

*Nothing  
to  
index*

ANNUAL NARRATIVE REPORT  
of  
HENRICO COUNTY  
Virginia Swink  
Home Demonstration Agent

I came to the county just in time to make one round with Miss Ferguson visiting the kitchen contestants, and then to hold the picnic at the close and award the prizes. There were about twenty-five women at the picnic, eight of them winning prizes. After a short program and dinner, everyone who wished to go went in automobiles to visit some of the kitchens. The prizes were distributed from the Farmers' Cooperative Exchange.

Bread Club

Clubs were started in three communities, and all members were present at the first demonstrations.

Canning Club

Canning Clubs were organized in five communities, most of the girls joining attended Westhampton Short Course where they saw most of the demonstrations.

Home Demonstration Clubs

The four Home demonstration clubs took up the vegetable unit, some of them keeping records. Most of them would start each card.

Short Courses

At the Westhampton Short Course Henrico had twenty-two girls. The courses offered were: canning, clothing, room improvement, bread, health, what to eat and how to eat it. I conducted the room improvement course, having over thirty enrolled. We studied color schemes, home made conveniences for bedrooms, and dyeing.

Two girls attended the State Short Course. These two have talked so much about the trip that I think I am going to have quite a few to attend next year.

Four women attended the State Farmers' Institute and brought back message of enthusiasm and good times. I am hoping we will have more next year.

At the Farm Women's Encampment held in Chesterfield for the women of the counties around Richmond, about fifteen Henrico women were present. There were demonstrations in interior decoration, stenciling, good gardens, and other things of interest to farm women.

A meeting of both the advisory board and the county federation of home demonstration clubs has been held with a good attendance at each. At the meeting of the federation my bread club demonstration team gave a demonstration in making bread and my clothing demonstration team gave a demonstration in selection of materials suitable for underwear.

One of the sewing club members is a daughter in a family of ten children. The mother cannot sew so she had to buy their clothes ready-made. After one year in the club the two daughters are making their own clothes and therefore having better ones.

This girl and her sister have quit school, along with a number of other girls in the same community, and gone to work. I have been asked to come down and organize a club to meet after working hours for they feel the need of knowing more about sewing.

In two different communities I was asked by mothers to please come to their house to give the canning demonstrations for they wanted to learn what their daughters did.

For narrative report of work done in the county up to July, consult the report sent in by Miss Belle Ferguson at that time.

### COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

State Relations Service,  
Office of Cooperative Extension Work,  
Washington, D. C.

## ANNUAL REPORT OF COUNTY EXTENSION WORKERS SPECIAL EDITION

This report form is to be used by county extension agents, such as county agricultural agent, home demonstration agent, club agent, negro agent, etc., reporting on their respective lines of work.

State Virginia County Henrico  
Report of Bert Ferguson County Home Demonstration Agent  
From Jan 1923 to July, 1923.  
(Date) (Title)

If agent has not been employed entire year, indicate exact period. Agents resigning during the year should make out this report before quitting the service.

### HOME DEMONSTRATION WORK



*Do not tabulate*

FIRST CHECK	TRANSFER	
	MADE	VERIFIED
	←	

Approved:

Date Dec 17th 1923

Mrs. M. M. Davis  
State or District Supervisor.

Date \_\_\_\_\_

\_\_\_\_\_  
Extension Director.

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

The annual report should be a review, analysis, interpretation, and presentation to the people of the county, the State, and the Nation of the sum total of the extension activities in each county for the year and the results secured (including assistance rendered by subject-matter-specialists). The making of such a report is of great value to the county extension agent and the county people in showing the progress made during the year as a basis for future plans. It is of vital concern also to the State and Nation as a measure of rural progress and a basis for intelligent legislation and financial support. This blank form covers simply the statistical phases of the report, and should be supplemented by a full report in narrative form.

**NARRATIVE SUMMARY.**

The narrative report should be a statement in orderly fashion and arranged under appropriate subheadings, of the work done, methods used, and results secured under each project, as well as of the general work accomplished. Every statement should be clear-cut, concise, forceful, and, where possible, reinforced with ample data from the statistical summary. In the preparation of the part of the report relative to each project, the results reported in the statistical summary for the project should be analyzed, conclusions drawn, and recommendations made. The report may well be illustrated with photographs, maps, diagrams, blue prints, or copies of charts and other forms used in demonstration work. Full credit should be given to all cooperating agencies. The lines should be single-spaced, with double space between the paragraphs, and reasonably good margins left. The pages should be numbered in consecutive order.

