, most of which is interplanted with corn, and 1,000 acres of cotton planted. The soils of Isle of Wight in comparison with the other parts of the state are light and sandy.

## GOALS AND ACHIEVEMENTS FOR 1942

### Goals

- a. Continue the encouragement of permanent pastures.
- b. Advise in the maintenance of old stands.
- c. Make recommendations on temporary pastures.

### Pasture

This has been done by the Agent who used farm visits, office calls and community meetings in recommending improvements.

A total of 45 farm visits have been made to help farmers improve their pastures.

Due to the dry weather in the Fall of 1941 farmers were unable to get many temporary pastures seeded. The methods used in stressing the importance of these pastures to increase the production of hogs were two news articles, two circular letters, 14 farm meetings and 125 office calls. Some of these crops were seeded in every community in the county.

### Soil Improvement

- a. Establish a goal of 6000 acres of land to be limed with ground limestone or marl.
- b. Continue the encouragement of having some lespedeza on every farm for pasture and soil improvement purposes.
- c. Encourage the seeding of winter cover crops to prevent leaching and erosion.
- d. Use the provisions of the AAA which enables farmers to obtain seeds, and lime in lieu of payments as a means of getting these practices carried out on a larger number of farms.

Excellent results were obtained in this objective. There was an increase of 10% in this practice and at least 6500 acres were limed.

This practice is important from the standpoint of improving the soil and furnishing feed for livestock. It is now a practice on a majority of the farms and is still recommended through all extension methods to encourage a larger acreage.

Winter cover crops have been advocated in the usual ways and the largest acreage ever planted before has been seeded this year.

The tonnage of lime obtained in this manner was 2700 tons and the largest amount in any previous year was 1800 tons. The amount of seed distributed this way was 72,815 pounds and this is the first time a good seed program has been available.

### Farm Crops

- a. Encourage the dusting of peanuts with sulphur as a means of increasing the yield per acre and reducing the cost of production. Work

The acreage of peanuts dusted with sulphur has increased over last year but there have not been as many as 15%

towards a goal of 15% of the peanut crop in the county to be dusted with sulphur.

b. Continue the soil testing service and writing letters in the interpretation of them.

c. Recommend to farmers that they use the hybrid corn which has been found to be adapted by the local experiment stations as a means of increasing the yield of corn. Set a goal of 15% of the corn planted to an adapted hybrid.

d. Encourage the combining of small grains and soybeans, as a source of income and seed and assist in getting some small grains combined for seed in each community that a Farmers' Club is located.

#### Garden

a. Improve the gardens on 1000 of the farms in the county by getting farmers to have vegetables which will give balanced meals and to plant a Fall and Winter garden.

b. Encourage 100 farm families to have gardens which have not planted them before.

c. Get the above garden project done through the Agricultural Board.

#### Livestock

a. Continue the pure bred sire campaign by encouraging local breeders, pure bred sales and in obtaining sires within and outside of county.

b. Encourage farmers to help the defense program by producing more swine per farm and suggest the use of better livestock practices.

c. Cooperate with the Virginia Agricultural Experiment Station in the Demonstrations

of the acreage planted to peanuts dusted. A radio dialogue with a local farmer was made to advocate this practice, seven meetings were held by an Extension Specialist and all other types of communication have been used.

In addition to carrying this out the samples were collected from stores throughout the county to aid the farmers in having the tests made.

This goal was reached. A 16mm film on hybrid corn was shown to eight community meetings, a radio broadcast made, one news article published and dealers were contacted and persuaded to handle the adapted varieties.

This was done. The number of combines has doubled during the past year.

This objective was made through the County Board of Agriculture and accomplished.

The neighborhood leaders of the Board of Agriculture reached this objective.

This was done.

A total of thirty-one pure breeds have been placed.

Assistance was given the AMA committee-men in carrying out the farm canvass to get farmers to increase the number of swine produced. Practices for improving the methods of producing these swine were discussed in 14 community meetings and two 16mm films on better swine methods were shown. Two circular letters and a radio broadcast have also been used in aiding this objective.

Two farmers have been secured to conduct demonstrations with the

with local farmers on controlling parasites in swine.

Experiment station representative.

#### Poultry

- a. Continue the work of establishing 100 hens on every farm in the county.
- b. Assist in informing poultry producers of better methods of housing and the use of good equipment and the purchasing of healthy baby chicks.

This was done.

In meeting this objective, it was discussed in seven community meetings, one radio broadcast was given and 50 farm visits were made.

#### Purchasing

- a. Assist the Sale of Wight Farmers' Cooperative, Inc.

Assistance was given in an advisory capacity. The cooperative had a very successful year with a volume of \$35,000.00 and returned patronage dividends to its members totaling \$3,500.00.

#### Organization

- a. Set up an Agricultural Board so that each neighborhood of 30 to 60 farms will have a man and woman committee member.
- b. Continue to work with the community Farmers' Clubs as a means of contacting a greater number of the farmers.
- c. Work with representatives of agricultural agencies through a Workers Professional Council.
- d. Cooperate with the County Farm Bureau.

This has been done in about 75% of the 83 neighborhoods which were organized in the county.

A total of 64 community meetings were held and one annual meeting was had. At each of these meetings some agricultural practice was discussed and 16mm films on some phase of agriculture were shown at most of the meetings.

This has not been done. Most of the representatives of these agencies are located out of this county and they did not feel that they had enough tires to attend these meetings.

