

VIRGINIA

ISLE OF WIGHT COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1944
(Negro)

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RETURN TO
EXTENSION
DIVISION OF FIELD
STUDIES & TRAINING

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF VIRGINIA

VIRGINIA AGRICULTURAL AND MECHANICAL
COLLEGE AND POLYTECHNIC INSTITUTE
AND UNITED STATES DEPARTMENT OF
AGRICULTURE, COOPERATING

EXTENSION SERVICE
BLACKSBURG, VIRGINIA

Isle of Wight County
Narrative Report of Farm Demonstration Work
December 1, 1943 - November 30, 1944

Woodrow Olen

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Local Farm Agent

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Foreword

This report includes some of the activities sponsored, completed, and some of the methods used in trying to get farmers in Isle of Wight county to make their contribution to the production of food and feed in order to hasten the day of victory.

Too much praise cannot be given the leaders who contributed their time - without compensation in order to get this work accomplished. Wartime restrictions, changing laws affecting normal civilian living, rationing of scarce commodities, and the recommendations of the "next best thing" - were all taken "in our stride" when we considered that we are at war. Everybody who had a contribution to make to the effectiveness of our program was used - preachers, teachers, county officials, etc.

Even though the war has brought about certain changes that have altered normal procedure in extension activities among colored citizens in the county, the agent has kept before him the Ten Commandments of Agriculture by Dr. S. A. Knapp - as published in the April, 1941 issue of the Progressive Farmer.

1. Live at Home - produce all the food and feed required for the farm
2. More Livestock - using waste products & idle land of farm
3. More Power
4. Practice rotation
5. Richer land
6. Purebred seed
7. Deep breaking
8. Proper spacing
9. Good cultivation
10. Keep records.

Such commandments are good at all times - whether at war or at peace.

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Summary of Isle of Wight County

Statistics:

Farms in County (1940 Census)	416
Owners	139
Tenants	277
Farms directly influenced	325
Farms indirectly influenced	416
Average value of mach. & Equipm't.	\$103.
" " " land & Bldg.	\$1945.00 (1940 Census-owners)
" " " buildings alone	\$12.00 " " "

Crops & Livestock:

Peanuts	Corn and Soybeans
Truck	Poultry
Hogs	Live at Home Program

Problems:

Soil Acidity
Soil Conservation
Housing
Leadership
Hog & Poultry Sanitation
Sanitary Toilets
Hog Cholera
Hog Pastures
Tenancy
Income
Health

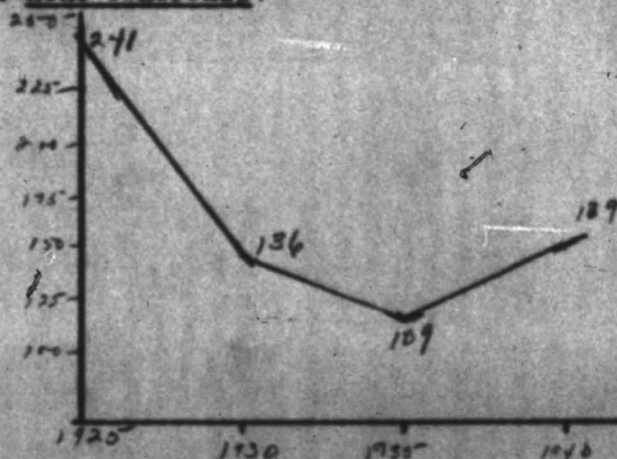
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County Organization:

The County Advisory Board is composed of 35 farm men and women from 10 communities in the county. Its purpose is advise the agent on problems affecting Negro farmers in the county and to assist in getting results of better farm and home practices scattered uniformly over the county.

Two county-wide meetings were held during the year at which time we discussed the following matters:

a. Home Ownership:



These leaders were asked to assist the agent in trying to prevent a recurrence of this loss of land and to get them to advocate caution in buying farms during this period of inflated farm prices unless they were in position to pay such prices before a period of adjustment.

b. Farm Machinery:

Negro farmers have an average of \$103.00-worth of farm machinery in contrast to \$385.00 worth of machinery on white farms in the county. Leaders were asked to assist the agent in increasing farm machinery in order to lessen the gap between white and Negro farm operators and to raise the general efficiency of Negro farmers in the county.

c. AAA Work in County:

The AAA chairman in the county and representatives of the State AAA office participated on one program to explain farm machinery rationing, lumber rationing, and the grant of aid features of the program.

d. State Advisory Board:

The County Advisory Board was represented at the annual meeting of the State Advisory Board meeting which was held in Campbell county by Mr. James Evans, Mrs. Lillie Allmond, and the agent.

Reports from other counties in the State having Negro personnel led us to believe that Isle of Wight is trying to improve her farming and home-making practices along the same lines; i.e. improved credit, painting of homes, better cultural practices, more home conveniences, and in the purchase of farm land.

Community Clubs:

Eight Community Clubs were organized in Rushmere, Windsor, Mitchells, Ebenezer, Godwin, Trinity, Livy Neck, and Holly Grove. These clubs served as centers for meeting farmers to discuss Victory Gardens, fertilizer recommendations, better cultural practices, poultry, hog production, automobile insurance, fire prevention, farm management, rationing, and other vital matters pertaining to making farmers make their maximum contribution to the War effort. Other meetings were held at Carrollton, Macedonia, Rising Star, Shiloh, Christian Home, Camptown, and Sandy Mount communities. These meetings served to give farmers the benefit of recommendations even though no formal organization exists.

Two of these clubs - Ebenezer and Godwin are raising money to purchase sprayers to spray fruit trees so as to have improved home orchards.

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Project Activities:

Agronomy:

Work in connection with the production of field and forage crops included the following general recommendations:

1. Following recommended fertilizer practices
2. Following recommended varieties
3. Following recommended cultural practices
4. Early and deep plowing
5. The use of winter cover crops
6. Improvements in farm equipment

That this information was accepted by some of the farmers who attended meetings was brought out by the fact that six farmers purchased used tractors and plows to get their land in better condition, several farmers purchased two-horse plows - an improvement over the one horse plow.

