

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Federal Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

This form is for use by county extension agents in making an annual statistical report on all extension work done in the county during the year. Agents resigning or transferring should make out this report before leaving the county.

County Amelia State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>J. L. Dickson</u>	<u>Local Farm Agent</u>	<u>Dec. 1, 1954</u>	<u>Dec. 30, 1954</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



READ CAREFULLY THE SUGGESTIONS ON PAGE 32, AND THE INTERPRETATION OF EACH ITEM, BEFORE FILLING OUT THIS FORM.

Approved: _____

Date _____

Form 5-21
(Revised June, 1954)

State Extension Director

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work, as determined in item 20, should report ALL OF THEIR WORK in the column provided on pages 3 and 7. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B.

When two or more agents are engaged in the same line of work, i. e., agricultural, home demonstration, or 4-H Club work, and participate in the same extension activity, the information should be reported only once in their respective column and only once in the county total. For example, if an agricultural agent and his assistant, both of whom spend more than one-half of their time on agricultural work, participated in the same radio broadcast—it would be counted once in column C and once in the county total, column D.

When agents, engaged in different lines of work, participate in the same extension activity, the information is reported once in each of their respective columns, and only once in the county total. For example, the home demonstration and agricultural agents participate in the same radio broadcast. It would be reported once in column A, once in column C, and once in column D.

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group in which information is given or received.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported. News items prepared by local leaders should not be included.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast, is also to be reported.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.

7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result demonstrations are definitely planned in advance and not "found." Include all result demonstrations IN PROGRESS during the year, regardless of when started or completed.

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected by extension or the group they represent to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.
9. Includes general educational meetings, method demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10. Do not report county, district, or State conferences of extension personnel.

In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.

- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number			529	529
2. Office calls..... do			491	491
3. Telephone calls..... do			742	742
4. News articles or stories prepared Number			14	14
5. Broadcasts made or prepared:				
a. Radio..... Number			9	9
b. Television..... do				
6. Bulletins distributed..... do			363	363
7. Adult result demonstrations conducted..... Number			12	12
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number			16	16
(2)..... Attendance			85	85
b. YMW work:				
(1)..... Number			10	10
(2)..... Attendance			39	39
c. 4-H Club work:				
(1)..... Number			26	26
(2)..... Attendance			165	165
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number			118	118
(2)..... Attendance			1536	1536
b. YMW work:				
(1)..... Number			9	9
(2)..... Attendance			25	25
c. 4-H Club work:				
(1)..... Number			24	24
(2)..... Attendance			490	490
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number			23	23
(2)..... Attendance			362	362
b. YMW work:				
(1)..... Number			6	6
(2)..... Attendance			27	27
c. 4-H Club work:				
(1)..... Number			19	19
(2)..... Attendance			364	364

EXTENSION ORGANIZATION AND PROGRAM PLANNING

11. County organization, association, board, or committee sponsoring extension work in the county:

a. Name of citizens' organization or group having legal or quasi-legal status, if any:

County Board of Supervisors

b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different from "a":

12. COUNTY-WIDE advisory COUNCILS or COMMITTEES assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Councils or committees		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all or general.....	1	13	4	300
b. Agricultural.....				
c. Home demonstration.....				
d. Young men and women.....				
e. 4-H Clubs.....	2	50	3	85

13. MEETINGS (other than those involved in 12) held PRIMARILY for the PURPOSE of DETERMINING the extension program:

Item	A	B
	Number	Attendance
a. Community or local meetings.....	7	170
b. County meetings.....	4	120

14. Number of fact-finding surveys for program-planning purposes made during the year.....

15. Total number of different voluntary local leaders or committeemen (county, community and neighborhood) assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Men	Women	Other club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work.....	78	46	XXXX	XXXX
b. In adult home demonstration work.....			XXXX	XXXX
c. In young men and women's work.....			XXXX	XXXX
d. In 4-H Club work.....	8	14	6	6
e. Total number of DIFFERENT leaders.....	80	54	6	6

16. Number of organized clubs or other groups carrying on adult home demonstration work.....

17. Number of members in such clubs or groups.....

PROGRAM EMPHASIS—*Interpretation*

- 18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 month's service for each. Report months of service to the nearest whole month.
- 19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
- 20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed. Time should be reported to the nearest whole day.
- 21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents

engaged in the respective lines of work. Time should be reported to the nearest whole day. Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. For example: 21c pertains to the time spent on the crop work as reported on page 9; 21d to the livestock work on page 11; and similarly through 21s; 21t covers the miscellaneous items reported on page 29, as well as time not accounted for elsewhere. Time in training local leaders in extension organization, and program planning should be reported under 21a. Training of local leaders in subject matter should be reported under one of the appropriate subject headings 21c through 21t. Additional information is given below.

Days devoted to cooperation with other agencies (items 146 through 169) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".

- 21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.
- 21b. This is to include days spent attending summer extension courses, workshops, district and State extension conferences, and other training activities organized primarily for the purpose of the professional development of extension personnel.

The sum of subitems "a" through "t" should equal the total reported in item 19.

Table with multiple columns and rows, containing faint text and numbers, likely a continuation of the report schedule or a data table. The text is mostly illegible due to fading and low resolution.

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....			12	12
19. Total days worked.....			301	301
20. Days devoted to—				
a. Adult work.....			172	172
b. YMW work.....			34	34
c. 4-H Club work.....			95	95
21. Days devoted to—				
a. Extension organization and program planning.....			30	30
b. In-service training of agents.....			7	7
c. Crops.....			49	49
d. Livestock.....			49	49
e. Marketing; distribution; and service organizations.....			22	22
f. Soil and water conservation and management.....			17	17
g. Forestry.....			6	6
h. Wildlife.....			5	5
i. Planning and management of the farm business.....			11	11
j. Farm buildings and farm me- chanical equipment.....			10	10
k. House and surroundings, furnish- ings and equipment.....			9	9
l. Home management.....			8	8
m. Family economics.....			16	16
n. Clothing.....				
o. Foods and nutrition.....			35	35
p. Health.....			5	5
q. Family life, child development, and parent education.....			4	4
r. Safety.....			11	11
s. Community development and public affairs.....			7	7
t. Days that cannot be charged specifically to one of items a through s.....				

CROPS—Production and Marketing—Interpretation

This section deals with the work done with farmers and others in connection with the production and harvesting of specific crops or groups of crops, and with those aspects of marketing that take place ON THE FARM. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC (decision-making) aspects when you report on the work done. Persons assisted in work relating to the following should also be included in the respective columns:

- B. Corn for silage and grain cut for hay.
 - C. Cottonseed and flax in those areas where they are grown for fiber.
 - E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
 - F. Coffee.
 - G. Watermelons, cantaloups, and yams.
 - H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and lawns.
22. The voluntary local leaders or committeemen who have ACTIVELY ENGAGED in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an attendance of 490 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.
24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced TO MAKE SOME CHANGE, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
 - (3) Probable number of other persons in the county reached with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other

mass media, including the passing on of extension information from one neighbor to another.

