

VIRGINIA

GREENVILLE COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1942

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AM-5

REPORT FILES
EXTENSION WORK

*Greenville
Va*

COUNTY AGENTS' NARRATIVE REPORT, VIRGINIA

December 1, 1941 to November 30, 1942.

J. W. Rogers	County Agent	Emporia
Arthur L. Curtis	Ass't Co. Agent	Lawrenceville
Adell B. Parker	stenographer	Emporia

COUNTY AGENT ANNUAL REPORT

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I. Type of Agriculture

A cash crop system of agriculture, operated through the tenant system, has prevailed in the county over a great many years. The leading cash crops, according to acreage planted, are peanuts, cotton and bright tobacco. Approximately forty-four percent of the cropland can be planted to these crops.

Farmers are beginning to see the importance of diversification. With a curtailment of cash crops more time and acreage are available for food and feed crops. Landlords are advising tenants to grow all the corn, hay and food crops necessary for the farm and family. Gardens were more plentiful and better this year than heretofore.

More farms are growing wheat than ever before. Sufficient combines are available to assure the harvesting of additional acreage. Since farmers have seen what can be done by growing soybeans for oil this crop will unquestionably be increased many times.

Conditions in the County are such that hogs can still be increased. In spite of the fact that numbers have been increased by about one third this year, some farmers are still not raising a sufficient number for home consumption.

A few farmers are receiving a nice supplemental income from poultry. This should be increased, especially by owners living on the farm. Milk cows should also be increased. Entirely too many farmers, tenants especially, do not have a cow.

II. Project Activities

Agronomy.

Approximately eighty percent of the cotton planted in the County is of Coker's variety. Good seed is available in the County for planting purposes through the two One - Variety Cotton Community Organizations. The designated gins will dump the roll when farm members wish to save their seed. Seed direct from the breeder is also available through these gins. Since one third of the cotton grown in the County is handled through the designated gins quite a number of growers are reached, and given service in the way of classification. Some eight or ten years ago a direct need for improvement of the quality of cotton grown in the County was quite evident. This work was commenced in a small way by the Agent, purchasing a few good seed for a farmer here and there. Today people know the value of good seed and little effort is required on the part of the Agent.

When this work was first commenced the staple of the cotton grown in the County was $7/8$ " or less, whereas today very little runs below 1".

Treating cotton seed prior to planting has become a usual practice. This work commenced a number of years ago with a few farmers conducting demonstrations. Today eighty percent of the seed planted are treated. In addition to a number of farmers having barrels for treating, two modern seed treating machines are available. The owners of the machines do custom treating for a nominal sum.

The cotton program worked out last year was kept before the people this year through letters, meetings, etc. Proper fertilization is perhaps the one item in the program now needing most attention. Entirely too many fertilizer analysis have been available in the past for the cotton grower, consequently the adoption of one or two analysis has been a rather slow process.

Mopping for weevil control was not generally practiced this year because infestation during the mopping season was light. A number of farmers were prepared to mop if conditions had warranted.

Since cotton improvement work commenced in the County the yield per acre has increased considerably. Prior to commencing the work the average yield for the County was 275 pounds of lint per acre, today it is 325 pounds.

Cotton Crop Insurance was offered the cotton farmers in the County for the first time this year. On account of the unusually high rate only about 60 farmers applied for the insurance. All were notified of the rate applicable to their farm.

Two peanut dusting demonstrations were conducted. Machines for applying the dust were supplied by the Sulphur people. One of the machines, of the wheelbarrow type, has been in the County for a number of years. This was used by one grower who dusted three acres. The other machine was gotten in this year and is a horse drawn, four row machine. This machine was used by a grower who dusted about forty acres. Both growers applied three applications and while the final results are not available at this time every indication points to about 15% increase in nuts and 20% increase in hay.

A number of inquiries have already been received by farmers who observed the demonstration during the year and it

is felt that additional interest will develop along this line. It is planned to solicit a sufficient number of acres to keep the large machine, which is available, busy next year.

In cooperation with the AAA a campaign was put on the early part of the year to increase peanut acreage for oil. Each farmer was contacted by a Committeeman and the importance of peanuts for oil emphasized. The results of the survey showed that approximately 3,000 acres would be grown for oil. Not this many were actually planted, however. From the compliance records it would indicate around 2,000 acres were planted. Thirty-eight farms were furnished 7,400 pounds of seed peanuts to be planted for oil by the Commodity Credit Corporation. Farmers are not satisfied with the price received for oil peanuts, and consequently reluctant to deliver them at prevailing prices.

Legume Crops.

More acres of soybeans were planted for hay and seed this year than ever before. Due to unfavorable weather conditions many that were planted for oil could not be harvested, and were cut for hay, or left for hogs. Approximately 2,500 acres were planted for oil but it is doubtful whether more than one-half will be harvested. The yield per acre on those harvested is running from 20 to 25 bushels per acre. Seed were furnished 18 farmers, 175 bushels, for planting for oil by the Commodity Credit Corporation. The farmers planting beans for oil are well pleased, and no doubt a large acreage will be planted next year.

In cooperation with the AAA, Crimson Clover seed were made available to the farmers through the purchase order plan. Bids were received from local dealers on quality seed. Orders were written for 382 farmers for 64,250 pounds. This, together with the seed sold through the regular channels of trade will reach 100,000 pounds, an amount sufficient for the seeding of 5,000 acres, or twice the usual planting. In view of the shortage of nitrogen which can be expected for next year, it is felt that the additional seedings will be of material benefit. Many farmers inform us that the furnishing of Crimson Clover Seed is one of the best things yet undertaken by the AAA to help with Soil-building. Farmers unable to purchase seed were thus given an opportunity to secure them. Then too, the farmer who only planted a few acres in the past had an opportunity to increase their seedings.

