

VIRGINIA

BLAND COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1942

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AM-7

REPORT FILES  
EXTENSION WORK

ANNUAL NARRATIVE REPORT  
OF  
EXTENSION WORK FOR 1942

COUNTY . . . . . BLAND

STATE . . . . . VIRGINIA

T. E. Mallory, Agent  
G. C. Boothe, Assistant

COUNTY AGENT ANNUAL REPORT

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## TYPE OF BLAND COUNTY AGRICULTURE

Due to the rough, steep topography of the landscape, the nature of the soils, and climatic conditions, Bland County is chiefly a livestock grazing section.

The county's income is practically all derived from agriculture since there are not any large towns or much industrial activity in the county. Livestock and poultry products are the chief sources of direct income for Bland County farmers.

Bland County's type of agricultural products listed in the approximate order of their importance are: beef cattle, sheep, dairying, poultry, hogs, timber, forage crops, grains, tobacco, and truck crops.

Forests cover about 65% of the area of the county; the saw timber has been cut from almost all of this area. This leaves approximately 35% of the county in open land for pasture and crop land, part of which is almost too steep and rough for cultivation. Of the cleared area about one-fourth is cropland. Thus it is easy to see that the grazing of livestock, as a rule, is the Bland County farmer's means of livelihood.

Due to the fact that the larger portion of the cleared land of Bland County is in permanent pasture, the majority of the farmers do not produce any more forage crops or grain than is needed to feed their livestock. Many farmers, especially dairy and poultry farmers, buy grain feeds and protein-rich feeds to supplement the home grown feed supply.

## PROBLEMS DETERMINING COUNTY EXTENSION PROGRAM AND CHANGES IN THE ORGANIZATION

Since Bland County is primarily a livestock grazing section, the county extension program is mainly a livestock and agronomy program designed to improve the quality and efficiency of livestock production.

The procedure followed in executing the county extension program is: farm and home visits, office calls, circular letters, news articles, educational meetings, result demonstrations farms, method demonstrations, services of extension specialists, and the county fair.

The Bland County Agricultural Extension Program is chiefly centered around the demonstration farm method of teaching, since the T.V.A. is cooperating with the Extension Service in conducting 128 test demonstration farms.

The goal on these T.V.A.-Extension Demonstrations is to make them as nearly as possible complete unit farm demonstrations centered around the testing of T.V.A. triple superphosphate or calcium meta phosphate, and the influence of these phosphates on the farming operations.

Since the T.V.A. pays the salary of the assistant county agent, it is the policy of the County Extension Workers to spend the equivalent of one man's time on the demonstration farm program or related activities.

The production of food for victory was the first objective of the 1942 County Extension Program, and the whole program was tied to this underlying theme.

The County Board of Agriculture was re-organized this year, and the community and neighborhood leaders' system of program planning and contacting farmers was put into action in all parts of the county. This re-organized County Board of Agriculture was a great help, not only in fostering the Extension Program, but the members also took an active lead in the various victory programs or activities.

There were many deviations from the county program throughout the year since both the agent and assistant agent devoted right much time on activities to promote the war effort such as: USDA War Board, War Bonds Program, Scrap Salvage, Farm Transportation, and the Rationing Program.

The agent spent about thirty-two days during the year in connection with Local Rationing Administrator's duties. This work, although not of extension nature, was almost entirely either directly or indirectly related to farming since Bland County is an agricultural county.

#### COUNTY AGRICULTURAL EXTENSION PROJECT ACTIVITIES

##### Livestock.

The livestock program for the county is closely correlated with the agronomy program, and it is part of the demonstration farm program. Livestock improvement is dependent to a great extent on sound agronomy practices besides good purebred sires and intelligent herd management.

Efficiency of production and improvement of the quality of the livestock through the use of purebred sires on good herds or flocks is the goal of the county livestock program. During the year at least 50 purebred sires were purchased by Bland County farmers. Twenty-five of these purebred sires were beef bulls, 10 Hampshire and Southdown rams and 15 were Poland China, Berkshire or Hampshire boars. Several of these purebred sires were purchased from outside of the county, while a larger portion of them came from the purebred herds within the county. The number of animals in the purebred herds of the county are on the increase. The quality of these herds are also improving.

This year, as was the case in the last few years, cattlemen are rapidly increasing their breeding herds in order to raise their own feeder calves and yearlings or to raise some to sell, instead of following the older, more speculative practice of buying feeder cattle to fatten for market on pasture.

This livestock practice of larger and better quality breeding herds has been a recommendation of the County and State Extension Force for several years.

The sheep program of the county is probably not progressing as much as the cattle program, but sheep producers in general are improving their flocks by better breeding and management. A large number of sheep have been killed this fall by dogs in the Rocky Gap section of the county. This problem is discouraging to the farmers and is one of the factors that tend to hold the sheep industry down below the number that the farmers could very profitably keep.

Purebred Hampshire rams from Bland County flocks topped the price for two of the Southwest Virginia ram sales, and with the exception of one ram, they out sold all other rams at the other Southwest Virginia sales.

Very little time was spent on cooperative livestock marketing this year since almost all the farmers seemed to be very well satisfied with the local markets. However, 45 farmers pooled 6,111 pounds of wool which sold in September for about 2 cents per pound above the general local dealer's price at that time.

Throughout the year both the agent and assistant agent aided livestockmen with problems of: breeding, feeding, parasites, diseases, and other management problems. In this phase of the work 257 method demonstrations were conducted. Some of the types of demonstrations conducted, and the approximate numbers of each are:

- 134 vaccinating 997 cattle for blackleg.
- 19 vaccinating 125 cattle for hemorrhagic septicemia.
- 42 castrating 198 calves and bulls.
- 10 castrating 38 pigs and hogs.
- 9 docking and castrating 158 lambs.
- 14 treating 314 sheep with phenothiazine for worms.
- 5 vaccinating 55 hogs and pigs for hemorrhagic septicemia.
- 24 treating 75 head of livestock for digestive troubles and other ailments.