- (4) All other available evidence indicating the proportion of potential clientele in the county; for example, number of cotton growers who made use of extension information relating to that specific crop. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealer, personal observation, and other sources.

Numbers reported in items 24, 25, and 26 should include only those who adopted or put recommended practices into use.

25. Include the total number of DIFFERENT persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("a" through "f"), other practices emphasized in the extension program should be included. Item 25 cannot exceed item 24, but will normally be larger than any one of the subitems 25a through 25f.
- b. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42i.
 - f. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes, and harvesting of potatoes, fruits, and vegetables.
26. Include the total number of DIFFERENT producers helped with any FARM MARKETING problems relating to a specific crop or group of crops. Work done with "the trade" is to be reported in items 36 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 26a, b, or c.
- a. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
 - b. The use of market reports, supply and demand reports, outlook, etc.
 - c. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS—Production and Marketing

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H club work.

Item	Grain crops including dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	16	15		18		20	23	6
23. Total number of personal contacts made individually or through meetings.....	150	140		180		135	200	30
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	80	70		60		48	160	85
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....	60	40		30		30	70	30
Of this number how many were assisted with—								
a. Use of improved varieties and strains.....	15	18		8		18	40	20
b. Use of fertilizers.....	20	10		20		20	50	
c. Control of injurious insects.....				8		15	20	15
d. Control of diseases.....	10			6		10	18	
e. Harvesting, storing, and curing.....	35			15		5	20	
f. Efficient work methods.....	18	15				25	30	
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....	32	18		20		10	28	
Of this number how many were assisted with—								
a. Preparation for market.....	20	4		13		2	18	
b. Commodity outlook and market information.....	10	10					14	
c. Arranging to sell and selling.....	20	4		10		12		

LIVESTOCK—Production and Marketing—Interpretation

Work done with farmers and other persons in connection with the production of various kinds of livestock and livestock products, and with those aspects of marketing ON THE FARM, is grouped in this section. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC aspects when reporting work done.

F. Under "other livestock," persons assisted in work with horses and mules, rabbits for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.

27. Voluntary local leaders who have ACTIVELY ENGAGED in furthering extension work with each kind of livestock. See also interpretation of item 8.

28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.

29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons in the county assisted or influenced TO MAKE SOME CHANGE, either through adoption of a new, or improvement in an old, practice—

- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
- (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
- (3) Probable number of other persons in the county reached through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
- (4) All available evidence indicating the percentage of the potential clientele in the county: Number

of farms and other places that made use of extension information relating to specific kinds of livestock and livestock products. Such evidence may be from sample surveys, reports from local leaders and secretaries of organized livestock groups, requests for bulletins, inquiries received after the release of specific news articles or after broadcasts, amount of a product or of material handled by dealers, personal observations, and other sources.

Item 29 will normally be greater than either subitem 30a or 31a.

Numbers reported in items 29, 30, and 31 should include only those who adopted or put recommended practices into use.

30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in 30a through 30e, plus other production and management practices emphasized in the county extension program. Item 30 cannot exceed item 29, but will usually be larger than any one of the specific practice items.

- a. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
- e. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.

31. Includes total number of DIFFERENT producers assisted with any FARM MARKET problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 33.

- a. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
- b. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
- c. Persons assisted primarily with those activities involved in arrangements incidental to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Dairy animals and products A	Poultry and products B	Beef cattle C	Sheep, goats and products D	Swine E	Other livestock and products F
27. Number of voluntary local leaders assisting.....	30	18	30		20	18
28. Total number of personal contacts made individually or through meetings.....	100	230	210		160	70
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	48	60	50		50	20
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management.....	46	40	30		40	15
Of this number how many were assisted with—						
a. Selection and breeding.....	14	35	20		35	10
b. Feeding.....	30	20	25		25	10
c. Controlling external parasites.....	15	40			20	5
d. Controlling diseases and internal parasites.....	12	25	16		20	4
e. Efficient work methods.....	20				20	
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....	15		10		10	
Of this number how many were assisted with—						
a. Preparation for market.....	10				8	
b. Commodity outlook and market information.....						
c. Arranging to sell and selling.....	5		10		2	

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS—*Interpretation*

32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and pro-

cessors, wholesalers, retailers, and others engaged in marketing grain.

- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
- (2) Local buyers, oil mills, compressors, saw-houses, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (subitem 55a), home equipment (subitem 61a), and clothing (subitem 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

32. Assistance given to FORMALLY organized cooperatives (those incorporated under State law):

Kind of cooperative	Cooperatives assisted A	Members in county B	Cooperatives in column A given educational assistance with—			
			Organizational problems C	Financial problems D	Operational problems E	Public-relations and membership problems F
			Number	Number	Number	Number
a. Marketing and purchasing						
b. Farm and home service						

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

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

Number

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE—*Interpretation.*

Consideration is to be given to the PLANNING and ECONOMIC aspects as well as to the technological problems incident to carrying out the practices listed on this page.

A. Soil-and-water conservation and management refers to all extension work incident to the improvement of soil fertility and the continuous productive capacity of the land. Practices, such as the application of fertilizer utilized PRIMARILY by the crop to which it is applied, should be reported under Crops. However, certain practices, such as fertilizer application, may contribute to both immediate crop-production gain and long-time soil improvement. Some duplication in the reporting of such practices is inevitable.

39, 40, and 41. See interpretation of corresponding items under Crops and Livestock.

41. Figures in columns A, B, and C will usually be larger than any one of the subitems in 42, 43, or 44, respectively.

42. Item—

e. Refers to development of water supplies, both gravity and underground; storage, reservoirs, tanks, distribution systems, and the like. Persons given assistance in determining the quality of water for crop purposes are to be included.

f. Refers to problems relating to the removal of excess water: Installation of tile, drainage-

ways, and ditches. Persons given assistance in saline-alkaline reclamation are to be included.

g. Reports assistance given with problems relating to the application of water to the land; water measurement; penetration duty of water, and the like.

h and i. Report only application of soil amendments and fertilizers that contribute to land protection and sustained productivity of the soil. Where such applications are made primarily for use of a crop currently grown, such assistance is to be reported under the appropriate crop.

44. Item—

a. Reports only those assisted in the construction or management of ponds for fish. Ponds constructed primarily for storage of water for use in irrigation should be reported in subitem 42e.

b. Refers to the planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders, and with other plantings for food and protection in wildlife areas.

c. Includes protection of such wildlife areas as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock.

