

# VIRGINIA

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RETURN TO  
**EXTENSION**  
 DIVISION OF FIELD  
 STUDIES & TRAINING

ANNUAL NARRATIVE REPORT

OF

EXTENSION SERVICE

in

WARREN COUNTY

1944

D. M. CLOYD, COUNTY AGENT

N. E. LANDIS, ASSISTANT COUNTY AGENT

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## I. COUNTY ORGANIZATION

The county is divided into six communities and these communities represent 15 neighborhoods. The Board of Agriculture is divided into districts also with one or two professional workers for each community and two neighborhood leaders for each neighborhood.

Whenever a special program or campaign is requested to be instituted the information and accompanying literature is sent out to the leaders from each district and these in turn contact as many of the citizens in their community as they can. When county meetings are held most of the members attend and gather information on farm problems and outlook and take them back to their communities.

Neighborhood Leaders Digests published by the Extension Service every month are sent regularly to these workers. Information on bond drives, salvage campaigns, labor programs, etc. are all given to the leaders first in the county.

## II. TYPE OF AGRICULTURE

The main crops raised by farmers in this county are corn, wheat and hay, barley, oats, rye, soybeans. A great part of the acreage being pasture land for livestock. Increased livestock production has been urged by the agent and nearly all the farms of some size have a good beef herd. There has been an increase in hog production in the county due to the scarcity of meat but not so large an increase as last year. Here farmers put out corn this year because of the great scarcity last year.

Victory gardening has been undertaken on a large scale by farmers and non-farmers. There is more inclination on the part of small farmers to do larger scale truck gardening. The increased population in this area has created a larger demand for locally grown food products and thus more money can be made from this type of farming than formerly.

Small fruit growing has been encouraged recently by a preserving plant here and this has caused farmers to be more interested in the profit from small fruits.

### III. PROJECT ACTIVITIES

#### a. Agronomy

As usual the agronomy handbook was distributed liberally and is considered by all farmers who have one as their "Bible". There have been quite a few new farm owners in the county this year and in many cases the owners are in the service and their wives are running the farm. These women have all stated that they do not believe they could have carried on nearly as effective farming if they had not studied the handbook. Many bulletins on agronomy problems were also furnished farmers.

There are perhaps more inquiries from farmers concerning food production problems that come under the head of agronomy than in any other field and following are short sketches of the work done by the agent in various projects:

**Alfalfa:** There is a small acreage of alfalfa grown on almost every farm in the county. Several of the larger farms are producing enough to have some for market. The agent has "pushed" the planting of this crop more than any other since he has been in the county.

**Beans:** On one large farm in the county the agent gave continuous information and help in the growing of 150 acres devoted to truck crops--principally green peas, lima beans and birdseye beans. A machine was bought to harvest the beans and also a huller. The farmer found it very profitable as there was a ready market for them at the industrial plant here where the beans were used in the cafeteria. They are planning to increase this acreage next year. This project was visited frequently by the agent and practices he recommended were used.

**Corn:** More hybrid corn was used in the county this year than ever before and found very satisfactory as there was a serious drought and due to the better root system of the hybrid corn it produced more than the open pollinated varieties. The agent is trying to select a few farmers to grow hybrid seed corn next year as he feels that this will be a very profitable cash crop. Several meetings were held during the year conducted by specialists who gave detailed information on various types of seed corn.

Entomologists from the Department of Agriculture in Richmond found a more widespread evidence of the corn borer in the county this year than last along the Shenandoah river. Their report came in late November 1944 and will be a project to be worked on for the agent during the next year.

**Grasses:** For a number of years the agent has tried to get some of the farmers interested in growing orchard grass seed and last year on the Guest farm they sold \$5300 worth of this seed and this year from the same field they sold \$4,500 worth of seed. They think they could have saved more seed had they handled it differently.

They harvested with a combine instead of a binder which caused a lot of the seed to shatter off.

The neighboring farmers, observing what was done on this farm are now coming to the agent and asking how to grow orchard grass seed and it appears that in a few years there will be quite a bit of progress in this line.

Lespedeza: This crop has been a Godsend to Warren County especially in some of the poorer sections except where they persist in sowing it by itself instead of with a grass which has a green root system in the winter-this has caused increased amount of erosion in some places where it has been used alone.

Soybeans: More soybeans grown in the county during last year than ever before. In spite of two severe droughts there have been some good crops made and it is growing in popularity.

Fertilizer: The phosphate furnished as grant of aid by the AAA for the past few years has made a remarkable improvement on the pastures in the county and I feel that if this program should be discontinued the farmers would make a desperate effort to phosphate their pastures in the future.

Crop Rotation: Three and four year crop rotations have been worked out with the farmers. The use of clovers or mixtures of grasses and legume alone and with small grain in two and three year rotations, and the turning of the second crop of clover have become usual practices. Two of the farmers in the county have been growing ladena clover and the stands look very promising.

Weeds and pests: Many requests have come in for identification and treatment of various types of insects, weeds, etc. If the agent was not able to identify or advise proper practices he sent the specimens to the testing laboratory for analysis and information.

