

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Federal Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Lynchburg State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Raisy Hawerton</u>	<u>Home Econ. Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>
<u>H. B. Powers</u>	<u>County Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>
<u>S. F. Sanger</u>	<u>Asst. Count Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>



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

Approved: _____

Date: _____

State Extension Director

Form ES-21
(Revised June, 1954)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

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

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

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

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

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

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected by extension or the group they represent to lead some phase of the extension program in organization or subject matter.

8b. For the definition of young men and women's work (YMW) see items 132 through 135.

9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

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

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

9a. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.

10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing pri- marily home demonstration work	Agents doing pri- marily 4-H Club work	Agents doing pri- marily agricul- tural work	County total
	A	B	C	D
1. Farm or home visits.....Number	205	615	650	1470
2. Office calls.....do	119	323	833	1275
3. Telephone calls.....do	603	333	752	1688
4. News articles or stories prepared Number	51	24	57	132
5. Broadcasts made or prepared:				
a. Radio.....Number	27	26	21	74
b. Television.....do				
6. Bulletins distributed.....do	607	559	2175	3341
7. Adult result demonstrations con- ducted.....Number	37		20	57
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....Number	7			7
(2).....Attendance	131			131
b. YMW work:				
(1).....Number				
(2).....Attendance				
c. 4-H Club work:				
(1).....Number	5	8		13
(2).....Attendance	36	61		97
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....Number	126	51	89	266
(2).....Attendance	5996	1921	1924	9841
b. YMW work:				
(1).....Number	9	11	3	23
(2).....Attendance	79	218	27	324
c. 4-H Club work:				
(1).....Number	158	165	1	324
(2).....Attendance	5466	4066	28	9560
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1).....Number	67			67
(2).....Attendance	826			826
b. YMW work:				
(1).....Number				
(2).....Attendance				
c. 4-H Club work:				
(1).....Number	2	6		8
(2).....Attendance	46	76		122

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

- 12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program. Meetings and attendance reported in items 12 and 13 should also be included in item 9 or 10, whichever is applicable.
- 13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meetings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.
- 14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here. These facts may be obtained through mail questionnaires, telephone, or personal interview.
- 15. 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. Included should be members of the county-wide councils or committees reported in 12, as well as in items 22, 27, 39, 45, 51, 57, 62, 68, and column C on page 23, less duplications.
- 15c. Total of a, b, c, and d, less duplications due to the same person serving as leader in more than one line of work.
- 17. Where home demonstration program is carried on through a school, church, women's club, or farm-organization unit, include only that part of the total membership which is interested in home demonstration work.

72	25	76	
5		7	
181		181	
51	8	7	
70	13	25	
222	18	13	241
111	111	111	111
22	8	11	8
222	22	212	22
452	1	211	221
1277	22	212	1112
59		12	
219		212	
2		2	
221		22	22

EXTENSION ORGANIZATION AND PROGRAM PLANNING

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

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

County Board of Supervisors

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

from "a".....

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

Item	Councils or committees		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all or general <u>Co. Bd. of Agri.</u>	1	47	5	98
b. Agricultural	8	32	12	36
c. Home demonstration <u>Co. H. D. Comm.</u>	4	17	4	52
d. Young men and women	1	4	1	4
e. 4-H Club <u>Honor Club</u>	2	119	4	76

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

Item	A	B
	Number	Attendance
a. Community or local meetings.....	28	499
b. County meetings.....	6	136

14. Number of fact-finding surveys for program-planning purposes made during the year..... 3

15. Total number of different voluntary local leaders or committeemen (county, community and neighborhood) assisting extension agents with organization, planning, and conduct of extension work in the county: 240

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work.....	69	8	x x x x	x x x x
b. In adult home demonstration work.....		151	x x x x	x x x x
c. In young men and women's work.....	1	4	x x x x	x x x x
d. In 4-H Club work.....	5	9	3	2
e. Total number of DIFFERENT leaders.....	75	160	3	2

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 11

17. Number of members in such clubs or groups..... 262

XXXXXX PROGRAM EMPHASIS—*Interpretation* XXXXXX

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

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

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

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

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

Subitem		Year		Total	
a	b	c	d	e	f
XXXX	XXXX	2	3	5	
XXXX	XXXX	2	3	5	
XXXX	XXXX	2	3	5	
2	3	2	3	5	
2	3	2	3	5	
2	3	2	3	5	
2	3	2	3	5	

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12	12	12	36
19. Total days worked.....	276	278	291	845
20. Days devoted to—			263	
a. Adult work.....	143	74.5	262.5	480
b. YMW work.....	8	11		19
c. 4-H Club work.....	125	114.5	28.5	346
21. Days devoted to—				
a. Extension organization and program planning.....	59	37	51	147
b. In-service training of agents.....		19	22	41
c. Crops.....		40	706.5	11010.5
d. Livestock.....		91	91.5	182.5
e. Marketing; distribution; and service organizations.....		11	11	22
f. Soil and water conservation and management.....		65.5	6	1211.5
g. Forestry.....		6	10	16
h. Wildlife.....		.5	2	2.5
i. Planning and management of the farm business.....		6.5	10	16.5
j. Farm buildings and farm me- chanical equipment.....		22	6	28
k. House and surroundings, furnis- hings and equipment.....	71	43.5	4	7978.5
l. Home management.....	1			1
m. Family economies.....				
n. Clothing.....	59	8		67
o. Foods and nutrition.....	31	10		41
p. Health.....	21			21
q. Family life, child development, and parent education.....		4		4
r. Safety.....	1	2	2	5
s. Community development and public affairs.....	18	2	2	22
t. Days that cannot be charged specifically to one of items a through s.....	15	10	4	29

CROPS—Production and Marketing—Interpretation

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

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

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

- (4) All other available evidence indicating the proportion of potential clientele in the county; for example, number of cotton growers who made use of extension information relating to that specific crop. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.
- Numbers reported in items 24, 25, and 26 should include only those who adopted or put recommended practices into use.
25. Include the total number of DIFFERENT persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("a" through "f"), other practices emphasized in the extension program should be included. Item 25 cannot exceed item 24, but will normally be larger than any one of the subitems 25a through 25f.
- b. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42i.
 - f. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes, and harvesting of potatoes, fruits, and vegetables.
26. Include the total number of DIFFERENT producers helped with any FARM MARKETING problems relating to a specific crop or group of crops. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 26a, b, or c.
- a. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
 - b. The use of market reports, supply and demand reports, outlook, etc.
 - c. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS—Production and Marketing

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

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	7	6	2	18		2	2	3
23. Total number of personal contacts made individually or through meetings.....	300	440	15	1400		10	30	20
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	130	325	7	850		6	28	18
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....	110	275	5	725		5	28 6	12
Of this number how many were assisted with—								
a. Use of improved varieties and strains.....	50	105	3	225		2	3	8
b. Use of fertilizers.....	75	210	3	640		2	3	8
c. Control of injurious insects.....	25	7	3	595		2	20	4
d. Control of diseases.....	40	4	3	290		4	15	5
e. Harvesting, storing, and curing.....	30	60		165				
f. Efficient work methods.....	55	45		310		3	4	1
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....	10	25 75	2	480		T		
Of this number how many were assisted with—								
a. Preparation for market.....				325				
b. Commodity outlook and market information.....	7	14		210				
c. Arranging to sell and selling.....		25						

LIVESTOCK—Production and Marketing—*Interpretation*

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

- F. Under "other livestock," persons assisted in work with horses and mules, rabbits for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.
27. Voluntary local leaders who have ACTIVELY ENGAGED in furthering extension work with each kind of livestock. See also interpretation of Item 8.
28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons in the county assisted or influenced TO MAKE SOME CHANGE, either through adoption of a new, or improvement in an old, practice—
- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
 - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
 - (3) Probable number of other persons in the county reached through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
 - (4) All available evidence indicating the percentage of the potential clientele in the county: Number

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

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

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

30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in 30a through 30e, plus other production and management practices emphasized in the county extension program. Item 30 cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- a. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
 - e. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.
31. Includes total number of DIFFERENT producers assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- a. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
 - b. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
 - c. Persons assisted primarily with those activities involved in arrangements incident to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products	Poultry and products	Beef cattle	Sheep, goats, ¹ and products	Swine	Other livestock and products
	A	B	C	D	E	F
27. Number of voluntary local leaders assisting	10	9	11	6	8	
28. Total number of personal contacts made individually or through meetings	125	30	105	30	60	
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	90	20	95	22	27	
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of produc- tion and management	58	17	69	21	18	
Of this number how many were assisted with—						
a. Selection and breeding	52	4	48	5	16	
b. Feeding	50	7	55	12	14	
c. Controlling external parasites	32	3	40	5	13	
d. Controlling diseases and internal parasites	28	2	47	19	12	
e. Efficient work methods	22	7	18	5	11	
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing	21	12	50	20	12	
Of this number how many were assisted with—						
a. Preparation for market	6	2	35	11	3	
b. Commodity outlook and market information	15	10	43	14	12	
c. Arranging to sell and selling	5		11	18	11	

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

32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and processors, wholesalers, retailers, and others engaged in marketing grain.
- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (subitem 55a), home equipment (subitem 61a), and clothing (subitem 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives assisted	Members in county	Cooperatives in column A given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Public-relations and membership problems
			A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
a. Marketing and purchasing.....	3	750	2	2	3	3
b. Farm and home service.....						

