

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 King George State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>George H. Hall</u>	<u>County Agent</u>	<u>Dec. 1, 1952</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 20, 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 held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.

10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

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..... <i>Number</i>			426	426
2. Office calls..... <i>do</i>			284	284
3. Telephone calls..... <i>do</i>			370	370
4. News articles or stories prepared <i>Number</i>			11	11
5. Broadcasts made or prepared:				
a. Radio..... <i>Number</i>			10	10
b. Television..... <i>do</i>				
6. Bulletins distributed..... <i>do</i>			497	497
7. Adult result demonstrations conducted <i>Number</i>			24	24
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... <i>Number</i>			1	1
(2)..... <i>Attendance</i>			8	8
b. YMW work:				
(1)..... <i>Number</i>				
(2)..... <i>Attendance</i>				
c. 4-H Club work:				
(1)..... <i>Number</i>				
(2)..... <i>Attendance</i>				
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... <i>Number</i>			14	14
(2)..... <i>Attendance</i>			342	342
b. YMW work:				
(1)..... <i>Number</i>			1	1
(2)..... <i>Attendance</i>			20	20
c. 4-H Club work:				
(1)..... <i>Number</i>			21	21
(2)..... <i>Attendance</i>			753	753
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... <i>Number</i>				
(2)..... <i>Attendance</i>				
b. YMW work:				
(1)..... <i>Number</i>				
(2)..... <i>Attendance</i>				
c. 4-H Club work:				
(1)..... <i>Number</i>			6	6
(2)..... <i>Attendance</i>			179	179

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.....
- b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different from "a".....
12. COUNTY-WIDE advisory COUNCILS or COMMITTEES assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Councils or committees		Members		Meetings of such councils or committees held during the year	
	A	B	C	D		
	Number	Number	Number	Attendance		
a. Over-all or general.....						
b. Agricultural.....	1	8	1	8		
c. Home demonstration.....						
d. Young men and women.....						
e. 4-H Club.....	1	1	8	8		

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.....	
b. County meetings.....		

14. Number of fact-finding surveys for program-planning purposes made during the year.....
15. Total number of different voluntary local leaders or committeemen (county, community and neighborhood) assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work.....	8		x x x x	x x x x
b. In adult home demonstration work.....			x x x x	x x x x
c. In young men and women's work.....			x x x x	x x x x
d. In 4-H Club work.....		1		
e. Total number of DIFFERENT leaders.....	8	1		

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

PROGRAM EMPHASIS—*Interpretation*

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 month's service for each. Report months of service to the nearest whole month.
19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed. 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 lines 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			12	12
19. Total days worked			278	278
20. Days devoted to--				
a. Adult work			207	207
b. YMW work			1	1
c. 4-H Club work			70	70
21. Days devoted to--				
a. Extension organization and program planning			37	37
b. In-service training of agents			4	4
c. Crops			65	65
d. Livestock			95	95
e. Marketing; distribution; and service organizations			2	2
f. Soil and water conservation and management			15	15
g. Forestry			13	13
h. Wildlife				
i. Planning and management of the farm business			13	13
j. Farm buildings and farm me- chanical equipment			8	8
k. House and surroundings, furni- shings and equipment			2	2
l. Home management				
m. Family economics				
n. Clothing				
o. Foods and nutrition				
p. Health				
q. Family life, child development, and parent education				
r. Safety				
s. Community development and public affairs				
t. Days that cannot be charged specifically to one of items a through s.			24	24

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.

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.....	8	8						
23. Total number of personal contacts made individually or through meetings.....	340	300				15	185	20
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	175	125				12	40	20
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....	125	95				12	40	20
Of this number how many were assisted with—								
a. Use of improved varieties and strains.....	45	35					12	
b. Use of fertilizers.....	30	40					3	
c. Control of injurious insects.....	25	30				12	25	15
d. Control of diseases.....						12	10	5
e. Harvesting, storing, and curing.....	35	20						
f. Efficient work methods.....								
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....	45	25						
Of this number how many were assisted with—								
a. Preparation for market.....								
b. Commodity outlook and market information.....	45	25						
c. Arranging to sell and selling.....								

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 TECHNICAL 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 agent 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.....	8	8	8	8	8	
28. Total number of personal contacts made individually or through meetings.....	25	125	200	95	175	15
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	20	65	175	20	65	15
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management.....	12	45	95	20	40	15
Of this number how many were assisted with—						
a. Selection and breeding.....	3	16	12	2	12	
b. Feeding.....	4	9	18	6	9	15
c. Controlling external parasites.....			25		10	
d. Controlling diseases and internal parasites.....	5	20	40	12	9	
e. Efficient work methods.....						
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....			35	7	25	
Of this number how many were assisted with—						
a. Preparation for market.....			15	7	8	
b. Commodity outlook and market information.....			20		11	
c. Arranging to sell and selling.....				4	6	

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 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 merchandising 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						
b. Farm and home service						

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

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

Number

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

a. Marketing	_____
b. Service facilities	_____
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products	_____
b. Home products (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.	_____
b. Hay and other forage crops	_____
c. Cotton: (1) Cotton ginner	_____
(2) Other	_____
d. Tobacco	_____
e. Oil crops (soybeans, flax, peanuts, etc.)	_____
f. Sugar crops	_____
g. Dairy and dairy products	_____
h. Poultry and poultry products	_____
i. Meat animals and meat products	_____
j. Fruits and nuts	_____
k. Vegetables including potatoes	_____
37. Food retailers assisted with merchandising problems	_____
38. Persons assisted with CONSUMER information on agricultural products.....estimated total	_____

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.