Soil: Many farmers brought in soil specimens to be sent to the testing laboratory for analysis. The best type of fertilizer for deficiencies found were recommended and used on many farms. This service was also made available to townspeople who were starting new Victory gardens and needed advice on fertilizer problems.

b. Poultry

A report of the work done with poultry in this county is to be found in the 4-H Club report.

c. Dairying

Most of the farm people now have dairy herds sufficient to take care of their own needs. The need for higher milk production has been

constantly placed before the farmer by sending them posters, bulletins and giving them general encouragement in increasing their dairy herds. The recent milk and cream subsidy program handled by the AAA has stimulated interest in milk and cream production and many farmers are benefiting.

About 95 farms were visited by the agent expressly for the purpose of treating, vaccinating, or operating on cows, calves and bulls during the past year.

There are now two commercial dairies in the county, one a small one, selling mostly Grade C raw milk, has approximately 30 dairy cows from which milk is obtained; the other, more recently started has a herd of about 70 cows which are housed in a modern dairy barn with all the latest dairy equipment. This farm hopes to increase the milk output within the next year. Their milk is sold to a local dairy and helps the milk situation in this county appreciably.

#### d. Livestock

Beef cattle: The agent has for a number of years advocated beef cow herds, it has taken a long time to convince the cattle man that this is the safest and most profitable way to be in the cattle business. There have been a number of cow herds started in the past few years and the breeders have been very much pleased with the sale of their calves this year; they have not suffered the loss that those who have others have had to take.

An increased use of good type of purebred bulls—purebred bull sales, financing through some good credit agency, etc.—have all been suggested and advised by the agent. Most of the better sales were attended by the agent, who gave advice also accompanied some farmers to other parts of the state to assist in the selection of good pure bred bulls. Some fine commercial beef cow herds have been started in the county and the quality of the already established herds has been improved.

Most of the young cattle in the county have been vaccinated for blackleg, and are free from T. B. and Bangs Disease. Some effective educational work has been done among the farmers by teaching them how to successfully vaccinate their own stock, many of them own their own vaccinating equipment and are able to go ahead and immunize their stock.

Sheep: An army officer who recently bought a farm in this county has purchased a flock of registered Suffolk sheep and has employed as a manager a man who has been breeding Suffolk Sheep in Canada for a number of years. The farm owner also has a flock of purebred South-down sheep and expects to do some crossing between these two breeds. The manager claims that in Canada some of the highest quality lambs he has ever seen have been produced from this cross. A sheep barn has just been completed on this farm and they seem to be going into the sheep business in dead earnest.

The same routine recommendations for the raising of sheep were made during the year:

**Breeding:** Increased use of purebred rams through continuation of ram sales, and the selling of lambs on graded or sorted basis. Establishment of more pure bred flocks encouraged. The agent has helped in the marketing of the lambs.

**Feeding and Management:** Flushing before breeding season; proper winter feeding of ewe flocks; mineral feeding of entire flock using a simple mineral mixture; creep feeding of lambs where needed to improve quality and increase gain.

Advice on the use of Phenothiazine for controlling internal parasites and directions as to use given to most sheep owners. Change of pasture as often as possible as treatment for internal parasites also advised. Dipping for external parasites. The agent has seen to it that local drug stores always had the correct medicine on hand for these treatments. The agent has also operated on sheep.

**Swine:** Approximately 40 different farms were visited by the agent this year for the purpose of treating or vaccinating hogs. Many of these farms were visited several times for the same reason. As has been the case for many years, the agent has saved the farmers thousands of dollars by doing this work for them. Every year the agent has many requests for treatment of posterior paralysis, which seems to be a common ailment in this county. He has worked out a tonic and high protein and mineral mixture to be used as a supplement, which is very successful.

The continued use of purebred bears, obtained through sales and personal contact, resulting in a higher quality in the hofers, has been encouraged.

The 6-H Club Agent again had some nice pens of fat hogs as projects. The tri-county Fat Pig Show was held in Front Royal at the Livestock Market where pigs from the several counties were placed and sold. They brought very good prices and the sale was considered one of the most successful ever held.

**Livestock:** The agent still does most of the veterinary work for the farmers, as an accommodation. At the time of these farm visits he has a chance to hold method demonstrations in this work, especially in the feeding and management of stock. He advocates parasitic control between December and February. The proper management and feeding of horses for development and prevention of deficiency diseases is taught. There has been much occasion, due to the shortage of high protein feeds, to give information on feed combinations of the materials available so that the farmers have been able to keep what stock they have needed. The farmer has been assisted in culling out the more inferior animals and encouraging the sale of them in view of the feed shortage.

Since Warren County is primarily a livestock county, especially in horse production, the breeding of them seemed to be the first point to be stressed by the agent. To raise sufficient colts on the farms for replacement purposes, to place draft type stallions in communities where needed. The decrease in the amount of farm machinery available for use had caused the swing back to the more extensive use of horses for farm work.

There are some very fine stallions in the county, privately owned and also government owned. A United States Remount Depot is located in Warren County and civilians have stud privileges at a reasonable price. Inquiries have come into the agent as to methods of farm management from the officers in charge of the various farming departments at the depot. Due to the great increase in the number of soldiers fed and housed there a greater utilization was made of the land available for feed production purposes. Some of the officers in charge of this development were inexperienced and sought the advice of the agent as problems came up.

e. Horticulture: Fruits, Vegetables and Ornamentals

**Fruits:** Several demonstrations were held in orchards in this county last February to demonstrate pruning methods. These demonstrations were conducted by specialists from V. P. I.

