

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 LANCASTER

REPORT OF

Gwendolyn C. Norris From JAN. 1, 1952 to Nov. 30, 1952
(Name) Home Demonstration Agent.

Assistant Home Demonstration Agent. From 19 to 19

4-H Club Agent. From 19 to 19

Assistant County Agent in charge of Club Work. From 19 to 19

Agricultural Agent. From 19 to 19

Assistant Agricultural Agent. From 19 to 19



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 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 the leader of that line of work. Where an agent in charge of a line of work has quit the service during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

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

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

1. What was attempted—the program as outlined at the beginning of the year.
2. How the work was carried on—the teaching methods employed.
3. The cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
4. Definite accomplishments, supported by objective evidence.
5. Significance of the year's 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

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

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 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 supplement additional information on problems and activities peculiar to the State or sections of the State.

CHECK SHEET FOR ANNUAL STATISTICAL REPORT FORM ES-21

Exhibit B

State or county Lancaster, Va.

Year 1952

Type: White () Negro (X) Combined ()

Home demonstration agents		4-H Club agents		Agricultural agents	
2(a) <u>186</u>	4(a) <u>87</u>	2(b) _____	4(b) _____	2(c) _____	4(c) _____
3(a) <u>76</u>	5(a) <u>179</u>	3(b) _____	5(b) _____	3(c) _____	5(c) _____
Total* <u>262</u>	Total* <u>262</u>	Total* _____	Total* _____	Total* _____	Total* _____
47c(1) <u>129</u> ✓	47c(2) _____	47c(3) _____			
51(1) <u>0</u>	51(2) _____	51(3) _____			
55(1) <u>0</u>	55(2) _____	55(3) _____			
62(1) <u>0</u>	62(2) _____	62(3) _____			
70(1) <u>0</u>	70(2) _____	70(3) _____			
76(1) <u>0</u>	76(2) _____	76(3) _____			
83(1) <u>1</u> ✓	83(2) _____	83(3) _____			
102(1) <u>1</u> ✓	102(2) _____	102(3) _____			
112(1) <u>54</u> ✓	112(2) _____	112(3) _____			
118(1) <u>67</u> ✓	118(2) _____	118(3) _____			
195(1) <u>0</u>	195(2) _____	195(3) _____			
Total* <u>262</u>	Total* _____	Total* _____			

*-The above three totals should be identical

*-The above three totals should be identical

*-The above three totals should be identical

4-H CLUB MEMBERSHIP - page 14, Boys

176a <u>74</u>	178a <u>56</u>	Sum of 180a <u>74</u>	equals 174a <u>74</u>	*
177a <u>0</u>	179a <u>18</u>			
174a <u>74</u>	174a <u>74</u>	Sum of 181a <u>74</u>	equals 174a <u>74</u>	*

(*-Above four totals should be identical)

4-H CLUB MEMBERSHIP - page 14, Girls

176b <u>96</u>	178b <u>75</u>	Sum of 180b <u>97</u>	equals 174b <u>97</u>	*
177b <u>0</u>	179b <u>22</u>			
174b <u>97</u>	174b <u>97</u>	Sum of 181b <u>97</u>	equals 174b <u>97</u>	*

(*-Above four totals should be identical)

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH) - page 14, Young men

187(1)a <u>0</u>	187(1)d <u>0</u>	186a <u>10</u>		
187(1)b <u>0</u>	187(1)e <u>0</u>	191a <u>0</u>		
187(1)c <u>10</u>	187(1)f <u>10</u>	192a <u>6</u>		
186a <u>10</u>	186a <u>10</u>	Total <u>16</u>	equals or is greater than	
		193a <u>16</u>		

(*-Above two totals should be identical)

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH) - page 14, Young women

187(2)a <u>8</u>	187(2)d <u>0</u>	186b <u>16</u>		
187(2)b <u>8</u>	187(2)e <u>3</u>	191b <u>0</u>		
187(2)c <u>14</u>	187(2)f <u>13</u>	192b <u>15</u>		
186b <u>16</u>	186b <u>16</u>	Total <u>31</u>	equals or is greater than	
		193b <u>31</u>		

(*-Above two totals should be identical)