Lime and Fertilizer

A meeting was held in the early part of the year to discuss lime and fertilizer analysis. The discussion was led by the Extension Agronomist and much interest was shown on the part of those attending. Fertilizer analysis as recommended by the Holland Experiment Station for cotton, corn and peanuts was thoroughly discussed. It was found, from those present, that a good percent of them were already using the analysis recommended for cotton.

Seventy-eight farmers secured 18 cars, 705 tons, of ground limestone under a grant of aid with the AAA. This amount should be increased by several times and it is planned to do some intensive work along this line in the winter or early part of the year. Farmers will be encouraged to get the limestone early and apply it directly from the car to the field.

Soil Fertility

The matter of carrying out the maximum soil-building allowance which could be paid for under the Agricultural Conservation Program, was stressed at meetings, through the press and in personal contacts. In looking over the records of compliance it was noted that some progress has been made during the year. The records show that:

5000 acres of crimson clover were seeded on 525 farms.
2710 acres of green manure crops turned on 795 farms.
1183 acres of land was limed with AAA limestone.
4515 acres of land was limed with commercial lime.

When comparing this with last years record it is noted that the acreage of crimson clover has more than doubled, the acreage of green manure crops has moved up about 50% and the land limed with commercial limestone has gone up some 35%.

One factor which contributed largely to this increased acreage was the individual contact made by committeemen and others. Farmers were urged to carry out the minimum practices which could be paid for by the AAA. In looking over the compliance forms it was noted that farmers really interested in soil building carried out many times over the minimum requirements. Lespedeza which was not counted as a soil-building practice this year was seeded rather extensively. The number of farmers seeding, and the acreage seeded has grown each year.

Poultry

Nine poultry raisers were enrolled in the Farm Flock Project. On the first visit to the demonstration the Extension Poultry Specialist scored the flocks, feeding practices and housing facilities. Suggestions were then made for improving conditions. It was found that the average score for the demonstration far exceeded that of the State. In most cases it was found that improvements in feeding practices were most needed, especially was this true in case of green feed in the winter.

A second visit was made to these people by the Poultry Specialist in the early summer. On this visit recommendations were given on handling young stock. A third visit is to be made at which time individual records will be taken up. These records will be summarized and given back to the producers in order that they might know the exact status of just what has been done. Further instructions will then be issued for additional improvements.

It is further planned next year to add additional flocks to the contest. Since a majority of the flocks in the contest this year are of the better type, it is thought advisable that the additions should be people who are not at the present paying as much attention to their flocks as they should. If this is done more poultry raisers will be reached that actually need help.

Swine

More people have raised hogs for the market this year than ever before in the history of the country. In order that some help might be given these people, a meeting of hog raisers was called early in the year with splendid attendance. The Extension Swine Specialist discussed outlook information, feeding, breeding, and management. Since a similar type of meeting has been held in the County for the past few years, quite a noted improvement can be seen in the manner of feeding and management. It is becoming a common practice for farmers to plant corn, soybeans, peanuts, rape and crimson clover to be hogged. A conservative estimate on hogs sold to the market this year is placed at \$75,000.

A larger number of hogs were vaccinated during the year against cholera and swine plague than ever before. Twenty-nine hundred and fifty were vaccinated for eighty-nine farmers. This is about one third more vaccinated than in previous years, which is further evidence that the hog population in the County is on the increase.

A number of outbreaks of cholera occurred during the year. In some instances the losses have been heavy, while in other vaccination kept the loss to a minimum.

Assistance to Agricultural Conservation Program.

A great deal of time was devoted by the Extension personnel to work in cooperation with this program. The Extension Personnel assumed responsibility for the educational work and in cooperation with the County Committee a portion of the Administrative duties.

There are approximately 1200 work sheets in the County. Ninety percent or more of this number will submit applications for payment. Farmers are working with the program and are more self-sustaining, their soils have greatly been improved through the use of legumes, lime and cover crops. These practices have resulted in greatly increased yields of all crops planted.

The County was divided into smaller communities this year. The number of Community Committees was thus increased from nine to twenty-four. The work of setting allotments is mostly handled by the local Committee and the regulatory work by the County Committee. The increased number of local Committeemen make it much easier to contact all farmers when necessary.

In the spring the War Board requested the AAA to contact all farmers in the County with a Farm Defense Plan. This was expediently done with good results. A survey of these results follow:

	<u>1941</u>	<u>1942</u>
Peanuts for oil	211 acres	3,454 acres
Soybeans	1,217 "	2,758 "
Gardens (number)	1,017 "	1,140 "
Hogs (number)	8,400	11,430
Milk Cows (number)	1,256	1,471
Beef Cattle (number)	992	1,301
Eggs (dozen)	199,615	227,032

The goals assigned the county by the War Board will be met in most every case. It was first thought that some of the goals were a little high, but after considering them the Board accepted them as assigned by the State Board.

The farmers in the county will receive approximately \$60,000 for cooperating with the Agricultural Adjustment Program. In addition this agency made available limestone and crimson clover seed. Three hundred and eighty-two farmers used

64,250 of the seed, and seventy-eight used 705 tons of limestone. More lime should, and possibly will, be used and if seed are available next year indications are that 100,000 pounds can easily be used.

