

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Henry

REPORT OF

(Mrs) Beatrice C. Hines
(Name) Home Demonstration Agent.

From Dec. 1, 1950, to Dec. 30, 1951

Assistant Home Demonstration Agent.

From _____, 19____, to _____, 19____.

4-H Club Agent.

From _____, 19____, to _____, 19____.

Assistant County Agent in charge of Club Work.

From _____, 19____, to _____, 19____.

Agricultural Agent.

From _____, 19____, to _____, 19____.

Assistant Agricultural Agent.

From _____, 19____, to _____, 19____.



REPLY TO THESE ADDRESSES, PAGES 2 AND 16

Approved: _____

Date: _____

State Extension Director.

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

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)	
1. Months of service this year (agents and assistants)		12			XXXXXXXXXX	
2. Days devoted to work with adults ¹		146			XXXXXXXXXX	
3. Days devoted to work with 4-H Clubs, young men and women (older youth) ²		182			XXXXXXXXXX	
4. Days in office ³		62			XXXXXXXXXX	
5. Days in field ³		216			XXXXXXXXXX	
6. Number of farm or home visits made in conducting extension work ⁴		178			178	
7. Number of different farms or homes visited		47			47	
8. Number of calls relating to extension work	(1) Office	77			77	
	(2) Telephone					
9. Number of news articles or stories published ⁵		2			2	
10. Number of bulletins distributed		406			406	
11. Number of radio talks broadcast or prepared for broadcasting						
	(a) Number	26			26	
12. Training meetings held for local leaders or committeemen	(1) Adult work	Total attendance				
		(b) Men of leaders	70		70	
	(2) 4-H Club and young men and women (older youth)	(a) Number	16			16
		(b) Total attendance of leaders	53			53
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12)	(1) Adult work	(a) Number	57		57	
		(b) Total attendance	793		793	
	(2) 4-H Club and young men and women (older youth)	(a) Number	56			56
		(b) Total attendance	2007			2007
14. Number of adult result demonstrations conducted						
		7			7	
15. Meetings held at such result demonstrations	(1) Number	8			8	
	(2) Total attendance	66			66	
16. Tours conducted	(1) Adult work	(a) Number				
	(b) Total attendance					
17. Achievement days held	(2) 4-H Club and young men and women (older youth)	(a) Number				
		(b) Total attendance				
	(1) Adult work	(a) Number				
		(b) Total attendance				

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

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified		Home demonstration agents (e)	4-H Club agents (f)	Agricultural agents (g)	County total (d)
18. Encampments held (report attendance for your county only) ¹	(1) Farm women	(a) Number	—	—	—
		(b) Total members attending	—	—	—
		(c) Total others attending	—	—	—
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported.	(1) Adult work	(a) Number	6	—	6
		(b) Total attendance	130	—	130
	(2) 4-H Club and young men and women (older youth)	(a) Number	1	—	1
		(b) Total attendance	12	—	12
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere.	(1) Adult work	(a) Number	—	—	—
		(b) Total attendance	—	—	—
	(2) 4-H Club and young men and women (older youth)	(a) Number	—	—	—
		(b) Total attendance	—	—	—

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.

² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.

³ Does not include picnics, rallies, and short courses, which should be reported under question 13.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1950 census)	349
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	—
23. Number of farms involved in preceding question which were reached this year for the first time	—
24. Number of nonfarm families making changes in practices as a result of the agricultural program	—
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	115
26. Number of farm homes involved in preceding question that were reached this year for the first time	47
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	30
28. Number of other homes involved in preceding question that were reached this year for the first time	30
29. Number of farm homes with 4-H Club members enrolled. (Related to question 178)	154
30. Number of other homes with 4-H Club members enrolled. (Related to question 179)	36
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	255
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	67

EXTENSION ORGANIZATION AND PLANNING

33. County organization, association, or committee sponsoring extension work. This may include agricultural councils, home demonstration councils, and 4-H councils, or similar advisory committees. It may also include farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conducting of extension work:
- | | | |
|-------------------------|--|------------------------------|
| (a) Over-all or general | (1) Name | (2) No. of members |
| (b) Agricultural | (1) Name <i>County Advisory Board</i> | (2) No. of members <i>21</i> |
| (c) Home demonstration | (1) Name <i>Home Demonstration Committee</i> | (2) No. of members <i>18</i> |
| (d) 4-H Club | (1) Name <i>4-H County Council</i> | (2) No. of members <i>28</i> |
34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
- | | | | |
|------------------|------------------------|--------------|---------------------------------------|
| (a) Agricultural | (b) Home demonstration | (c) 4-H Club | (d) Young men and women (older youth) |
| | <i>6</i> | <i>3</i> | |
35. Total number of communities in county. (See definition of a community, item 1, on back cover.) (Do not include number of neighborhoods) *18*
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees. *7*
37. Number of clubs or other groups organized to carry on adult home demonstration work *7*
38. Number of members in such clubs or groups *96*
39. (a) Covered under question 173. (b) Covered under question 185.
40. Combined with question 41.
41. Number of different voluntary local leaders, committeemen, or neighborhood leaders actively engaged in forwarding the extension program.
- | | | | | |
|----------------|-----------|--|----------|---------------------|
| (a) Adult work | (1) Men | (b) 4-H Club and work with young men and women (older youth) | (1) Men | (3) Older club boys |
| | <i>26</i> | | <i>7</i> | <i>5</i> |