Signature _____

Farm Agent

Home Agent

CONSISTENCY OF REPORT

Check when correct

- Page 3. Items 6 through 20, column (d) is not greater than the sum of columns (a), (b), and (c), and is not less than column (a), (b) or (c)..... (X)
- Item 7, column (a), (b), (c) or (d) is not greater than item 6, column (a), (b), (c) or (d)..... (X)
- Page 4. Item 22 is not greater than item 21..... (X)
- Item 23 is not greater than item 22..... (X)
- Item 26 is not greater than item 25..... (X)
- Item 28 is not greater than item 27..... (X)
- Item 29 is not greater than the sum of items 178 (a) and (b)..... (X)
- Item 30 is not greater than the sum of items 179 (a) and (b)..... (X)
- Item 31 equals the sum of items 22, 25 and 29 minus duplications, is not smaller than the largest figure and is not greater than item 21..... (X)
- Item 32 equals the sum of items 24, 27 and 30 minus duplications, and is not smaller than the largest figure..... (X)
- Page 5. The sum of item 34 is not greater than the sum of item 41..... (X)
- The number of leaders reported for any project does not exceed item 41..... (X)
- The total number of leaders reported for all projects is not less than item 41..... (X)
- Item 36 does not exceed item 35, nor does the number of communities reported for any item exceed item 35..... (X)
- Item 38 is filled in if item 37 is filled in..... (X)
- Pages 6-12. If "days devoted" are shown, "Number of communities" should be shown.... (X)
- Page 9. Item 88 is filled in if item 86 or item 87 is filled in..... (X)
- Page 10. Item 106 shows associations, not individuals..... (X)
- Page 11. Item 115(c)(6) is the sum of subitems (1) through (5), minus duplications.. (X)
- Item 115(f)(5) is the sum of subitems (1) through (4), minus duplications.. (X)
- Page 12. Item 122(a) through (d) shows clubs or groups, not individuals..... (X)
- Item 123 is filled in if item 124 is filled in..... (X)
- Page 13. Column (c) for items 138 through 172, does not exceed column (a)..... (X)
- Column (d) for items 138 through 172, does not exceed column (b)..... (X)
- When columns (c) and/or (d) shows boys and girls completing a project, column (e) should be filled in for that project except for xxx..... (X)
- Item 172 is the sum of items 138 through 171, columns (a), (b), (c), (d)... (X)
- Item 172 column (a) equals or is greater than item 174(a)..... (X)
- Item 172 column (b) equals or is greater than item 174(b)..... (X)
- Item 172 column (c) equals or is greater than item 175(a)..... (X)
- Item 172 column (d) equals or is greater than item 175(b)..... (X)
- Page 14. Item 182 - None of the subheads (a) through (k) is greater than the sum of items 174(a) and 174(b)..... (X)
- Item 183 is not greater than the sum of items 174(a) and 174(b)..... (X)
- Item 184 is not greater than item 173..... (X)

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
1.	Months of service this year (agents and assistants)	11			XXXXXXXXXX
2.	Days devoted to work with adults ¹	186			XXXXXXXXXX
3.	Days devoted to work with 4-H Clubs, and young men and women (older youth) ²	76			XXXXXXXXXX
4.	Days in office ³	84			XXXXXXXXXX
5.	Days in field ³	173			XXXXXXXXXX
6.	Number of farm or home visits made in conducting extension work ⁴	354			354
7.	Number of different farms or homes visited	143			143
8.	Number of calls relating to extension work	55			55
	(1) Office				
	(2) Telephone	100			100
9.	Number of news articles or stories published ⁵	23			23
10.	Number of bulletins distributed	1456			1456
11.	Number of radio talks broadcast or prepared for broadcasting	0			0
	(a) Number	10			10
12.	Training meetings held for local leaders or committeemen	0			0
	(1) Adult work				
	Total attendance (b) Men	32			32
	of leaders (c) Women				
	(2) 4-H Club and young men and women (older youth)				
	(a) Number	3			3
	(b) Total attendance of leaders	8			8
13.	Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12).	55			55
	(1) Adult work				
	(a) Number	383			383
	(b) Total attendance				
	(2) 4-H Club and young men and women (older youth)				
	(a) Number	25			25
	(b) Total attendance	647			647
14.	Number of adult result demonstrations conducted	22			22
15.	Meetings held at such result demonstrations	14			14
	(1) Number				
	(2) Total attendance	135			135
16.	Tours conducted	1			1
	(1) Adult work				
	(a) Number	18			18
	(b) Total attendance				
	(2) 4-H Club and young men and women (older youth)				
	(a) Number	0			0
	(b) Total attendance	0			0
17.	Achievement days held	1			1
	(1) Adult work				
	(a) Number	130			130
	(b) Total attendance				
	(2) 4-H Club and young men and women (older youth)				
	(a) Number	0			0
	(b) Total attendance	0			0

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.

² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.

³ The sum of questions 2 and 3 should equal the sum of questions 4 and 5.

⁴ Do not count a single visit to both the farm and home as two visits.

⁵ Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified				Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
18. Encampments held (report attendance for your county only) ³	(1) Farm women	(a) Number	(b) Total members attending				
		(c) Total others attending					
	(2) 4-H Club and young men and women (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	22			22
				750			750
	(2) 4-H Club and young men and women (older youth)	(a) Number	(b) Total attendance	35			35
				95			95
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	18			18
				54			54
	(2) 4-H Club and young men and women (older youth)	(a) Number	(b) Total attendance	9			9
				182			182

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.

² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.

³ Does not include picnics, rallies, and short courses, which should be reported under question 19.

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 (1950 census)	253
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	8
23. Number of farms involved in preceding question which were reached this year for the first time	3
24. Number of nonfarm families making changes in practices as a result of the agricultural program	3
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	120
26. Number of farm homes involved in preceding question that were reached this year for the first time	75
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	65
28. Number of other homes involved in preceding question that were reached this year for the first time	40
29. Number of farm homes with 4-H Club members enrolled. (Related to question 178)	106
30. Number of other homes with 4-H Club members enrolled. (Related to question 179)	30
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	181
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	78

EXTENSION ORGANIZATION AND PLANNING

33. County organization, association, or committee sponsoring extension work. This may include agricultural councils, home demonstration councils, and 4-H councils, or similar advisory committees. It may also include 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 County Advisory Board (2) No. of members 27
- (c) Home demonstration (1) Name Home Demonstration Committee (2) No. of members 21
- (d) 4-H Club (1) Name 4-H Council (2) No. of members 21
- (e) Young men and women (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 7 (b) Home demonstration 21 (c) 4-H Club 14 (d) Young men and women (older youth) 3
35. Total number of communities in county. (See definition of a community, item 1, on back cover.) (Do not include number of neighborhoods) 7
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 7
37. Number of clubs or other groups organized to carry on adult home demonstration work 8
38. Number of members in such clubs or groups 111
39. (a) Covered under question 173. (b) Covered under question 185.
40. Combined with question 41.
41. Number of different voluntary local leaders, committeemen, or neighborhood leaders actively engaged in forwarding the extension program.
- (a) Adult work (1) Men 7 (b) 4-H Club and work with young men and women (older youth) (1) Men 0 (3) Older club boys 0
- (2) Women 41 (2) Women 7 (4) Older club girls 2