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

In estimating, the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	40	25	5
40. Total number of personal contacts made individually or through meetings.....	320	200	116
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	129	68	10
42. Farmers and other individuals reported in item 41-A assisted with--			Estimated number
a. Proper land use.....			20
b. Contour and strip cropping.....			10
c. Terracing.....			
d. Grassing waterways.....			18
e. Water supply, storage, and distribution.....			
f. Drainage.....			
g. Irrigation.....			
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....			10
i. Use of fertilizers (commercial and barnyard) (See subitem 25h).....			50
j. Production of soil-improvement crops.....			20
k. Crop rotations.....			30
l. Land clearing.....			10
43. Farmers and other individuals reported in item 41-B assisted with--			
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....			5
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....			6
c. Timber harvesting (includes selective and other recommended cutting for forest products).....			
d. Estimating and appraising.....			
e. Production of maple-sirup products or naval stores.....			
f. Treating wood products with preservatives (fence posts and building timbers).....			
g. Marketing of forest products (includes markets and timber-selling practices).....			
h. Fire prevention.....			60
44. Farmers and other individuals reported in item 41-C assisted with--			
a. Construction or management of ponds for fish.....			3
b. Making food and cover plantings for wildlife.....			3
c. Protection of wildlife areas from fire or livestock.....			4

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—*Interpretation*

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
 - Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Subitem 48e refers to long-time adjustments, 48d should include adjustments made from year to year.
 - Special work in helping farmers to develop new sources of income.
 - Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
 - Help given persons in locating and/or appraising a farm for rental or purchase.
 - Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
 - Leases, partnerships, property transfers, and farm and liability insurance. (See subitem 66d.)
 - Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

45. Number of voluntary local leaders assisting.....	20
46. Total number of personal contacts made individually or through meetings.....	370
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	160
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook.....	20
b. Keeping and analyzing farm records.....	26
c. Developing an over-all farm plan.....	21
d. Making needed adjustments in farm organization.....	8
e. Developing supplemental sources of income.....	1
f. Obtaining and using credit.....	11
g. Selecting a farm for rental or purchase.....	
h. Obtaining, training, and using farm labor.....	
i. Legal aspects of the farm business.....	
j. Income-tax accounting and related problems.....	
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers.....	
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers.....	

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

53. Figures in columns A and B will usually be larger than any one of the subitems in 54 or 55 respectively.
54. The farmhome should NOT be included. It should be reported under item 60.
- This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
 - Also include planning and decisions relating to efficient lay-out within a farm building.
 - Also include equipment that may be constructed as part of the building.
55. Item—
- Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
 - Refers to labor-saving devices and equipment developed or built by the farmer.
56. Item should include the use of electricity in the farm business, such as electric brooders and motors for building equipment.

FARM BUILDINGS AND MECHANICAL EQUIPMENT

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting	10	12
52. Total number of personal contacts made individually or through meetings	190	170
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	12	36
54. Farmers and other individuals reported in item 53-A, assisted with—		<i>Estimated number</i>
a. Arrangement of farm-building lay-out		5
b. Construction of farm buildings		5
c. Remodeling or repairing farm buildings		10
d. Selection or construction of farm-building equipment		10
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment		16
b. Developing labor-saving devices and equipment		3
c. Use, care, and repair of farm mechanical equipment		15
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		17

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT—Interpretation

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

- A.** Covers specific practices listed under item 60 and other related work.
- B.** Covers specific practices listed under item 61 and other related work.
- 57.** This item relates to the voluntary local leaders or committeemen who have **ACTIVELY ENGAGED** in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.
- 58.** This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.
- 59.** In estimating the total number of **DIFFERENT** homemakers and other persons in the county influenced **TO MAKE SOME CHANGE**, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) Number of **DIFFERENT** persons reached through direct contacts (item 58 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
 - (3) Probable number of other persons in the county reached with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
 - (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number

of houses, depending upon the phase of extension work being reported) that made use of extension information relating to specific practices or groups of practices. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after publication of specific news stories or after broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

The totals reported in columns A and B normally will be greater than those reported for any one of the subitems under items 60 and 61, respectively, as those totals will usually include practices in addition to the specific ones listed.

60. Item—

- c. Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.
- d. Refers to storage space in any other area of house other than kitchen and laundry.
- e. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.
- f. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

The subitems listed under item 60 should not be added and reported in item 59-A, because the same person may have been assisted in adopting several of the practices listed.

61. Item should include—

- a. Electrical equipment in the home. Work done with sewing equipment should be reported under subitem 67d.
- b. Refinishing furniture, upholstering, chair seating, renovation of accessories.

The subitems listed under item 61 should not be added and reported in item 59-B, because the same person may have been assisted in adopting several of the practices listed.

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting	3	4
58. Total number of personal contacts made individually or through meetings	42	42
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices	8	2

60. Families, homemakers, and other individuals reported in item 59-A assisted with—	Estimated number
a. Building a new house	2
b. Remodeling or repairing the house	4
c. Improving kitchen or laundry	1
d. Improving storage space	
e. Selection, installation, use, and care of water and/or sewage systems	2
f. Selection, installation, use, and care of heating and/or cooling systems	
g. Planning electrical systems	4
h. Landscaping home grounds	3
61. Homemakers and other individuals reported in item 59-B assisted with—	
a. Selection, use, and care of home equipment (other than sewing equipment)	1
b. Selection, use, and construction of home furnishings	
c. Repair, reconditioning, and care of home furnishings	
d. Furniture arrangement and use of accessories	2
e. Color schemes and wall finishes	
f. Floor finishes	2

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING—*Interpretation*

64. See item 59 for interpretation of what to include here.

65a. Management may be defined as "using, as well as we can, what we have, to get what we want." Therefore, in helping people to improve their management we are concerned with "how," "what," "who," "when," and "where" decisions that will aid them in reaching their goals. For example, the management of dishwashing would include "who" and "when" decisions as well as the "how" decision. If only the "how" decision in dishwashing was improved, it should be reported under 65b as an improved housekeeping method. Management decisions have to do with the use of the family's available physical and human resources—time, energy, equipment, skills, knowledge, and money.

Assistance includes work done—

b. In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)

c. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in subitem 67b.)

66. Includes work done—

b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).

d. On wills, inheritance, insurance, notes and installment-buying contracts. Subitem 48i covers legal affairs pertaining to the farm business.

67. Includes work done—

a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.

b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 137.

e. On both new and remodeled clothing.

e. On the influence of good grooming on development of the individual.

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders assisting.....	8	10	0
63. Total number of personal contacts made individually or through meetings.....	140	120	0
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....	15	40	0
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			15
b. In improving housekeeping methods.....			
c. With family laundering.....			
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			6
b. With family financial planning.....			8
c. With keeping and analyzing home records.....			12
d. With family legal matters.....			15
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			0
b. With care and mending of clothing.....			
c. With clothing construction.....			
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			
e. With good grooming and posture (personal appearance).....			

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY—Interpretation

Columns A, B, C, and D include the specific practices listed under items 71, 72, 73, and 74, respectively, as well as other related work.

68 and 69. See interpretations of items 57 and 58.

70. Consider factors outlined for item 59.

71. Assistance includes—

- a. All work done to encourage production and use of home-grown food: Fruits, vegetables, meats, poultry, eggs, dairy products.
- b. Selection on basis of quality, nutritional needs, amount to buy, variety, and form. Work done regarding price and supply should be reported in item 38.
- c. Also food preparation for special occasions, such as holidays and picnics, as well as for outdoor meals and meals for large groups.
- d. Freezing, canning, drying, brining; storage of fruits and root vegetables; curing of meats; and making jams, jellies, and pickles.
- e. Child feeding, maternal diet, food for the aged,

weight control, diets for special needs, as well as general nutrition for good health.