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

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

Number

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

a. Marketing.....	
b. Service facilities.....	
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products.....	
b. Home products (arts, crafts, etc.).....	
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.....	103
b. Hay and other forage crops.....	35
c. Cotton: (1) Cotton ginner.....	
(2) Other.....	
d. Tobacco.....	4
e. Oil crops (soybeans, flax, peanuts, etc.).....	
f. Sugar crops.....	
g. Dairy and dairy products.....	1
h. Poultry and poultry products.....	
i. Meat animals and meat products.....	3
j. Fruits and nuts.....	
k. Vegetables including potatoes.....	
37. Food retailers assisted with merchandising problems.....	
38. Persons assisted with CONSUMER information on agricultural products..... <i>estimated total</i>	

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

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

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

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

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

42. Item—

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

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

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

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

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

44. Item—

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

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	9	8	3
40. Total number of personal contacts made individually or through meetings.....	770	640	150
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	605	92	105
			Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—			
a. Proper land use.....	225		
b. Contour and strip cropping.....	14		
c. Terracing.....	33		
d. Grassing waterways.....	30		
e. Water supply, storage, and distribution.....	28		
f. Drainage.....	2		
g. Irrigation.....	25		
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	165		
i. Use of fertilizers (commercial and barnyard) (See subitem 25b).....	420		
j. Production of soil-improvement crops.....	440		
k. Crop rotations.....	405		
l. Land clearing.....	10		
43. Farmers and other individuals reported in item 41-B assisted with—			
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	20		
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	36		
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	35		
d. Estimating and appraising.....	18		
e. Production of maple-sirup products or naval stores.....			
f. Treating wood products with preservatives (fence posts and building timbers).....	15		
g. Marketing of forest products (includes markets and timber-selling practices).....	12		
h. Fire prevention.....	60		
44. Farmers and other individuals reported in item 41-C assisted with—			
a. Construction or management of ponds for fish.....	10		
b. Making food and cover plantings for wildlife.....	24		
c. Protection of wildlife areas from fire or livestock.....	3		

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—Interpretation

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems (8a through 8j) are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
 - Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Subitem 48e refers to long-time adjustments, 48d should include adjustments made from year to year.
 - Special work in helping farmers to develop new sources of income.
 - Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
 - Help given persons in locating and/or appraising a farm for rental or purchase.
 - Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
 - Leases, partnerships, property transfers, and farm and liability insurance. (See subitem 66d.)
 - Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

45. Number of voluntary local leaders assisting	6
46. Total number of personal contacts made individually or through meetings	205
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	102
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook	80
b. Keeping and analyzing farm records	42
c. Developing an over-all farm plan	6
d. Making needed adjustments in farm organization	42
e. Developing supplemental sources of income	24
f. Obtaining and using credit	12
g. Selecting a farm for rental or purchase	15
h. Obtaining, training, and using farm labor	5
i. Legal aspects of the farm business	3
j. Income-tax accounting and related problems	15
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers	2
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers	4

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

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

FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

Item	Farm buildings		Farm mechanical equipment
	A	B	B
51. Number of voluntary local leaders assisting	4		11
52. Total number of personal contacts made individually or through meetings	85		405
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	60		140
54. Farmers and other individuals reported in item 53-A, assisted with—			Estimated number
a. Arrangement of farm-building lay-out			18
b. Construction of farm buildings			40
c. Remodeling or repairing farm buildings			12
d. Selection or construction of farm-building equipment			10
55. Farmers and other individuals reported in item 53-B, assisted with—			
a. Selection of farm mechanical equipment			75
b. Developing labor-saving devices and equipment			14
c. Use, care, and repair of farm mechanical equipment			20
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes			32

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT—Interpretation

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

- A. Covers specific practices listed under item 60 and other related work.
- B. Covers specific practices listed under item 61 and other related work.

57. This item relates to the voluntary local leaders or committeemen who have **ACTIVELY ENGAGED** in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.

58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.

59. In estimating the total number of **DIFFERENT** homemakers and other persons in the county influenced **TO MAKE SOME CHANGE**, either through adopting a new practice or improving an old practice, the following factors should be considered:

- (1) Number of **DIFFERENT** persons reached through direct contacts (item 58 with duplications removed).
- (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
- (3) Probable number of other persons in the county reached with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
- (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number

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

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

60. Item—

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

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

61. Item should include—

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

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

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting.....	51	22
58. Total number of personal contacts made individually or through meetings.....	365	250
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices.....	310	250

60. Families, homemakers, and other individuals reported in item 59-A assisted with—	Estimated number
a. Building a new house.....	1
b. Remodeling or repairing the house.....	4
c. Improving kitchen or laundry.....	5
d. Improving storage space.....	9
e. Selection, installation, use, and care of water and/or sewage systems.....	15
f. Selection, installation, use, and care of heating and/or cooling systems.....	2
g. Planning electrical systems.....	12
h. Landscaping home grounds.....	105
61. Homemakers and other individuals reported in item 59-B assisted with—	
a. Selection, use, and care of home equipment (other than sewing equipment).....	150
b. Selection, use, and construction of home furnishings.....	250
c. Repair, reconditioning, and care of home furnishings.....	80
d. Furniture arrangement and use of accessories.....	75
e. Color schemes and wall finishes.....	250
f. Floor finishes.....	250

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

64. See item 59 for interpretation of what to include here.
- 65a. Management may be defined as "using, as well as we can, what we have, to get what we want." Therefore, in helping people to improve their management we are concerned with "how," "what," "who," "when," and "where" decisions that will aid them in reaching their goals. For example, the management of dishwashing would include "who" and "when" decisions as well as the "how" decision. If only the "how" decision in dishwashing was improved, it should be reported under 65b as an improved housekeeping method. Management decisions have to do with the use of the family's available physical and human resources—time, energy, equipment, skills, knowledge, and money.
- Assistance includes work done—
- In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)
 - On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in subitem 67b.)
66. Includes work done—
- On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).
 - On wills, inheritance, insurance, notes and installment-buying contracts. Subitem 48i covers legal affairs pertaining to the farm business.
67. Includes work done—
- In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
 - With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 137.
 - On both new and remodeled clothing.
 - On the influence of good grooming on development of the individual.

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home	Family	Clothing
	management A	economics B	C
62. Number of voluntary local leaders assisting.....			22
63. Total number of personal contacts made individually or through meetings.....		450	440
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....		250	400
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			
b. In improving housekeeping methods.....			
c. With family laundering.....			
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			250
b. With family financial planning.....			
c. With keeping and analyzing home records.....			
d. With family legal matters.....			
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			265
b. With care and mending of clothing.....			120
c. With clothing construction.....			35
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			20
e. With good grooming and posture (personal appearance).....			400

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

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

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

70. Considers factors outlined for item 59.

71. Assistance includes—

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

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

72. Assistance includes—

- a. Work relating to garbage disposal, screening for flies, sanitary outhouses, and other disease-preventive practices. Control of household insects through elimination of breeding places, use of sprays, and the like should be reported under item 137.

- c and d. Educational work done to encourage examinations for cancer, heart ailments, polo, and tuberculosis, to protect and/or improve the health of individual persons.

73. Work includes assisting families in—

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

74. Work includes assisting families in—

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

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	22			
69. Total number of personal contacts made individually or through meetings.....	481	425	250	195
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	450	425	250	90
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				225
b. In selecting food.....				300
c. With meal planning and food preparation.....				325
d. With preservation and storage of food.....				28
e. In improving diets.....				425
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				
b. First aid and home nursing.....				425
c. Dental-health education.....				425
d. Health education leading to physical examination by a physician.....				
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				
b. Providing recommended play, clothing, and equipment suited to age of children.....				250
c. Understanding roles of family members and strengthening family relationships.....				
d. Individual adjustments and personality development.....				
e. Home and family recreation.....				250
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				40
b. Accident prevention around the farm and home.....				75
c. Accident prevention away from home place.....				

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

- A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.
- B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.

C. This column reports on those projects where local leaders assisted. Members of special committees appointed by other groups with whom you worked should be reported as local leaders. Include only those living within the county.

D. In addition to local leaders, includes all others actively engaged in advancing the project or activity. For example, a community forum to discuss national or international problems would include adults and youths in attendance at the forum, local leaders, and all others who assisted in planning, arranging, or promoting the forum.

75. Item includes such things as developing an understanding of citizenship responsibilities and functions of government—local, State, or national; and study of public documents.

76. Includes improvement clubs, councils, committees for special purposes.

77. Item includes—

j. Music, drama, and art.

78. Item includes—

a. Such regional or area development programs or projects as river basin; watershed; soil conservation district; land use; land reclamation; flood control; and industrial development.

79. Item includes national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, and industry.

80. Includes things such as developing understanding of international problems, programs, and organizations, including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.

81. Includes emergency assistance in connection with fires, floods, drought, and other disasters, and special drives.

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....	6	10	10	200
76. Developing and improving county or community organization.....	6	11	9	140
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....				
b. Improving health facilities, services, and programs.....				
c. Improving schools.....	3	3		60
d. Improving churches.....	9	9	15	400
e. Bettering town-country relations.....	2	2		18
f. Libraries.....				
g. Roads.....				
h. Telephones.....	1	2		150
i. Community centers.....	2	2	13	65
j. Recreation programs and facilities.....	6	21	15	425
k. Community beautification.....	9	14	16	75
78. Regional or area development programs or projects.....				
79. National programs and proposals affecting agriculture and rural life.....				
80. World affairs.....				
81. Emergency activities.....				