The following outline is suggestive of how the narrative report may be clearly and systematically presented:

**SUGGESTIVE OUTLINE OF ANNUAL NARRATIVE REPORT.**

- I. Cover and title page.
- II. Table of contents.
- III. Status of county extension organization.
  - (1) Form of organization—distinctive features.
  - (2) Function of local people, committees, or project leaders in developing the program of work.
  - (3) General policies, including relationships to other organizations.
- IV. Program of work, goals established, methods employed and results achieved.
  - (1) Factors considered and methods used in determining program of work.
  - (2) Project activities and results.
    - (a) Soils.
    - (b) Farm crops
    - (c) Horticulture (including diseases and insects).
    - (d) Forestry
    - (e) Animal husbandry
    - (f) Dairy husbandry (including diseases and pests).
    - (g) Poultry husbandry
    - (h) Rural engineering.
    - (i) Rodents, predatory animals, and birds.
    - (j) Agricultural economics—including farm management, marketing, etc.
    - (k) Foods and nutrition.
    - (l) Clothing and millinery.
    - (m) Home health and sanitation.
    - (n) Household management and home furnishings.
    - (o) Community activities—other than those included under subject-matter headings.
    - (p) Miscellaneous.
- V. Outlook and recommendations, including suggestive program of work for next year.
- VI. Summary of activities and accomplishments in paragraph form, preferably of one or two typewritten pages only, placed at the beginning or end of the narrative report.

## STATISTICAL SUMMARY.

To supplement the narrative part of the report, and in order that comparable State and National summaries may be made, it is necessary to include a statistical summary of the work in each county. The following form has been prepared to insure uniformity of reporting. In addition to the questions asked under each subdivision of the report, space is provided to add further data if it is desired. The statistical summary will grow naturally out of the field and office records.

## DEFINITIONS OF TERMS USED IN THIS REPORT.

1. A PROGRAM OF WORK is a definitely outlined plan for extension work.
2. A PROJECT is a definite, systematic, organized plan for carrying out some phase of the extension program of work, providing for what is to be done, how much, when, where, and by whom.
3. MISCELLANEOUS WORK includes work which has not yet become a regular part of the program of work—work other than project work.
4. A DEMONSTRATION is an example designed to show the practical application of an established fact. Demonstrations may be of methods or of results.  
Under method demonstrations include lecture demonstrations, practicums, etc., such as demonstrations of canning methods, home-mixing fertilizers, poultry culling, dress-form making, and the like, all involving short periods of time.  
Under result demonstrations include demonstrations in which a substantial period of time is involved, records of results kept, and comparisons made, as in a child-feeding demonstration, corn-culture demonstration, pasture-improvement demonstration, and the like.
5. A DEMONSTRATOR is an adult or junior who, under the direction of the extension service, undertakes to show in his community by example the practical application of an established fact, and who keeps records and reports on the same.
6. A COMMUNITY, for the purposes of this report, may be any one of the several units into which the county is divided for purposes of conducting organized extension work.
7. A PROJECT LEADER OR LOCAL LEADER is a person, selected because of his or her special interest and fitness, who functions in advancing some phase of the local program of extension work.
8. A COMMUNITY CLUB is an organization of men, women, boys, and girls to further community interests and to promote community recreation.
9. AN OFFICE CALL is a visit or a telephone call by a farmer, or other person, seeking agricultural or home economics information, as a result of which some definite assistance or information is given.
10. A DEMONSTRATION MEETING is a meeting held to give, inspect, or further a demonstration.
11. A TRAINING MEETING is a meeting at which project leaders or local leaders are trained to carry on extension activities in their respective communities.
12. A FARM VISIT is a call at a farm by the agent at which some definite information is given or concrete plan of work outlined, or some valuable information obtained from the farmer regarding his work, or the better practice prevailing in his neighborhood.
13. A HOME VISIT is a call at a home by the agent at which some definite information is given or concrete plan of work outlined, or some valuable information obtained from the farm woman regarding her work, or the better practice prevailing in her neighborhood.
14. DAYS IN OFFICE should include time spent by the extension agent in office in connection with extension work.
15. DAYS IN FIELD should include all days spent on official duty other than those spent in office.
16. LETTERS WRITTEN should include all single letters on official business.
17. A FARMERS' INSTITUTE is one of a series of meetings of one to two days' duration, arranged by a central State farmers' institute agency, at which agricultural and home economics problems are discussed, usually by outside speakers employed for the purpose.
18. AN EXTENSION OR MOVABLE SCHOOL is an itinerant school usually of two to six days' duration where practical but systematic instruction is given to persons not resident at the college. A short course differs from an extension school in that it is held at the college or other educational institution and usually for a longer period of time.
19. RECORDS consist of definite information filed in the county office that will enable the agent to verify the data on extension work included in this report.

## GENERAL ACTIVITIES.

Report only results of extension activities that are supported by records.

1. List below the names, titles, and periods of service of all county extension agents whose work is included in this report. 1

*Miss Virginia S. Wick* *Head Home Demonstration Agent* *about 2 mos.*  
(Name) (Title) (Period of service)

2. Total number of communities in county where extension work should be conducted (a) Men \_\_\_\_\_ 20 2  
(b) Women \_\_\_\_\_ 15
3. Number of communities in which the extension program has been cooperatively worked out by extension agents and people concerned. 15 3
4. Number of voluntary county, community, or local leaders actively engaged in forwarding the extension program 5 4  
(a) Adult work \_\_\_\_\_ Men \_\_\_\_\_ Women \_\_\_\_\_  
(b) Junior work \_\_\_\_\_ Boys \_\_\_\_\_ Girls \_\_\_\_\_
5. What is the name of the county organization cooperating in extension work? *County Council* 5

	Men.	Boys.	Women.	Girls.	Boys and girls.	Community.
6. Number of clubs carrying on extension work _____			4	12	8	15
7. Membership _____			92	225		

