

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF VIRGINIA
1943

U. S. DEPARTMENT OF AGRICULTURE
AND STATE AGRICULTURAL COLLEGE
COOPERATING

STATE RELATIONS SERVICE
OFFICE OF EXTENSION WORK
WASHINGTON, D. C.

NARRATIVE REPORT OF CHESTERFIELD AND HENRICO
COUNTIES
R.F. JONES, LOCAL AGENT
FROM DEC. 1, 1942 TO NOV. 30, 1943

Jan. 3, 1944

John L. Chantry
State Agent

Table of Contents

Table of contents -----	1
Foreward -----	2
County Advisory Board -----	3
Community Clubs -----	3
Types of Agriculture -----	5
Corn -----	6
Wheat -----	6
Lespedeza -----	6
Pasture -----	7
Home poultry flock -----	7
The Family cow -----	8
The Milk goat -----	8
Hog meat supply -----	9
Hog cholera -----	9
Vegetables and victory gardens -----	9
Community contest and tours -----	10
Labor problems -----	12
The Neighborhood leaders -----	13
The Agricultural conservation program -----	15
The Soil conservation program -----	15
Summary of activities -----	15
The 4H clubs -----	16
Junior council -----	16
Four H corn -----	17
Four H gardens -----	17
Four H Poultry -----	18
Four H Pigs -----	18
Four H Rally -----	19
The 4-H ambulance fund -----	20
Four H canning -----	20
The achievement day -----	20
Four H club leaders -----	22
Summary of 4-H activities -----	23

Forward

The aim of this narrative report is to give to its reader some of the outstanding accomplishments of Chesterfield and Henrico counties through the Extension Service during the year of 1943. It shows how men, women and 4-H club boys and girls are helping to win this war through their "Food Production, Conservation and Storage Program".

County Advisory Board The Chesterfield-Henrico County Advisor Boards are County organizations of representative men and women from 8 local community farm clubs of the two counties into two district county boards to assist the county agent's program and promote the best interest of the county people.

The Chesterfield Board has a membership of 26 men and women. This board has held 2 meetings during the year and outlined plans of the county program of work. The following are some of the program outlined: The County's (Winterpock) improvement contest, three community garden contest and tours, and a pantry contest and tour, a county wide food conserving and canning contest and ways of assisting the work of the neighborhood leaders of the county among its 1300 people.

The Henrico Board has a membership of 16 men and women. The board has met twice during the year and has done similar work to that of Chesterfield's Board in that it has worked out the details for the County's improvement (Springfield) center, 2 community garden tours and contests, and 1 community pantry contest and tour, a county wide food conserving and canning contest and ways and means of assisting the neighborhood leaders in the 14 communities of the county.

Community Clubs The Community club is the meeting place for all the community people where they gather together to receive and give information and inspiration for improving the extension program, their personalities and economic conditions. There are 5 organized farm community clubs in

Chesterfield County and three in Henrico County with a membership of 241 families. These clubs have met bi-monthly to solve their problems. Each of the 8 clubs selected one big piece of work to be accomplished.

Kingsland Club, Chesterfield County, selected Food Production and Storage as its piece of work. This was accomplished by getting every family to grow a good victory garden, some poultry, hogs, and every family to can every available jar of surplus products. Every family to make proper storage space for all foods to be stored for winter and finally a contest and tour to see each family's pantry supply. The results are that a contest was held among 23 families who canned and stored more than 4736 quarts of fruits and vegetables.

The St. James Club, Henrico County, likewise, selected Food Production, Conservation and Storage, as its definite piece of work to accomplish. The St. James club, too, made its objectives that every family raise a victory garden, producing home meat supply by growing flocks of chickens and a few pigs, every family to can every available jar of surplus food produced, every family to prepare proper storage space for all food for winter and a canning contest and tour to see the family's pantry supply. The contest was held to see the community families' pantries on Nov. 27th. Sixteen families were inspected who canned more than 1400 quarts of fruits and vegetables.

Type of Agriculture Chesterfield County is one of the historical counties in Tidewater Virginia at the head of the tide, on the banks of the James River, adjacent to the city of Richmond and on the northern banks of the Appomattox River. The county has an area of 469 square miles. It is operated with a modern form of government by the county board of supervisors with a full time Executive Secretary to the board. The people receive their income from Agriculture and Manufacturing. Among the types of Agriculture produced are corn, wheat, barley, oats, lespedeza, hay and potatoes, which are grown in every community of the county. Tobacco is grown in the southern, central and western areas of the county. Dairying is carried on in the eastern and central parts and commercial poultry flock and successful hog raising are carried on in every part of the county. Commercial trucking, as well as "The Live at Home Program" is carried out in every community of the county. The cash crops of the county are dairying, poultry raising, swine raising, trucking, tobacco, peanuts, potatoes and a limited amount of cotton. Considerable amount of pulp wood is cut and used at Hopewell. The county is dotted with lumber mills that cut and carry lumber to Richmond, Petersburg as well as some taken to distant points.

Henrico county produces most crops that Chesterfield produces except no cotton or peanuts. Henrico has more commercial dairies than Chesterfield and their county raise more hogs.

Project Activities :

Corn Corn yield in Chesterfield county pays well when properly managed, even though the State average yield is less than 28 bu. per acre. Eighty-seven persons on different farms conducted demonstrations in corn on 350 acres of ground with a total yield of 12,360 bu. in 10 communities of two counties.