Orchard practices have been improved. More attention has been paid to interplanted crops and their care. A large portion of the superphosphate furnished as conservation material was used on interplanted crops in commercial and non-commercial orchards. Also some of the ground limestone furnished was used as a supplement to this phosphate.

Spray calendars were furnished to the growers and notices giving formulas, at the time each was due. They were also kept informed as to the weather conditions, with its effect on the crops and the best means of coping with unfavorable conditions.

The apple crop was a "bumper" one this year and also the peaches yielded much better than last year. The agent assisted several growers in obtaining labor for harvesting their crops, also helped them with transportation problems--trucks, gasoline, etc.

The agent worked closely with small fruit growers in the county and contacted many farmers regarding the need for planting of more small fruit stands and berry patches to comply with the government demand for more food.

The Old Virginia Packing Co. located in Front Royal has employed a field man who is making an intensive drive in several districts to get the farmers to grow a large acreage of small fruit to supply their plant. Quite a good acreage has been signed up to be planted next spring. The agent and the Horticulture Specialist have worked

with him. It will mean a substantial increase in income for the growers if plans are carried out.

**Vegetables:** As was the case last year numerous requests came into the office concerning victory gardens. Many town people wanted advice and large numbers of bulletins and circulars were sent out containing helpful pointers about gardening; however there were not quite as many requests for information as last year due to the fact that many townspeople had become more experienced in the art of gardening.

A special victory garden mailing list had been set up which was used again to supply the gardeners with the most up to date information. Many soil specimens were brought in to be sent away for analysis. Much practical advice was given by the agent to new gardeners. Much food was canned for the first time by town people. Several canning demonstrations were held in the county by V. P. I specialists.

#### f. Extension- TVA Demonstrations

The agent hopes to have TVA farms selected and approved for the county by the first of the year as he has contacted Mr. Painter, the field representative of TVA, and has everything lined up to start the first of 1945. He feels that this will be a great benefit to the county as a whole and expects to have demonstrators in each community. Each demonstrator selected will be required to follow the recommendations of the Soil Conservation Association and in this way will try to link the two programs together.

#### g. Farm Labor

Much work was done for the farmers in the county in helping them obtain labor for farming purposes. Many applicants came to the office and were sent to farmers who needed them throughout the year. Some proved very helpful and others were worthless.

The Warren County Agent worked very closely with the Frederick County Agent placing convict labor for peak labor periods. Convicts were obtained for approximately 10 farmers to help them out and shuck corn. The farmers were much more satisfied with this type of labor than the transient type. There were so many applicants for convicts that all could not be supplied.

Perhaps the greatest service done the farmer in the labor field was the work of the agent as Secretary of the War Board on farm deferments in the county. Approximately 100 farm boys of draft age were deferred by the local draft board to do farm work after the agent had obtained the production units on the farms on which they were employed.

Many farmers have requested and obtained unlimited assistance from the agent in deferment of farm workers and in helping get farm workers released from the armed services. The agent has attended selective service meetings in other towns and appeared before the local board many times in behalf of farmers and their workers.

Exchange of labor and equipment has, as usual, been helpful in alleviating the labor shortage.

The industrial plants in the county have been a continuous drain on farm labor but the Remount Station, which had drawn much farm labor for civilian work there has released most of it now due to the fact that the Station was recently closed out almost completely and declared a surplus camp by the War Department.

#### h. Emergency War Food

No report.

#### i. Agricultural Planning

Several meetings were held during the year where much discussion was given to cooperative agricultural planning. It is believed that the extension program will be somewhat changed when the war is over and rather difficult to define at this time. The Extension service in the county has always cooperated with all other farm agencies and non-farm agencies to the best of its ability and expects to continue to do this.

Some thought is being given to the returned veteran and his desire to settle on a farm. Planning is being done for cutbacks in certain fields of agricultural production and increases in other fields. It is believed that there will be less and less farming done in this county by the small farmer due to the ever increasing industrial expansion. Many of the farms in the county have been bought by industry and by wealthy speculators.

It seems that the overall plan for the county is to, as far as possible, carry on all recommendations in fields of agronomy, dairying, livestock, horticulture, etc. and to get information to individuals on the things they need to know about the most.

#### j. Cooperatives

The agent worked with the Southern States Cooperative and attended some of their meetings.

#### k. Marketing and Distribution

We have two livestock markets in the county which have sales every Thursday and Saturday. Buyers come from everywhere and the farmers get good prices for their stock. These sales also help the farmer to know what type and quality of livestock the market demands. The agent attends many of these sales and helps the farmers with their buying and selling, when desired, and at the same time keeps check on prices.

Much information is given out from the agent's office on OPA ceiling prices for farm products which many farmers come here for rather than going to the local board.

Available and good markets for the products of the county, such as apples, corn, stock, etc. are furnished the producer.

#### IV. 4-H Club Work

There are eight organized 4-H Clubs in Warren County with a total enrollment of 97 boys and girls. These clubs held regular monthly meetings which have three distinct phases: business, project, and social. In the business part of the meeting the members plan and work out projects and discuss topics that are interesting and beneficial to the group and their community. In the project part of the meeting the agent gives or trains some of the members to give some timely demonstration on project work such as building a self feeder for swine or poultry, balancing a ration, and proper management and equipment for poultry production etc. The social period is devoted to games and other types of recreation.