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service _____
43. Number of members of such county agricultural planning group:
- | | | | |
|---|---------|-----------|-----------|
| (a) Unpaid lay members: | (1) Men | (2) Women | (3) Youth |
| (b) Paid representatives of public agencies or other agencies, or of organizations: | (1) Men | (2) Women | |
44. Number of communities with agricultural planning committee (over-all planning)
45. Number of members of such community planning committees: (a) Men _____ (b) Women _____ (c) Youth _____
46. Was a county committee report prepared and released during the year? (a) Yes _____ (b) No _____

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total ¹ (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents			<i>68</i>
(2) 4-H Club agents			
(3) Agricultural agents			<i>5</i>
(4) State extension workers			<i>7</i>
48. Number of planning meetings held	(1) County		<i>7</i>
	(2) Community		<i>136</i>
49. Number of unpaid voluntary leaders or committeemen assisting this year			<i>38</i>
50. Days of assistance rendered by voluntary leaders or committeemen			

¹ Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (c) will be identical. In all other cases column (c) is the sum of column (a) and (b).

CROP PRODUCTION (other than for family food supply.—See page 11, column (a) and items 115 (c), (1) through (6))

Includes all work with adults, 4-H Club members, and young men and women (older youth)	Corn	Wheat	Other cereals	Legumes	Pastures	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
52. Number of communities in which work was conducted this year										
53. Number of voluntary local leaders or committeemen assisting this year										
54. Number of farmers assisted this year is—										
(1) Obtaining improved varieties or strains of seed										
(2) The use of lime										
(3) The use of fertilizers										
(4) Controlling plant diseases										
(5) Controlling injurious insects										
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply.—See page 11, column (a) and items 115 (c), (1) through (6))

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

* Do not include rabbits, game, and fur animals, which should be reported under wildlife.

CHECK SHEET FOR ANNUAL STATISTICAL REPORT FORM ES-21

Exhibit B

State or county Henry

Year 1951

White () Negro () Combined ()

Home demonstration agents		4-H Club Agents		Agricultural agents	
2(a) <u>146</u>	4(a) <u>62</u>	2(b) <u>—</u>	4(b) <u>—</u>	2(c) <u>—</u>	4(c) <u>—</u>
3(a) <u>132</u>	5(a) <u>216</u>	3(b) <u>—</u>	5(b) <u>—</u>	3(c) <u>—</u>	5(c) <u>—</u>
Total* <u>278</u>		Total* <u>—</u>		Total* <u>—</u>	
47c(1) <u>68</u>		47c(2)		47c(3)	
51(1) <u>—</u>		51(2)		51(3)	
55(1) <u>—</u>		55(2)		55(3)	
62(1) <u>—</u>		62(2)		62(3)	
70(1) <u>—</u>		70(2)		70(3)	
76(1) <u>—</u>		76(2)		76(3)	
83(1) <u>—</u>		83(2)		83(3)	
102(1) <u>107</u>		102(2)		102(3)	
112(1) <u>66</u>		112(2)		112(3)	
113(1) <u>37</u>		113(2)		113(3)	
195(1) <u>—</u>		195(2)		195(3)	
Total* <u>278</u>		Total* <u>—</u>		Total* <u>—</u>	
*The above three totals should be identical		*The above three totals should be identical		*The above three totals should be identical	

4-H CLUB MEMBERSHIP - page 14, Boys

176a <u>60</u>	178a <u>46</u>	Sum of 180a <u>60</u>	equals 174a <u>60</u>
177a <u>—</u>	179a <u>14</u>		
174a <u>60</u>	174a <u>60</u>	Sum of 181a <u>60</u>	equals 174a <u>60</u>
(*-Above four totals should be identical)			

4-H CLUB MEMBERSHIP - page 14, Girls

176b <u>130</u>	178b <u>108</u>	Sum of 180b <u>130</u>	equals 174b <u>130</u>
177b <u>—</u>	179b <u>22</u>		
174b <u>130</u>	174b <u>130</u>	Sum of 181b <u>130</u>	equals 174b <u>130</u>
(*-Above four totals should be identical)			

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH) - page 14, Young men

187(1)a <u>—</u>	187(1)d <u>—</u>	186a <u>—</u>	
187(1)b <u>—</u>	187(1)e <u>—</u>	191a <u>—</u>	
187(1)c <u>—</u>	187(1)f <u>—</u>	192a <u>—</u>	
186a <u>—</u>	186a <u>—</u>	Total <u>—</u>	equals or is greater than
(*-Above two totals should be identical)		193a <u>—</u>	

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH) - page 14, Young women

187(2)a <u>—</u>	187(2)d <u>—</u>	186b <u>—</u>	
187(2)b <u>—</u>	187(2)e <u>—</u>	191b <u>35</u>	
187(2)c <u>—</u>	187(2)f <u>—</u>	192b <u>23</u>	
186b <u>—</u>	186b <u>—</u>	Total <u>58</u>	equals or is greater than
(*-Above two totals should be identical)		193b <u>47</u>	