William Harris, R# 2, Beach, produced 325 bu. of Reede's Yellow Dent Corn on 8 acres of ground through good methods and soil building practices. He followed a crop of Crimson Clover, which followed Soybeans grown during 1942, used 300 lbs. Super phosphate on clover, and 300 lbs. of 3-8-4 fertilizer per acre on the corn.

Daniel Buckner, R# 1, Glen Allen, produced 72 bu. of corn on 1½ acres of ground. Yield is results of following soil building practices through rotation of legume crops and barn yard manure.

Wheat Wheat is produced in Chesterfield and Henrico counties but is not enough to take care of home consumption even though 14 farmers produced 1800 bu. on 80 acres of ground in 3 different communities of the two counties. J.H. Branch R# 9, Richmond, produced 135 bu. on 6 acres of ground through the use of 2 tons of barn yard manure and 300 lbs. of 4-12-4 fertilizer per acre.

Lespedeza Eighty-four farms produced hay, grazing and to improve the soils in Chesterfield and Henrico counties on 795 acres of ground in 15 communities of the two counties. M. A. Houston, R# 1, Glen Allen, harvested 5 tons

of lespedeza from 2 acres of ground. Houston calls lespedeza the right kind of hay to fill your barns and the hay to feed your livestock for results. G. G. Crawley harvested 25 tons of lespedeza hay from 9 acres of ground. Crawley has five mules, five cows and about 15 heads of sheep that will feed in part from lespedeza.

Pasture Pastures are what we need to grow more of in Chesterfield and Henrico counties. Material progress of the ^{cow} family can be improved by growing and grazing good pastures. Thirty-six farmers have improved 175 acres of pastures in 4 communities during the year in the following ways: Thirty-three have improved pastures by mowing off weeds and non-eatable grasses. Five farmers have re-seeded additional grasses for grazing. G. C. Crawley, Winterpock, has pastured 5 cows, 15 sheep and 5 mules on pasture sown one year ago. Thomas Holmes, R# 5, Richmond has pastured six cows and 2 mules on pasture seeded 2 years ago.

The Home Poultry Flock The home poultry flock is feeding the family and furnishing most of the meat and eggs to feed the county war workers. One hundred and sixty-five families have conducted demonstrations in poultry, producing 32,000 birds in 15 communities of the two counties. Mrs. Wm. Harris, R# 2, Beach, produced 800 chicks and turned out 300 pullets. Mrs. Alberta Hembrick, R# 1, Winterpock produced 200 chickens and turned out 75 pullets for egg production. Mrs. Hembrick sells about 15 eggs per week. Mrs. Alice Holmes, R# 5, Richmond, produced 400

chickens, sold 300 broilers and turned out 100 pullets for eggs. Mrs. Holmes sells about 30 dozens eggs weekly on the Richmond market.

The Family Milk Cow The family milk cow fills a n essential place in the family diet in furnishing milk and butter. Seventy-five farm families are conducting demonstrations with 95 cows in 5 communities. Mrs. Alberta Hembrick, Winterpock, has two cows that furnishes her family of 5 with milk and butter the year around and she sells from 6 to 8 lbs. of butter per week. Mrs. M. A. Houston, R# 1, Glen Allen, produces milk and butter to furnish her family of 6 and sells 3 to 5 lbs. weekly on the Richmond market. Mrs. Thomas Holmes, R# 5, Richmond produces milk and butter to feed her family of 10 with three cows and sells from 10 to 12 lbs. of butter per week on the Richmond market.

Milk Goats Some farm families have not been in a position to purchase cows to furnish milk for the family needs. The Extension Service of the County received free from Virginia State College, Ettrick, five milk goats that were distributed to Guy Trent, R# 15, Richmond, Mrs. Thelma Tyler, Winterpock, Mrs. Blanche Jones, Winterpock, Mrs. Stanley Crawley, Winterpock and Mr. Milton Finn, Winterpock. The Trent 's Goat has a young goat, the Tyler's goat had a young one but it died, the Crawley's goat had a young goat (female) that was presented to Maxwell Lightfoot, the Jones' goat has 2 male goats and the Finn goat has 2 male goats. The milk from these goats is used in the daily diet to improve nutrition in the home where no cow is found.

Hogs for Home Meat Supply Hogs for home meat supply has gained ground in Chesterfield and Henrico counties among the average rural family during the past 3 years. One hundred and forty six families have demonstrations in growing home meat supply in 15 communities of the two counties. A. H. Haskins, R# 1, Winterpock, raised and killed 1050 lbs. of meat from 3 hogs to feed his family of 8 during the year. Haskins has as yet one sow to farrow to supply pigs for next year. George Branch, R# 10, Richmond, produced and killed 1000 lbs. of meat to feed his family of five. Branch has also sold more than \$200. worth of hogs during the year. Ellie Baugh, R# 1, Ettrick, produced and killed 800 lbs. of meat which will feed his family of six during the year. Thomas Jeter, R# 5, Richmond, raised 150 hogs from garbage. Has sold more than \$1000 hogs and killed sufficient meat to feed his family of eight.

Cholera Cholera treatment and health measures were given to 850 hogs in 15 communities of Chesterfield and Henrico counties to check and prevent hog cholera and other diseases for eighty farm families. Fifteen farm families of Drewrys Bluff Community have received treatment for 310 hogs during the year and have benefited more than \$500 in saving.