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service _____
43. Number of members of such county agricultural planning group:
- (a) Unpaid lay members: (1) Men _____ (2) Women _____ (3) Youth _____
- (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men _____ (2) Women _____
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 ¹ (a)	County agricultural planning ¹ (b)	Total ¹ (c)
(1) Home demonstration agents			<u>129</u>
(2) 4-H Club agents			<u>X</u>
(3) Agricultural agents			<u>X</u>
(4) State extension workers			<u>X</u>
(1) County			<u>X</u>
(2) Community			<u>47</u>
			<u>X</u>

¹ 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.—See page 11, column (a) and items 115 (c), (1) through (6))

Include all work with adults, 4-H Club members, and young men and women (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										
(4) State extension workers										
52. Number of communities in which work was conducted this year										
53. Number of voluntary local leaders or committeemen assisting this year										
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed										
(2) The use of lime										
(3) The use of fertilizers										
(4) Controlling plant diseases										
(5) Controlling injurious insects										
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply.—See page 11, column (a) and items 115 (c), (1) through (6))

Include all work with adults, 4-H Club members, and young men and women (older youth)	Dairy cattle	Beef cattle	Sheep	Swine	Horses and mules	Poultry (including turkeys)	Other livestock ¹
	(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							
(4) State extension workers							
56. Number of communities in which work was conducted this year							
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							
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							
(2) Obtaining purebred or high-grade females							
(3) Obtaining better strains of baby chicks (including hatching eggs)	X X X X X	X X X X X	X X X X X	X X X X X	X X X X X		X X X X X
(4) Improving methods of feeding							
(5) Controlling external parasites							
(6) Controlling diseases and internal parasites							
(7) Controlling predatory animals							

¹ Do not include rabbits, game, and fur animals, which should be reported under wildlife.

19-5000-7
 This report is to be filled out by the county agent or other person in charge of the county extension work in the district.
 It should be filled out at the end of the year or at the end of the district.

CONSERVATION OF NATURAL RESOURCES¹

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

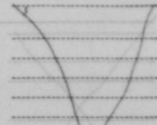
Soil and Water—Continued

65. Number of farmers assisted this year—
- (a) With problems of land use
 - (b) In the use of crop rotations
 - (c) With strip cropping
 - (d) In constructing terraces
 - (e) In grassing waterways or otherwise preventing or controlling gullies
 - (f) With contour farming of cropland
 - (g) In contouring pasture or range
 - (h) In the use of cover or green-manure crops
 - (i) In otherwise controlling wind or water erosion
 - (j) In summer-fallowing
 - (k) In making depth-of-moisture tests
 - (l) With drainage
 - (m) With irrigation
 - (n) With land clearing



Forestry—Continued

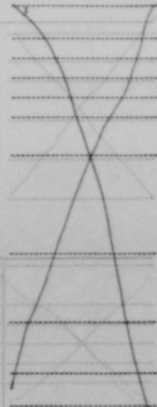
67. Number of farmers assisted this year—
- (a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)
 - (b) In making improved thinnings, weedings or pruning of forest trees
 - (c) With selection cutting
 - (d) With production of naval stores
 - (e) With production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



68. Number of farmers cooperating this year in prevention of forest fires

Wildlife—Continued

69. Number of farmers assisted this year—
- (a) In construction or management of ponds for fish
 - (b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock
 - (c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders
 - (d) With other plantings for food and protection in wild-life areas



¹ Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and young men and women (older 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 (4) State extension workers	X	X	X
71. Number of communities in which work was conducted this year	X	X	X	X
72. Number of voluntary local leaders or committeemen assisting this year	X	X	X	X
73. Number of farm-survey records taken during the year:	(a) Farm business (b) Enterprise (c) Other	X	75. Number of farmers assisted this year—Continued.	X
74. Number of farmers assisted this year in keeping—	(a) Farm inventory (b) General farm records (c) Enterprise records	X	(e) In getting started in farming, or in relocating (f) With credit problems (debt adjustment and financial plans) (g) In using "outlook" to make farm adjustments (A) With a farm-income statement for tax purposes (i) With farm-labor problems (j) In developing supplemental sources of income	X
75. Number of farmers assisted this year—	(a) In developing a farm plan only (b) In developing a farm and home plan (c) In analyzing the farm business (d) In improving landlord-tenant relations and leasing arrangements	X		X

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and young men and women (older youth)	Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, 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 (4) State extension workers	X	X	X
77. Number of communities in which work was conducted this year	X	X	X	X
78. Number of voluntary local leaders or committeemen assisting this year	X	X	X	X
79. Number of tours conducted this year to observe economic and social conditions in various land use areas	X	X	X	X
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	X	X	X	X
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)	X	X	X	X
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year	X	X	X	X

¹ Include all work on farm adjustments conducted in cooperation with FMA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 6 and 9) or to soil management (p. 7).