CONSISTENCY OF REPORT

Check when correct

- Page 3. Items 6 through 20, column (d) is not greater than the sum of columns (a), (b), and (c), and is not less than column (a), (b) or (c). (✓)
- Item 7, column (a), (b), (c) or (d) is not greater than item 6, column (a), (b), (c) or (d). (✓)
- Page 4. Item 22 is not greater than item 21. (✓)
- Item 23 is not greater than item 22. (✓)
- Item 26 is not greater than item 25. (✓)
- Item 28 is not greater than item 27. (✓)
- Item 29 is not greater than the sum of items 178 (a) and (b). (✓)
- Item 30 is not greater than the sum of items 179 (a) and (b). (✓)
- Item 31 equals the sum of items 22, 25 and 29 minus duplications, is not smaller than the largest figure and is not greater than item 21. (✓)
- Item 32 equals the sum of items 24, 27 and 30 minus duplications, and is not smaller than the largest figure. (✓)
- Page 5. The sum of item 34 is not greater than the sum of item 41. (✓)
- The number of leaders reported for any project does not exceed item 41. (✓)
- The total number of leaders reported for all projects is not less than item 41. (✓)
- Item 36 does not exceed item 35, nor does the number of communities reported for any item exceed item 35. (✓)
- Item 38 is filled in if item 37 is filled in. (✓)
- Pages 6-12. If "days devoted" are shown, "Number of communities" should be shown. (✓)
- Page 9. Item 88 is filled in if item 86 or item 87 is filled in. (✓)
- Page 10. Item 106 shows associations, not individuals. (✓)
- Page 11. Item 115(c)(6) is the sum of subitems (1) through (5), minus duplications. (✓)
- Item 115(f)(5) is the sum of subitems (1) through (4), minus duplications. (✓)
- Page 12. Item 122(a) through (d) shows clubs or groups, not individuals. (✓)
- Item 123 is filled in if item 124 is filled in. (✓)
- Page 13. Column (c) for items 138 through 172, does not exceed column (a). (✓)
- Column (d) for items 138 through 172, does not exceed column (b). (✓)
- When columns (c) and/or (d) shows boys and girls completing a project, column (e) should be filled in for that project except for XXX. (✓)
- Item 172 is the sum of items 138 through 171, columns (a), (b), (c), (d). (✓)
- Item 172 column (a) equals or is greater than item 174(a). (✓)
- Item 172 column (b) equals or is greater than item 174(b). (✓)
- Item 172 column (c) equals or is greater than item 175(a). (✓)
- Item 172 column (d) equals or is greater than item 175(b). (✓)
- Page 14. Item 182 - None of the subheads (a) through (k) is greater than the sum of items 174(a) and 174(b). (✓)
- Item 183 is not greater than the sum of items 174(a) and 174(b). (✓)
- Item 184 is not greater than item 173. (✓)

CONSERVATION OF NATURAL RESOURCES 1

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

Soil and Water—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use	
(b) In the use of crop rotations	
(c) With strip cropping	
(d) In constructing terraces	
(e) In grassing waterways or otherwise preventing or controlling gullies	
(f) With contour farming of cropland	
(g) In contouring pasture or range	
(h) In the use of cover or green-manure crops	
(i) In otherwise controlling wind or water erosion	
(j) In summer-fallowing	
(k) In making depth-of-moisture tests	
(l) With drainage	
(m) With irrigation	
(n) With land clearing	
66. Number of farmers—	
(a) In soil-conservation districts which were assisted with education for organization or operations this year	
(b) Assisted in arranging for farm-conservation plans this year	
(c) Assisted in doing work based on definite farm-conservation plans this year	

¹ Include nature study.

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

Wildlife—Continued

69. Number of farmers assisted this year—	
(a) In construction or management of ponds for fish	
(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock	
(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders	
(d) With other plantings for food and protection in wild-life areas	

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and young men and women (older youth)	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long time)	Outlook information
	(a)	(b)	(c)	(d)
(3) Year: _____ 70. Days devoted to line of work by— (1) Home demonstration agents _____ (2) 4-H Club agents _____ (3) Agricultural agents _____ (4) State extension workers _____				
71. Number of communities in which work was conducted this year _____				
72. Number of voluntary local leaders or committeemen assisting this year _____				
73. Number of farm-survey records taken during the year: _____				
	(a) Farm business _____			
	(b) Enterprise _____			
	(c) Other _____			
74. Number of farmers assisted this year in keeping— _____				
	(a) Farm inventory _____			
	(b) General farm records _____			
	(c) Enterprise records _____			
75. Number of farmers assisted this year— _____				
	(a) In developing a farm plan only _____			
	(b) In developing a farm and home plan _____			
	(c) In analyzing the farm business _____			
	(d) In improving landlord-tenant relations and leasing arrangements _____			
		75. Number of farmers assisted this year—Continued.		
		(e) In getting started in farming, or in relocating _____		
		(f) With credit problems (debt adjustment and financial plans) _____		
		(g) In using "outlook" to make farm adjustments _____		
		(h) With a farm-income statement for tax purposes _____		
		(i) With farm-labor problems _____		
		(j) In developing supplemental sources of income _____		

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and young men and women (older youth)	Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land, zoning, tenancy, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
	(a)	(b)	(c)	(d)
(3) Year: _____ 76. Days devoted to line of work by— (1) Home demonstration agents _____ (2) 4-H Club agents _____ (3) Agricultural agents _____ (4) State extension workers _____				
77. Number of communities in which work was conducted this year _____				
78. Number of voluntary local leaders or committeemen assisting this year _____				
79. Number of tours conducted this year to observe economic and social conditions in various land use areas _____				
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems _____				
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural) _____				
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year _____				

1. Include all work on farm adjustments conducted in cooperation with PMA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 8 and 9) or to soil management (p. 7).