Vegetable and Victory Gardens Two hundred and forty-eight farm families in 20 communities have conducted demonstrations in gardens to produce a variety of vegetables the year round and demonstrate what can be done to feed the

families and help the cause for freedom that we are fighting for. As a result of these garden demonstrations, 1300 victory garden workers have been influenced to grow and improve their standard in growing a garden. The result is seen in more growing vegetables in the garden, stored vegetables in kills and canned vegetables in pantries than ever.

F. L. Tyler, R# 15, Richmond, produced a home garden to feed his family of five. Mr. Tyler grew about one half acre on his garden which was as follows: onions, garden peas, cabbage, beets, carrots, kale, spinach, lettuce, potatoes, corn, okra, collards, stringbeans, butterbeans, cowpeas and peanuts. Mrs. Tyler has canned during the year 315 quarts of vegetables for winter from this garden, has stored sufficient amount of winter needs and has furnished large quantities to neighbors of their community. Mr. Tyler is a neighborhood leader and his garden has spoken in a constructive way of what the victory garden growers are to do. Mr. Jesse Buckner, R# 1, Glen Allen, produced a garden to feed his family and sufficient amount to can and store for winter needs and has sold on the market throughout the year. Buckner won the first prize on th Springfield garden tour the past summer out of 18 gardens competing.

Community Contest and Tour Tours and contest are held so that people may go from home to home, farm to farm and garden to garden to learn what others are doing, and how they are doing it to improve living conditions. The community people did not hold the tours because we wanted to save gas and tires however 5 garden and 2 canning contests were held among 103 families with 145 persons taking part at the meetings.

The community people met at the community school on the day of the contest where public discussions were made.

The Winterpock contest was held on July 10th with 27 families taking part in the contest to encourage better homes, farms and garden practices. The local county agent and District Home Agent, Miss L. A. Jenkins, went through the community and judged the products while 45 people of the community gathered at the school to listen to the address by District agent, T. B. Patterson and Miss L. A. Jenkins, who spoke on the Importance of Food Production and Conservation for Family Needs and Winning the War. The 27 gardens judged carried a variety of useful vegetables. Among gardens that were extra good were: Mrs. John Jackson, Mrs. Alberta Hembrick, and Allie Temple. The Hembrick's garden has furnished a family of five with sufficient vegetables to feed the family, to can and some to dispose of.

The Union Branch contest was held on Aug. 4th with 25 families taking part to encourage better farm, home and garden practices and 30 persons met at the church where public discussion took place. Mr. M. T. Carter and Mr. Wm. Watson, Va. State College, Ettrick, were the guest speakers and assisted with checking the community gardens. Among the extra good gardens were Mrs. B. Brock, Lou Trent and W. D. Webster.

The Springfield garden contest was held on Aug. 5th with 18 families taking part with gardens to encourage to encourage better farms, homes, and garden practices and 15 persons met at the community school where discussion on food production and conservation as means of helping to win

the war was discussed. M. A. Houston, Daniel Buckner and Jesse Buckner's gardens were extra good. Gardens were planned to continue on through the fall. Their corn and lespedeza hay crops were good also.

A pantry contest was held in the Kingsland Community, Chesterfield County with 23 families taking part on Oct. 26th to stimulate more and better conservation of canned products, for home consumption. Twenty-three families took part and a total of 4736 quarts of fruits and vegetables were checked. Mrs. F. L. Tyler, Mrs. Atla Friend and Mrs. Elaine Williams exhibited some of the most outstanding pantries.

Also a pantry contest was held in St. James Community, Henrico county with 11 families taking a part on Oct. 27th to stimulate conservation for family needs. These families checked 1404 quarts of vegetables and fruits. Mrs. Thomas Holmes, Mrs. Thomas Lewis and Mrs. George Thomas exhibited the most outstanding products with more than necessary quantity to carry their families during the year.

Families of Winterpock community made a survey of products put up for winter needs ~~and it~~ and the leaders found that 2744 quarts of vegetables have been canned.

Farm Labor Problem The farm labor problem was very grave in Chesterfield and Henrico counties due to higher wages paid off by defense jobs and work in near-by cities of Richmond, Petersburg and Hopewell. However some progress was made in obtaining labor through the assistance of the 66 neighborhood leaders in Chesterfield, who assisted in making surveys to find who needed work and the kind of work

7

available that is whether seasonal or year round and the names and addresses of all possible farm labor available by the neighborhood. This survey was made and submitted to the county agent whose office was located in the county agent's office.

I worked with groups of white and colored citizens to get labor to work on farms in Varina district Henrico county as an experiment. Plans were perfected to transport the men to work at Hedrick's store daily by 8:00 A. M. and return them at 5:00 P. M. The rate of pay was set at 40¢ per hour. However the plans did not work out so well, because the men secured to work were too few to justify the cost of transportation. Considerable assistance was received from defense workers who helped in the afternoon after they quit their jobs or from those who worked on the 8 hour shifts and could assist a few hours during their shift off.

Neighborhood Leaders The Neighborhood leaders are persons helping from 5 to 20 families with information relative to winning the war as quick as possible, giving information relative to producing victory gardens and other food programs, canning and conserving of food, collecting scrap material for war needs, keeping the 1300 people informed as to the current changes taking place, and releases by the various Governmental agencies.

Twenty-five neighborhood leader conferences have been held to inform the leaders of better attack for reaching the people. The¹⁰¹ leaders have assisted the county agent in distributing some 1,300 Food production cards to families to be checked, signed, detached and returned to the county agent's office, and have

assisted the agent in distributing more than 3,000 bulletins, circulars and information relative to needs for rationing, gardening, canning and conserving etc.