As a result of demonstrations conducted, more farmers each year learn how to vaccinate their own livestock, to treat livestock for parasites and to castrate their own livestock.

Although the agent treated fewer sheep for worms with phenothiazine this year than last, about 3500 sheep were treated with it this year compared to 3300 sheep so treated last year. Farmers are reporting excellent results from the use of the phenothiazine worm treatment since it is much more effective than the bluestone and nicotine sulphate treatment.

Hog production in Bland County increased greatly, even above the food for freedom production goal of 18% increase which was set for the county.

Demonstration farm record books indicate that livestockmen of the county are making much progress along the lines of farm management, efficiency of production and improved quality of livestock.

Practically all of the demonstrations along the line of livestock production are carried on in connection with the agronomy and Extension-T.V.A. demonstration program, therefore some livestock information and results will be found under that heading.

#### DAIRYING

Dairying is on a rapid increase in Bland County from the standpoint of both the production of fluid milk and of manufactured milk. The Pet Milk Company has done much in Bland County to encourage dairying by establishing milk routes to pick up milk for manufacturing purposes, financing the purchase of dairy cattle and conducting educational work.

According to the production goal survey made late in 1941, the farmers planned to increase milk production about 16% in 1942, and all indications are that this increase was more than met.

Practically all the dairy educational extension work this year was in the form of circular letters, news articles and farm visits. The dairy program for the county is to first increase dairy products for local consumption, especially on farms where there seems to be a shortage of dairy products, as well as to increase dairy products for the markets.

The nutritional value of dairy products for home consumption as well as a vital food for freedom has been stressed throughout the year.

#### POULTRY

According to information obtained in regard to the 1942 poultry production goals, egg production in Bland County increased about 16.5% this year above last year's production.

More time was spent on extension poultry work in the county this year by the agent and extension specialists than in the past few years. The county poultry extension program centered around 13 demonstration flocks and three egg production culling schools conducted by A. L. Dean, Poultry Specialist. Although the final results of these demonstrations have not been checked, the influence of these demonstrations should do much to encourage better poultry management and feeding in all parts of the county.

The importance of poultry products to the war effort and the need for more efficiency of production have been the objectives of the 1942 poultry program.

#### HORTICULTURE

Practically all the work along the Horticulture line was centered around the Victory Garden Program this year.

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As a result of the Victory Garden Program, there were more and better gardens in Bland County this year than ever before. The County Board of Agriculture consisting of 80 community and neighborhood leaders are responsible for much of the success of the Victory Garden Program. The neighborhood and community leaders did an excellent job of promoting better gardens in their neighborhood.

Three garden meetings were held in early April, which were well attended by the older school children and adults. A. G. Smith, Extension Specialist, assisted the agent in these meetings.

The vocational agriculture teachers, the Farm Security Workers also helped on the Victory Garden Program some.

Monthly garden suggestions, prepared by the State Extension Office were mailed out to farmers and some pamphlets on gardening were distributed to farmers by the neighborhood and community leaders.

#### AGRICULTURAL ENGINEERING

The Agricultural Engineering Program for the county this year consisted mainly of educational work in connection with the farm machinery and equipment repair program. Much of the scrap salvage program was correlated with the farm machinery conservation program and handled as one program.

The educational work on the farm machinery program was carried out through news articles, circular letters, meetings, the USDA War Board, and County Board of Agriculture.

The two vocational agriculture teachers, with their farm shops were a great help to farmers in making machinery repairs.

The extension force also assisted farmers with many other agricultural engineering problems, such as: building construction plan service, building repairing, temporary machinery rationing, land drainage, contour strip cropping, erosion control, and other soil saving problems.

#### 4-H CLUB

There were three 4-H clubs organized in the county this year, with 80 members enrolled.

While only 16 members turned in record books, several others carried out good projects and did a good job of producing food for freedom.

The value of products sold by 4-H club members exceeded \$2550.00.

The types of projects and the number of 4-H club members enrolled in each are: home gardens - 16, poultry - 32, dairy cattle - 5, beef cattle - 3, sheep - 5, swine - 15, and home beautification - 4. The livestock projects were the most successful projects from the standpoint of interest shown by club members and completions of projects.

Fourteen club members exhibited their livestock and poultry at the Bland County Fair, and three members exhibited their fat lambs at the Tazewell County Fair. These members won approximately \$95.50 in prizes.

Bland County 4-H Club members entered 4 pens of fat shoats in the Wytheville Stock Yards Show, and sale, and a Bland County entry received the championship honors.

All three of the 4-H Clubs took an active part in the county scrap salvage campaign, and practically all the club members bought war saving stamps or bonds.

#### AGRONOMY AND T.V.A.-EXT. DEMONSTRATION PROGRAM

The Agronomy and the T.V.A.-Extension demonstration programs are very closely correlated. The T.V.A.-Extension program is a great aid in putting on a sound agronomy program by the demonstration farm method. The Agricultural Conservation Program is also an important factor and help in conducting the agronomy program of the county.

Since Bland County is mainly a livestock grazing section, the agronomy program is principally a pasture and meadow improvement project designed to improve the quality and efficiency of livestock production. However, the importance of grain production is not overlooked and the improvement of grain production is a part of the county agronomy program.

The progress of the agronomy and demonstration programs was not as great in many respects this year as that made last year, due partly to labor shortage which made it harder for farmers to carry out some of the approved agronomy practices.

The proper use of lime and fertilizer on pasture, meadow and cropland are the agronomy practices most stressed in Bland County, but importance of good seed and proper tillage is not overlooked.

Bland County farmers, this year, used about 7500 tons of ground limestone or its equivalent on approximately 3500 acres of cropland and pasture located on 425 farms. This is about 800 tons of lime less than was used during 1941.

County farmers used approximately 250 tons of 20% superphosphate for pasture and meadow fertilization. This amount is about 112 tons less superphosphate than was used for this purpose last year. Although there are not any definite figures available as to the amount of fertilizer used on cultivated crops, farmers are showing much improvement in the proper fertilization of this type of crops.

