

SUGGESTIONS RELATIVE TO THE PREPARATION OF THE COUNTY EXTENSION
COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration
Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

This report form is for use by county extension agents in making a combined statistical report on all extension work done in the county during the year. Agents resigning during the year should make out this report before quitting the service.

State Virginia County Hanover

REPORT OF

Aranna Brown From July 1 to Nov. 30, 1945
(Name) Home Demonstration Agent.

Aranna Brown From June 11 to June 30, 1945
Assistant Home Demonstration Agent.

From Feb. 1 to June 30, 1945
4-H Club Agent.

From _____ to _____, 194____
Assistant County Agent in charge of Club Work.

From _____ to _____, 194____
Agricultural Agent.

From _____ to _____, 194____
Assistant Agricultural Agent.



READ SUGGESTIONS, PAGES 2 AND 16

Blanche D. Harrison
District Agent
Dec. 5, 1945

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

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)		5.25			XXXXXXXXXX
2.	Days devoted to work with adults ³		99			XXXXXXXXXX
3.	Days devoted to work with 4-H Clubs and older youth ⁴		40			XXXXXXXXXX
4.	Days in office ⁵		43			XXXXXXXXXX
5.	Days in field ⁵		96			XXXXXXXXXX
6.	Number of farm or home visits made in conducting extension work ⁶		288			288
7.	Number of different farms or homes visited		103			103
8.	Number of calls relating to extension work	(1) Office (2) Telephone	108 10			108 10
9.	Number of news articles or stories published ⁶					
10.	Number of bulletins distributed		441			441
11.	Number of radio talks broadcast or prepared for broadcasting					2
12.	Training meetings held for local leaders or committeemen	(a) Number	2			2
		Total attendance of:				
		(b) Men leaders				13
(2) 4-H Club and older youth	(a) Number	3			3	
	Total attendance of:					
	(b) Leaders	5			5	
13.	Method demonstration meetings held. (Do not include the method demonstrations given at leader or training meetings reported under Question 12).	(1) Adult work	33			33
		(b) Total attendance	403			403
		(2) 4-H Club and older youth	5			5
(2) 4-H Club and older youth	(a) Number	96			96	
	(b) Total attendance					
	(1) Number					
15.	Meetings held at such result demonstrations	(2) Total attendance				
		(a) Number				
		(b) Total attendance				
16.	Tours conducted	(1) Adult work				
		(2) 4-H Club and older youth	1			1
		(b) Total attendance	3			3
17.	Achievement days held	(1) Adult work				
		(2) 4-H Club and older youth				
		(a) Number				
		(b) Total attendance				

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 3 and 4 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	2		
		(b) Total attendance	14		
	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number			
		(b) Total attendance			
	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			

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 (1940 Census)	18	256
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	13	13
23. Number of farms involved in preceding question which were reached this year for the first time	3	3
24. Number of nonfarm families making changes in practices as a result of the agricultural program	2	2
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	2	74
26. Number of farm homes involved in preceding question that were reached this year for the first time	2	74
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	2	11
28. Number of other homes involved in preceding question that were reached this year for the first time	2	11
29. Number of farm homes with 4-H Club members enrolled	2	38
30. Number of other homes with 4-H Club members enrolled	2	5
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	2	84
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	2	11

(1) Continuing program

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 _____ (2) No. of members _____
 - (c) Home demonstration (1) Name Home Demonstration Committee (2) No. of members 15
 - (d) 4-H Club (1) Name _____ (2) No. of members _____
 - (e) Older youth (1) Name _____ (2) No. of members _____
34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
- (a) Agricultural _____ (b) Home demonstration _____ (c) 4-H Club _____ (d) Older youth _____
35. Total number of communities in county. (Do not include number of neighborhoods.) 11
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 9
37. Number of clubs or other groups organized to carry on adult home demonstration work 7
38. Number of members in such clubs or groups 70
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.) XXXXXX
40. Number of neighborhood and community leaders in the neighborhood-leader system Men _____ Women 40
41. Number of different voluntary local leaders or committee members actively engaged in forwarding the extension program. (Should include question 40.)
- (a) Adult work (1) Men _____ (2) Women 40
 - (b) 4-H Club and older youth work (1) Men _____ (2) Women _____
 - (3) Older club boys _____
 - (4) Older club girls _____

(1) Continuing program

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			<u>20</u>
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
48. Number of planning meetings held—			
(1) County			<u>1</u>
(2) Community			<u>9</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year			<u>19</u>
50. Days of assistance rendered by voluntary leaders or committeemen			<u>19</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). 16-28074-2

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pastures	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents										
(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)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock 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, guinea pigs, and fur animals, which should be reported under wildlife.

