

ANNUAL NARRATIVE REPORT

- OF -

H. A. NOBLIN, AGRICULTURAL AGENT,

PRINCE GEORGE COUNTY

VIRGINIA

1943

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## INTRODUCTION

The content of this report is a complete narrative summary of the agricultural extension program in Prince George County for the fiscal year December 1, 1942 to December 1, 1943, containing the program of work, the extent to which it was carried out, and the explanation of various items not recorded in the statistical and emergency reports which have been made.

The general theme or purpose of the work for 1943 was to enlarge upon the accomplishments of the previous years, throughout the program, with the exception of revisions necessitated by the addition of emergency and War Board work.

The county's extension organization consists of a county agent and a County Board of Agriculture. The Board is composed of either farmers, business-men or professional men from each district in the county.

The policy of the extension organization is to advocate the LIVE-AT-HOME system of farming; to encourage diversified agriculture; the supplanting of the one-crop farming system with one that will insure an income should one individual crop fail; in other words to cooperate fully with the Agricultural Conservation program. The importance of the "COW, SOW AND HEN" on the farms has been stressed. It cooperates closely with the various farm organizations for the benefit of the people, and works for and encourages more concerted action on the part of farm people for the economical production and orderly marketing of their products. Boys are encouraged in taking an active part, thru 4-H Club work, in progressive farm practices, cooperative spirit and community building.

Economic changes, which were naturally followed by many other changes, were responsible for the demand on the agent for more service from more people than ever before since beginning work in the county.

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## PROGRAM OF WORK

With the assistance of Mr. W. H. Daughtrey, District Agent, and the Board of Agriculture, the following tentative plan of work was drawn up in December 1942.

### PLAN OF WORK FOR PRINCE GEORGE COUNTY

#### I. Agricultural Economics

<u>Goals</u>	<u>Achievements</u>
1. To interest farmers in Soil Conservation work.	One Technician now working full time in county.
2. To instruct farmers of the county in growing, grading and standardizing produce for market.	Progress.
3. To encourage organized buying and selling.	Two farmers' clubs have been assisted in buying seed and feed cooperatively.
4. To have 50 farmers keep accurate farm accounts.	36 demonstrations.
5. To encourage all farmers to cooperate fully with the Agricultural Conservation Program, and to give all possible assistance to them in this connection.	Results not encouraging.
6. To encourage farmers in producing everything possible that is needed in advancing the war effort.	Peanuts, soybeans, hogs, dairy products, and poultry substantially increased.

PLAN OF WORK FOR PRINCE GEORGE COUNTY (CONT'D)

II. 4-H CLUB WORK

<u>Goals</u>	<u>Achievements</u>
1. To have a 4-H Club in every rural school in the County.	Accomplished.
2. To have 30 members complete corn club projects.	28 completed.
3. To have 10 members complete peanut projects.	28 completed.
4. To have 10 members complete pig club projects.	26 completed.
5. To have 5 members carry dairy calf project, as outlined.	8 completed.
6. To have 25 members complete poultry projects.	28 completed.
7. To encourage club members and leaders to attend district and state short courses.	No camp held.

III. FIELD CROPS (adult demonstrations)

<u>Goals</u>	<u>Achievements</u>
Corn .....40	28 demonstrations
Cotton ..... 3	2 "
Soybeans .....12	35 "
Peanuts .....10	28 "
Pasture ..... 6	4 "
Alfalfa ..... 6	1 "
Sweet Clover ..... 6	0 "
Lespedeza ..... 30	41 "

#### IV. SOILS

##### Goals

1. a) Lime  
b) Legumes
2. Crop rotation

##### Achievements

600 tons of lime used.  
Alfalfa, Lespedeza, sweet clover, soybeans, cowpeas, vetch, and crimson clover were used.

Satisfactory increases.

#### V. LIVESTOCK

##### Goals

1. To increase livestock units as rapidly as feed production is increased.
2. To increase the number of purebred sires.
3. To establish small flocks of sheep where conditions justify.
4. Better dairy practices.
5. Give instructions in treating sheep for internal parasites.
6. Vaccinated hogs upon request.
7. To hold dairy judging meetings.

##### Achievements

Hogs, cattle, poultry and sheep increased.

Placed the following in 1943:  
11 purebred dairy bulls  
23 boars  
2 rams

2 flocks started.

Culling increased.

Accomplished - 123 treated.

3896 animals vaccinated for cholera and hemorrhagic septicemia.

1 meeting held.