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and young men and women (older youth)	General	Grain and hay	Livestock and wool	Dairy products	Poultry and eggs	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year											
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives ¹ assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year											
88. Number of members ³ in the cooperatives assisted during the year (questions 86 and 87)											
89. Question discontinued	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X
90. Number of farmers or families (not members of cooperatives) assisted during the year											
91. Question discontinued	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ⁴ pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ² participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ² participated in or conducted this year											
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ² relating to marketing services and costs of distribution conducted this year											
99. Number of programs ² relating to transportation problems conducted this year											
100. Number of programs ² relating to the specific use of market information conducted this year											
101. Number of other marketing programs ² conducted this year (specify)											

¹ Includes livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.
² If more than one cooperative association serves more than one county, include only the members living in the county covered by this report.
³ Organized pieces of work.

HOUSING' L'VHRELEVD INHROAEREMA' YRD EOLDFHEM

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and young men and women (older youth)	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents	105	2	—	—
(2) 4-H Club agents	—	—	—	—
(3) Agricultural agents	—	—	—	—
(4) State extension workers	—	—	—	—
103. Number of communities in which work was conducted this year	8	2	—	—
104. Number of voluntary local leaders or committeemen assisting this year	27	—	—	—
The House, Furnishings, and Surroundings—Continued		Rural Electrification—Continued		
105. Number of families assisted this year in—		106. Number of ASSOCIATIONS organized or assisted this year to obtain electricity. (Report associations, not individual members)		2
(a) Constructing dwellings	—	107. Number of families assisted this year in—		
(b) Remodeling dwellings	—	(a) Obtaining electricity		—
(c) Installing sewage systems	—	(b) Selection or use of electric lights or home electrical equipment		72
(d) Installing water systems	—	(c) Using electricity for income-producing purposes		—
(e) Installing heating systems	—	(d) Obtaining new or improved telephone service		—
(f) Providing needed storage space	—			
(g) Rearranging or improving kitchens	—	Farm Buildings—Continued		
(h) Improving arrangement of rooms (other than kitchens)	112	108. Number of farmers assisted this year in—		
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	115	(a) The construction of farm buildings		—
(j) Selecting housefurnishings or equipment (other than electric)	115	(b) Remodeling or repairing farm buildings		—
(k) Improving housekeeping methods	125	(c) Selection or construction of farm-building equipment		—
(l) Laundry arrangement	—	Farm Mechanical Equipment—Continued		
(m) Installing sanitary closets or outhouses	—	109. Number of farmers assisted this year in—		
(n) Screening or using other recommended methods of controlling flies or other insects	—	(a) The selection of mechanical equipment		—
(o) Improving home grounds	97	(b) Making more efficient use of mechanical equipment		—
(p) Planting windbreaks or shelterbelts	—	110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year		—
		111. Number of gin stands assisted this year in the better ginning of cotton		—

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and young men and women (older youth)	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	—	28	38	—
(2) 4-H Club agents	—	—	—	—
(3) Agricultural agents	—	—	—	—
(4) State extension workers	—	—	—	—
113. Number of communities in which work was conducted this year	—	8	7	—
114. Number of voluntary local leaders or committeemen assisting this year	—	15	12	—
115. Number of families assisted this year—				
(a) In improving diets				115
(b) With food preparation				140
(c) In improving food supply by making changes in home food production—				
(1) Of vegetables				—
(2) Of fruits				—
(3) Of meats				—
(4) Of milk				—
(5) Of poultry and eggs				—
(6) Total of subitems (1) through (5) minus duplications due to families making changes in production of more than one kind of food				—
<small>Note.—This total should not be less than the largest subitem.</small>				
(d) With home butchering, meat cutting or curing				—
(e) With butter or cheese making				—
(f) With food-preservation problems in—				
(1) Canning				145
(2) Freezing				—
(3) Drying				—
(4) Storing				—
(5) Total of subitems (1) through (4) minus duplications due to families using more than one method of preserving				89
<small>Note.—This total should not be less than the largest subitem.</small>				234
(g) In producing and preserving home food supply according to annual food-supply budget				—
(h) In canning according to a budget				—
(i) With child-feeding problems				—
(j) In the prevention of colds and other common diseases				—
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				—
(l) With first aid or home nursing				—
(m) In removing fire and accident hazards				—
116. Number of schools assisted this year in establishing or maintaining hot school lunches				—
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				—

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and young men and women (older youth)	Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents.....	37	—	—
	(2) 4-H Club agents.....	—	—	—
	(3) Agricultural agents.....	—	—	—
	(4) State extension workers.....	—	—	—
119. Number of communities in which work was conducted this year.....	—	3	—	—
120. Number of voluntary local leaders or committeemen assisting this year.....	—	6	—	—

Home Management—Family Economics—Continued

121. Number of families assisted this year—
- (a) With time-management problems.....
 - (b) With home accounts.....
 - (c) With financial planning.....
 - (d) In improving use of credit for family living expenses.....
 - (e) In developing home industries as a means of supplementing income.....
122. Number of home demonstration CLUBS, other consumer ASSOCIATIONS or GROUPS assisted this year with cooperative buying. (Do not report individual):
- (a) Food.....
 - (b) Clothing.....
 - (c) Housefurnishings and equipment.....
 - (d) General household supplies.....
123. Number of families assisted this year through cooperative associations¹ or individually, with the buying of—
- (a) Food.....
 - (b) Clothing.....
 - (c) Housefurnishings and equipment.....
 - (d) General household supplies.....
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).....
125. Number of families assisted this year with "making versus buying" decisions.....
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.....