The production of alfalfa is on the increase in Bland County, since farmers are becoming familiar, through the demonstration method, with the fertilizer, lime, and soil requirements to raise alfalfa successfully.

This year 9 demonstrations were conducted on the effect of boron on the growth of alfalfa on several soil types. Almost all of the demonstrations were started too late this year to show much result. However, a demonstration started on L. B. Scott's unit demonstration farm, Bland, Virginia during the summer of 1941 illustrated very plainly that alfalfa requires boron treatment on some of the soils of Bland County. At the start of the demonstration, Mr. Scott treated about 5 acres of unthrifty alfalfa with twenty pounds of borax per acre. The field had previously all been limed and fertilized uniformly over the whole field, but strips were left untreated with borax. At the time of the first cutting the alfalfa treated with borax measured about 24 to 28 inches high, while the untreated alfalfa strips measured about 10 to 14 inches high. There was a good thick stand of green thrifty growing alfalfa on the boron treated portion of the field. The alfalfa on the check plot showed boron deficiency color symptoms, unthriftiness, and a thin stand with more weeds than the treated area. The two pictures below taken on Mr. Scott's farm illustrate this difference between the boron treated alfalfa and the check plots at the time the measurements were taken on June 3, 1942.



Boron-treated  
Alfalfa



Check plot -  
Untreated Alfalfa

There are 118 active unit demonstration farms in the county, conducting demonstrations testing T.V.A. triple superphosphate or calcium meta phosphate. Sixty-two of the demonstration farms are unit demonstration farms and 56 are special area demonstration farms located in the Ceres Special T.V.A. watershed area of Bland County. All the demonstrators are testing triple superphosphate except approximately twenty-four of the unit demonstrators are testing calcium meta phosphate.

During 1942 the unit demonstrators used a total of 331,900 pounds of test demonstration phosphate on 1806 acres of pasture and grass land. Of this amount 269,500 pounds was triple phosphate and 62,400 pounds was Ca.-Meta phosphate. As yet, we have not been able to see any appreciable difference in the results obtained for the use of 175 pounds of Ca.-Meta and 200 pounds of triple phosphate.

Six new unit demonstrations were established this year. All of these farms are testing Ca.-Meta phosphate. The agreements of understanding have been extended for another five-year period on two of the unit demonstration established in 1937.

Soil survey maps were made on twenty-one of these farms during 1942. The farmers are making excellent use of these maps in determining the best land use practices to employ and to determine which crops are best adapted to each soil type on the farm.

These unit demonstrators estimated the use of T.V.A. phosphate increased the production of their pastures 32.2%, and increased their hay yields 33.8% during 1942. They also estimated that they would be able to pasture their phosphated pasture 25 to 28 days longer than their check pastures. To date, these demonstrators have treated 11,427.6 acres.

The work in the Ceres Special Area has progressed very satisfactorily during the past year. Five additional farms were approved for this group during 1942. This brings the total number of farms for this area to fifty-six.

The people within this area are showing a great deal of improvement in farm management practices. The T.V.A.-Extension Program is largely responsible for the improvements on these farms, however, other agricultural agencies working in the county must receive some credit. The cooperation of these farmers seems to be continually improving, and they now show considerable inclination to work together as a unit.

The area farmers, this year, report a twenty-eight percent increase in pasture yields and almost a thirty percent increase in meadow yields. These farmers expect to increase the acreage of permanent pasture on their farms during 1943 by 211 acres, and their meadows by 243 acres. During 1942 this group of farmers converted 318 acres of crop land to pastures and meadows. During the past year they have treated 855.5 acres of pasture and grass land with 164,300 pounds of test demonstration phosphate. They have also limed 1040 acres of pasture and crop land, and reseeded 86 acres of old pasture. To date, this area has treated 5338.5 acres with test demonstration phosphate.

The demonstrators also report that in addition to producing more and better vegetation, the phosphated pastures have less weeds and a more dense sod which not only helps to control erosion, but puts more rapid gains on livestock than unfertilized pasture. Another observation reported by demonstrators is that the fertilized pasture has two to three weeks longer grazing period each year than the unfertilized pastures on same soil types.

More accurate and complete farm records are being kept by the demonstrators each year, and these records are being used to a good advantage as a basis for determining adjustments designed to improve the farm business.

Farm management problems are always given first consideration on all demonstration farms. Unit demonstrators seem to realize the importance and value of a properly planned, well-balanced farming system more than ever before.

#### SPECIAL PASTURE GRAZING EXPERIMENT

A special grazing demonstration is being conducted on Mr. M. H. Bowen's farm in Bland County. The purpose of this demonstration is to test the practicability of applying superphosphate to pasture in this section, and to measure the results obtained in terms of pounds of beef.

The boundary used for this experiment contains one hundred and sixty-eight acres which was divided into two equal parts of eighty-four acres each. The soil types common to Bland County are equally represented in this experiment. A composite soil sample of the entire boundary shows the Ph (lime test) to be 5.8 which is in keeping with a large amount of pasture land in this county.

Triple superphosphate, which was supplied by the Tennessee Valley Authority was applied to one eighty-four acre tract at the rate of 250 pounds per acre in February, 1939. The other tract was left untreated.

The following is a brief summary of the results obtained from these two boundaries.

**CHECK BOUNDARY**

	<u>1939</u>	<u>1940</u>	<u>1941</u>	<u>1942</u>
Number of steers on boundary	25	25	25	26
Total average gain per steer	378 lbs.	384 lbs.	347 lbs.	325.3 lbs.
Total gain per acre	112.5 lbs.	114.2 lbs.	103.25 lbs.	100.75 lbs.
Total gain on boundary	9457 lbs.	9590 lbs.	8675 lbs.	8460 lbs.
Acres pasture per steer	3.36	3.36	3.36	3.23

**FERTILIZED BOUNDARY**

Number of steers on boundary	30	32	37	40
Total average gain per steer	349 lbs.	410 lbs.	339 lbs.	225 lbs.
Total gain per acre	124.4 lbs.	156.4 lbs.	149.6 lbs.	121.5 lbs.
Total gain on boundary	10,470 lbs.	13,140 lbs.	12,570 lbs.	10,200 lbs.
Acres pasture per steer	2.8	2.62	2.27	2.2

Increased gain per acre over check                      11.9 lbs.              42.2 lbs.              46 lbs.              20.75 lbs.