8. Total number of farm visits made in conducting extension work \_\_\_\_\_ 5
9. Number of different farms visited \_\_\_\_\_ 9
10. Total number of home visits made in conducting extension work \_\_\_\_\_ *299* 10
11. Number of different homes visited \_\_\_\_\_ *72* 11
12. Number of office calls\* relating to extension work \_\_\_\_\_ *220* 12
13. Number of days agent spent in office \_\_\_\_\_ *40* 13
14. Number of days spent in field \_\_\_\_\_ *111* 14
15. Number of individual letters written \_\_\_\_\_ *302* 15
16. Number of different circular letters prepared and sent out \_\_\_\_\_ *9* 16
17. Total number of copies of such circular letters \_\_\_\_\_ *394* 17
18. Number of extension articles written by agent and published in local papers *Richmond paper* \_\_\_\_\_ *10* 18
19. Number of community buildings established \_\_\_\_\_ 19
20. Number of rest rooms provided for use of rural people \_\_\_\_\_ 20
21. Number of fairs at which extension exhibits were made: Community \_\_\_\_\_ County \_\_\_\_\_ 21

	Men.	Boys.	Women.	Girls.	Boys and girls.	Community.
22. Training meetings* held for local leaders _____						
(a) Number _____						
(b) Attendance _____						
23. Demonstration meetings held _____			4			3
(a) Number _____						
(b) Attendance _____			124			
24. Farmer's institutes* held _____						
(a) Number _____						
(b) Attendance _____						
25. Extension courses* held _____						
(a) Number _____				1		Washington
(b) Attendance _____				23		

\*the definition on page 1.



**PROGRAM SUMMARY.**

List below information on each project of the program of work for the year. (If an assistant agent has been employed during the year, include his or her time with that of the agent.)

Title of project.	Number of non-members participating.	Voluntary leaders.		Days specialists helped.	Days agent worked (if not in field).	Number of methods' demonstration.	Number of rural* demonstrations.	Meetings of demonstrations.		Other meetings in relation to projects.		Meetings for training extension workers.
		Number assisting.	Days assistance rendered.					Number.	Attendance.	Number.	Attendance.	
(Illustrative entry.)												
Poultry	6	7	18	2	14	3	6	8	154	3	74	
Vegetable Unit Work	4			1	8	7	21	8	124	1	12	
Milkenery Work	6			2	11	2	12	2	100	1	12	
Dress Making	6	10	6	6	3	6	6	24	1	10		
Jelly Making	1	2	1	2	1	6	2	8	1	4		
Miscellaneous †												
Days' leave												
<b>TOTAL</b>	<b>17</b>	<b>12</b>	<b>7</b>	<b>3</b>	<b>27</b>	<b>13</b>	<b>45</b>	<b>18</b>	<b>256</b>	<b>4</b>	<b>38</b>	

\* See definition on page 3.

† Miscellaneous includes emergency and other work which can not be anticipated in advance.



**CEREALS.**

Report only results of extension activities that are supported by records.

Item.	09	10	11	12	13	17
	Oats.	Wheat.	Oats.	Rye.	Barley.	Other.*
22. Number of adult result demonstrations started or under way.						
23. Number of such adult demonstrations completed or carried through the year.						
24. Acres involved in these completed demonstrations.						
25. Increased yield per acre on demonstrations due to better practices.						
26. Number of boys' and girls' clubs.						
27. Number of members enrolled.	(a) Boys					
	(b) Girls					
28. Number of members completing.	(a) Boys					
	(b) Girls					
29. Number of acres grown by club members completing.						
30. Total yield of cereals grown by club members.						
31. Total value of cereals grown by club members.	\$	\$	\$	\$	\$	\$
32. Total cost of cereals grown by club members.	\$	\$	\$	\$	\$	\$
33. Total† number of farms influenced by adult or junior extension work to adopt better practices relative to the growing of cereals (include demonstration).						
34. Acres of cereals involved in question 33.						
35. Number of farms planting selected or improved seed.						
36. Number of farms growing selected or improved seed for sale.						
37. Number of farms testing seed for germination.						
38. Number of farms testing seed grain for smut.						
[Use space below to include other important data relating to cereals.]						

\* Indicate crop by name. † See footnote on page 1.

## LEGUMES AND FORAGE CROPS.

Report only results of extension activities that are supported by records.

Item.	(A)	(B)	(C)	(D)	(E)	(F)
	Alfalfa.	Soy beans.	Peas clover.	Crimson clover.	Clver (red, straw, white).	Cowpeas.
66. Number of adult result demonstrations started or under way.						69
70. Number of such adult demonstrations completed or carried through the year.						70
71. Acres involved in these completed demonstrations.						71
72. Increased yield* per acre on demonstrations due to better practices.						72
73. Number of boys' and girls' clubs.						73
74. Number of members enrolled						74
(a) Boys						
(b) Girls						
75. Number of members completing						75
(a) Boys						
(b) Girls						
76. Number of acres grown by club members completing						76
77. Total yield* of crops grown by club members.						77
78. Total value of crops grown by club members.	\$	\$	\$	\$	\$	78
79. Total cost of crops grown by club members.	\$	\$	\$	\$	\$	79
80. Total number of farms influenced by adult or junior extension work to adopt better practices relative to these crops (include demonstrators).						80
81. Acres involved in question 80.						81
82. Number of farms planting selected or improved seed.						82
83. Number of farms growing selected or improved seed for sale.						83
84. Number of farms inoculating for these crops.						84
[Use space below to include other important data relating to legumes and forage crops.]						