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.....	8	8	
40. Total number of personal contacts made individually or through meetings.....	275	60	
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	125	45	.
42. Farmers and other individuals reported in item 41-A assisted with—			Estimated number
a. Proper land use.....			8
b. Contour and strip cropping.....			
c. Terracing.....			
d. Grassing waterways.....			
e. Water supply, storage, and distribution.....			
f. Drainage.....			
g. Irrigation.....			
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....			46
i. Use of fertilizers (commercial and barnyard) (See subitem 25b).....			46
j. Production of soil-improvement crops.....			20
k. Crop rotations.....			2
l. Land clearing.....			3
43. Farmers and other individuals reported in item 41-B assisted with—			
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....			12
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....			15
c. Timber harvesting (includes selective and other recommended cutting for forest products).....			8
d. Estimating and appraising.....			5
e. Production of maple-sirup products or naval stores.....			
f. Treating wood products with preservatives (fence posts and building timbers).....			
g. Marketing of forest products (includes markets and timber-selling practices).....			
h. Fire prevention.....			
44. Farmers and other individuals reported in item 41-C assisted with—			
a. Construction or management of ponds for fish.....			
b. Making food and cover plantings for wildlife.....			
c. Protection of wildlife areas from fire or livestock.....			

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—Interpretation

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
 - Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Subitem 48e refers to long-time adjustments, 48f should include adjustments made from year to year.
- Special work in helping farmers to develop new sources of income.
 - Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
 - Help given persons in locating and/or appraising a farm for rental or purchase.
 - Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
 - Leases, partnerships, property transfers, and farm and liability insurance. (See 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
46. Total number of personal contacts made individually or through meetings	100
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	50
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook	25
b. Keeping and analyzing farm records	
c. Developing an over-all farm plan	4
d. Making needed adjustments in farm organization	
e. Developing supplemental sources of income	2
f. Obtaining and using credit	8
g. Selecting a farm for rental or purchase	11
h. Obtaining, training, and using farm labor	
i. Legal aspects of the farm business	
j. Income-tax accounting and related problems	
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers	
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers	

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

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.
- This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
 - and c. Also include planning and decisions relating to efficient lay-out within a farm building.
 - Also include equipment that may be constructed as part of the building.
55. Item—
- Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
 - 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.....		
52. Total number of personal contacts made individually or through meetings.....	25	5
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	15	5
54. Farmers and other individuals reported in item 53-A, assisted with—		<i>Estimated number</i>
a. Arrangement of farm-building lay-out.....		
b. Construction of farm buildings.....		15
c. Remodeling or repairing farm buildings.....		
d. Selection or construction of farm-building equipment.....		
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment.....		5
b. Developing labor-saving devices and equipment.....		
c. Use, care, and repair of farm mechanical equipment.....		
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes.....		

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT—Interpretation

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

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

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

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

58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings 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.

g. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.

h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

The subitems listed under item 60 should not be added and reported in item 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.....		
58. Total number of personal contacts made individually or through meetings.....	10	
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices.....	10	
60. Families, homemakers, and other individuals reported in item 59-A assisted with—	<i>Estimated number</i>	
a. Building a new house.....		
b. Remodeling or repairing the house.....		
c. Improving kitchen or laundry.....		
d. Improving storage space.....		
e. Selection, installation, use, and care of water and/or sewage systems.....		
f. Selection, installation, use, and care of heating and/or cooling systems.....		
g. Planning electrical systems.....		
h. Landscaping home grounds.....	10	
61. Homemakers and other individuals reported in item 59-B assisted with—		
a. Selection, use, and care of home equipment (other than sewing equipment).....		
b. Selection, use, and construction of home furnishings.....		
c. Repair, reconditioning, and care of home furnishings.....		
d. Furniture arrangement and use of accessories.....		
e. Color schemes and wall finishes.....		
f. Floor finishes.....		

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.....			1
63. Total number of personal contacts made individually or through meetings.....			204
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....			34
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.....			
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			
b. With family financial planning.....			
c. With keeping and analyzing home records.....			
d. With family legal matters.....			
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			
b. With care and mending of clothing.....			
c. With clothing construction.....			34
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			
e. With good grooming and posture (personal appearance).....			

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 ailments, 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.....				
69. Total number of personal contacts made individually or through meetings.....				
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....				
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				
b. In selecting food.....				
c. With meal planning and food preparation.....				
d. With preservation and storage of food.....				
e. In improving diets.....				
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				
b. First aid and home nursing.....				
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.....				
b. Accident prevention around the farm and home.....				
c. Accident prevention away from home place.....				

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; flood control; and industrial development.