This was done.

#### Agricultural Adjustment Act

- a. Assist the county and community committeemen in keeping posted on the AAA program and arrange for as many of the contacts from farmers to come through them as practical.
- b. Aid the AAA program in all of its educational work with farmers.

The committeemen have done an excellent job of helping the farm people to obtain more benefits from the soil conservation features of the farm program.

This has been done in all of their educational meetings.

### Rural Electrification

- a. Assist the REA in working with their members and aid communities in getting extensions of REA lines.

Assistance has been given the REA members but it was impossible to get extensions of lines due to the shortage of copper.

### Miscellaneous

- a. Work with the County Fair with the idea of making it of educational value rather than a financial project.
- b. Continue to cooperate with the local Experiment Station in getting the farmers to make use of its results.
- c. Try to prevent a serious loss of hogs due to cholera.
- d. Answer all calls as soon as practicable.
- e. Utilize the Farm and Home Radio Programs from Norfolk as a means of advising rural people of agricultural practices.

The Fair Association decided not to have the County Fair this year.

Farmers have been advised of the experiment station results through circular letters, news articles, farm meetings, radio broadcasts and they have been encouraged to attend the station field day.

A total of 13,942 head of swine were treated and many sick herds were visited.

This was done.

Seven broadcasts were prepared and four of these were given in a dialogue with local farmers.

### 4-H Club Work

#### A. County Council Plan of Work

1. To be a standard club the following requirements must be met:

- a. Hold 10 joint meetings during the year.
- b. Have written plan of work.
- c. Programs planned for year and announced month in advance.
- d. Monthly reports sent to county or state paper.
- e. All officers and leaders, or their substitutes, attend council meetings.
- f. Hold special meetings for parents and friends.
- g. Contribute \$2.50 to 4-H Council.
- h. 100% completion of projects.
- i. Have booth at Windsor Fair.

This was done.

This was done.

This was not done.

This was not done.

All officers did not attend.

This was not done.

This was not done.

Only 87% of the boys completed their project.

No County Fair.

2. Clubs send delegates to State and District Camps.

Clubs did not send delegates.

3. Attend summer camp at Jamestown.

Nine boys went to Jamestown Camp.

4. Every member know club pledge, motto and colors.

All members know this.

5. Hold county wide picnic.

This was done.

6. Visit each member during year.

Some members, close by, visited twice, others not visited.

7. Clubs have community projects.

All clubs have community projects, but not all of these projects were completed.

8. Every member enter one contest to which he or she is eligible.

Not all members entered contests.

9. Club members know following songs:  
Health, Flowing, Dreaming, 4-H Trail,  
Rhodendron, Mr. Rabbit, and America.

Not all of these songs were used at the meetings, but the members did learn at least five other 4-H songs.

10. Each member know what a 4-H Club is.

All members do not know the meaning of a 4-H Club.

## NARRATIVE INTERPRETATION OF THE MAJOR PROJECTS

### Soil Improvement

The requirements needed to maintain a farm so that the soil will be profitable to cultivate in Isle of Wight County are: (1) Lime, (2) Organic matter which is obtained primarily from green manure crops and (3) Good Rotations. If good rotations are followed and winter cover crops planted to prevent leaching the problem of erosion may be forgotten.

The first objective in any soil improvement program is supplying the lime needs of the soil. In order that farmers would realize the lime needs of their soil seven community meetings were held to discuss the use of lime, a dialogue radio broadcast was made with a local farmer, a circular letter was written and a news article published which gave results obtained by farmers using lime in previous years. Under the grant-of-aid provisions of the AAA program 2700 tons of ground limestone were obtained by 311 farms. The largest amount of lime obtained in this way in any previous year was 1800 tons. It is estimated that 25% of these farmers had not used before any ground limestone which is the cheapest form of lime. Also, 1200 tons of lime were used by the farmers in the community clubs who purchased lime through their organization. The advantages of using ground limestone are it is one-half cheaper in cost and the labor needed to apply it is used during the slack season in the winter months.

In advising farmers in regard to the organic matter needs of the soil an effort was made to get a large number of acres seeded to winter cover crops. In order to get the planting of crops for green manure purposes on a sound permanent basis, encouragement has been given to getting a combine for the harvesting of seed in each community with a farmers' club. At the present time all of the ten communities have combines. Those saving seed have been assisted in selling it to neighboring farmers. Through the grant-of-aid provisions of the AAA program 72,815 pounds of crimson clover has been distributed to 426 farms. This is the first year any of this seed has been obtained in the county in this manner. In carrying out the campaign to get more organic matter in the soil by having more green manure crops, one radio broadcast was made, two news articles published and two circular letters issued.

The use of good rotations was stressed by working in farm groups to plan good farm management methods. Tracings were made of a local farm showing the acres in the fields and the crops planted for the last two years. The group then planned and agreed on how boundaries could be changed to make larger and better shaped fields. The rotations for the fields were discussed, the amount of livestock which the farm could take care of was decided upon and the acres needed for cash purposes were determined. One thing which was found to be very surprising to the Agent in this series of meetings was that the average hog in this area, because of utilizing the pickings in the fields, consume 12 bushels of corn in growing from a pig to a hog of 225 pounds and in other parts of the state the same hog requires 20 bushels of corn.

The Agent wishes to acknowledge the large amount of assistance received from Mr. E. T. Batten of the Holland Experiment Station in conducting soil improvement work in the county.