Increased gain per steer over check              (Minus) 29 lbs.              26 lbs. (Minus) 8 lbs. (Minus) 70.3 lbs.

Total number pounds gain over check              1013              3550              3895              1740

1013 lbs. at 8¢ equals \$81.04 - value of increased production on fertilized boundary-1939

3550 lbs. at 8¢ equals \$284.00 - value of increased production on fertilized boundary-1940

3895 lbs. at 8.5¢ equals \$331.07 - value of increased production on fertilized boundary-1941

1740 lbs. at 10¢ equals \$174.00 - value of increased production on fertilized boundary-1942

Value of increased production on fertilized boundary for 1939, 1940, 1941 & 1942 - \$870.11

Cost of phosphate applied was \$2 per 100 lbs. or \$420, for the 84 acre boundary.

Value of increase over cost of phosphate with production figures for one more year to be taken - \$450.11.

## FORESTRY

The county extension workers spent about eight days on forestry and Extension Specialists worked two days on this work. The T.V.A. forestry specialists also spent several days in the T.V.A. watershed area of the county on forest tree planting work. About five acres of land, part of which was badly eroded, was planted to locust trees furnished by the T.V.A. Forestry Division.

The methods used mainly in connection with forestry work were: pamphlets, circular letters, and farm visits.

Almost all of the forestry work done was along the line of: fire prevention, tree planting, selective cutting, use of cull trees as fuel wood and protection of forests from livestock.

The shortage of labor has been a factor which tends to keep farmers from doing very much forestry improvement work.

## COUNTY AGRICULTURAL FAIR

The 1942 annual Bland County Victory Fair required about a full week's time of the county extension force, and extension specialists devoted about four days' time to the fair work. This year's county fair was called a Victory Fair since all premiums were paid in either War Bonds or Stamps. The War Bond and Stamp feature of the fair did not tend to reduce the exhibits, but helped to make people take more interest in the fair. The 1942 county fair was one of the most successful ever held in Bland County.

The agent, in addition to helping with the agricultural phase of the fair acted as secretary of the Bland County Fair Association.

The fair is run on a non-profit basis, and any money cleared after paying premiums goes towards improvements, since the officers and directors of the association work without compensation.

The types of agricultural entries exhibited at the fair this year were: beef cattle, dairy cattle, baby beeves, breeding sheep, 4-H club fat lambs, breeding hogs, 4-H club fat shoats, draft horses, saddle horses, adult poultry, 4-H club poultry, corn, small grain, fruits, garden products, flowers, domestic arts and domestic science.

The county fair with its' fairly well-balanced agricultural exhibits creates interest in the county in the production of good quality livestock and other farm commodities.

## CONTRIBUTIONS TO WAR EFFORT

During the entire year the agent and the assistant agent devoted approximately 150 days to work related to the war effort, however, the larger part of this work was either directly or indirectly extension work.

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The type of defense activities and the approximate days spent on each were: food production program - 48, U.S.D.A. War Board and Farm Transportation - 30, scrap salvage - 20, and War Bonds and Stamps - 20. The nature of the 32 days worked on the rationing program was in connection with local rationing administrator's duties, however, much of this rationing work was either directly or indirectly related to agriculture.

The agent and assistant agent have endeavored to devote as much time as possible to national defense activities, especially those relating to agriculture, and to make the regular county agricultural extension fit into the national defense picture.

#### PROGRAM AND LAND-USE PLANNING

During the early part of the year the extension force assisted by the professional workers' council, re-organized the County Board of Agriculture, and divided the county into seven natural communities. These communities were then divided up into 36 neighborhoods containing about 12 to 30 families each. A man and a woman chairman were selected in each community by the professional workers' council. Then the community chairmen in each community and members of the professional workers' council met and selected a man and woman leader in each neighborhood. In some of the larger neighborhoods two men and two women leaders were selected.

Altogether there are 80 community and neighborhood leaders in the county. These leaders make up the County Board of Agriculture, and are also considered the Bland County Program and Land-Use Planning Group. The leaders are also the channels through which information can be disseminated to farm families in all the neighborhoods of the county.

Some of the types of work the community and neighborhood leaders actively assisted with this year were: Victory Garden and Food For Freedom Program, the War Bond and Stamp Campaign, Machinery Repair Program, the Scrap Salvage Campaign, and Fire Prevention Work.

During the year the county extension workers spent 91 days, and the State Extension Workers spent 18 days on program planning activities in the county.

Twenty-six program planning meetings, with a total attendance of 250, were held in the county during the year. A large number of farm visits and much correspondence was carried out in connection with program planning and the re-organization of the County Board of Agriculture.

The Professional Workers' Council which is made up of members representing the various agricultural agencies working in the county, representatives of the schools, public welfare worker, and some business men met regularly to discuss county problems in addition to agricultural planning.

The 1943 Extension Program probably can be improved or strengthened by the use of more demonstrations and by working more with the members of the

## County Board of Agriculture.

The production of essential foods and the promotion of the war effort along the Agricultural front will be the main objective of the 1943 Extension Program for Bland County.

### ASSISTANCE TO AGRICULTURAL CONSERVATION PROGRAM

The agent spent about two weeks during the year in connection with the Agricultural Conservation Program, in addition to some time devoted to the AAA work along with the regular extension program. As secretary of the county AAA association, the agent is required to devote right much effort to the program.

During the year, the agent held or participated in 15 meetings in connection with the Agricultural Conservation Program. These meetings were either educational meetings or county committee meetings.