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

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

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

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
75. Citizenship activities.....				
76. Developing and improving county or community organization.....				
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....				
b. Improving health facilities, services, and programs.....				
c. Improving schools.....				
d. Improving churches.....				
e. Bettering town-country relations.....				
f. Libraries.....				
g. Roads.....				
h. Telephones.....				
i. Community centers.....				
j. Recreation programs and facilities.....				
k. Community beautification.....				
78. Regional or area development programs or projects.....				
79. National programs and proposals affecting agriculture and rural life.....				
80. World affairs.....				
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.....	2	0		acres
83. Other cereals.....				do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....				do.
88. Tobacco.....				do.
89. Vegetable growing.....				do.
90. Fruits.....				do.
91. Range and pasture.....				do.
92. Other crops.....				do.
93. Soil and water conservation and management.....				do.
94. Forestry.....	5	1	2 A.	do.
95. Wildlife and nature study.....			XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	19	11	1,092	birds
97. Dairy cattle.....	1	0	0	animals
98. Beef cattle.....	3	3	5	do.
99. Sheep.....	1	1	31	do.
100. Swine.....	27	10	11	do.
101. Rabbits.....	7	4	24	do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....			XXXXXXXXXXXXXX	
105. Tractor maintenance.....				tractors
106. Electricity.....	32	32	32	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).....				dishes prepared
112. Canning and preserving (other than freezing).....				meals served
113. Freezing of foods.....				quarts
114. Health, nursing, and first aid.....			xx	quarts frozen
115. Child care.....			XXXXXXXXXXXXXX	pounds frozen
116. Clothing.....	34	20	33	articles
117. Home management.....			xx 34	garments
118. Home furnishings and room improvement.....				articles
119. Home industries, arts, and crafts.....				rooms
120. Junior leadership.....			XXXXXXXXXXXXXX	articles
121. All other.....			XXXXXXXXXXXXXX	
122. Total.....	131	82	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP

123. Number of 4-H Clubs.....		3
124. Different 4-H Club members—	Boys	Girls
a. Enrolled.....	62	60
b. Completing.....	30 43	34
125. 4-H Club members from—		
a. Farm homes.....	40	45
b. Rural nonfarm homes.....	22	15
c. Urban homes.....		
(For checking purposes; total equals 124a).....	62	60
126. 4-H Club members enrolled by years in club work:		
a. 1st year.....	41	29
b. 2d year.....	8	18
c. 3d year.....	5	6
d. 4th year.....	4	6
e. 5th year.....	1	1
f. 6th year and over.....	3	
(For checking purposes; total equals 124a).....	62	60
127. 4-H Club members enrolled by ages:		
a. 10 years and under.....	12	18
b. 11 years.....	13	6
c. 12 years.....	17	19
d. 13 years.....	9	8
e. 14 years.....	5	6
f. 15 years.....	4	2
g. 16 years.....	2	
h. 17-20 years, inclusive.....	1	1
(For checking purposes; total equals 124a).....	62	60
128. 4-H Club members who received definite training in—		Members
a. Judging.....		6
b. Giving demonstrations.....		
c. Group recreation leadership.....		
d. Music appreciation.....		
e. Money management (thrift).....		8
f. Farm and home safety.....		
g. Citizenship.....		
h. Personality improvement.....		
i. Soil and water conservation.....		75
j. Forestry.....		25
k. Health, nursing, and first aid.....		
129. 4-H Club members having health examination because of participation in the extension program.....		8
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.....		2

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.....	35
137. FAMILIES assisted with control of household insects.....	3
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	10
139. FARMERS and other individuals assisted with control of noxious weeds.....	25
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	3
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	
142. FAMILIES assisted with practices incident to production of arts and crafts.....	

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

A, B, and C. In determining the number of 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.....	340	75	
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....			
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	340	75	

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 A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	
FEDERAL AGENCIES				
146. Item discontinued.....				
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....				
149. Farmers Home Administration.....			1	2
150. Fish and Wildlife Service.....				
151. Forest Service.....				
152. Bureau of Indian Affairs.....				
153. Agricultural Stabilization and Conservation Program Committee.....			6	10
154. Rural Electrification Administration.....				
155. Selective Service System.....				
156. Soil Conservation Service.....				
157. Valley authority (TVA, etc.).....				
158. Other (specify).....				
STATE AGENCIES				
159. Health department.....				
160. Highway department.....				
161. State departments of agriculture and forestry.....				
162. State department of education: General schools.....				
163. State employment service.....				
164. Welfare department.....				
165. Other (specify).....				
COUNTY AGENCIES				
166. Soil conservation districts.....			4	8
167. Vocational-agriculture and home economics departments.....				
168. Other (specify).....				

REVISED YOUR ANNUAL REPORT (PART TWO)

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 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.

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I. County Organization

The County Farm Bureau, affiliated with State and Farm Bureau Federation, is considered by many of county membership, principally as an educational organization. It is through this organization that most of the county-wide educational meetings are conducted.

The officers and directors serve as an Extension Program Planning Advisory Committee. This group met in January with eight of the twelve members attending, along with the Agricultural Instructor and the County Agent. They outlined the principal topics for discussion at each of the monthly meetings, and selected some of the major Extension Activities to be conducted during the year.

II. Description of County

King George County lies in the Northern Neck Area of Virginia. It is located between Stafford and Westmoreland Counties and is bounded by the Potomac River on the North and the Rappahannock River on the South.

King George is a small county, having 180 square miles and consisting of 585 farms. There are 76,993 acres of land of which 24,172 acres are in cropland, 6,748 acres are pasture land and 46,821 acres are in woodland and waste.

Elevations are generally from 100 to 200 feet above sea level. Temperatures average 36° in January, 77° in July, frost free period from April 20th to October 15th and precipitation is 40 inches annually.

According to the 1950 United States Census of Agriculture, the Agricultural income of the county is around \$750,000.00. About 3/5 of the income is from livestock enterprises and the remainder from field crops.

III. Agronomy

Situations: Corn, small grain, soybeans, alfalfa and other hay in conjunction with livestock enterprises, represent the principal agricultural income in the county.

Goal: To provide the current recommendation of the Experiment Station with varieties, fertilization, harvesting, storage and marketing.

Methods: The most common method of reaching the above goal is working through the County Farm Bureau, individual demonstrations and farm visits.