In addition to assisting in the above given ways two neighborhood leaders worked with 45 families living in Fair Oak community with information on planning and caring for their gardens, canning and conserving of vegetables and fruits for winter needs, raising of home poultry flock and pork for family needs, and also conducted a community tour by walking to 17 homes to see gardens, flocks of poultry and other achievements made towards the war effort. On this trip 8 persons were visited that planted gardens for the first time, six families had from 7 to 14 varieties growing vegetables in their gardens, 12 had sown greens for winter vegetables and 10 families had canned some products who were not accustomed to saving any food from gardens.

Mrs Margret Brock, R. 1 Beach Chesterfield county is a neighborhood leader in Union Branch community, has worked with her group in raising victory gardens, poultry, pigs, canning and conserving of foods in many ways. Nine families have canned 4764 quarts of fruits and vegetables, and have some green vegetables growing in garden for winter. Mrs Brock owns a pressure cooker and has canned 498 quarts of tomatoes, vegetables, and fruits for her family of two.

The Agricultural Conservation program Farmers have been solicited for the AAA participation in 25 communities of the two counties during the year. Sixty-five farm families have used \$1093.00 in AAA material such as lime, super phosphate and clover seeds. Forty-eight farmers of Chesterfield county have used 181 tons of ground limestone and 9,200 lbs of 19% super phosphate.

The Soil Conservation Program The two counties have five farm families working with the James River Soil conservation district program to improve their farm practices. Land use maps have been made and used by these farmers and improved practices carried out.

Summary of Adult work

Family population

Number of farms in the counties -	462
Families in club communities ---	241
Total number of clubs organized -	8
Number of demonstration communities	2
Number of cooperating communities	6
Families in organized communities	104
Owners in organized communities	86
Tenants in organized communities	18
Number of neighborhood leaders --	101
Corn -----	87
Wheat -----	14
Lespedeza -----	84
Home poultry -----	165
Family cows -----	5
Home meat supply -----	46
Vegetable gardens -----	248
Garden contests -----	5
Pantry contests -----	2

4-H Clubs There are 17 4-H clubs in Chesterfield and Henrico counties with a total membership of 392 boys and girls organized to teach the best agricultural and home economics practice and the finer and more significant things in rural life. Six clubs are located in Henrico county with an enrollment of 152 and 11 clubs in Chesterfield with an enrollment of 240. The following projects were grown in the two counties: Corn 8, peanuts 2, Irish and Sweet Potatoes 9, gardens 151, poultry 182 and pigs 32, which netted a gross income of \$9961.00. Seven clubs attended and took part in the Junior Council meeting held at Chesterfield Courthouse to plan the work for the year. Eight of the clubs of Chesterfield attended and took part in the county club rally held at Jefferson Park. Seven clubs attended and took part in the county achievement day program held at Hickory Hill High School. Two clubs of Henrico county attended and took part in the county club rally. All seventeen clubs from the two counties contributed jointly towards giving old victrola records and cash for the State Ambulance fund.

Junior Council The county wide Junior council composing of presidents, secretaries and leaders met at Chesterfield courthouse on May 21 ~~at~~ with 40 representatives present to discuss and work out ways and means for improving club work.

Fourteen county club objectives were adopted. Among them were : All bonafide clubs must have 12 or more meetings per year. Club programs should include singing and recreation and clubs should make the trend of the efforts towards winning the war.

The council discussed and made plans for holding the county club rally on Aug. 16th, the county Achievement day program on Nov. 26, girls helping with the family budget by canning 100 or more quarts of tomatoes vegetables and fruits for family needs and to help with winning the war.

Project Activities

Four H Corn There are 8 boys growing corn as their projects with a total yield of 433 bushels on ten acres of ground with a gross income of \$735.00 and a net labor profit of \$291.00 in three communities. C. F. Harris, R. 1 Beach produced 53 bushels of Reide's yellow dent on one acre of ground at a gross income of \$85.00, and net saving of \$56.00. Harris fallowed clover and rye, broke and disced ground to order used 400 lbs. of 3-8-4 ferterlizer per acre 100 lbs. of nitrate soda and gave good cultivation. Maceo Jones, member of Chesterfield Courthouse club, produced 155 bushels of Hybred corn on 3 acres of ground. Yield is results of following a rotation of /^{5 years} with corn and cowpeas drilled in middles, followed by wheat and les-pedeza and followed by rye and clover mixed.

Four H gardens Club members have filled a very important job with gardens during the year, in helping to feed the family and in national defense. One hundred and sixty nine boys and girls have produced gardens that produced more than 1,500 bushels of vegetables with a gross income of \$2526.00 in 17 club communities of the two counties. Margaret Wilson, Chesterfield Courthouse club, produced 13 varieties of vegetables, fed the family of four, furnished home supply for canning and in addition Margret canned 50 quarts personally from the garden. Margaret has as yet approximately \$15.00 worth of growing vegetables in her garden.

Mildred Jones, Winterpock club, produced 11 different kind of vegetables in her garden by doing a very large part of cultivation with a hoe. Mildred canned 50 quarts of vegetables personally to help out with the family budget and as a contribution towards more food for national defense. Wm Battle, Bethel club, Richmond, produced 10 varieties of vegetables in his one half acre garden by working catch times, and sold vegetables to neighbors and on the market after feeding a family of seven.