## VI. POULTRY

### Goals

1. To conduct culling demonstrations.
2. To recommend the following practices for the advancement of the poultry industry:-  
Use of supplementary feeds with home-grown feeds; balanced ration; standardization of flocks; keep one breed only; culling; better housing.

### Achievements

3 demonstrations  
726 animals involved.

Considerable progress.

## VII. HORTICULTURE

### Goals

1. Orchard demonstrations.
2. Small fruit demonstrations.
3. Spraying and pruning demonstrations.

### Achievements

2 continued from 1942

3 continued from 1942

4 demonstrations.

## VIII. FORESTRY

<u>Goals</u>	<u>Achievements</u>
1. To conduct demonstrations in:	
a) Thinning	2 demonstrations
b) Reclaiming lands with loblolly pine.	2 demonstrations
c) Forest management	19 demonstrations

## IX. ORGANIZATIONS

<u>Goals</u>	<u>Achievements</u>
1. To work towards getting the entire county organized into farm groups.	Group meetings have been held in all of the five districts in the county. Two districts have active farm clubs. The Granges and the Farm Bureau are active in assisting the County Agent in every way possible.

## X. AGRICULTURAL & EDUCATIONAL FAIRS

<u>Goals</u>	<u>Achievements</u>
1. To encourage exhibiting.	Exhibiting at county fair.

## AGRICULTURAL ECONOMICS

### a) FARM ACCOUNTING:

A complete set of farm account books was furnished any farmer requesting same, and personal instruction was given in many instances.

### 4-H CLUB WORK

A 4-H Club has been organized in each rural school, making a total of six clubs in the county.

Total enrollment of all clubs - 226

One county-wide meeting of the Clubs was held during the year, with a large attendance.

### FIELD CROPS

Due to the great need for more corn in the county and to the low acreage yields, considerable effort has been put on corn demonstrations, with encouraging results. Quite a variety of other field crop demonstrations have been conducted.

### SOILS

Prince George County soils are extremely acid, and with the approval of the district agent, Mr. W. H. Daughtrey, concerted effort was made to increase the amount of lime used. As a result, a large tonnage of lime was used.

Many of these lime demonstrations have shown very satisfactory results.

### LIVESTOCK

The importance of increasing the livestock units in the county has been recognized by the Board, district agent, and the agent, but it is only being advocated as the food production and pastures develop.

Considerable effort has been made to increase the number of pure-bred sires.

### POULTRY

Since the beginning of Agricultural extension work in the county, much of the agent's time has been given to developing the poultry industry.

### FORESTRY

Due to the operation of a large pulp and paper mill in this vicinity, which furnishes a ready cash market for large quantities of pulp wood, a decided interest in forestry is noted.

With the assistance of Mr. Wilbur O'Byrne, Extension Forester, a number of demonstrations have been conducted, and numerous forestry management inquiries handled.

### ORGANIZATIONS

Organization work has been emphasized more than ever this year. A Farm Bureau and Grange have been organized in this County. Group meetings have been held from time to time in every district in the county.

The agent has found the Farm Bureau and the Granges most helpful in putting over the extension program.

MISCELLANEOUS

a) EMERGENCY SEED LOANS:

The Emergency Seed and Feed Loan Office furnished help one day a week for preparing loan applications. Our office helped the farmers the remainder of the time with this. The demand for this source of credit was not as great this year as usual.

b) PRODUCTION CREDIT ASSOCIATION LOANS:

A few farmers obtained loans through the production credit association, which was organized in the county in 1934, but this source of credit continues to be very unpopular with our farmers.

c) RURAL ELECTRIFICATION:

For several years considerable time was given in an effort to establish a Rural Electrification project in the County; the result of which was the organization of the Prince George Electric Cooperative, and an appropriation of \$135,000.00 for the building of 167 miles of electric lines. Effort is being made to increase the intelligent use of electricity by the farmers.

MISCELLANEOUS

EMERGENCY FARM LABOR PROGRAM:

The farm labor situation was critical in the county this year. There are three large, and several small industrial plants in Hopewell, all of which have expanded considerably since the outbreak of the war. This has drawn heavily on the farm labor supply of the county. Camp Lee is located in the county and Petersburg adjoins Prince George. Both of which affect the local farm labor supply.

The agent has been required to give much time, throughout the year, to the farm labor program. His office has served as a farm labor clearing house.

Even though more than a normal acreage of crops were grown this year, none were left unharvested due to shortage of labor.