### Farm Crops

In working with farm crops, most of the time has been devoted to improvements in the production of peanuts, corn and soybeans. The peanut is the principal cash crop produced and the program for increasing the yield of this crop has been to get the soil limed, encourage the use of the analyses of fertilizer which have been found to be best by the experimental station and advise farmers of the new farming practice of dusting peanuts with sulphur. The newest of these practices, which is dusting peanuts, has received the most attention. To show the expansion of this practice it may be told that in 1937 four farmers tried treating an acreage of 15, in 1938 ten farmers conducted demonstrations with one-row hand dusters and one-four-row horse drawn duster was rented to farmers which

amounted to a total of 50 acres dusted, in 1939 four of the four-row dusters were used and 200 acres were treated, 12 four-row dusters were used in treating 1000 acres in 1940 and 15 four-row dusters were used in dusting 1500 acres in 1941. In 1942, 19 four-row dusters were used and 1500 acres were treated. The Agent would like to recognize the assistance obtained from Mr. S. B. Fenne of the Extension Division and Mr. E. T. Batten of the Holland Experiment Station in carrying out this program.

The increase in the acreage of Hybrid corn this year was at least double that of any previous year amounting to 20% of the crop. While the Agent is happy to make this report it is even more pleasing to state that most of this seed corn was an adapted hybrid. Farmers are beginning to realize that there is a difference between hybrid seed and adapted hybrids. The Holland Experiment Station has found that less than 10 of the 100 hybrids it has planted were as good as the open-pollinated corn farmers are using. The shortage of labor has delayed many farmers from getting their corn harvested but it is not unusual to hear farmers say "My hybrid corn yielded  $\frac{1}{2}$  better than my regular corn". The Agent showed a 16mm film to seven community groups on the "Planting of Hybrid Corn". This subject was discussed at seven other meetings. A news article was published, a circular letter written and a radio broadcast prepared to further publicize it. In addition, merchants were advised in regard to buying the right hybrid and they were given the sources from which they could get this seed.

The cooperation on the part of the farmers in planting soybeans for oil is typical of the patriotism of this group. The acreage planted to this crop is estimated to be 2000 acres above the amount harvested any previous year. Farmers have been advised of the scientific methods for producing this crop by a dialogue broadcast with a local farmer, one circular letter, a news article and discussions in seven community meetings.

#### Livestock

Most of the work with livestock has been on improved practices of producing swine. There are approximately 35,000 marketable hogs produced in the county annually. A hog pasture calendar showing the different pasture crops for swine and the grazing dates has been mailed to the farmers in the form of a circular letter. In 14 community meetings films have been shown on the parasites of hogs and sanitation methods of controlling them. In the meetings referred to above the Agent has discussed feeding practices, the use of worm powder and the value of pure breds.

In working with Dr. W. L. Threlkeld of the Virginia Experimental Station, two farm demonstrations were obtained to conduct tests on controlling certain worms in swine by using phenothiazine, a new discovery in the control of worms. The information learned in this work by the Agent and Assistant enabled them to assist 114 farmers in treating 6300 pigs with this material for worms. Many farmers stated that it had given them excellent results in producing healthy swine.

Two tri-county pure bred swine sales were conducted by Mr. George C. Herring, Extension Animal Husbandman, and 26 animals were bought by Iale of Wight County farmers. The Windsor Ruritan Club, through its agricultural committee, has started a swine improvement breeding campaign in which one pure bred pig was given of the Spotted Poland-China, Duroc-Jersey and Hampshire breeds to three different farmers. The farmers given these pigs will obtain a mate to the pig given them and return to the Ruritan Club one year later a pig, pure bred. In this small way an effort is being made to develop some pure bred breeders. The Agent has been in charge of locating and placing these pigs.

In regard to the time spent in working with swine there were 15,942 animals vaccinated and many sick herds visited. Also, 71 horses and mules were treated for botulinus antitoxin. The Agent would like to state that the majority of the work of treating animals (innoculated) was done by the Assistant Agent, Mr. Forrest T. Minor, who left the county in October 12.

## Poultry

The number of commercial poultry flocks in this area is relatively small but many farms do keep laying flocks which they manage scientifically and have good houses. There has been an increase of 15% in the number of poultry produced this year. Assistance has been given 15 farms in culling their poultry, six farms in having better houses, chicken pox vaccines was obtained for 20 farms. Other help has been given to 12 flocks of sick chickens and recommendations on buying baby chicks from state supervised hatcheries have been made through the usual Extension methods.

## Organization

One of the major projects of the Extension Agents in Tale of Right for this year was the organizing of a County Board of Agriculture through which all agencies working in the county with rural people and certain key farm men and women would plan and carry out a unified agricultural program. This Board was set-up on a plan in which the county was divided into six communities having a man and woman chairman and co-chairman for each community. The chairmen met with two professional workers and divided their respective community into neighborhoods of 30 to 60 farmers. A man and woman leader was selected to serve in each neighborhood and at a later time they selected a negro man and woman as assistant leaders. During the first meeting of the neighborhood leaders for each community they were given maps of the roads in their neighborhood and they agreed to furnish a list of the names of the families living within their respective neighborhoods. In the same meeting a project for each community was decided upon and all of the six communities in the county chose the same one. The project was to have a better garden in 1948 on all farms in the county and to encourage as many as four families in each neighborhood to have gardens for the first time. Three circular letters have been mailed to the families in each neighborhood whom the neighborhood leaders requested them to be sent. The first of these letters gave a suggested Spring and Summer Garden, the second gave suggestions on controlling insects and the third was a suggested Fall and Winter Garden. There has been a very definite improvement in the average farm garden this year. The outstanding improvements have been a larger variety of vegetables, more successive plantings and better gardens on tenant farms.

