

VIRGINIA

MECKLENBURG COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1944

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RETURN TO  
EXTENSION  
DIVISION OF FIELD  
STUDIES & TRAINING

1944

**ANNUAL NARRATIVE REPORT  
MECKLENBURG COUNTY, VIRGINIA**

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## I Summary

Work with County Board of Agriculture and neighborhood leaders continued. All major Extension programs handled thru this organization.

Five (5) Purebred Guernsey heifers selected for State Sale. Showing and fitting demonstration held for this. One heifer topped the sale.

Forty (40) purebred Guernseys selected for first Mecklenburg Annual Sale. Sale averaged \$210.00.

Work on the development of more and better bred Guernseys continued.

- (a) Assisted in sketching and/or registering 100 purebreds.
- (b) Assisted in the purchase or sale of 150 purebreds.
- (c) Assisted with mixing home grown dairy rations.
- (d) Assisted farmers with lice eradication.
- (e) Assisted farmers with whole milk market.
- (f) Dairy production stressed in 4-H Club program.

2848 lbs. of wool pooled for 24 farmers bringing a total of \$1765.60, increasing the amount farmers received approximately \$0.06¢ per pound.

Two (2) red clover demonstrations continued.

One Hybrid/corn production demonstration carried out.

Assisted two dairy products companies develop milk routes in the county and one company established a milk receiving station in the county.

Freezer Locker Plant program continued. Construction expected to begin in 1945.

Two Granville Wilt control demonstrations in tobacco carried out.

Hog Cholera epidemic under control.

The Agent has served as Secretary of the County USDA War Board and assisted farmers with Selective Service regulations and classifications.

The Agent served as a member and Secretary of the Soil Conservation District Board of Supervisors.

Have helped the one farm organization in the county from time to time.

II Brief Description of County Organization

Several years ago a study of the county was made regarding the proper division of the county into communities and neighborhoods. Prior to that time no consideration had been given to neighborhood representation, but a community delineation had been in operation using magisterial district boundaries.

At the conclusion of the study referred to above the county was divided into ten (10) communities and seventy-two (72) neighborhoods, with a chairman for each community and a man and woman leader for each neighborhood. However, after one year it became apparent that the neighborhoods were too big to permit the leaders to effectively work with all families. It was then decided to redivide the existing neighborhoods into smaller units. With the help and advice of the County Board of Agriculture this was done. This division was made so as to give each neighborhood from 12 to 20 families; the average would be about 15 families per neighborhood. When the job was completed there were 245 neighborhoods.

The County Board of Agriculture then designated a white woman and a white man leader for each neighborhood. In approximately one-half of the neighborhoods, a negro man or woman "assistant" leader was also appointed. Whether or not a negro leader was designated depended upon the number of negro families.

In a few of the neighborhoods complete machinery could not be set up because leader material was non-existent, but this was true in only a few instances. This county has over 500 neighborhood leaders and assistant leaders working under the Community Chairman and Community "Co-Chairwomen". (Each community has a co-chairwoman to head up the work of the women leaders and assist the chairman).

The County Board of Agriculture is made up of the community chairmen, and chairwomen, together with professional agricultural workers and a representative of the only farm organization in the county. Officers of the County Board of Agriculture are elected yearly.

Supplementing the work of the County Board of Agriculture is the Council of Professional Workers. All paid agricultural workers in the county are members and technical aspects of county programs and problems are considered in the meetings of the council. Cooperation among agencies in their activities and coordination of programs is fostered thru these meetings.

Subcommittees from both the County Board of Agriculture and the Professional Workers Council are appointed from time to time.

The Agent has served as Secretary to the County Board and as Chairman of the Professional Workers during the past year.

The Home Demonstration Agent also works with a women's professional workers group (a sub-group of the County Professional Workers group). This is composed of the Home-Economics teachers, Home Management Supervisor, FSA, Welfare Workers, and the Home Agent. The Local Agent (negro) also has a negro Board of Agriculture, set up along the same lines as the County Board of Agriculture, and he also has a negro professional workers group. He, the negro agent, acts as liaison between the white and negro groups.

III Description of Type of Agriculture

Mecklenburg County is located in the southern part of Virginia, enjoying a fairly long growing season (slightly over 200 days) and an average annual precipitation of about 43.5 inches. The soil types vary greatly, there being over 70 different soil types, but potentially most of the soils are good. Approximately one-half of the soils are of granitic origin and one-half are of slate origin. The most prosperous type of agriculture is found on the granitic soils.

Approximately 80% of the farm income is derived from the sale of flue-tobacco and cotton. There are 3000 farms on which 12,000 acres of tobacco is grown; there are 1900 cotton farms, normally growing 7000 acres of cotton. In addition peanuts are grown in one small area of the county, the total normally amounting to slightly over 500 acres.

The other major crops are corn and wheat, though these crops are grown only to a limited extent for sale. The average acreage of corn is 35,000 acres, and the average acreage of wheat is 6,000 acres.

Since Mecklenburg is predominantly a cash crop county, the devoting of so much land to row crops has resulted in improper land use and a high degree of erosion. A great many of the farmers think solely in terms of these depleting crops and give little attention to the improvement of pastures and production of hay crops. The establishment of approved rotations for general crops is one of the essential needs. However, great progress has been made during the past few years in establishing a more diversified system of farming.

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Over 500 farmers are supplementing their income from tobacco and cotton by selling sour cream and whole milk to near-by creameries and local milk routes. More and more interest is being shown in the production of purebred Guernsey cattle. This county has more purebred Guernsey breeders than any other Virginia County, but most of the breeders are small. Quite a few farmers also are producing hogs for market. More and more are turning to beef cattle, although this is not encouraged as it is the thinking of the Agent that dairy enterprises are much better adapted to this area. Over 50 farms are producing sheep.

There is still a great deal of work to be done to increase the production of dairy products thru improved pastures, hay and small grain along with market developments. The Agent has put a major portion of his time on these things.

#### IV Project Activities

##### (A) Dairy Extension Work

The Mecklenburg County Guernsey Breeders Association has been very active this year; thru this some of the Extension work has been carried out. The Association has participated in two Purebred Guernsey Sales, promoting one of them. The Agent supervised several showing and fitting demonstrations and assisted with fitting several individual animals. He assisted with the State Guernsey Sale and the Mecklenburg Annual Guernsey Sale. Both sales proved highly successful and stimulated much interest among the breeders. These sales have influenced several new breeders this year.

Guernseys were adopted for the county several years ago and you will find only one milking herd that is not purebred or grade Guernseys. Consequently, we have more purebred breeders of Guernseys than any other county in the State. However, these breeders are small operators due to the lack of sale for by-products.

Approximately 150 farmers have started shipping whole milk this year. The Agent has worked either directly or indirectly with most of these new shippers to enable them to start in the proper way. There are approximately 150 farmers shipping sour cream to the four cream companies now collecting cream in this county.

The Agent has assisted approximately 50 whole milk shippers with improving their grade of milk by securing and installing electric and gasoline milk coolers. These coolers have proven highly satisfactory and contributed a great deal to influence new interest in whole milk production.

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Barn Plans were secured for seven (7) farmers to construct dairy barns. Three of these farmers are expecting to begin the production of Grade A milk by March 1, 1945. The Agent has worked closely with these farmers to enable them to start producing Grade A milk in the best possible way to exhibit good management. Several other farmers are expected to start producing Grade A milk in 1945.