A majority of the farmers in the county are satisfied with this program other than oiling of peanuts. Some changes should be made with this phase of the program, otherwise no peanuts will be planted for oil next year. Then too, dissatisfaction can become so general that it will affect other parts of the program. Here we are thinking in terms of referendums to be held with other commodities.

Assistance to Credit and Lending Agencies.

Assistance was rendered 150 farmers in securing emergency seed and fertilizer loans. The amount of these loans amounted to \$15,000. The number of loans made was considerably less than in previous years.

Cooperation was given the Production Credit Association which has about 75 loans in the county totaling some \$60,000. Cooperation was also given representatives of the Land Bank in making loans to farmers on real estate.

Farm credit is well taken care of in the county. Farmers worthy of credit are taken care of by one of the lending agencies. It would appear that the lending agencies referred to could be merged, thus reducing operating expenses and at the same time give the borrowers the same service.

County Agricultural Planning.

The County Board of Agriculture was completely reorganized this year. With the assistance of Extension Specialist, the Professional Workers' Council divided the county into communities and communities into neighborhoods. The Council likewise selected a chairman and co-chairman, man and woman, for each community. The Community Chairmen were then gotten together and selected neighborhood leaders. Men leaders were selected for each neighborhood and women leaders for about three-fourths of them. Additional women leaders will be selected just as rapidly as possible. In one of the communities the women leaders will have to be developed.

Only problems of immediate concern were given the leaders this year. These were the Victory Garden Program, Scrap Metal and the Sale of Bonds and Stamps. Most of the leaders did a very good job. Approximately 2 million pounds of scrap metal was

collected, and between fifteen and twenty thousand dollars worth of bonds and stamps sold.

Prior to the Victory Garden Program a special meeting was held. Invited to the meeting were all leaders, professional workers, and the general public. The Extension Garden Specialist emphasized the importance of having a good garden the year-round. Varieties, fertilization and the control of insects and diseases were discussed. Slides were used in discussing the control of insects and diseases. At the conclusion of the meeting, which was well attended, the leaders agreed to contact every family on their list and urge them to have a better garden. From the number and conditions of the gardens in the county, it would appear that these efforts were well worthwhile.

In the early summer a canning demonstration was given by the District Home Demonstration Agent. The women leaders were invited to the demonstration and most of them attended.

In July the women leaders in each community were gotten together for the purpose of meeting the new Home Demonstration Agent and to make plans for this work. The Leaders in each group were glad that an Agent had been appointed in the county and pledged their whole-hearted cooperation. From reports of the Home Demonstration Agent considerable progress has been made with the women's work.

The Professional Workers' Council meets monthly. All problems connected with rural life are taken up and discussed. One or more Professional Workers is assigned to each community for assistance in planning and carrying out problems. The membership of the Professional Workers' Council consists of the Extension Agent, Farm Security Agent, Smith-Hughes Instructors, AAA Chairman, Superintendent of Schools and Health Workers. The Lending Agencies are also represented, but due to the fact that these representatives live in adjoining counties they very seldom attend.

4-H Club Work.

4-H Club Work in the County began the year with a new Club Agent. The Agent, Robert Boyd, served until April, at which time he was called to the armed forces. In June the present Agent, Arthur Curtis, took over. The time between April and the first of June the clubs were not meeting, consequently some interest was lost on the part of the boys and girls throughout the county.

As a result of the change in Agents, labor shortage, tires and gas rationing, and the inexperience of the Agents, 4-H work has resulted in a lower percentage of completions. In spite of these adverse conditions it is felt, however, that

some progress has been made.

Since 4-H club work in the county is conducted solely by men agents, it limits the number of worthwhile projects that can be carried by girls. This is probably a very definite weakness.

4-H club members as a whole carried many projects essential to the war effort, and have been very enthusiastic about this work. The projects having the larger enrollment were poultry, hogs and flowers. Besides carrying these projects the members bought war stamps and bonds and aided in the scrap drive. No definite figures are available as to the amount of scrap collected by the 4-H members, but it is felt that they did more than their part in the campaign.

The project work as a whole is not as good as we would like to see it, but this phase of the work will be stressed the coming year. One hundred and four projects were carried this year, with fifty-nine completions. Excluding flowers and sewing, which enrolled thirty-six of the projects, the total receipts amounted to \$3,088.80. The total expense was \$1,322.45, leaving a net profit of \$1,766.35. This amount was made from the completion of thirty-five projects, or an average profit of \$39.25 each.

4-H Club Victory pins have been awarded to those carrying projects essential to the war effort, those completing their projects and to those buying war stamps and bonds, and aiding in the scrap drive.

Achievement Day will be held before the end of the year, at which time awards will be made for the best record book turned in, the best animal project and to the two outstanding club members. These awards were made possible through the cooperation of Sears Roebuck and the Danforth Youth Foundation.

The 4-H Club membership participated in the local fair. Several of the members won as much as six dollars each in prizes. Exhibits were made of corn, tobacco, peanuts, garden products, livestock and poultry. Out of ninety-eight members thirty-five of them exhibited. Since the total number of exhibitors were materially reduced, the record of the club members was very gratifying.

A total of nine members from the county attended the Conservation and 4-H Camp this summer at Holiday's Lake. These camps were greatly enjoyed, and practical information was obtained by those attending. All members expressed a desire to go back to camp next year.