The lecture method, discussion, and statements from farmers who tried improved recommendations were the methods used to get farmers to make the change.

Preliminary work in trying to get farmers to order fertilizer early was successful in that most farmers were able to plant their crops when the weather opened for planting.

Corn:

Corn plays a very important role on all farms in the county for food and feed. Seventy-five of these farmers planted Funks G 135 and Tenn. # 15 hybrid corn. Other farmers waited until the supply of seed was exhausted and had to resort to prolific varieties of corn - several farmers getting seed from a local farmer who had a very good strain of a prolific corn. Several farmers used hybrid that was harvested in 1943 on small acreages to see what it would be enough disfigured or freakish ears were to impress on farmers

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the lack of wisdom in placing dependence on such a practice. 225
farmers were advised of the recommended 3-12-6 for corn.

Example: A young farmer, Mr. Otis Taliaferro, Star Rt. Zuni, Va. who is also a FSA client, had had difficulty in raising enough corn to feed his livestock and family even though he had had two years under FSA supervision. One cold winter day, the opportunity was seized to get him to grow food and feed and to make arrangement for his cash crop. This man accepted the agent's advice and planted more crop than he ever had planted. As a result he approaches another year with more corn than he has ever had in his farming experience.

Peanuts:

Peanuts represent the cash or money crop for most of the farmers in the county. The increased emphasis on this crop as a war crop caused the agent to stress the importance of planting as much of this crop as they felt that they could reasonably handle with their available labor.

Where farmers reported that they had surplus seed on hand, attempts were made to furnish farmers who did not have enough seed.

A driver was instituted to get farmers to adopt the practice of treating their seed with Arsan- to insure better stands. Preliminary checks revealed that about 65% of the farmers have treated seed in varying amounts from a few acres to their whole crop.

These checks also revealed that even though the weather was unreasonably dry, that the percentage of seed treated held its own against rot or insect injury while farmers who did not treat their seed reported some rotting of their seed.

As a result of peanuts dying in spots on farms in the county-especially following rains, the agent took some specimen plants to the Holland Experiment Station to see if any thing could be done to lessen losses from the disease. Mr. Batten, the man in charge of the station diagnosed the disease as a form of *Sclerotium* or "root rot". Even though no remedy has been found to check the disease in the field, the information will assist the agent in stressing the need for longer rotations between peanuts than the conventional two year rotation.

Additional work was done in stressing the use of lime and fertilizer

in order to increase the yield because of the additional plant food. The method used to convince farmers was an analysis of the expenses connected with the growing of this crop and the relative small addition resulting from the application of fertilizer in comparison to the increased yield. Many farmers in attendance saw that the old hoax about expensive fertilizer was not founded when they had the same amount of work to do if that acre yielded ten or twenty bags of peanuts.

Cotton :

With the AAA restrictions lifted from the crop, many additional growers were added this year. Seventy-five persons were assisted with fertilizer recommendations. Thirty farmers were advised in controlling "red spider" that affected relatively large spots in the "cotton patches" in sections of the county.

Livestock Production:

The fundamental principle of increasing livestock as a powerful weapon of war was used to encourage the raising of more livestock in order to use up the wasteproducts and idle land on the farm. Since feed is the first consideration in increasing livestock, our activities centered around raising more corn per acre and to get farmers to provide pastures of oats, rye, clover, rape, lespedeza, and soybeans.

"Gleaning" the peanut field has long been an established custom in the county; nevertheless farmers were advised not to hold their animals back in growth waiting for them to "pick the field". They were also advised to provide minerals and water. In order to save time and labor, seven farmers installed pumps and two dug wells to supply water for their livestock. The advantage of the pump over the well is that it can be moved with the hogs.

Hogs:

The hog-peanut combination in the county- along with a readily accessible market - caused the agent to spend 57 days answering 98 calls to treat 2335 animals against hog-cholera and swine plague infestations. The number of hogs to be treated each visit ranged from 1 to 64 animals. The opportunity afforded by this service was seized to impress on farmers the need for controlling kidney and round worms, selecting high grade females, and controlling lice and mites - along with advice on better feeding practices. Seven castration demonstrations were held on farms where farmers desired to learn this operation. Three meat cutting demonstrations were held in the county - to assist farmers with getting out chops, spareribs, and tenderloin for canning.

Farmers were advised to adopt the practice of selecting sows by the "litter method" as against the old method of selecting fast growing individuals - regardless of the uniformity of the litter in which she was farrowed. Farmers were also advised that small litters are very expensive regardless of the fault - the sow's or the operator's, as the cost of maintaining the sow remains a constant and her expense must come out of her offspring. As a result of this information, 75 farmers made selection of high-grade females by the litter method this year.

Example: The lecture method was used to get over the following idea regarding feeding that resulted in many farmers either purchasing a high-grade protein supplement or in trading corn for same. With corn selling from \$1.50 to \$1.60 per bu. on farms and requiring around 11 or 12 bu. of corn alone to produce 100# of pork - farmers found that it cost them from \$15.50 to \$19.20 per 100# to produce pork - in contrast - 7 bu. of corn and 40# of protein supplement would produce the same poundage. A farmer could sell one bushel of corn, feed 7 bu., and have 2 bu. for future use. The difference in the two rations ranged from \$4.50 to \$7.20.

Poultry:

Work in connection with poultry has included sanitation, the need for getting chicks early, getting the brooder house in order, care and feeding of chicks, and recommendations for controlling insects and disease. Poultry plays an important part in our farming pattern because of the prevailing custom of using home grown eggs to "grocery up".

Seventeen farmers were assisted directly in obtaining 3375 baby chicks in numbers ranging from 50 to 500 - depending on facilities available for taking care of same. The quality of the chicks as well as other chicks was not as good as it has been in the past because of increased demand on hatcheries and the fact that they could not cull out chicks as they have in the past.

The agent feels that a conservative estimate of the total number of day-old baby chicks purchased by colored farmers exceeds the 25,000 mark. Chicks hatched by natural conditions were relatively the same number.