72. Assistance includes—

- a. Work relating to garbage disposal, screening for flies, sanitary outhouses, and other disease-preventive practices. Control of household insects through elimination of breeding places, use of sprays, and the like should be reported under item 137.
- e and d. Educational work done to encourage examinations for cancer, heart ailments, polio, and tuberculosis, to protect and/or improve the health of individual persons.

73. Work includes assisting families in—

- e. Willingness to work as a family member toward a family goal—family councils.
- d. Development of self-confidence and emotional stability; adjustments to life situations.

74. Work includes assisting families in—

- e. Safe driving, bicycle riding, safe practices for pedestrians, and other safety practices.

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

In estimating the influence of extension teaching, be sure to consider all phases of the extension program. Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	20	6	4	8
69. Total number of personal contacts made individually or through meetings.....	120	85	60	115
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	140	30	50	80

	<i>Estimated number</i>
71. Families reported in item 70-A assisted in—	
a. With planning and/or producing the home food supply.....	100
b. In selecting food.....	
c. With meal planning and food preparation.....	
d. With preservation and storage of food.....	40
e. In improving diets.....	
72. Families reported in 70-B assisted in—	
a. Sanitation practices and facilities.....	
b. First aid and home nursing.....	
c. Dental-health education.....	
d. Health education leading to physical examination by a physician.....	30
73. Families reported in item 70-C assisted with—	
a. Child development and guidance.....	
b. Providing recommended play, clothing, and equipment suited to age of children.....	12
c. Understanding roles of family members and strengthening family relationships.....	20
d. Individual adjustments and personality development.....	16
e. Home and family recreation.....	10
74. Families reported in item 70-D assisted with—	
a. Fire prevention around the farm and home.....	20
b. Accident prevention around the farm and home.....	20
c. Accident prevention away from home place.....	10

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

Note that the nature of this section requires treatment quite different from that for regular subject-matter pages. Here we try to get a picture of the number of different educational projects or activities agents worked on, size of the area covered, number of groups assisted, and the like.

The general approach is to start with projects affecting the individual (item 75); then to move on to projects relating to the community and county (items 76 and 77); to the regional or area programs that may cover part of a county or several States (item 78); to the national program (item 79); and finally to world affairs (item 80). Item 81 covers emergency activities in which extension agents participated.

- A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.
- B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.
- C. This column reports on those projects where local leaders assisted. Members of special committees appointed by other groups with whom you worked should be reported as local leaders. Include only those living within the county.
- D. In addition to local leaders, includes all others actively engaged in advancing the project or activity. For example, a community forum to discuss national or international problems would include adults and youths in attendance at the forum, local leaders, and all others who assisted in planning, arranging, or promoting the forum.
75. Item includes such things as developing an understanding of citizenship responsibilities and functions of government—local, State, or national; and study of public documents.
76. Includes improvement clubs, councils, committees for special purposes.
77. Item includes—
j. Music, drama, and art.
78. Item includes—
a. Such regional or area development programs or projects as river basin; watershed; soil conservation district; land use; land reclamation; flood control; and industrial development.
79. Item includes national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, and industry.
80. Includes things such as developing understanding of international problems, programs, and organizations, including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.
81. Includes emergency assistance in connection with fires, floods, drought, and other disasters, and special drives.

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....	4	20	18	150
76. Developing and improving county or community organization.....	3	18	18	70
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	1	5	8	8
b. Improving health facilities, services, and programs.....	2	3	6	60
c. Improving schools.....	2	7	10	15
d. Improving churches.....	4	4	18	12
e. Bettering town-country relations.....				8
f. Libraries.....				
g. Roads.....	1	2	6	20
h. Telephones.....				20
i. Community centers.....				4
j. Recreation programs and facilities.....	2	7	8	65
k. Community beautification.....	1	2	6	8
78. Regional or area development programs or projects.....				
79. National programs and proposals affecting agriculture and rural life.....				
80. World affairs.....				
81. Emergency activities.....	3	1	4	10

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report to the nearest whole unit for the completed projects only.
- The following items include projects in—
89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

SUMMARY OF 4-H CLUB PROJECTS

A club member may engage in more than one project. The sum of the projects may, therefore, be greater than the number of different club members enrolled.

Item	Members enrolled	Members completing	Units involved in completed projects	
	A Number	B Number	C Number	
82. Corn.....	7	5	5	acres
83. Other cereals.....				do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....		7		do.
88. Tobacco.....	8		3.8	do.
89. Vegetable growing.....	107	52	13.2	do.
90. Fruits.....				do.
91. Range and pasture.....				do.
92. Other crops.....				do.
93. Soil and water conservation and management.....				do.
94. Forestry.....				do.
95. Wildlife and nature study.....			XXXXXXXXXXXX	
96. Poultry (including turkeys).....	58	20	1800	birds
97. Dairy cattle.....	1	1	5	animals
98. Beef cattle.....	12	8	12	do.
99. Sheep.....	2	2	19	do.
100. Swine.....	28	29	29	do.
101. Rabbits.....	2	1	18	do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....			XXXXXXXXXXXX	
105. Tractor maintenance.....				tractors
106. Electricity.....				articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXX	
110. Beautification of home grounds.....	5	6	XXXXXXXXXXXX	
111. Meal planning and preparation (include baking and food selection).....				dishes prepared
112. Canning and preserving (other than freezing).....				meals served
113. Freezing of foods.....				quarts
114. Health, nursing, and first aid.....			XX	quarts frozen
115. Child care.....			XXXXXXXXXXXX	pounds frozen
116. Clothing.....				articles
117. Home management.....			XX	garments
118. Home furnishings and room improvement.....				articles
119. Home industries, arts, and crafts.....				rooms
120. Junior leadership.....			XXXXXXXXXXXX	articles
121. All other.....			XXXXXXXXXXXX	
122. Total.....	222	131	XXXXXXXXXXXX	

4-H CLUB MEMBERSHIP--*Interpretation*

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.
124. 4-H Club members--
- Enrolled are those boys and girls who actually start the work outlined for the year.
 - Completing are those boys and girls who satisfactorily finish the work outlined for the year.
125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.
- Bureau of the Census definition of a farm as used in the 1950 Census is:
 In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$100 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$100 or more.
 - Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.
 - Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.
127. Age of club members at time of enrollment is to be used as basis for reporting.
128. Report only club members who received DEFINITE training in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.
- Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to save.
130. A 4-H Club camp is conducted under the direction of a professional extension worker or voluntary local leader and provides a group of club members with the experience of being away from home overnight and participating in an organized educational, recreational, or nature-study program. Do not include "day camps," short courses, picnics, institutes, or other similar training or recreation events.