The Agent has for the past four years helped the Farm Bureau in locating seed of various description. This year the Organization pooled orders for seed corn in the amount of 65 bushels that was of excellent quality.

The Agent conducted one yellow corn variety demonstration showing the general growth characteristics. This type of demonstration has convinced many farmers the variation in many of our hybrids. Even though most varieties used are of a recommended variety, the stage of maturity has over the past three drought years often meant the difference in a 60% crop, compared to the full season variety that has been anywhere from 20 to 40% of a normal crop.

During the fall season of 1953, the Agent introduced two new varieties of wheat, namely, Nudal and Seneca. Most of the wheat was sold for seed purpose here in the County. A total of 140 bushels were distributed to 15 farmers. This was one of the best years reported for small grain yield of all varieties, but these new varieties exceeded other recommended varieties, namely, Thorne and Vohart by 2 to 8 bushels per acre on farms where these varieties were introduced. Approximately 95% of the small grain varieties grown is a recommended variety.

The additional reduction in wheat acreage has been responsible for a much larger acreage of oats, barley and rye. Farmers growing these grains witnessed this year a depressed market at harvest time. It is felt by the Agent, this is a good lesson that many farmers will need to learn. The production of these small grains should be encouraged on farms where there is feeding enterprise to utilize these feed grain supplies. It is discouraged as a cash crop and efforts are being made to get more farmers to shift to alfalfa and improved pasture.

Through the Agricultural Conservation Program of the Agricultural Stabilization and Conservation Committee, farmers are given an excellent opportunity to make needed adjustment. Very little progress was made this fall due to the drought. Given good seasonal condition in the Spring of 1955, this shifting to alfalfa and pasture will move ahead rapidly.

Soybeans

Soybeans have been considered one of the most profitable crops on many of the general farms in the County. The early maturing varieties, such as the Wood's Early S-100 and Perry were the bulk of the county crop for 1954. Where these were seeded in rows and on good productive soil, the yield was approximately 70% normal. With the late maturing varieties such as the Ogden, Jackson and Wood's Late, the yield was around 25% normal. The overall soybean crop was reported as 33% normal. Many farmers harvested soybeans for hay, and also sold soybeans standing in the field for hay and silage. The Agent worked closely with these farmers in locating a market outlet and advised on making and storing soybean hay.

The Corn Ear Worm was abundantly present in most of the late seeded and late maturing varieties. The Agent made 15 farm visits for the purpose of insect identification and consultation. With severe damage and a poor soybean crop, it was not economical for any of the farmers to spray.

During the year, the Agent conducted one variety demonstration using the following varieties, S-100, Durman, Ogden and Jackson. In October a field meeting was held by the Agent with 14 soybean growers attending. This was an excellent demonstration and those attending manifested much interest in the new varieties being introduced, especially since they were being compared with the varieties that are seeded generally throughout the county.

Eight additional demonstrations were conducted for farmers interested in an early maturing soybean. Twenty bushels of the Perry variety were distributed to these farmers for developing a seed supply.

For the past two years this variety has been grown in the county, it has yielded just as high, and in several cases, exceeded other varieties. This variety has a definite place in the rotation on many of the small farms, particularly where they are attempting a two cash grain crop per year. Judging from the past two years, this variety can be used as insurance against the drought and to extend the harvest season on many of the large soybean producing farms.

Alfalfa

Alfalfa, considered by most alfalfa growers in the County, is the most profitable crop grown. With adequate liming and fertilization this crop will yield around four tons of hay during the year and will continue production for a period of six to nine years. During the drought of this year, farmers reported yields of around three tons per acre.

The total acreage in the County is around 450 acres and grown by 30 farmers. Many farmers are contemplating shifting to alfalfa production where affected by acreage allotment.

The problem of insects becomes greater as the acreage increases. This year farmers observed the appearance of the "alfalfa weevil" for the first time. This insect was present in every field of alfalfa in the County this Spring. Some farms along the Potomac the infestation was much greater than other areas. During this period of infestation the Agent contacted Dr. J. O. Rowell, Extension Entomologist, for help on the problem. Dr. Rowell, requested United States Department of Agriculture Entomologist to conduct a survey in this county and adjoining areas to determine the degree of infestation since this was the first time alfalfa weevil had been reported in this area of Virginia.

The first hay crop was ready for harvest at the time the alfalfa weevil was identified. Although the latest spray control recommendation was available, most farmers harvested the hay crop, expecting to

spray the stubble before the second growth started. This was planned in the event there was a second brood.

Dr. Turner, Entomologist, Virginia Agricultural Experiment Station provided spray material for demonstration plots using Heptachlor and Dieldrin. This was used on three farms with two additional farmers purchasing the insecticide and spraying. From observation made by the Agent, alfalfa weevil does most of the damage on the first growth.

The Agent provided all alfalfa growers in the County with the latest control recommendation. It is felt most of the growers will plan to spray the alfalfa during the Spring of 1955, after about two weeks of spring growth has been made. This spray program should control most of the insects that feed on alfalfa in early spring, such as Root Curculio, Green Pea Aphid, Spittlebug and Alfalfa Weevil. Judging from the damage done on many fields this Spring, it will be absolutely necessary to spray for controlling these insects for maximum production of alfalfa.

Re-Forestation

1. Situation

(a) About 60% of the land area is in farm woodland. At the present time there are 14 sawmills operating. The forests are being harvested much faster than it can grow and we are at the stage all we have now is cut over forest. Since most of our desirable species of trees are being harvested those that remain are the undesirable species that are reforesting the farm woodlands.