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

Clothing and Textiles—Continued

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

Family Relationships—Child Development—Continued

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

Recreation and Community Life—Continued

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

¹ The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 10.
² Includes question 122, also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	-	-	-	-	-	Acres
139. Other cereals	-	-	-	-	-	Acres
140. Peanuts	-	-	-	-	-	Acres
141. Soybeans, field peas, alfalfa, and other legumes	-	-	-	-	-	Acres
142. Soil and water conservation	-	-	-	-	-	Acres
143. Potatoes, Irish and sweet	-	-	-	-	-	Acres
144. Cotton	-	-	-	-	-	Acres
145. Tobacco	-	-	-	-	-	Acres
146. Fruits	-	-	-	-	-	Acres
147. Home gardens	-	-	-	-	-	Acres
148. Market gardens, truck and canning crops	-	-	-	-	-	Acres
149. Other crops (including pasture improvement)	-	-	-	-	-	Acres
150. Poultry (including turkeys)	-	-	-	-	-	Birds
151. Dairy cattle	-	-	-	-	-	Animals
152. Beef cattle	-	-	-	-	-	Animals
153. Sheep	-	-	-	-	-	Animals
154. Swine	-	-	-	-	-	Animals
155. Horses and mules	-	-	-	-	-	Animals
155a. Rabbits	-	-	-	-	-	Animals
156. Other livestock	-	-	-	-	-	Animals
157. Bees	-	-	-	-	-	Colonies
158. Beautification of home grounds	-	-	-	-	-	x x x x x x x x x x x x
159. Forestry	-	-	-	-	-	Acres
160. Wildlife and nature study (game and fur animals)	-	-	-	-	-	x x x x x x x x x x x x
161. Agricultural engineering, farm shop, electricity, tractor	-	-	-	-	-	{ Articles made Articles repaired
162. Farm management	-	-	-	-	-	x x x x x x x x x x x x
163. Food selection, preparation, and/or baking	-	-	-	-	-	{ Meals planned Meals served
164. Food preservation. (Include frozen foods)	-	26	-	20	-	{ 2835 Quarts canned
165. Health, home nursing, and first aid	-	-	-	-	-	xx Quarts frozen ¹
165a. Child care	-	-	-	-	-	xx Pounds frozen ¹
166. Clothing	-	20	-	12	-	{ 82 Garments made Garments remodeled
167. Home management (housekeeping)	-	-	-	-	-	Units
168. Home furnishings and room improvement	60	84	48	79	-	{ 112 Rooms 140 Articles
169. Home industry, arts and crafts	-	-	-	-	-	Articles
170. Junior leadership	-	-	-	-	-	x x x x x x x x x x x x
171. All others	-	-	-	-	-	x x x x x x x x x x x x
172. Total (project enrollment and completion)	60	180	48	111	-	x x x x x x x x x x x x

¹ Enter frozen foods as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.

127. 4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs (do not count the same club more than once) 6
174. Number of different 4-H Club members enrolled (a) Boys 60 (b) Girls 130
175. Number of different 4-H Club members completing (a) Boys 48 (b) Girls 111
176. Number of different 4-H Club members in school (a) Boys 60 (b) Girls 130
177. Number of different 4-H Club members out of school (a) Boys — (b) Girls —
178. Number of different 4-H Club members from farm homes (a) Boys 46 (b) Girls 108
179. Number of different 4-H Club members from nonfarm homes (a) Boys 14 (b) Girls 22

Number of Different 4-H Club Members Enrolled:

By years	Boys (a)	Girls (b)	By ages	Boys (a)	Girls (b)
1st year	<u>28</u>	<u>78</u>	10 and under	<u>15</u>	<u>30</u>
2d	<u>32</u>	<u>52</u>	11	<u>10</u>	<u>36</u>
3d			12	<u>16</u>	<u>29</u>
4th			13	<u>11</u>	<u>25</u>
5th			14	<u>7</u>	<u>10</u>
6th			15	<u>1</u>	
7th			16		
8th			17		
9th			18		
10th			19		
10th and over			20 and over		

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging (f) Fire and accident prevention
- (b) Giving demonstrations 20 (g) Wildlife conservation
- (c) Recreational leadership (h) Keeping personal accounts
- (d) Music appreciation (i) Use of economic information
- (e) Health (j) Soil and water conservation
- (k) Forestry
183. Number of 4-H Club members having health examination because of participation in the extension program.
184. Number of 4-H CLUBS engaging in community activities such as improving school grounds and conducting local fairs.

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH)

(Do not include work with 4-H Clubs)

The purpose of this section of the report is to bring together in one place all work done with young men and women (older rural youth), as defined in item 22 on back cover. It is recognized that some of the assistance given these young men and women may already have been reported under the respective subject-matter sections of the report.

A. Extension organized groups of young men and women:

185. Number of such groups worked with during the year
186. Membership in such groups (a) Number of different young men (b) Number of different young women
187. Distribution of these members by school and marital status and age groupings. The sum of (1) $a+b+c$ = the sum of $d+e+f=186$ (a). Also the sum of (2) $a+b+c$ = the sum of $d+e+f=186$ (b).

	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men	—	—	—	—	—	—
(2) Young women	—	—	—	—	—	—

188. Number of meetings these extension organized groups held
189. Total attendance at such meetings

B. Other groups of young men and women not organized by extension:

190. Number of such groups assisted during the year 3
191. Number in such groups (a) Different young men (b) Different young women 25

C. Individual young men and women not members of groups "A" or "B":

192. Number of different individuals assisted (a) Young men (b) Young women 23

D. Total number of young people worked with or assisted:

193. Number of different young people worked with or assisted. (Total of questions 186, 191, and 192 minus duplications due to membership in both groups "A" and "B") (a) Young men (b) Young women 47
194. Question discontinued.