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and young men and women (older youth)	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ²	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment ³
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by--				110	1						
(1) Home demonstration agents					x						
(2) 4-H Club agents					x						
(3) Agricultural agents				100	1						
(4) State extension workers											
84. Number of communities in which work was conducted this year					2						
85. Number of voluntary local leaders or committeemen assisting this year					x						
86. Number of new cooperatives ² assisted in organizing during the year				100	x						
87. Number of established cooperatives ² assisted during the year					y						
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)					y						
89. Question discontinued	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
90. Number of farmers or families (not members of cooperatives) assisted during the year				103	3						
91. Question discontinued	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ² pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ² participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ² participated in or conducted this year											
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ² relating to marketing services and costs of distribution conducted this year											
99. Number of programs ² relating to transportation problems conducted this year											
100. Number of programs ² relating to the specific use of market information conducted this year											
101. Number of other marketing programs ² conducted this year (specify)											

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

² Where a cooperative association serves more than one county, include only the members living in the county covered by this report.

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and young men and women (older youth)		The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102.	Days devoted to line of work by—				
	(1) Home demonstration agents	1			
	(2) 4-H Club agents				
	(3) Agricultural agents	1			
	(4) State extension workers				
103.	Number of communities in which work was conducted this year	6			
104.	Number of voluntary local leaders or committeemen assisting this year	4			
The House, Furnishings, and Surroundings—Continued			Rural Electrification—Continued		
105.	Number of families assisted this year in—		106.	Number of ASSOCIATIONS organized or assisted this year to obtain electricity. (Report associations, not individual members)	
	(a) Constructing dwellings	3		107.	Number of families assisted this year in—
	(b) Remodeling dwellings	2		(a) Obtaining electricity	
	(c) Installing sewage systems			(b) Selection or use of electric lights or home electrical equipment	
	(d) Installing water systems	13		(c) Using electricity for income-producing purposes	
	(e) Installing heating systems	4		(d) Obtaining new or improved telephone service	
	(f) Providing needed storage space	3			
	(g) Rearranging or improving kitchens	20		Farm Buildings—Continued	
	(h) Improving arrangement of rooms (other than kitchens)	3		108.	Number of farmers assisted this year in—
	(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	4		(a) The construction of farm buildings	
	(j) Selecting homefurnishings or equipment (other than electric)			(b) Remodeling or repairing farm buildings	
	(k) Improving housekeeping methods	50		(c) Selection or construction of farm-building equipment	
	(l) Laundry arrangement	20		Farm Mechanical Equipment—Continued	
	(m) Installing sanitary closets or outhouses	1		109.	Number of farmers assisted this year in—
	(n) Screening or using other recommended methods of controlling flies or other insects	10		(a) The selection of mechanical equipment	
	(o) Improving home grounds			(b) Making more efficient use of mechanical equipment	
	(p) Planting windbreaks or shelterbelts	1		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 young men and women (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	13	13	18	10
(2) 4-H Club agents	X	X	X	X
(3) Agricultural agents	X	X	X	X
(4) State extension workers	X	X	X	X
113. Number of communities in which work was conducted this year	7	7	7	7
114. Number of voluntary local leaders or committeemen assisting this year	X	7	7	5
115. Number of families assisted this year--				
(a) In improving diets				200
(b) With food preparation				180
(c) In improving food supply by making changes in home food production--				
(1) Of vegetables				42
(2) Of fruits				X
(3) Of meats				X
(4) Of milk				X
(5) Of poultry and eggs				20
(6) Total of subitems (1) through (5) minus duplications due to families making changes in production of more than one kind of food.				53
Note.—This total should not be less than the largest subitem.				
(d) With home butchering, meat cutting or curing				X
(e) With butter or cheese making				X
(f) With food-preservation problems in--				
(1) Canning				95
(2) Freezing				18
(3) Drying				2
(4) Storing				95
(6) Total of subitems (1) through (4) minus duplications due to families using more than one method of preserving				110
Note.—This total should not be less than the largest subitem.				
(g) In producing and preserving home food supply according to annual food-supply budget				45
(h) In canning according to a budget				45
(i) With child-feeding problems				40
(j) In the prevention of colds and other common diseases				10
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				X
(l) With first aid or home nursing				X
(m) In removing fire and accident hazards				120
116. Number of schools assisted this year in establishing or maintaining hot school lunches				2
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				X