The feed situation quite acute at times but farmers were advised to use the peanuts that were unfit for planting, to feed milk in glass or crockery-ware, and dried buttermilk.

Several calls were answered where diagnosis showed "bloody droppings" denoting coccidiosis. Recommendations included extreme sanitary measures and the use of dried buttermilk.

In order to control lice and mites, farmers were advised to use Black-Leaf #40 on their roosts. Feeling this to be general information, farmers were given the recommendation at farmers meetings.

At the request of the home management supervisor of FBA, two culling demonstrations were held to assist those in attendance to cull their home flocks.

Additional advice was given farmers regarding safety measures in poultry houses using a wood heater by placing the heater in a sand box.

Advice was given on the construction of three poultry houses.

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Example: Five years ago the agent visited the farm of Mr. Joseph Bailey, R.F. D. #1, Smithfield, Va. and tried to get him interested in providing a brooder house as an addition to his farm and to help his wife from worrying over "crops" for her hens and the chicks. This spring the advice was taken a small brooder house was constructed and 200 blood tested chicks has encouraged them to increase their number of chicks in 1945.

Cows:

Work in connection with cows was both direct and indirect. Indirect work was done in connection with three cheese-making demonstrations in communities short on milk cows in order to encourage farmers to purchase cows so as to have milk with which to make cheese.

Example: Mrs. Annie Evans, Walters, Va. attended the first cheese making demonstration in Gay community. Following the demonstration, she purchased a cheese making thermometer, made five #5 cheese and gave three other demonstrations at friends and relatives home. A recent visit to her home, showed that she has again started her cheese making since the weather has become cold.

Direct work in connection with cows was in trying to get farmers to see the need for cows for milk and manure.

Several farmers were advised to take advantage of the opportunity afforded by a local dairy concern that sold some cows for slaughter as labor became difficult to obtain. Other farmers were advised to save heifer calves so as to have at least to have two milk cows for farm use.

Conservation of Natural Resources:

With a realization that land constitutes the basis of any farming system, farmers have been advised to use methods to prevent its washing away by the use of winter cover crops, the use of lime, fertilizer, proper drainage, and the use of stable manure to help replenish the fertility of the soil. The quotation - "Poor land - Poor people" - was used to an advantage as farmers could see that the practice of over-working land is both injurious and unprofitable.

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Forestry:

With the prevailing high prices for logs, farmers were advised not to sell too close of their timber as lumber is a thing that grows regardless - unless such a sale would enable them to pay off all of the indebtedness that they owed. It is also an insurance against crop failures. Where timber had attained "full growth", farmers were advised to sell.

Farmers were also advised of the State law regarding "brush burning" so as to off-set forest fires during the months that the law applies. The AAA restrictions regarding farm timber was explained to get farmers to see their need for cooperating in the successful prosecution of the War. Two farm owned and operated mills were installed on Negro farms to enable farmers to have logs cut for essential building.

Example: Mr. Johnnie Wilson, R. F. D. #2, Smithfield, Va., purchased a mill for the community to use. When restrictions got so strict because of the number of board feet that a mill cut, his mill was able to supply farmers with material for hog pens, essential repairs, and necessary buildings. The agent assisted him in getting a local leader to assist him in installing this mill.

Farm Accounts:

Because the agent felt that any activity that tendered toward the making of good citizens is extension activity, time was given farmers in December and March in helping them to file Form 1040F for income tax. A total of 58 farmers were assisted in filing these returns at savings varying from \$3.50 to \$10.00 per return. This opportunity was seized to impress on farmers the necessity for keeping records for future returns and also as a guide for planning his operations for the future.

This service was rendered upon receipt of information from the office of Mr. M. B. Early, collector of revenue regarding the law.

Food Fights for Freedom Work:

78 neighborhood leaders, school teachers, preachers, and other church workers assisted in getting information to the people in the county regarding the necessity of having gardens and the production of as much food as could possibly be raised at home.

The following rhyme was used to an advantage to get over this lesson:

" A garden and a cow
A smokehouse and a sow
24 chickens and a rooster
And you'll live better than you used to."

Additions to the regular recommendations on seed, fertilizer, and insect control included the construction of hot beds in two communities to off-set previously experienced delays in getting plants - cabbage, tomato, etc.

As a result of a gift of some Special Horticultural kale, developed by Mr. J. S. Higginbotham of Hampton Institute, fall and winter gardens were given an additional impetus. Forty-five families in 10 communities were given seed and advised to save seed so as to share with their neighbors for future plantings. Ten town families were also given seed.

Potatoes:

Since the early potato crop was short because of the drought, farmers were advised to make late plantings so as to supplement their potatoes for home use.

Emergency Assistant Home Dem. Agent Work:

Isle of Wight county was given an emergency worker to work with food production about one-half of each month. Under her work came the previous work of pressure cookers and canning demonstrations. Mrs. Alice Jacobs, the emergency worker, reported that 12 additional pressure cookers came into the county - making our total 55 in the county on Negro farms.

The agent assisted Mrs. Jacobs in making contacts in the county and in getting her work organized in sections of the county where he felt the need to be greatest.

Pressure Cooker Clinic:

In May, a pressure cooker clinic was held in Suffolk, Va., to get farmers to have their cookers checked for accuracy before beginning another canning season by representatives of the National Pressure Cooker Co. Farmers who owned pressure cookers were sent a circular letter advising them to attend and according to reports, several farmers took their cookers in for testing. Additional tests were made by the home management supervisor of FSA.

Health Work:

Because Isle of Wight county has a very high death rate from "T.B." particularly among its Negro citizens, the agent served as Educational Chairman of the Isle of Wight Tuberculosis and Health Society. Mrs T. L. Elmore, Executive Sec'y., for Isle of Wight and Nansemond counties, has proven to be a very energetic and conscientious worker and as such merited the assistance that extension activity could give. Such assistance included arranging health meetings in churches schools, assisting with two X-ray clinics - one in Smithfield and another in Windsor whereby citizens were given an opportunity to be X-rayed without a certificate from the doctor. In Smithfield, 517 persons were X-rayed - of which 315 were colored. The agent also attended a Tuberculosis Institute in order to learn more about the disease so as to be able to pass on such information to farmers in the county.