2. Goal

(a) To increase the planting of loblolly pine seedlings in cut over areas.

(b) To increase the use of weed killing chemicals in the control of undesirable trees.

Methods

As was planned the Agent has spent considerable time visiting farm woodland owners that have sold timber within the past three years, and in some cases even longer. The purpose being to explain the forest resources and how they should be considered a part of the farm management.

Mr. John Graff, Forester, Virginia Forest Service spoke twice to the county-wide Agricultural Conservation Program meeting of farmers during November 1953 and 1954. He ably discussed the forestry practices as offered for 1954, and 1955. At the two meetings there were 55 farmers present.

Forester Patton, Extension Forester of V.P.I. visited the county twice during the year. During March a demonstration was established on controlling undesirable hardwood species and spot planting this area with pine seedlings. Mr. Patton provided an excellent educational exhibit at the Fredericksburg Agricultural Fair.

Results

To date our tree planting has progressed to the point where it exceeds the imagination. There have been 74,000 seedlings planted in cut over woodland which represent roughly 140 acres of forest land. Farmers in the county have just scratched the surface on this tremendous job of restoring our woodland. Re-forestation is spreading rapidly and 1955 promises to set an all time record for the number of seedlings to be planted, and the number of farmers doing this work. There were 12 during the year.

Prior to 1950, to the Agent's knowledge there had not been any seedlings planted since 1933-34 when a large planting was set by The Civilian Conservation Corps.

The result that has been gradually moving forward during the year, but difficult to measure in direct figures is the attitude of the farm woodland owners. The three consecutive years of dry weather have reduced the farm income, and many have turned to farm woodland in order to get operating capital. This has prompted many ^{of} doing a better job of forest management and planting rapid growing species of trees.

Poultry

The Agent has accomplished less with poultry farmers than any phase of Agriculture in the county. There is a situation of a market outlet that has prevented many poultry producers from changing to a higher egg laying breed of chickens. Heretofore, the hatchery flock was of great importance to the county with 20 flockowners. Now, this number has decreased about 50% and those still with hatchery flocks are in a financial squeeze with a low producing, broiler type bird and a high feed cost and low egg and meat market. With this situation many of the hatchery flock owners will be forced to make adjustments or go out of business or shift to better egg laying strain. On farms where there are small hatchery flocks and market egg flocks, the situation is a little brighter. Normally these producers make full use of farm grown grain and generally have a retail market for most of their product locally.

Beef Cattle

The major program emphasis with beef cattle has been quality and control of internal parasites.

During the early part of December, the Agent along with 20 farmers assisting, conducted an internal parasite survey. Included were farms that have had beef cattle for a number of years, and who normally produce

their own replacement breeders and fatten the steers. This is a general practice on most farms that do not sell through their local Feeder Calf Sale.

Samples were collected from twenty herds and sent to Dr. Threhold, Virginia Experiment Station Parasitologist for microscopic test. The result of the microscopic test showed moderate to heavy infestation on 15 herds of the following parasites: stomach worm, hookworm and nodular worm.

During February, Mr. Hugh Henderson, Livestock Specialist of V.P.I. discussed at a county meeting of farmers with 26 attending, "The Increasing Problem of Internal Parasites." He discussed in detail the need for better management practices and the use of phenothiazine as an effective treatment.

Throughout the year, the Agent has assisted 12 beef cattle producers with individual demonstrations on the use of Phenothiazine, and indirectly has reached 45 cattle producers in the county with the internal parasite program.

The Agent worked closely with most of the beef cattle herds in the County during the year, doing considerable personal service work such as dehorning, vaccinating and castrating. Work of this type has enabled the Agent to accomplish more in getting farmers to build essential equipment for handling cattle. Several plans were distributed and used.

The Agent co-operated with County Agents and ~~some~~^{former} Directors from the following Counties, Richmond, Spotsylvania, Stafford, Essex, Caroline, Northumberland, Lancaster and Westmoreland in promoting the Fredericksburg Feeder Calf Sale. The Agents served as co-official members and serve as an educational link between the Association and farmers in their respective counties. The Agent served on the County Inspection committee and also gave assistance to local consignors with help on health requirements through arrangements with the Veterinarian.

The Agent spent three days working with the Veterinarian on T.B. Accreditation Program. His visit to the County came at small grain harvest time and it was felt at such a time it would be impossible to get a sufficient number of cattle. Without too much difficulty, this was accomplished and the county continues to maintain accreditation status.

Sheep

Sheep numbers were approximately the same at the beginning of the year. Some time has been spent with internal parasites and Veterinary work with ewes and lambs.

One A-H Club Member who was trained by the Animal Husbandry Department three years ago, sheared 16 of the twenty flocks this year in the County. This was the first time he has reached this number of the county flock owners. This boy is now working in partnership with his father, owns a flock of 28 ewes and will probably have the job of shearing the sheep in the County for some time.

Most of the wool is sold through Producers Co-operative Wool Pool in Richmond. Efforts have been made to get farmers to pool their wool together, ~~with~~ as a saving on the freight charge. Four farmers did work together during the year but it is felt more will want to do this in the future. ●

4-H Club Work

Club Organizations

There are three organized 4-H Clubs in the County with 122 members conducting 131 projects. The enrollment consists of 62 boys and 60 girls who meet monthly in the schools.

Projects

The projects conducted in the County this year included Tree Planting, Poultry, Baby Beef, Breeding Pig, Sow and Litter, Rabbits, Sheep, Electric and Clothing.