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

16-7074-8

Include all work with adults, 4-H Club members, and young men and women (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	13	26	4	24
	(2) 4-H Club agents	x	x	x	x
	(3) Agricultural agents	x	x	x	x
	(4) State extension workers	x	x	x	x
119. Number of communities in which work was conducted this year		7	7	7	7
120. Number of voluntary local leaders or committeemen assisting this year		9	7	x	9
Home Management—Family Economics—Continued		Clothing and Textiles—Continued			
121. Number of families assisted this year—					80
(a) With time-management problems	93				27
(b) With home accounts	5				5
(c) With financial planning	3				x
(d) In improving use of credit for family living expenses	12				
(e) In developing home industries as a means of supplementing income	x				
122. Number of home demonstration CLUBS, other consumer ASSOCIATIONS or GROUPS assisted this year with cooperative buying. (Do not report individuals)					
(a) Food	x				3
(b) Clothing	x				80
(c) Housefurnishings and equipment	x				3
(d) General household supplies	x				
123. Number of families assisted this year through cooperative associations* or individually, with the buying of—					
(a) Food	50				16
(b) Clothing	43				29
(c) Housefurnishings and equipment	3				27
(d) General household supplies	13				
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	52				
125. Number of families assisted this year with "making versus buying" decisions	5				
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	6				
NOTE.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.					
		Family Relationships—Child Development—Continued			
127. Number of families assisted this year with—					
(a) Clothing-construction problems					3
(b) The selection of clothing and textiles					80
(c) Care, renovation, remodeling of clothing					3
(d) Clothing accounts or budgets					
		Recreation and Community Life—Continued			
128. Number of families assisted this year—					
(a) With child-development and guidance problems					3
(b) In improving family relationships					80
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year					3
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men					16
(b) Women					29
131. Number of children in families represented by such individuals					27
		Recreation and Community Life—Continued			
132. Number of families assisted this year in improving home recreation					56
133. Number of communities assisted this year in improving community recreational facilities					1
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs					7
135. Number of communities assisted this year in providing library facilities					x
(a) Club or community house					x
(b) Permanent camp					x
(c) Community rest rooms					x
136. Number of communities assisted this year in providing library facilities					x
137. Number of school or other community grounds improved this year according to recommendations					x

* 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.
 * Includes question 122, also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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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 and water conservation					Acres
143. Potatoes, Irish and sweet					Acres
144. Cotton					Acres
145. Tobacco					Acres
146. Fruits					Acres
147. Home gardens					Acres
148. Market gardens, truck and canning crops					Acres
149. Other crops (including pasture improvement)					Acres
150. Poultry (including turkeys)					Birds
151. Dairy cattle					Animals
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine					Animals
155. Horses and mules					Animals
155a. Rabbits					Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds					x x x x x x x x x x x x
159. Forestry					Acres
160. Wildlife and nature study (game and fur animals)					x x x x x x x x x x x x Articles made
161. Agricultural engineering, farm shop, electricity, tractor					Articles repaired
162. Farm management					x x x x x x x x x x x x
163. Food selection, preparation, and/or baking	74	97	50	65	345 Meals planned
164. Food preservation. (Include frozen foods)					17 Meals served
165. Health, home nursing, and first aid					xx Quarts canned
165a. Child care					xx Quarts frozen
166. Clothing					Pounds frozen Garments made Garments remodeled
167. Home management (housekeeping)					Units
168. Home furnishings and room improvement					Rooms Articles
169. Home industry, arts and crafts					Articles
170. Junior leadership					x x x x x x x x x x x x
171. All others					x x x x x x x x x x x x
172. Total (project enrollment and completion)	74	97	50	65	x x x x x x x x x x x x

1 Enter frozen foods as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.

113 VII (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z)

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs (do not count the same club more than once) 7
174. Number of different 4-H Club members enrolled (a) Boys 74 (b) Girls 97
175. Number of different 4-H Club members completing (a) Boys 50 (b) Girls 65
176. Number of different 4-H Club members in school (a) Boys 74 (b) Girls 96
177. Number of different 4-H Club members out of school (a) Boys 0 (b) Girls 1
178. Number of different 4-H Club members from farm homes (a) Boys 56 (b) Girls 75
179. Number of different 4-H Club members from nonfarm homes (a) Boys 18 (b) Girls 22

Number of Different 4-H Club Members Enrolled:

180. By years	Boys		Girls		181. By ages	Boys		Girls	
	(a)	(b)	(c)	(d)		(e)	(f)	(g)	(h)
1st year	30	33	10 and under	21	12				
2d	24	30	11	10	19				
3d	16	29	12	16	20				
4th	3	5	13	14	27				
5th	1		14	10	13				
6th			15	2	5				
7th			16	1	1				
8th			17						
9th			18						
10th and over			19						
			20 and over						

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging x (f) Fire and accident prevention 68
- (b) Giving demonstrations 16 (g) Wildlife conservation x
- (c) Recreational leadership 15 (h) Keeping personal accounts x
- (d) Music appreciation x (i) Use of economic information y
- (e) Health 160 (j) Soil and water conservation x
- (k) Forestry x
183. Number of 4-H Club members having health examination because of participation in the extension program. x
184. Number of 4-H CLUBS engaging in community activities such as improving school grounds and conducting local fairs. x

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH)

(Do not include work with 4-H Clubs)

The purpose of this section of the report is to bring together in one place all work done with young men and women (older rural youth), as defined in item 22 on back cover. It is recognized that some of the assistance given these young men and women may already have been reported under the respective subject-matter sections of the report.

A. Extension organized groups of young men and women:

185. Number of such groups worked with during the year 1
186. Membership in such groups (a) Number of different young men 10
(b) Number of different young women 13
187. Distribution of these members by school and marital status and age groupings. The sum of (1) $a+b+c$ = the sum of $d+e+f$ = 186 (a). Also the sum of (2) $a+b+c$ = the sum of $d+e+f$ = 186 (b).

	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	0	x	10	x	x	10
(2) Young women	0	2	14	x	3	13

188. Number of meetings these extension organized groups held 8
189. Total attendance at such meetings 89

B. Other groups of young men and women not organized by extension:

190. Number of such groups assisted during the year x
191. Number in such groups (a) Different young men x
(b) Different young women x

C. Individual young men and women not members of groups "A" or "B":

192. Number of different individuals assisted (a) Young men 6
(b) Young women 13

D. Total number of young people worked with or assisted:

193. Number of different young people worked with or assisted. (Total of questions 186, 191, and 192 minus duplications due to membership in both groups "A" and "B") 410
- (a) Young men 37
(b) Young women 37

194. Question discontinued.

* 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 13, 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 completions instead of enrollments.