The goals for 4-H club work in 1942, and results secured were:

Goals	Results
1. Obtain cooperation of school officials, parents and 4-H Leaders.	Fairly successful.
2. Special emphasis on gardens, poultry and swine.	With 59 projects in this group, 26 completed.
3. To enroll 125 active members.	98 enrolled.

U. S. D. A. County War Board Activities.

The County U. S. D. A. War Board held four meetings during the year. The first problem to be undertaken was repair of farm machinery and the collection of scrap metal. The Board decided to undertake some work in this connection, so arranged for four meetings in the county. These meetings were all well attended and a representative from the County War Board discussed the importance of farmers checking their farm equipment and placing orders for repair parts immediately, and for the collection of all scrap metal. Farm machinery repair men tell us that farmers responded well by placing orders for repair parts early. By so doing little or no difficulty was encountered in getting orders filled. The scrap metal campaign continued throughout the year, closing with a Scrap Harvest period in the fall. Approximately 2 million pounds of scrap was collected during the year. The next request received by the War Board was goals for oil crops, livestock and poultry products. The question of contacting farmers with this request was assigned the AAA Committee. Community committeemen were placed in the field by the County committee and within a reasonably short time every farmer in the county was contacted. The results of this survey were very encouraging and are listed in another section of this report.

The third request received by the County War Board was to set up a Farm Machinery Rationing Committee. This request was complied with and several farmers made applications for peanut machines, motors etc. The peanut machines, three in number, were delivered. Farm machinery dealers were contacted from time to time to make sure they understood the rationing program.

The fourth request to come to the War Board was that of registering farm trucks. This was perhaps one of the biggest problems the board had to deal with. A Farm Transportation Committee was set up to help with the registration and to approve the applications. The Extension personnel, most of the AAA workers, representatives of the transportation committee and a number of volunteers helped with this work. Prior to the

registration days, this group was gotten together for instructions. A good many farmers had not received their Application Forms at the time scheduled for registration, however certain information was secured and the OTD was requested to send him the necessary forms. This necessitated the work to be spread out longer than was anticipated. Approximately one hundred and ten trucks have been registered to date, and a good many, perhaps a majority, have received their certificate to operate. A good many have registered complaints about the mileage secured so it is expected that the Transportation Committee will have further work in this connection.

Summary of Activities and Accomplishments.

Some progress was made this year with 4-H Club Work even though interruptions occurred in the changes of personnel. Members were enthusiastic in the work assigned them in behalf of the war efforts. They were also active in helping with the fair. Some projects need some encouragement and perhaps the cooperation of parents will help to accomplish this end.

Work in the adult field covered a number of projects, some of which were very successful in spite of labor shortage and other factors over which we had no control. The cotton program continues to move forward with the help of the One-Variety Communities. It is impossible to place a money value on just what this program has meant to the cotton growers of the County. Improved varieties, fertilization, mopping for weevil control, seed treatment and better ginning have all added to the value of the cotton crop.

The distribution of two cars of crimson clover seed to approximately four hundred farmers is a good indication that soil-fertility is in the mind of many farmers. Approximately five thousand acres of clover were seeded in the county this fall. This is twice the acreage seeded in former years and as yet we have not reached the maximum acreage which should be seeded.

The reorganization of the County Board of Agriculture should prove helpful. It will be a means of reaching all the farmers in a comparatively short time. This is very necessary in times like these. Farmers should have first hand information as to the production of vital crops needed to successfully prosecute the war. All requests received by the War Board can be immediately passed on to the local neighborhood leaders, who can in turn pass on the information to the farm families on their list. The families on the leaders lists will shortly be reduced to about fifteen, thus lessening the load to be carried.

The fact that more farmers are raising hogs for market is

a good indication that they are looking for a supplement to their cash crop income. More hogs have been marketed this year than ever before in the history of the County. The Extension Agent is endeavoring to render these men a service by advising them as to proper feeding, management, breeding and vaccination against cholera and swine plague.

The activities of the U. S. D. A. War Board have been worthwhile. Through their efforts farmers were contacted in regard to increased production of feed, food and oil crops with good results. The increased acreage of peanuts and soybeans for oil was quite marked. A campaign was put on to get farmers to place their orders for farm machinery parts early, and to collect all scrap metal. Some two million pounds of metal has been disposed of. A Farm Machinery Committee was set up which thus far has not had an occasion to operate to any great extent. It is felt, however, that this committee will have much work to do in the year to come. A Farm Transportation Committee was set up to assist in the registration of farm trucks. This was quite an undertaking, but in so far as is known applications have been made out for all farm truck owners in the County.

The Agricultural Conservation Program is doing a good job in its field. It is administered with the help of district and community committees in a very efficient manner. Local expenses are kept to a minimum, and with greater committee participation it is felt that the program will mean more to the farmers as time goes on.

Outlook and Recommendations.

It is felt that every farmer should produce in 1943 all the food, feed and livestock that he possibly can. In addition he should make every effort to improve the fertility of his soil. Labor conditions will no doubt be more acute and the cash crop acreage planted should be no larger than he could reasonably be expected to handle. Every effort should be made to insure maximum production. To this end only good seed should be used, proper fertilization should be practiced and good cultural methods carried out. Only those farmers will succeed who run their business on a business like basis.

More cows should be kept on the farm. Entirely too many farm families do not have a milk cow. A few good cows kept will supplement the family income. Ample markets are

available for cream and the skimmed milk can be fed profitably to swine and poultry.