The most outstanding project work was done with Fat Pigs, Poultry, and Vegetable Gardens. The following table gives the enrollments and results of the project work:

Project	No. Members Enrolled	No. Members Completing	No. Animals or Acres Involved	Net Profit
Fat Pigs	14	14	40	\$365.82
Sow and Litter	1	1	16	20.05
Dairy Calf & Heifer	3	3	3	34.35
Poultry	42	39	5445	1342.54
Gardens & Truck Crops	29	29	12 A	1694.51
Home Grounds Improvement	8	8		

The Fat Pig project was planned to demonstrate the advantages of feeding hogs for an early market, the proper use of protein supplements, self-feeding and good breeding. The importance of producing more pork for freedom was also emphasized.

Seven members participating in this project entered 19 fat hogs in the Tri-County 4-H Fat Hog Show and Sale held at the Front Royal Livestock Market. Robert Lentz exhibited the first prize pen of 3 O.I.C hogs.

Every effort possible was made to assist the 4-H members to secure standard bred chicks from U. S. approved hatcheries with which to conduct their profits. The major portion of the young stock raised was for the purpose of growing pullets to replace the laying flocks.

Arrangements were made with a near by hatchery where by a 4-H Club member could secure standard bred chicks from high producing flocks. 4-H members were given the option of paying for chicks when received or paying for them out of the first sales of cockerels when sold as broilers at 12-14 weeks of age. 4-H Club members could get any number or breed provided they had equipment and ability to care for the chicks, feed and manage the chicks as recommended by the agents and keep all suitable pullets for layers.

By this special plan 20 members secured 2250 chicks. They raised 91% of all chicks received. The cockerels in most cases paid for pullets up to the time the cockerels were sold. The result of this project is that these 4-H members now have over 800 good pullets in their laying houses.

To encourage more 4-H Club members to keep more pullets for layers, the 4-H Club Egg Laying Contest has proven very encouraging. Stress has been placed on those skills known to be essential to high egg production such as good quality of laying mash by the hens constantly, draft free houses, deep dry litters, constant supply of grit and shells, and clean fresh water at all times. 25 members entered their flock, a total of 835 birds in this contest.

A special effort was made to encourage 4-H members to grow more and better vegetables in their gardens for home use. As a result 26 members planted, cultivated and harvested 5.3 acres of vegetables. These vegetables were almost entirely used for the home food supply. Those that were not used as fresh vegetables were canned, dried or stored in pits of cellars for winter use. Due to an extremely dry season the gardens were severely damaged.

The 4-H Club members have collected 3350 pounds of paper, 6225 pounds of scrap iron and 1369 pounds of rags and rubber. They helped in the milkweed collection by gathering 15 bags of pods. They gave \$11.38 to the war fund and purchased \$1873.00 worth of war stamps and bonds.

V. USDA War Board

a. Agricultural deferment cases

Warren County War Board is composed of four men who are local Federal employees directly responsible to the Secretary of Agriculture. The Board functions as the representative of the Department of Agriculture in the war effort, attempting to coordinate the work of other agencies for the farm people. The Agent has worked very actively as Secretary of the Board and has met with them in getting war jobs done. The agent has spent approximately 34 days in the past year in working out War Board problems.

During February and March 1944 approximately 125 farm deferment cases were processed through this office. The draft board requested the War Board to gather information as to farm units on all these cases so that deferments could be granted. The unit sheets were filled out, typed and a copy submitted to the draft board, one to the farmer concerned and one kept in War Board files. These unit sheets have been invaluable in determining the status of the farm workers and also in giving the farmer a good comparison of his production with other farms.

Many letters were written for farm workers to other draft boards and in some cases farm workers were released from the armed services for farm work.

b. Cooperation with other agencies

Much assistance has been given rural and urban residents in filling out forms for various war time agencies and if information could not be given it was obtained by the agent or they were told where they could get assistance, thus serving as sort of a "Bureau of Information" for war time problems. Approximately 156 gasoline forms were filled out in the agents office for farmers to obtain gasoline for trucks for the ODT, during this year.

c. Milwood Pod Program

The War Board assisted materially in the Milwood Pod campaign that was worked through the schools. The agent worked closely with the superintendent of schools who was chairman of the Pod collection. Information and material was given out from the agents office and the onion bags, used in collecting the pods, were distributed, in part, by the agent. Posters and booklets were distributed to people in the county to help in spreading information about the project.

## VI. Cooperation with Agricultural Conservation Program

Since the AAA maintains a separate office in the county almost a block from the agent's office, not as close contact has been kept with this organization as formerly. The business of that office is now carried on by a chief clerk who serves as Secretary and Treasurer assisted by a part time clerk.

The agent has aided the AAA in every way possible by holding educational meetings and offering suggestions at committee meetings; he has given advice to farmers as to use to be made of conservation materials which has resulted in wonderful improvements in the pastures of the county.