4-H CLUB MEMBERSHIP

123. Number of 4-H Clubs.....		7
124. Different 4-H Club members--	Boys	Girls
a. Enrolled.....	118	104
b. Completing.....	66	63
125. 4-H Club members from--		
a. Farm homes.....	118	104
b. Rural nonfarm homes.....		
c. Urban homes.....		
(For checking purposes; total equals 124a).....	118	104
126. 4-H Club members enrolled by years in club work:		
a. 1st year.....	38	40
b. 2d year.....	23	30
c. 3d year.....	18	12
d. 4th year.....	18	12
e. 5th year.....	11	10
f. 6th year and over.....	10	
(For checking purposes; total equals 124a).....	118	104
127. 4-H Club members enrolled by ages:		
a. 10 years and under.....	13	25
b. 11 years.....	17	25
c. 12 years.....	33	20
d. 13 years.....	20	10
e. 14 years.....	14	8
f. 15 years.....	12	8
g. 16 years.....	4	6
h. 17-20 years, inclusive.....	5	2
(For checking purposes; total equals 124a).....	118	104
128. 4-H Club members who received definite training in--		Members
a. Judging.....		60
b. Giving demonstrations.....		122
c. Group recreation leadership.....		38
d. Music appreciation.....		40
e. Money management (thrift).....		
f. Fire and home safety.....		37
g. Citizenship.....		100
h. Personality improvement.....		60
i. Soil and water conservation.....		30
j. Forestry.....		12
k. Health, nursing, and first aid.....		60
129. 4-H Club members having health examination because of participation in the extension program.....		60
130. Number of members attending a 4-H Club camp.....		
131. 4-H Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		7

MISCELLANEOUS—Interpretation

The following items should include work done—

- 136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
- 137. In control of insects in the home including ants, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
- 138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25e.
- 140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, rabbits, and pestiferous birds.
- 141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.
- 142. Other than those incident to foods, clothing, housefurnishings, etc., which are to be reported in their respective subject-matter sections. Assistance in the selling of arts and crafts is to be reported in subitem 35b.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	
137. FAMILIES assisted with control of household insects.....	15
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-farm storage of grain.....	
139. FARMERS and other individuals assisted with control of noxious weeds.....	
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	16
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	
142. FAMILIES assisted with practices incident to production of arts and crafts.....	18

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

A, B, and C. In determining the number of families to be reported in each column, it is suggested that the same approach be used as outlined for item 125.

143. In this section emphasis is only on the number of families assisted, whereas emphasis has been on individuals in earlier sections of the report. Therefore, it is going to be necessary to eliminate duplications in numbers assisted in changing agricultural practices. For example, when a farmer is assisted with crop-production problems and his son is in a 4-H dairy-calf club, the assistance would be reported as given to one farm family.
144. As outlined in item 143, care should also be exercised in estimating the number of families assisted directly or indirectly in changing homemaking practices.
145. This item should be a total of items 143 and 144 with duplications removed owing to the same farm or family's being assisted in both agricultural and homemaking practices.

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	<i>Estimated number</i> 220	<i>Estimated number</i> 40	<i>Estimated number</i> 8
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	40	10	6
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	230	45	12

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

The purpose of this section is to bring together in one place the cooperation given to other public agencies working with the people of the county. This information is used for public-relations purposes.

A, B, and C. Days devoted by agents to cooperating with the agencies listed below should already have been reported in the section on Program Emphasis under the appropriate program headings.

- D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is expected to attend the meetings of the Agricultural Stabilization and Conservation Program Committee. These meetings would be reported in this section. In contrast, the extension agent holds several meetings

in the county where he and the committeemen explain the agricultural program to farmers. Those meetings would also be reported in this section as well as in the Extension Teaching Activities section. "Days devoted" in both places would be reported in the appropriate column below and also in the Program Emphasis section.

148. This item should include work with production-credit associations, national farm-loan associations, and district banks for cooperatives; also participation in work with the other Farm Credit district personnel and representatives of its central office in Washington, D. C.
158. Line is left blank so that States, if they desire, may request information about a Federal agency not listed.
165. Line is left blank for State use.
168. Line is left blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	
FEDERAL AGENCIES				
146. Item discontinued.....		1		
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....			3	3
149. Farmers Home Administration.....			1	2
150. Fish and Wildlife Service.....				
151. Forest Service.....				
152. Bureau of Indian Affairs.....				
153. Agricultural Stabilization and Conservation Program Committee.....			3	3
154. Rural Electrification Administration.....				
155. Selective Service System.....				
156. Soil Conservation Service.....			2	4
157. Valley authority (TVA, etc.).....				
158. Other (specify).....				
STATE AGENCIES				
159. Health department.....			1	3
160. Highway department.....				
161. State departments of agriculture and forestry.....				
162. State department of education: General schools.....			1	5
163. State employment service.....				
164. Welfare department.....				
165. Other (specify).....				
COUNTY AGENCIES				
166. Soil conservation districts.....			4	7
167. Vocational agriculture and home economics departments.....			4	9
168. Other (specify).....				

YOUR ANNUAL REPORT

The preparation of an annual report setting forth the progress made in the county during the year is of greatest interest and value to you as an extension worker. It provides an opportunity to measure how far you have gone in relation to the goals set forth in the plan of work outlined at the beginning of the year; to check on the effectiveness of the extension program; to consider where improvements can be made; and to decide what things should be handled differently next year. The preparation of an adequate annual report is a stimulating experience.

In addition, your annual report offers an excellent means of building good will and support of the sponsoring group in the county, the county governing body, local extension leaders and other key people, the agencies with which you work or would like to work, and the general public—rural and urban. It helps to build good public relations.

Your annual report is also a record of the year's work put into convenient shape for future reference. It helps new persons joining the county staff to become acquainted with the extension program. It assists State specialists to develop effective supporting programs in their respective subject-matter fields. The State supervisory staff frequently uses the county annual report as a guide in determining an agent's readiness for promotion and suitability to fill vacancies that arise.

The annual report in reality is another chapter in the extension history of your county to be added to the permanent record maintained in the National Archives of the United States Government.

General Directions

From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington, D. C., office should be sent through the State extension office. When an assistant agent has been employed during a part of or all the year, the report of his or her work should be included with the report of the leader of that line of work. When an agent in charge of a line of work has left the county during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

The Narrative Report

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

A good narrative report should enable the reader to obtain, for EACH MAJOR line of work undertaken, a comprehensive picture of—

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention.
2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.

3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.

4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.

5. HOW next year's work can be strengthened and improved in light of the current year's experience.

For minor lines of work, only the results need to be reported to complete the record of the year's work.

The following suggestions may help you prepare a better annual report:

1. Read last year's annual report again, and apply the criteria for a good narrative report discussed above.
2. Prepare an outline with main headings and subheadings.
3. Go over the information and data assembled from various office and field sources during the year.
4. Decide upon a few outstanding pieces of work to receive major emphasis.
5. Employ a newspaper style of writing, placing the more important information first.
6. Observe accepted principles of English composition.
7. Include only those photographs, circular letters, or other exhibits that help to emphasize the points you make in the text. Do NOT make the annual report a scrapbook. (Material of local value may be attached to or filed with your office copy, rather than being made a part of the official report.)

The Statistical Report

When two or more agents are employed in a county, they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents. In some States a combined white and Negro report may also be requested by the extension director.