MISCELLANEOUS

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

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

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.

Assistance to Veterans (a)	U. S. D. A. Councils (b)	Farm Credit Administration (c)	Employment Service (d)	Production and Marketing Administration (e)	Soil Conservation Service (f)	Farmers Home Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)	Other Agencies (k)
199. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	1 X X X									8 X X X
200. Number of communities in which work was conducted this year	3									5
201. Number of voluntary local leaders or committeemen assisting this year	X									3
202. Number of meetings participated in this year by extension workers	1									8

¹ Include grasshoppers, army worms, chinch bugs, and other insects not reported under specific crop or livestock headings.

10-30074-15

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.

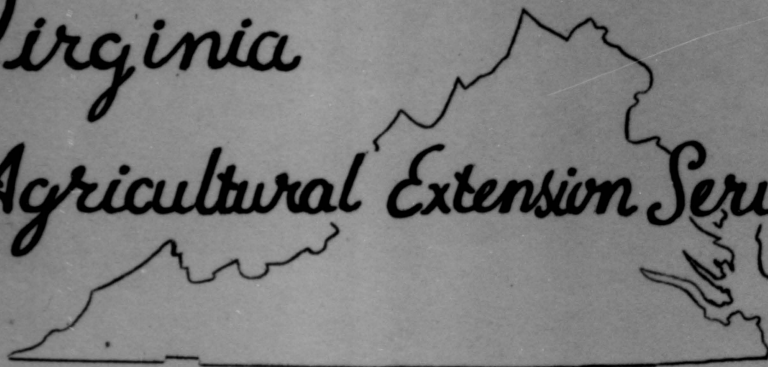
DEFINITIONS OF EXTENSION TERMS

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 underweights 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. Extension work with *young men and women* shall apply in general to those who are primarily rural and approximately 18 to 30 years of age. (Recommendation of Older Youth and Young Adult Planning Conference, Jackson's Mill, W. Va., February 21-25, 1949.)

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Virginia

Agricultural Extension Service



ANNUAL REPORT
HOME DEMONSTRATION WORK
1952

Gwendolyn C. Norris

agent

Lancaster

asst. agent

county

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III. County Situation As It Affected the 1952 Program

The Home Demonstration Committee planned its program for 1952 in accordance with the county situation at that time. They were not aware that during the year the general pattern of living would be greatly affected by an unsettled condition of one of their chief sources of income, namely, fishing.

In June approximately 6570 of the men in the county were advised by the union to go on strike for better job conditions, and better pay. To this date a large portion of the men are yet on strike for better job conditions, and better pay. To this date a large portion of the men are yet on strike, and have had to turn to lesser paying jobs, many away from home. The wives of many families who have had the sole responsibility of housekeeping have had to work out in housekeeping or waiting jobs, and were away from home a great deal.

As a result of limited earnings during the months when they were accustomed to receiving high income, many of the part-time farmers have had little supplementation and have not had sufficient funds with which to raise the necessary grain, grasses, and truck products. The women have been limited in their spending money for household expenses, and any community or recreational activities.

In addition to the strike, a severe drought passed through this area leaving the families with a lessened amount of food for preservation, and almost none for profitable trucking.

The strike and drought have had very positive effect upon the 1952 program.

IV. Contributions of the 1952 Program to Better Family Living

The 1952 program was planned to assist the housewife and farmer in improving the home and the health habits of the family and the community for better family living, and to create the interest among these to enjoy more comfortable living.

We emphasized the improvement of health through the foods and nutrition program. At the beginning of the year we made a survey on the use of milk and milk products. It was learned that only 25% of the families had one or more milk cows. 70% had not heard of the powdered skim milk product, and only 15% had ever used it. Approximately 2% were using it regularly. Families were not getting the required amount of milk because they had no cow, and milk in the liquid form is expensive to buy, bulky to bring from the market, and only a few homes were near milk routes.

Adult and Four H groups were urged to use powdered skim milk, and to include it on each market list to be used for drinking, in custard, in breads, creamed dishes and other foods.

As a result, at least 60% of the 200 families assisted with the milk problem have been using the product along with whole milk, and a large percentage are using it regularly. Many of the adults who have had to abide by low-fat diets are using the non-fat milk wherever milk is used in their diets.

As a result of Homemakers Day where part of the program was devoted to the discussion of the Basic-7, and diet improvement, many of the women have sought information on planning menus for school children, and other members of their family, and all have become more conscious of the fact that the type of food consumed is closely related to the condition

of our health.

During the season of County Fairs, 87 women placed on exhibit foods preserved, needlework, or some handicraft. Of the 87 Women participating, 76 had on display prize winning articles.

The Iberia and Lancaster ~~Co.~~ communities received the 4th prize from the State advisory Board for having accomplished so much toward home and farm improvement in their Community-Live at Home Program.

These contributions to the program when publicized, increased the interest of more individuals in the county.

V ADULT WORK
A. Project Work

1. Foods and Nutrition

One of the objectives for this years' program in Foods and Nutrition was to teach homemakers the relationship of essential foods and a year round variety of foods to good health.

In order to meet these objectives, demonstrations were given on milk and milk products with the use of powdered skim milk. Leaders were trained by the agent and the specialist. Women were given talks on the Basic-7, and how to plan menus by it, they were also given circulars, and other reading material. Approximately 200 families were assisted in improving diets.