WAR BOARD:

The County Agent's office did the greater part of the work of the local War Board. This required considerable time.

SPECIALISTS

In addition to 15 visits to the county in the interest of advancing the extension program by the District Agent, Mr. W. H. Daughtrey, the following specialists rendered services of untold value to the success of the program. A total of 19 days of special services from this source was received by the county people without cost.

<u>Name</u>	<u>Title</u>
Harry L. Moore	Extension Poultryman
A. G. Smith	Horticulturist
A. L. Dean	Poultryman
E. W. Mundie	Extension Conservationist
G. T. French	Entomologist
B. L. Hummel	Rural Organization Specialist
Wilbur O'Byrne	Extension Forester V.P.I.
W. M. Turner	4-H Clubs
J. A. Waller, Jr.	Engineering
H. L. Dunton	Emergency Farm Labor
Gordon H. Ward	Economist
E. T. Swink	Engineering

### 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 Prince George

#### REPORT OF

Mary Virginia Fletcher  
(Name) Home Demonstration Agent.

From Dec. 1 - 1942 to Dec. 1, 1943

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\_\_

Homer A. Hobbs  
Agricultural Agent.

From Dec. 1, 1942 to Dec. 1, 1943

Assistant Agricultural Agent.

From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date \_\_\_\_\_

State Extension Director.

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

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

1. The annual report is an accounting to the lay-paying 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 program and accomplishments in terms of better agriculture, better homemaking, improved boys and girls, better rural living, etc.
6. How next year's work can be strengthened and improved in light of the current year's experience.

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

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

### STATISTICAL SUMMARY

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

Provision is made in the report form for each agent to report separately the teaching activities he or she conducts or participates in during the report year. County totals are the sum of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outside 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 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 <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)	
1. Months of service this year (agents and assistants)		12		12	XXXXXXXXXX	
2. Days devoted to work with adults <sup>3</sup>		170		266	XXXXXXXXXX	
3. Days devoted to work with 4-H Clubs and older youth <sup>4</sup>		103 1/2		34	XXXXXXXXXX	
4. Days in office <sup>5</sup>		87		73	XXXXXXXXXX	
5. Days in field <sup>6</sup>		186 1/2		227	XXXXXXXXXX	
6. Number of farm or home visits made in conducting extension work <sup>4</sup>		726		1044	1770	
7. Number of different farms or homes visited		323		522	845	
8. Number of calls relating to extension work	{ (1) Office (2) Telephone	260		2163	2423	
		817		1925	2742	
9. Number of news articles or stories published <sup>4</sup>		61		13	74	
10. Number of bulletins distributed		3630		812	3992	
11. Number of radio talks broadcast or prepared for broadcasting		10			10	
12. Training meetings held for local leaders or committeemen	{ (1) Adult work (2) 4-H Club and older youth	(a) Number	11		11	
		Total attendance of:				
		(b) Men leaders	17			17
		(c) Women leaders	95			95
		(a) Number	1			1
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	{ (1) Adult work (2) 4-H Club and older youth	(b) Leaders	4		4	
		(a) Number	103		103	
		(b) Total attendance	932			932
		(a) Number	94			94
		(b) Total attendance	1095			1095
14. Number of adult result demonstrations conducted						
15. Meetings held at such result demonstrations	{ (1) Number (2) Total attendance					
16. Tours conducted	{ (1) Adult work (2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				
		(a) Number				
		(b) Total attendance				
17. Achievement days held	{ (1) Adult work (2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				
		(a) Number				
		(b) Total attendance				

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

**GENERAL ACTIVITIES—Continued**

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents † (b)	Agricultural agents (c)	County total ‡ (d)
18. Encampments held (report attendance for your county only) §	(1) Farm women	(a) Number				
		(b) Total members attending				
		(c) Total others attending				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total boys attending				
		(c) Total girls attending				
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	59		91	125
		(b) Total attendance	442		2838	3280
	(2) 4-H Club and older youth	(a) Number	6		4	10
		(b) Total attendance	68		99	167
	(1) Adult work	(a) Number	19			19
		(b) Total attendance	302			302
(2) 4-H Club and older youth	(a) Number	11			11	
	(b) Total attendance	134			134	

† Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.  
 ‡ County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.  
 § 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)	903
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	230
23. Number of farms involved in preceding question which were reached this year for the first time	12
24. Number of nonfarm families making changes in practices as a result of the agricultural program	25
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	306
26. Number of farm homes involved in preceding question that were reached this year for the first time	35
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	175
28. Number of other homes involved in preceding question that were reached this year for the first time	62
29. Number of farm homes with 4-H Club members enrolled	186
30. Number of other homes with 4-H Club members enrolled	132
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	696
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	332

**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 County Agricultural Board (2) No. of members..... 76
- (b) Agricultural..... (1) Name County Agricultural Board (2) No. of members..... 76
- (c) Home demonstration..... (1) Name Home Demonstration Committee (2) No. of members..... 14
- (d) 4-H Club..... (1) Name 4-H club leaders (2) No. of members..... 8
- (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 36 (c) 4-H Club 18 (d) Older youth.....