Progress has unquestionably been made in the use of legumes and winter cover crops. Yet, too many acres of cropland are left without any cover during the winter. Approximately 18 percent of the land is seeded to a winter cover at the present time which is about 8 percent larger than that of last year. It is recommended that one-fourth of the cropland on every farm be seeded.

Every land owner should pay more attention to his forest land. Without any extra trouble the fire wood, tobacco curing wood and peanut poles should be cut from defective trees and hard wood. This would preserve the pine for timber purposes. Fire hazards should be eliminated in so far as possible. Large acreage is destroyed each year by fire. When this happens no income is derived from the forest for many years to come. Since about seventy percent of the land in the county is in timber or cut over land it is imperative that the owners do everything possible to protect this area.

It is further recommended that farmers as a whole cooperate in every way possible in winning the war. This can be done by producing the crops needed in the war efforts, by collecting all the scrap metal, rubber, etc, remaining and by buying war stamps and bonds. We unquestionably will have to sacrifice many things in the year to come. Some of them may seem rather hard but each and every citizen should and must do their part.

Farm machinery should be better taken care of. It should be gone over as soon as possible and any parts absolutely needed should be gotten.

A permanent pasture is needed on every farm in the county. In most instances this will require seeding, while in others the use of lime and phosphate on the present pasture will add materially to its value.

Outlook information will be furnished again this year. This information when properly used is of much value.

Some progress has been made in the landlord-tenant relationship. However, there is still room for much needed improvement along this line. In many instances a clear understanding does not exist between them. It is hoped that landlords will advise with their tenants on all matters which are of mutual interest. What is for the best interest of one is for the both interest of both.

Miscellaneous.

Considerable time and effort was put forth in helping with the County Fair. The exhibits in the agricultural and livestock departments were very creditable. However, the number of exhibits were considerably less than former years.

Conclusions.

The success of the Extension Program this year was due to the cooperation received from all the people of the County. Special mention should be made of the County Board of Agriculture, AAA Committeemen, County U. S. D. A. War Board, local Leaders and Specialist from the Extension Division. These people contributed notably to the success of the program, and the County Agent and his co-workers wish to extend their many thanks.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Greenville

REPORT OF

<u>Nancy A. Kelly</u> (Name) Home Demonstration Agent.	From <u>July 2</u> to <u>Nov. 30</u> , 194 <u>2</u>
Assistant Home Demonstration Agent.	From _____ to _____, 194__
4-H Club Agent.	From _____ to _____, 194__
<u>Arthur L. Curtis</u> Assistant County Agent in charge of Club Work.	From <u>June 1</u> to <u>Nov. 30</u> , 194 <u>2</u>
<u>J. H. Rogers</u> Agricultural Agent.	From <u>Dec. 1-1941</u> to <u>Nov. 30</u> , 194 <u>2</u>
Assistant Agricultural Agent.	From _____ to _____, 194__



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____

Date _____ State Extension Director.

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

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)	
1. Months of service this year (agents and assistants)		2 1/2	1 1/2	12	XXXXXXXX	
2. Days devoted to work with adults ³		55 1/2	6 1/2	284	XXXXXXXX 56 N.D. agts	
3. Days devoted to work with 4-H Clubs and older youth ³		2	33	19	XXXXXXXX 39 1/2	
4. Days in office ⁴		28 3/4	19 1/2	141	XXXXXXXX 302 agts	
5. Days in field ⁴		28 3/4	20	161	XXXXXXXX 48 Ect. Washburn	
6. Number of farm or home visits made in conducting extension work ⁴		70	138	428	636 ✓	
7. Number of different farms or homes visited		53	90	368	511 ✓	
8. Number of calls relating to extension work	(1) Office	31	4	4677	4712 ✓	
	(2) Telephone	35	3	3289	3327 ✓	
9. Number of news articles or stories published ⁴		4	2	27	33 ✓	
10. Number of bulletins distributed		713	128	585	1426 ✓	
11. Number of radio talks broadcast or prepared for broadcasting				10	10 ✓	
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number		10	10 ✓	
		Total attendance of:				
		(b) Men leaders		130	130 ✓	
(2) 4-H Club and older youth	(c) Women leaders		56	56 ✓		
	(a) Number					
	Total attendance of:					
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(a) Number	25	3	28 ✓	
		(b) Total attendance	243	68	311 ✓	
	(2) 4-H Club and older youth	(a) Number	3	1	4 ✓	
		(b) Total attendance	47	15	62 ✓	
	14. Number of adult result demonstrations conducted				150	150 ✓
	15. Meetings held at such result demonstrations	(1) Number				
(2) Total attendance						
16. Tours conducted	(1) Adult work	(a) Number				
		(b) Total attendance				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				
17. Achievement days held	(1) Adult work	(a) Number				
		(b) Total attendance				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns unless duplications due to two or more agents participating in same activity or accomplishment.
³ The sum of questions 2 and 3 should equal the sum of questions 4 and 5.
⁴ Do not count a single visit to both the farm and home as two visits.
⁵ Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
18. Encampments held (report attendance for your county only) ³	(1) Farm women	(a) Number				
		(b) Total members attending				
		(c) Total others attending				
	(2) 4-H Club and older youth	(a) Number		5		5 ✓
		(b) Total boys attending		3		3 ✓
(c) Total girls attending						
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	12		59	66 ✓ (70)
		(b) Total attendance	109		1071	1156 ✓ (1150)
	(2) 4-H Club and older youth	(a) Number		15	2	17 ✓
		(b) Total attendance		143	44	187 ✓
		(c) Total others attending				
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	1		12	13 ✓
		(b) Total attendance	13		384	397 ✓
	(2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
³ Does not include picnics, rallies, and short courses, which should be reported under question 18.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	1325
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	850 ✓
23. Number of farms involved in preceding question which were reached this year for the first time	75 ✓
24. Number of nonfarm families making changes in practices as a result of the agricultural program	
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	40 ✓
26. Number of farm homes involved in preceding question that were reached this year for the first time	40 ✓
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	15 ✓
28. Number of other homes involved in preceding question that were reached this year for the first time	15 ✓
29. Number of farm homes with 4-H Club members enrolled	44
30. Number of other homes with 4-H Club members enrolled	23
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	820 (934)
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	38 ✓