As a result, approximately 60% of the women began the use of powdered skim milk in planning and preparing their meals. Many of the women who were on low-fat diets learned that they could enjoy milk, and keep within the boundary lines of their diet. More boys and girls were able to drink milk freely.

Another objective in the foods and nutrition work

was to teach homemakers how to preserve food to maintain its food value.

Method demonstrations and literature were given. Women were encourage to exhibit their products. Several food leaders were trained, and they shared their training with neighbors of their respective community.

As a result 111 families were assisted with their food preservation plan, and about 4,000 jars of food were preserved and about 548 pounds of food were frozen. Many women were able to participate with outstanding recognition in 2 county fairs.

However, we did not accomplish as much as had been planned in detail in our food preservation work, because the severe drought lessened the chances for canning good sound food from the home garden, and foods were too expensive to buy.

2. Clothing:

In our clothing work we set out to teach homemakers how to select and adjust suitable patterns, and how to fit garments.

Demonstrations were given, lectures and literature were also given, and leader training meetings were held.

Because of the financial situation we were not able to meet all of our objectives. We were able to discuss the selection of dresses, and their fit, and 2-3 dresses from each group were renovated. These were dresses which had not been worn for several years because they did not fit. In addition 60 aprons were made.

Another objective was to teach the homemaker how to remake old hats.

Women received lectures and demonstrations on how to care for and clean straw and felt hats, and how to remodel these hats for attractive and comfortable wear. Approximately 50 hats were

cleaned or renovated for wear.

3. Home Management:

Though no definite objectives were set up for home management, the women were taught to use homemade mixes in pies and pastry.

The adult groups were given demonstrations on how to make at least 12 pie fillings from a custard base which could be stored in the dry form for several months, and demonstrations on pie crust, mixtures which could be stored for several months in large quantities. Bulletins were issued regarding the same. Approximately 45% of the women now make use of this ready home mix for pies and pastries.

4. Housing and House Furnishings

In this program our objectives were to teach home-makers how to make necessary repairs on furniture, and how to care for the furniture.

Lectures were given to describe the use of wax, and its preserving qualities. Four result demonstrations were set up to show others growth in the project. Three of the demonstrations have been completed.

B. Other Activities:

Eleven poultry flock demonstrators in five different communities were carried on their projects. Over last years scoring more than half of these had made 10% or more improvement upon their flock, their housing of poultry and the eggs.

The Iberis, and Lancaster C. N. Communities received 4th prize from the State advisory Board for having accomplished so much in this Community Live at Home Program. Each family had made some improvement in the home or size of poultry flocks on the number of hogs, or cows, and raised a larger garden

than the year before.

Two special interest groups were trained. The group working with rugs were given a lecture on how to select rugs to fit the purpose and place, and a demonstration was given on how to make four different types of rugs. From that group women have made five rugs to beautify their homes, and to add more comfort. The group working with lamps were given a demonstration on how to convert oil lamps into electric lamps. Of the eight persons present, three have since converted oil lamps, and the others are preparing to do so. These persons were trained by a neighboring Home Demonstration Agent.

VI. 4-H Club Work

A. Project Work

The objectives of the Foods and Nutrition project were (1) to teach the basic need for a variety of food year round for better health, and to create the desire to set up an attractive table for various types of social affairs.

Demonstrations were given on how to set a table, and the use of good table manners. Demonstrations were also given on the use of powdered milk to make a variety of milk drinks. Discussions were held on the Basic-7 and how to plan a day's menu around this. As a result 345 menus were planned by 4-H club members. Girls, and boys likewise learned to set the table correctly for a family meal. The club members learned the value of powdered skim milk, and at least 50% of them inspired their parents to include it on their weekly market list.

B. Other Activities:

National 4-H Week

During this week, 4-H boys and girls were sent letters

to reestablish strength in their clubs, and a back issue of the 4-H publication titled, "Head, Heart, Hands, and Health" was left with the library room in each school.

Rural Life Sunday

This special activity was celebrated by some of the individual clubs at their respective churches. They sang, rendered poems, and prayers, and gave the 4-H pledge. The club leader gave the purpose of the 4-H program. One group presented its church with flowers.

4-H Short Course

The course was attended by one adult leader, 2 girls, and 1 boy. Reports were given by these representatives to the 4-H clubs in the county. The girls made their uniforms under supervision.

Recreation

Picnics were held at the beach for several individual clubs by their leaders, agent assisting.

VII. Young Men and Women's Work

Work with the young men and women was directed mostly toward the young married couples to assist them in problems of household economics, and various forms of recreation.

Discussions were held and a demonstration was given on how to buy clothing for men, women and children. Men and women alike learned to look for tags and labels, and how to recognize their meaning.

Bulletins were issued on better family relationships, and quizzes were given on how to be an ideal host or hostess.

The young married couples sponsored a dinner called "The Feast of Seven Tables" to raise funds to support the purchase of a refrigerator by their church.