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

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

SUMMARY OF 4-H CLUB PROJECTS

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

Item	Members enrolled	Members completing	Units involved in completed projects	
	A	B	C	
82. Corn.....	Number 14	Number 2	Number 12	acres 11.5
83. Other cereals.....	1	0	0	do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....				do.
88. Tobacco.....	15	13	10	7.6
89. Vegetable growing.....	19	6	2	49
90. Fruits.....				do.
91. Range and pasture.....				do.
92. Other crops.....				do.
93. Soil and water conservation and management.....				do.
94. Forestry.....	1	0	0	do.
95. Wildlife and nature study.....			XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	9	3	247	birds
97. Dairy cattle.....	25	4	4	animals
98. Beef cattle.....	15	3	6	do.
99. Sheep.....	1	0	0	do.
100. Swine.....	9	8	33	do.
101. Rabbits.....				do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....	3	2	XXXXXXXXXXXXXX	
105. Tractor maintenance.....	3	3	4	tractors
106. Electricity.....	23	20	46	articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXXXX	
110. Beautification of home grounds.....			XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking and food selection).....	76	64	4878	dishes prepared
			1080	meals served
112. Canning and preserving (other than freezing).....	4	4	276	quarts
113. Freezing of foods.....	1	1	64	quarts frozen
114. Health, nursing, and first aid.....			110	articles frozen
115. Child care.....			XXXXXXXXXXXXXX	
116. Clothing.....	342	313	90	articles
117. Home management.....	13	13	61	garments
118. Home furnishings and room improvement.....				articles
119. Home industries, arts, and crafts.....				rooms
120. Junior leadership.....			XXXXXXXXXXXXXX	articles
121. All other.....			XXXXXXXXXXXXXX	
122. Total.....	574	459	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP--*Interpretation*

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.
124. 4-H Club members—
- Enrolled are those boys and girls who actually start the work outlined for the year.
 - Completing are those boys and girls who satisfactorily finish the work outlined for the year.
125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.
- Bureau of the Census definition of a farm as used in the 1950 Census is:

In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$150 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$150 or more.
 - Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.
- Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.
127. Age of club members at time of enrollment is to be used as basis for reporting.
128. Report only club members who received DEFINITE training in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.
- Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to save.
130. A 4-H Club camp is conducted under the direction of a professional extension worker or voluntary local leader and provides a group of club members with the experience of being away from home overnight and participating in an organized educational, recreational, or nature-study program. Do not include "day camps," short courses, picnics, institutes, or other similar training or recreation events.

4-H CLUB MEMBERSHIP

123. Number of 4-H Clubs.....		16
124. Different 4-H Club members--	Boys	Girls
a. Enrolled.....	171	199
b. Completing.....	150	190
125. 4-H Club members from--		
a. Farm homes.....	122	148
b. Rural nonfarm homes.....	49	51
c. Urban homes.....		
(For checking purposes; total equals 124a) ..	171	199
126. 4-H Club members enrolled by years in club work:-		
a. 1st year.....	88	102
b. 2d year.....	34	36
c. 3d year.....	25	25
d. 4th year.....	8	15
e. 5th year.....	9	10
f. 6th year and over.....	7	11
(For checking purposes; total equals 124a) ..	171	199
127. 4-H Club members enrolled by ages:		
a. 10 years and under.....	37	51
b. 11 years.....	36	49
c. 12 years.....	48	36
d. 13 years.....	22	32
e. 14 years.....	10	15
f. 15 years.....	8	10
g. 16 years.....	4	
h. 17-20 years, inclusive.....	6	6
(For checking purposes; total equals 124a) ..	171	199
128. 4-H Club members who received definite training in--		Members
a. Judging.....		216
b. Giving demonstrations.....		233
c. Group recreation leadership.....		68
d. Music appreciation.....		
e. Money management (thrift).....		3
f. Farm and home safety.....		
g. Citizenship.....		357
h. Personality improvement.....		349
i. Soil and water conservation.....		24
j. Forestry.....		6
k. Health, nursing, and first aid.....		370
129. 4-H Club members having health examination because of participation in the extension program.....		
130. Number of members attending a 4-H Club camp.....		41
131. 4-H Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		16

MISCELLANEOUS—*Interpretation*

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects

in crops stored on the farm is to be reported in subitem 25e.

140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, rabbits, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.
142. Other than those incident to foods, clothing, housefurnishings, etc., which are to be reported in their respective subject-matter sections. Assistance in the selling of arts and crafts is to be reported in subitem 35b.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	32
137. FAMILIES assisted with control of household insects.....	20
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	2
139. FARMERS and other individuals assisted with control of noxious weeds.....	17
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	15
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	6
142. FAMILIES assisted with practices incident to production of arts and crafts.....	

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

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

143. In this section emphasis is only on the number of families assisted, whereas emphasis has been on individuals in earlier sections of the report. Therefore, it is going to be necessary to eliminate duplications in numbers assisted in changing agricultural practices. For example, when a farmer is assisted with crop-production problems and his son is in a 4-H dairy-calf club, the assistance would be reported as given to one farm family.

144. As outlined in item 143, care should also be exercised in estimating the number of families assisted directly or indirectly in changing homemaking practices.

145. This item should be a total of items 143 and 144 with duplications removed owing to the same farm or family's being assisted in both agricultural and homemaking practices.

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	545	27	
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	525	150	
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	745	118	

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

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

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

148. This item should include work with production-credit associations, national farm-loan associations, and district banks for cooperatives; also participation in work with the other Farm Credit district personnel and representatives of its central office in Washington, D. C.

158. Line is left blank so that States, if they desire, may request information about a Federal agency not listed.

165. Line is left blank for State use.

168. Line is left blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
FEDERAL AGENCIES				
146. Item discontinued.....				
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....			1	2
149. Farmers Home Administration.....		1.5		2
150. Fish and Wildlife Service.....			1.5	1
151. Forest Service.....		1.5	1	
152. Bureau of Indian Affairs.....				
153. Agricultural Stabilization and Conservation Program Committee.....		2.5	3.5	8
154. Rural Electrification Administration.....		1	1	2
155. Selective Service System.....				
156. Soil Conservation Service.....		1	2	4
157. Valley authority (TVA, etc.).....				
158. Other (specify).....				
STATE AGENCIES				
159. Health department.....			1.5	
160. Highway department.....				
161. State departments of agriculture and forestry.....			1.5	
162. State department of education: General schools.....		1	1	2
163. State employment service.....				
164. Welfare department.....				
165. Other (specify).....				
COUNTY AGENCIES				
166. Soil conservation districts.....			1.5	1
167. Vocational-agriculture and home economics departments.....		1	1	1
168. Other (specify).....				

YOUR ANNUAL REPORT

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

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

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

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

General Directions

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

The Narrative Report

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

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

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

3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.
5. HOW next year's work can be strengthened and improved in light of the current year's experience.

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

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

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

The Statistical Report

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

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

PLAN OF WORK
LUNENBURG

1954

H. B. Powers-----County Agent

S. F. Sanger-----Assistant County Agent

Lunenburg county has an area of 443 square miles or 283,520 acres and is located in Southern Piedmont, south of the James River. The land is rolling and slopes gradually towards the southeast. There are no elevations above 600 feet. Total population is 14,116 of which 2,783 live in the two towns of Kenbridge and Victoria, leaving a rural population of 11,333.

Lunenburg is primarily an agricultural county and 4/5 of the farm operators receive their principal livelihood from farming. Field crops, of which tobacco is by far the most important, produce the greater part of all farm income, though the raising of beef cattle and dairying is increasing rapidly. 200,400 acres or nearly 71% of the entire area of Lunenburg is in woodland. According to the 1950 census the average size farm is 101.5 acres. The value of all products sold in Lunenburg is approximately \$3,500,000.

The drought of 1953 reduced yields and acre value of tobacco considerably. Decline in livestock prices also reduced farm income. Farmers will be interested in spending money on items that will bring quick returns. The 1954 program and the 1953 drought resulted in the planning of forty ponds for irrigation. With normal rainfall Lunenburg farmers might expect a very good year.

The 1954 County Extension Program was developed by Commodity Committees of the County Board of Agriculture. At least a half-day was spent with each of the eight committees, along with specialist help on a number of them studying background data, and needs for the coming year. These committees were: Youth, Farm-Home Improvement, Poultry, Dairy, Livestock, Soil Conservation, Forestry and Agronomy. We would like to point out that the County Board of Agriculture members who served on the committees are representatives of such groups as, Home Demonstration County Committee, 4-H County Council, Professional Agriculture Workers, business men, County Farm Organization and key farm people.

While tobacco yields and quality have been satisfactory and are about state average, we feel that a number of our producers need to practice better production methods. Blackshank, Granville Wilt and Rootknot Nematode are the major diseases affecting tobacco growers. Due to a gradual increase in livestock numbers, there is a need for a larger production of forage crops. Farmers need assistance in obtaining a quality product in marketing all farm commodities. With the increase in mechanization of farms there is a need for farm engineering help in many phases of agriculture, such as, buildings, irrigation, machine and other feed and labor saving devices.

