1962

ANNUAL STATISTICAL REPORT

OF

COUNTY EXTENSION WORKERS

January 1, 1962 - December 31, 1962

County Gloucester

Submitted By: F. B. Goode — Local Farm Agent
Name — Title

Approved By: _____ — _____
Date — State Extension Director

Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U. S. Department of Agriculture. W. H. Daughtrey, Director of Extension Service, Virginia Polytechnic Institute, Blacksburg, Virginia.

WES:ap 10/62

SUMMARY OF EXTENSION TEACHING METHODS AND OTHER ACTIVITIES

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

Teaching Method or Activity	Work Done By -- Home Agents A	Youth Agents B	Agricultural Agents C	County Total D	State Staff E	Grand Total F
1. Farm, home, firm and other out-of-office visits...			1493	1493		
2. Office calls			2190	2190		
3. Telephone calls (received or made)			2676	2676		
4. Newspaper articles or stories:						
a. Prepared and released directly to newspapers or magazines			45	45		
b. Prepared by State office and released through County Extension offices						XXXXX
5. Broadcasts made:						
a. Radio			12	12		
b. Television						
6. Publications distributed directly to the public ..			1330	1330		
7. Circular or commodity letters written			69	69		
8. Training meetings held for local leaders:						
a. Adult work (1) Number			53	53		
(2) Attendance			823	823		
b. Youth work (1) Number			46	46		
(2) Attendance			798	798		
9. Other meetings at which agents or specialists presented educational information:						
a. Adult work (1) Number			79	79		
(2) Attendance			2033	2033		
b. Youth work (1) Number			54	54		
(2) Attendance			1010	1010		
10. Meetings held by local leaders:						
a. Adult work (1) Number			99	99		
(2) Attendance			1460	1460		
b. Youth work (1) Number			67	67		
(2) Attendance			810	810		
			15,147	15,147		

PROGRAM EMPHASIS

Item	Days Devoted By: County Staffs A	Days Devoted By: State Staff B
11. Planning and management of the farm business	12	
12. Field Crops (proudction and farm marketing)	28	
13. Soil management	17	
14. Horticulture (production and farm marketing)	13	
15. Forestry (production and farm marketing)	15	
16. Soil and water conservation	16	
17. Plant pathology		
18. Entomology		
19. Chemical residues	13	
20. Dairy (production and farm marketing)		
21. Poultry (production and farm marketing)		
22. Livestock (production and farm marketing)	11	
23. Animal and Poultry health	10	
24. Marketing and utilization	1	
25. Agricultural engineering	2	
26. Dwellings and equipment	11	
27. Home grounds improvement	14	
28. Planning and management in the home		
29. Family economics	1	
30. Home furnishings	1	
31. Clothing selection and care		
32. Clothing construction		
33. Food preparation and selection		
34. Food preservation	4	
35. Nutrition		
36. Child development, human relations		
37. Health	12	
38. Safety	12	
39. Recreation	7	
40. Outlook	3	
41. Community development and resource adjustment	12	
42. Public affairs		
43. Leadership development	19	
44. Extension organization and program planning	13	
45. Supervision	XXXXX	
46. Inservice training received	16	
47. Discontinued		
48. Miscellaneous (cannot be charged to above items)		
49. Total days worked (items 11-48)	263 ✓	
Of total days reported in item 49, how many were devoted to --		
50. Adult work	138	
51. YMW work	43	
52. 4-H Club work	82 ✓	

VOLUNTARY LOCAL LEADERS

53. Number of different adult voluntary local leaders assisting in the conduct of county Extension work.

Item	Men A	Women B
a. In adult agricultural work	40	45
b. In adult home demonstration work	✓	✓
c. In young men and women's work	✓	✓
d. In 4-H Club work:		
(1) Organizational leaders	2	5
(2) Project or subject-matter leaders	7	12
(3) Other adult club leaders		
e. Total DIFFERENT adult leaders	43	54

HOME ECONOMICS EXTENSION WORK

54. Organized clubs or other groups regularly carrying on adult home economics Extension work:

a. Number of groups .....

b. Number of members .....