Other work done in connection with dairy extension program would include the following:

- (1) Assisted in sketching and/or registering 100 purebred Guernseys.
- (2) Six farmers have been assisted in securing bulls.
- (3) Agents have assisted with the purchase or sale of at least 150 purebred Guernseys.
- (4) A supply of Guernsey registration papers were maintained at all times for use by local breeders.
- (5) Home mixed dairy rations have been calculated and balanced for 40 milk producers.
- (6) Mineral supplements have been calculated and advised for approximately 100 farmers.
- (7) Have assisted two farmers with cattle lice eradication.
- (8) Dairy work has been stressed with 4-H Club members.

(B) Cooperative Wool Pool

Work with the wool producers was continued this year and help was given them in pooling their wool. There was a slight decline in the amount pooled this year as compared to 1943. There were only twenty-four (24) shippers this year.

A total of 2848 pounds was sold thru the pool, this bringing a total of \$1181.88. The quality of the wool dropped this year.

The Agents made all arrangements about storage within the county until it could be moved, supervised the receiving of the wool, and obtained a truck to move it to the main pooling point in an adjoining county. Wool bags and twine were also obtained for distribution to wool shippers.

**(c) Farm Unit Demonstrations**

Mecklenburg County began in 1944 with eighteen (18) active Farm Unit Demonstrators. Requisitions for demonstrational material were made in January for all Triple Superphosphate since no Meta Phosphate was available. 68,100 pounds were received and delivered on March 5, 1944. This material was received in time to apply before the spring rush season.

Eighteen demonstrators are demonstrating Triple Superphosphate alone, Triple Superphosphate with lime and lime without Triple Superphosphate. One demonstrator went one step further to demonstrate Triple Superphosphate with 10-0-10 to give a complete fertilizer. Clippings will be made during the year for calculating results of this material received for the past years.

Approximately thirty (30) days have been spent with the demonstrators doing follow-up work and checking their farm account books. W. J. Buckolls, Jr., Farm Management Specialist, spent three days with the Agent this year analyzing farm account books and making suggestions as to changes in management.

The Ammonium Nitrate received in 1943 for small grain and pasture proved very profitable. Several demonstrators doubled their yield by applying Nitrate in Fall or in late winter. All other applied in early spring and demonstrated a good increase in yield. The Nitrate that was applied in late winter proved more satisfactory.

Ammonium Nitrate that was applied to pastures during February greatly improves the grass sod of lespedeza, redtop and some rye grass, thus showing some results of eradicating broom sage.

Requisitions were made up for sixteen (16) active demonstrators to obtain Ammonium Nitrate for small grain during the latter part of August. The demonstrators received 20 tons for their 1944 grain crops on the 6th of October. They have been advised to use this during the month of February as a top-dressing since it proved best to use it this way.

Much interest has been shown by neighboring farmers in the use of both Ammonium Nitrate and TVA phosphate. These phosphate demonstrations have influenced many farmers to take advantage of the A. A. Grant of Aid materials program. There is a trend over the county of a change from corn to more small grain; a large change over to more good hay crops and more and better permanent pasture. More and more people are realizing the value of fertilizing permanent pasture sod.

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The demonstrators have taken much pride in improving livestock breeding and management, soil conservation and crop improvement. All their neighbors are observing the improvements, results and profits of such management.

**(D) Red Clover Demonstrations**

The Red Clover demonstrations were started during the fall of 1942. Several farmers cooperated and gave the clover a trial at this time. The drouth of 1943 destroyed all but two stands. Seed was harvested from these stands and reseeded on the same farms. One demonstrator harvested two tons of hay per acre and 50 lbs. of seed per acre. The other demonstrator harvested one ton of hay per acre and 35 lbs. of seed per acre. These seed will be seeded on these farms to increase the acreage. No drive has been made for obtaining new growers due to the shortage of seed. With a good season in 1945, this county should furnish a small amount of seed to new growers.

**(E) Emergency Farm Labor Program**

An Emergency Farm Labor Clerk was employed on a per-diem basis on April 1, 1944. She worked four hours daily to assist the Agent with the tabulation of agricultural War Units. This was done to enable the War Board with recommendations to the Local Selective Service Board for registrant application for occupational deferment from induction into the Armed Forces during the 1945 crop year. The clerk was maintained until June 1, 1944 when this work was discontinued in this county.

The Agent placed ten (10) State Prison convicts on approximately forty (40) different farms in the county and employed them for 127 days harvesting hay, peaches, insilage corn, cutting and shucking corn. This labor proved highly satisfactory. One hundred men could have been utilized to a tremendous advantage.

No other labor could be recruited for farm work.

**(F) Freezer Locker Plant**

During the fall season of 1943 there was much interest created among farmers and local business men in the South Hill community to develop and construct a Freezer Locker Plant for a community food storage project. A committee was selected to work with the Agents to obtain advanced locker rentals, one of the requirements of the War Production Board, and 175 locker rentals were sold.

Exhibit A-1

SOUTH HILL  
COMMUNITY  
FROZEN  
FOOD  
LOCKERS

WHAT IS A FROZEN FOOD LOCKER SYSTEM

HOW DOES IT BENEFIT THE FAMILY AND HOME?

HOW DOES IT BENEFIT THE COMMUNITY?

SOUTH HILL COMMUNITY

FROZEN FOOD LOCKERS

WHAT CAN BE STORED IN A FROZEN FOOD LOCKER?

Meats  
Fish  
Poultry  
Vegetables  
Fruits

MEATS:

Beef, Veal, Pork, Lamb, Mutton, Wild game.

FISH:

All kinds.

POULTRY:

Broiler chickens, Chickens, Ducks, Turkeys, Quail

VEGETABLES:

Asparagus	Carrots	Pimento
Beans - Green & wax	Cauliflower	Rhubarb
Beans - Lima	Corn	Spinach
Broccoli	Mushrooms	Squash
Brussel Sprouts	Parsnips	Tomato Juice
Beets	Peas	

FRUITS:

Apples	Dewberries	Raspberries
Apricots	Gooseberries	Strawberries
Blackberries	Grapes	Cherries
Cranberries	Loganberries	Peaches

WHAT SERVICE DOES THE PLANT OFFER?

Processing:

MEATS:

Chilling, Aging, Cutting and wrapping, quick freezing, placing in Locker.

FISH:

Cleaning, Glazing, Wrapping, Quick freezing, placing in Locker.

POULTRY:

Killing, Dressing, Drawing, Cutting, Wrapping, Quick freezing, Placing in Locker.

VEGETABLES:

Blanching, Packaging, Quick freezing, Placing in Locker

FRUITS:

Preparing for freezing, Packaging, Quick freezing, Placing in Locker.

## WHAT DOES THE PLANT CONSIST OF?

### RECEIVING DEPARTMENT:

Here the carcass is hooked on an overhead carriage which rolls over a track scale and is weighed. A receiving card is stamped with the weight, locker number, kind of cuts wanted and any other services desired. The card is placed on the meat carcass and carried with the meat all the way thru the plant.