1 All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.

2 Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.

3 Same as footnote 2, except that reference is to completions instead of enrollments.

MISCELLANEOUS

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

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

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	Assistance to Veterans	U. S. D. A. Commodity	Farm Credit Administration	Employment Service	Production and Marketing Administration	Soil Conservation Service	Farmers Home Administration	Rural Electrification Administration	Tennessee Valley Authority	Social Security, Public Health, Children's Bureau	Other Agencies
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
199. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
200. Number of communities in which work was conducted this year.											
201. Number of voluntary local leaders or committeemen assisting this year.											
202. Number of meetings participated in this year by extension workers.											

¹ Include grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
 - A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
 - A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields; that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
- The *adoption of a farm or home practice* resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters* written should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. Extension work with *young men and women* shall apply in general to those who are primarily rural and approximately 18 to 30 years of age. (Recommendation of Older Youth and Young Adult Planning Conference, Jackson's Mill, W. Va., February 21-25, 1949.)

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Virginia

AGRICULTURAL EXTENSION SERVICE

Annual Report

Home Demonstration Work

1951

(Mrs.) Beatrice C. Flint

Agent

Henry

COUNTY

Asst. Agent

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III. County Situation as it affected the 1951 Program.

The conditions in the County as it affected the 1951 program were some of the basic and immediate needs of the people as well as the communities and county as a whole. The Home Demonstration Planning Committee felt that emphasis should be placed on improving the general health status of adults and children because of the unbalanced inadequate meals served by the homemakers; and to improve the home surroundings - interior and exterior. The following topics were chosen: One Dish Meals, Meal Planning and Table Setting; Home Made Mixes; Home Grounds Beautification; Window Treatment; Walls and Wall Finishes; Re-upholstering, Slip Covers and Covering Lamps.

IV. Accomplishments.

A. Home Demonstration Clubs

Home Demonstration work has had a growth during the year just finished. An estimated 300 families changed home practices in 1951 as compared with 137 in 1950. These home practices are among the farm and non-farm families of which almost all of this increase was among the farm families. There are seven (7) Home Demonstration Clubs organized with a total membership of ninety-six (96) homemakers. The Home Demonstration Planning Committee worked out the activities for the year. There were one hundred and fifteen (115) families assisted in improving methods of repairing, and refinishing furnishings and furniture, in selecting house furnishings and equipment; one hundred and forty-five (145) families were assisted in improving housekeeping methods; ninety-seven (97) families were assisted in improving home grounds; seventy-two (72) families were

assisted in improving the electric lighting in the homes. Two hundred and thirty-four (234) families were assisted in food preservation problems---in canning and storing; one hundred and fifteen (115) families were assisted in improving diets; one hundred and forty (140) families were assisted with food preparation. There were sixty-eight (68) families assisted in clothing construction problems; thirty (30) families were assisted in care and renovation of clothing.

B. 4-H Clubs.

There are six (6) 4-H Clubs organized with a total membership of one hundred and ninety (190) including one hundred and thirty (130) girls. The projects -- food preservation, clothing and room improvement were carried by various members. Forty-eight (48) boys completed their projects and one hundred and eleven (111) girls completed their projects. There were one hundred and twelve (112) families assisted in improving arrangement of rooms; one hundred and forty articles made; one thousand one hundred and eighty-seven (1187) quarts canned by twenty-six (26) girls.

C. One hundred and seventy-eight (178) home visits have been made in conducting extension work; forty-seven (47) different homes have been visited to encourage participation in extension work and also to carry information requested on homemaking problems. Four hundred six (406) bulletins were distributed. There were one hundred and seventy (170) meetings held -- forty-two (42) were leader training meetings of which 16 were 4-H; 113 were method demonstration meetings of which 56 were 4-H -- 8 at result demonstrations and seven general meetings.

D. Approximately five hundred and forty (540) families were assisted

this year in some phase of the extension program. The 38 volunteer leaders have helped in forwarding the program for the year. The leaders have given method demonstrations, worked and assisted members and non-club members with projects in their respective communities.

E. The County Advisory Board has a total membership of 21 to date. The Board sponsors a Live at-Home Community project; cooperates with the State Advisory Board -- sends two delegates to the Annual State Advisory Board Meeting.

F. The County Council with a total membership of 28 to date plans the over all program of the County.

G. The County Home Demonstration Committee planned activities of the Home Demonstration Clubs in the County.

H. In cooperation with the vocational Home Economics instructor 32 families were assisted in clothing and housekeeping problems.

V. Adult

A. Project Work

1. House furnishings (wall and wall finishes, window treatment, slip covers and re-upholstering.)

- Objectives -- (a). To teach members how to select color schemes in decorating their homes. (b). Each club member will improve her home by participating in the club projects in the community. (c). To teach members how to re-upholster furniture. (d). To teach members how to make slip covers. (e). To give members an understanding on walls and wall finishes in decorating their homes.