Four H Poultry Club members have raised poultry for home needs, national defense and to learn improved practices in poultry raising. One hundred and eighty-two boys and girls have grown 3822 head of poultry at a gross labor profit of \$4236.00 in 17 club communities of the two counties. John Scott, Walthall club, R. 3 Petersburg, produced a flock of 41 chick by caring for a flock of old and young at a net labor profit \$24.75. This profit was accomplished by good housing, good feeding and proper care. Iney Hembrick, Pleasant View club, Winterpock, produced 22 Barred plymouth rocks at a net labor profit of \$10.40. Two of these birds were brought forward from 1942, ten young cockerels and cull pullits were sold to community people for family meat supply for \$17.17. Iney has ten pullits to carry over as her 1944 flock. In addition to this girl's regular demonstration she has ^{canned 125 quarts} canned 125 quarts of vegetables.

Four H Pigs Thirty two fattening and breeding demonstrations have been cared for by boys and girls to teach better practices in good feeding and breeding with 39 animals with a total labor profit of \$786.00. Maxine Jones, Chesterfield Courthouse club, has a pure bred Berkshire breeding demonstration, and has cared for five head of hogs at a net labor profit of \$42.00 by carrying out better feeding and breeding practices.

Wm. Lewis Berry, Walthall club, R.3 Petersburg started out two years ago with one pure bred Berkahire sow pig given him, has grown through better breeding, feeding and care to eleven heads of hogs worth \$265. In addition one pig was given to Fred D. Haskins, Winterpock club member, in exchange for mother hog given him two years ago, and two pigs were sold for \$40.00.

Fred D. Haskins, Winterpock club, received the sow pig as gift for breeding purpose. Fred has grown pig up to weight of 200 lbs., and bred to pure bred Berkshire board.

Four H Rally The annual rally was held at Jefferson's Park on August 16th with 225 club members, local leader, parents and friends in attendance to train club members and leaders in club activities and saving of foods for home needs. The program opened with songs, "The more we get together" and "God Bless America." Seven of the eleven clubs of the county were in full attendance. The program of the day consisted of roll call of clubs and demonstration, How to store garden vegetables, by Prof. J. R. Thomas, Virginia State College, Ettrick. Two store houses were shown as models which could be constructed by farmers for storage purpose. The Walthall club presented a demonstration with theme: growing a victory garden, the Kingsland club gave an illustrative scene on growing and canning vegetables and the Chesterfield club gave a demonstration in canning carrots with a pressure cooker. All girls of the county have pledged to can 100 quarts of fruits tomatoes and vegetables each as their contribution towards the family budget and national defense. A few girls made reports as follows: Zemoria Friend, Kingsland reported assisting her mother in canning 125 quarts, Sarah Wildon Chesterfield Courthouse club reported 50 quarts, Pearl Lewis, Beulah club reported 30 quarts, Maxine Jones, Chesterfield Courthouse club reported 65 quarts, Iney Hembrick, Pleasant View club reported 83 quarts, and Dorothy

Brown, Midlothian club, reported canned 120 quarts.

The Henrico county rally was held at Bethel Baptist Church R.5 Richmond on Aug. 31 with 40 members, leader, and friends in attendance to discuss ways and means of improving club work. Only Bethel and St. James clubs were in attendance. The program opened with songs, "The more we get together" and "I am on the upward trail!" The program continued with reports by 4-H club members, remarks by local leaders and friends and recreation was shared by all. Among the visitors of the Chesterfield county Rally were Mr. and Mrs. J. R. Thomas, Virginia State College Ettrick, Va.

The Ambulance Fund Each of the seventeen 4-H clubs in the two counties shared in giving some of the 321 lbs of old victrolia^{records} that were collected from all homes that had available records. These records were sold for \$27.12 and the clubs donated \$6.85 in cash, making a total of \$33.97. This money was turned over to the State 4-H club Department at Blacksburg to purchase an Ambulance for the Virginia State 4-H club members.

Four H club Canning Girls that belong to 4-H clubs working under leadership of County agents have not taken canning as a definite part of their project work since they care for poultry, pigs and gardens etc as the boys do. However under the supervision of the 4-H women leaders 56 girls belonging to 7 different clubs that attend the Chesterfield county Achievement day program canned a total of 3569 quarts of vegetables during the summer. Inez Hembrick, Pleasant View club, canned 125 quarts, Maxine Jones, Chesterfield Courthouse club, canned 105 quarts, and Pearl Lewis Beulah club, canned 75 quarts.

The Achievement day The annual achievement program was held Hickory Hill High school on Friday Nov. 27, at 1:00 P. M. with 80 4-H members, local leaders parents and friends present to inspire towards better club work. The program was opened by singing "My Coun-

try 'Tis Of Thee'. The Lord's Prayer was repeated in unison after which song was sung "The More We Get Together. A welcome address was given by Isabelle Spencer, a member of Hickory Hill 4-H club.

The seven clubs present gave a summary of their clubs activities for the year, the goals set at the beginning of year and those goals accomplished.

The County agent reported a total of 3569 quarts of vegetables tomatoes and fruits canned by 56 club girls belonging to the 7 clubs attending the Achievement program which is their contribution towards the family budget and national defense; and a total of \$33.97 raised from sales of old victrolia records by the 17 clubs of two counties for the State ambulance funds.