VIII. Scope of Work

	: 1949	: 1950	: 1951	: 1952
No. H. D. Clubs or Groups	: 8	: 8	: 8	: 8
Membership	: 104	: 110	: 120	: 117
No. 4-H Clubs	: 7	: 7	: 7	: 7
Membership	: 181	: 181	: 211	: 171
No. YMW Groups	: 0	: 0	: 2	: 1
Membership	: -	: 20	: 24	: 26
No. of other families reached	: 103	: 130	: 148	: 78
No. of different families reached	: 170	: 240	:	: 181
No. community clubs	: 0	: 0	: 1	: 1
Membership	:	:	:	:

IX. How Various Organizations Functioned in the 1952 Program

A. The County Advisory Board

This board met three times during the year and for the first time included a male representative from each community where there is an adult program. This body plans in the coming year to sponsor 4-H activities and help design the over-all county program.

B. The Home Demonstration Committee:

This committee consists of the club officers from each club. It met to study the needs of the county and to map workable plans. The group suggested a program calendar for the coming year in project and social activities. It set up the county-wide Good of Better Health and Recreation, and made plans to carry out their program. Four women from this body were sent to the District Home Demonstration Committee meeting, and gave a report on their findings to the clubs.

C. County 4-H Council:

This group consists of 3 officers from each club, and

invites the club leader to attend to help guide their planning. The Council makes up the program calendar for the year in project and social activities. The groups selected the project titled "So You'd Like to Sew" for the girls, and "Safety" for the boys. At their meeting they were trained how to conduct a meeting.

X. Leadership

A. Contribution of Volunteer Leaders

1. Organizational leaders have been very helpful in conducting business meetings, and helping to carry out the plans of the program development leaders and other club members. The leaders have also helped to keep the club active.

2. Program Development Leaders have taken active part in planning the calendar for project activities, and other activities pertaining to the Home Demonstration Program as a whole.

3. Subject Matter Leaders have assisted the agent in giving demonstrations, and have given demonstrations without the agents assistance, and have lead discussions.

B. All leaders have contributed greatly to the growth of the program and without whom the program would have little or no results. These persons have been most influential in spreading the news of the Extension Program, and arousing interest in its activities.

<u>Growth of H. B. Club Project Leadership</u>	<u>1949</u>	<u>1950</u>	<u>1951</u>	<u>1952</u>
No. project leaders (subject matter)	10	24	28	44
No. goal chairmen	---	---	---	5
No. training meetings held by specialist by Agent			0	1
Attendance at all training meetings	11	12	6	9
No. club meetings held by leaders without agent present	56	24	36	32
No. additional club meetings at which				

	1949	1950	1951	1952
Leaders assisted	11	33	42	17
<u>Growth of 4-H Club Project Leadership</u>				
No. adult project leaders	5	8	9	7
No. junior project leaders	1	1	4	2
No. training meetings held by Specialist by Agent	-	-	-	-
Attendance at Leader training meetings	9	8	3	3
No. 4-H leaders trained individually	30	21	18	8
No. club meetings held by leader without agent present	6	7	7	4
No. of additional club meetings at which leaders assisted	1	12	19	6
No. demonstrations given by leaders by adults	11 6	18 13	20 19	1 2
by juniors	2	1	4	0

C. Outstanding Leader

Mrs. Mabel Taylor of Weems Home Demonstration Club is serving her first year of leadership in any extension program. In her Home Demonstration Club she is one of the food project leaders, and gave 1 demonstration alone, and assisted with others. Mrs. Taylor is the leader for the refinishing of furniture project in her club and is a result demonstrator on the project. This leader hasn't missed a club meeting since she joined in February 1952, has held 3 training meetings at her home, and attended one other. She was the delegate selected to attend the State advisory Board meeting in Westmoreland.

Mrs. Taylor is the Weems 4-H club leader, has held 1 demonstration, and 2 business meetings without the agent present. This leader also supervised the planning of a most successful 4-H club picnic.

Mrs. Taylor with her husband's assistance raises 50 or more

fowl, and has a large home garden. In the 2 fairs which she entered Mrs. Mabel Taylor, alone, won the total of \$23.00 on items she placed on exhibit.

XI. Work in Cooperation with Other Agencies

A. Parent Teachers Association

"~~Some~~ Talks were given to this group on Family Relationship." Participation in the community activities consisted of help in the planning of their ~~Expos~~'s, community dinners, health programs, etc. Aid was given to school lunchons personnel when requested.

B. Churches

Cooperation was extended the churches through attendance and interest shown by talks and discussions with adult missionary, and auxillary groups mostly on the "Homemakers Role Today."

C. County Workers

Occasional contacts were made with the veterans instructor in agriculture, and the vocational Home Economics teacher to build a more serviceable county-wide programs and to prevent overlapping of activities.

D. Local Teachers Association

The agent attended the county teachers association and cooperated when possible.

XII. Appraisal of the Years Work

The 1952 program was planned to assist the housewife and farmer in improving the home and the health habits of the family and the community, and to create the interest to enjoy more comfortable living.

Not as much has been accomplished as had been planned, partly because of the unexpected county situation.

As a result of the Home Demonstration Program, homemakers

have learned to plan meals, prepare, and preserve foods so as to save time and energy in the kitchen, and also to afford better health.

Through consumer education many homemakers have learned to buy more wisely, thereby have been able to save more, and to use savings for more necessary spending.

Through extension services available more women have been able to express better taste in the interior of their homes, and have likewise made improvement upon the comfort, convenience and safety within the home.

Though leadership has not been as active as we would like, more women have shown more leadership, and have caused more widespread interest to members, and non-club members alike.

Considering the accomplishments mentioned above, it is felt that the Extension Program has contributed a great deal toward the improvement of home and health in Lancaster County.

It is felt that next years program can be greatly improved through the strengthening of the county advisory Board, and through more training of leaders.