EXTENSION ORGANIZATION AND PLANNING

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

(g) Over-all or general..... (1) Name..... (2) No. of members.....
 (b) Agricultural..... (1) Name..... (2) No. of members.....
 (c) Home demonstration..... (1) Name..... (2) No. of members.....
 (d) 4-H Club..... (1) Name Greenville 4-H Club Council (2) No. of members 18
 (e) Older youth..... (1) Name..... (2) No. of members.....

34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
 (a) Agricultural..... (b) Home demonstration..... (c) 4-H Club..... (d) Older youth.....

35. Total number of communities in county.....

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

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

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

39. Number of 4-H Clubs. (Same as question 173, page 14).....

40. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (Same as question 185, page 14).....

41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program:

(a) Adult work..... (1) Men..... (2) Women..... (b) 4-H Club and older youth work..... (1) Men..... (2) Women..... (3) Older club boys..... (4) Older club girls.....

COOPERATIVE AGRICULTURAL PLANNING

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

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

(a) Unpaid lay members: (1) Men 6 (2) Women 5 (3) Youth.....
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men 9 (2) Women 5

44. Number of communities with agricultural planning committee (land use planning or over-all planning).....

45. Number of members of such community planning committees: (a) Men 32 (b) Women 22 (c) Youth.....

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

	Extension organization and planning ¹ (a)	County agricultural planning (land use) ¹ (b)	Total ¹ (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents.....			<u>27</u>
(2) 4-H Club agents.....			<u>6 1/2</u>
(3) Agricultural agents.....			<u>43</u>
(4) State extension workers.....			<u>8</u>
48. Number of planning meetings held.....	(1) County.....		<u>1</u>
	(2) Community.....		<u>4</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year.....			<u>61</u>
50. Days of assistance rendered by voluntary leaders or committeemen.....			<u>123</u>

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

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pastures	Cotton	Tobacco	Fruits and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents	2	4	3	2	1/2	2		4		4 1/2
(3) Agricultural agents	10	5		30		34	12			44
(4) State extension workers				1		10	5			13
52. Number of committees in which work was conducted this year	2	2	1	5	1	5	2	2		5
53. Number of voluntary local leaders or committeemen assisting this year	2	1		6		15	3	1		20
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	6	5		400		75				28
(2) The use of lime	25			20	2		9			100
(3) The use of fertilizers	30	4		18	2	110	10	2		50
(4) Controlling plant diseases	2	3				740				2
(5) Controlling injurious insects						150				
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents							
(2) 4-H Club agents	1			5		5	
(3) Agricultural agents				49		7	
(4) State extension workers	2			1		2	
56. Number of communities in which work was conducted this year	1			5		3	
57. Number of voluntary local leaders or committeemen assisting this year				8		9	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males				3		1	
(2) Obtaining purebred or high-grade females				5			
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	8	XXXXX
(4) Improving methods of feeding				35		9	
(5) Controlling external parasites				60		9	
(6) Controlling diseases and internal parasites				89		6	
(7) Controlling predatory animals							

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

CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and other youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) 1
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	15	2	
(4) State extension workers.....			
63. Number of communities in which work was conducted this year.....	5	2	
64. Number of voluntary local leaders or committeemen assisting this year.....	7	1	

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	
(b) In the use of recommended crop rotations.....	100
(c) With strip cropping.....	
(d) In constructing terraces.....	
(e) In grassing waterways or otherwise preventing or controlling gullies.....	
(f) With contour farming of cropland.....	
(g) In otherwise controlling wind or water erosion.....	
(h) In contouring pasture or range.....	
(i) In the use of cover or green-manure crops.....	392
(j) In summer-fallowing.....	
(k) In making depth-of-moisture tests.....	
(l) With drainage.....	
(m) With irrigation.....	
(n) With land clearing.....	
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts.....	
(b) Voluntary soil-conservation associations.....	
(c) Grazing associations.....	