State agent J. L. Charity, Virginia State College Ettrick, was the principal speaker, who gave a inspiring talk to the 4-H Group, on how We can improve our projects and grow physically, mentally and spir- itually in order to fit ourselves in the war program. He commended the clubs for their year of worthy work and presented awards to the ten clubs in the county making the highest rating during the year. The first prize was awarded to Walthall, R. 3 Petersburg, the second to Chesterfield Courthouse club, which is located at the County Court- house, the third prize was awarded to Kingsland, R 15 Richmond, the fourth was awarded to Winterpock club, the fifth was awarded to Midlo- thian club, Midlothian Va., the sixth prize was awarded to Beulah club, the seventh prize to Union Branch, R. 1 Ettrick, the eight prize was awarded to Hickory Hill club, R 10 Richmond, the ninth prize was awarded to Piney Branch and the tenth prize was awarded to Pleasant View club, Winterpock, Va.

Refreshments were served to club members, local leaders, parents, and friends free.

Four H club Leaders Leaders work with 4-H clubs by directing and guiding members in organizing clubs, planning programs, setting up goals, and helping to carry out goals and objectives set up. Chesterfield-Henrico counties have 42 local leaders that work with 392 boys and girls in seventeen club communities to improve conditions among boys and girls.

Mrs. Daisy Ellett, R. 1½ Richmond has been leader of St. James 4-H club for about six years. Each year the St. James club has planned and carried out its goals set. Objectives set up by club were: To hold monthly meetings, to include singing and recreation in meetings and members would do some special piece ~~of~~ work to help with winning the war.

Mrs. M. P. Berry, R 3 Petersburg has been leader of Walthall club for about seven years. The Warthal club has had seven years of continuous progress and it is due to how they plan their objectives and how they go about carrying them out. During the past seven years the walthal club has attended and taken part in every club activity held of a county wide nature such as Junior council, County club rally, attending regional conferences, State short course, county achievement program, sending exhibits to State and County fairs. Mrs. Berry, the leader is largely responsible for the above club cooperation.

<u>Work Planned</u>		<u>Work Accomplished</u>
Number of clubs -----	16 :	Number of clubs ----- 17
Junior councils -----	2	Junior councils ----- 2
Achievement program -----	1	Achievement program ---- 1
Club Rallies -----	2	Club Rallies ----- 2
Corn -----	8	Corn ----- 8
Peanuts -----	2	Peanuts ----- 2
Potatoes -----	9	Potatoes ----- 9
Gardens -----	159	Gardens ----- 155
Hog demnostrations -----	32	Hog demonstrations ---- 32
Poultry -----	182	Poultry ----- 179
Ambulance fund -----	0	Ambulance fund ----- 1
Canning -----	1	Canning ----- 1

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 Chesterfield-Harrison

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>R. F. Jones</u> Agricultural Agent.	From <u>Dec. 1, 1942</u>	to <u>Nov. 30</u>	194 <u>3</u>
..... Assistant Agricultural Agent.	From	to	194.....



READ SUGGESTIONS, PAGES 2 AND 16

approved: Dec, 16, 1943

John L. Chasity
State Agent

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

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 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.

GENERAL ACTIVITIES

Report only this year's activities that can be verified	Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
1. Months of service this year (agents and assistants)			12	XXXXXXXXXX
2. Days devoted to work with adults ³			198	XXXXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth ³			104	XXXXXXXXXX
4. Days in office ⁴			67	XXXXXXXXXX
5. Days in field ⁴			235	XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁵			905	905
7. Number of different farms or homes visited			505	505
8. Number of calls relating to extension work	(1) Office (2) Telephone		275	275
			127	127
9. Number of news articles or stories published ⁶			0	0
10. Number of bulletins distributed			1482	1482
11. Number of radio talks broadcast or prepared for broadcasting				
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number		
		Total attendance of:		
		(b) Men leaders		
(2) 4-H Club and older youth	(a) Number			
	Total attendance of:			
	(b) Leaders			
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(a) Number		
		(b) Total attendance		
		(2) 4-H Club and older youth	(a) Number	
		(b) Total attendance		
14. Number of adult result demonstrations conducted	(1) Number			
15. Meetings held at such result demonstrations	(2) Total attendance			
	(a) Number		7	7
(1) Adult work	(b) Total attendance		140	140
	(2) 4-H Club and older youth	(a) Number	1	1
16. Tours conducted	(b) Total attendance		18	18
	(a) Number			
(1) Adult work	(b) Total attendance			
	(2) 4-H Club and older youth	(a) Number	1	1
17. Achievement days held	(b) Total attendance		80	80
	(a) Number			

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 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				67	
		(b) Total attendance				1870	
	(2) 4-H Club and older youth	(a) Number				68	
		(b) Total attendance				1290	
	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				5
			(b) Total attendance				50
(2) 4-H Club and older youth		(a) Number				43	
		(b) Total attendance				603	

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

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	462
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	390
23. Number of farms involved in preceding question which were reached this year for the first time	15
24. Number of nonfarm families making changes in practices as a result of the agricultural program	182
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	269
30. Number of other homes with 4-H Club members enrolled	42
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	400
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	182

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 Two Advisory Boards (2) No. of members 42
- (c) Home demonstration (1) Name _____ (2) No. of members _____
- (d) 4-H Club (1) Name Two Junior Councils (2) No. of members 48
- (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 42 (b) Home demonstration _____ (c) 4-H Club 42 (d) Older youth _____

35. Total number of communities in county. (Do not include number of neighborhoods.) _____ 42

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees _____ 20

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.) 17 X X X X X X X X X X

40. Number of neighborhood and community leaders in the neighborhood-leader system _____ 130

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

- (a) Adult work (1) Men 80 (2) Women 21
- (b) 4-H Club and older youth work (1) Men 2 (2) Women 40
- (3) Older club boys _____
- (4) Older club girls _____