35. Total number of communities in county. (Do not include number of neighborhoods.)..... 4

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees..... 4

37. Number of clubs or other groups organized to carry on adult home demonstration work..... 4

38. Number of members in such clubs or groups..... 205

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.)..... 18 X X X X X X X X X X

40. Number of neighborhood and community leaders in the neighborhood-leader system..... 76

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

- (a) Adult work..... (1) Men 31 (2) Women 68 (b) 4-H Club and older youth work..... (1) Men 3 (2) Women 11 (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 County Agricultural Board.

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

- (a) Unpaid lay members: (1) Men 38 (2) Women 38 (3) Youth.....
- (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men 7 (2) Women 5

44. Number of communities with agricultural planning committee (over-all planning)..... 4

45. Number of members of such community planning committees: (a) Men 31 (b) Women 31 (c) Youth.....

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

	Extension organization and planning <sup>1</sup> (a)	County agricultural planning <sup>1</sup> (b)	Total <sup>1</sup> (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents	<del>28</del>	<del>24</del>	<del>52</del>
(2) 4-H Club agents	<del>6</del>	<del>6</del>	<del>11</del>
(3) Agricultural agents	<del>5</del>	<del>5</del>	<del>11</del>
(4) State extension workers	<del>2</del>	<del>5</del>	<del>7</del>
48. Number of planning meetings held.....	<del>14</del>	<del>76</del>	<del>90</del>
(1) County	<del>14</del>	<del>76</del>	<del>90</del>
(2) Community	<del>1</del>	<del>1</del>	<del>2</del>
49. Number of unpaid voluntary leaders or committeemen assisting this year.....	<del>135</del>	<del>138</del>	<del>273</del>
50. Days of assistance rendered by voluntary leaders or committeemen.....	<del>135</del>	<del>138</del>	<del>273</del>

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

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

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pasture	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	2713	4	142	1914	4	1	3	132	2	6
(4) State extension workers										
52. Number of communities in which work was conducted this year	4	3	4	4	2	1	2	4	1	4
53. Number of voluntary local leaders or committeemen assisting this year										
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	34	6		114	2	4		1		
(2) The use of lime				58	12					
(3) The use of fertilizers	140	25	12	50	25	3	6	12	2	15
(4) Controlling plant diseases						3			12	
(5) Controlling injurious insects	2					3	4	25	3	
(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	Swine	Horses and mules	Poultry (including turkeys)	Other livestock <sup>1</sup>
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents						2	
(2) 4-H Club agents							
(3) Agricultural agents	1525		3	2824		2	
(4) State extension workers						4	
56. Number of communities in which work was conducted this year	4		2	4		4	
57. Number of voluntary local leaders or committeemen assisting this year						9	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year				1			
59. Number of members in such circles, clubs, or associations				8			
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	15	3	2	17			
(2) Obtaining purebred or high-grade females	38	17	—	26			
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	40	XXXXX
(4) Improving methods of feeding						160	
(5) Controlling external parasites						16	
(6) Controlling diseases and internal parasites				2	340	16	
(7) Controlling predatory animals							

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

**CONSERVATION OF NATURAL RESOURCES**

Include all work with adults, 4-H Club members, and older youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) 1
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	26	4	2
(4) State extension workers.....			
63. Number of communities in which work was conducted this year.....	4	4	
64. Number of voluntary local leaders or committeemen assisting this year.....			

**Soil Management—Continued**

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	50
(b) In the use of recommended crop rotations.....	60
(c) With strip cropping.....	1
(d) In constructing terraces.....	—
(e) In grassing waterways or otherwise preventing or controlling gullies.....	8
(f) With contour farming of eropland.....	14
(g) In otherwise controlling wind or water erosion.....	
(h) In contouring pasture or range.....	
(i) In the use of cover or green-manure crops.....	
(j) In summer-fallowing.....	130
(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.....	1
(b) Voluntary soil-conservation associations.....	
(c) Grazing associations.....	