### CHILLING AND AGING DEPARTMENT:

The meat received is properly chilled and aged here in a refrigerated room at 33°F. to give firmness, tenderness and preserve all meat flavors. The carcasses are exposed to tender-ray lights to develop additional tenderness.

### PROCESSING DEPARTMENT:

Here is the clean, sanitary room, equipped to handle any kind of food. It contains meat saws, grinders, blocks, tables, scales, wrapping paper and various containers for the Butcher to do an excellent job of processing meat.

Your meat and poultry is cut properly for immediate kitchen preparation here. It is wrapped with a kind of paper to prevent drying out in Locker at CoF. The meat that needs to be ground into hamburger and sausage can be handled thru the electrically operated grinding machines. Also chickens can be ground for chicken salad meat.

All meats can be quickly frozen after properly prepared, otherwise they will dry out and all fresh flavors would be lost.

This Department also consists of a vegetable receiving and processing division.

Here the vegetables are taken in very fresh to be prepared. The department will have blanching kettles where the vegetables are blanched properly to kill any harmful bacteria and make the frozen food ready for immediate cooling when it is taken home to the kitchen. Nothing will need to be done with the vegetables when taken home in the way of preparation. Ready for Cooking!

The division consists of vegetable packaging equipment for preserving the "fresh-vegetable" flavors to allow the family to have fresh vegetables the year round.

Small fruits are also processed in this division.

WHAT DOES THE PLANT CONSIST OF? (Continued)

**QUICK FREEZING DEPARTMENT:**

This department consists of a thickly insulated refrigerated room with coil shelves where the properly prepared food is placed for a short time at the constant low temperature of 20° to 30° below zero. This is where the quick freezing takes place. The food remains here until it is frozen solid, thus maintaining its fresh original flavor and no danger of spoilage.

**LOCKER ROOM DEPARTMENT:**

It is in this room that you will have a private locker and free access to it at all times during the day. This, too, is a well insulated room maintained at 0° degrees at all times.

The lockers will be tiered six high and each locker will have ample space for a family's yearly food supply.

Your frozen food will be moved from the Quick Freezing Department and placed in your individual locker where you can get and use at your convenience.

**LOBBY:**

This is the attractive room that all patrons enter into when visiting the plant for service. This room will be air conditioned, equipped with comfortable chairs and lavatories for comfort.

This room will consist of an office and a patrons window where all records will be recorded properly. A bookkeeper will be employed for efficient management.

**PORK CURING AND LARD RENDERING DEPARTMENT:**

This room will be equipped with lard rendering and lard packaging equipment, also ham and bacon curing equipment including a smoke oven. The plant offers a complete hog carcass processing.

**POULTRY DRESSING DEPARTMENT:**

This department is equipped with poultry killing and picking equipment with a poultry picking machine. This room will be constructed separately, located at the rear of the plant near the boiler room.

Patrons will be able to deliver coops of poultry, at a desired age and size, for complete handling, to get back a dressed, ready for the kitchen, frozen fowl, from their lockers.

### HOW DOES A FROZEN FOOD LOCKER PLANT BENEFIT THE FAMILY AND HOME?

Locker patrons can store meats and vegetables any time during the year, Summer, Fall, Winter or Spring, just when hogs, beef, poultry, vegetables or small fruits are ready for storing. This saves wastage, time and labor. No danger of spoilage. Food can be stored by quick freezing at approximately one half the cost of canning.

Freezing foods will conserve all of the fresh flavors and nutritional values -- vitamins and minerals! Thus, a plant of this kind is a monument to the future health of a family, especially children because per dollar spent to conserve food and health will do double the job thru a food locker.

A locker saves money, wastage and health!

### HOW DOES A FROZEN FOOD LOCKER PLANT BENEFIT THE COMMUNITY?

Locker patrons can accommodate neighbors by sharing excess vegetables and other produce when they are scarce with them. This provides for everyone in a community to store a plenty for the family needs at a cost much less than buying on open market.

Wherever a community is fortunate enough to have the benefit of a Frozen Food Locker Plant, no one suffers from mal-nutrition to any great extent, everyone has a plenty of good nutritious food and at a much lower cost.

### PROCESSING CHARGES

#### MEATS

Chilling, Cutting, Wrapping, Quick Freezing, Put in Locker.....	.03 lb.
Chilling Meats.....	.01 lb.
Ageing Meats.....	.01 lb.
Grinding Meats (Minimum Charge .25).....	.03 lb.
Grinding Meats, Sausage Seasoning Added.....	.04 lb.
Curing Hams and Bacons.....	.04 lb.
Smoking Hams and Bacons.....	.02 lb.

#### POULTRY AND GAME

Chickens and Quail (Plant Does All Operations) Per Bird.....	.20 each
Chickens and Quail (Wrapped and Frozen Only).....	.03 lb.
Tame or Wild Ducks (Complete Processing).....	.30 each
Turkeys (Complete Processing).....	.05 1/2 lb
Deer (Complete Processing).....	10.00
Fish - Cleaning, Glazing, Wrapping, Quick Freezing.....	.05 lb.
Glazing, Wrapping, Quick Freezing.....	.03 lb.

#### VEGETABLES

Handling and Freezing Home Packed Fruits & Vegetables.....	.02 pts
Handling and Freezing Home Packed Fruits & Vegetables.....	.03 qts
Handling, Packaging & Freezing Fruits & Vegetables.....	.06 pts
Handling, Packaging & Freezing Fruits & Vegetables.....	.07 qts
Minimum Processing and Handling Charge.....	.25¢

When the plans were drawn and ready to present to the War Production Board their requirements changed; and consequently, another campaign had to be carried out to increase the number of subscribers for locker space. The Agent prepared a Circular, Exhibit No. 1, to point out the advantages of such a plant for the farm family, the community, and the way one would operate. These booklets were used in the campaign and the committee obtained enough subscribers to present the application to the War Production Board.

During this time all refrigeration equipment was frozen until the first of the year, 1945, and, therefore, the program has been idle.

It is the opinion of the Agent and the Locker Plant Committee that construction will be started in the Spring of 1945.

(G) Whole Milk Marketing Program

During February and March the Agent, thru the cooperation of some of the leading dairymen in the county, began work to develop milk routes throughout the county and a receiving station someplace in the county. Several companies were contacted during the Dairymen's Convention held in Roanoke in January, and some interest was developed. After much correspondence, telephone calls and several conferences with representatives of Coble Dairy Products Company of North Carolina, steps were taken to establish a route in a small portion of the county.

The Agent together with the company's field men with the help of community leaders mapped out a route for a route truck to start collecting milk. This required several days of field work in contacting farmers to find out just where the milk was and decide on the best possible route to serve the most farmers and drive the least number of miles.

The Agent and field man was instrumental in acquiring priorities for a truck and milk coolers for the route. This route started on June 16, 1944, with 75 gallons of milk a day and is now, after 6 months, collecting approximately 400 gallons a day. This milk is being received in Yanceyville, North Carolina.

During the month of August the President and Vice-President of Birtcherd's Dairy of Norfolk visited the county, contacting the Agent and some of the leading farmers, with an ambition to establish a whole milk receiving plant and routes to serve this county and some of the area in adjoining counties.

After surveying the county with the company representatives and finding the desired interest, the company decided to establish a milk receiving plant in Chase City, Virginia.