Other health work included general health and sanitation recommendations - not only for the individual family but for the good of the community, county and the nation. Recommendations were made to provide curbing in wells, constructing 6 sanitary toilets and

in getting them to keep their toilets sanitary by keeping the "stove" covered - so as to prevent flies from breeding in the filth.

Farmers were also advised to "salt away" money to make additions to their homes to have more bed-rooms when such construction and water can be done.

Agricultural Economics:

Farmers were advised to keep in mind the difference between two words Needs and Wants in their attempts to secure economic security.

Let us buy what we need - not what we want. - was the slogan used to get this information over to them. If we need a mule, fertilizer sower, double plow, let us buy it - not a used automobile that we want. The following suggestions were given to leaders and farmers in the county:

1. Pay your taxes, insurance, etc.
2. Pay on your mortgage
3. Buy the machine that you borrowed
4. Pay those old bills-and new bills
5. Buy what you need-not what you want
6. Buy War Bonds
7. Remember- you didn't make that crop alone
8. Remember your church, the sick, and yourself
9. Buy some paint
10. Buy some wire

Additional work was done in trying to get farmers to confide in their wives on business matters so as to off-set previously experienced difficulties where the wife is totally ignorant of the status quo of her husband's business. The assistance of all influential leaders has been solicited in helping to get this matter over.

Agricultural Adjustment Program:

With machinery rationing handled by this agency, farmers were advised of the steps necessary to secure purchase certificates to buy needed machinery - until the rationing was taken off of such machines.

Farmers were also advised of the steps to take in order to get priorities to purchase building materials for essential construction.

Example: Mrs. Mary Lizzie Allmond, R.F.D. #2, Windsor, Va.

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asked the agent to assist her in getting priority to build a house for herself and her several children. Her case was taken up with both the white county agent and the AAA chairman in the county - the old house was beyond repair and wholly un-fit for occupancy. We were successful in getting WPA to grant the permit but time ran out before enough material could be secured to finish the job. An appeal through the CPA representative gave enough additional time for completion of the job.

Farm Security Work:

The fact that FSA works with low-income groups was seized in getting funds to purchase work stock, one used tractor, fertilizer, fencing, and to provide maintenance for 45 farmers.

Inquiries were made of FSA borrowers as to the wisdom of taking part in the group hospitalization plan adopted for FSA clients. The agent used what little influence that he had to get farmers to take advantage of this service - one of which received direct results in the hospitalizing of his son.

One farm was purchased for Mrs. Bettie Lee Allmond, R. F. D. #2, Windsor, Va., a widow - who was mis-led in her ownership status. Plans were made for two peanut picker cooperatives but inability to secure the machinery caused us to look forward to another year. One mower community service cooperative was placed in Trinity that was purchased with FSA funds.

These farmers were also advised to pay all or as much as they could on debts owed this agency.

Farm Credit:

Farmers were advised to use the avenues available for credit - banks, FSA, Emergency Credit, and Production Credit - to finance their farming operations. Personal assistance was rendered 25 farmers. At the request of Mr. Deyarson, of Em. Credit, the agent helped him bring his list of delinquent clients up to date - by advising him of farmers who had died or moved out of the county.

Seven Years With A Farmer - A Farm Unit Demonstration

In 1938, the agent visited Mr. James Evans, R. F. D. # 1, Carreville Virginia, to get him to serve as a leader in Mitchells community.

At that time, he was a tenant farmer, father of six children, had 2 miles, some machinery that was purchased by three neighbors, and an automobile. The merits of ownership were explained and the fact that his father, who owns a large farm in the county, had set an example in ownership that he should attempt to follow. When notification of the tenant purchase feature of Farm Security was received, he was among the farmers notified to file application - which he did and his application was approved. Progress for the next six years follows:

1939 - He moved to the farm, bought 50 day old chicks, purchased double plow, and traded his mule. Soil samples were taken and limestone applied to peanut land.

1940- In order to keep down the cost of repairs of the farm the agent advised him to use his ability to do carpentry work to do such building as he could. He constructed a smokehouse, hen house - with brick brooder, hen house, put floor in kitchen dining room. Painted interior of kitchen and dining room, bo wire, purchased one-third interest in Case tractor, and plant home orchard.

1941 - He fixed a pantry - with shelves, purchased lard press, 1 farm wagon, and a pair of cart wheels.

1942 - He converted two old dwellings into barns, painted barn : smokehouse, made addition to hen house, purchased one-third terest in lime sower, bought double section harrow, stove, a present family automobile.

1943 - He purchased fence wire, third mule, row marker, two plow and cultivator. The agent was asked to go to the District Atty.

office in Norfolk, Va. to see if some additional adjustment could be made in damages resulting from a water line that ran through this farm and damaged peanuts, and corn - and was not included in the original damages because of appraisal before the crop was planted and the inability of the engineer to tell the farmer when such a line would go through his property. This visit resulted in increasing damages from \$348.35 to \$545.30 - an increase of \$196.95.

1944* He purchased wire, financed his farming operations without a loan, purchased a peanut planter, and one-half interest in a peanut picker, and paid the final payment on his farm that originally cost him \$4350.00.

Since he requested the agent to accompany him, the agent went to the FSA office with him to make his final payment. The supervisor made the statement that a white farmer in the county had "beat" him out by about ten days - but that he was the first colored client in either Hansemond or Isle of Wight county. As we left the office, the farmer made the following statement: "Well, you were with me when I went into this - and were with me when I came out - even though many thought that I never would pay for my farm. " I don't know whether I would have gone into it at all if it had not been for you."

Selective Service Work:

Additional work was done in assisting registrants to file the Selective Service questionnaires for boys reaching 18 years of age and in explaining the "unit" feature of the program to farmers seeking to get deferments for their help.