With the exception of the secretary's work, almost all of the work with the AAA program was educational work with the farmers. However, some time was spent with the 1942 farm practice plans and the lime and superphosphate conservation materials program.

The 1942 soil-building practices carried out by farmers were less than in 1941 due to labor shortage, and other related war effort problems.

### INFLUENCE OF OTHER AGRICULTURAL AGENCIES

The other agricultural agencies, T.V.A., Agricultural Conservation, Virginia Agricultural Experiment Station, Farm Security, Vocational Agriculture, and Farm Credit, which are operating in the county are all cooperating with the Extension Service to improve the agricultural conditions of Bland County.

The T.V.A. probably has the most influence on the extension program since the assistant county agent is paid by T.V.A. funds, and they furnish large quantities of superphosphate to be used on demonstration farms.

The Agricultural Conservation Program also has a great influence on the Extension Program due to the fact that the soil-building practices for which farmers receive pay are some of the same practices that the Extension Service is also recommending.

The Farm Security, Vocational Agriculture and Farm Credit Agencies, although less closely associated with the Extension Service than the other agencies, are very helpful in carrying out a well-balanced program of agriculture for the county.

The county workers of all the above agencies and extension workers are organized into the Bland County Professional Workers' Council for the purpose of closer cooperation on a county agricultural program.

### 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 Bland

#### REPORT OF

..... (Name) <i>Home Demonstration Agent.</i>	From .....	to .....	194.....
..... <i>Assistant Home Demonstration Agent.</i>	From .....	to .....	194.....
..... <i>4-H Club Agent.</i>	From .....	to .....	194.....
..... <i>Assistant County Agent in charge of Club Work.</i>	From .....	to .....	194.....
<u>J. C. Mallory</u> <i>Agricultural Agent.</i>	From <u>Dec. 1, 1941</u>	to <u>Nov. 30</u>	194 <u>2</u>
<u>G. C. Boothe</u> <i>Assistant Agricultural Agent.</i>	From <u>Dec. 1, 1941</u>	to <u>Nov. 30</u>	194 <u>2</u>



READ SUGGESTIONS, PAGES 2 AND 16

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

State Extension Director.

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

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

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

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

### NARRATIVE SUMMARY

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

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

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

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

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

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

### STATISTICAL SUMMARY

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

Provision is made in the report form for each agent to report separately the teaching activities he or she conducts or participates in during the report year. County locals are the sum of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical statement 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 <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)			
1. Months of service this year (agents and assistants)					24	XXXXXXXXXX			
2. Days devoted to work with adults <sup>3</sup>					568	XXXXXXXXXX			
3. Days devoted to work with 4-H Clubs and older youth <sup>3</sup>					22	XXXXXXXXXX			
4. Days in office <sup>3</sup>					199	XXXXXXXXXX			
5. Days in field <sup>3</sup>					391	XXXXXXXXXX			
6. Number of farm or home visits made in conducting extension work <sup>4</sup>					1076	1076			
7. Number of different farms or homes visited					350	350			
8. Number of calls relating to extension work			(1) Office		1496	1496			
			(2) Telephone		210	210			
9. Number of news articles or stories published <sup>5</sup>					64	64			
10. Number of bulletins distributed					150	150			
11. Number of radio talks broadcast or prepared for broadcasting					3	3			
12. Training meetings held for local leaders or committeemen			(a) Number						
			Total attendance of:						
			(b) Men leaders		21	21			
			(c) Women leaders		1	1			
			(1) Adult work						
(2) 4-H Club and older youth			(a) Number		-	-			
			Total attendance of:						
			(b) Leaders						
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)			(a) Number		235	235			
			(b) Total attendance		755	755			
			(1) Adult work						
			(2) 4-H Club and older youth			(a) Number		-	-
						(b) Total attendance			
14. Number of adult result demonstrations conducted					150	150			
15. Meetings held at such result demonstrations			(1) Number		-	-			
16. Tours conducted			(2) Total attendance						
			(a) Number						
			(b) Total attendance						
			(1) Adult work						
(2) 4-H Club and older youth			(a) Number						
			(b) Total attendance						
			(a) Number						
			(b) Total attendance						
17. Achievement days held			(1) Adult work						
			(b) Total attendance						
			(2) 4-H Club and older youth						
			(a) Number						
			(b) Total attendance						

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

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified

	Farm demonstration agents (a)			4-H Club agents (b)	Agricultural agents (c)	County total (d)
	(1)	(2)	(3)			
18. Encampments held (report attendance for your county only):	(1) Farm women	(a) Number	(b) Total members attending			
		(c) Total others attending				
	(2) 4-H Club and older youth	(a) Number	(b) Total boys attending			
		(c) Total girls attending				
		(d) Total others 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	(b) Total attendance			
	(2) 4-H Club and older youth	(a) Number	(b) Total attendance			
	(1) Adult work	(a) Number	(b) Total attendance			
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere:	(2) 4-H Club and older youth	(a) Number	(b) Total attendance			
		(c) Total attendance				
		(d) Total attendance				

1 Includes assistant county agent in charge of 4-H Club work or in charge of other extension work, but 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 private, public, 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)	120
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	62.5
23. Number of farms involved in preceding question which were reached this year for the first time	2.5
24. Number of nonfarm families making changes in practices as a result of the agricultural program	50
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	—
26. Number of farm homes involved in preceding question that were reached this year for the first time	—
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	—
28. Number of other homes involved in preceding question that were reached this year for the first time	60
29. Number of farm homes with 4-H Club members enrolled	60
30. Number of other homes with 4-H Club members enrolled	60
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	62.5
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	65

