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1962

ANNUAL STATISTICAL REPORT

OF

COUNTY EXTENSION WORKERS

January 1, 1962 - December 31, 1962

County Albemarle

Submitted By:

James R. Butke Local Farm Agent
Name Title

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Approved By:

_____ State Extension Director
Date

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

WES:ap

10/62

SUMMARY OF EXTENSION TEACHING METHODS AND OTHER ACTIVITIES

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

Teaching Method or Activity	Work Done By --					
	Home Agents	Youth Agents	Agricultural Agents	County Total	State Staff	Grand Total
	A	B	C	D	E	F
1. Farm, home, firm and other out-of-office visits...			552	552		
2. Office calls			192	192		
3. Telephone calls (received or made)			140	140		
4. Newspaper articles or stories:						
a. Prepared and released directly to newspapers or magazines						
b. Prepared by State office and released through County Extension offices						XXXXX
5. Broadcasts made:						
a. Radio						
b. Television						
6. Publications distributed directly to the public ..			2,208	2,208		
7. Circular or commodity letters written			59	59		
8. Training meetings held for local leaders:						
a. Adult work (1) Number			12	12		
(2) Attendance			120	120		
b. Youth work (1) Number			12	12		
(2) Attendance			108	108		
9. Other meetings at which agents or specialists presented educational information:						
a. Adult work (1) Number			72	72		
(2) Attendance			2,640	2,640		
b. Youth work (1) Number			24	24		
(2) Attendance			492	492		
10. Meetings held by local leaders:						
a. Adult work (1) Number			13	13		
(2) Attendance			192	192		
b. Youth work (1) Number			15	15		
(2) Attendance			105	105		
			6956	6956		

PROGRAM EMPHASIS

Item	Days Devoted By:	
	County Staffs	State Staff
	A	B
11. Planning and management of the farm business	34	
12. Field Crops (production and farm marketing)	44	
13. Soil management	4	
14. Horticulture (production and farm marketing)	1	
15. Forestry (production and farm marketing)		
16. Soil and water conservation	7	
17. Plant pathology		
18. Entomology		
19. Chemical residues		
20. Dairy (production and farm marketing).....	2	
21. Poultry (production and farm marketing)	9	
22. Livestock production and farm marketing)	44	
23. Animal and Poultry health	4	
24. Marketing and utilization	2	
25. Agricultural engineering	1	
26. Dwellings and equipment		
27. Home grounds improvement	25	
28. Planning and management in the home		
29. Family economics	1	
30. Home furnishings		
31. Clothing selection and care		
32. Clothing construction		
33. Food preparation and selection		
34. Food preservation		
35. Nutrition		
36. Child development, human relations		
37. Health		
38. Safety		
39. Recreation	4	
40. Outlook		
41. Community development and resource adjustment	37	
42. Public affairs		
43. Leadership development		
44. Extension organization and program planning	17	
45. Supervision	XXXXX	
46. Inservice training received	4	
47. Discontinued		
48. Miscellaneous (cannot be charged to above items)		
49. Total days worked (items 11-48)	240	
Of total days reported in item 49, how many were devoted to --		
50. Adult work	120	
51. YMW work	17	
52. 4-H Club work	103	

VOLUNTARY LOCAL LEADERS

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

Item	Men	Women
	A	B
a. In adult agricultural work	25	10
b. In adult home demonstration work		
c. In young men and women's work	5	8
d. In 4-H Club work:		
(1) Organizational leaders	3	5
(2) Project or subject-matter leaders	5	10
(3) Other adult club leaders	3	6
e. Total DIFFERENT adult leaders	35	32

HOME ECONOMICS EXTENSION WORK

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

- a. Number of groups _____
- b. Number of members _____

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

- a. Number of such groups worked with _____
- b. Attendance at meetings held with these groups _____

WORK WITH YOUNG MEN AND WOMEN (YMW)

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

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

- a. Number of groups worked with 2
- b. Number in such groups 25

57. Number of other young men and women worked with through YMW programs (Jointly sponsored groups, non-extension groups and individuals not in groups) 6