The above has been the planned part of the work, nevertheless, it has found time to do even more. This Board of Agriculture helped to explain and distribute a pamphlet and pledge sheet on the President's Seven Point Program. Minor things which have been done were to publicize the seray program sponsored by the County USDA War Board for the collection of seray iron and rubber. Also, they have helped to pass out information on the rationing of sugar and other rationed commodities.

The regular monthly meeting of the community farmers clubs was conducted as usual with a total of 64 meetings held during the year. A 16mm film on some farming practices was shown at the majority of the meetings and the Agent talked on some of the activities of agriculture. Dr. F. B. Hutchinson, Agronomist from V. F. I., talked to 150 farmers at the annual meeting on the seeding of winter cover crops and the conservation of nitrogen.

## 1948 4-H Club Work

The Agent wishes to state reasons for condition of the 4-H Club report. There were three Agents doing 4-H Club work in year of 1948, the present Agent taking over 4-H Club work in September, 1948. The preceding Agent left little report on 4-H work.

The 4-H county council met once during the year. A plan of work for the year was adopted by the council. This plan of work was submitted to each of the clubs and with a slight revision by some of the clubs the general plan was adopted.

A great deal of stress was placed on the part 4-H members can play in our "National War

Work plan. 4-H members are planting better gardens and are becoming more food conscious.

At the September club meeting methods and value of record keeping was explained, defense activities were discussed and encouraged and reports on scrap collection and War Stamps and Bonds purchases were made by members. The October and November meetings were used for seed demonstrations.

The percentage of completion for all the projects carried by the boys was 27%. 33% completed the corn project, 25% for poultry, 7% for peanuts, 12% for the garden project, 14% for fat pig and 37% for the sow and pigs project.

#### Agricultural Adjustment Act

There were 1260 farm plans in 1941 on 1325 farm units. The work of the program for this year has been designed to get the 50 committeemen to take a more active part in the administration of the program. Some of the duties which they have performed are to assist in (1) educational meetings, (2) delivering farm plans and taking orders for grant-of-aid materials, (3) conducting election of committees, (4) signing applications for payment, (5) delivering peanut marketing cards, (6) advising in regard to the regulations of the program and (7) conducting a farm to farm canvass under the food for defense program.

Assistance has been given by the Agent in office administration and management. Individual farmers have been informed in office calls how they could obtain maximum benefits of the program from the standpoint of complying with the allotments and carrying out farming practices which would enable them to earn their soil building allowances. In committee meetings suggestions have been made on soil building practices which they could recommend to farmers.

#### County USDA War Board

The County USDA War Board has done a small amount of regulatory work and the Agent has acted as Secretary. A few applications for farm buildings and silos have been passed on. Also, farmers have been advised in regard to getting supplies needed to carry on their production. The major activity which this Board has carried out has been (1) Educational work which encouraged farmers to purchase needed supplies early and (2) a scrap collection program in June in which 13,000 pounds of rubber was collected and 50 tons of scrap iron. In collecting the scrap country stores were contacted at intervals of about every five miles in the county and each of those contacted agreed to buy these scrap materials from farmers. The stores then moved the scrap to junk dealers. Assistance was given the War Board in organizing the ODT program in the county to aid farm truck owners in applying for "Certificate of War Necessity".

#### Soil Conservation Service

This bureau of the Department of Agriculture is operated in a small project area in Isle of Wight and the adjoining county of Hansemond. Assistance has been given by the Agent to the Project Supervisor, Mr. C. M. Jones, in helping him to contact all of the farmers in his area. In addition, three farms located outside of the project area on different soil types have been visited and the operators have agreed to work out a farm management plan. The Agent has visited the pasture demonstrations conducted by this service and has gained some helpful information to pass on to other farmers.

### War Activities

The Agent has cooperated as far as possible with defense agencies in passing on information in an educational way to farm people. In addition to acting as secretary of War Board the Agent is secretary of the Farm Machinery Rationing Committee. Seventeen applications have been approved by the committee.

The defense educational work was conducted by means of letters and Farmers' Club meetings. A circular War Board letter was mailed to farmers jointly with the County War Savings Staff. Educational work has been done with neighborhood leaders to prevent fire hazards and promote scrap and salvage collections.

### Conclusion

In concluding, the Agent would like to state that in this narrative interpretation that an attempt has been made to describe only the major activities. In all of the projects described special attention is called to the assistance which has been obtained from the District Agent, Mr. W. H. Daughtry. The guidance and wise suggestions obtained in consultations, visits and meetings with the District Agent have been found to be particularly helpful. He has been a true leader in that his methods have been one who shows how to obtain objectives rather than one who dictates the job to be done.

The progress of the organization of the Agricultural Board has largely been dependent on the fine spirit of cooperation received from the Home Demonstration Agent and her willingness to share more than her part of the burden. In all other activities she has been a real asset to the work.

In making this report the agent would like to recognize the assistance obtained from Mr. W. B. Ramsey, the preceding Agent.