## VII. Cooperation with Credit and Lending Agencies

### a. Production Credit

The head office for this agency is in Winchester but they, with the Federal Land Bank, hold regular meetings in the agent's office and send a representative twice a month to meet with any farmer interested in a loan. Loans made in this county by the association from December 1, 1943 to November 30, 1944 were 16 in number and amounted to the sum \$54,836.92.

### b. Emergency Crop and Feed Loan

The Emergency Crop and Feed Loan Office in Winchester has also served the farmers in Warren County by meeting with them in the agent's office whenever they wanted assistance. Nineteen loans were made in Warren County during the past year by this agency to the amount of \$4695.00.

## VIII. Cooperation with the Farm Security Program

The Farm Security Representative has cooperated with the county agent in every way possible to the fullest extent especially in work with the War Board and in conducting the educational campaigns and elections held for soil conservation. The Farm Security agents are vitally interested in every movement for the progress of the county and have also been most helpful in assisting deserving farmers to get farm deferments for their workers. There has been only one tenant purchase loan in the county so far but the hope is that more can be handled during the next year.

#### IX. Cooperation with the Soil Conservation Program

The Agent did much work for this agency during the past year. He called meetings in all six communities in the county two times during the year in order to educate the farmer concerning the Soil Conservation Program and the benefits that could be received if this county could be included in the Lord Fairfax Conservation District. One general meeting was held in the county for educational purposes in regard to this program which brought out approximately fifty farmers who were interested.

The agent contacted many who could not get to the meetings and gave them information on soil conservation. When the referendum was held the agent saw that the ballot boxes were properly distributed and that judges were selected; he also did all he could to get the farmers out to vote. He met with several of the Soil Conservation specialists and had conferences on the workings of the program.

The number of votes cast for the inclusion of Warren County in the Lord Fairfax Soil Conservation District were 191 (representing 41,444 acres of land); the total number of votes cast against inclusion was 9 (representing 1,118 acres of land). The total number of votes cast against inclusion was 9 (representing 1,118 acres of land). The total number of landowners eligible to vote in the county is approximately 525.

The soil conservation specialists have been most cooperative in working with the farmers and already several farmers in this country have availed themselves of the benefits from the agency.

#### X. Cooperation with USES and OPA

The agent has worked with the USES in determining what farmers or farm workers should be released to go into non-agricultural work. The two agencies have also cooperated in county agricultural labor problems.

The Extension Service has also assisted the OPA during rush periods in getting out ration coupons for various articles when they could not get sufficient help to do the job.

### COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration  
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 Warren

#### REPORT OF

_____ (Name) Home Demonstration Agent.	From _____ to _____, 194_____
_____ Assistant Home Demonstration Agent.	From _____ to _____, 194_____
_____ 4-H Club Agent.	From _____ to _____, 194_____
_____ Assistant County Agent in charge of Club Work.	From _____ to _____, 194_____
<u>X.E. Landis</u> Agricultural Agent.	From <u>Dec. 1, 1943</u> to <u>Nov. 30</u> , 194 <u>4</u>
<u>D.M. Clou d</u> Assistant Agricultural Agent.	From <u>Dec. 1, 1943</u> to <u>Nov. 30</u> , 194 <u>4</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 reasons may be listed as to why an extension worker should prepare a comprehensive annual report.

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

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

### NARRATIVE SUMMARY

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

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

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

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

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

1. Read the definitions of extension terms on the last page of this 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 totals are the sum of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farms and home practices should not be included for use on the national level of 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 summary 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)	Agent-based agents (c)	County total <sup>2</sup> (d)
1. Months of service this year (agents and assistants)		4	12	XXXXXXXX
2. Days devoted to work with adults <sup>3</sup>		1	273	XXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth <sup>3</sup>		99	0	XXXXXXXX
4. Days in office <sup>3</sup>		21	109	XXXXXXXX
5. Days in field <sup>3</sup>		79	134	XXXXXXXX
6. Number of farm or home visits made in conducting extension work <sup>4</sup>		161	228	389
7. Number of different farms or homes visited		105	170	275
8. Number of calls relating to extension work	(1) Office	36	1392	1428
	(2) Telephone	50	846	896
9. Number of news articles or stories published <sup>5</sup>		10	21	31
10. Number of bulletins distributed		145	55	200
11. Number of radio talks broadcast or prepared for broadcasting			9	9
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number		
		Total attendance of:		
		(b) Men leaders	113	113
	(c) Women leaders	27	27	
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(2) 4-H Club and older youth	(a) Number		
		Total attendance of:		
		(b) Leaders		
(1) Adult work	(a) Number		12	12
	(b) Total attendance		125	125
(2) 4-H Club and older youth	(a) Number	91		91
	(b) Total attendance	1131		1131
14. Number of adult result demonstrations conducted				
15. Meetings held at such result demonstrations	(1) Number			
	(2) Total attendance			
16. Tours conducted	(1) Adult work	(a) Number		
		(b) Total attendance		
	(2) 4-H Club and older youth	(a) Number		
		(b) Total attendance		
(1) Adult work	(a) Number			
	(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 unless 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			Home demonstration agents (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
18. Encampments held (report attendance for your county only) <sup>3</sup>	(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				
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number		1	10	11
		(b) Total attendance		184	600	784
	(2) 4-H Club and older youth	(a) Number		3		3
		(b) Total attendance		183		183
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number				
		(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> Does not include picnics, rallies, and short courses, which should be reported under question 13.