WORK WITH OTHER YOUTH

58. Number of youth (of 4-H Club age) worked with in addition to 4-H Club members 18

4-H CLUB WORK

59. Number of 4-H Clubs 5
60. Different 4-H Club Members Enrolled:
- a. Boys 48
 - b. Girls 60
 - c. Total 108 ✓
61. 4-H Club members enrolled by place of residence:
- a. Farm 35
 - b. Rural nonfarm 73 ✓
 - c. Urban
62. 4-H Club members by years in Club work:
- a. 1st year 30
 - b. 2nd year 22
 - c. 3rd year 20
 - d. 4th year 18
 - e. 5th year 11
 - f. 6th year and over 7 ✓
63. 4-H Club members by age groups:
- a. 12 years and under ... 72
 - b. 13-15 years inclusive. 36 ✓
 - c. 16-20 years inclusive.

64. 4-H Enrollment in projects and activities

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

- a. Agronomy (crops and soils) 1
 - b. Horticulture (fruits, vegetables, landscaping) 85
 - c. Entomology and plant pathology
 - d. Conservation (soil, water, forest, wildlife) 5
 - e. Poultry
 - f. Dairy
 - g. Beef 1
 - h. Swine 18
 - i. Other livestock
 - j. Engineering (include electricity, tractor, automotive) 3
 - k. Management on the farm
 - l. Marketing and business
 - m. Management in the home
 - n. Clothing
 - o. Food and nutrition
 - p. Home improvement and furnishings
 - q. Family life education
 - r. Personal development (public speaking careers, grooming)
 - s. Health
 - t. Safety
 - u. Recreation (include crafts)
 - v. Community and public affairs
 - w. Total enrollment in projects and activities 113 ✓
65. Junior 4-H Club leaders:
- a. Older club boys 2
 - b. Older club girls

COOPERATION WITH OTHER PUBLIC AGENCIES

Public Agencies Worked With	Days Devoted By:	
	County Staffs	State Staff
	A	B
FEDERAL AGENCIES		
66. Agricultural Research Service		
67. Agricultural Stabilization and Conservation Service	14	
68. Bureau of Indian Affairs		
69. Bureau of Land Management; Bureau of Reclamation		
70. Department of Commerce (Area Redevelopment)		
71. Farm Credit Administration	1	
72. Farmers Home Administration	15	
73. Fish and Wildlife Service		
74. Forest Service	2	
75. Rural Electrification Administration		
76. Selective Service		
77. Social Security Administration; Internal Revenue Service ..		
78. Soil Conservation Service		
79. Valley Authorities (TVA, etc.)		
STATE AGENCIES		
80. Civil Defense		
81. Health Department		
82. Highway Department		
83. State Departments of Agriculture and Forestry		
84. State Department of Education (schools in general)		
85. State Employment Service		
86. Welfare Department		
COUNTY AGENCIES		
87. Soil Conservation districts	2	
88. Vocational-agricultural and home economics departments ...	14	

INTERPRETATION OF 1962 STATISTICAL REPORT

Columns

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

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

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

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

When agents, engaged in different lines of work, participate in the same Extension activity, the information is reported once in each of their respective columns and only once in the county total (column D).

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

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

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

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

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

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

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

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

Item

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group in which information is given or received.
3. Telephone calls may be either incoming or outgoing.
- 4a. Each news release is to be reported as one story or article. An Extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported only once. Information given directly to reporters or writers as the basis for a story is also reported. Items relating to notice of meeting only and news items prepared by local leaders should not be reported.
- 4b. Include here news releases prepared in State office and localized in county. The same release localized and used in 18 counties would be reported once in column E and once in each of the 18 counties by the agent using it. Column F is not to be filled in.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An Extension worker, does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast is also to be reported.
6. Report number of bulletins, circulars, leaflets, and other materials related to subject matter and organization aspects of Extension work. Include such materials prepared in the county office as well as those of State and Federal origin. Commercial publications are not to be counted unless they are recommended by the State Office. See item 7.
7. Circular or commodity letters are usually prepared for one item distribution in contrast to subject matter material prepared for general distribution over a period of time which is reported in item 6. Report number of different letters written and not copies distributed. A mimeographed letter announcing a meeting would be reported as one letter.

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

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

49. This is total of items 11 through 48.

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

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

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

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

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

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

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

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

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

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

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

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

70. Include all time spent on Area Redevelopment work.

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