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)
47. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			<u>59</u>
(4) State extension workers			
48. Number of planning meetings held	(1) County _____ (2) Community _____		<u>8</u> <u>36</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year			<u>130</u>
50. Days of assistance rendered by voluntary leaders or committeemen			<u>110</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). 16-58874-2

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Pasture (e)	Cotton (f)	Tobacco (g)	Potatoes and other vegetables (h)	Fruits (i)	Other crops (j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	10	9		15	5			16		
(4) State extension workers										
52. Number of communities in which work was conducted this year	10	3		14	4			10		
53. Number of voluntary local leaders or committeemen assisting this year	10	3		18	4			23		
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	48	25		20	3			350		
(2) The use of lime	45	10		75	4			40		
(3) The use of fertilizers	950	20		20	14			575		
(4) Controlling plant diseases	150	10		0	0			125		
(5) Controlling injurious insects	50	10		0	0			475		
(6) Controlling noxious weeds	50	10		0	20			200		
(7) Controlling rodents and other animals	30	10		0	0			150		

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horses and mules (e)	Poultry (including turkeys) (f)	Other livestock (g)
55. Days devoted to line of work by—							
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents	8			20		30	
(4) State extension workers							
56. Number of communities in which work was conducted this year				10		10	
57. Number of voluntary local leaders or committeemen assisting this year	5			10		15	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	10			10		20	
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		5	
(2) Obtaining purebred or high-grade females							
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	40	XXXXX
(4) Improving methods of feeding	50			75		75	
(5) Controlling external parasites	10			75		30	
(6) Controlling diseases and internal parasites	10			50		75	
(7) Controlling predatory animals							

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

CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and older youth	Soil management (a)	Forestry (b)	Wildlife conservation (c)
62. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents		10	
(4) State extension workers			
63. Number of communities in which work was conducted this year		5	
64. Number of voluntary local leaders or committeemen assisting this year		15	

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types	40
(b) In the use of recommended crop rotations	75
(c) With strip cropping	
(d) In constructing terraces	
(e) In grassing waterways or otherwise preventing or controlling gullies	
(f) With contour farming of cropland	
(g) In otherwise controlling wind or water erosion	
(h) In contouring pasture or range	
(i) In the use of cover or green-manure crops	75
(j) In summer-fallowing	50
(k) In making depth-of-moisture tests	
(l) With drainage	
(m) With irrigation	
(n) With land clearing	
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts	
(b) Voluntary soil-conservation associations	
(c) Grazing associations	

Forestry—Continued

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)	
(b) In making improved thinnings, 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 Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife	
---	--

* Include nature study.

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Marketing of farm and home supplies and equipment ²
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year											
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives ³ assisted in organizing during the year											
87. Number of established cooperatives ³ assisted during the year											
88. Number of members ³ 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) ⁴	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year											
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ⁵ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ⁵ participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ⁵ participated in or conducted this year											
97. Number of consumer information programs ⁵ pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ⁵ relating to marketing services and costs of distribution conducted this year											
99. Number of programs ⁵ relating to transportation problems conducted this year											
100. Number of programs ⁵ relating to the specific use of market information conducted this year											
101. Number of other marketing programs ⁵ conducted this year (specify)											

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

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

³ Organized pions of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and older youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by--				
(1) Home demonstration agents.....				
(2) 4-H Club agents.....				
(3) Agricultural agents.....	3		1	4
(4) State extension workers.....				
103. Number of communities in which work was conducted this year.....				3
104. Number of voluntary local leaders or committeemen assisting this year.....				6

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in--	
(a) Constructing dwellings.....	
(b) Remodeling dwellings.....	
(c) Installing sewage systems.....	
(d) Installing water systems.....	1
(e) Installing heating systems.....	
(f) Providing needed storage space.....	10
(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.....	10
(n) Screening or using other recommended methods of controlling flies or other insects.....	15
(o) Improving home grounds.....	5
(p) Planting windbreaks or shelterbelts.....	

Rural Electrification—Continued

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

Farm Buildings—Continued

108. Number of farmers assisted this year in--	
(a) The construction of farm buildings.....	
(b) Remodeling or repairing farm buildings.....	4
(c) Selection or construction of farm-building equipment.....	3

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in--	
(a) The selection of mechanical equipment.....	
(b) Making more efficient use of mechanical equipment.....	15
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....	50
111. Number of gin stands assisted this year in the better ginning of cotton.....	

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents.....				
(2) 4-H Club agents.....				
(3) Agricultural agents.....	58	9		4
(4) State extension workers.....				
113. Number of communities in which work was conducted this year.....	20	7		4
114. Number of voluntary local leaders or committeemen assisting this year.....	80	15		4
115. Number of families assisted this year—				
(a) In improving diets.....				350
(b) With food preparation.....				650
(c) In improving food supply by making changes in home food production ¹				450
(1) Of vegetables.....				125
(2) Of fruits.....				75
(3) Of meats.....				250
(4) Of milk.....				75
(5) Of poultry and eggs.....				
(d) With home butchering, meat cutting or curing.....				450
(e) With butter or cheese making.....				200
(f) With food-preservation problems ¹				100
(1) Canning.....				150
(2) Freezing.....				250
(3) Drying.....				100
(4) Storing.....				
(g) In producing and preserving home food supply according to annual food-supply budget.....				100
(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.....				125
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.....				