**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)	830
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	428
23. Number of farms involved in preceding question which were reached this year for the first time	
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	
29. Number of farm homes with 4-H Club members enrolled	05
30. Number of other homes with 4-H Club members enrolled	4
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	428
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	50

**EXTENSION ORGANIZATION AND PLANNING**

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

(a) Over-all or general	(1) Name	(2) No. of members	
(b) Agricultural	(1) Name <u>Warren County Board of Agriculture</u>	(2) No. of members	<u>42</u>
(c) Home demonstration	(1) Name	(2) No. of members	
(d) 4-H Club	(1) Name <u>Warren County 4-H Club Council</u>	(2) No. of members	<u>34</u>
(e) Older youth	(1) Name	(2) No. of members	

34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):

(a) Agricultural	(b) Home demonstration	(c) 4-H Club	(d) Older youth
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35. Total number of communities in county. (Do not include number of neighborhoods.) 6

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 6

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

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

39. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.) 8 XXXXXXXXXX

40. Number of neighborhood and community leaders in the neighborhood-leader system Men 18 Women 17

41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program. (Should include question 40.)

(a) Adult work	(1) Men <u>18</u>	(b) 4-H Club and older youth work	(1) Men	(3) Older club boys <u>1</u>
	(2) Women <u>17</u>		(2) Women <u>2</u>	(4) Older club girls <u>1</u>

**COOPERATIVE AGRICULTURAL PLANNING**

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service Professional Workers Group

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

(a) Unpaid lay members: (1) Men 1 (2) Women \_\_\_\_\_ (3) Youth \_\_\_\_\_

(b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men 3 (2) Women 1

44. Number of communities with agricultural planning committee (over-all planning) \_\_\_\_\_

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

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

	Extension organization and planning <sup>1</sup> (a)	County agricultural planning <sup>1</sup> (b)	Total <sup>2</sup> (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents			<u>8</u>
(2) 4-H Club agents			<u>18</u>
(3) Agricultural agents			
(4) State extension workers			
48. Number of planning meetings held	(1) County		<u>4</u>
	(2) Community		<u>19</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year			<u>35</u>
50. Days of assistance rendered by voluntary leaders or committeemen			<u>26</u>

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

**CROP PRODUCTION (other than for family food supply)**

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pasture	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								13		
(3) Agricultural agents	8.5	3.5		3	4				4.5	
(4) State extension workers										
52. Number of communities in which work was conducted this year	6	3		3	3				3	
53. Number of voluntary local leaders or committeemen assisting this year										
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	44	10		22	48					
(2) The use of lime	100	22		84	99					
(3) The use of fertilizers	73	42		68	92					
(4) Controlling plant diseases	3	5						8	10	
(5) Controlling injurious insects	5	4						7		6
(6) Controlling noxious weeds				2						
(7) Controlling rodents and other animals	3	5								

**LIVESTOCK PRODUCTION (other than for family food supply)**

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents							
(2) 4-H Club agents	5	4	1	25		36	
(3) Agricultural agents	27	14.5	6	24	27		1.5
(4) State extension workers							
56. Number of communities in which work was conducted this year	6	6	4	6	6		1
57. Number of voluntary local leaders or committeemen assisting this year							
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	1	5		1	5		
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		7	8	3			
(2) Obtaining purebred or high-grade females		10	3				
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXX	XXXX	XXXX	XXXX	XXXX		XXXX
(4) Improving methods of feeding	8	10	3	21	34		
(5) Controlling external parasites	1	1	2	1	5		
(6) Controlling diseases and internal parasites	75	12	9	75	18		
(7) Controlling predatory animals							

\* Do not include rabbits, guinea pigs, 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)
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	8		
(4) State extension workers.....			
63. Number of communities in which work was conducted this year.....	6		
64. Number of voluntary local leaders or committeemen assisting this year.....			

**Soil Management—Continued**

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	113
(b) In the use of recommended crop rotations.....	17
(c) With strip cropping.....	2
(d) In constructing terraces.....	
(e) In grassing waterways or otherwise preventing or controlling gullies.....	6
(f) With contour farming of cropland.....	5
(g) In otherwise controlling wind or water erosion.....	
(h) In contouring pasture or range.....	1
(i) In the use of cover or green-manure crops.....	48
(j) In summer-fallowing.....	
(k) In making depth-of-moisture tests.....	3
(l) With drainage.....	2
(m) With irrigation.....	5
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts.....	1
(b) Voluntary soil-conservation associations.....	
(c) Grazing associations.....	