Methods - Results

There were fourteen (15) volunteer house furnishings leaders for the seven Home Demonstration Clubs. These leaders were trained to assist in giving demonstrations on the recommended practices and correct methods in the house furnishings projects. The leaders received training in small groups and individually. Method demonstrations were given by the agent and project leaders. The leaders gave demonstrations to the groups in the absence of the agent and they also gave follow up help as needed in the respective communities. Result demonstrations were set up in each participating community; home visits were made to carry information to club members and non-club members. The clubs received valuable information on their home improvement work with the assistance of the color stylist of a local paint company. The demonstrations assisted the homemakers in choosing color for the home. The company gave \$5.00 worth of merchandise to winners that worked to improve the home. As a result of the house furnishings project--65 families improved their walls and woodwork; 10 families improved their porches and steps; 68 families re-arranged furniture; 120 families improved color schemes--There were two special interest groups--slip covers and re-upholstering and repairing furniture. 39 families repaired and refinished furniture; 15 pieces of furniture were re-upholstered; 9 pieces of furniture were slip covered; there were 89 families assisted in selecting house furnishings. 86 homemakers improved 47 windows with shades; 118 windows with curtains; 10 windows with draperies; 8 rugs were purchased; 102 pieces of furniture and 58 other articles purchased. 68 homes improved electric lighting; 37 lamps were made and 49 lamps were

bought--there were a total of 72 rooms improved.

2. Food Project

Objectives -- (a). To teach homemakers how to plan adequate meals for their families. (b). To teach homemakers how to make and use the Basic Master Mix. (c). To teach homemakers how to prepare one dish meals. (d). To give instructions on table appointments. (e). Each club member will conserve foods on the farm and in the home garden.

Methods - Results

There were 8 volunteer food leaders who assisted in carrying out the foods project. The leaders were trained to give the demonstrations in the absence of the agent. Home visits were made in the interest of checking on projects, encouraging the participation in Extension work and to carry information to club members and non-club members. Method demonstrations were given to each club. Miss Mary L. Thompson, Food Specialist, gave the following demonstrations: One Dish Meals and Home Made Mixes. The leaders assisted 250 families in the improving diets through well planned balanced meals, with the food preparation--the One Dish Meals and Home Made Mixes project. There were 8,839 quarts of fruit and vegetables canned by the home demonstration club members, and approximately 234 families were benefited by the demonstrations and information given to club members and on-club members. Approximately 350 persons saw the first exhibit that was set up the Home Demonstration Clubs in the County. They exhibited canned foods of practically every variety

of local grown fruits and vegetables; hand work--spreads, quilts, and rugs, crochet work, garments; potted and cut flowers. The purposes of the exhibit were: to arouse and create interest in Home Demonstration work; to encourage the people in the County to participate in the Extension work. Cash prizes were awarded to first place winners and second and third place winners were recognized by ribbons. The prize money was donated by the George Washington Carver School Project Committee.

3. Clothing Project

Objectives -- (a). To teach homemakers how to use a pattern-- studies selection of materials.

Methods - Results

There were four (4) volunteer clothing project leaders for the three special interest groups. These leaders were trained in small groups and individually -- the leaders assisted 68 families in clothing construction. Each participating member made one or more garments. Thirty (30) families were given information to follow the recommendations in improving care and renovation of clothing.

4. Home Grounds Beautification Project.

Objectives -- (a). To make the home grounds more attractive, (b).

Each member will participate in some phase of the project to improve her home grounds.

Methods - Results

There were 6 volunteer leaders who assisted 97 families in improving home grounds. Result demonstrations were set up in each club community. Meetings were held at the demonstrations and discussions held at the

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same. Circular letters on project problems were solved through circular help. Some improvements made as a result of this project were: improved flower gardens, grading and seeding lawns; shade trees were pruned of dead limbs; shade trees added; drainage to eliminate muddy barn yards - drives - and walks; and removing rubbish piles.

5. Housekeeping.

- Objectives -- (a). To improve health through better living,
(b). To teach the recommended practices and approved methods that will save time and energy.

Methods - Results

There were six (6) volunteer leaders who assisted 145 families in improving housekeeping methods. These leaders were trained to give information to groups in the absence of the agent and to they gave follow up help as needed in the communities.

B. Other Activities

1. In cooperation with the Vocational Home Economics instructor thirty-two (32) families were assisted in clothing construction and housekeeping problems. These families were assisted in group meetings. The homemakers made one or more garments for members in the family and one or more articles to improve the home.

2. District Home Demonstration Committee

Purpose: To unify the Home Demonstration program on a State level.

The County Home Demonstration Committee cooperates with

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the District group. Delegates attended the meeting. The goals set forth by the District Groups namely--Housing, Health and Recreation and Reaching More People, has been included in the county's Home Demonstration planning program--these goals were carried out in the County Home Demonstration Clubs.

2-a. During National Home Demonstration Week delegates from the County attended the District Home Demonstration meeting and reported on the selected goals of the group. In the County -- papers on "What Home Demonstration Work Has Meant to Me" by club members were read in each special meeting and simple demonstrations were used as a media for informing leaders, club members and the public of some of the activities of the extension work. New interest was stimulated among the homemakers and 12 new members were enrolled during that week.

VI. 4-H Club Work

A. Project Work

1. Home Improvement

Objectives -- (a). To teach members how to care for their rooms, (b). To teach members how to make simple accessories for their bed rooms, (c). To teach members how to arrange bedroom furniture.

Methods - Results

There were eight (8) volunteer leaders who assisted one hundred and forty-four (144) boys and girls in the room, care and arrangement

project. These leaders were trained to assist in giving demonstrations on the recommended practices and the correct methods in home improvement project. The leaders received training in small groups and individually; they gave follow up help as needed in the respective communities. Method demonstrations were given by the agent, project leader and club members. Instructions on common project problems were solved through circular help. Home visits were made to check on projects, to carry information and to encourage participation in the extension work. As a result of this project one hundred and twelve (112) rooms were improved, two hundred and twenty-five (225) articles made and one hundred and twelve (112) rooms rearranged.