55. Special audience and specific interest groups organized by Extension and worked with in home economics Extension work:

a. Number of such groups worked with .....

b. Attendance at meetings held with these groups .....

WORK WITH YOUNG MEN AND WOMEN (YMW)

YMW Work is designed to reach young folks 18-30 years of age through special programs geared to meet the needs of this age group.

56. Extension sponsored groups of young men and women (YMW):

a. Number of groups worked with .....

b. Number in such groups .....

57. Number of other young men and women worked with through YMW programs (Jointly sponsored groups, non-extension groups and individuals not in groups) .....

WORK WITH OTHER YOUTH

58. Number of youth (of 4-H Club age) worked with in addition to 4-H Club members 86

4-H CLUB WORK

59. Number of 4-H Clubs 5

60. Different 4-H Club Members Enrolled:
    a. Boys 74
    b. Girls 89
    c. Total 163

61. 4-H Club members enrolled by place of residence:
    a. Farm 116
    b. Rural nonfarm 47
    c. Urban .....

62. 4-H Club members by years in Club work:
    a. 1st year 92
    b. 2nd year 44
    c. 3rd year 8
    d. 4th year .....
    e. 5th year 9
    f. 6th year and over 10

63. 4-H Club members by age groups:
    a. 12 years and under ... 120
    b. 13-15 years inclusive. 32
    c. 16-20 years inclusive. 11

64. 4-H Enrollment in projects and activities

(A member may be enrolled in more than one project or activity under each of the following groupings and should be counted each time.)

a. Agronomy (crops and soils) .....
b. Horticulture (fruits, vegetables, landscaping) 56
c. Entomology and plant pathology 1
d. Conservation (soil, water, forest, wildlife) 7
e. Poultry .....
f. Dairy .....
g. Beef .....
h. Swine 4
i. Other livestock .....
j. Engineering (include electricity, tractor, automotive) 6
k. Management on the farm .....
l. Marketing and business .....
m. Management in the home .....
n. Clothing 5
o. Food and nutrition 3
p. Home improvement and furnishings 8
q. Family life education 61
r. Personal development (public speaking careers, grooming) 19
s. Health 2
t. Safety 10
u. Recreation (include crafts) .....
v. Community and public affairs .....

w. Total enrollment in projects and activities 182

65. Junior 4-H Club leaders:
    a. Older club boys 4
    b. Older club girls 15

COOPERATION WITH OTHER PUBLIC AGENCIES

Public Agencies Worked With	Days Devoted By: County Staffs A	Days Devoted By: State Staff B
FEDERAL AGENCIES		
66. Agricultural Research Service	3	
67. Agricultural Stabilization and Conservation Service	13	
68. Bureau of Indian Affairs		
69. Bureau of Land Management; Bureau of Reclamation		
70. Department of Commerce (Area Redevelopment)		
71. Farm Credit Administration	7	
72. Farmers Home Administration	11	
73. Fish and Wildlife Service	1	
74. Forest Service	13	
75. Rural Electrification Administration		
76. Selective Service		
77. Social Security Administration; Internal Revenue Service	11	
78. Soil Conservation Service	12	
79. Valley Authorities (TVA, etc.)		
STATE AGENCIES		
80. Civil Defense	12	
81. Health Department	11	
82. Highway Department		
83. State Departments of Agriculture and Forestry	9	
84. State Department of Education (schools in general)	11	
85. State Employment Service	2	
86. Welfare Department	7	
COUNTY AGENCIES		
87. Soil Conservation districts	15	
88. Vocational-agricultural and home economics departments	16	

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INTERPRETATION OF 1962 STATISTICAL REPORT

Columns

A, B, C — Agents who devote more than one-half of their time to a line of work should report ALL of their work in the appropriate column.