The fine work of the Extension Secretary cannot be overlooked in this report. Miss Elizabeth Bryant has been a real asset to the office in all of its encounters and her efficiency and desire to do more than her part has been exceedingly gratifying.

### COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service  
Washington, D. C.

## COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Isle of Wight

#### REPORT OF

Emma Bretten  
(Name) Home Demonstration Agent.

From Nov. 30, 1941 to Dec. 1, 1942

Assistant Home Demonstration Agent.

From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_

Assistant County Agent in charge of Club Work.

From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_

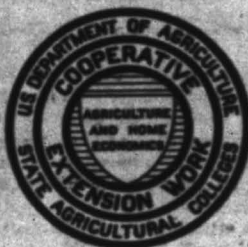
H. H. Griggard  
Agricultural Agent.

From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_

H. H. Henry & F. J. Munro  
Assistant Agricultural Agent.

From Nov. 30, 1941 to Dec. 1, 1942

From Nov. 30, 1941 to Oct. 12, 1942



READ SUGGESTIONS, PAGES 2 AND 16

Approved: \_\_\_\_\_

Date \_\_\_\_\_

State Extension Director.

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

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

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

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

### NARRATIVE SUMMARY

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

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

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

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

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

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

### STATISTICAL SUMMARY

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

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

**GENERAL ACTIVITIES**

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
1. Months of service this year (agents and assistants)		12		22	XXXXXXXX
2. Days devoted to work with adults <sup>3</sup>		214		472	XXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth <sup>3</sup>		62 1/2		48	XXXXXXXX
4. Days in office <sup>4</sup>		98 1/2		189	XXXXXXXX
5. Days in field <sup>4</sup>		177 1/2		351	XXXXXXXX
6. Number of farm or home visits made in conducting extension work <sup>5</sup>		700		879	1579
7. Number of different farms or homes visited		450		460	910
8. Number of calls relating to extension work	(1) Office	589		2665	3254
	(2) Telephone	629		1672	2299
9. Number of news articles or stories published <sup>6</sup>		22		23	45
10. Number of bulletins distributed		3061		884	3945
11. Number of radio talks broadcast or prepared for broadcasting	(a) Number	11		7	18
	(b) Total attendance	4		19	23
12. Training meetings held for local leaders or committeemen	(1) Adult work			90	90
	(b) Men leaders			81	128
	(c) Women leaders	47		2	4
(2) 4-H Club and older youth	(a) Number	42		2	16
	(b) Leaders	14		4	131
	(c) Total attendance	177		53	1766
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader or training meetings reported under Question 12)	(1) Adult work			4	55
	(2) 4-H Club and older youth	51		102	1231
	(b) Total attendance	1129			
14. Number of adult result demonstrations conducted		13		10	23
15. Meetings held at such result demonstrations	(1) Number	13			13
	(2) Total attendance	165			165
16. Tours conducted	(1) Adult work				
	(2) 4-H Club and older youth				
17. Achievement days held	(1) Adult work				
	(2) 4-H Club and older youth			150	150

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

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**GENERAL ACTIVITIES—Continued**

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
18. Encampments held (report attendance for your county only) <sup>3</sup>	(1) Farm women	(a) Number			
		(b) Total members attending			
	(2) 4-H Club and older youth	(c) Total others attending			
		(a) Number	1		1 ✓
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(b) Total boys attending		9	9 ✓
		(c) Total girls attending	7		7 ✓
	(2) 4-H Club and older youth	(d) Total others attending	1		2 ✓
		(a) Number	48		128 ✓
(1) Adult work	(b) Total attendance	1185		1613 ✓	
	(a) Number	2		44 ✓	
(2) 4-H Club and older youth	(b) Total attendance	22		545 ✓	
	(a) Number	5		18 ✓	
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(b) Total attendance	21	182	203 ✓
		(a) Number			
	(2) 4-H Club and older youth	(b) Total attendance			
		(a) Number			

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

**SUMMARY OF EXTENSION INFLUENCE THIS YEAR**

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

21. Total number of farms in county (1940 Census)	1416
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	1200
23. Number of farms involved in preceding question which were reached this year for the first time	600 ✓
24. Number of nonfarm families making changes in practices as a result of the agricultural program	200
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	900
26. Number of farm homes involved in preceding question that were reached this year for the first time	400 ✓
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	700
28. Number of other homes involved in preceding question that were reached this year for the first time	50 ✓
29. Number of farm homes with 4-H Club members enrolled	111
30. Number of other homes with 4-H Club members enrolled	20
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	1311 ✓
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	920 ✓

EXTENSION ORGANIZATION AND PLANNING

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

- (a) Over-all or general: (1) Name: County Board of Agriculture (2) No. of members: 14
- (b) Agricultural: (1) Name: 4-H Club (2) No. of members: 267
- (c) Home demonstration: (1) Name: Home Demonstration Committee (2) No. of members: 15
- (d) 4-H Club: (1) Name: 4-H Club Council (2) No. of members: 25
- (e) Other youth: (1) Name: \_\_\_\_\_ (2) No. of members: \_\_\_\_\_