CONSERVATION OF NATURAL RESOURCES

62. Days devoted to line of work by—	Soil and water (a)	Forestry (b)	Wildlife (c)
(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

Forestry—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.....
66. Number of farmers—
(a) In soil-conservation districts which were assisted with education for organization operations this year.....
(b) Assisted in arranging for farm-conservation plans this year.....
(c) Assisted in doing work based on definite farm-conservation plans this year.....

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.....

* Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, ¹ 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.....			
71. Number of communities in which work was conducted this year.....				
72. Number of voluntary local leaders or committeemen assisting this year.....				
73. Number of farm-survey records taken during the year:—	(a) Farm business.....	75. Number of farmers assisted this year—Continued.		
	(b) Enterprise.....	(e) In getting started in farming, or in re-locating.....		
	(c) Other.....	(f) With credit problems (debt adjustment and financial plans).....		
74. Number of farmers assisted this year in—	(a) Farm inventory.....	(g) In using "outlook" to make farm adjustments.....		
	(b) General farm records.....	(h) With a farm-income statement for tax purposes.....		
	(c) Enterprise records.....	(i) With farm-labor problems.....		
75. Number of farmers assisted this year—		(j) In developing supplemental sources of income.....		
(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.....				

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth	Price and trade policies (prices, international trade, interstate trade barriers, transportation, 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.....			
77. Number of communities in which work was conducted this year.....				
78. Number of voluntary local leaders or committeemen assisting this year.....				
79. Number of tours conducted this year to observe economic and social conditions in various land use areas.....				
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems.....				
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural).....				
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year.....				

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

MARKETING AND DISTRIBUTION

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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	Purchasing of farm and home supplies and equipment ^(b)
	(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 ² assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year											
88. Number of members ² 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) ³	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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 ³ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ³ participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ³ participated in or conducted this year											
97. Number of consumer information programs ³ pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ³ relating to marketing services and costs of distribution conducted this year											
99. Number of programs ³ relating to transportation problems conducted this year											
100. Number of programs ³ relating to the specific use of market information conducted this year											
101. Number of other marketing programs ³ 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 pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

101. Number of days worked by— 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 worked to line of work by— (1) Home demonstration agents	2			
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
103. Number of communities in which work was conducted this year	2			
104. Number of voluntary local leaders or committeemen assisting this year	1			

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	
(e) Installing heating systems	
(f) Providing needed storage space	2
(g) Rearranging or improving kitchens	6
(h) Improving arrangement of rooms (other than kitchens)	10
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	
(j) Selecting house furnishings or equipment (other than electric)	3
(k) Improving housekeeping methods	
(l) Laundry arrangement	
(m) Installing sanitary closets or outhouses	
(n) Screening or using other recommended methods of controlling flies or other insects	
(o) Improving home grounds	
(p) Planting windbreaks or shelterbelts	

Rural Electrification—Continued

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

Farm Buildings—Continued

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

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment	
(b) Making more efficient use of mechanical equipment	
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	

Pressure Cookers

4

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:				
130 (1) Home demonstration agents	31	14	30	
(2) 4-H Club agents				
132 (3) Agricultural agents				
(4) State extension workers				
113. Number of communities in which work was conducted this year	8	3	7	
114. Number of voluntary local leaders or committeemen assisting this year	9	3	7	
115. Number of families assisted this year—	115(g) FOOD PRESERVATION BY ADULTS			
(a) In improving diets	71			
(b) With food preparation	24			
(c) In improving food supply by making changes in home food production ¹ :		Fruits (a)	Vegetables (b)	Meats and fish (c)
(1) Of vegetables	106	4,189	7,565	206
(2) Of fruits	3			
(3) Of meats	12			
(4) Of milk				
(5) Of poultry and eggs				
(d) With home butchering, meat cutting or curing	8			
(e) With butter or cheese making	11			
133 (f) With food preservation problems ² :		115(h) FOOD PRESERVATION BY 4-H CLUB MEMBERS		
(1) Canning	25			
(2) Freezing		Fruits (a)	Vegetables (b)	Meats and fish (c)
(3) Drying		323	263	10
(4) Storing				
(i) In producing and preserving home food supply according to annual food-supply budget	78			
(j) In canning according to a budget	78			
(k) With child-feeding problems				
(l) In the prevention of colds and other common diseases				
110 (m) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(n) With first-aid or home nursing				
(o) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