County totals are the sums of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers, homemakers, or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the extension program in agricultural, home demonstration, young men and women's, or 4-H Club work. ONLY THE IMPROVEMENTS OR CHANGES TAKING PLACE DURING THE CURRENT YEAR AS THE RESULT OF EXTENSION EFFORT SHOULD BE REPORTED. Of necessity the information called for in the national statistical report schedule has broad application to extension work as it is conducted throughout the United States. In addition to the information provided for in this report form, some State extension services may need to obtain additional statistical information on programs and activities peculiar to their States.

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Annual Report

COUNTY EXTENSION WORK

Virginia Agricultural Extension Service



1954

J. L. Dickson

agent

assistant agent

Amelia

county

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ANNUAL NARRATIVE REPORT

Program Planning Committee

The Program Committee of the Amelia County Advisory Board is made up of farm people from each community in the County who depend upon various types of farming for a livelihood. In some sections of the County livestock is the principle source of income, while other sections get their income from tobacco, poultry, swine, and grain. The Committee plans a program that will reach all farm people in the County.

In the County plans for the year's program of work, various activities are held to bring farm people together for adult result demonstrations, method demonstrations, for Fellowship, and friendly competition.

Projects

In making our plan of work for 1954, the Amelia County Advisory Board took under consideration several projects for special emphasis that need stressing for many years to come.

1. Productivity of the Soil - encouraging farmers to use more fertilizer and add more organic matter to the soil as a means for future security and better living for farm families.
2. Conservation of Soil and Water as a medium for putting land to its best use, and then treating it in such a way as to make the most of its capabilities. We pointed out the importance of knowing what the land condition is on each farm, and plans for the proper use of each acre. It was important for needed action to be taken in this phase of farm life in order to save farm income from further reduction.
3. Pasture at its Best. Improves all the Rest

Since we know that a top pasture is still the cheapest source of feed, a great deal of emphasis has been placed on soil test, preparation of seed bed, good certified seed, and recommended amount of fertilizer and lime and the proper analysis of each.

This program of work has reached the farm operators, owners, part owners, tenants, and croppers.

Farm Income

1. Milk

There has been a great decline in our milk shippers. Three years ago we had 19 farmers selling B grade milk, with a very good income. However, today we have only 6 farmers selling milk with a gross income of \$9,897.70 compared with \$38,000 from the sale of milk 3 years ago.

Considering the price of B grade milk and the present price of hogs, the farmers feel that they can make more money from feeding skimmed milk to hogs and sell the cream. We have 41 farm people selling cream during the year 1954 with a gross income of \$17,460. for the sale of cream.

2. Livestock

The 41 farmers selling cream sold 190 hogs which were fed skimmed milk and feed produced on the farm for \$7,600.50, and 89 veals averaging \$40.00 per head for \$3,560.00.

It should be understood that this is not the total sale of hogs, veals, and cows from the County, because it would go up in the large brackets. However, these are records from farmers in organized Extension Community Clubs. Most of the farmers who are not in organized Extension clubs will not give you their records because they feel that it will be used against them for tax purposes.

3. Poultry and Eggs

Forty-three farm women from the 6 community clubs received \$2,859.90 from the sale of eggs. In 1953 the income from 47 farm women for the sale of eggs was \$4,977.40. You will note the difference between the income from the sale of eggs in 1953 as compared with 1954. The unusual decline in egg prices in 1954 was the cause for the unusual variation; also, the extreme long period of hot weather affected production.

In 1953 nineteen farm women sold 4,718 fryers for an average of \$1.00 per bird, bringing a total of \$4,718.00. In 1954 eighteen farm women sold 5,740 fryers for an average of \$0.65 per bird, bringing a total of \$3,586.00. You will note a loss of \$1,132.00 from the sales in 1954 as compared to the sales in 1953 even though more birds were sold in 1954, and the cost of feed showing a very small decline of \$0.18 per bag.

County-Wide Activities

1. Tour of Demonstration Community

Our tour each year in the demonstration community accomplishes two purposes: First, it brings out the progress that has been made during the year by our demonstrators, and second, it brings farm people together from various sections of the County to observe the progress made and to bring about better relationship through participation and fellowship.

On July 9, 1954 the Annual Farm Tour of the demonstration community was held in the Mannboro Community of Amelia County. One hundred nine (109) adults and 4-H club members took an active part in the annual event.

Home Improvement and landscaping took place at the home of Mr. & Mrs. Emmett Crayton, with Mrs. M. T. Brown, the Art Teacher of the Norfolk Schools and Mrs. Alice Mabry, the Home Economics Teacher of the Russell Grove High School, Amelia. These instructors discussed the home features with our farm women. Dr. W. L. Watson of Virginia State College discussed in detail landscaping at the homes of Mrs. Annie Crayton, Mrs. Emmett Crayton, and Mrs. Grace Hawkins.

Dr. Watson also discussed the vegetable garden project that was held at the home of Mrs. Charlie Booker. Many helpful things were brought out in these discussions on landscaping and vegetable gardens. Our farm women were very interested and appreciative of this opportunity, since they had long awaited this type of information from a specialist in this field.

Dr. Clarence Gray and Mr. M. Q. Godley of Virginia State College discussed all of the practices that go to make up a good pasture program at the field meetings held at the farms of Mr. Clarence Steward and Mr. Robert Hawkins.

After the completion of the tour, the Annual Farmers' Dinner was served at the home of Mr. and Mrs. Charlie Booker to 110 farm people and their friends. The 4-H Club members of the Mannboro Community entertained the adults with a program during the dinner hour.

2. Rat Campaign

During the month of December, the Amelia County professional workers held several meetings discussing plans for putting on a County-wide Rat Campaign. We wrote news articles, sent out letters,

County-Wide Activities (Continued)

and held radio broadcasts for several weeks getting the farm people ready for the movement.

January 11, 1954 was the date set for all the people to put out rat poison for the Kill. The reports of success coming from all communities of the County have been encouraging, because our leaders in the various communities have done as much as the professional workers in getting the message across to all of the people.

The 6 organized community clubs were very helpful in making contacts with each family in the various communities. The local merchants in each community cooperated with us by handling the rat bait for his community, making it convenient for the people to purchase it without any additional expense of traveling a distance to get it.

3. Annual Livestock Clinic

On March 12th on the farm of Mr. W. C. Harris in the Rocky Hill Community, the local farm agent, veteran teacher, Mr. M. W. Grimes, and the agriculture teacher, Mr. T. W. Mabry, held a joint annual clinic with Doctor W. H. Ellett cooperating. Dr. Ellett spoke on the common diseases of swine and cattle. He gave a demonstration of the various methods of emasculating male animals.

The veterans were present from the following Counties: Amelia, Powhatan, and Gloucester. The vocational department also brought a bus load of boys. We had 103 farmers present to observe the things that were being done for their benefit.

4. Meeting on Marketing Quotas of Wheat

On August 5th a County-wide Meeting was held in the Amelia Court House on the Marketing Quotas of Wheat. This meeting was called by the County Advisory Board and the local farm agent in order to give farm families the available information on the Wheat Marketing Quota Referendum. Mr. DeHart's Newsletter dated August 5, 1953 served as a base for our discussion on the Wheat Marketing Quota, along with other information received from the PAM Office. If farmers are given the necessary information, they can always make up their own minds how to vote.