TOBACCO

Lunenburg county ranks fifth in the State of Virginia in tobacco acreage. Two-thirds of the total farm income in this county is derived from tobacco. There are approximately fourteen hundred tobacco farms in our county. Four hundred to five hundred farms are known to be infested with either Blackshank or Granville Wilt or both which are the two major disease problems of tobacco. Most all tobacco fields contain Rootknot Nematodes which may become a serious problem if not controlled. Farmers need more information on control of weeds and grass in plantbeds, on labor saving methods of cultivation and better barn construction for more efficient curing. The solution of these problems will result in lower costs of production and higher net income for our tobacco growers.

This Agronomy committee strongly endorses the Junior Tobacco Show and Sale contest. This program will embrace all of the major tobacco practices, thus we plan to capitalize on this project to demonstrate all good production and marketing practices. The committee strongly urges tobacco farmers to visit the warehouse in Kenbridge, which is the participating market in Lunenburg, on the date set for this tobacco show and sale. Hold field meetings at a number of these projects to point out to farmers the practices that the 4-H and FFA boys have followed. Conduct several fertilizer placement demonstrations. Conduct several soil fumigant demonstrations to control rootknot nematode. Conduct two rotary hoe demonstrations.

The program will be gotten to the people by conducting demonstrations at 4-H club members tobacco projects and holding field meetings there. Radio, newspaper, circular letters, field meetings, office contacts and personal visits will be used to get the results of these demonstrations to the people.

Fertilizer placement and soil fumigant demonstrations will be held in May. Rotary hoe demonstrations will be held in June. Field meetings at 4-H tobacco projects will be held in July, and the marketing of the tobacco will take place in October or November.

Sites for the demonstrations and field meetings will be selected in communities of the county where the need is greatest.

4-H club members, Agronomy committee, farmers, professional agricultural workers, and machinery dealers will cooperate with the program.

Specialist help will be needed on practically all of the above mentioned activities.

FORAGE CROPS

Livestock farming is becoming increasingly more important each year in our county. Four additional grade A dairies were established this year. Many farms have not kept their forage production in line with livestock numbers. More and better pastures are needed, more hay is needed and more thought given to summer and winter grazing problems.

Need to seed 100 acres of additional alfalfa, and write old alfalfa growers advising them recommended rates and analysis of fertilizer to be used for top-dressing. Encourage the seeding of Williamsburg alfalfa. Continue the work on the Plant Food Pasture demonstrations and encourage the seeding of more improved pasture as well as to manage properly and top-dress already improved pasture. Conduct a series of pasture field meetings in every neighborhood using available agricultural workers as guides.

The program will be gotten to the people through the radio, newspaper, letters, office and personal contacts. Field meetings will be used rather extensively in promoting pasture and other forage production.

Seeding of alfalfa will be done in March and September. Topdressing of alfalfa and pastures in February. Series of pasture field meetings will be held in July.

In carrying out this type of program we will be working every neighborhood in the county.

Farmers, Agronomy Committee, 4-H club members, machinery dealers, fertilizer dealers, seed dealers and professional Agricultural workers will cooperate.

Will need some specialist help in planning the procedure for holding the series of pasture field meetings.

Dairying

Each year finds several additional farmers entering the dairy business, which means that a larger percent of our agricultural income is from the sale of milk. These new producers need information on all phases of dairy production.

These new dairy farmers are encouraged to join the Lunenburg Dairyman's Association. This is an Extension organized Association that builds its program around the desires and needs of its members. Since milk production and sale is quite closely regulated by several departments of city and state government, dairymen have found it to their advantage to form organizations to help protect their interests. With the tightening of herd health laws and the decline in prices and a probable increase in production, dairy farmers will need assistance in disease control, economy in production and marketing.

Lunenburg dairymen need to cooperate closely with existing dairy groups to include the state Dairymen's Association in support of the State Milk Commission. We recommend that at least one county dairymen attend the annual meeting of the State Dairymen's Association so that our farmers can be kept up to date on the state-wide problems.

Dairymen need to go on a Bangs control program to include calfhood vaccination. A tour should be conducted to observe bulk cooling and pipe-line milking, and to assist those going into Grade A production with housing, equipment and marketing. Dairymen will be encouraged to seed mid-summer and winter pastures. Have 4-H club members and farmers to exhibit at least 40 dairy animals at our Livestock Show, and to have a class of artificially sired animals exhibited in connection with this show. Dairymen in the DHIA will be assisted in analyzing their records.

The Lunenburg Dairymen's Association will be used extensively as a means of getting this program to the farmers. However the radio, newspaper, office and personal visits will also be used. Working with and through the southside milk producers cooperative and the Artificial Breeders Association will help to carry out this program.

The majority of this program will be done in the winter months, The tour to observe bulk cooling and pipe-line milking will take place in March. The Livestock Show will take place in October.

Members of the Lunenburg Dairy Committee, the membership of the Lunenburg Dairymen's Association, Veterinarians, farm supply dealers and machinery dealers will cooperate with this program.

We will need specialist help with judging at the livestock show and veterinarians on herd health and disease control.

Beef Cattle

Over one hundred tobacco farmers in the past few years have entered the beef business to supplement their income. Due to the general price drop of beef cattle and the dry weather our farmers are in need of help in marketing. Since quite a number of our farmers are new in the beef cattle farming game and since they got into this business the easy way, by grading up from the dairy herds, these herds need stricter culling and better sires used. There is a need in our county for several additional registered herds, particularly of the Hereford breed to supply the demand for registered sires. Many of these farms lack the necessary equipment for proper handling of beef herds.

We will assist farmers in locating registered herd sires. Participation in the Feeder Calf Sale will be encouraged by using better sires, culling of inferior stock and through publicity of prices received by farmers in previous sales, cattlemen will be informed on the health rules and other rules and regulations in order for them to qualify their calves for the sale. We will encourage the construction of such equipment as, cutting pens, holding chutes and loading ramps so that farmers can better handle their cattle. We will attempt to help establish several registered herds of each major class of the beef breeds, to supply the needed herd sires. In order to stimulate more interest in good stock have 25 4-H members and cattlemen show beef animals in the 1954 Livestock Show.

Much of the beef cattle program will be gotten to the people by means of office calls and personal visits. We do have an Extension organized beef cattleman's Association that provides an excellent means of getting information to the forty odd members. Circular letters will also play an important role in reaching these people. In addition the usual means of reaching cattlemen will be used, such as newspaper, radio, meetings and field trips.

This program is set up in such a manner so that we cannot specify a definite date for doing a particular job. The work on the Livestock Show will be done during Aug. Sept. and October. Most of the Feeder Calf Sale work will be done during September.

The Livestock Show will be held in Kenbridge and the Feeder Calf Sale at the Petersburg Livestock Yards. Members of the Beef Cattleman's Assoc., the Livestock Committee of the County Board of Agriculture, and the selecting committee for the Petersburg Feeder Sale will cooperate in this program.

We are unable to specify any definite specialist help but will undoubtedly need some assistance during the year.

Farm and Home Improvement

Increasing the income of our farm people is primarily beneficial only to the extent that it contributes to higher standards and better living. Three meetings are planned on Landscaping, Farm Buildings, and Planning as a special emphasis on the overall improvement of the farmstead. The Farm and Home Improvement will continue to work for the expansion of rural telephone service. Continue to promote interest in the placing of 4-H club entrance signs and making them available to all 4-H members. We will encourage farmers to put their mail boxes on good posts, paint them, and have owners name attached or stenciled, clubs will make available name plate signs to mail box owners. Farm owners will also be encouraged to name their farms and place a sign at the entrance.

Youth

We recognize that in our county there is a large number of young people who are not members of any organized group. We will attempt to organize this age group in at least one community this year, helping them to develop a program based on their needs.

Corn

We will conduct two corn fertility demonstrations to include proper spacing of stalks. Feed and fertilizer dealers will be met to discuss recommended varieties and rates and analysis of fertilizer so that dealers will carry in stock and recommend approved varieties and analysis.

Small Grain

Increase the acreage of spring oats to help with the hay shortage and grain for livestock feeding. With the help of specialist put on several demonstrations to control insect pests of stored grain.

Forestry

Plan for a minimum of 120,000 loblolly pine seedlings to be planted in 1954. We will promote marking of timber and seed trees according to specification of the Virginia Forest Service prior to the sale of farm timber. Cooperate with the county chief Forest Fire Warden in preventing forest fires. Establish a commercial wood-treating plant using Osmosalts and have demonstration to acquaint farmers of its use. Conduct a demonstration on proper fence erection and the cold soak method for treating fence posts. Conduct two woodland management evaluation schools. Encourage timberland owners to make definite plans for restocking the area to be harvested before the cutting is done and to carry out these plans. Emphasize the importance of leaving sufficient seed trees and not the minimum required by law.

Sheep

Assist in establishing five new sheep flocks in the county, and the location of registered rams for these flocks. Sheep owners will be helped in marketing their wool cooperatively through the United Wool Growers Association and the marketing of lambs in one of the spring lamb sales.

Swine

Assist farmers in locating registered breeding stock. Encourage the control of internal and external parasites. We will also conduct two pork cutting demonstrations.