\* Indicate whether yield is bushels of seed or tons of cured forage.

File footnote on page 7.

8-4076



**POTATOES, COTTON, TOBACCO, AND OTHER SPECIAL CROPS.**

Report only results of extension activities that are supported by research.

Item.	(1) Irish potatoes.	(2) Sweet potatoes.	(3) Cotton.	(4) Tobacco.	(5) Other.*
85. Number of adult result demonstrations started or under way.....					85
86. Number of such adult demonstrations completed or carried through the year.....					86
87. Acres involved in these completed demonstrations.....					87
88. Increased yield† per acre on demonstrations due to better practices.....	bu.	bu.	lbs.	lbs.	88
89. Number of boys' and girls' clubs.....					89
90. Number of members enrolled.....					90
(a) Boys.....					
(b) Girls.....					
91. Number of members completing work.....					91
(a) Boys.....					
(b) Girls.....					
92. Number of acres grown by club members completing.....					92
93. Total yield of crops grown by club members.....	bu.	bu.	lbs.	lbs.	93
94. Total value of crops grown by club members.....	\$.....	\$.....	\$.....	\$.....	94
95. Total cost of crops grown by club members.....	\$.....	\$.....	\$.....	\$.....	95
96. Total number of farms influenced by adult or junior extension work to adopt better practices relative to the growing of these crops (include demonstrators).....					96
97. Acres of these crops involved in question 96.....					97
98. Number of farms planting improved or certified seed.....					98
99. Number of farms growing improved or certified seed for sale.....					99
100. Number of farms treating seed for disease.....					100
101. Number of farms spraying or dusting for diseases and insects.....					101
102. Number of storage houses constructed this year.....					102
103. Total capacity of these storage houses.....					103
104. Number of crop improvement associations organized during past year at suggestion of extension service.....					104
105. Membership in above associations.....					105
[Use space below to include other important data relating to potatoes, cotton, tobacco, and other special crops.]					

\*Indicate crop by name.

†Report yield of cotton in pounds of seed cotton.

See footnote on page 7. 8-4000

## HORTICULTURE.

Report only results of extension activities that are supported by records.

Item.	(4) Tree fruits.	(5) Bush and small fruits.	(6) Grapes.	(7) Market gardening, truck, and raising crops.	(8) Vegetable gardens.	(9) Flowers, shrubs, and lawn grounds.
106. Number of adult result demonstrations started or under way.						106
107. Number of such adult demonstrations completed or carried through the year.						107
108. Acres involved in these completed demonstrations.						108
109. Increased yield per acre on demonstrations due to better practices.	bu.	qts.	lbs.	bu.	bu.	109
110. Number of boys' and girls' clubs.						110
111. Number members enrolled						111
(a) Boys.						
(b) Girls.						
112. Number of members completing						112
(a) Boys.						
(b) Girls.						
113. Number of acres grown by club members completing.						113
114. Total yield of crops grown by club members.	bu.	qts.	lbs.	bu.	bu.	114
115. Total value of crops grown by club members.	\$	\$	\$	\$	\$	115
116. Total cost of crops grown by club members.	\$	\$	\$	\$	\$	116
117. Total* number of farms or homes influenced by adult or junior extension work to change practices relative to these crops (include demonstrations).						117
118. Acres involved in question 117.						118
119. Number of farms planting selected or improved stock or seed.						119
120. Number of farms pruning.						120
121. Number of farms thinning.						121
122. Number of farms spraying or otherwise treating for diseases and insect pests.						122
123. Number of farms following other improved cultural practices.						123
[Use space below to include other important data relating to horticulture.]						



## LIVE STOCK.

Report only results of extension activities that are supported by records.

Item.	(4) Horses and mules.	(5) Dairy cattle.	(6) Beef cattle.	(7) Swine.	(8) Pork.	(9) Poultry.
138. Number of adult reeult demonstrations started or under way.						138
139. Number of such adult demonstrations completed or carried through the year.						139
140. Number of animals involved in those completed demonstrations.						140
141. Total profit or saving on demonstrations resulting from better practices.						141
142. Number of boys' and girls' clubs.						142
143. Number of members enrolled						143
	(a) Boys.	(b) Girls.				
144. Number of members completing						144
	(a) Boys.	(b) Girls.				
145. Number of animals involved in club work completed.						145
146. Total value of animals raised by club members.	\$	\$	\$	\$	\$	146
147. Total value of products produced by club members.	\$	\$	\$	\$	\$	147
148. Total cost of such animals and products.	\$	\$	\$	\$	\$	148
149. Total* number of farms influenced by adult or junior extension work to adopt better practices, relative to live-stock production (include demonstrations).						149
150. Number of animals involved in question 149.						150
151. Number of farms assisted in securing pure-bred sires.						151
152. Number of pure-bred sires secured.						152
153. Number of farms assisted in securing pure-bred females.						153
154. Number of pure-bred females secured.						154
155. Number of farms securing pure-bred animals for the first time.						155
156. Number of farms culling flocks or herds.						156
157. Number of stallion, bull, ram, or boar circles, clubs, or associations organized during the year.						157
158. Number of members in preceding circles, clubs, etc.						158

\* See footnote on page 7.