County-Wide Activities (Continued)

5. Amelia County Host to Foreign Visitors

All agricultural agencies in the County and the local bank participated in the Farm Tour planned for foreign visitors. Staff members from the Virginia Polytechnic Institute, Blacksburg accompanied the group and assisted in carrying through the splendid program which had been arranged. Countries represented by our guests were the Phillipines, Formosa, Brazil, Iran, and Costa Rica. All visitors were primarily interested in agriculture, and manifested a deep interest in the American Way of Life.

One stop during the tour was made at the farms of Conrad and Milton Harris, who own and operate two farms in partnership. These brothers have one of the best farms in the section for demonstrating the advantages of soil conservation and water control. In fact the Harris brothers recently won first prize in the Piedmont Soil Conservation District on the excellent job they have done in soil conservation practices.

Virginia State College Experiment Farm

On June 3rd a group of adult farmers were taken to the Virginia State College Experiment Farm for a field meeting.

Chatham Experiment Station

On Monday, July 19th the professional workers observed the research activities as they were explained by the specialist of the Chatham Station: Variety test, fertilizer placement test, various rotations for tobacco, entomology test for the control of tobacco horn worms, aphids, flea, beetles, and other insects. Corn experiments, tobacco rotations, irrigation, and diseases were also discussed.

Amelia County Health Department

The Amelia County Health Department has been very cooperative with our Extension Program over a period of years. The Health Department gives a message on some phase of improving our living standards and keeping our bodies healthy. The meetings are held in 2 of the 16 communities each year. The Agricultural and Extension Departments sponsored these meetings jointly in the Norven and Broadstreet Communities.

4-H Club Work

At the close of another year's work with 4-H boys and girls, we will not observe any great variation in the percentage of completions over a period of years. In 1953, 70 boys completed as compared with 66 in 1954, and 64 girls completed their projects in 1953 as compared to 65 in 1954. We had 105 boys enrolled in 4-H Club work in 1953 as compared to 118 in 1954, and in 1953 there were 94 girls enrolled in 4-H Club work as compared to 104 in 1954.

For the past three years 4-H Club projects in this part of the State have struggled against extreme dry weather; however we have offered enough encouragement to keep them trying.

The 52 garden projects completed by the boys and girls were valued at \$2,600.00. A total of \$1,467.20 was received by the 7 members completing their projects in 3 acres of tobacco. Five members completing in corn realized only \$126.90 because of the drought. The 20 members completing in poultry including ducks, geese, turkeys, and chickens realized an income of \$399.30. A gross income of \$1,400.00 was received by 29 members completing their projects with 35 hogs averaging 200 pounds. An income of \$1,527.95 was received by 11 members completing in dairy cattle, beef cattle, and sheep with 36 animals.

4-H Marketing Meeting

On August 4th a meeting was held for the purpose of 4-H Club members discussing marketing of the various products that have been produced through 4-H project work. The members had an opportunity to express their views pertaining to marketing of farm commodities. Information was given by the agent and leaders on marketing information that was received from V. P. I. and U. S. D. A.

Tractor Maintenance Program

On March 19th at the Russell Grove High School, the Extension and Agricultural Departments brought the joint training program of tractor maintenance to a close. On this date we had a test covering the information and training that had been given to 4-H and N. F. A. Club boys. We also held the afternoon of the same day an operator's contest between two 4-H club boys and two N. F. A. boys, with the student body of the Russell Grove High School witnessing the occasion. A 4-H Club boy, Ronald Archer, won first prize, and another 4-H Club boy won fourth prize.

Rural Life Sunday (The Church and 4-H Clubs)

On May 23, 1954, the seven 4-H Clubs of Amelia County held their annual Rural Life Church Program at Russell Grove High School. Eleven adult and junior leaders were sponsoring the program with the local farm agent cooperating. This 4-H Rural Life Program was enjoyed by a large number of our colored and white citizens. Sixty-nine dollars were raised to help send 4-H boys and girls to State 4-H Short Course in June.

State 4-H Short Course

On June 28th, 8 delegates took part in the State 4-H Short Course at Virginia State College, Petersburg, Va.

Swine Demonstration

On June 17th, a group of 4-H boys visited the Swine Demonstration at Virginia State College conducted by Mr. Settle to give information on grooming and fitting swine for Junior Hog Show.

Summary of Year's Work

During the past year, beginning December 1, 1953 and ending November 30, 1954, the farm agent devoted 301 days to Extension Work. In keeping with our outline of work on Extension Activities, 172 days were spent in adult work, 34 days in working with young men and women, and 95 days with 4-H boys and girls.

An estimated number of 1,853 people attended 4-H club meetings, county tours, adult farm community clubs, Rural Life Sunday Program, County Council, training meetings, County Advisory Board, and Amelia County Fair.

There were 529 farm and home visits made to 397 different farms, 49 persons visited the agent's office for information and assistance on farm problems and Extension Activities. There were 742 telephone calls made to the agent's office for information pertaining to Extension program, 14 news articles were prepared for distributing information to farmers. Nine radio broadcasts were made as a medium for reaching farm people with important information; 360 bulletins were distributed to leaders, community club members, and 4-H boys and girls.

There were 16 training meetings held for leaders, 10 training meetings for young men and women, and 26 meetings for 4-H Club work. All other meetings the agent held or participated in through leaders were 118 reaching 1536 persons with various phases of Extension work.

COOPERATIVE EXTENSION SERVICE WORK
IN
AGRICULTURE AND HOME ECONOMICS

Virginia Polytechnic Institute &
U. S. Department of Agriculture,
Cooperating

EXTENSION SERVICE
County Agent Work

PLAN OF WORK

COUNTY Amelia

YEAR 1954

Name J. L. Dickson
(Local Farm Agent)

Date Mailed Jan. 8, 1954

COUNTY ADVISORY BOARD OFFICERS

- President - C. W. Giles, Mannboro, Virginia
- Secretary - Mrs. N. F. Thompkins, Mannboro, Virginia
- Treasurer - Mrs. Annette Perkinson, Route 1, Amelia, Va.

COUNTY JUNIOR COUNCIL OFFICERS

- President - Audrey Giles, Mannboro, Virginia
- Secretary - Melvin Wingo, Route 2, Jetersville, Va.
- Treasurer - Sallie Tyler, Chula, Virginia

Number of farm operators in county - 455

Full Owners	331
Operators	455
Tenants	52
Part owners	22
Share Croppers	20

Organizations

Six Community Clubs	162 members
County Advisory Board	89 members
County Community Leaders	63 members

County Wide Activities

- 4-H Leadership Training Meeting
- Farm and Home Demonstrations
- Adults & 4-H Field Meeting
- Adult Leadership Training Meeting
- Pasture Demonstrations
- County Achievement Day 4-H Clubs
- County Advisory Board Meeting
- Livestock Clinics
- Colored County Fair

Demonstration Types

Results to be Derived

Pastures

Reduce the cost of livestock production

Hogs

Registered or good grade compared with scrub stock

Beef Cattle

Diversification of farm program

Poultry

Hybrid flocks compared with common breeds

Milk Stock

Better grade and to be used as additional income for farm families

Gardens

Better seeds, more fertilizer and more varieties of vegetables

Hybrid Corn

It is no longer a problem to get farmers to plant hybrid corn, but it is a problem to get them to use as much fertilizer per acre as required to make a good yield.