Poultry

Stress that poultry flock owners in purchasing baby chicks order wither a laying or broiler strain, whichever the farmer desires, and to purchase chicks from local hatcheries that are under State and Federal Supervision. With specialist help conduct a one-half day poultry school on production and disease control. Continue to work with the Farm Flock Improvement project and add additional flocks to make fifteen. Get six range shelters constructed in 1954.

Farm Engineering

Farm Engineering is one phase of the Extension program that is becoming increasingly important and is being used more and more. Plans on many types of farm construction are kept in the office and are available to farmers. Farm engineering in the various activities have been included in the preceding plans in the program of work.

Soil Conservation

Have at least two field meetings in the county of farmers who have soil conservation plans on their farms and encourage the use of these plans. A Land Appreciation School will be held and we will also present to the public during "Soil Conservation Week" a program on the conservation of our natural resources.

In the execution of this program of work for 1954 all applicable phases, will be considered in the light of basic principles of good soil and water conservation. In so doing we hope to educate the citizens of Lunenburg County to a deeper appreciation of the worth of the soil of our county and encourage them to use it according to its capabilities and treat it according to its needs.

4-H PLAN OF WORK BEGINS ON THE NEXT PAGE

4-H CLUB PLAN OF WORK
LUNENBURG COUNTY
1954

In previous years we have been meeting eight 4-Clubs in Lunenburg County. Seven of these clubs were met in schools and one was met at night in a community house. The club program was conducted by both Farm and Home Agent's except for the project demonstration work. In practically every instance when the Farm Agent talks or demonstrates to his group so many different projects are involved with differing member interest that good project instruction is almost impossible. We have also run into the problem of finding suitable meeting places and of getting the members from their rooms to the meeting and back again.

After discussing these problems with agents in other counties and among ourselves we decided to ask school officials to allow us to meet our Junior 4-H members in their class rooms at the Victoria High School. We promised a program that could be used by both boys and girls, those living in town and country, and something that could be used by members and non-members alike. We decided to use for our project instruction the "Looking Your Best" or "Better Grooming" project. The school officials fell right in line with this program. We are now meeting eight clubs at the Victoria Grade School in place of the old Victoria Junior Club. The Agent's asked other clubs in the county if they would like to use the "Better Grooming" project too. Three other grade school clubs and our only two high school clubs asked for this project. Thirteen of our sixteen 4-H Clubs are taking the "Better Grooming" project this year. In addition to this project the boys and girls are allowed to take other projects as they desire.

County Council

The County Council is made up of the officers and leaders of all the 4-H clubs in the county. This group meets twice yearly for the purpose of planning and executing the overall 4-H club program.

The objectives of the County Council for 1954 are: Each club to strive to obtain 100% completion of projects for 1954 and not change projects. Each club secure a leader for each club. Each club to observe Rural Life Sunday in May. Each club to contribute to a county project. Clubs to sponsor a county-wide Achievement Day program. Clubs to sponsor a county-wide picnic. Each club to be represented at District Camp, State Conservation camp, or State Short Course. For Lunenburg County clubs do their part in the construction and maintenance of Camp Farrar. Each club to contribute to the IFYE program and Co-Sponsor an IFYE delegate to a Lunenburg County program. Encourage 4-H members to make exhibits at the Lunenburg Livestock Show, Atlantic Rural Exposition and Achievement Day. Each club to participate in the "Share-The Fun" contest.

Honor Club

Honor Club membership is limited to one half of the 4-H members who meet the requirements of being 14 years old or older, completing successfully three years of project work and evidence leadership qualities. The object of this club is to use these members to help further in promoting 4-H club work.

Each Honor Club member will select a personal goal and emphasize the attainment of this goal during the year. This goal will deal with the furthering and strengthening of the 4-H program. This Honor Club will be met eight times during the year. Such things as; record keeping, talents, recreation, state contests, citizenship, spiritual development etc. will be emphasized. These 4-H Honor Club members are also used in our 4-H program as junior leaders.

Project Work

Each 4-H club member is expected to carry at least one 4-H club project and to complete it. Our objective will be to increase enrollment from 121 members in 1953 to 150 members in 1954. Projects available to boys are better grooming, dairy, beef, swine, poultry, crops, electric and tractor maintenance. Since the "Better Grooming" project is mandatory in eight of our clubs, and was selected by five others, this will be our most popular project. The project instruction in this project will be given as demonstrations by the Agent's and club members. Club members giving demonstrations will be given special instruction in advance of meetings. Such things as good posture, skin care, pressing woollens, care of shoes, etc. will be covered.

We plan to interest ten 4-H members in entering the Junior Tobacco Show and Sales Contest sponsored by the Tobacco Associates Inc. and the Kenbridge Tobacco Market. This contest will provide a means of teaching and demonstrating to these contestants, other club members and farmers recommended production and marketing practices.

We will continue with the Sears Roebuck Cow-Pig-Hen project. This project will be rotated annually by communities.

The Endless Chain Heifer project was started in 1949 through the cooperation of several business men. To date the original three animals have resulted in eight club members owning one or more purebred Guernsey. At least two 4-H members will receive heifer calves from this project in 1954.

Special meetings will be scheduled to give additional instruction on projects such as dairy, electric, and tractor maintenance.

Encampments

We will attempt to have three outstanding club boys attend the 4-H State Short Course. Have at least one club member attend District 4-H Camp from the 14 Junior 4-H Clubs. We will try to get two boys to attend the State Conservation Camp from the senior 4-H clubs, and two members to attend the State Forestry Camp at Holiday Lake.

Special Activities

National 4-H Club week activities will be tied in with five surrounding counties. Our county will do their part in celebrating this observance by putting on two special radio programs, secure and have decorated a billboard, and to supply articles and pictures for a special 4-H edition of a weekly paper. In addition our 4-H members will take part in a parade and talent contest. Through the cooperation of merchants and businessmen we hope to have four floats in the parade.

After last years' successful "Share-The-Fun" contest we plan to continue this activity. Since our number of clubs have doubled since last year we plan to hold two elimination run-off before our county contest. The County Council will receive the funds from the final contest.

In observance of Rural Life Sunday we plan to have two special programs for our 4-H club members. One will be held in the West End and one in the East end of the county. Club members will conduct most of these programs.

Our annual 4-H ^{and} Home Demonstration Club picnic will be held in July. Swinning, softball and horse~~s~~hoes will provide the recreation.

An Achievement program will be held, probably it will be a joint program with the Home Demonstration clubs. Club members will exhibit products from their projects. County winners, District winners and other outstanding 4-H members will be recognized and given their awards.

We will train a dairy judging team for District and State Competition.

4-H members with livestock projects will be given an opportunity to exhibit animals in county, district, and state shows.

Each 4-H club in Lunenburg county has been carrying community projects. They have been planting shrubbery, buying equipment for schools and community houses, cleaning playgrounds, improving mail boxes. This year each club is taking the same community project which together will be a county-wide project which will be a contribution towards the purchase of a tape recorder to be used by the County Extension Agent's. This recorder will be used to get more 4-H members and farm people on the air which will greatly improve the weekly Extension radio programs.

LEADERS

Securing club leaders has always been quite a problem. At the present time we have four leaders and nine sponsors. With the help of the Youth Committee we are going to attempt to locate several additional leaders.

This 4-H program is built around many phases of the 4-H program. In attempting to carry out this plan of work and as the objectives are met we hope that the club members themselves will have benefited from the execution of this program.

This program of work does not include all of the many details in executing it, however, we did try to include the major activities based on the needs and problems which came from the farm people themselves in our commodity committee meetings of the County Board of Agriculture and the County 4-H Council and Leaders.

MonthActivities

<u>DECEMBER 1953</u>	4-H County Council meeting. 4-H Honor Club meeting. Monthly 4-H meetings. Making public accomplishments in years' County Extension work. Weekly radio program.
<u>JANUARY 1954</u>	Setting out young pine seedlings. State Dairymen's Convention. 4-H Honor Club meeting. Program of work. Monthly 4-H meetings. Weekly radio program.
<u>FEBRUARY</u>	Poultry School. Purchasing baby chicks. Meeting feed and fertilizer dealers. Organize older youth group. Meet with Lunenburg Dairymen's Assoc. 4-H Honor Club meeting. In-service training. 4-H Electric project. Plant Food Demonstrations. Meeting Board of Agriculture. Monthly 4-H meetings. Weekly Radio program.
<u>MARCH</u>	Building Poultry range shelters. Woodland management evaluation schools. Post treating and fence erection demonstration. Landscaping and farm building meetings. Tour on bulk cooling and pipeline milkers. Meet with Lunenburg Dairymen's Association. 4-H Honor Club meeting. National 4-H Club Week. 4-H "Share-The-Fan". Seeding alfalfa. 4-H Tractor Maintenance program. 4-H Tobacco Show and Sale.
<u>APRIL</u>	Land Appreciation School. Field meetings with farmers who have SCS plans. Corn fertility demonstrations. Mail box improvements program. 4-H County Council meeting. 4-H Honor Club meeting. 4-H Tractor Operator's contest. 4-H purebred beef halifer show. 4-H meetings. Weekly radio program.
<u>MAY</u>	Spring lamb sales. Seed mid-summer pastures. Meet with beef cattle association group. 4-H Honor Club meeting. 4-H Rural Life Sunday. 4-H fat calf show and sale. Tobacco fertilizer placement and soil fumigation. Meeting Charlotte research Station. 4-H meetings. Weekly radio program.
<u>JUNE</u>	Wool Pool. 4-H State Short Course. 4-H project visitation. Tobacco rotary hoe demonstration. Diagnosing tobacco diseases. Weekly radio program.
<u>JULY</u>	4-H Club District Camp. Institute Rural Affairs. 4-H County-wide picnic. Series of pasture field meetings. 4-H Conservation Camp. Meeting Chatham Tobacco research Station. Weekly radio program.
<u>AUGUST</u>	Insect in stored grain demonstration. Agent Conference. Selecting animals for livestock show. Weekly radio program.
<u>SEPTEMBER</u>	Feeder Calf Sale Selection. Selection of animals for livestock show. Seed winter and permanent pastures. Monthly 4-H Meetings. Weekly radio program.
<u>OCTOBER</u>	"Soil Conservation Week Program". Scoring Farm Poultry Flock Improvement Demonstrations. Feeder Calf Sale. Livestock Show. 4-H Achievement Day. Monthly 4-H meetings. Weekly Radio program.
<u>NOVEMBER</u>	Tobacco Show and Sale marketing. Annual reports. Meeting of Board of Agriculture. Pruning demonstrations. Monthly 4-H Meetings. Weekly radio program.