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

- (a) Agricultural: 13 (b) Home demonstration: 13 (c) 4-H Club: 25 (d) Other youth: \_\_\_\_\_
- 35. Total number of committees in county: 6
- 36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees: 19
- 37. Number of clubs or other groups organized to carry on adult home demonstration work: 14
- 38. Number of members in such clubs or groups: 381
- 39. Number of 4-H Clubs. (Same as question 17a, page 14): 14
- 40. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (Same as question 18a, page 14): 5
- 41. Number of different voluntary local leaders or organizations actively engaged in forwarding the extension program:
  - (1) Men: 99 (2) Women: 129 (3) Older club boys: \_\_\_\_\_
  - (4) 4-H Club and older youth work: (1) Men: 2 (2) Women: 2 (3) Older club girls: 1

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (land use planning or over-all planning) group, if any, sponsored by the Extension Service: \_\_\_\_\_

- 43. Number of members of such county agricultural planning group: 49
  - (a) Unpaid lay members: (1) Men: 48 (2) Women: 1 (3) Youth: \_\_\_\_\_
  - (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men: 1 (2) Women: \_\_\_\_\_
- 44. Number of organizations with agricultural planning committees (land use planning or over-all planning): 6
- 45. Number of members of such community planning committees: (a) Men: 6 (b) Women: 6 (c) Youth: \_\_\_\_\_
- 46. Was a county committee report prepared and released during the year? (a) Yes: 2 (b) No: \_\_\_\_\_

	Extension application and planning:				County agricultural planning:		Total:
	(1)	(2)	(3)	(4)	(a)	(b)	
47. Days devoted to line of work by—	(1) Home demonstration agents	(2) 4-H Club agents	(3) Agricultural agents	(4) State extension workers	(1) County	(2) Community	
48. Number of planning meetings held	23	23	24	24	23	24	51
49. Number of unpaid voluntary leaders or committeemen serving this year	23	24	24	24	23	24	113
50. Days of assistance rendered by voluntary leaders or committeemen	23	24	24	24	23	24	245
	23	24	24	24	23	24	600

<sup>1</sup> Where extension program planning and county agricultural planning (land use or over-all planning) have been completely merged into a single program planning activity, give extension (a) should be filed out. Where extension program planning is the only planning activity, the entries in columns (a) and (b) will be identical. In all other cases columns (c) is the sum of columns (a) and (b).

**CROP PRODUCTION (other than for family food supply)**

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pasture	Cotton	Tobacco	Potatoes and other root crops	Fruits	<i>Peanuts</i> Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—								Reported under 112-40		
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	29		10	21	15	4		10		40
(4) State extension workers	3			1				2		3
52. Number of communities in which work was conducted this year	6		6	6	6	3		6		6
53. Number of voluntary local leaders or committeemen assisting this year	20		12	32		4		68		15
54. Number of times aided this year in—										
(1) Obtaining improved varieties or strains of seed	160		200	100	50	20				30
(2) The use of lime	500			80	75					525
(3) The use of fertilizers	500		50	90	45					475
(4) Controlling plant diseases										110
(5) Controlling injurious insects										
(6) Controlling noxious weeds				75	20					
(7) Controlling rodents and other animals										

**LIVESTOCK PRODUCTION (other than for family food supply)**

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents						3	
(2) 4-H Club agents							
(3) Agricultural agents	6	1	6	212	9	14	
(4) State extension workers				1		2	
56. Number of communities in which work was conducted this year	2	1	3	6	3	6	
57. Number of voluntary local leaders or committeemen assisting this year	1	1		2	2	3	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year				1			
59. Number of members in such circles, clubs, or associations				40			
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males				20			
(2) Obtaining purebred or high-grade females				10			
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	25	XXXXX
(4) Improving methods of feeding				50		25	
(5) Controlling external parasites				20		15	
(6) Controlling diseases and internal parasites				40		10	
(7) Controlling predatory animals							

<sup>1</sup> Do not include rabbits, guinea, and fer animals, which should be reported under wildlife conservation.

**CONSERVATION OF NATURAL RESOURCES**

Include all work with adults, 4-H Club members, and older youth	Soil management (a)	Forestry (b)	Wildlife conservation (c)
62. Days devoted to line of work by—			
(1) Home demonstration agents.....		1	
(2) 4-H Club agents.....			
(3) Agricultural agents.....		1	
(4) State extension workers.....			
63. Number of communities in which work was conducted this year.....		6	
64. Number of voluntary local leaders or committeemen assisting this year.....		81	

**Soil Management—Continued**

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

**Forestry—Continued**

67. Number of farmers assisted this year—
- (a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....
  - (b) In making improved thinnings, weedings, or pruning of forest trees.....
  - (c) With selection cutting.....
  - (d) With production of naval stores.....
  - (e) With production of maple-syrup products.....
  - (f) In timber estimating and appraisal.....
68. Number of farmers cooperating this year in prevention of forest fires..... **43**

**Wildlife Conservation—Continued**

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

<sup>1</sup> Include nature study.