**Forestry—Continued**

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....	2
(b) In making improved thinnings, weedings, or pruning of forest trees.....	30
(c) With selection cutting.....	25
(d) With production of naval stores.....	
(e) With production of maple-sirup products.....	4
(f) In timber estimating and appraisal.....	
68. Number of farmers cooperating this year in prevention of forest fires.....	60

**Wildlife Conservation—Continued**

69. Number of farmers assisted this year in making specific improvements for wildlife.....	12
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<sup>1</sup> Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, 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	10	2	3
	(4) State extension workers			2
71. Number of communities in which work was conducted this year	4	4	4	4
72. Number of voluntary local leaders or committeemen assisting this year				
73. Number of farm-survey records taken during the year:	(a) Farm business			
	(b) Enterprise			
	(c) Other			
74. Number of farmers assisted this year in keeping—	(a) Farm inventory			
	(b) General farm records			
	(c) Enterprise records			
75. Number of farmers assisted this year—	(a) In developing a farm plan only			
	(b) In developing a farm and home plan			
	(c) In analyzing the farm business			
	(d) In improving landlord-tenant relations and leasing arrangements	12		
		75. Number of farmers assisted this year—Continued.		
		(e) In getting started in farming, or in re-locating		13
		(f) With credit problems (debt adjustment and financial plans)		58
		(g) In using "outlook" to make farm adjustments		26
		(h) With a farm-income statement for tax purposes		-
		(i) With farm-labor problems		751
		(j) In developing supplemental sources of income		

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			1
	(4) State extension workers			
77. Number of communities in which work was conducted this year				4
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				

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

**MARKETING AND DISTRIBUTION**

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool <sup>1</sup>	Dairy products	Poultry and eggs <sup>1</sup>	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, flax, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents					2						
(2) 4-H Club agents											
(3) Agricultural agents		4		1							4
(4) State extension workers					1						
84. Number of communities in which work was conducted this year		4		4	4						4
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives <sup>2</sup> assisted in organizing during the year											
87. Number of established cooperatives <sup>2</sup> assisted during the year				1							1
88. Number of members <sup>2</sup> in the cooperatives assisted during the year (questions 86 and 87)				138							270
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) <sup>2</sup>	\$	\$	\$	\$14,000	\$	\$	\$	\$	\$	\$	\$4,300
90. Number of farmers or families (not members of cooperatives) assisted during the year				120							7
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$6,400	\$	\$	\$	\$	\$	\$	\$375
92. Number of private marketing and distributing agencies and trade groups assisted this year											2
93. Number of programs <sup>3</sup> pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs <sup>3</sup> participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs <sup>3</sup> participated in or conducted this year											
97. Number of consumer information programs <sup>3</sup> pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs <sup>3</sup> relating to marketing services and costs of distribution conducted this year											
99. Number of programs <sup>3</sup> relating to transportation problems conducted this year										1	
100. Number of programs <sup>3</sup> relating to the specific use of market information conducted this year											
101. Number of other marketing programs <sup>3</sup> conducted this year (specify)											

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

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

<sup>3</sup> Organized pieces of work.

**HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT**

Include all work with adults, 4-H Club members, and older youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents.....	21			
(2) 4-H Club agents.....				
(3) Agricultural agents.....				6
(4) State extension workers.....				
103. Number of communities in which work was conducted this year.....	4			4
104. Number of voluntary local leaders or committeemen assisting this year.....	18			

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

105. Number of families assisted this year in—	
(a) Constructing dwellings.....	1
(b) Remodeling dwellings.....	12
(c) Installing sewage systems.....	
(d) Installing water systems.....	2
(e) Installing heating systems.....	
(f) Providing needed storage space.....	12
(g) Rearranging or improving kitchens.....	25
(h) Improving arrangement of rooms (other than kitchens).....	43
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings.....	18
(j) Selecting housefurnishings or equipment (other than electric).....	22
(k) Improving housekeeping methods.....	110
(l) Laundry arrangement.....	
(m) Installing sanitary closets or outhouses.....	
(n) Screening or using other recommended methods of controlling flies or other insects.....	3
(o) Improving home grounds.....	14
(p) Planting windbreaks or shelterbelts.....	