The Agent was instrumental in securing a plant location and assisted in locating a route to serve a large portion of this county.

The County now has two milk routes and a receiving station serving the farmers, enabling them to market whole milk. Approximately 160 farmers are taking advantage of the opportunity to market milk and utilize more land in producing more and better feeds; thus, adding to the farm's cash income.

During the year of 1945, additional routes will be established to give more farmers the opportunity to market milk. There will be several programs introduced to encourage and assist farmers to grow more and better home grown dairy feeds to support the milk marketing program.

**(H) Hybrid Corn Demonstrations**

There were no hybrid corn demonstrations set up for growing hybrids for grain. Only one demonstration was set up to demonstrate the production of hybrid seed.

This demonstration turned out good and has created much interest in the community. The seed produced will be used to set up demonstrations in other communities for growing hybrids for grain.

During the year 1945, the Agent is planning to get demonstrations in all ten communities to demonstrate the best varieties to be grown in the county and check the increase in yields as compared to open-pollinated varieties.

**(I) Tobacco Disease Control Work**

Two demonstrations were set up to introduce a Granville Wilt Resistant variety of tobacco in the most wilt infested soils of the county.

This variety proved 97% resistant as compared with 20% resistant varieties in the same fields. Several farmers are planning to grow this variety in 1945; known as Oxford, N. C. Experiment Station No. 6. It is expected to save farmers in these sections from complete loss in a tobacco crop.

(J) Hog Cholera Work

With the tremendous increase in the hog population and the advent of livestock markets there has developed a rather serious hog cholera situation. Until about three years ago hog cholera was practically unknown locally. About a year ago there were several outbreaks and it soon became evident that cholera was here to stay and would likely become more and more prevalent.

The agents, therefore, resolved to be of what service possible to farmers in this matter. It was felt that the maximum service could be rendered by having the County Board of Agriculture select intelligent farmers who would allow themselves to be trained to do this work in the various sections of the county.

During 1943 ten (10) such farmers were trained by the agents to do this work. It is estimated that 4000 hogs were given the double treatment by the agents and the 10 farmers trained.

It is our feeling that this has been one of the best pieces of extension work done. There is only one veterinarian available to the people of the county and he has a larger practice than he can accomodate. We feel sure that the lives of many hogs have been saved, which has resulted in a saving of several thousands of dollars. Certainly, this has enabled many farmers to help themselves, whereas, they were unable to do this before.

The epidemic of hog cholera began to fade out during January and February of this year. It seems that as a result of this eradication drive most all cholera is under good control since no cases have been reported since March 1944.

(K) Improved Pasture Work

The Agent has, thru farm visits, recommended ways and means of improving pastures. These are as follows:

- (1) Use phosphate at the rate of 200 to 500 lbs. per acre.
- (2) Top dress in spring with a complete fertilizer at the rate of 200 to 300 lbs. per acre of 4-12-4 where grass sod is thin.
- (3) Reseed where sod is thin and not productive after the fertilizer has been applied.
- (4) Clip pastures annually at least.
- (5) Apply lime every 4 years at the rate of 2 tons per acre.

Many farmers have utilized these recommendations and influenced their neighbors to a large extent.

During 1945 a county wide program will be carried out to improve pastures and hay.

V. Work with the County USDA War Board and its Sub-Committees

The work of the County USDA War Board has been of great scope, including everything from production goals to the issuance of lumber certificates. Unfortunately, the major portion of this responsibility has devolved upon the County Agent.

It is very difficult to separate and appraise the part that the local Extension personnel have played in War Board activities. It would appear, in reporting this phase of Extension activity, that the most feasible thing would be to report all of the activities of the War Board in which the agents had a part. The agents assisted, as a matter of fact bore most of the work load, in the following War Board activities:

- (1) Achieved a cordial working arrangement with the Selective Service Board, under which agreement all farm registrants were first referred to the County USDA War Board for a recommendation as to classification.
- (2) Did intensive work on achieving production goals, though most of this was of an educational nature and consequently handled chiefly thru the Board of Agriculture.
- (3) County Farm Transportation Committee continued. Approximately 350 farm truckers have been assisted in securing new ODT Certificates of War Necessity or in appealing for additional gas and recommendations have been made on these by the CFTC.
- (4) Have handled and passed on 15 applications for permission to begin construction.

VI Cooperation with Agricultural Conservation Program.

The amount of time spent on the AAA program by Extension personnel has been steadily decreasing for the past three years. This year, the time has been even less. No time has been taken on details, this being left entirely up to the Chief Clerk, and regularly employed personnel.

The Agent has attended most of the County AAA meetings and assisted them in every way possible in the administration of the program. Help and advice has also been extended the Chief Clerk whenever such was needed and asked for.

An effort has been made, and successfully so, to become divorced from the regulatory phases of the AAA program. At the same time the agent has tried to do a better educational job in connection with the materials program.

Due to the shortage of materials very little time was given to the use of Crimson Clover and Rye Grass this year. The use of small grain was encouraged as a substitute.

#### VII Cooperation with Soil Conservation Program

Mecklenburg County is one of the five counties included in the Southside Soil Conservation District. This county has had only one planning technician most of the year, although part of the time there were as many as three. The agent served a part of the year as a District Supervisor and as Secretary of the Board of Supervisors which has meant that unusually close attention has been given to the work of the District.

The agents have cooperated with the District in the following ways also:

- (1) Have secured applications for District assistance and have always been sure that an ample number were on file.
- (2) Have helped the planning technicians in the planning of a number of farms and advised with them on unusual problems.
- (3) Made every effort to see that the lime spreaders and slip scoops owned by the District were used to maximum advantage.
- (4) Assisted the District in securing, publicizing, and holding two terracing demonstrations.
- (5) Assisted the District with a Farm woodland thinning demonstrations

## VIII 4-H Club Work

(By S. R. Bivens, Assistant County Agent)

With the aim to build on a foundation for improved farm practices, guide the interests of the boys in the several communities toward greater agricultural achievements; and to increase the meat, dairy and vegetable supplies in the county, ninety-two (92) boys and six (6) girls were enrolled to do 4-H Club work under the direction of the County Agent in Mecklenburg County during the year, 1944.

The efforts of these 4-H'ers during the year has been most gratifying. Outstanding among their activities are a pig growing contest to get registered hogs in the county; a calf growing group in which thirty (30) members have developed high grade or registered Guernsey calves; and a Soil Conservation group in which a number of members have undertaken a long time program in Soil Conservation and soil uses. Other groups have carried on in gardening, poultry and other activities, Common to the agriculture of the county.

In carrying on the 4-H program, the County Agent and/or his Assistant have held monthly meetings at the several public schools where appropriate programs of instruction have been presented.

At these meetings two motion pictures, "Soldiers of the Soil" and "Food For Health" were shown to the entire school group under the auspices of the 4-H Club.

Every home in the county represented in the 4-H Club has had at least one personal visit, most of the homes have had as many such visits as the needs for carrying out the program have indicated as necessary.

Pamphlets and publications suitable to the needs of the individual club members have been distributed throughout the year.

Result demonstrations have been the most effective way of holding club interest and attaining achievements. It has been the practice of the Agent and his Assistant to take along a car of 4-H members from one community when visiting members in another community.