8-5475

## LIVE STOCK—Continued.

Report only results of extension activities that are supported by awards.

Item.	80 Horses and mules.	81 Dairy cattle.	82 Beef cattle.	83 Sheep.	84 Swine.	85 Poultry.	
159. Number of breed associations or clubs organized during the year.							159
160. Number of members in these associations or clubs.							160
161. Number of cow-testing associations organized or reorganized during the year.							161
162. Number of members in these associations.							162
163. Number of farms not in associations testing cows for production.							163
164. Number of cows under test by such associations and individual farms.							164
165. Number of homes assisted in the making of butter and cheese.							165
166. Number of farmers feeding better balanced rations.							166
167. Number of farmers controlling insect pests.							167
168. Number of farmers testing animals for tuberculosis.							168
169. Number of animals tested.							169
170. Number of herds accredited this year for the first time.							170
171. Number of farmers vaccinating animals for blackleg.							171
172. Number of animals vaccinated.							172
173. Number of farmers vaccinating animals for cholera.							173
174. Number of animals vaccinated.							174
175. Number of farmers controlling other live-stock diseases.							175
176. Number of animals involved in question 175.							176
[Use space below to include other important data relating to live stock.]							

## RURAL ENGINEERING.

Report only results of extension activities that are supported by records.

177. Number of result demonstrations started or under way	_____	177
178. Number of such demonstrations completed or carried through the year	_____	178
179. Acres or other units involved in those completed demonstrations	_____	179
180. Total profit or saving on demonstrations resulting from better practices	_____	180
181. Number of farms installing drainage systems	_____	181
182. Acres drained	_____	182
183. Number of farms installing irrigation systems	_____	183
184. Acres irrigated	_____	184
185. Number of farms constructing terraces or soil dams	_____	185
186. Acres on which soil erosion was so prevented	_____	186
187. Number of dwellings constructed according to plans furnished	_____	187
188. Number of dwellings remodeled according to plans furnished	_____	188
189. Number of sewage disposal systems installed	_____	189
190. Number of water systems installed	_____	190
191. Number of heating systems installed	_____	191
192. Number of lighting systems installed	_____	192
193. Number of farms on which buildings other than dwellings were constructed or remodeled according to plans furnished	_____	193
	(a) Barns _____	} 194
	(b) Hog houses _____	
194. Number of buildings involved in preceding question	(c) Poultry houses _____	
	(d) Silos _____	
	(e) Other _____	
195. Number of farms assisted in the care and operation of machinery (tractors, power sprayers, milking machines, etc.)	_____	195
196. Number of farms clearing land	_____	196
197. Acres of land so cleared	_____	197

[Use space below to include other important data relating to rural engineering.]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## RODENTS AND MISCELLANEOUS\* INSECT AND ANIMAL PESTS.

Report only results of extension activities that are supported by records.

Item.	Rodents.	Other animal pests.	Crustaceans.	Other insects.
198. Number of result demonstrations started or under way				198
199. Number of such demonstrations completed or carried through the year				199
200. Number of acres in these completed demonstrations				200
201. Total saving or profit on demonstrations resulting from better practices.	\$ _____	\$ _____	\$ _____	\$ _____
202. Total number of farms adopting control measures				202
203. Number of acres involved				203
204. Number of pounds of poison bait used				204
[Use space below to include other important data relating to rodents and miscellaneous insect and animal pests.]				

## AGRICULTURAL ECONOMICS.

Report only results of extension activities that are supported by records.

## FARM MANAGEMENT.

205. Number of farm account books distributed		205
206. Number of farmers keeping records in such account books throughout the year		206
207. Number of farmers assisted in summarizing and interpreting their accounts		207
208. Number of farmers making changes in their business as result of keeping accounts		208
209. Number of other farmers adopting cropping, live-stock, or complete farming systems according to recommendations		209
210. Number of boys' and girls' farm account clubs		210
211. Number of members enrolled	(a) Boys _____ (b) Girls _____	211
212. Number of members completing	(a) Boys _____ (b) Girls _____	212
213. Number of farmers advised relative to loans		213
214. Number of farm management and farm account schools held		214
215. Number of farmers assisted in keeping cost of production records		215

## LABOR.

216. Number of farmers making better use of labor	216
217. Number of farmers securing tractors, sprayers, milking machines, or other machinery to economize labor	217

\* Do not include work reported under "Crop" and "Live Stock" headings.

† Indicate by name.

8-4070





## HOME DEMONSTRATION WORK. FOODS AND NUTRITION.

Report only results of extension activities that are supported by records.