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 farms and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work):
- (a) Over-all or general (1) Name *Home Demonstration Council* (2) No. of members *121*  
 (b) Agricultural (1) Name *County Board of Agricultural* (2) No. of members *20*  
 (c) Home demonstration (1) Name \_\_\_\_\_ (2) No. of members \_\_\_\_\_  
 (d) 4-H Club (1) Name \_\_\_\_\_ (2) No. of members \_\_\_\_\_  
 (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 *88* (1) Name \_\_\_\_\_ (2) No. of members \_\_\_\_\_  
 (b) Home demonstration (c) 4-H Club (d) Older youth
35. Total number of communities in county *15*
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees *15*
37. Number of clubs or other groups organized to carry on adult home demonstration work *15*
38. Number of members in such clubs or groups \_\_\_\_\_
39. Number of 4-H Clubs. (Same as question 17a, page 14) *3*
40. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (Same as question 18a, page 14) \_\_\_\_\_
41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program:
- (a) Adult work (1) Men *40* (2) Women *40* (3) Older club boys \_\_\_\_\_ (4) Older club girls \_\_\_\_\_  
 (b) 4-H Club and older youth work (1) Men \_\_\_\_\_ (2) Women \_\_\_\_\_

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 *14* (2) Women *14* (3) Youth \_\_\_\_\_ (4) Total \_\_\_\_\_  
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men \_\_\_\_\_ (2) Women \_\_\_\_\_ (3) Youth \_\_\_\_\_ (4) Total \_\_\_\_\_
44. Number of communities with agricultural planning committees (land use planning or over-all planning) *15*
45. Number of members of such community planning committees: (a) Men *40* (b) Women *40* (c) Youth \_\_\_\_\_ (d) Total \_\_\_\_\_
46. Was a county committee report prepared and released during the year? (a) Yes *Yes* (b) No \_\_\_\_\_
- | Extension organization and planning (a) | County agricultural planning (b) |           | Total (c) |
|---|----------------------------------|-----------|-----------|
|   | Men                              | Women     |           |
| (1) Home demonstration agents           |                                  |           |           |
| (2) 4-H Club agents                     | <i>63</i>                        | <i>28</i> | <i>91</i> |
| (3) Agricultural agents                 | <i>12</i>                        | <i>6</i>  | <i>18</i> |
| (4) State extension workers             |                                  |           |           |
47. Days devoted to line of work by:
- (1) Home demonstration agents \_\_\_\_\_  
 (2) 4-H Club agents \_\_\_\_\_  
 (3) Agricultural agents \_\_\_\_\_  
 (4) State extension workers \_\_\_\_\_
48. Number of planning meetings held \_\_\_\_\_
- (1) County \_\_\_\_\_  
 (2) Community \_\_\_\_\_
49. Number of unpaid voluntary leaders or committeemen assisting this year \_\_\_\_\_
50. Days of assistance rendered by voluntary leaders or committeemen \_\_\_\_\_

\* 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 (b) will be identical. If all other items columns (a) and (b) are filled out.

**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	Potatoes 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										
(3) Agricultural agents	5	5	5	25	55		2	21	3	
(4) State extension workers				1	3			1		
52. Number of committees in which work was conducted this year	15	15	10	15	15		3	15	15	
53. Number of voluntary local leaders or committeemen assisting this year	50	30	10	50	50		4	60	15	
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	10	8	6	20	30		5	10		
(2) The use of lime	300	150	150	200	50					
(3) The use of fertilizers	90	80	50	185	230		10	70	5	
(4) Controlling plant diseases	50	100	50				5	100		
(5) Controlling injurious insects	10	10	10					100		
(6) Controlling noxious weeds	10	10	10		50			20		
(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	Swine	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							
(3) Agricultural agents	17	68	43	22	6	20	
(4) State extension workers		2	5	1		5	
56. Number of communities in which work was conducted this year	15	15	15	15	12	15	
57. Number of voluntary local leaders or committeemen assisting this year	10	60	60	80	30	80	
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		15	10	5		5	
(2) Obtaining purebred or high-grade females		5	5	5		10	
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	100	XXXXX
(4) Improving methods of feeding	20	40	10	30		50	
(5) Controlling external parasites	10	15	20	10			
(6) Controlling diseases and internal parasites	25	210	90	25		80	
(7) Controlling predatory animals							

<sup>1</sup> Do not include rabbits, game, and fur animals, which should be reported under wildlife conservation.

**CONSERVATION OF NATURAL RESOURCES**

Include all work with adults, 4-H Club members, and older youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) <sup>1</sup>
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	20	8	
(4) State extension workers.....	8	2	
63. Number of communities in which work was conducted this year.....	15	15	
64. Number of voluntary local leaders or committeemen assisting this year.....	20	15	

**Soil Management—Continued**

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	60
(b) In the use of recommended crop rotations.....	200
(c) With strip cropping.....	50
(d) In constructing terraces.....	—
(e) In grassing waterways or otherwise preventing or controlling gullies.....	50
(f) With contour farming of cropland.....	10
(g) In otherwise controlling wind or water erosion.....	200
(A) In contouring pasture or range.....	—
(i) In the use of cover or green-manure crops.....	50
(j) In summer-fallowing.....	—
(k) In making depth-of-moisture tests.....	—
(l) With drainage.....	5
(m) With irrigation.....	—
(n) With land clearing.....	5
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts.....	—
(b) Voluntary soil-conservation associations.....	—
(c) Grazing associations.....	—

**Forestry—Continued**

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....	—
(b) In making improved thinnings, weedings, or pruning of forest trees.....	2
(c) With selection cutting.....	15
(d) With production of naval stores.....	15
(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.....	200

**Wildlife Conservation—Continued**

69. Number of farmers assisted this year in making specific improvements for wildlife.....	—
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<sup>1</sup> Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and other youth	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long time)	Outlook information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by—				
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents	25	32	1	7
(4) State extension workers	3	3		
71. Number of communities in which work was conducted this year	12	15	5	15
72. Number of voluntary local leaders or committeemen assisting this year	15	20	10	30
73. Number of farm-survey records taken during the year:	(a) Farm business	75. Number of farmers assisted this year—Continued.		
	(b) Enterprise	(e) In getting started in farming, or in re-locating		
	(c) Other	(f) With credit problems (debt adjustment and financial plans)	10	
74. Number of farmers assisted this year in keeping—	(a) Farm inventory	(g) In using "outlook" to make farm adjustments	20	
	(b) General farm records	(A) With a farm-income statement for tax purposes		
	(c) Enterprise records	(i) With farm-labor problems	20	
75. Number of farmers assisted this year—		(j) In developing supplemental sources of income	10	
(a) In developing a farm plan only	50			
(b) In developing a farm and home plan	10			
(c) In analyzing the farm business	50			
(d) In improving landlord-tenant relations and leasing arrangements	10			