Several groups of 4-H boys have been taken to shows and sales and fourteen (14) have attended a Short Course or Camp.

Cooperation with the Agents in 4-H Club work has been very encouraging and all that should be expected. Extension Workers have rendered every assistance possible. Especially, credit is due Mr. George C. Herring for his valuable aid in the program with swine. The citizens, both rural and urban have been generous in moral support for the Club program. The schools and individual teachers in the county have assisted in the work in so far as they have been able. Their encouragement of the Clubs and sympathy toward the work have been most valuable to the movement.

The principle and teachers at the Boydton High School directed the school boys in constructing show pens for swine judging and recessed classes for the occasion.

In the Mecklenburg 4-H program for this year 98 members enrolled to do 107 projects. 71 of these projects were completed with acceptable records on the work. 18 members did the project work but failed to keep records of desirable completion. 8 members, mostly for sufficient reason, withdrew from the Club.

Forty-five (45) club members worked with swine, thirty (30) carried the fat pig project, fifteen (15) the breeding project. Due largely to the use of pasturage, club boys have produced the lowest cost per pound meat, and have set the example for farmers in providing hog feed at a low cost. Ten (10) of the breeding projects were "Sow and Litter". M. H. Creedle, Jr., raised the goal in his community. By good management he has raised nineteen (19) pigs from his brood sow this year and has held the cost within a range to realize a nice profit.

Twenty-two (22) 4-H'ers are growing registered or high grade Guernsey calves. Eight have milking cows for a project. These members have made two valuable contributions to the cattle industry of the county. They have collected further evidence for themselves and their neighbors that good cows pay best, and that good pastures are the cheapest source of good dairy feed.

Six 4-H boys have enrolled for Soil Conservation work. These have taken the general management of a farm as a project and all of them have made a good start toward effecting a long time program. These boys have aroused much interest in their communities, and are making a large contribution toward a better agriculture.

The financial income from 4-H work this year has been highly satisfactory; but the money income is insignificant when compared to the development of the club members, neighboring youth, and rural population generally toward the means of better rural living.

## **IX Work of County Board of Agriculture**

The membership of the County Board of Agriculture has been explained in Part II of this report, "Description of County Organization". Most of the activities of the Board members have also been touched upon in other parts of this report, particularly those paragraphs dealing with project activities.

## **X Acknowledgments**

The year's program was abruptly changed when the Agent was called into the Armed Services and replaced with the Assistant Agent during the latter part of February. During the readjusting period the new Agent had no time for planning and developing a 1944 Plan of Work, due to War Board activities with no assistance.

When the new Assistant Agent was employed to carry on the 4-H Club work, the Agent managed to carry out the Project Activities explained previously in this report.

Both Agents being inexperienced in this field of education, they can view the years work and note many errors but, as a whole, feel that the accomplishments for the year have measured up to expectations and that many real services have been rendered to the people of the county.

Very few of the foregoing activities could have been carried on successfully without the help that was received from others. Especially are we indebted to the following:

W. H. Daughtrey, District Extension Agent, whose advice has always been, not only sound, but needed and appreciated as well.

R. G. Connelly, L. C. Beamer, D. A. Tucker, S. F. Grubbs, H. L. Dunton, W. J. Nuckolls, Jr., E. T. Swink and G. C. Herring of the State Extension Staff, and who include the Specialists we have worked most frequently with.

The other professional agricultural workers of the county, especially C. B. McGavook of the Soil Conservation Service, E. T. Clay and Miss Mary Mason of the Farm Security Administration, and N. D. Morse, Local Agent, all of whom have always been ready and willing to render help when called upon.

Members of the County Board of Agriculture and neighborhood leaders who have cheerfully and unstintingly given of their time on many of the activities described herein.

### COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration  
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 Mecklenburg

REPORT OF

Leatrice Hawkins From Dec. 1943 to Dec. 1944  
(Name) Home Demonstration Agent.

S. B. Owens From \_\_\_\_\_ to \_\_\_\_\_ 194\_\_\_\_  
Assistant Home Demonstration Agent.  
4-H Club Agent.

Carly Jefferson From \_\_\_\_\_ to \_\_\_\_\_ 194\_\_\_\_  
Assistant County Agent in charge of Club Work.  
Agricultural Agent.

From \_\_\_\_\_ to \_\_\_\_\_ 194\_\_\_\_  
Assistant Agricultural Agent.



READ SUGGESTIONS, 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 most important information first.
7. Observe accepted principles of English composition.
8. Include only a few photographs, news articles, circular letters, or other exhibits to illustrate successful teaching methods. Do not make the annual report a scrapbook.

### STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
1. Months of service this year (agents and assistants)		12	7	12	XXXXXXXX
2. Days devoted to work with adults <sup>3</sup>		224	7	281.0	XXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth <sup>3</sup>		62	103	20.0	XXXXXXXX
4. Days in office <sup>4</sup>		99	16	145.5	XXXXXXXX
5. Days in field <sup>4</sup>		189	94	155.5	XXXXXXXX
6. Number of farm or home visits made in conducting extension work <sup>5</sup>		513	102	395	1310
7. Number of different farms or homes visited		133	291	154	568
8. Number of calls relating to extension work	(1) Office	164	50	525	739
	(2) Telephone	114	6	437	557
9. Number of news articles or stories published <sup>6</sup>		29		1	30
10. Number of bulletins distributed		4,095	378	108	4581
11. Number of radio talks broadcast or prepared for broadcasting				0	
	(a) Number	23		5	28
12. Training meetings held for local leaders or committeemen	(1) Adult work	Total attendance of:			
		(b) Men leaders		321	321
		(c) Women leaders	226	199	425
(2) 4-H Club and older youth	Total attendance of:				
	(b) Leaders	6		6	
	(a) Number	123		123	
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			1569
		(b) Total attendance	1,269		
		(a) Number	41	15	26
(2) 4-H Club and older youth	(a) Number	688		260	948
	(b) Total attendance				
	(a) Number				
14. Number of adult result demonstrations conducted					
15. Meetings held at such result demonstrations	(1) Number				
	(2) Total attendance				
16. Tours conducted	(1) Adult work	(a) Number			
		(b) Total attendance			
	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			
17. Achievement days held	(1) Adult work	(a) Number			
		(b) Total attendance	63		63
	(2) 4-H Club and 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 unless duplications due to two or more agents participating in same activity or accomplishment.  
 3 The sum of questions 2 and 3 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 home visits relating to visitors of meetings only.

**GENERAL ACTIVITIES—Continued**

Report only this year's activities that can be verified			Home demonstration agents (c)	4-H Club agents <sup>1</sup> (d)	Agricultural agents (e)	County total <sup>2</sup> (f)
18. Encampments held (report attendance for your county only) <sup>3</sup>	(1) Farm women	(a) Number				
		(b) Total members attending				
		(c) Total others attending				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total boys attending		7		7
		(c) Total girls attending		14		14
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	65	2	3	70
		(b) Total attendance	5121	83	95	5299
		(c) Total others attending				
	(2) 4-H Club and older youth	(a) Number	43	26		71
		(b) Total attendance	1,150	499		1,649
		(c) Total others attending				
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	29			29
		(b) Total attendance	630			630
		(c) Total others attending				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				
		(c) Total others attending				

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.  
<sup>2</sup> County total should equal sum of preceding three columns unless duplications due to turn or more agents participating in same activity or accomplishment.  
<sup>3</sup> Does not include picnics, rallies, and short courses, which should be reported under question 15.