228.1. Number of members enrolled in food and nutrition work 228.1

(a) Women	_____	76
(b) Girls	_____	50

### FOOD SELECTION.

Item.	Women.	Girls.	
229. Number of result demonstrations started or under way	22	50	230
231. Number of such demonstrations completed or carried through the year		32	231
231.1. Number of method demonstrations	5	24	231.1
232. Total* number of homes influenced by extension service to serve better selected food (include demonstrators)	30	30	232
233. Number of homes using more fruits in the diet	12	17	233
234. Number of homes using more green vegetables in the diet	22	17	234
235. Number of homes using more milk and other dairy products in the diet	30	32	235
237. Number of homes using more poultry products in the diet	30	12	237
238. Number of homes using more unrefined cereal products in the diet	12	11	238

[Use space below to include other important data relating to food selection.]

The preparation and serving of suppers and breakfasts has been completed and reported.

### FOOD PREPARATION.

Item.	(a) Breakfasting.		(b) Meal preparation.		(c) School lunches.		(d) Other.		
	Women.	Girls.	Women.	Girls.	Women.	Girls.	Women.	Girls.	
239 (2425). Number of result demonstrations started or under way		26		50	6	6			( 239 (2425)
240 (2435). Number of such demonstrations completed or carried through the year				42		6			( 240 (2435)
245. Number * of homes influenced by home demonstration work to adopt better practices relative to food preparation (include demonstrators)				30		30			245
245.1. Number of schools influenced by home demonstration work to adopt better practices relative to food preparation (include demonstrators)									245.1  3

[Use space below to include other important data relating to food preparation.]

## FOODS AND NUTRITION—Continued.

Report only results of extension activities that are supported by funds.

## CHILD FEEDING AND CARE.

Item	Women	Girls	
247. Number of result demonstrations started or under way			247
248. Number of such demonstrations completed or carried through the year			248
249. Number * of homes influenced by home demonstration work to change practices in child feeding and care (include demonstrators)			250
250. Number of children involved in question 249.			251

[Use space below to include other important data relating to child feeding and care.]

*I have done no work in child feeding and care of children*

## FOOD PRESERVATION.

Item	(a) Fruits		(b) Vegetables		(c) Meats and Fish		(d) Other †		
	Women	Girls	Women	Girls	Women	Girls	Women	Girls	
254 (254b). Number of result demonstrations started or under way									254 (254b)
255 (255b). Number of such demonstrations completed or carried through the year									255 (255b)
256 (260). Total amount preserved	(a) Quarts canned								256 (260)
	(b) Pounds dried								
	(c) Amount brined and cured	qts.	qts.	qts.	qts.	lbs.	lbs.		
	(d) Other								

Item	Women	Girls	
260.1. Number of quarts of jelly			260.1
260.2. Number of quarts of preserves			260.2
260.3. Number of quarts of pickles			260.3
260.4. Number of quarts of fruit juices			260.4
260.5. Number of quarts of vinegar			260.5
261. Total value of products prepared by club members	\$	\$	261
262. Total cost of products prepared by club members	\$	\$	262
263. Total * number of homes influenced by home demonstration work to adopt better practices relative to food preservation (include demonstrators)			263

[Use space below to include other important data relating to food preservation.]

*The club members, girls and women have just begun the work in food preparation*

**CLOTHING.**

Report of results of extension activities that are supported by records.

267.1. Number of members enrolled 76  
 Women \_\_\_\_\_ 92 267.2  
 Girls \_\_\_\_\_

Item.	CLOTHING.						Military.		Other.		
	Selection.		Construction and mending.		Renovation.		Women.	Girls.	Women.	Girls.	
	Women.	Girls.	Women.	Girls.	Women.	Girls.					
267 (2714). Number of result demonstrations started or under way.	72	32	20	32	10		20				267 (2714)
268 (2725). Number of such demonstrations completed or carried through the year.		28		28							268 (2725)
273. Number of garments and hats made by club members completing.											273
274. Number of other articles made by club members completing.											274
275. Total value of garments, hats, and other articles made by club members.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	275
276. Total cost of garments, hats, and other articles made by club members.	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	276
277. Number of homes influenced by home demonstration work to improve practices relative to clothing (include demonstrators).		20									277 <i>Dyes Done</i>
280. Number of dress forms made according to instructions.											280

[Use space below to include other important data relating to clothing work.]

*The women have not finished their work for the year. I do not report them as complete. We have had two special days in millinery for the Home Demonstration members of the county given by a milliner from Richmond.*

### HOUSEHOLD MANAGEMENT AND HOME FURNISHINGS.

Report only results of extension activities that are supported by records.

293.1. Number of club members enrolled in household management and home furnishings (a) Women \_\_\_\_\_  
(b) Girls \_\_\_\_\_ **293.1**

Dem.	(a) Budget and accounts.		(b) Equipment.		(c) Kitchen arrange- ment.		(d) Work planning.		(e) Furnishing and decorating.		
	Women.	Girls.	Women.	Girls.	Women.	Girls.	Women.	Girls.	Women.	Girls.	
	293 (2935). Number of result demonstrations started or under way.....										
293 (2935). Number of such demonstrations completed or carried through the year.....											293 (2935)
294. Number of household furnishings made or refinished by club members completing.....											294
297. Total* number of homes influenced by home demonstration work to change practices relative to home management and furnishings (include demonstrators).....											297

301. Number of homes installing new equipment other than heat, light, water, and sewage systems (see Rural Engineering, page 24) \_\_\_\_\_ **301**

302. New equipment involved in question 301:

- |                                 |                                    |
|---------------------------------|------------------------------------|
| (a) Hand washing machines.....  | (g) Kitchen cabinets.....          |
| (b) Power washing machines..... | (h) Wheel trays.....               |
| (c) Fireless cookers.....       | (i) Iceless refrigerators.....     |
| (d) Pressure cookers.....       | (j) Electric or gasoline iron..... |
| (e) Hand sweepers.....          | (k).....                           |
| (f) Power vacuum cleaners.....  | (l).....                           |

[Use space below to include other important data relating to household management and home furnishings.]