**MARKETING AND DISTRIBUTION**

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool <sup>1</sup>	Dairy products	Poultry and eggs <sup>1</sup>	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home prod- ucts, crafts and	Participating in farm and home improvement
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											5
(2) 4-H Club agents											
(3) Agricultural agents	4	2	70		10	5		2	10	5	9
(4) State extension workers											
84. Number of communities in which work was conducted this year	6	4	6		6	4		7	6	7	6
85. Number of voluntary local leaders or committeemen assisting this year											10
86. Number of new cooperatives <sup>2</sup> assisted in organizing during the year											
87. Number of established cooperatives <sup>2</sup> assisted during the year	7										
88. Number of members <sup>2</sup> in the cooperatives assisted during the year (questions 86 and 87)	267										
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) <sup>3</sup>	\$1000.0	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year		20	20		20	10		5	25	7	28
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$200	\$600	\$	\$400	\$300	\$	\$200	\$800	\$100	\$211
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs <sup>2</sup> pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs <sup>2</sup> participated in or conducted this year											
95. Number of marketing surveys <sup>2</sup> assisted with or conducted this year											
96. Number of special merchandising programs <sup>2</sup> participated in or conducted this year											
97. Number of consumer information programs <sup>2</sup> pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs <sup>2</sup> relating to marketing services and costs of distribution conducted this year											
99. Number of programs <sup>2</sup> relating to transportation problems conducted this year											
100. Number of programs <sup>2</sup> relating to the specific use of market information conducted this year											
101. Number of other marketing programs <sup>2</sup> conducted this year (specify)											

<sup>1</sup> Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or heding purposes.

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

<sup>3</sup> Organized pieces of work.

### HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and older youth	The home, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents.....	6	1/2		
(2) 4-H Club agents.....				
(3) Agricultural agents.....			2	
(4) State extension workers.....	2 1/2			
103. Number of communities in which work was conducted this year.....	6	1	4	
104. Number of voluntary local leaders or committeemen assisting this year.....	21			

#### The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings.....	
(b) Remodeling dwellings.....	
(c) Installing sewage systems.....	
(d) Installing water systems.....	
(e) Installing heating systems.....	
(f) Providing needed storage space.....	5
(g) Rearranging or improving kitchens.....	2
(h) Improving arrangement of rooms (other than kitchens).....	2
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings.....	35
(j) Selecting housefurnishings or equipment (other than electric).....	18
(k) Improving housekeeping methods.....	1
(l) Laundry arrangement.....	
(m) Installing sanitary closets or outhouses.....	2
(n) Screening or using other recommended methods of controlling flies or other insects.....	3
(o) Improving home grounds.....	
(p) Planting windbreaks or shelterbelts.....	

#### Rural Electrification—Continued

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

#### Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings.....	
(b) Remodeling or repairing farm buildings.....	3
(c) Selection or construction of farm-building equipment.....	

#### Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment.....	7
(b) Making more efficient use of mechanical equipment.....	
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....	10
111. Number of gin stands assisted this year in the better ginning of cotton.....	

**NUTRITION AND HEALTH**

Include all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	59	62	47	17
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
113. Number of communities in which work was conducted this year	6	6	6	6
114. Number of voluntary local leaders or committeemen assisting this year	83	83	83	40
115. Number of families assisted this year—				
(a) In improving diets				380
(b) With food preparation				380
(c) In improving food supply by making changes in home food production				900
(1) Of vegetables				900
(2) Of fruits				150
(3) Of meats				
(4) Of milk				
(5) Of poultry and eggs				25
(d) With home butchering, meat cutting or curing				20
(e) With butter or cheese making				18
(f) With food-preservation problems				
(1) Canning				900
(2) Freezing				
(3) Drying				600
(4) Storing				900
(g) In producing and preserving home food supply according to annual food-supply budget				75
(h) In canning according to a budget				
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				900
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				
(m) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				1
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				3

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**CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE**

Include all work with adults, 4-H Club members, and older youth	Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—				
(1) Home demonstration agents.....	1	9		1
(2) 4-H Club agents.....				
(3) Agricultural agents.....		42		
(4) State extension workers.....				
119. Number of communities in which work was conducted this year.....	46	26		2
120. Number of voluntary local leaders or committeemen assisting this year.....	43	26		

**Home Management—Family Economics—Continued**

121. Number of families assisted this year—
- (a) With time-management problems.....
- (b) With home accounts..... 4
- (c) With financial planning.....
- (d) In improving use of credit for family living expenses.....
- (e) In developing home industries as a means of supplementing income.....
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—
- (a) Food.....
- (b) Clothing.....
- (c) Housefurnishings and equipment.....
- (d) General household supplies.....
123. Number of families assisted this year through cooperative associations<sup>1</sup> or individually, with the buying of—
- (a) Food.....
- (b) Clothing.....
- (c) Housefurnishings and equipment.....
- (d) General household supplies.....
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).....
125. Number of families assisted this year with "making versus buying" decisions..... 380
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.....

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

**Clothing and Textiles—Continued**

127. Number of families assisted this year with—
- (a) Clothing-construction problems.....
- (b) The selection of clothing and textiles.....
- (c) Care, renovation, remodeling of clothing..... 250
- (d) Clothing accounts or budgets..... 95

**Family Relations—Child Development—Continued**

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

**Recreation and Community Life—Continued**

132. Number of families assisted this year in improving home recreation.....
133. Number of communities assisted this year in improving community recreational facilities..... 1
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs..... 3
135. Number of communities assisted this year in establishing—
- (a) Club or community house.....
- (b) Permanent camp.....
- (c) Community rest rooms.....
136. Number of communities assisted this year in providing library facilities..... 1
137. Number of school or other community grounds improved this year according to recommendations.....

<sup>1</sup> The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 15.