**SUMMARY OF EXTENSION INFLUENCE THIS YEAR**

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

21. Total number of farms in county (1940 Census)	4303
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	1586
23. Number of farms involved in preceding question which were reached this year for the first time	256
24. Number of nonfarm families making changes in practices as a result of the agricultural program	208
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	2200
26. Number of farm homes involved in preceding question that were reached this year for the first time	450
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	250
28. Number of other homes involved in preceding question that were reached this year for the first time	178
29. Number of farm homes with 4-H Club members enrolled	198
30. Number of other homes with 4-H Club members enrolled	8
21. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	2700
22. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	428

**EXTENSION ORGANIZATION AND PLANNING**

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

(a) Over-all or general	(1) Name <u>County Board of Agriculture</u>	(2) No. of members	<u>43</u>
(b) Agricultural	(1) Name _____	(2) No. of members	_____
(c) Home demonstration	(1) Name <u>County Home Demonstration Committee</u>	(2) No. of members	<u>30</u>
(d) 4-H Club	(1) Name <u>County 4-H Council</u>	(2) No. of members	<u>51</u>
(e) Older youth	(1) Name _____	(2) No. of members	_____

24. 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) Older youth
------------------	------------------------	--------------	-----------------

25. Total number of communities in county. (Do not include number of neighborhoods.) 10

26. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 10

27. Number of clubs or other groups organized to carry on adult home demonstration work 11

28. Number of members in such clubs or groups 167

29. (a) Number of 4-H Clubs. (See question 172.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.) (a) 8 (b) none

30. Number of neighborhood and community leaders in the neighborhood-leader system 446 Men 231 Women 215

31. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program. (Should include question 40.)

(a) Adult work	(1) Men <u>231</u>	(b) 4-H Club and older youth work	(1) Men <u>0</u>	(3) Older club boys <u>15</u>
	(2) Women <u>325</u>		(2) Women <u>8</u>	(4) Older club girls <u>30</u>

**COOPERATIVE AGRICULTURAL PLANNING**

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service County Board of Agriculture

43. Number of members of such county agricultural planning group:

(a) Unpaid lay members:	(1) Men <u>10</u>	(2) Women <u>10</u>	(3) Youth _____
(b) Paid representatives of public agencies or other agencies, or of organizations:	(1) Men <u>12</u>	(2) Women _____	(3) Youth <u>10</u>

44. Number of communities with agricultural planning committee (over-all planning) \_\_\_\_\_

45. Number of members of such community planning committee: (a) Men 231 (b) Women 215 (c) Youth \_\_\_\_\_

46. Was a county committee report prepared and released during the year? (a) Yes \_\_\_\_\_ (b) No

	Extension organization and planning* (a)	County agricultural planning* (b)	Total* (c)
47. Days devoted to line of work by:			
(1) Home demonstration agents	<u>103</u>	<u>21</u>	<u>124</u>
(2) 4-H Club agents	<u>3</u>	<u>2</u>	<u>5</u>
(3) Agricultural agents	<u>15</u>	<u>3.5</u>	<u>18.5</u>
(4) State extension workers	<u>7</u>	<u>1</u>	<u>8</u>
48. Number of planning meetings held:			
(1) County	<u>2</u>	<u>2</u>	<u>4</u>
(2) Community	<u>212</u>	<u>20</u>	<u>232</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year	<u>212</u>	<u>222</u>	<u>434</u>
50. Days of assistance rendered by voluntary leaders or committeemen	<u>557</u>	<u>211</u>	<u>768</u>

\* 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 columns (a) and (b).

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

Include all work with adults, 4-H Club members, and other youth	Corn (1)	Wheat (2)	Other crops (3)	Legumes (4)	Pasture (5)	Cotton (6)	Tobacco (7)	Peas and other legumes (8)	Fruits (9)	Other crops (10)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents	6	2	2	8	16		7	6	8	
(3) Agricultural agents	18	3		15	21	1	9		2	
(4) State extension workers										
52. Number of communities in which work was conducted this year	11	2	4	10	10	1	2	8	6	
53. Number of voluntary local leaders or committeemen assisting this year	11	2	4	20	40	1	2	2	7	
54. Lines of lines assisted this year in—										
(1) Obtaining improved varieties or strains of seed	7			2			2		7	
(2) The use of lime	3	4	3	16	30					
(3) The use of fertilizers	4	7	4	20	38				3	
(4) Controlling plant diseases						1	2			
(5) Controlling injurious insects								20	4	
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

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

Include all work with adults, 4-H Club members, and other youth	Baby chicks (1)	Ducklings (2)	Sheep (3)	Pigs (4)	Honey and milk (5)	Poultry (including turkeys) (6)	Other products (7)
55. Days devoted to line of work by—							
(1) Home demonstration agents	18			15		6	4
(2) 4-H Club agents	49	2		17		2	
(3) Agricultural agents	4					1	
(4) State extension workers							
56. Number of communities in which work was conducted this year	10	1		10		10	9
57. Number of voluntary local leaders or committeemen assisting this year	60						
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	1						
59. Number of members in such circles, clubs, or associations	17						
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	7			5			3
(2) Obtaining purebred or high-grade females	75			10			3
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXX	XXXX	XXXX	XXXX	XXXX		XXXX
(4) Improving methods of feeding	120	2		18		15	3
(5) Controlling external parasites						7	
(6) Controlling diseases and internal parasites	25	2		41			
(7) Controlling predatory animals							

\* Do not include rabbits, guinea, and fer animals, which should be reported under wildlife conservation.

**CONSERVATION OF NATURAL RESOURCES**

Include all work with adults, 4-H Club members, and other youth	Soil management (2)	Forestry (3)	Wildlife conservation (4)
62. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents	10		3
(3) Agricultural agents	30		
(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 Management—Continued**

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types	6
(b) In the use of recommended crop rotations	6
(c) With strip cropping	6
(d) In constructing terraces	6
(e) In grading waterways or otherwise preventing or controlling gullies	6
(f) With contour farming of cropland	
(g) In otherwise controlling wind or water erosion	
(h) In contouring pasture or range	
(i) In the use of cover or green-manure crops	10
(j) In summer-fallowing	
(k) In making depth-of-moisture tests	
(l) With drainage	
(m) With irrigation	
(n) With land clearing	

66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts	
(b) Voluntary soil-conservation associations	
(c) Grazing associations	

**Forestry—Continued**

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

**Wildlife Conservation—Continued**

69. Number of farmers assisted this year in making specific improvements for wildlife	
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\* Include nature study.