COUNTY SITUATION

In making our plan of work the Amelia County Advisory Board Committee and the Local Farm Agent took under consideration that the program of work would reach farm operators, owners, part owners, tenants and croppers.

We have listed in the classification of Negro farmers (1) Operators, 455 with 25,635 acres (2) full owners, 331 persons with 18,902 acres, (3) part owners, 72 having a scope of 4,764 acres, (4) Tenants, 52 with 1,969 acres of land and (5) croppers, 20 with 707 acres of land.

It has always been a difficult situation to reach all of these classifications with an effective program of work. Since the program committee of the Amelia County Advisory Board is made up of farm people who represent all classifications of farm life; each person representing his group can make a contribution to the plan of work for the benefit of the overall program; of all groups concerned in farm life.

In the county plan of work, various activities are held during the year to bring farm people together for enjoyment and friendly competition. For example, on July 17 the annual tour of the demonstration community was held for the purpose of letting all of the people in the demonstration community see how well the demonstrators had carried out their projects and also to give the people of the community an opportunity to fellowship together in our annual farmers dinner. The second example was held on September 5 at the Amelia County Fair grounds at which time a farmer's picnic and baseball game was had for the enjoyment and pleasure of the farm people of the county. The people gave fifty dollars to help sponsor the county fair.

In the county situation, the leaders and professional workers are trying to bring the farm families the necessary information to help meet the needs; pertaining to diseases of tobacco, forestry, cattle, swine, and poultry.

The increased herds of cattle and swine in Amelia County have caused a serious need for increased information to help control diseases.

- (1) Animal Clinic meetings.
- (2) Demonstrations on proper housing of animals.
- (3) Community Club meetings in the various sections on the prevention of diseases in cattle, swine and poultry.

DISEASE PREVENTION OF CATTLE

Discussing the general precautions in disease prevention of cattle.

1. Strict and rigid band and herd sanitation as well as clean surrounding are the most important factors in disease and parasite control.
2. Many common and minor diseases of cattle can be prevented by practicing sound principles of sanitation, management and feeding.
3. To keep disease off the premises, purchase only disease free animals.
4. Seek herds with good reputation and owners who can be trusted.
5. Make sure the seller's herd has been tested recently for tuberculosis and brucellosis.
6. If you are buying a cow, be sure she is mastitis freed.
7. It would be valuable to observe the owner's practices of cleanliness and good management. Look for calves, few calves are usually a sign of a diseased herd.
8. Move animals in cleaned, disinfected trucks or cars.
9. Keep animals that are bought from another farm, county or state fair, separate from other cattle for 60 days or more and retest them for disease before they are added to the herd. Remember that animals that have been at a show

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or fair may have been exposed to disease and should be viewed with suspicion.

10. Protect your animals from neighborhood infection. Streams through pastures may carry infections from farms upstream. Sometimes it may pay to build an extra fence to keep cattle from contacting a neighbor's cattle through fences; where the neighbor has had a careless attitude towards the essentials of disease prevention.

11. Sanitation must be maintained. The freeing of the immediate surroundings where animals are kept of disease-producing bacteria and parasites is an essential disease-preventive measure on all well managed farms. Cleanliness and sunlight are natural enemies of disease. Provide dry, well-lighted and well-ventilated quarters. Keep stables, pens and equipment clean. Thoroughly clean and disinfect maternity quarters each time they are used. Remember, to a great extent, your success in livestock production will depend on your attitude toward (1) sanitation (2) cleanliness and (3) good management.

JANUARY 1954

First two weeks organizing 4-H clubs.

Third week setting up 4-H club projects and holding adult club meetings with parents in order to secure cooperation and understanding in 4-H club projects.

January 11, 1954 - County Rat Campaign

Fourth week visiting demonstration pastures; arranging for dates of fertilizing and reseeding where ever it is necessary.

Tobacco bed meetings.

January 30, 1954 - Amelia County 4-H Council Meeting at the Russell Grove High School

FEBRUARY 1954

1. Topdressing pastures.

2. Topdressing grain.

3. Seeding spring oats

4. Holding meetings on seeding and reseeding for the month of March of old pastures and establishing new pastures for the first time.

5. 4-H Club meetings and visiting projects.

February 12, 1953 -

Animal Clinic, held on the farm of Mr. W. C. Harris in the Rocky Hill Community, with seven communities cooperating. This will be conducted by Dr. W. H. Ellett and Local Farm Agent J. L. Dickson.

MARCH 1954

1. Seeding spring plots.
2. Agronomy meetings on the one-hundred bushel corn contest.
3. Meetings on weeding tobacco beds.
4. Seeding pastures.
5. 4-H Club meeting
6. 4-H tractor maintenance clinic held in the Hannboro Community.
7. Adult community meetings
8. Setting up projects for livestock show and sales.

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APRIL 1954

1. State Farmers Conference.
2. Seeding of corn for contest.
3. Amelia County Health meetings in the Norven and Broadstreet Communities; with the county Health Department cooperating. Doctor Gates, Miss Carson, County Nurse and Miss Clarke, Secretary.
4. 4-H Club meetings and projects work.
5. Culture methods in corn

MAY 1954

1. Virginia State Experiment Station District Field meeting.
2. Special work with milk producers and cream shippers on hay crops.
3. Poultry projects for layers and meat production.
4. 4-H club meetings and projects.
5. Adult Community meeting
6. Grain storage.

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JUNE AND JULY 1954

1. Checking 4-H club projects.
2. Amelia County 4-H council meeting.
3. State 4-H short course
4. Soil Conservation Field Meeting held on the farm of Conrad and Milton Harris.
5. Pasture Field Meetings held on the farms of Mr. William Warren, Morven Community. Mr. Robert Hawkins and E. A. Thompkins, Mannboro Community.
6. Annual tour of demonstration community at Mannboro, Virginia.

AUGUST AND SEPTEMBER 1954

1. State 4-H Wildlife and Conservation Conference.
2. State Advisory Board Meeting.
3. Tobacco demonstration meeting on the farm of Mr. C. W. Giles,
Earls, Virginia.
4. 4-H Club projects and activities for achievement day.
5. Checking 4-H club records and giving information completing records
for projects.

OCTOBER AND NOVEMBER 1954

1. 4-H club livestock show and sales.
2. 4-H club meetings on the completion of records for 1954.
3. Annual meeting of Farm and Home Agents.
4. Amelia County Fair activities.
5. Annual reports of Local Farm Agent.
6. Adult community meetings and election of officers for the next year's work.

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DECEMBER 1954

1. Holding meetings with professional workers; making plans for cooperative projects with other agencies.
 2. Carrying new farm program to all communities of the county, in order that farmers might have necessary information as to the best suited practices for their farms.
 3. Making plan of work for ensuing year.
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