These projects were conducted by members who received assistance and information in the following ways:

1. Through Club Programs built around the current project.
2. Through the help of adult leaders working with the girls in clothing project.
3. Through the help of Power Company Personnel working with Electric project members.
4. Through Department of Agriculture Bulletins.
5. Through home visits by the Agent.

Some of the outstanding project activities are briefly summarized:

Electric Project

With the excellent co-operation of the Home Economist and Agricultural Engineer of the Virginia Electric and Power Company, this was one of our outstanding project activities during the year. There were 32 members enrolled with 32 completions. All of the meetings were held at night with excellent attendance. At some of the meetings there were almost as many parents as 4-H members present. The final meeting of the Electric Project included a tour of the Power Plant at Possum Point.

This project created so much interest during the year the Agent invited the Agricultural Engineer to meet with the re-organized Club for the coming year, for a series of electrical demonstrations in the

Schools. The meetings are interesting and 4-H Members are given the opportunity to work with minor electrical repairs.

Clothing Project

This project was conducted altogether by Adult Leader who meets regularly each month with the group. There were 34 members enrolled with 20 completions. A total of 69 articles and garments were made. The excellent assistance given by the leader has meant much toward increasing the number of 4-H Club project completions.

Pig Project

The Sears Roebuck sponsored pig chain continues to be a very important project activity. This project is contributing toward improving the quality of the hogs in the County.

Most of the Club Members enrolled in the Sow and Litter project started with a Sear's Pig. It has been difficult for the Agent to collect records from these members. They feel after they completed the agreement of giving the choice female pig from the first litter, their obligation is completed. It is so far as the contract goes but not as a Club Member.

Poultry Project

The Agent assisted 4-H Club Members enrolled in poultry project with pooling orders for baby chickens. Doing this was helpful to members in getting good quality chickens, saving \$2.00 a hundred and all club members who pooled orders completed records.

Baby Beef Project

The 7th Annual Baby Beef Show and Sale was held at the Livestock Market, Fredericksburg in April. There were three 4-H Members participating in this event, showing and selling five animals. Two calves graded choice and three good.

Two local merchants supported the sale by establishing a floor at the top market price for calves being shown by Club members from the County. Only one calf was purchased since the price was much stronger than expected.

Fredericksburg Agricultural Fair

The Sixth Annual Fredericksburg Agricultural Fair was held August 29th-September 3rd. The Fair serves as a good opportunity for boys and girls to display their work to the public. A good percent of the Club Members make every effort to exhibit and it is very pronounced in the swine, sheep and poultry departments.

4-H Camp

King George joined with Essex, Richmond, Westmoreland, Stafford and Spotsylvania in its Camp Activities. Four boys and four girls attended

camp accompanied by the Agent. The group was the smallest ever to attend Camp since the Agent has been in the County. Many of the Churches have started camping activities in the last two years and it is felt that this is the principal reason for our small attendance.

Co-operation with The Soil Conservation Service

The work with this agency is done largely through the Tri-County Soil Conservation District, and the District includes the Counties of King George, Stafford and Spotsylvania. There are five members of the Board of Supervisors who serve as a self-governing unit for promoting soil, water, forest and wildlife conservation in the three County area. This Board consists of one elected farmer from each county and two members appointed by the State Soil Conservation Committee, one farmer and one County Agent.

The Tri-County Soil Conservation District sponsored a "Land Appreciation School" as one of their major educational objectives for the year. This School was conducted for two days. The first day planned for agricultural workers, bankers and fertilizer and farm machinery dealers, followed by farmers, A-W and F.F.A. members the second day. Each member of the Board was very active in planning for this event, credit is given them for the good attendance.

The Soil Technician reports 15 written soil conservation farm plans have been made during the year. In addition, much of his time is spent serving co-operators, technical assistance and approving engineering practices for the Agricultural Conservation Program.

Co-Operation with Agricultural Stabilization and Conservation Administration

The Agricultural Stabilization and Conservation is organized in a manner to handle the administrative program.

With changes in the method of electing Committeemen, the Agent called a meeting of the County Electoral Board and without too much difficulty the County Board named the three Community Board. The Agent visited nine members of the Community Board, explaining the change in the method of electing committeemen and it is felt, this helped to get most of the farmers designated by the County Electoral Board to serve.

The number of farmers voting in the A.S.C. election this year reached 46% of the eligible participating farmers. 94 votes were cast this year compared to 55 last year. According to the office manager this was the greatest number of farmers ever to participate in the election. Mailing ballots and slate of nominations apparently played a big part in a much larger participation.

The Soil Technician, District Forester and the Agent met with the County Committee to assist with selection of Conservation practices for the coming year. Following this, a County-wide meeting was held during November with 26 farmers attending. Personnel of the three agencies discussed in detail the Conservation program for the County. This program is meeting a great need on many of the farms in the County. The trend is toward more permanent type practices and here of late forestry Conservation is being given much more consideration.

Co-operation with the Local Farm Bureau

According to officers of the local Farm Bureau, the organization in the County is one of the few in the State that hold regular monthly meetings. Rather than look on the organization as an insurance and service organization, farmers in the County recognize the educational benefits as well. Quite frequently when special programs are held with outside speakers, the attendance is as much as 50% of membership plus other farmers who are not members of the organization. It has been the policy of the local organization throughout the years to invite all farmers in the county to share in the educational program.