<sup>2</sup> Includes question 122, also families buying through marketing cooperatives, organized or assisted, column (b), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	15		5		10 3/4	Acres
139. Other cereals						Acres
140. Peanuts	14		1		1	Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet						Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	14	38	2	22	18 1/2	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)	24	20	6	14	2538	Birds
151. Dairy cattle						Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	30		6		25	Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds						XXXXXXXXXXXX
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)						XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity						{ Articles made
						{ Articles repaired
162. Farm management						XXXXXXXXXXXX
163. Food selection and preparation		80		45	217	Meals planned
					28	Meals served
164. Food preservation		80		45	6733	Quarts canned
165. Health, home nursing, and first aid						XXXXXXXXXXXX
166. Clothing		32		24	52	Garments made
					40	Garments remodeled
167. Home management						Units
168. Home furnishings and room improvement		2		2	3	Rooms
						Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership		✓		1		XXXXXXXXXXXX
171. All others						XXXXXXXXXXXX
172. Totals (see footnotes 2 and 3, p. 14)	62	80	201	45		XXXXXXXXXXXX

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253

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4-H CLUB MEMBERSHIP

WORK WITH OLDER RURAL YOUTH

173. Number of 4-H Clubs. (Same as question 39) 5  
 174. Number of different 4-H Club members enrolled (a) Boys 62 (b) Girls 80  
 175. Number of different 4-H Club members completing (a) Boys 20 (b) Girls 45  
 176. Number of different 4-H Club members in school (a) Boys 62 (b) Girls 80  
 177. Number of different 4-H Club members out of school (a) Boys 0 (b) Girls 0  
 178. Number of different 4-H Club members from farm homes (a) Boys 52 (b) Girls 70  
 179. Number of different 4-H Club members from nonfarm homes (a) Boys 10 (b) Girls 10

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	<u>43</u>	<u>38</u>	10 and under	<u>9</u>	<u>11</u>
2d	<u>15</u>	<u>24</u>	11	<u>11</u>	<u>11</u>
3d	<u>3</u>	<u>10</u>	12	<u>21</u>	<u>10</u>
4th	<u>1</u>	<u>4</u>	13	<u>9</u>	<u>11</u>
5th	<u>1</u>	<u>3</u>	14	<u>4</u>	<u>14</u>
6th	<u>1</u>	<u>3</u>	15	<u>3</u>	<u>3</u>
7th			16	<u>3</u>	<u>3</u>
8th			17	<u>1</u>	<u>1</u>
9th			18		
10th and over	<u>1</u>	<u>1</u>	19		
			20 and over		

182. Number of different 4-H Club members, including those in corresponding projects, who received debate training in—  
 (a) Judging \_\_\_\_\_ (f) Fire and accident prevention \_\_\_\_\_  
 (b) Giving demonstrations \_\_\_\_\_ (g) Wildlife conservation \_\_\_\_\_  
 (c) Recreational leadership \_\_\_\_\_ (h) Keeping personal accounts \_\_\_\_\_  
 (d) Music appreciation \_\_\_\_\_ (i) Use of economic information \_\_\_\_\_  
 (e) Health \_\_\_\_\_ (j) \_\_\_\_\_ 30

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

184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs. 45

185. Number of groups (other than 4-H Clubs) organized for conduct of extension work with older rural youth (same as question 46) \_\_\_\_\_  
 186. Membership in such groups (a) Young men \_\_\_\_\_  
 (b) Young women \_\_\_\_\_

187. Number of members of groups organized for work with older rural youth

	In school (a)	Out of school		Under 25 years (a)	25-49 years (a)	50 years and older (a)
		Elementary (b)	High school (b)			
(1) Young men						
(2) Young women						

188. Number of meetings of other rural youth extension groups \_\_\_\_\_  
 189. Total attendance at such meetings \_\_\_\_\_  
 190. Number of other older rural youth groups assisted \_\_\_\_\_

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

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

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

194. Check columns showing appropriate portion of older youth program in—

	Under 25 years (a)	25-49 years (a)	50 years and older (a)					
				(1) Citizenship, democracy, and public problems	(2) Vocational guidance	(3) Family life and social customs	(4) Social and recreational activities	(5) Community service activities

\* All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects or on the number of different boys or girls enrolled in each year. The total should equal the sum of the number of boys and girls in each year in extension work with the rural youth program. Do not include boys and girls enrolled in the year in connection with the preceding year's program. Same as Section 1, except that reference is to completion instead of enrollment.

**MISCELLANEOUS**

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

Include all work with adults, 4-H Club members, and other youth	Home (a)	General-Order insects (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents		2	
(4) State extension workers		1	
196. Number of communities in which work was conducted this year		3	
197. Number of voluntary local leaders or committeemen assisting this year			

**SUMMARY OF CONTRIBUTION TO WAR EFFORT**

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

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)			46
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	5		4
(4) Other war work (including collection of salvage material)			8

**COOPERATION WITH OTHER FEDERAL AGENCIES**

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

	War boards (a)	Civilian defense agency (b)	Employment service (c)	Agricultural Adjustment Administration (d)	Surplus Marketing Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents	2	3½				1	3	½		
(2) 4-H Club agents										
(3) Agricultural agents	21	2		45		2	2			
(4) State extension workers				1						
200. Number of communities in which work was conducted this year	6	1		6		2	4			
201. Number of voluntary local leaders or committeemen assisting this year	12	1		20		4				
202. Number of meetings participated in this year by extension workers	10	4				4	2			

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

## TERMINOLOGY

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

### DEFINITIONS OF EXTENSION TERMS

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