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and other youth	Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional cooperation, etc.)	Land policy and programs (classification of land zoning, tenure, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
	(a)	(b)	(c)	(d)
76. Days devoted to line of work by—				
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents	8	2	6	9
(4) State extension workers				
77. Number of communities in which work was conducted this year	15	5	15	12
78. Number of voluntary local leaders or committeemen assisting this year	20		50	20
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				4
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)				—
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year				—

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

**MARKETING AND DISTRIBUTION**

Include all work with adults, 4-H Club members, and other youth.	General	Grain and hay	Livestock and wool <sup>1</sup>	Dairy products	Poultry and eggs <sup>1</sup>	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		7		1						
(4) State extension workers											
84. Number of communities in which work was conducted this year	15		12		5						
85. Number of voluntary local leaders or committeemen assisting this year	40		8		20						
86. Number of new cooperatives <sup>2</sup> assisted in organizing during the year											
87. Number of established cooperatives <sup>2</sup> assisted during the year			1								
88. Number of members <sup>2</sup> in the cooperatives assisted during the year (questions 86 and 87)			45								
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) <sup>2</sup>	\$	\$	\$362.69	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year											
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs <sup>2</sup> pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs <sup>2</sup> participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs <sup>2</sup> participated in or conducted this year											
97. Number of consumer information programs <sup>2</sup> pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs <sup>2</sup> relating to marketing services and posts of distribution conducted this year											
99. Number of programs <sup>2</sup> relating to transportation problems conducted this year											
100. Number of programs <sup>2</sup> relating to the specific use of market information conducted this year											
101. Number of other marketing programs <sup>2</sup> conducted this year (specify)											

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

<sup>2</sup> 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.

<sup>3</sup> 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.....				
(2) 4-H Club agents.....				
(3) Agricultural agents.....			5	47
(4) State extension workers.....				
103. Number of communities in which work was conducted this year.....			10	15
104. Number of voluntary local leaders or committeemen assisting this year.....			15	60

#### The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings.....	
(b) Remodeling dwellings.....	
(c) Installing sewage systems.....	2
(d) Installing water systems.....	3
(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.....	
(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.....	20

#### Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings.....	
(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.....	20
(b) Making more efficient use of mechanical equipment.....	50
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....	200
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) 4-H Club agents				
(3) Agricultural agents	31	11		
(4) State extension workers	2	1		
113. Number of communities in which work was conducted this year	15	15		
114. Number of voluntary local leaders or committeemen assisting this year	80	80		
115. Number of families assisted this year—				
(a) In improving diets				200
(b) With food preparation				—
(c) In improving food supply by making changes in home food production				—
(1) Of vegetables				400
(2) Of fruits				—
(3) Of meats				50
(4) Of milk				100
(5) Of poultry and eggs				100
(d) With home butchering, meat cutting or curing				—
(e) With butter or cheese making				—
(f) With food-preservation problems				—
(1) Canning				200
(2) Freezing				—
(3) Drying				50
(4) Storing				100
(g) In producing and preserving home food supply according to annual food-supply budget				
(A) 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**

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

**Home Management—Family Economics—Continued**

121. Number of families assisted this year—
- (a) With time-management problems.....
  - (b) With home accounts.....
  - (c) With financial planning.....
  - (d) In improving use of credit for family living expenses.....
  - (e) In developing home industries as a means of supplementing income.....
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—
- (a) Food.....
  - (b) Clothing.....
  - (c) Housefurnishings and equipment.....
  - (d) General household supplies.....
123. Number of families assisted this year through cooperative associations<sup>1</sup> or individually, with the buying of—
- (a) Food.....
  - (b) Clothing.....
  - (c) Housefurnishings and equipment.....
  - (d) General household supplies.....
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).....
125. Number of families assisted this year with "making versus buying" decisions.....
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.....

NOTE.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.

**Clothing and Textiles—Continued**

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

**Family Relations—Child Development—Continued**

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

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

**Recreation and Community Life—Continued**

132. Number of families assisted this year in improving home recreation.....
133. Number of communities assisted this year in improving community recreational facilities.....
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs.....
135. Number of communities assisted this year in establishing—
- (a) Club or community house.....
  - (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.....

<sup>1</sup> The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 10.  
<sup>2</sup> Includes question 122; also families buying through marketing cooperatives, organized or assisted, column (k), 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						Acres
139. Other cereals						Acres
140. Peanuts						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	3	13	0	1	0.5	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)	14	18	0	2	31	Birds
151. Dairy cattle	0	5	0	2	3	Animals
152. Beef cattle	3	0	0	0	0	Animals
153. Sheep	5	0	4	0	50	Animals
154. Swine	8	7	2	5	60	Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds	0	4	0	0	XXXXXXXXXXXX	
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity					{	Articles made
					{	Articles repaired
162. Farm management					XXXXXXXXXXXX	
163. Food selection and preparation					{	Meals planned
					{	Meals served
164. Food preservation						Quarts canned
165. Health, home nursing, and first aid					XXXXXXXXXXXX	
166. Clothing					{	Garments made
					{	Garments remodeled
167. Home management						Units
168. Home furnishings and room improvement					{	Rooms
					{	Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership					XXXXXXXXXXXX	
171. All others					XXXXXXXXXXXX	
172. Totals (see footnotes 2 and 3, p. 14)	33	47	6	10	XXXXXXXXXXXX	