FARM MANAGEMENT

Includes all work with clubs, 4-H Club members, and other youth			
(1) Home demonstration agents	(2) 4-H Club agents	(3) Agricultural agents	(4) State extension workers
1	2	3	16
77. Number of communities in which work was conducted this year			
78. Number of voluntary local leaders or committees assisting this year			
Includes all work with adults, 4-H Club members, and other youth			
(1) Home demonstration agents	(2) 4-H Club agents	(3) Agricultural agents	(4) State extension workers
1	2	3	10
79. Days devoted to			
77. Number of communities in which work was conducted this year			
78. Number of voluntary local leaders or committees assisting this year			

78. Number of farmers assisted this year—Continued.

(a) Farm business records taken during the year:	(a) Farm business records taken during the year:
(1) Farm business records taken during the year:	(1) Farm business records taken during the year:
(2) Enterprise records	(2) Enterprise records
(3) Other	(3) Other
(a) Farm inventory	(a) Farm inventory
(b) General farm records kept—	(b) General farm records kept—
(1) Enterprise records	(1) Enterprise records
(2) In developing a farm plan only	(2) In developing a farm plan only
(3) In analyzing the farm business and making arrangements	(3) In analyzing the farm business and making arrangements
(a) In developing farm surveys	(a) In developing farm surveys
(1) In developing a farm plan only	(1) In developing a farm plan only
(2) In analyzing the farm business and making arrangements	(2) In analyzing the farm business and making arrangements
(3) In developing a farm plan only	(3) In developing a farm plan only
(a) In developing a farm plan only	(a) In developing a farm plan only
(1) With a farm-income statement for tax purposes	(1) With a farm-income statement for tax purposes
(2) With farm-labor problems	(2) With farm-labor problems
(3) In developing supplemental sources of income	(3) In developing supplemental sources of income
(a) In getting started in farming, or in re-looking	(a) In getting started in farming, or in re-looking
(1) With credit problems (debt adjustment and financial plans)	(1) With credit problems (debt adjustment and financial plans)
(2) In using "outlook" to make farm adjustments	(2) In using "outlook" to make farm adjustments
(3) With a farm-income statement for tax purposes	(3) With a farm-income statement for tax purposes

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Includes all work with clubs, 4-H Club members, and other youth			
(1) Home demonstration agents	(2) 4-H Club agents	(3) Agricultural agents	(4) State extension workers
1	2	3	16
79. Days devoted to			
77. Number of communities in which work was conducted this year			
78. Number of voluntary local leaders or committees assisting this year			
Includes all work with adults, 4-H Club members, and other youth			
(1) Home demonstration agents	(2) 4-H Club agents	(3) Agricultural agents	(4) State extension workers
1	2	3	10
79. Days devoted to			
77. Number of communities in which work was conducted this year			
78. Number of voluntary local leaders or committees assisting this year			

79. Number of towns 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 diagnosed 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

83. Includes all work on farm management conducted in cooperation with A.A.A. and other groups, and not actually related to individual crop or livestock production or marketing (pp. 5 and 6) or to soil management

**MARKETING AND DISTRIBUTION**

Include all work with adults, 4-H Club members, and other youth	General	Grain and hay	Livestock and wool <sup>1</sup>	Dairy products	Poultry and eggs <sup>1</sup>	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Processing of farm and home surplus products 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	2	4	11.5	38				3			9
(4) State extension workers											
84. Number of communities in which work was conducted this year	1	5	4	8				3			
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives <sup>2</sup> assisted in organizing during the year											
87. Number of established cooperatives <sup>2</sup> assisted during the year											
88. Number of members <sup>1</sup> in the cooperatives assisted during the year (questions 86 and 87)											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) <sup>3</sup>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year	10	25	150	400				26			
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$260	\$1,500	\$3,000	\$8,000	\$	\$	\$	\$710	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											20
93. Number of programs <sup>2</sup> pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs <sup>2</sup> participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											2
96. Number of special merchandising programs <sup>2</sup> participated in or conducted this year											5
97. Number of consumer information programs <sup>2</sup> pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs <sup>2</sup> relating to marketing services and costs of distribution conducted this year											
99. Number of programs <sup>2</sup> relating to transportation problems conducted this year											
100. Number of programs <sup>2</sup> relating to the specific use of market information conducted this year											
101. Number of other marketing programs <sup>2</sup> conducted this year (specify)											

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

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

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

### HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and other 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	35			
(2) 4-H Club agents				
(3) Agricultural agents	4		1	
(4) State extension workers				
103. Number of communities in which work was conducted this year	10			
104. Number of voluntary local leaders or committeemen assisting this year	48			

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

105. Number of families assisted this year in—	
(a) Constructing dwellings	_____
(b) Remodeling dwellings	_____
(c) Installing sewage systems	_____
(d) Installing water systems	_____
(e) Installing heating systems	_____
(f) Providing needed storage space	_____
(g) Rearranging or improving kitchens	_____
(h) Improving arrangement of rooms (other than kitchens)	_____
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	325
(j) Selecting housefurnishings or equipment (other than electric)	167
(k) Improving housekeeping methods	272
(l) Laundry arrangement	320
(m) Installing sanitary closets or outhouses	_____
(n) Screening or using other recommended methods of controlling flies or other insects	_____
(o) Improving home grounds	_____
(p) Planting windbreaks or shelterbelts	_____

#### Rural Electrification—Continued

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

#### Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings	1
(b) Remodeling or repairing farm buildings	_____
(c) Selection or construction of farm-building equipment	_____

#### Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment	_____
(b) Making more efficient use of mechanical equipment	_____
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 other youth	Home production of family food supply (a)	Food preservation and storage (b)	Food utilization and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by:				
(1) Home demonstration agents	19	40	40	
(2) 4-H Club agents				
(3) Agricultural agents	625	14.5		
(4) State extension workers				
113. Number of communities in which work was conducted this year	10	10	10	
114. Number of voluntary local leaders or committeemen assisting this year	571	150	75	
115. Number of families assisted this year—	<b>115(g) FOOD PRESERVATION BY ADULTS</b>			
(a) In improving diets		Fruits (b)	Vegetables (c)	Meats and fish (d)
(b) With food preparation	310			
(c) In improving food supply by making changes in home food production *:	375			
(1) Of vegetables	375			
(2) Of fruits	475			
(3) Of meats	165			
(4) Of milk	16			
(5) Of poultry and eggs	160			
(d) With home butchering, meat cutting or curing	15			
(e) With butter or cheese making	25			
(f) With food preservation problems †:				
(1) Canning	450			
(2) Freezing	160			
(3) Drying	235			
(4) Storing	310			
(g) In producing and preserving home food supply according to annual food-supply budget	34.0			
(h) In canning according to a budget	540			
(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				50
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				

\* Data of the exhibitors unless designated due to families participating in more than one activity.  
 † Weights of finished product after drying.  
 ‡ Weights of product before curing.  
 § Includes contents of locker plants and home freezer units.  
 ¶ Do not include vho-matured peas and beans.

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

Include all work with adults, 4-H Club members, and other 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	9			18
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
119. Number of communities in which work was conducted this year	10			10
120. Number of voluntary local leaders or committeemen assisting this year	20			163

**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 of—
- (a) Food \_\_\_\_\_
  - (b) Clothing \_\_\_\_\_
  - (c) Housefurnishings and equipment \_\_\_\_\_
  - (d) General household supplies \_\_\_\_\_
123. Number of families assisted this year through cooperative associations\* or individually, with the buying of—
- (a) Food \_\_\_\_\_ 300
  - (b) Clothing \_\_\_\_\_ 160
  - (c) Housefurnishings and equipment \_\_\_\_\_ 360
  - (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) \_\_\_\_\_ 180
125. Number of families assisted this year with "making versus buying" decisions \_\_\_\_\_ 175
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living \_\_\_\_\_ 175

Note.—Individual families and groups assisted with selling problems should be reported in column (j), page 8.