2. Clothing -- So You'd Like to Sew

- Objectives -- (a) To teach members the fundamental steps in sewing.
 (b). Each club member will make simple articles to carry out fundamental steps taught her. (c). Each member will complete four or more simple articles.

Methods - Results

There were four (4) volunteer local leaders assisting twenty (20) girls in the So You'd Like to Sew Project. Method demonstrations were given by the agent, project leaders and club members. These leaders were trained in small groups and individually--they gave follow up help as needed in the communities. Instructions on common project problems were solved through circular help. Home visits were made to check on projects and to carry information. There were eighty-two (82) articles made by the girls such as aprons, towels, handkerchiefs, and broomstick skirts.

3. Food Preservation

Objectives -- (a). To teach club members how to conserve foods by improved methods. (b). To teach members how to keep records. (c). Each member will assist her parents in planning the amount needed for the family in food preservation project.

Methods - Results

Five (5) adult project leaders and four (4) junior leaders assisted twenty-six (26) girls enrolled in the food preservation project. These leaders were trained in small groups and individually in the correct methods and the recommended practices for this project. Method demonstrations were given by the agent, adult leaders and junior leaders. Circular letters were sent to members to help solve common project problems. Home visits were made to check on projects; leaders gave assistance to follow up work as needed in their respective communities. There were 1187 jars of food canned alone and 1648 jars helped to can by participating members. 18 members helped to make a plan for the amount of tomatoes needed and a plan for all canned food needed. Club members displayed their products in homes at regular club meetings.

VII. Scope of Work.

	1948	1949	1950	1951
No. H.D. Clubs or Groups			6	7
Membership			73	96
No. 4-H Clubs			4	6
Membership			89	130
No. Y M W Groups				
Membership				
No. Other Families Reached		225	187	302
Total No. of Families Reached		225	536	540

VIII. Functions of the following organizations.

A. County Advisory Board

The object of the County Advisory Board is to cooperate with the State Extension Service in improving agriculture and standards of living among families of this County. The County Advisory Board sponsored the Live At-Home Community Project; sent two delegates to the Annual State Advisory Board Meeting. Sponsored the 4-H state activities by helping to send 4-H Club members to the Wildlife Conference and the 4-H Club State Short Course.

B. County Home Demonstration Committee

The County Home Demonstration Committee planned the activities for the Home Demonstration Clubs in the County. They studied needs; club officers were trained in parliamentary procedures; they attended local and state meetings, supported the 4-H Club activities.

C. County 4-H Council

The County 4-H Council planned the overall 4-H Club program for the County; sent representatives to State 4-H Club Short Course and the Wildlife Conference; club officers were trained in parliamentary procedures and also ways to conduct meetings.

IX. Leadership

1. Organizational leaders presided and carried out expected duties monthly. The club officers cooperated with each club activity. The leaders secured meeting places for their clubs and notified

members of the same. The leaders held and reported meetings to the agent in her absence.

2. The program development leaders gathered information on needs in their respective communities. These were discussed in local club meetings. The information was brought to the County meeting for their discussion with others in order to adopt a good program for the community and club members. The program development leaders served to encourage club members to complete work started and to participate in the activities chosen by clubs.
3. The subject matter leaders received training in training meetings. The leaders assisted in giving demonstrations on correct methods. They gave demonstrations to club members in the absence of the agent. The leaders gave follow-up help as needed in their respective communities.

B. Growth of H. D. Club Project Leadership

	1948	1949	1950	1951
No. project leaders and goal chairmen			8	14
No. training meetings held specialish agent			27	26
Attendance at all training meetings			55	70
No. club meetings held by leaders without agent present			4	49
No. additional club meetings at which leaders assisted			35	87

Growth of 4-H Club Project Leadership

	1948	1949	1950	1951
No. adult project leaders			4	7
No. junior leaders			4	5
No. training meetings held by specialist agent			24	16
Attendance of leader training meetings			35	53
No. 4-H leaders trained individually			4	10
No. club meetings held by leaders without agent present			6	28
No. additional club meeting at which leaders assisted			37	67
No. demonstrations given by leaders			22	48
adult				28
Junior				20

X. Work in Cooperation With Other Agencies

In cooperation with the Tuberculosis Association -- financial support. Helped to distribute timely information on chest x-rays and encouraged many members to participate in the campaign. Cooperated with other professional workers in the County in order to help promote better family living.

XI. Significance of Years Work

During the year just finished, there was growth in Home Demonstration and 4-H Club work. There are seven (7) Home Demonstration Clubs with a total membership of ninety-six (96) homemakers, as compared with six (6) Home Demonstration Clubs and seventy-three (73) members in 1950; and six (6) 4-H Clubs with a total membership of 130 boys and girls as compared with four (4) 4-H Clubs with eighty-nine (89) club members in 1950. The activities of the clubs were integrated along the lines of Home Improvement, Clothing and the Food Projects. Some phases of the 4-H and Home Demonstration Activities ---- Care and Arrange-

ment of rooms, food preservation, and construction of articles and garments helped in the integrating of the program. The volunteer local leaders gave freely of themselves, their time, and efforts to carry the information of home demonstration work to homemakers, and 4-H Club work to boys and girls in their communities. The clubs seriously tackled the problems of better nutrition, better homes and surroundings for their families through home improvement, yard improvement, food preparation, planning, conservation activities. The club work has contributed to better community life--it has taught homemakers to work cooperatively with her neighbors in making better churches, better schools, and other organizations that will help promote better farm and family living.