War Fund Drive:

At the request of Mr. R. A. Edwards, Clerk of the County and Chairman of the Isle of Wight County War Fund Campaign, the agent was asked to organize the drive among colored citizens for contributions. Results of this activity netted us \$708.22 - from individual solicitation, churches, and organizations over the county.

Red Cross Drive:

Assistance was rendered Mr. F. D. Wrenn, Sr, Chairman for Colored Citizens in the County, for the third consecutive year. Colored citizens contributed \$567.61 to the drive in the county - which assisted in making the county go over its goal.

OCD Activities:

As Negro advisor to the Coordinator of Civilian Defense in the county, the agent was asked to assist in arranging "I Meeting Day in Virginia" meetings in ten church communities.

The New Motor Safety Responsibility Law:

With a large number of automobile owners and operators in the county, the agent felt that he owed an explanation of this law to both the State and to the farmers in the county. Assistance in interpreting the law was secured from Lawyer Delk, an associate of State Senator A. E. S. Stephens. Assistance consisted of explaining the different types of coverages and whose automobile was covered by the different coverages. The simplified explanation put out by Farm Bureau was used to explain the provisions of the law both with and without liability insurance. Several farmers have taken out the required coverages in accordance with the law and have brought their policies to the agent to see if they have complied with the law.

4-H Activities:

Organization:

Seven 4-H Clubs were organized in Trinity, Godwin, Ebenezer, Windsor, Christian Home, Fairview (Shiloh), and Mitchells communities. These clubs were composed of 164 members - 78 boys and 86 girls. 139 members completed - of which 64 were boys and 75 girls.

These meetings were held each month of the year that the agent could attend because of other activities; meetings consisted of giving information of the projects taken by members - poultry, garden, hogs, corn, peanuts, and goats - relative to selection of hatching eggs, what makes an egg hatch, culling, feeding, insect and disease control, selecting varieties, fertilizer recommendations, cultural practices, and the use of money after the project had been sold.

Information was also given on parliamentary law and how to preside over a meeting and write minutes.

Recreation for these clubs consisted of action songs, quiet games, coordination activity, and outdoor games of baseball, relays, basketball, volley ball, and singing folk and patriotic songs.

County Council:

The county council is composed of leaders and officers of the seven clubs in the county. Its function is to unify the junior activities in the county by taking information from these meetings to their respective clubs so as to have each club doing the same type of work in the county. Leaders are also given an opportunity to exchange ideas on how money is raised, how they assist their clubs, and how worthwhile programs are conducted in their respective clubs.

Projects:

Each of these 164 boys and girls agreed to carry a project of either corn, hogs, poultry, garden, peanuts, or milk goats. Of this enrollment, 139 boys and girls completed their projects to the degree that their parents were willing and able to finance their projects. In order to improve the quality of projects, three clubs gave prizes to the best individual project in each class. Selection of winner was made by the club members.

Corn:

Four members - all boys - enrolled in corn project, three of whom completed. These members cultivated 3 acres of land that yielded 105 bushels - valued at \$157.50. Expenses amounted to \$58.75 - leaving a net profit of \$98.75.

Educational work in connection with this project consisted of seed selection, fertilizer, and cultural practices. Difficulties in connection with securing hybrid corn resulted in using strains of corn that had proven satisfying on local farms.

Peanuts:

Nine members - all boys - selected peanuts as their projects - 7 of which completed. These projects consisted of 7 1/2 acres. Estimated yield was 9000# - total income \$810.00 - expenses \$975.00 - total profit \$435.00 - won in prizes \$2.25.

Example: Harry Clarke, Jr., Star Rt., Smithfield, Va., was given an acre of peanuts by his father. His yield was 1100# that brought him \$98.75 - his expenses \$31.75 - his net profit \$67.00

Garden:

Forty-four members selected garden as their project - 38 of whom completed. These projects ranged in size from three or four rows across the garden to taking over the whole family garden. The number of vegetables ranged from 3 to 15.

Milk Goats:

As an addition to the one milk goat project of last year, two other farmers purchased goats from the existing project and one additional project was set up following a statement made by the agent in Brunswick county - who had three goats that he was willing to let any other agent that wanted additional goats to get for coming after them.

Example: Otis Talliaferro, F. F. D. #5, Zuni, Va., took over the original Milk Goat project from his sister after he became old enough to enroll in the 4-H Club. He sold two kids and used the money to purchase school books for his use.

Poultry:

Eighty-eight boys and girls enrolled in this project - 75 of whom completed. These projects included 1875 animals - with a value of \$1875. Expenses connected with this project amounted to \$750.00 - leaving a net profit of \$1125.00.

Educational work in connection with this project included the following factors affecting hatchability of eggs, contents of the eggs, feeding practices, culling demonstrations, breeding stock, breeds of poultry and their uses, sanitation and the prevention and treatment of disease.

Example: Martha Liggins, Isle of Wight, Va., asked her father to purchase some day-old baby chicks for her project. This he did - buying 100 barred rocks. Her mortality rate was less than 10 per cent as a result of following feeding and sanitation recommendations.

Hogs:

Seventeen members enrolled in fat pig projects - all boys. Fourteen of these boys completed with a total of 17 animals - valued at \$345.00 - expenses attached with this project was \$175.00 - leaving a net profit of \$170.00.

Advice was given these members on feeding practices, water, and the control of insects and diseases.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration
Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Fate of Night

REPORT OF

WFA

_____	From _____ to _____, 194_____
(Name) Home Demonstration Agent.	
(Mrs) <u>Aline M. Jacobs</u>	From <u>March 27, 1944</u> to <u>Nov.</u> , 194 <u>4</u>
Assistant Home Demonstration Agent.	
_____	From _____ to _____, 194_____
4-H Club Agent.	
_____	From _____ to _____, 194_____
Assistant County Agent in charge of Club Work.	
<u>Woodrow Odum</u>	From <u>Dec. 1, 1943</u> to <u>Nov. 30,</u> , 194 <u>4</u>
Agricultural Agent.	
_____	From _____ to _____, 194_____
Assistant Agricultural Agent.	