**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 \_\_\_\_\_ 5
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men \_\_\_\_\_
- (b) Women \_\_\_\_\_
131. Number of children in families represented by such individuals \_\_\_\_\_

**Recreation and Community Life—Continued**

132. Number of families assisted this year in improving home recreation \_\_\_\_\_ 210
133. Number of communities assisted this year in improving community recreational facilities \_\_\_\_\_ 10
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs \_\_\_\_\_ 20
135. Number of communities assisted this year in establishing—
- (a) Club or council house \_\_\_\_\_
  - (b) Permanent camp \_\_\_\_\_
  - (c) Community rest room \_\_\_\_\_
136. Number of communities assisted this year in providing library facilities \_\_\_\_\_ 10
137. Number of school or other community grounds improved this year according to recommendations \_\_\_\_\_

\* The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 21.  
 \* Includes question 123, also families buying through marketing cooperatives, organized or assisted, column (k), p. 8.

**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	4		3		4 Acres
139. Other cereals					Acres
140. Peanuts					Acres
141. Soybeans, field peas, alfalfa, and other legumes					Acres
142. Soil conservation and pasture improvement					Acres
143. Potatoes, Irish and sweet					Acres
144. Cotton					Acres
145. Tobacco	2				Acres
146. Fruits	1		1		0.23 Acres
147. Home gardens	12		8		0.71 Acres
148. Market gardens, truck and canning crops					Acres
149. Other crops					Acres
150. Poultry (including turkeys)	10		4		198 Birds
151. Dairy cattle	29	2	23	1	31 Animals
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine	41	4	36	2	117 Animals
155. Horses and mules					Animals
156. Other livestock	2		2		7 Animals
157. Bees					Colonies
158. Beautification of home grounds					XXXXXXXXXXXX
159. Forestry					Acres
160. Wildlife and nature study (rabbits, guinea, fur animals)					XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity					{ Articles made Articles repaired
162. Farm management					XXXXXXXXXXXX
163. Food selection and preparation		145		100	{ Meals planned Meals served
164. Food preservation		43		43	12.818 Quarts canned
165. Health, home nursing, and first aid					XXXXXXXXXXXX
166. Clothing					{ Garments made Garments remodeled
167. Home management					Units
168. Home furnishings and room improvement					{ Rooms Articles
169. Home industry, arts and crafts					Articles
170. Junior leadership					XXXXXXXXXXXX
171. All others <i>Dead Projects</i>		745		100	5386 XXXXXXXX
172. Total (project enrollment and completion)	101	188	77	146	XXXXXXXXXXXX

### 4-H CLUB MEMBERSHIP<sup>1</sup>

172. Number of 4-H Clubs \_\_\_\_\_ 8
174. Number of different 4-H Club members enrolled \_\_\_\_\_  
 (a) Boys: 93 (b) Girls: 150
175. Number of different 4-H Club members completing \_\_\_\_\_  
 (a) Boys: 69 (b) Girls: 102
176. Number of different 4-H Club members in school \_\_\_\_\_  
 (a) Boys: 92 (b) Girls: 148
177. Number of different 4-H Club members out of school \_\_\_\_\_  
 (a) Boys: 1 (b) Girls: 2
178. Number of different 4-H Club members from farm homes \_\_\_\_\_  
 (a) Boys: 92 (b) Girls: 135
179. Number of different 4-H Club members from nonfarm homes \_\_\_\_\_  
 (a) Boys: 10 (b) Girls: 15

#### Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	<u>53</u>	<u>76</u>	10 and under	<u>8</u>	<u>10</u>
2d	<u>19</u>	<u>27</u>	11	<u>17</u>	<u>21</u>
3d	<u>11</u>	<u>15</u>	12	<u>17</u>	<u>22</u>
4th	<u>6</u>	<u>19</u>	13	<u>13</u>	<u>37</u>
5th	<u>4</u>	<u>13</u>	14	<u>20</u>	<u>31</u>
6th		<u>4</u>	15	<u>12</u>	<u>21</u>
7th			16	<u>2</u>	<u>6</u>
8th			17	<u>2</u>	<u>2</u>
9th			18	<u>2</u>	<u>0</u>
10th		<u>1</u>	19	<u>0</u>	<u>0</u>
10th and over			20 and over	<u>0</u>	<u>0</u>

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging \_\_\_\_\_ 115 (f) Fire and accident prevention \_\_\_\_\_
- (b) Giving demonstrations \_\_\_\_\_ 25 (g) Wildlife conservation \_\_\_\_\_
- (c) Recreational leadership \_\_\_\_\_ 18 (h) Keeping personal accounts \_\_\_\_\_
- (d) Music appreciation \_\_\_\_\_ (i) Use of economic information \_\_\_\_\_ 243
- (e) Health \_\_\_\_\_ 243
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 OLDER RURAL YOUTH

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

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (b)	21-24 years (c)	25 years and older (d)
		Unmarried (e)	Married (f)			
(1) Young men						
(2) Young women						

188. Number of meetings of older rural youth extension groups \_\_\_\_\_
189. Total attendance at such meetings \_\_\_\_\_
190. Number of other older rural youth groups assisted \_\_\_\_\_
191. Membership in such groups \_\_\_\_\_  
 (a) Young men \_\_\_\_\_  
 (b) Young women \_\_\_\_\_
192. Number of older rural youth not in extension or other youth groups assisted \_\_\_\_\_  
 (a) Young men \_\_\_\_\_  
 (b) Young women \_\_\_\_\_
193. Total number of different young people contacted through the extension program for older rural youth. (Questions 189, 191, and 192, minus duplications) \_\_\_\_\_  
 (a) Young men \_\_\_\_\_  
 (b) Young women \_\_\_\_\_

194. Check column showing approximate portion of older youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-29 percent (c)	30 percent or more (d)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

<sup>1</sup> 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.  
<sup>2</sup> 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 12, 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.  
<sup>3</sup> Same as footnote 2, except that reference is to organizations instead of enrollments.

MISCELLANEOUS

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

Include all work w. 4-H Clubs, 4-H Club members, and older youth	Sum (1)	General-Insect Insects* (2)	All other work (3)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			10
(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			

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War program	Home demonstration agents (1)	4-H Club agents (2)	Agricultural agents (3)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	15-0		175-
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	2		
(4) Other war work (including collection of salvage material)	9		

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War Insects (1)	Civilian Defense Agency (2)	Employment Service (3)	Agricultural Adjustment Agency (4)	Food Distribution Administration (5)	Soil Conservation Service (6)	Farm Security Administration (7)	National Extension Service Administration (8)	Tennessee Valley Authority (9)	Social Security, Public Health, Children's Bureau (10)
199. Days devoted to line of work by—										
(1) Home demonstration agents	9						21			
(2) 4-H Club agents										
(3) Agricultural agents	415		0.5	2.5		5			24/10	
(4) State extension workers										
200. Number of communities in which work was conducted this year	10		10	10		5	10		10	
201. Number of voluntary local leaders or committeemen assisting this year	19								18	
202. Number of meetings participated in this year by extension workers	16		2	7		2			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 3 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. The *older rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.