**Forestry—Continued**

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....	
(b) In making improved thinnings, weeding, or pruning of forest trees.....	
(c) With selection cutting.....	3
(d) With production of naval stores.....	
(e) With production of maple-sirup products.....	
(f) In timber estimating and appraisal.....	2
68. Number of farmers cooperating this year in prevention of forest fires.....	11

**Wildlife Conservation—Continued**

69. Number of farmers assisted this year in making specific improvements for wildlife.....	2
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<sup>1</sup> Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, <sup>1</sup> 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.....	1	4	5
	(4) State extension workers.....			
71. Number of communities in which work was conducted this year.....	1	3	3	
72. Number of voluntary local leaders or committeemen assisting this year.....		1	1	5
73. Number of farm-survey records taken during the year:	(a) Farm business.....			
	(b) Enterprise.....			
	(c) Other.....			
74. Number of farmers assisted this year in keeping—	(a) Farm inventory.....	2		
	(b) General farm records.....			
	(c) Enterprise records.....			
75. Number of farmers assisted this year—	(a) In developing a farm plan only.....	25		
	(b) In developing a farm and home plan.....	18		
	(c) In analyzing the farm business.....	9		
	(d) In improving landlord-tenant relations and leasing arrangements.....	6		
		75. Number of farmers assisted this year—Continued.		
		(e) In getting started in farming, or in re-locating.....		12
		(f) With credit problems (debt adjustment and financial plans).....		7
		(g) In using "outlook" to make farm adjustments.....		14
		(h) With a farm-income statement for tax purposes.....		2
		(i) With farm-labor problems.....		75
		(j) In developing supplemental sources of income.....		6

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth	Price and trade policies (prices, international trade, interstate trade barriers, transportation, international competition, etc.)	Land policy and programs (classification of land coning, tenure, land develop-ment, settlement, public-land management, etc.)	Public finance and services (taxation, local govern-ment, facilities such as roads and schools for rural areas, etc.)	Rural welfare (unemployment, part-time farming, problems of people in low-income areas, migra-tion, population adjust-ments, rural work pro-grams, 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.....		1	1
	(4) State extension workers.....			
77. Number of communities in which work was conducted this year.....		3	3	
78. Number of voluntary local leaders or committeemen assisting this year.....				
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).....				5
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year.....				3

<sup>1</sup> 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 (Op. 6 and 9) or to soil management (Op. 7).

**MARKETING AND DISTRIBUTION**

Include all work with adults, 4-H Club members, and older 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					1						
(2) 4-H Club agents			1								
(3) Agricultural agents	5	2	10.5							1.5	7.5
(4) State extension workers											
84. Number of communities in which work was conducted this year	5	2	6							2	6
85. Number of voluntary local leaders or committeemen assisting this year											
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	1									
88. Number of members <sup>2</sup> in the cooperatives assisted during the year (questions 86 and 87)											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) <sup>2</sup>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year	15	11	32							4	15
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											1
93. Number of programs <sup>2</sup> pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											1
94. Number of marketing facilities improvement programs <sup>2</sup> participated in or conducted this year											1
95. Number of marketing surveys assisted with or conducted this year											1
96. Number of special merchandising programs <sup>2</sup> participated in or conducted this year											2
97. Number of consumer information programs <sup>2</sup> pertaining to marketing and distribution participated in or conducted this year											1
98. Number of programs <sup>2</sup> relating to marketing services and costs of distribution conducted this year											1
99. Number of programs <sup>2</sup> relating to transportation problems conducted this year											2
100. Number of programs <sup>2</sup> relating to the specific use of market information conducted this year											2
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> When 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 home, 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	2.0			
(3) Agricultural agents	.5	1.5	4.5	8
(4) State extension workers				
103. Number of communities in which work was conducted this year	2	2	5	6
104. Number of voluntary local leaders or committeemen assisting this year				

**The Home, Furnishings, and Surroundings—Continued**

105. Number of families assisted this year in—	
(a) Constructing dwellings	2
(b) Remodeling dwellings	3
(c) Installing sewage systems	2
(d) Installing water systems	2
(e) Installing heating systems	
(f) Providing needed storage space	2
(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	1
107. Number of families assisted this year in—	
(a) Obtaining electricity	5
(b) Selection or use of electric lights or home electrical equipment	
(c) Using electricity for income-producing purposes	

**Farm Buildings—Continued**

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings	7
(b) Remodeling or repairing farm buildings	2
(c) Selection or construction of farm-building equipment	1

**Farm Mechanical Equipment—Continued**

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment	5
(b) Making more efficient use of mechanical equipment	2
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	
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 other 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	2	1		
(4) State extension workers				
113. Number of communities in which work was conducted this year				
114. Number of voluntary local leaders or committeemen assisting this year				
115. Number of families assisted this year—	<b>115(g) FOOD PRESERVATION BY ADULTS</b>			
(a) In improving diets				
(b) With food preparation				
(c) In improving food supply by making changes in home food production <sup>1</sup> :				
(1) Of vegetables				
(2) Of fruits				
(3) Of meats				
(4) Of milk				
(5) Of poultry and eggs				
(d) With home butchering, meat cutting or curing				
(e) With butter or cheese making				
(f) With food preservation problems <sup>2</sup> :				
(1) Canning				
(2) Freezing				
(3) Drying				
(4) Storing				
(g) In producing and preserving home food supply according to annual food-supply budget				
(h) In canning according to a budget				
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first-aid or home nursing				
(m) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

11

<sup>1</sup> Size of the problem unless duplication due to families participating in more than one activity.

<sup>2</sup> Weight of finished product after drying.

<sup>3</sup> Weight of product before curing.

<sup>4</sup> Include contents of locker plants and home freezer units.

<sup>5</sup> Do not include vine-cultured peas and beans.

**CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE**

Include all work with adults, 4-H Club members, and older youth	Home management <sup>1</sup> — 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>2</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 (f), 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 Relationships—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) Day or casual camp
  - (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 home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 18.