Consumer marketing agents employed with A.M.A. funds are to report in column C. Consumer marketing agents not paid from A.M.A. funds will report in column C if their work is oriented to marketing efficiency or in column A if their work is oriented to family satisfaction.

Area Extension agents will report in their respective county column, A, B, or C, or the State staff column E, depending upon whether they get their direction and supervision from the district supervisor or from the State specialist who serves as project leader.

A, B, C, D — When two or more agents engaged in the same line of work participate in the same Extension activity it should be reported only once in their respective column and only once in the county total.

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 (column D).

E — Administrative, supervisory, and subject matter staff members will report their activities in this column as follows:

County activities: When in a county most activities participated in by the State staff will have been arranged for and be reported by the county staff. Only those activities a State staff member initiates and participates in without county staff assistance are to be reported by the State workers.

Multi-County Activities: State staff will report State-wide, regional, and/or district activities they are responsible for holding, which in the normal course of events would not be reported by the county staff.

Headquarter Activities: State staff will report only activities in which program information is given to or received from Extension clientele such as representatives of breed associations, marketing organizations, industrial concerns, magazines, papers, radio and TV stations, public and private organizations and agencies, individual farmers, homemakers, leaders and others with whom the State staff may work directly. Item 4-b is an exception.

When two ore more members of the State staff participate in the same activity the person having primary responsibility for the activity should report it. When of equal responsibility they should decide which one will report. The others may show it in parentheses ( ) on their monthly report, thus indicating their participation, but it is not to be included in columns E and F.

Telephone calls, office visits, conferences, meetings, etc. with other Extension, research and teaching personnel on the campus, and of a personal nature are not to be reported.

Information Specialists: Time spent by information specialists to help subject matter specialists and county workers should be charged to that phase of subject matter.

Trainers: Trainers in subject matter per se report time under appropriate subject matter headings. The Extension Forester holds a training session for County Agents. The Forester reports time spent in preparing and in giving the training under item 15. The County Agent reports under item 46. Trainers in other than subject matter will report their time under item 47.

Item

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.

4a. Each news release is to be reported as one story or article. 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 only once. Information given directly to reporters or writers as the basis for a story is also reported. Items relating to notice of meeting only and news items prepared by local leaders should not be reported.

4b. Include here news releases prepared in State office and localized in county. The same release localized and used in 18 counties would be reported once in column E and once in each of the 18 counties by the agent using it. Column F is not to be filled in.

5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An Extension worker, 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. Report number of bulletins, circulars, leaflets, and other materials related to subject matter and organization aspects of Extension work. Include such materials prepared in the county office as well as those of State and Federal origin. Commercial publications are not to be counted unless they are recommended by the State Office. See item 7.

7. Circular or commodity letters are usually prepared for one item distribution in contrast to subject matter material prepared for general distribution over a period of time which is reported in item 6. Report number of different letters written and not-copies distributed. A mimeographed letter announcing a meeting would be reported as one letter.

8. At leader training meetings, project leaders, local leaders, or committeemen are trained to carry on Extension activities. See item 53.

8b. Includes work done through the formally organized 4-H Club program, young men and women's work (YMW) and work with other youth.

9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organized 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 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 at a meeting count the total number of different persons.

9b. In addition to the 4-H Club and YMW meetings you held or participated in, similar 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. In most situations State personnel will have nothing to report in column E.

Page 2 - Time should be reported to the nearest whole day.

11. Includes the farm management aspects of any Farm and Home Development work done.

12. Includes the production and farm marketing work done with all crops except those classified as horticulture. Also, includes all weed control work.

14. Includes the production and farm marketing of vegetables, fruits, nuts, and ornamentals.

15. Include all forest and forest product production and farm marketing work such as planting, timber stand improvement, timber harvesting, estimating and appraising, treating of wood products with preservatives, fire prevention, and production of maple-sirup products or naval stores work done with producers. All work done with buyers, mills and the industry should be reported under item 24.