Annual Report

COUNTY EXTENSION WORK

Virginia Agricultural Extension Service



1954

H. B. Powers

agent

S. F. Sanger

assistant agent

Lunenburg

county

PROGRAM PLANNING

Program planning is one of the more important jobs that an Extension Agent undertakes as well as one of the most time consuming. Except for Livestock and Crop work the Agents spent more time on Extension organization and program planning than on any other item. This is necessary to provide for the execution of projects that are put into operation to meet the needs of the people.

The County Board of Agriculture is the overall Extension planning organization. This Board is composed of forty-seven members. Farm men and women from all communities in the county are on the Board as well as business people, professional agricultural workers and 4-H club members. These Board members select projects and activities for an Extension program based on their needs and desires as they know them from their own experiences, and the recommendations of other informed people.

Board members serve on nine committees that select specific problems and objectives that need attention during the year. These committees hold special meetings to decide on a program of work to deal with the problems confronting people engaged in producing that particular commodity or engaged in that activity. Membership on these committees is rotated. The chairman being replaced each year by a new member and the next person in year's of service on the committee taking the chairmanship. New committee members are selected by the Board of Directors of the County Board of Agriculture.

- ① Another means of informing the people of the accomplishments of the program of work is done by each official Board member inviting two guests
- ② to the fall supper meeting at which time chairman of the various committees report on what has been done during the year.

The work of these committees resulted in the preparation of the County Extension Program of Work, and recommendations as to how this program was to be carried out. Through participation on these committees these members received valuable training in leadership development and a more thorough understanding of the county agricultural situation.

After the County Extension Program has been developed by these committees, it is mimeographed into a booklet called Agricultural Extension Program for Farms and Homes in Lunenburg County. Several hundred copies of this booklet are distributed to other farm families by the Board members, Banks, farm supply and fertilizer dealers are given copies for distribution to patrons. This booklet also contains a brief summary of the previous year county Extension accomplishments.

Changes in the organization and operation of the Board have been made from year to year to strengthen the work. A plan has been developed to provide for more county people to have the opportunity to serve on this over-all

72

Extension planning organization. This plan is a rotation system providing for the addition of one new member from each magisterial district each year and the dropping of the first named member of the Board from that District, this results in each member serving for a period of four years. The idea for this plan comes about from Board members themselves who felt that others in the county should have an opportunity to serve.

Other Organizations Assisting

There are a number of farm, home and 4-H groups within our county that have programs of their own. Some of these are Dairy Herd Improvement Association, Lunenburg Dairymen's Association, 4-H County Council, 4-H Honor Club, Lunenburg Livestock Producers Association and Home Demonstration County Committee. Each one of these groups have one or more people represented on the Board of Agriculture and the more important phases of their program that affect our farm people are included in the overall Extension program.

TOBACCO

There are approximately fourteen hundred tobacco farms in Lunenburg County of which four hundred to five hundred are known to be infested with either Granville Wilt or Blackshank disease or both. This county ranks fifth in Virginia in tobacco acreage and two-thirds of the total farm income is derived from the sale of flue-cured tobacco.

The Agronomy Committee feels that our tobacco farmers are fairly well informed but our big problem is to get them to use all of this information in their crop production. That the value of complete compliance to recommendations needs to be demonstrated. In addition the newer developments need to be brought to the attention of our tobacco growers, such as, new varieties, fumigation and cultural practices.

The main objectives of the Agronomy Committee were to demonstrate to farmers the performance of the new tobacco varieties, the benefits of fertilizer placement, soil fumigation for nematode control and the results obtained from following recommended production and marketing practices.

In order to accomplish the objectives it was decided to endorse the Junior Tobacco Show and Sales Contest, to demonstrate all good production and marketing practices. This project was sponsored by the Tobacco Associates Incorporated, the V.P.I. Agricultural Extension Service and the local tobacco warehousemen.

In an attempt to get tobacco growers to follow complete recommendations in all phases of production and marketing, two field meetings were held at tobacco varieties and at the Junior Tobacco contestant's plot where sixty farmers were shown the value obtained by following complete recommendations.

72

They also saw how the newer resistant and non-resistant tobaccos looked and developed under local soil and climatic conditions. A very thorough discussion was given on the value of proper fertilizer placement, soil fumigation for nematode control and cultural practices. In addition to this the radio, press and farmers meetings were used rather extensively in accomplishing the objectives.

Twenty-six 4-H Club, FFA and NFA members completed tobacco projects in the Junior Tobacco Show and Sale. All of the tobacco grown on these plots were marketed at the same time and on the same warehouse floor. Several grading demonstrations were conducted for these club members and parents preceding sale date. Several hundred people saw this tobacco on the warehouse floor and had the opportunity to observe proper grading, casing, preparation and display. A number of people remarked to the Agents about the difference in the appearance of the junior tobacco compared with farmers' tobacco sold on the floor immediately following the junior sale.



Picture shows general display and sale of the Junior Tobacco on warehouse floor.

34
72

Farmers could not assess the true value of this entire project until the crop had been displayed and sold; therefore, the influence this project will have in changing farmers' methods cannot be determined accurately until another crop year. However, we feel that through this particular project and other methods used that approximately two hundred growers this year more closely followed complete recommendations such as, crop rotation, planted management, soil fumigation, fertilizer placement, cultural methods, insect control and better preparation and handling of their tobacco.

FORAGE CROPS

Most of our livestock farmers have developed forage programs that will adequately take care of their needs. Due to the 1953 drought conditions farmers were faced with an acute problem of producing sufficient forage to care for their livestock numbers.

We attempted to get farmers to seed small grain and clover for winter pasture and early spring hay crop and to seed sudan grass and soybeans for mid-summer grazing or hay. We have also emphasized greater use of alfalfa for additional hay and supplementary pasture. Farmers were encouraged to follow recommended fertilization and management practices for greater forage production. Farmers were assisted with the purchase of needed hay during winter and spring.

At least seventy-five farmers seeded small grains and clover for winter grazing and/or spring hay for the first time or in larger amounts. Forty to fifty additional farmers seeded sweet sudan grass with or without soybeans for mid-summer grazing and hay. This part of the forage program resulted in a larger than customary supply of early hay which has helped our farmers a great deal through the 1954 drought. It is estimated that at least an additional one hundred acres of alfalfa were seeded and an additional eight hundred to one thousand acres of pasture were properly seeded. The Extension Agents had the responsibility of administering the Drought Emergency Hay Program and through this program approximately seventy-five farmers were assisted in purchasing about five hundred tons. We also assisted ten farmers outside of the program in purchasing two hundred tons of hay.

Corn and Small Grains

Most of the corn acreage is planted to an adapted hybrid. Seed dealers are advised, before placing their orders for seed, as to varieties recommended for this area. Two hundred forty farmers are using five hundred pounds of fertilizer or more per acre under their corn. At least four hundred farmers side dress their corn with a nitrogen fertilizer. About fifteen farmers are using rotary hoes or similar equipment for early corn cultivation.

Practically all small grain producers are seeding recommended varieties, and are practicing crop rotation.

Forestry

Farmers are beginning to realize the value of timberland, but yet landowners are not giving enough attention to proper woodland management. We believe that more timber each year is being marketed than is being produced.

We tried to teach landowners to make definite plans for restocking the area to be harvested and also to put land into trees that is not suitable for row crops and other purposes.

This was carried out by conducting two Woodland Evaluation Schools, taking orders for young seedlings and helping to secure the services of The Virginia Forest Service Foresters in marking of timber for sale and seed trees to be left for reproduction.

This program resulted in one hundred eighty-one thousand young loblolly pine seedlings being set in Lunenburg County. Sixty to seventy landowners had their timber marked by a Forester before selling. Thirty farmers attended two Woodland Evaluation Schools where all phases of forestry practices were discussed to include a demonstration on setting out seedlings by hand and the killing of certain hardwoods in order that more desirable species can be produced on that area. Fifteen farmers were shown how to treat pine and other species of fence post material with preservatives to extend the life of the wood. Proper fence erection was demonstrated at this same time.