<sup>2</sup> In these questions 122, also families buying through marketing cooperatives, organized or assisted, column (d), 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)	
128. Corn	1		1		1/4	Acres
129. 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	10	15	10	15	5.31	Acres
148. Market gardens, truck and canning crops	3		3		6.50	Acres
149. Other crops						Acres
150. Poultry (including turkeys)	20	32	17	22	5445	Birds
151. Dairy cattle	1		1		1	Animals
152. Beef cattle	2		2		2	Animals
153. Sheep						Animals
154. Swine	12	3	12	3	56	Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds		8		8		XXXXXXXXXXXX
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)						XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity						Articles made
162. Farm management						Articles repaired
163. Food selection and preparation						XXXXXXXXXXXX
164. Food preservation						Meals planned
165. Health, home nursing, and first aid						Meals served
166. Clothing						Quarts canned
167. Home management						XXXXXXXXXXXX
168. Home furnishings and room improvement						Garments made
169. Home industry, arts and crafts						Garments remodeled
170. Junior leadership						Units
171. All others						Rooms
172. Total (project enrollment and completion)	49	48	46	48		Articles

### 4-H CLUB MEMBERSHIP\*

172. Number of 4-H Clubs ..... 8
174. Number of different 4-H Club members enrolled (a) Boys: 49 (b) Girls: 48
175. Number of different 4-H Club members completing (a) Boys: 46 (b) Girls: 48
176. Number of different 4-H Club members in school (a) Boys: 41 (b) Girls: 43
177. Number of different 4-H Club members out of school (a) Boys: 8 (b) Girls: 5
178. Number of different 4-H Club members from farm homes (a) Boys: 47 (b) Girls: 46
179. Number of different 4-H Club members from nonfarm homes (a) Boys: 2 (b) Girls: 2

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

180. By years	Boys		Girls		181. By age	Boys		Girls	
	(a)	(b)	(a)	(b)		(a)	(b)	(a)	(b)
1st year	<u>16</u>	<u>17</u>			10 and under	<u>5</u>	<u>1</u>		
2d	<u>14</u>	<u>12</u>			11	<u>8</u>	<u>2</u>		
3d	<u>11</u>	<u>11</u>			12	<u>10</u>	<u>15</u>		
4th	<u>5</u>	<u>4</u>			13	<u>13</u>	<u>16</u>		
5th	<u>2</u>	<u>3</u>			14	<u>4</u>	<u>4</u>		
6th	<u>1</u>	<u>1</u>			15	<u>1</u>	<u>7</u>		
7th					16	<u>3</u>	<u>1</u>		
8th					17	<u>3</u>	<u>1</u>		
9th					18	<u>1</u>	<u>1</u>		
10th and over					19				
					20 and over	<u>1</u>	<u>1</u>		

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging ..... (f) Fire and accident prevention .....
- (b) Giving demonstrations ..... (g) Wildlife conservation .....
- (c) Recreational leadership ..... (h) Keeping personal accounts .....
- (d) Music appreciation ..... (i) Use of economic information .....
- (e) 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 .....

\* All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.

† Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 22, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.

‡ Same as footnote 2, except that reference is to assemblies instead of enrollees.

### WORK WITH OLDER RURAL YOUTH

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

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(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 duplications) (a) Young men ..... (b) Young women .....

194. Check column showing approximate portion of older youth program devoted to—	Under 25 percent (a)	25-50 percent (b)	50-75 percent (c)	75 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				

MISCELLANEOUS

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

Include all work w. 3 adults, 4-H Club members, and older youth	Days (6)	General-factor insects <sup>1</sup> (5)	All other work (6)
184. Days devoted to line of work by—			
(1) Home demonstration agents			4
(2) 4-H Club agents			
(3) Agricultural agents			127.5
(4) State extension workers			
185. Number of communities in which work was conducted this year			6
187. Number of voluntary local leaders or committeemen assisting this year			42

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (6)	4-H Club Agents (5)	Agricultural agents (6)
188. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)			40.0
(2) Problems arising from new military camps, munitions plants, and war industries			2.0
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)			2.0
(4) Other war work (including collection of salvage material)			1.5

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War bonds (6)	Civilian de- fense agency (5)	Employment service (6)	Agricultural Adjustment Agency (6)	Food Distribution Administration (6)	Soil Conser- vative Service (6)	Farm Security Administra- tion (6)	Rural Rehabi- litation Administra- tion (6)	Tennessee Valley Authority (6)	Social Security, Public Health, Children's Bureau (6)
189. Days devoted to line of work by—								ORA	2	
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	33.5	2	4	15.5	1	10	3	1		
(4) State extension workers										
190. Number of communities in which work was conducted this year										
191. Number of voluntary local leaders or committeemen assisting this year										
192. Number of meetings participated in this year by extension workers										

<sup>1</sup> Include grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

## TERMINOLOGY

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

### DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. 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.  
The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. 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.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
  - (1) Adoption of a recommended practice.
  - (2) Further improvement in a practice previously accepted.
  - (3) Participation in extension activities.
  - (4) Acceptance of leadership responsibility.
  - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters written* should include all original letters on official business. (Duplicated letters should not be included.)
18. An *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.