16. Soil and water conservation means a program promoting primarily conservation practices.

19. Report time spent working with people on the specific matter of chemical residues on crops, livestock as it may affect the product, and in the home. It is recognized that much work in this field will be done in connection with the production and marketing aspects and probably be reported there. Item 19 is an attempt to pull out and report separately chemical residue work whenever possible.

20-22 Includes both the production and farm marketing aspects. Item 22 includes beef cattle, swine, sheep, goats and horses.

24. Include here all marketing work done with buyers, sellers, handlers, processors, and transporters of crops, livestock and livestock products, as well as forest products. This is the marketing work done after the crop, livestock, livestock product and forest product has left the control of the producer.

25. Includes water management for irrigation and drainage; farm structures and equipment; field power and equipment; vehicles and roads; farm power, heat, light, water supply and sanitation as related to the production and marketing aspects of the farm business.

26. Includes planning new or remodeled dwelling construction, home utilities, equipment, and related maintenance.

27. Includes landscape planning, planting and maintenance of the home surroundings.

28. Also includes the home management aspects of any Farm and Home Development Work.

40. Includes all general agricultural and rural family outlook work. Specific crop and livestock commodity outlook and marketing information given individuals in connection with their farm marketing should be reported under item 12, 14, 15, 20, 21, or 22.

41. Includes local community projects for improving health facilities, services and programs: schools, churches, libraries, roads, community centers, etc., and economic services such as credit facilities, marketing organizations, utilities, transportation and industrial development. This may or may not be done under the Rural Area Development and Area Redevelopment Acts. Also include such regional or area development programs that affect communities such as river basin, watershed, soil conservation district, land use, land reclamation and flood control.

42. Includes such things as developing an understanding of citizenship responsibilities and functions of government -- local, state, or national; study of public documents; national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, international problems; programs and organizations including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.

43. This item refers to training Extension gives its clientele. This is training in techniques of leadership. Training in leadership principles to improve attitude, motivation, and leadership skill, effectiveness of recruitment and recognition. Training in subject matter per se should be reported under the appropriate subject matter items.

44. Include time devoted to general administrative work such as office staff conferences, preparation of plans of work and reports and program planning.

46. All training received by you is reported in this item. Do not charge training you receive to subject matter items. Include days spent attending summer and winter Extension courses, workshops, district and State Extension

conferences, and other training activities organized primarily for the purpose of the professional development of Extension personnel.

48. Includes miscellaneous work that cannot be accounted for under one of the above headings.

49. This is total of items 11 through 48.

50, 51,52 All time should be distributed to these items whenever possible. Only when there is no apparent relationship between work done and these three items will the time not be distributed.

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53. Include here only adult leaders. Junior leaders will be reported in item 65. A project leader, local leader, or committeeman is a person selected by Extension or the group they represent to lead some phase of the Extension program in organization or subject matter.

53d(1) An adult who works directly with 4-H Club members in a 4-H Club and has responsibility for organizing, planning and conducting the local 4-H Club with the members.

53d(2) An adult who works directly with 4-H Club members in planning and teaching the project or activity in a 4-H Club over a period of several weeks or months.

53d(3) Any other adults considered as leaders not fitting any above descriptions.

54. Include here the Extension organized Home Demonstration Clubs that meet regularly.

55. Include those groups that Extension organized for a specific interest. The distinguishing feature from item 54 is the lack of a permanent organization to carry the group from one subject to another.

58. Report youth other than 4-H Club members worked with during the year. Includes individuals and groups such as scouts, FFA, FHA, etc.

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64. No distinction is made between a project and an organized activity -- both are included in this item.

65. An older 4-H Club member performing any or all of the functions that an adult leader would otherwise be doing.

Page 5 - Time should be reported to nearest whole day.

66-88 Days reported here should already have been accounted for under Program Emphasis. Report here only those days that were devoted to the programs of agencies listed.

70. Include all time spent on Area Redevelopment work.

80. Report all time devoted to Civilian Defense, Rural Defense, and county defense committee work.