One farmer who has followed most of the recommended practices in forestry was nominated for the Tree Farm Award for having made considerable improvement in his wood lot.

Horticulture

The twelve commercial orchardists in our county are given demonstrations on proper pruning. The types of sprays and time of application was discussed with these farmers.

Ten farmsteads have been improved through landscaping. Three landscaping and care of home grounds schools were held with thirty people attending.

DAIRYING

Because of market conditions there were no additional farmers entering the dairy business in our county, but we did not lose any shippers, thus the percent of agricultural income from the sale of milk remains about the same. As pointed out elsewhere in this report, one of the major problems was that of producing adequate forage after experiencing two severe droughts. Most of our dairymen have not been in the business very long, therefore, they need information on all phases of dairy production.

We attempted to help our producers with breeding problems, feeding practices, disease control, maintaining the health of the herd, obtaining better sires, production of quality milk and marketing.

Our association composed of county dairymen continues to be the most effective means of getting this program to our farmers. Thirty dairymen are members of this group. At these meetings which are held during the winter months we use Extension Dairy Specialist, Dairy Herd Improvement Association Supervisors, Artificial Inseminators, other dairy authorities and the experiences of our own members through panel discussions. Often individual assistance is found to be necessary if we are to help some of our dairymen who are real new at the business.

The radio, newspapers and letters are used to carry the program to farmers. Our dairy committees are used to develop and carry out the entire dairy program. The committee helped materially in carrying out one of our objectives and that was the Fourth Lunenburg County Livestock Show.

The dairy program resulted in approximately 350 cows being bred artificially. Most of our dairymen have begun a program of calfhood vaccination for those animals going back into the herd as replacements. Ten farmers have made improvements in feeding practices and quality of milk marketed. The construction of permanent and temporary trench silos have helped a great deal in meeting the forage requirements of dairy cattle for winter feeding. The livestock show resulted in farmers being able to recognize the desirable qualities in keeping replacements from their young stock or when purchasing cattle from another breeder. Forty head of dairy animals were exhibited at our show this year, with five dairy farmers exhibiting for the first time. Three new members joined our local Dairy Herd Improvement Association where practical demonstrations can be conducted in all phases of dairy production and management.

BEEF CATTLE

Due to the continuation of a general price drop in beef cattle which took place about two years ago, and the droughts of 1953 and 1954 most of our beef cattle producers culled their herds. In culling these herds many animals with dairy breeding were sold, but there remains a need for more culling. We have approximately 115 beef cattle farmers, most of which are also flue tobacco producers. There is still a need for more help to the producers on marketing, necessary equipment for proper handling of beef herds and for several additional registered breeders of the Hereford breed in particular to supply demand for registered sires. Here again because of the serious drought in 1953 and 1954, one of the major problems was that of adequate forage production.

We pointed out to farmers that because of a short supply of forage, that the culling of his herd to remove those animals with dairy breeding, poor producers and otherwise undesirable would be to his economic advantage, even though prices were low. We also attempted to teach our producers the necessity of marketing a quality animal, and that beef animals could be

handled easily with proper equipment. Farmers were encouraged to seed small grain and clover for winter grazing or spring hay and sweet sudan with soy-beans for mid-summer grazing or hay to help in meeting the forage requirements for their cattle.

The program was carried to the people and executed by using the usual Extension teaching methods, such as, farmers meetings, radio, press, personal contacts and letters. Our livestock committees have played an important role in getting this program to the farmers as well as assisting with its execution.

As a result of the actual need and the program, our producers did remove from their herds a large number of undesirable animals. This does not mean that they need not do anymore culling, but these herds should continue to be culled from year to year as more desirable replacements can be put into the herd. Our program on marketing resulted in one hundred eighty-six animals being consigned to the Feeder Calf Sales. This type of marketing continues to be the most practical and profitable means of disposing of beef cattle. Twelve purebred bulls were placed with county farmers, an item that will help in producing better quality beef animals in the future. Two new purebred hereford herds were started in a small way. At least six beef cattlemen constructed holding pens and chutes for easier and safer handling of their cattle. Twenty-two beef animals were exhibited in our annual livestock show. Five breeders exhibited for the first time in this show. Some of our beef producers seeded winter and summer pastures for increased forage production.

Sheep

Six or seven sheep flock owners sold seventy-five lambs in the spring lamb sales. We assisted twenty-eight flock owners with marketing twenty-five hundred pounds of wool through the United Wool Grower's Association. We have thirty sheep flocks in the county, and the owners are supplied with timely information on marketing lamb's wool, on parasite control and other management problems.

Swine

Most of our swine work is in helping farmers in buying and selling breeding stock. Since we use the Spotted Poland China breed of swine in our 4-H Club projects we are interested in maintaining several purebred herds of this breed in the county. We are working with three small breeders on this project. One was started this year, one is a former 4-H member who is building a herd from his former 4-H club project.

We assisted fifteen farmers with problems of feeding and the control of internal and external parasites.

Poultry

Seven county poultrymen have been given assistance through the Flock Improvement Plan in housing, to include equipment, feed practices, and disease

control Specialists of the Poultry Husbandry Department assisted the Agents in a one-half day Poultry School at which time diseases, feeding and management practices were discussed with twenty poultrymen attending.

Soil and Water Conservation

The Soil and Water Committee of the County Board of Agriculture in cooperation with the Rural Clubs, developed a strong program on Soil and Water Conservation to be presented to the public during "Conservation of our Natural Resources Week". This program consisted of newspaper pictures and articles, radio programs, field meetings and other meetings.

As a result of the Extension program and other agencies programs as well as the drought years, farmers have become more conscious of the importance of good soil and water conservation practices. This has resulted in a sizeable number of farmers constructing storages for water to be used by livestock and for irrigation. Another result of the programs is that we believe that our people have a deeper appreciation of the worth of the soil and from year to year more of our farmers are using the soil according to its capabilities and are treating it according to its needs.

Farm Engineering

Thirty farmers have been helped with farm engineering problems. Most of this help has been in the form of building plans for livestock handling, tobacco barn construction, self feeders, etc.

4-H CLUB PROGRAM

Last year we had eight organized 4-H Clubs in Lunenburg County. All except one of these clubs met in the public schools and the meetings were held during school hours. In the two high schools we were confronted with the problems of inadequate meeting places and of getting the members out of their rooms and into the meeting places orderly and on time. Actions of some few members ceased to indicate that they attended 4-H meetings in order to get out of some school work rather than to do 4-H Club work. Other 4-H Club problems have to do with the dropping out of older 4-H members and of securing adults to serve as 4-H leaders. Our 4-H club members need additional training for citizenship and leadership. The 4-H club program in our county is organized and conducted in such a way that practically every child of 4-H club age has an opportunity to join a 4-H club if they so desire.

One hundred fifty boys were enrolled in the "Looking Your Best" project. In this project our club members were to develop better habits of eating, posture, care of clothes and of caring for the skin and hair. We also attempted to have our club members taking crop and livestock projects learn all recommended phases of production and marketing. In the engineering projects club members were to learn proper operating and maintenance practice in connection with their appliances and machinery; in the home and on the farm. As always we expect our club members to learn how to correctly conduct meetings and to cooperate with others through participation in club work.

Arrangements were made to correct inadequate meeting places and of getting the members to the meeting place, in one of the problem schools on a trial basis. This was accomplished by organizing a 4-H club in each school room with children of 4-H club age, except in high school. We try to prevent club members from dropping out of club work by offering a wider variety of projects, by making meetings more interesting and by offering projects that can be completed at the club meetings. We have tried to secure additional 4-H club leaders by having parents and others to take charge of certain 4-H activities such as Rural Life Sunday, achievement programs, etc. We also recognize our leaders at county wide events and award suitable pins for years of service. Appeals for leadership were made at public gatherings where both parents and club members were assembled. The 4-H County Council and the 4-H Honor Club offer opportunities to club members in conducting meetings and to be good citizens and to take a leading part in community activities. The 4-H club program is offered and organized in every white school in the county.

● From completed records turned in all of the boys enrolled in the "Looking Your Best" project carried out at least four items, such as, shining shoes, pressing trousers, developing better eating habits and getting the proper amount of sleep. Club members enrolled in the Junior Tobacco Show and Sale Contest closely followed recommended practices in growing and preparing their tobacco for market. By following these recommended practices it was apparent

that most of the contestants tobacco when displayed on the warehouse floor showed that the quality was better, and that a better job had been done in grading and preparing the crop for sale, than the other tobacco produced on the farm. The 4-H livestock program resulted in eight dairy animals and two breeding pigs being exhibited at the Atlantic Rural Exposition held in Richmond. Seventeen 4-H dairy and beef animals were shown in our Fourth Lunenburg County Livestock Show. All of these animals placed in either the blue or red ribbon award group. This would indicate that the club members are following good management and selection practices.

Our club enrollment jumped from 118 boys enrolled last year to one hundred seventy-one enrolled this year. These boys carried two hundred eighty-two projects. One hundred fifty boys carried the "Looking Your Best" project. In addition we had fifty enrolled in crop projects, twenty-three in engineering projects and fifty-nine in livestock projects. Out of the one hundred seventy-one club members 150 completed at least one project. Of the two hundred eighty-two projects 202 were completed.