READ SUGGESTIONS, PAGES 2 AND 16

Dec. 30, 1944 H. P. Riel
Dist. Ogr

Approved:

Date _____ State Extension Director.

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

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES

Report only this year's activities that can be verified	Home demonstration agents (1)	4-H Club agents ¹ (2)	Agricultural agents (3)	County total ² (4)
1. Months of service this year (agents and assistants)	4		12	XXXXXXXX
2. Days devoted to work with adults ³	91		209	XXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth ⁴	8		13	XXXXXXXX
4. Days in office ⁵	31		71	XXXXXXXX
5. Days in field ⁵	61		221	XXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁶	102		687	789
7. Number of different farms or homes visited	60		293	353
8. Number of calls relating to extension work	(1) Office	80	591	671
	(2) Telephone	30	24	54
9. Number of news articles or stories published ⁷				
10. Number of bulletins distributed	860		369	1229
11. Number of radio talks broadcast or prepared for broadcasting			2	2
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number		
		Total attendance of:		
	(b) Men leaders	62	62	
	(c) Women leaders	12	12	
(2) 4-H Club and older youth	(a) Number	2	2	
	Total attendance of:			
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(a) Number	14	10
		(b) Total attendance	142	69
	(2) 4-H Club and older youth	(a) Number		32
		(b) Total attendance		489
14. Number of adult result demonstrations conducted				
15. Meetings held at such result demonstrations	(1) Number			
	(2) Total attendance			
16. Tours conducted	(1) Adult work	(a) Number	6	2
		(b) Total attendance	8	8
	(2) 4-H Club and older youth	(a) Number		
		(b) Total attendance		
17. Achievement days held	(1) Adult work	(a) Number		
		(b) Total attendance		
	(2) 4-H Club and older youth	(a) Number		
		(b) Total attendance		

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

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

³ The sum of questions 2 and 3 should equal the sum of questions 4 and 5.

⁴ Do not count a single visit to both the farm and home as two visits.

⁵ Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (1)	4-H Club agents ¹ (2)	Agricultural agents (3)	County total ² (4)
18. Encampments held (report attendance for your county only) ³	(1) Farm women	(a) Number				
		(b) Total members attending				
		(c) Total others attending				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total boys attending				
		(c) Total girls attending				
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	5		59	64
		(b) Total attendance	201		1059	1260
		(c) Total others attending			76	16
	(2) 4-H Club and older youth	(a) Number			342	342
		(b) Total attendance			2	2
		(c) Total others attending			18	18
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number			2	2
		(b) Total attendance			18	18
		(c) Total others attending			2	2
	(2) 4-H Club and older youth	(a) Number			65	65
		(b) Total attendance				
		(c) Total others attending				

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
³ Does not include picnics, rallies, and short courses, which should be reported under question 19.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	<i>(1248 Total)</i>	416
22. Number of farms on which changes in practices have definitely resulted from the agricultural program		325
23. Number of farms involved in preceding question which were reached this year for the first time		35
24. Number of nonfarm families making changes in practices as a result of the agricultural program		165
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program		60
26. Number of farm homes involved in preceding question that were reached this year for the first time		60
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program		
28. Number of other homes involved in preceding question that were reached this year for the first time		
29. Number of farm homes with 4-H Club members enrolled		110
30. Number of other homes with 4-H Club members enrolled		34
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)		416
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)		199

EXTENSION ORGANIZATION AND PLANNING

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

(a) Over-all or general	(1) Name _____	(2) No. of members _____
(b) Agricultural	(1) Name <u>County Advisory Board</u>	(2) No. of members <u>35</u>
(c) Home demonstration	(1) Name _____	(2) No. of members _____
(d) 4-H Club	(1) Name <u>4-H County Council</u>	(2) No. of members <u>28</u>
(e) Older youth	(1) Name _____	(2) No. of members _____

24. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):

(a) Agricultural _____ (b) Home demonstration _____ (c) 4-H Club _____ (d) Older youth _____

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

14

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

9

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

28. Number of members in such clubs or groups _____

29. (a) Number of 4-H Clubs. (See question 174.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.)

30. Number of neighborhood and community leaders in the neighborhood-leader system _____ Men 42 Women 36

31. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program. (Should include question 48.)

(a) Adult work	(1) Men <u>61</u>	(3) 4-H Club and older youth work	(1) Men <u>2</u>	(3) Older club boys _____
	(2) Women <u>28</u>		(2) Women <u>5</u>	(4) Older club girls <u>3</u>

COOPERATIVE AGRICULTURAL PLANNING

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

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

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

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

45. Number of members of such community planning committee: (a) Men _____ (b) Women _____ (c) Youth _____

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

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total ¹ (c)
47. Hours devoted to line of work by:			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			<u>29</u>
(4) State extension workers			
48. Number of planning meetings held:	(1) County _____	(2) Community _____	<u>2</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year _____			<u>12</u>
50. Days of assistance rendered by voluntary leaders or committeemen _____			<u>85</u>

¹ Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b). 16-5000-4

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and other youth	Cows (1)	Wheat (2)	Other cereals (3)	Legumes (4)	Pastures (5)	Cotton (6)	Tobacco (7)	Fruits and other crops (8)	Fruits (9)	Other crops (10)
51. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	7					4				20
52. Number of communities in which work was conducted this year	14					14				14
53. Number of voluntary local leaders or committeemen assisting this year	45					25				65
54. Number of hours aided this year by— (1) Obtaining improved varieties or strains of seed (2) The use of lime (3) The use of fertilizers (4) Controlling plant diseases (5) Controlling injurious insects (6) Controlling noxious weeds (7) Controlling rodents and other animals	75 25 225 35					45 75 30 10				10 12 225 25

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and other youth	Dairy cattle (1)	Beef cattle (2)	Swine (3)	Poultry (4)	Honey and bees (5)	Fishes (6)	Honey and bees (7)	Poultry (8)	Other livestock (9)	
										Days
55. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers						57		14		2
56. Number of communities in which work was conducted this year						14		14		2
57. Number of voluntary local leaders or committeemen assisting this year						49		35		5
58. Number of breeding circles or clubs or improvement associations organized or assisted this year by— (1) Obtaining purebred stock (2) Obtaining purebred or high-grade females (3) Obtaining better strains of baby chicks (including hatching eggs) (4) Improving methods of feeding (5) Controlling external parasites (6) Controlling diseases and internal parasites (7) Controlling predatory animals						35 75		225 125 125		3 5 5 5