I have not supervised work in this system except programmes in Home Dem. Clubs.

\* See footnote on page 1.

## HOME HEALTH AND SANITATION.

Report only results of extension activities that are supported by records.

281.L. Number of members enrolled	(a) Women _____ (b) Girls _____	281.L
281. Number of result demonstrations started or under way	_____	281
282. Number of such demonstrations completed or carried through the year	_____	282
283. Number of homes given instruction in home nursing and first aid	_____	283
285. Total* number of homes influenced by extension service to adopt better sanitary practices	_____	285
286. Number of homes installing sanitary closets or outhouses	_____	286
287. Number of homes screened	_____	287
288. Number of homes following other methods of controlling flies, mosquitoes, and other insects	_____	288

[Use space below to include other important data relating to home health and sanitation.]

The health work is done by the nurse and health unit in Dennis County. These same women in many instances are putting on the program, but not under my supervision.

## RURAL ENGINEERING.

Report only results of extension activities that are supported by records.

177. Number of result demonstrations started or under way	_____	177
178. Number of such demonstrations completed or carried through the year	_____	178
187. Number of dwellings constructed according to plans furnished	_____	187
188. Number of dwellings remodeled according to plans furnished	_____	188
189. Number of sewage-disposal systems installed	_____	189
190. Number of water systems installed	_____	190
191. Number of heating systems installed	_____	191
192. Number of lighting systems installed	_____	192

[Use space below to include other important data relating to rural engineering].

I have not had any demonstrators under rural engineering except the agricultural engineer came and visited the women in the kitchen, outside and made suggestions for better water systems and did some surveying.

\*See footnote on page 7.

## HORTICULTURE.

Report only results of extension activities that are supported by records.

106.1. Number of members enrolled in horticulture (a) Women \_\_\_\_\_ (b) Girls \_\_\_\_\_ 106.1

Item.	(a)		(b)		(c)		(d)		
	Tree fruits.		Bush and small fruits.		Crops.		Market gardening and raising crops.		
	Women.	Girls.	Women.	Girls.	Women.	Girls.	Women.	Girls.	
106 (1118). Number of demonstrations started or under way.			10				50	20	106 (1118)
107 (1128). Number of demonstrations completed or carried through the year.									107 (1128)
114. Total yield grown by club members.	bu.	bu.	bu.	bu.	bu.	bu.	bu.	bu.	114
115. Total value of crops grown by club members.	\$	\$	\$	\$	\$	\$	\$	\$	115
118.1. Number selecting and saving seed and stock.									118.1
122. Number spraying or otherwise treating for diseases or insect pests.			3						122

Item.	(a) I		(a) II		(b) I		(b) II		
	Part-year garden.		All-year-round garden.		Flowers, shrubs.		Planting to a plan.		
	Women.	Girls.	Women.	Girls.	Women.	Girls.	Women.	Girls.	
106 (1118). Number of demonstrations started or under way.	30	47	7				7	5	106 (1118)
107 (1128). Number of demonstrations completed or carried through the year.									107 (1128)
114. Total yield grown by club members.	bu.	bu.	bu.	bu.	bu.	bu.	bu.	bu.	114
115. Total value of crops grown by club members.	\$	\$	\$	\$	\$	\$	\$	\$	115
118.1. Number selecting and saving seed and stock.									118.1
122. Number spraying or otherwise treating for diseases or insect pests.									122

[Use space below to include other important data relating to horticulture.]

The garden and small fruit work started this year has not been completed yet. I am just reporting demonstrations underway.

## HOME DAIRY.

Report only results of extension activities that are supported by records.

135.1b. Number of members enrolled in home dairy work (a) Women \_\_\_\_\_ (b) Girls \_\_\_\_\_ 135.1b

Item.	Milk production.		Butter making.		Cheese making.		Standardizing* for markets.		
	Women.	Girls.	Women.	Girls.	Women.	Girls.	Women.	Girls.	
135 (143b). Number of result demonstrations started or under way.....									135b. (143b)
135 (144b). Number of such demonstrations completed or carried this year.....									135b. (144b)
							Women.	Girls.	
144.1b. Number of cows owned.....									144.1b
144.2b. Number added during 1923.....									144.2b
144.3b. Number of pounds of milk produced.....									144.3b
144.4b. Number of pounds of milk and cream sold.....									144.4b
144.5b. Total value.....					\$	\$			144.5b
144.6b. Number of pounds of milk used at home.....									144.6b
144.7b. Total value.....					\$	\$			144.7b
144.8b. Number of pounds of butter made.....									144.8b
144.9b. Number of pounds of butter sold.....									144.9b
144.10b. Total value.....					\$	\$			144.10b
144.11b. Number of pounds butter used at home.....									144.11b
144.12b. Total value.....					\$	\$			144.12b
144.13b. Number of pounds cheese made.....									144.13b
144.14b. Number of pounds cheese sold.....									144.14b
144.15b. Total value.....					\$	\$			144.15b
144.16b. Number of pounds cheese used at home.....									144.16b
144.17b. Total value.....					\$	\$			144.17b

[Use space below to include other important data relating to dairying.]