The Agent has served as a member of the Program Committee for the six years he has been working in the County. Some of the outstanding meetings along with the speakers are as follows:

1. M. P. Leary, Extension Agronomist, discussed "Forage and Pasture Recommendations for 1954";
2. H. E. Henderson, Extension Animal Husbandman, "Control of Internal Parasites";
3. K. C. Williamson, Extension Animal Husbandman, "Marketing Beef Cattle";
4. Mr. Flory, Virginia Farm Bureau Federation, "Virginia Farm Bureau Insurance";
5. G. L. Rigby, Soil Conservation Service, "Various Soil Characteristics in King George County";
6. Mr. Rivercomb, Federal Security Administration, "Social Security Coverage for Farm Operators".

Evaluation of Year's Work

The drought of 1954 should go on record as one of the worst in the history of the County. This was the third consecutive year, and by far the worst. The Agent spent considerable time in September and October assisting farmers who were trying to salvage what was a promising corn and soybean crop. Many made silage from the corn and hay from soybeans.

The Agent is very proud of the progress made with the tree planting program. This is not a glamorized program but one involving a visit by the Agent or Forester to the farm woodland owners who has harvested his timber crop in the last 3 to 5 years. Usually a visit and a short discussion on the advantages of planting the fast growing species, the conservation benefit and the longtime benefit. This method has been responsible for approximately 75,000 seedlings to be planted in the cut-over woodland area during 1954.

The internal parasite program conducted by the cattle producers was very successful. As this is being written many of the farmers who treated their animals with Phenothiazine prior to turning on pasture this

Spring are planning to treat this year's calf crop before feeding this winter. Very few have adopted the low level treatment but prefer the therapeutic treatment.

A large portion of time is spent with individual service to farm people. This covers a wide field of activity with emphasis on dehorning cattle, vaccinating, collecting soil samples, disease, parasites and insects on plants and animals, landscaping and individual farm planning.

For the past six years, the Agent has been the sole Extension Representative in the County. Commencing the first of December, the service of a Home Agent will be available to the County. This should contribute a lot more toward strengthening the Extension Program in the County.

PLAN OF WORK

Name of County - King George

Year 1954

George H. Hall

1954 PLAN OF WORK FOR KING GEORGE COUNTY

1. Description of County:

King George County lies in the Northern Neck Area of Virginia. It is located between Stafford and Westmoreland Counties and is bounded by the Potomac River on the North and the Rappahannock River on the South.

King George is a small county, having 180 square miles and being made up of 585 farms, containing 76,993 acres of land of which 24,172 acres are cropland, 6,748 acres are pasture land and 46,821 acres are in woodland and waste.

Elevations are generally from 100-200 feet above sea level. Temperatures average 36° in January, 77° in July, precipitation is about 40 inches annually.

According to census figures, the agricultural income of the county is around \$750,000.00. About 3/5 is from livestock enterprises and the remainder from field crops such as small grains, soybeans, hay and corn for grain. There has been a gradual trend toward increasing livestock farming particularly with beef cattle and sheep showing the greatest increase for the past five years. More of the beef producers are commencing to combine their operation into brood herd along with a fat cattle feeding program.

2. The livestock and crop producers in the county are faced with financial problems as compared to the previous two or three years. It is having its effect on the purchase of machinery, capital improvements that include buildings, fencing and to some extent, a little more conservative on the use of plant food.

The reduction of wheat acreage has not caused much effect in changes of plans for 1954. This land was shifted to the production of more feed grain supplies and soybeans. What will happen if acreage control is placed on soybeans and corn in the next few years? It is the feeling of a large number of farmers that acreage control will bring on additional shifting of acres that will eventually go into pasture or woodland.

3. The County Extension Program was developed by the County Farm Bureau officers and directors who serve as the Extension Service Advisory Committee. This group met in January with eight of the twelve members attending, along with the Agricultural Instructor and the County Agent.

At this meeting the Advisory Board suggested that we continue with our monthly educational meetings and to place more emphasis on the major field crops and livestock.

Here is the program that was outlined by the Advisory Committee that would be conducted at the regular monthly meetings, to be held the second Wednesday each month:

Month

Topic

February

What to do with pastures as result of drought damage.
Pasture development, renovation and maintenance-- Speaker - Agronomist

March	Corn Production 100 Bushel Corn Club Speaker - Agronomist
April	Parasite Survey in Cattle and control recommendations - Speaker - Specialist and Agent
May	Grass Silage and Fly Control - Agent
June	Insects affecting Alfalfa - Specialist
July	Field Meeting on culling cattle herds - Specialist
August	Picnic Meeting - Speaker
September	Tour of Alfalfa Demonstration on Insect Control - Specialist and Agent
October	Farm Bureau Night
November	Lice Control on Livestock and Demonstration - Specialist and Agent

Agronomy Activities:

Situation - Corn, soybeans, alfalfa hay and small grains represent roughly 2/5 of the total agricultural income in the county. Under normal growing conditions, the average yield on the majority of the best farms in the county is considerably above the state average yield.

The immediate need of all of these crops is to continue with the educational program on fertilization and recommended varieties. With soybeans and alfalfa the need exists with special emphasis on weed control and in addition special insect control on alfalfa. These special programs will be conducted during 1954.

I. Field Crops

A. Corn - Soybeans - Pasture

1. Goal -- To encourage increase in recommended varieties and fertilization.

2. Method to be used.

a. To provide all farmers with latest informational bulletins on varieties, fertilization, pasture mixtures and small grain.

- b. To conduct the following demonstration:
 1. White Corn variety
 2. Yellow Corn variety
 3. Plant Food Pasture Demonstration
 4. Conduct 8 demonstrations introducing Perry Variety of Soybeans for local seed supply.
5. To urge 3 farmers growing new varieties of wheat and barley to reserve for local supply of seeds.