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

CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and older youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) ¹
62. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents	7	3	
(4) State extension workers			
63. Number of communities in which work was conducted this year	13	12	
64. Number of voluntary local leaders or committeemen assisting this year	27	35	

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types	
(b) In the use of recommended crop rotations	75
(c) With strip cropping	
(d) In constructing terraces	
(e) In grassing waterways or otherwise preventing or controlling gullies	
(f) With contour farming of cropland	
(g) In otherwise controlling wind or water erosion	
(h) In contouring pasture or range	
(i) In the use of cover or green-manure crops	125
(j) In summer-fallowing	
(k) In making depth-of-moisture tests	
(l) With drainage	20
(m) With irrigation	
(n) With land clearing	8
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts	
(b) Voluntary soil-conservation associations	
(c) Grazing associations	

Forestry—Continued

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)	
(b) In making improved thinnings, weedings, or pruning of forest trees	
(c) With selection cutting	10
(d) With production of naval stores	
(e) With production of maple-sirup products	
(f) In timber estimating and appraisal	2
68. Number of farmers cooperating this year in prevention of forest fires	148

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife	
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¹ Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and other youth	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy and other management problems	Farm credit (short and long term)	Outlook information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by—				
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents	6	20	17	
(4) State extension workers				
71. Number of communities in which work was conducted this year	12	14	14	
72. Number of voluntary local leaders or committeemen assisting this year	20	20	45	
73. Number of farm-survey records taken during the year:	(a) Farm business	31	75. Number of farmers assisted this year—Continued.	
(b) Enterprise			(e) In getting started in farming, or in re-locating	5
(c) Other			(f) With credit problems (debt adjustment and financial plans)	25
74. Number of farmers assisted this year in keeping—	(a) Farm inventory		(g) In using "outlook" to make farm adjustments	
(b) General farm records			(h) With a farm-income statement for tax purposes	81
(c) Enterprise records			(i) With farm-labor problems	10
75. Number of farmers assisted this year—	(a) In developing a farm plan only	15	(j) In developing supplemental sources of income	25
(b) In developing a farm and home plan	1			
(c) In analyzing the farm business				
(d) In improving landlord-tenant relations and leasing arrangements	10			

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and other youth	Price and trade policies (prices, international trade, interstate trade barriers, transportation, international cooperation, etc.)	Land policy and programs (classification of land use, zoning, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (land-use relationships, post-war housing, problems of people in low-income areas, migration, population adjustment, rural work programs, etc.)
	(a)	(b)	(c)	(d)
76. Days devoted to line of work by—				
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents			3	5
(4) State extension workers				
77. Number of communities in which work was conducted this year			10	14
78. Number of voluntary local leaders or committeemen assisting this year			30	30
79. Number of tours conducted this year to observe economic and social conditions in various land use areas				
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems				
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)				
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year				

* Include all work on farm adjustments conducted in cooperation with AAA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 6 and 9) or to soil management (p. 7).

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ²	Fruits and vegetables	Cotton	Fur and skins	Tobacco, sugar, etc., and other commodities	Home products and crafts	Processing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											4
(4) State extension workers											
84. Number of communities in which work was conducted this year											12
85. Number of voluntary local leaders or committeemen assisting this year											52
86. Number of new cooperatives ³ assisted in organizing during the year											
87. Number of established cooperatives ³ assisted during the year											
88. Number of members ³ in the cooperatives assisted during the year (questions 86 and 87)											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ⁴	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year											87
91. Value of products sold or purchased ⁵ by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1850.00
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ⁶ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ⁶ participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ⁶ participated in or conducted this year											
97. Number of consumer information programs ⁶ pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ⁶ relating to marketing services and costs of distribution conducted this year											
99. Number of programs ⁶ relating to transportation problems conducted this year											
100. Number of programs ⁶ relating to the specific use of market information conducted this year											
101. Number of other marketing programs ⁶ conducted this year (specify)											

¹ Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.
² Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.
³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and older youth	The house, furnishings, and surroundings (1)	Rural electrification (2)	Farm buildings (3)	Farm mechanical equipment (4)
102. Days devoted to line of work by—				
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents	3		4	15
(4) State extension workers				
103. Number of communities in which work was conducted this year	14		10	14
104. Number of voluntary local leaders or committeemen assisting this year	28		20	35

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings	6
(b) Remodeling dwellings	35
(c) Installing sewage systems	2
(d) Installing water systems	1
(e) Installing heating systems	
(f) Providing needed storage space	35
(g) Rearranging or improving kitchens	
(h) Improving arrangement of rooms (other than kitchens)	
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	
(j) Selecting home furnishings or equipment (other than electric)	
(k) Improving housekeeping methods	
(l) Laundry arrangement	15
(m) Installing sanitary closets or outhouses	
(n) Screening or using other recommended methods of controlling flies or other insects	
(o) Improving home grounds	6
(p) Planting windbreaks or shelterbelts	15

Rural Electrification—Continued

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

Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings	10
(b) Remodeling or repairing farm buildings	20
(c) Selection or construction of farm-building equipment	35

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment	45
(b) Making more efficient use of mechanical equipment	85
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	12
111. Number of gin stands assisted this year in the better ginning of cotton	