¹ Sum of the subitems minus duplications due to families participating in more than one activity.
² Weight of finished product after drying.
³ Weight of product before curing.
⁴ Include contents of locker plants and home freezer units.
⁵ Do not include vine-mat and peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth		Home management—family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	24	18		
119. Number of communities in which work was conducted this year		11	11		
120. Number of voluntary local leaders or committeemen assisting this year		11	75		
Home Management—Family Economics—Continued		Clothing and Textiles—Continued			
121. Number of families assisted this year—					
(a) With time-management problems					31
(b) With home accounts					
(c) With financial planning					
(d) In improving use of credit for family living expenses					
(e) In developing home industries as a means of supplementing income					
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—					
(a) Food					
(b) Clothing					
(c) Housefurnishings and equipment					
(d) General household supplies					
123. Number of families assisted this year through cooperative associations ² 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		18			
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living		38			
NOTE: Individual families and groups assisted with selling problems should be reported in column (j), page 9.					
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					10
(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					7
133. Number of communities assisted this year in improving community recreational facilities					
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs					
135. Number of communities assisted this year in establishing—					
(a) Club or community house					
(b) Permanent camp					
(c) Community rest rooms					
136. Number of communities assisted this year in providing library facilities					
137. Number of school or other community groups improved this year according to recommendations					

¹ The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—reported under "The house, furnishings and surroundings," p. 10.
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					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	6	11	4	10	4
148. Market gardens, truck and canning crops	18	11	8	10	4
149. Other crops (including pasture improvement)					Acres
150. Poultry (including turkeys)	3		3		75
151. Dairy cattle	3		3		30
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine					Animals
155. Horses and mules					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 (rabbits, game, fur animals)					x x x x x x x x x x x x
161. Agricultural engineering, farm shop, electricity					{ Articles made Articles repaired
162. Farm management					x x x x x x x x x x x x
163. Food selection and preparation					{ Meals planned Meals served
164. Food preservation		11		11	596
165. Health, home nursing, and first aid					x x x x x x x x x x x x
166. Clothing					{ Garments made Garments remodeled
167. Home management					Units
168. Home furnishing and room improvement		12		12	{ 11 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 <i>Bread</i>		2		1	x x x x x x x x x x x x
172. Total (project enrollment and completion)	30	47	18	44	x x x x x x x x x x x x

4-H CLUB MEMBERSHIP¹

173. Number of 4-H Clubs.....	38	2
174. Number of different 4-H Club members enrolled.....	(a) Boys 8	(b) Girls 20
175. Number of different 4-H Club members completing.....	(a) Boys 4	(b) Girls 10
176. Number of different 4-H Club members in school.....	(a) Boys 8	(b) Girls 20
177. Number of different 4-H Club members out of school.....	(a) Boys —	(b) Girls —
178. Number of different 4-H Club members from farm homes.....	(a) Boys 8	(b) Girls 20
179. Number of different 4-H Club members from nonfarm homes.....	(a) Boys —	(b) Girls —

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year.....	8	20	10 and under.....	2	5
2d.....			11.....	3	6
3d.....			12.....	3	2
4th.....			13.....		5
5th.....			14.....		
6th.....			15.....		
7th.....			16.....		
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—	(f) Fire and accident prevention.....
(a) Judging.....	(g) Wildlife conservation.....
(b) Giving demonstrations.....	(h) Keeping personal accounts.....
(c) Recreational leadership.....	(i) Use of economic information.....
(d) Music appreciation.....	(j) Soil and water conservation.....
(e) Health.....	(k) Forestry.....
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.....	
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.....			1	2		

188. Number of meetings of older rural youth extension groups.....	
189. Total attendance at such meetings.....	
190. Number of other older rural youth groups assisted.....	
191. Membership in such groups.....	(a) Young men..... (b) Young women.....
192. Number of older rural youth not in extension or other youth groups assisted.....	(a) Young men..... (b) Young women.....
193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications).....	(a) Young men..... (b) Young women.....

194. Check column showing approximate portion of older youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-39 percent (c)	40 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 15, 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.
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 w. h adults, 4-H Club members, and older youth	Bees	General-feeder insects ¹	All other work
	(e)	(b)	(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			
197. Number of voluntary local leaders or committeemen assisting this year			

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	4-H Club agents	Agricultural agents
	(e)	(b)	(c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	26		
(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)	2		
(4) Other war work (including collection of salvage material)			

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	Civilian defense agency	Employment service	Agricultural Adjustment Agency	Food Distribution Administration	Soil Conservation Service	Farm Security Administration	Rural Electrification Administration	Tennessee Valley Authority	Social Security, Public Health, Children's Bureau
	(e)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
199. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
200. Number of communities in which work was conducted this year										
201. Number of voluntary local leaders or committeemen assisting this year										
202. Number of meetings participated in this year by extension workers										

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. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.

The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters* written should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. The *older rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.

For EMERGENCY FOOD WORK in LANCASTER COUNTY

see NORTHUMBERLAND COUNTY

1945