B. 100 Bushel Corn Club

1. Goal - To enroll at least 30 members in the Club.
2. Methods to be used.
 - a. To urge members of Farm Bureau, Young Farmers Club, 4-H, FFA, and ASC Committees to actively participate in the Corn Club.
 - b. To award certificate to those making the 100 Bushel yield.
 - c. To get local bank and organizations to award cash prizes or trophies.
3. General Educational Activities.

Through the press, radio and letters to farmers urging them to enroll in the contest, and announcement of winners at the close of the contest by awarding certificates and prizes at a banquet meeting.

C. Alfalfa

Situation: Alfalfa is an important crop in the county from the standpoint of feed and also a cash crop ~~on some farms~~^{in some areas}. Two problems exist in alfalfa.

- a. Chickweed and German moss appears to be smothering a large percent of the alfalfa stand.
- b. Root Curculio has appeared in several of the stands, and have weakened the plant to the extent that the life of alfalfa has been reduced just about 1/2 of it's productive life.

1. Goal - To conduct 1 demonstration on the use of weed chemical for control of German moss and chickweed.

To follow through with this root curculio demonstration which was conducted in 1953, and to try to get more alfalfa producers to spray their stand after the second cutting for insect control.

2. Method to be used.

- a. To conduct two field meetings on Root Curculio program. The first, to be held in June, to show farmers the method of spraying and material being used. The second, in September to show farmers the result of controlling Root Curculio along with the many other insects that feed on alfalfa during the late growing season.

Specialists are being used on both of these programs.

II. Livestock and Poultry

- A. To promote better livestock in the county through use of purebred sires and dams.

1. Goal - Five sires (beef); six rams, twenty sows, and one hundred twenty five ewes.

2. Method to be used.

- a. To notify farmers of livestock sales in the state.
- b. To encourage farmers to improve the quality of hogs by buying purebreds from 4-H Club Pig Chain members.
- c. To encourage an increase in sheep flock numbers through farmers interested in a livestock enterprise.
- d. To help with selections.

3. General Educational Activities.

Will be carried on through local press, radio, farm visits and general meetings.

- B. To assist with marketing and disease control.

1. Goal- To promote Fredericksburg Feeder Calf Sale, Baby Beef Show and Sale, and to conduct

dehorning, castrating and vaccinating demonstrations.

2. Methods to be Used.

- a. To encourage the Feeder Calf Sale market as a good outlet for farmers selling feeder calves.
- b. To emphasize the importance of quality feeders for this market.
- c. To impress on producers the importance of preventative vaccines.
- d. To dehorn, castrate and vaccinate on call.

C. Internal Parasite in Cattle

1. Goal - To conduct an internal parasite survey with cattle producers and to advise on methods of control.

2. Methods to be Used.

- a. To collect samples and send to laboratory for microscopic test.
- b. To obtain information from local veterinarian on best remedy used for control of internal parasites.
- c. To request assistance from Animal Husbandry Department to conduct demonstration on methods of administering remedy.
- d. To follow up program with low level treatment if needed.
- e. To pool orders for medicine so as to make this parasite control program as economical as possible.
- f. To urge all cattle producers in the county to cooperate in the program.

D. Poultry

1. Goal - To work with poultry owners on disease control and good management practices.

2. Methods to be used.

- a. Get more producers to attend the four-county educational poultry meeting.

- b. To send timely suggestions to poultry producers.
 - c. To assist with disease and management problems on call and farm visits.
3. Educational Activities.

Will be conducted by farm visits, circular letters and poultry meetings.

E. Fredericksburg Artificial Breeding Association.

1. Goal -- To continue encouraging farmers and A-M Club members to use artificial breeding.

2. Methods to be used.

- a. To work closely with the two Grade A milk producers.
- b. To urge A-M members the financial advantage from the breeding expenses and the increased sale value of their calves.

3. Educational Activities.

Will be carried on by farm and A-M Club member visits.

IV. Forestry

A. Forest Conservation

1. Goal - A long time program for rebuilding the farm woodland.

2. Methods to be used.

- a. Contact individual land owners and saw-millers urging that desirable seed trees be left for reforesting.
- b. Urging that spot planting be adopted where timber crop has been harvested during the past few years.
- c. The use of weed killer where it is economical.

3. General Educational Activities

Will include informing woodland owners the availability of seeding, demonstration work on the use of chemical weed killers, and method demonstration on planting.

IV. 4-H Club Work

1. Goals.

- a. To increase the enrollment.
- b. To increase number of completions.
- c. To improve quality of project activities.
- d. To continue the Sears sponsored Pig Chain.
- e. To continue the local hatchery's brooding project.
- f. To conduct the 4-H Electric Project with the assistance of representatives from Virginia Electric and Power Company.
- g. To expand the special 4-H Rabbit Project.
- h. To participate in Fredericksburg Agricultural Fair.
 - i. To participate in Fredericksburg Baby Beef Show and Sale.
- j. To expand the Sheep Flock Project.
- k. To select outstanding 4-H members as delegates to the State Short Course at Blacksburg.
- l. To encourage larger attendance at Jamestown 4-H Club Camp.
- m. To encourage more judging and demonstration teams.

2. Methods to be used.

- a. Through club program build around project work.
- b. Through assistance given by older club members, parents and Agent.

c. Through Department of Agriculture bulletins
for projects.

3. Educational Activities.

Will be carried on through method demonstrations
at monthly meetings, farm visits, news articles
and circular letters.