**4-H CLUB MEMBERSHIP**

172. Number of 4-H Clubs. (Same as question 30)..... 3  
 174. Number of different 4-H Club members enrolled.....  
 175. Number of different 4-H Club members completing.....  
 176. Number of different 4-H Club members in school.....  
 177. Number of different 4-H Club members out of school.....  
 178. Number of different 4-H Club members from farm homes.....  
 179. Number of different 4-H Club members from nonfarm homes. (a) Boys..... 3 (b) Girls..... 5

**Number of Different 4-H Club Members Enrolled:**

By years	Boys (a)	Girls (b)	By years	Boys (a)	Girls (b)
1st year.....	<u>21</u>	<u>30</u>	10 and under.....	<u>6</u>	<u>7</u>
2d.....	<u>6</u>	<u>6</u>	11.....	<u>6</u>	<u>4</u>
3d.....	<u>1</u>	<u>7</u>	12.....	<u>6</u>	<u>8</u>
4th.....	<u>4</u>	<u>1</u>	13.....	<u>8</u>	<u>6</u>
5th.....	<u>0</u>	<u>2</u>	14.....	<u>2</u>	<u>4</u>
6th.....	<u>1</u>	<u>1</u>	15.....	<u>0</u>	<u>4</u>
7th.....			16.....	<u>0</u>	<u>1</u>
8th.....			17.....	<u>0</u>	<u>1</u>
9th.....			18.....	<u>0</u>	<u>2</u>
10th and over.....	<u>1</u>	<u>1</u>	19.....	<u>0</u>	<u>1</u>
			20 and over.....	<u>0</u>	<u>1</u>

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

- (a) Judging..... (1) Fire and accident prevention.....
  - (b) Driving demonstrations..... (2) Wildlife conservation.....
  - (c) Recreational leadership..... (3) Keeping personal accounts.....
  - (d) Music appreciation..... (4) Use of economic information.....
  - (e) Health..... (5) Health.....
183. Number of 4-H Club members having health examination because of participation in the extension program.....
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs.....

1. All data in this section are based on the number of different boys and girls participating in 4-H Club work, and on the number of 4-H projects carried.  
 2. Figures are based on the number of different 4-H Club members in each year. The total should equal the sum of the project enrollments reported on page 15, minus duplication due to the same boy or girl serving on two or more projects in the same year.  
 3. Same as footnote 2, except that reference is to completion instead of enrollment.

**WORK WITH OLDER RURAL YOUTH**

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth (same as question 40).....  
 186. Membership in such groups.....  
 (a) Young men.....  
 (b) Young women.....

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

188. Number of meetings of older rural youth extension groups.....

189. Total attendance at such meetings.....

190. Number of other older rural youth groups assisted.....

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

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

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

194. Check column showing approximate period of older youth program duration.....	Under 20 percent (a)	20-24 percent (b)	25-29 percent (c)	30 percent or more (d)
(1) Citizenship, democracy, and public problems.....				
(2) Vocational guidance.....				
(3) Family life and social customs.....				
(4) Social and recreational activities.....				
(5) Community service activities.....				
(6) Technical agriculture.....				
(7) Technical home economics, including nutrition and health.....				

1. All data in this section are based on the number of different boys and girls participating in 4-H Club work, and on the number of 4-H projects carried.  
 2. Figures are based on the number of different 4-H Club members in each year. The total should equal the sum of the project enrollments reported on page 15, minus duplication due to the same boy or girl serving on two or more projects in the same year.  
 3. Same as footnote 2, except that reference is to completion instead of enrollment.

MISCELLANEOUS

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

196. Days devoted to line of work by—	Includes all work with adults, 4-H Club members, and other youth				Home demonstration agents (6)	4-H Club agents (7)	Agricultural agents (8)	All other work (9)
	(1) Home demonstration agents	(2) 4-H Club agents	(3) Agricultural agents	(4) State extension workers				
196. Number of communities in which work was conducted this year			2					
197. Number of voluntary local leaders or committeemen assisting this year			5					
198. Number of voluntary local leaders or committeemen assisting this year			10					

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.

198. Estimated number of days devoted to—	War programs		Home demonstration agents (6)	4-H Club agents (7)	Agricultural agents (8)
	(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	(2) Problems arising from new military camps, munitions plants, and war industries			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)		<i>D. P. H. Robinson, Hooper</i>			321
(2) Problems arising from new military camps, munitions plants, and war industries					
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)					
(4) Other war work (including collection of salvage material)					210

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 headings of the farm or home.

199. Days devoted to line of work by—	War bonds (a)	Civilian defense agency (b)	Employment service (c)	Agricultural Adjustment Administration (d)	Marketing Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Federal Emergency Management Agency (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents							4			292
(2) 4-H Club agents				14						
(3) Agricultural agents	20	10								
(4) State extension workers							5			
200. Number of communities in which work was conducted this year	15	15		15						10
201. Number of voluntary local leaders or committeemen assisting this year	10	60								7
202. Number of meetings participated in this year by extension workers	15	4		15						5

\* Include grandjurers, emergency, school boys, and other items not reported under specific group 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. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. **Days in field** should include all days spent on official duty other than "days in office."
4. **Days in office** should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. **Demonstrations** as contemplated in this report are of two kinds—method demonstrations and result demonstrations.  
A **method demonstration** is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.  
A **result demonstration** is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
6. **The adoption of a form 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.
7. A **demonstration meeting** is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
8. A **result demonstrator** is an adult, a boy, or a girl who conducts a result demonstration as defined above.
9. An **extension school** is a school usually of 3 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
10. An **extension short course** differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
11. A **form 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.
12. **Formers (or janitors) carried 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 improvements 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.
13. A **I-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.
14. **I-H Club members completed** are those boys and girls who actually start the work outlined for the year.
15. A **project leader, local leader, or committeeman** is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A **leader-training meeting** is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. **Letters** written should include all original letters on official business. (Duplicated letters should not be included.)
18. An **office call** is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A **plan of work** is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An **extension program** is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. **Records** consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. **The older rural youth group** is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.