¹ Sum of the subitems minus duplications due to families' participating in more than one activity.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth	Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents.....			
	(2) 4-H Club agents.....			
	(3) Agricultural agents.....			4
	(4) State extension workers.....			
119. Number of communities in which work was conducted this year.....				16
120. Number of voluntary local leaders or committeemen assisting this year.....				12

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 associations¹ or individually, with the buying of—
- (a) Food.....
 - (b) Clothing.....
 - (c) Housefurnishings and equipment.....
 - (d) General household supplies.....
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).....
125. Number of families assisted this year with "making versus buying" decisions.....
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.....

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

Clothing and Textiles—Continued

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

Family 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) Club or assembly hall.....
 - (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.....

¹ The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 14.
² Includes question 122; also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)
138. Corn	8	0	8	0	10 Acres
139. Other cereals					Acres
140. Peanuts	2	0	2	0	2 Acres
141. Soybeans, field peas, alfalfa, and other legumes					Acres
142. Soil conservation and pasture improvement					Acres
143. Potatoes, Irish and sweet	4	5	4	5	3 Acres
144. Cotton					Acres
145. Tobacco					Acres
146. Fruits					Acres
147. Home gardens	88	71	87	68	73 Acres
148. Market gardens, truck and canning crops					Acres
149. Other crops					Acres
150. Poultry (including turkeys)	72	110	71	108	3622 Birds
151. Dairy cattle					Animals
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine	28	4	28	4	39 Animals
155. Horses and mules					Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds					XXXXXXXXXXXXXX
159. Forestry					Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity					{ Articles made Articles repaired
162. Farm management					XXXXXXXXXXXXXX
163. Food selection and preparation					{ Meals planned Meals served
164. Food preservation					Quarts canned
165. Health, home nursing, and first aid					XXXXXXXXXXXXXX
166. Clothing					{ Garments made Garments remodeled
167. Home management					Units
168. Home furnishings and room improvement					{ Rooms Articles
169. Home industry, arts and crafts					Articles
170. Junior leadership					XXXXXXXXXXXXXX
171. All others					XXXXXXXXXXXXXX
172. Total (project enrollment and completion)	202	190	200	185	XXXXXXXXXXXXXX

4-H CLUB MEMBERSHIP:

173. Number of 4-H Clubs. (Same as question 39) 17
 174. Number of different 4-H Club members enrolled. (a) Boys: 202 (b) Girls: 190
 175. Number of different 4-H Club members completing. (a) Boys: 200 (b) Girls: 185
 176. Number of different 4-H Club members in school. (a) Boys: 199 (b) Girls: 188
 177. Number of different 4-H Club members out of school. (a) Boys: 3 (b) Girls: 2
 178. Number of different 4-H Club members from farm homes. (a) Boys: 172 (b) Girls: 170
 179. Number of different 4-H Club members from nonfarm homes. (a) Boys: 30 (b) Girls: 20

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	81	59	10 and under	22	34
2d	67	68	11	21	36
3d	27	29	12	40	28
4th	17	14	13	34	31
5th	7	10	14	30	15
6th	2	5	15	24	13
7th	0	1	16	10	10
8th	0	3	17	3	10
9th	1	0	18	3	10
10th and over	0	1	19	5	2
			20 and over	2	1

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

- (a) Judging 30 (f) Fire and accident prevention 3
 (b) Giving demonstrations 75 (g) Wildlife conservation
 (c) Recreational leadership 25 (h) Keeping personal accounts 275
 (d) Music appreciation 60 (i) Use of economic information
 (e) Health 30

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

WORK WITH OLDER RURAL YOUTH

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

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

187. Number of 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 attendances 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 10 percent (a) 10-25 percent (b) 25-50 percent (c) 50 percent or more (d)

- (1) Citizenship, democracy, and public problems
 (2) Vocational guidance
 (3) Family life and social customs
 (4) Social and recreational activities
 (5) Community service activities
 (6) Technical agriculture
 (7) Technical home economics, including nutrition and health

1 All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.
 2 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 enrolling 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.
 3 Same as footnote 2, except that reference is to completions instead of enrollments.

MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and other youth	Base (a)	General-factor 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			
196. Number of communities in which work was conducted this year			2
197. Number of voluntary local leaders or committeemen assisting this year			5

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)			
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)			
(4) Other war work (including collection of salvage material)			2 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 boards (a)	Civilian de- fense agency (b)	Employment service (c)	Agricultural Adjustment Agency (d)	Food Distribution Administration (e)	Soil Conserva- tion Service (f)	Farm Security Administra- tion (g)	Rural Electri- fication Administra- tion (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents		10	20	27		5	1			6
(4) State extension workers										
200. Number of communities in which work was conducted this year		15	5	15			6			5
201. Number of voluntary local leaders or committeemen assisting this year		60	20	10			5			
202. Number of meetings participated in this year by extension workers		5	20	30		30	20			25

¹ 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. Example: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
- The **adoption of a farm or home practice** resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A **demonstration meeting** is a meeting held to give a method demonstration or to start, 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 3 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not residents 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. **Formers (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 **F-H Club** is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
 13. **F-H Club members enrolled** are those boys and girls who actually start the work outlined for the year.
 14. **F-H Club members completing** are those boys and girls who satisfactorily finish the work outlined for the year.
 15. A **project leader, local leader, or committeeman** is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
 16. A **leader-training meeting** is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
 17. **Letters** written should include all original letters on official business. (Duplicated letters should not be included.)
 18. An **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 merely 16 to 25 years of age.