Forestry—Continued

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....	
(b) In making improved thinnings, weeding, or pruning of forest trees.....	
(c) With selection cutting.....	
(d) With production of naval stores.....	
(e) With production of maple-sirup products.....	
(f) In timber estimating and appraisal.....	
68. Number of farmers cooperating this year in prevention of forest fires.....	15

Wildlife Conservation—Continued

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

FARM MANAGEMENT

70. Days devoted to line of work by—	Includes all work with adults, 4-H Club members, and other youth			
	(1) Home demonstration agents	(2) 4-H Club agents	(3) Agricultural agents	(4) State extension workers
70. Days devoted to line of work by—				
71. Number of communities in which work was conducted this year		20	8	5
72. Number of voluntary local leaders or committees assisting this year		1	4	5
		10	5	5

73. Number of farm-survey records taken during the year:	73. Number of farmers assisted this year—Continued	
	(a) Farm business	(b) In getting started in farming, or in re-locating
(a) Farm business		
(b) Enterprise		
(c) Other		
74. Number of farmers assisted this year in—	(1) With credit problems (debt adjustment and financial plans)	100
(a) Farm inventory	(2) In using "outlook" to make farm adjust-ments	50
(b) General farm records	(3) With a farm-income statement for tax purposes	
(c) Enterprise records	(4) With farm-labor problems	
75. Number of farmers assisted this year—	(5) In developing supplemental sources of in-come	25
(a) In developing a farm plan only		
(b) In developing a farm and home plan		
(c) In analyzing the farm business		
(d) In improving landlord-tenant relations and leasing arrangements		

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

79. Number of tours conducted this year to observe economic and social conditions in various land use areas

80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems

81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)

82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year

1. Includes all work on farm adjustments conducted in cooperation with AAA and other agencies, and not distinctly related to individual crop or livestock production or marketing (Sp. 6 and 9) or to soil management (Sp. 7).

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents							2				
(4) State extension workers											
84. Number of communities in which work was conducted this year							1				
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives ² assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year											
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ³	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year							17				
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$300	\$	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ⁴ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ⁴ participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ⁴ participated in or conducted this year											
97. Number of consumer information programs ⁴ pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ⁴ relating to marketing services and costs of distribution conducted this year											
99. Number of programs ⁴ relating to transportation problems conducted this year											
100. Number of programs ⁴ relating to the specific use of market information conducted this year											
101. Number of other marketing programs ⁴ conducted this year (specify)											

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

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

⁴ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

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

The House, Furnishings, and Surroundings—Continued

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

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	
107. Number of families assisted this year in—	
(a) Obtaining electricity	
(b) Selection or use of electric lights or home electrical equipment	
(c) Using electricity for income-producing purposes	10

Farm Buildings—Continued

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

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment	
(b) Making more efficient use of mechanical equipment	
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	50
111. Number of gin stands assisted this year in the better ginning of cotton	

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	2	2	6	17✓
(2) 4-H Club agents	2			
(3) Agricultural agents	10	3		
(4) State extension workers	2	2		
113. Number of communities in which work was conducted this year	5	8	5	✓
114. Number of voluntary local leaders or committeemen assisting this year	40	14	1	—
115. Number of families assisted this year—				
(a) In improving diets				
(b) With food preparation				70
(c) In improving food supply by making changes in home food production				
(1) Of vegetables				100
(2) Of fruits				
(3) Of meats				
(4) Of milk				
(5) Of poultry and eggs				
(d) With home butchering, meat cutting or curing				
(e) With butter or cheese making				
(f) With food-preservation problems				
(1) Canning				40
(2) Freezing				
(3) Drying				60
(4) Storing				1
(g) In producing and preserving home food supply according to annual food-supply budget				
(h) In canning according to a budget				
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				
(m) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Exclude all work with clubs, 4-H Club members, and other youth		Home management—Family (9)	Clothing and textiles (9)	Family relationships—child (9)	Recreation and community life (9)
118. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	4	6		
119. Number of communities in which work was conducted this year		4	5		
120. Number of voluntary local leaders or committeemen meeting this year		4	3		
Home Management—Family Economics—Continued					
121. Number of families assisted this year—	(a) With time-management problems (b) With home accounts (c) With financial planning (d) In improving use of credit for family living expenses (e) In developing home industries as a means of supplementing income				4 12 30
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	(a) Food (b) Clothing (c) Housefurnishings and equipment (d) General household supplies				
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—	(a) Food (b) Clothing (c) Housefurnishings and equipment (d) General household supplies				
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)					27
125. Number of families assisted this year with "making versus buying" decisions					
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living					
NOTE.—Individual families and groups assisted with selling problems should be reported in column (f), page 9.					
127. Number of families assisted this year with—					
	(a) Clothing-construction problems (b) The selection of clothing and textiles (c) Care, renovation, remodeling of clothing (d) Clothing accounts or budgets Family Relations—Child Development—Continued				4 12 30
128. Number of families assisted this year—	(a) With child-development and guidance problems (b) In improving family relationships				
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year					
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men (b) Women					
131. Number of children in families represented by such individuals					
Recreation and Community Life—Continued					
132. Number of families assisted this year in improving home recreation					
133. Number of communities assisted this year in improving community recreational facilities					
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs					
135. Number of communities assisted this year in (a) Old or usually new establishing— (b) Permanent camp (c) Community rest rooms					
136. Number of communities assisted this year in providing library facilities					
137. Number of school or other community grounds improved this year according to recommendations					

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

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	9		4		5	Acres
139. Other cereals						Acres
140. Peanuts	9		4		5	Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet						Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	4	7	2	4	0.5	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)	6	16	3	10	1151	Birds
151. Dairy cattle						Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	15		8		9	Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds <i>Flowers</i>	2	21	0	15	XXXXXXXXXXXXX	
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity					{	Articles made
					{	Articles repaired
162. Farm management					XXXXXXXXXXXXX	
163. Food selection and preparation					{	Meals planned
					{	Meals served
164. Food preservation						Quarts canned
165. Health, home nursing, and first aid					XXXXXXXXXXXXX	
166. Clothing		13		11	{	29 Garments made
					{	95 Garments remodeled
167. Home management						Units
168. Home furnishings and room improvement					{	Rooms
					{	Articles
169. Home industry, arts and crafts	2		0			Articles
170. Junior leadership					XXXXXXXXXXXXX	
171. All others					XXXXXXXXXXXXX	
172. Totals (see footnotes 2 and 3, p. 14)	47	57	21	40	XXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP

WORK WITH OLDER RURAL YOUTH

173. Number of 4-H Clubs. (Same as question 30) 6
174. Number of different 4-H Club members enrolled. (a) Boys: 44 (b) Girls: 54 ✓
175. Number of different 4-H Club members completing: (a) Boys: 21 (b) Girls: 40
176. Number of different 4-H Club members in school. (a) Boys: 41 (b) Girls: 51 ✓
177. Number of different 4-H Club members out of school. (a) Boys: 3 (b) Girls: 3 ✓
178. Number of different 4-H Club members from farm homes. (a) Boys: 33 (b) Girls: 31 ✓
179. Number of different 4-H Club members from nonfarm homes. (a) Boys: 11 (b) Girls: 23 ✓

Number of Different 4-H Club Members Enrolled:

180. By years	Boys		Girls	
	(a)	(b)	(a)	(b)
1st year	<u>15</u>	<u>22</u>	<u>10</u>	<u>10</u>
2d	<u>15</u>	<u>14</u>	<u>11</u>	<u>9</u>
3d	<u>7</u>	<u>15</u>	<u>11</u>	<u>11</u>
4th	<u>7</u>	<u>3</u>	<u>4</u>	<u>13</u>
5th			<u>7</u>	<u>7</u>
6th			<u>6</u>	<u>3</u>
7th			<u>16</u>	<u>4</u>
8th			<u>17</u>	<u>2</u>
9th			<u>18</u>	<u>2</u>
10th and over			<u>10</u>	<u>2</u>
	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>
10th and over			<u>20</u>	<u>20</u>

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

- (a) Judging 10 (f) Fire and accident prevention 10
- (b) Giving demonstrations 98 (g) Wildlife conservation 98
- (c) Recreational leadership 98 (h) Keeping personal accounts 98
- (d) Music appreciation 98 (i) Use of economic information 98
- (e) Health 98

183. Number of 4-H Club members having health examination because of participation in the extension program 19
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs 19

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth (same as question 40) (a) Young men (b) Young women
186. Membership in such groups (a) Young men (b) Young women
187. Number of members by school district and age
- | Age | School District | Out of school | | Under 21 years | | 21 years and over |
|-----------------|-----------------|---------------|----------|----------------|-------|-------------------|
| | | Unemployed | Employed | Men | Women | |
| (1) Young men | | | | | | |
| (2) Young women | | | | | | |

188. Number of meetings of older rural youth extension groups. (a) Young men (b) Young women
189. Total attendance at such meetings. (a) Young men (b) Young women
190. Number of other older rural youth groups assisted. (a) Young men (b) Young women
191. Membership in such groups. (a) Young men (b) Young women
192. Number of other rural youth not in extension or other youth groups assisted. (a) Young men (b) Young women
193. Total number of different young people contacted through the extension program for older rural youth. (Questions 188, 191, and 192, minus dupli- cates)
- | Age | Young men | Young women |
|-----|-------------------------|-------------------------|
| (a) | <u>10-19 years</u> | <u>10-19 years</u> |
| (b) | <u>20-29 years</u> | <u>20-29 years</u> |
| (c) | <u>30 years or over</u> | <u>30 years or over</u> |

194. Check extension projects operating in your community
- | (1) Citizenship, democracy, and public problems | (2) Vocational guidance | (3) Family life and social customs | (4) Social and recreational activities | (5) Community service activities | (6) Technical agriculture | (7) Technical home economics, including nutrition and health |
|---|-------------------------|------------------------------------|--|----------------------------------|---------------------------|--|
| <u>✓</u> | <u>✓</u> | <u>✓</u> | <u>✓</u> | <u>✓</u> | <u>✓</u> | <u>✓</u> |

1. All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects, services, or other extension activities. 2. Do not include boys and girls enrolled in club work. 3. The total should equal the sum of the projects, services, and other extension activities reported on page 15, unless duplication due to the same boy or girl carrying on two or more projects, services, or other extension activities. 4. Do not include boys and girls enrolled in the year in connection with the preceding year's program. 5. Items on Schedule 2, except the reference to a cooperative branch of extension.

U.S. DEPARTMENT OF AGRICULTURE
BUREAU OF EXTENSION
WASHINGTON, D. C.

MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and older youth	Home (a)	General leader meetings (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			2
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
196. Number of communities in which work was conducted this year			5
197. Number of voluntary local leaders or committeemen assisting this year			0

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)		1	25
(2) Problems arising from new military camps, munitions plants, and war industries			5
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)			1
(4) Other war work (including collection of salvage material)	2	5	1

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War boards (a)	Civilian defense agency (b)	Employment service (c)	Agricultural Adjustment Administration (d)	Surplus Marketing Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents				4			2			
(2) 4-H Club agents				79			2			
(3) Agricultural agents	8	5	1	23						
(4) State extension workers										
200. Number of communities in which work was conducted this year	1	1		5			3			
201. Number of voluntary local leaders or committeemen assisting this year	22	15		30			0			
202. Number of meetings participated in this year by extension workers	5	4		25						

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

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

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