I have no demonstrations under my supervision of butter or cheese making. But some of my club members (women) make butter and cottage cheese and sell it. Some of the women sent butter to the Butter Contest in Charlottesville in March.

## POULTRY.

Report only results of extension activities that are supported by records.

130j. Number of poultry breeders' associations or clubs organized during the year \_\_\_\_\_ 130j  
 130k. Total number of members enrolled in poultry work (a) Women \_\_\_\_\_ 55  
 (b) Girls \_\_\_\_\_ 22 130k

Item.	Standard bred esp.		Standard bred fowls.		Males to improve stock.		Culling fock.		Using incubators.		Other approved equipment.		
	Women.	Girls.	Women.	Girls.	Women.	Girls.	Women.	Girls.	Women.	Girls.	Women.	Girls.	
130y (143y). Number of result demonstrations started or under way in securing _____		22		16		5			25	15	10	6	130y (143y)
130z (144z). Number of such demonstrations completed or carried through the year _____													130z (144z)
144.1f. Total number in flocks _____													144.1f
144.1g. Total number of flocks culled _____													144.1g
144.1h. Total egg production _____													144.1h
144.1i. Number of pounds of dressed poultry sold _____													144.1i
144.1j. Number of pounds of dressed poultry used at home _____													144.1j
144.1k. Number of pounds of live poultry _____													144.1k
144.1l. Number of pounds of live poultry sold _____													144.1l
144.1m. Number of dozens of eggs sold _____													144.1m
144.1n. Number of dozens of eggs used at home _____													144.1n
144.1o. Number of dozens of standard bred eggs used for hatching _____													144.1o
144.1p. Number of standard bred fowls sold for breeding purposes _____													144.1p
144.1q. Total value of all fowls sold _____	\$		\$		\$		\$		\$		\$		144.1q
144.1r. Total value of all fowls used at home _____	\$		\$		\$		\$		\$		\$		144.1r
144.1s. Total value of all eggs sold _____	\$		\$		\$		\$		\$		\$		144.1s
144.1t. Total value of all eggs used at home _____	\$		\$		\$		\$		\$		\$		144.1t

[Use space below to include other important data relating to poultry work.]

They have not completed a year's work. I have not culled any fowls during the last few months.

**MARKETING.**

Report only results of extension activities that are supported by records.

211.1. Number of club members standardizing products for markets

(a) Women .....	12	<b>211.1</b>
(b) Girls .....		

211. List below the cooperative marketing associations organized during the year upon suggestion or counsel of the home demonstration agent: 211

Name of association.	Number.	Number of members operating.	Supplies and products handled.							Products sold.		Number selling to merchants or consumers.	Number selling through parads, part or express.
			Pounds of poultry.	Dozens of eggs.	Pounds of butter.	Pounds of vegetables.	Pounds of sausage, meat, etc.	Canned goods, preserves, etc.	Miscellaneous.	Value.	Profit.		
Curb markets.													
Stall markets.													
Egg circles	1	8		1450							\$624.94		

[Use space below to include other important data relating to marketing.]

The Egg Circle was organized in Craigton Home Demonstration Club July 1922. The circle has a manager who is paid 3¢ per dozen for handling, candling, packing, weighting and grading. Then a huckster who has a stall in the market sells them for a commission. They find they make 10¢ a dozen above the market price.

MISCELLANEOUS.

Report only results of extension activities that are supported by records.

Use this page to include work on any other agricultural and home economics project not included in the preceding pages, such as bookkeeping, basket making, and similar work, i. e. any other information that can be reported statistically and that will help to give a complete account of the year's work.

305.1. Number of members enrolled in miscellaneous work 36 305.1  
 (a) Women \_\_\_\_\_  
 (b) Girls \_\_\_\_\_

	67*		68*		69*		70*		71*		
	Women	Girls	Women	Girls	Women	Girls	Women	Girls	Women	Girls	
305 (3104). Number of result demonstrations started or under way											305 (3104)
306 (3114). Number of such demonstrations completed or carried through the year											306 (3114)
307 (312). Number of units in these completed demonstrations											307 (312)
313. Total value of products grown or made by club members	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	313
314. Total cost of products grown or made by club members	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	314

COUNTY-WIDE CAMPAIGNS

Kind	Time covered	Number of communities involved	Number of people reached
Home improvement <i>Kitchen Contest</i>	<i>3 months</i>	<i>11</i>	<i>36</i>

[Use space below to include other important data relating to miscellaneous work.]

Recreational features:  
 The Kitchen Contest was one of the best pieces of work ever put on by the Extension Division. It has been the means of better cooperation in club work and has been influential in forming a new club and has caused some of the most attractive and convenient Kitchens to be fixed. I have ever been in.

\*Indicate by name.

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