Farm and Home Electric Project

Twenty boys enrolled in the Farm and Home Electric project this year in three groups. This is a considerable reduction in enrollment from last year. This reduction in enrollment was probably due to a requirement made by the Agents and others planning the project that each club member taking the project should deposit a specific amount of money for materials for a work or reading lamp or similar equipment, which would be made during the course of the project. This requirement was made so that uninterested club members would be eliminated from the project and so that members enrolled could be given adequate supervision in their work. Twenty reading and work lamps were built this year. Many service cords were repaired and most boys improved the lighting in one room in their homes and helped with miscellaneous electric work on the farm. Marvin Alder, our county winner, built an additional lamp and helped in wiring a remodeled tobacco barn for use as a dairy barn and electric milkers.

Our club members helped prepare our county exhibit for display at the State 4-H Farm and Home Electric Congress held in Richmond. This exhibit was one of the three in the state to win the blue award ribbon and a \$50 cash prize. This money will be used in the future to provide needed equipment and supplies for the project and for other activities that will benefit the Farm and Home Electric Program in the county.

Tractor Maintenance and Operators Contest

Only three boys were enrolled in tractor maintenance this year. This has resulted from planning the program on a three year basis and not taking in new members until the three year cycle has been completed. Next year the project will be offered to all boys who have a tractor available on the farm

and who are interested in the project. We held our usual County Tractor Operators Contest. We also made arrangements for the District Contest which was held in our county. Lunenburg and Nottoway farm implement dealers cooperated whole-heartedly in providing the needed equipment for these contests. A Lunenburg County boy, Lindsay Rash, won both contests and participated in the State Contest, placing second.

Sears Roebuck Cow-Pig-Men Project

This project has been in continuous operation in the county for eleven years. Each year five sow pigs and an unrelated boar pig is placed with 4-H members in a community. Over this eleven year period the project has been into every community in the county and have started back again. This project has resulted in the production of better swine in the county. This years' first place winner has purchased a pure-bred Guernsey dairy cow for an additional livestock project. This project always creates a lot of interest among the members with the pigs and others and we feel is a very worthwhile project.

Dairy Endless Calf Chain

Interested business men, several years ago, contributed sufficient money so that three purebred dairy heifers could be placed with three worthy 4-H club members. The supervision of this project rests on the Extension Agents. This is a chain project which is kept going by the member returning the first heifer calf to be placed with another club member. Two dairy heifers were placed with club members this year. As a result of this project 4-H members now have eleven purebred animals. This project was set up to provide worthy club members with an opportunity to secure high quality dairy stock who might not have been otherwise able to finance the purchase of such animals. Practically all of these calf chain animals are being bred artificially.

Shows and Fairs

Six 4-H members exhibited eight purebred guernsey animals at the 1954 Atlantic Rural Exposition held in Richmond. All of these animals placed within the ribbon award group and they won \$52 in prizes for their owners. Three of these animals were from the Endless Chain Project. Seventeen 4-H dairy and beef animals were exhibited at our Fourth Annual Lunenburg Livestock Show. The animals were placed under the Danish System and all were awarded either blue or red ribbons with none in the white ribbon group. In addition to ribbons club members received show halters, rope halters and combs and brushes as prizes.

One club member exhibited two purebred gilts of different breeds at the Atlantic Rural Exposition. This was the first time for many years that we have attempted to show swine at the State Fair. Both of these gilts won first

prize. The prize money totaled \$27.50. The five Sears Roebuck purebred Spotted Poland China gilts were shown in the county and prizes in the amount of \$55.00 were awarded.

Dairy Judging

Most of the emphasis in the dairy study group was put on dairy judging this year. Six club members received enough training to compete for a four member judging team. The team placed third in the District Contest and competed for state awards. Melvin Chaffin a member of the team was fourth high in the state contest.

Share-The-Fun Contest

This is the second year that a 4-H Share-the-Fun Contest was held in this county. Due to an increase in club members and member participation it was necessary to hold an elimination contest at the two high schools. These contests were held before the student body. Following the elimination contests a county wide Share-the-Fun Contest was held. This contest was judged on a junior and senior club basis. The senior winner, a girls quartette, attended the 4-H Short Course and participated in the state contest. Although winners are not announced at the State Short Course, this quartette did well enough to be invited back to the Institute of Rural Affairs to appear as an entertainment feature.

This contest helped in developing member talent and stimulated more interest in the club program. It also helped us considerably in locating talent to be used in various other 4-H and adult activities in the county.

National 4-H Club Week

For the first time Lunenburg County 4-H Club members, leaders and Extension Agents joined with like groups in Nottoway, Amelia, Mocklenburg and Brunswick Counties to celebrate National 4-H Club Week. The event was sponsored by the Blackstone Retail Merchant's Association and the Blackstone Courier-Record weekly newspaper. The radio stations in Creve and Blackstone also cooperated by allotting additional time on the air for 4-H clubs to present special programs during the week.

The Blackstone Courier-Record got out a special sixteen page edition of their paper on National 4-H Club Week. Lunenburg County was allotted three pages of this edition for news articles and pictures. Enough copies of this 4-H section were printed so that each 4-H member in these five counties could have one. The 4-H club section was also sent to all subscribers of the paper.

Each of the participating counties were encouraged to have a highway bill board decorated calling attention to National 4-H Club Week. We were fortunate to secure a bill board through the courtesy of one of our merchants. The National Outdoor Advertising Company, designed, painted and put up the material on the bill board with no cost to us.

The feature of this five-county celebration was the parade of a band, 4-H club members and floats held in Blackstone. Lunenburg floats were provided by the Victoria Fire Department, Southside Chevrolet, Kenbridge Hardware and Farm Equipment Company, J. H. Williams & Son, and the 4-H County Council. Lunenburg County won second place and \$10 in float competition.

The final event of this celebration was a five-county talent on Share-the Fun Program presented to a capacity audience in the Blackstone High School Auditorium. Lunenburg was second in this event and received a \$5 cash award. Our county was selected to be the host for this event in 1955.

Encampments

Twelve boys, two men leaders and one Agent attended 4-H Camp held at Camp Farrar, Virginia Beach.

Five boys attended the 4-H Short Course. Two were members of the dairy judging team, one of them participated in the State Tractor Operators Contest. The other two boys were regular delegates, one of them being taken into the 4-H All Star Organization. Marvin Alder attended the two day 4-H Farm and Home Electric Congress held in Richmond.

Rural Life Sunday

Rural Life Sunday was observed in Victoria Baptist Church. The program was presented in the form of a pageant entitled, A Challenge To The Cross. Our club members provided the entire program under the supervision of Mrs. J. A. Harding. Approximately one hundred fifty people were present for this service.

County-Wide Picnic

A county-wide picnic has been an annual affair for the past several years. Such an occasion as this provides an opportunity for parents and 4-H club members to become better acquainted as well as to enjoy a day of fun and fellowship. The picnic is usually held just before camp week so that the Agents will have an opportunity to make a last minute camp check up. About one hundred parents and club members attended the picnic this year.

Achievement Program

Two hundred fifty parents, 4-H members and home demonstration members attended our annual 4-H and Home Demonstration Achievement Program. A complete report was given by one of the 4-H club members on the highlights of the 1954 Lunenburg County 4-H Club Program. Project and achievement awards were presented to outstanding 4-H club members. Educational booths on, "Looking Your Best", "4-H Camp", "4-H Electric Project", and "Seven Basic Foods" were used to give a brief picture of our 4-H program. Members with suitable projects were given an opportunity to display something from their projects. These items were judged and ribbons awarded.

County Council

The 4-H County Council provides leadership in developing the overall 4-H club county program. The County Council provides a place to plan county-wide 4-H events and to give officers training in their various jobs back in their clubs.

The County Council suggested to individual 4-H clubs that they all take the same Community Project which is to help provide funds for a tape recorder for use of the Agents. As a result \$60.10 was donated to this project.

The County Council also sponsored a collection in each club for the International Farm Youths Exchange Program. This collection amounted to \$25. Two IFYE delegates from foreign countries have visited all of our 4-H clubs during the past year. These visits have brought about a better understanding of world problems and that actually there is no great difference between people of our country and others. One of these IFYE delegates lived for two weeks with a family in our county and attended numerous meetings of various organizations.

4-H Honor Club

The 4-H Honor Club is composed of members fourteen years of age or older who have completed at least three years of club work, and have evidenced qualities of leadership. This club met monthly during the school months. The programs centered around leadership, recreation and record keeping. This year the club put emphasis on the club member selecting and reaching a personal goal aimed at helping the 4-H Club program.

Older Youth Work

The Youth Committee of the County Board of Agriculture realize as well as the Agents that there is a group of young men and women that are not actively associated in any organized group. With the help of this committee an attempt was made to organize one group in the county on a community basis. Six meetings were held in an effort to set up a program based on the needs and desires of this group. Attendance at these meetings ranged from five to fifteen. No more than two or three were regular attenders, and there was a divided opinion among those present as to what type of program should be developed.

This group did not organize on a permanent basis, however temporary officers were elected. The Youth Committee and Agents will attempt again during the coming year to strengthen this program.