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members and other youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by:				
(1) Home demonstration agents	30	41	25	
(2) 4-H Club agents				
(3) Agricultural agents	52	12		1
(4) State extension workers				
113. Number of communities in which work was conducted this year	14	14		14
114. Number of voluntary local leaders or committeemen assisting this year	19	19		35
115. Number of families assisted this year—	115(g) FOOD PRESERVATION BY ADULTS			
(a) In improving diets				
(b) With food preparation				
(c) In improving food supply by making changes in home food production *:	235			
(1) Of vegetables	235			
(2) Of fruits	35			
(3) Of meats	15			
(4) Of milk	20			
(5) Of poultry and eggs	25			
(d) With home butchering, meat cutting or curing	10			
(e) With butter or cheese making	55			
(f) With food preservation problems †:	25			
(1) Canning	60			
(2) Freezing				
(3) Drying				
(4) Storing	25			
(g) In producing and preserving home food supply according to annual food-supply budget				
(h) In canning according to a budget				
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				45
(l) With first-aid or home nursing				* 150
(m) In removing fire and accident hazards				2
116. Number of schools assisted this year in establishing or maintaining hot school lunches				2
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				2

* Sum of the activities unless duplications due to families participating in more than one activity.
 † If weight of finished product after drying.
 ‡ Weight of product before curing.
 § Includes contents of locker plants and home freezer units.
 ¶ Do not include vine-cultured peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

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

Home Management—Family Economics—Continued

121. Number of families assisted this year—
- (a) With time-management problems _____
 - (b) With home accounts _____
 - (c) With financial planning _____
 - (d) In improving use of credit for family living expenses _____
 - (e) In developing home industries as a means of supplementing income _____
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—
- (a) Food _____
 - (b) Clothing _____
 - (c) Housefurnishings and equipment _____
 - (d) General household supplies _____
123. Number of families assisted this year through cooperative associations¹ or individually, with the buying of—
- (a) Food _____
 - (b) Clothing _____
 - (c) Housefurnishings and equipment _____
 - (d) General household supplies _____
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications) _____
125. Number of families assisted this year with "making versus buying" decisions _____
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living _____

Note.—Individual families and groups assisted with selling problems should be reported in column (f), page 2.

Clothing and Textiles—Continued

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

Family Relationships—Child Development—Continued

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

131. Number of children in families represented by such individuals _____

Recreation and Community Life—Continued

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

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

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units completed in assigned projects (e)	
128. Corn	4		3		3	Acres
129. Other cereals						Acres
140. Peanuts	9		7		7	Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet						Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	22	22	18	20	10	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)	24	64	20	55	1875	Birds
151. Dairy cattle						Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	17		14		17	Animals
155. Horses and mules						Animals
156. Other livestock <i>Boats</i>	2		2		19	Animals
157. Bees						Colonies
158. Beautification of home grounds						XXXXXXXXXXXX
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)						XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity						{ Articles made
162. Farm management						{ Articles repaired
163. Food selection and preparation						{ Meals planned
164. Food preservation						{ Meals served
165. Health, home nursing, and first aid						{ Quarts canned
166. Clothing						XXXXXXXXXXXX
167. Home management						{ Garments made
168. Home furnishings and room improvement						{ Garments remodeled
169. Home industry, arts and crafts						Units
170. Junior leadership						{ Rooms
171. All others						{ Articles
172. Total (project enrollment and completion)	78	86	64	75		XXXXXXXXXXXX

4-H CLUB MEMBERSHIP¹

173. Number of 4-H Clubs	7	
174. Number of different 4-H Club members enrolled	(a) Boys: 78	(b) Girls: 86
175. Number of different 4-H Club members completing	(a) Boys: 64	(b) Girls: 75
176. Number of different 4-H Club members in school	(a) Boys: 70	(b) Girls: 74
177. Number of different 4-H Club members out of school	(a) Boys: 8	(b) Girls: 12
178. Number of different 4-H Club members from farm homes	(a) Boys: 60	(b) Girls: 70
179. Number of different 4-H Club members from nonfarm homes	(a) Boys: 18	(b) Girls: 16

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	31	23	10 and under	20	10
2d	29	29	11	18	13
3d	11	17	12	9	21
4th	6	13	13	14	16
5th		3	14	10	15
6th		1	15	5	8
7th	1		16	1	1
8th			17		1
9th			18		1
10th and over			19	1	
			20 and over		

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—

(a) Judging	10	(f) Fire and accident prevention	35
(b) Giving demonstrations	35	(g) Wildlife conservation	
(c) Recreational leadership	55	(h) Keeping personal accounts	
(d) Music appreciation	75	(i) Use of economic information	
(e) Health	144		

183. Number of 4-H Club members having health examination because of participation in the extension program

15

184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs

7

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth

186. Membership in such groups (a) Young men (b) Young women

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

188. Number of meetings of older rural youth extension groups

189. Total attendance at such meetings

190. Number of other older rural youth groups assisted

191. Membership in such groups (a) Young men (b) Young women

192. Number of older rural youth not in extension or other youth groups assisted (a) Young men (b) Young women

193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications) (a) Young men (b) Young women

194. Check column showing approximate portion of older youth program devoted to—	Under 25 percent (a)	25-50 percent (b)	50-75 percent (c)	75 percent or more (d)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

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

² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 12, unless duplications due to the same boy or girl enrolling on two or more different major lines of work. Do not include boys and girls enrolled late in the year in connection with the preceding year's program.

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

MISCELLANEOUS

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

Include all work w. 3 girls, 4-H Club members, and older youth	Home (2)	General-teacher leaders ¹ (3)	All other work (4)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
196. Number of communities in which work was conducted this year			
197. Number of voluntary local leaders or committeemen assisting this year			

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War program	Home demonstration agents (1)	4-H Club agents (2)	Agricultural agents (3)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	98		250
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)			12
(4) Other war work (including collection of salvage material)			43

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War bonds (1)	Civilian de- fense agency (2)	Employment service (3)	Agricultural Adjustment Agency ¹ (4)	Food Adminis- tration (5)	Soil Conser- vation Service (6)	Farm Security Adminis- tration (7)	National Educa- tion Adminis- tration (8)	Tennessee Valley Authority (9)	National Security, Public Health, Children's Bureau (10)
199. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents				36			48			20
(4) State extension workers										
200. Number of communities in which work was conducted this year				14			8			10
201. Number of voluntary local leaders or committeemen assisting this year				61			6			38
202. Number of meetings participated in this year by extension workers				5			10			12

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

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

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