*Home machine repair 68*  
*Household equip repair 106*

**Rural Electrification—Continued**

106. Number of associations organized or assisted this year to obtain electricity.....	1
107. Number of families assisted this year in—	
(a) Obtaining electricity.....	
(b) Selection or use of electric lights or home electrical equipment.....	12
(c) Using electricity for income-producing purposes.....	8

10

**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.....	100
(b) Making more efficient use of mechanical equipment.....	75
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....	75
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	32	51 <sup>1/2</sup> <del>54</del>	38	
(2) 4-H Club agents				
(3) Agricultural agents	12			
(4) State extension workers	1/2		1	
113. Number of communities in which work was conducted this year	4	4	4	
114. Number of voluntary local leaders or committeemen assisting this year	56	56	18	
115. Number of families assisted this year—				
(a) In improving diets				530
(b) With food preparation				180
(c) In improving food supply by making changes in home food production <sup>1</sup>				435
(1) Of vegetables				360
(2) Of fruits				360
(3) Of meats				50
(4) Of milk				25
(5) Of poultry and eggs				150
(d) With home butchering, meat cutting or curing				14
(e) With butter or cheese making				18
(f) With food-preservation problems <sup>1</sup>				340
(1) Canning				316
(2) Freezing				2
(3) Drying				56
(4) Storing				80
(g) In producing and preserving home food supply according to annual food-supply budget				356
(h) In canning according to a budget				189
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				120
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				96
(m) In removing fire and accident hazards				17
116. Number of schools assisted this year in establishing or maintaining hot school lunches				3
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

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

11

**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	13	57.56		4
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers	1	1		
119. Number of communities in which work was conducted this year	4	4		4
120. Number of voluntary local leaders or committeemen assisting this year	15	24		6

**Home Management—Family Economics—Continued**

121. Number of families assisted this year—	
(a) With time-management problems	
(b) With home accounts	12
(c) With financial planning	12
(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	9
(c) Housefurnishings and equipment	9
(d) General household supplies	
123. Number of families assisted this year through cooperative associations <sup>1</sup> or individually, with the buying of—	
(a) Food	
(b) Clothing	
(c) Housefurnishings and equipment	
(d) General household supplies	
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	
125. Number of families assisted this year with "making versus buying" decisions	160
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	270

**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	225
(b) The selection of clothing and textiles	240
(c) Care, renovation, remodeling of clothing	260
(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	356
133. Number of communities assisted this year in improving community recreational facilities	4
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	30
135. Number of communities assisted this year in establishing—	
(a) Club or community house	
(b) Permanent camp	
(c) Community rest rooms	
136. Number of communities assisted this year in providing library facilities	
137. Number of school or other community grounds improved this year according to recommendations	

<sup>1</sup> The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 16.  
<sup>2</sup> Includes question 122; also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	75	1	67	1	117	Aeres
139. Other cereals						Aeres
140. Peanuts	55		28		22	Aeres
141. Soybeans, field peas, alfalfa, and other legumes						Aeres
142. Soil conservation and pasture improvement						Aeres
143. Potatoes, Irish and sweet						Aeres
144. Cotton						Aeres
145. Tobacco						Aeres
146. Fruits						Aeres
147. Home gardens	61	140	52	126	<i>An Average of 2 acres for each girl</i>	
148. Market gardens, truck and canning crops						Aeres
149. Other crops						Aeres
150. Poultry (including turkeys)	22	28	12	38	1,286	Birds
151. Dairy cattle	7		7		7	Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	29		27		111	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
159. Forestry						Aeres
160. Wildlife and nature study (rabbits, game, fur animals)	3		3			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
163. Food selection and preparation						{ Meals planned
						{ Meals served
164. Food preservation		35		35	1,076	Quarts canned
165. Health, home nursing, and first aid						x x x x x x x x x x
166. Clothing		139		95	66	Garments made
		90 <sup>70</sup>		52		Garments remodeled
167. Home management						Fruits
168. Home furnishings and room improvement						Rooms
						Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership						x x x x x x x x x x
171. All others						x x x x x x x x x x
172. Total (project enrollment and completion)	230	413	199	337		x x x x x x x x x x

**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)
<b>112. Days devoted to line of work by—</b>				
(1) Home demonstration agents	32	51 <sup>1/2</sup>	38	
(2) 4-H Club agents				
(3) Agricultural agents	12			
(4) State extension workers	42		1	
<b>113. Number of communities in which work was conducted this year</b>	4	4	4	
<b>114. Number of voluntary local leaders or committeemen assisting this year</b>	56	56	18	
<b>115. Number of families assisted this year—</b>				
(a) In improving diets				530
(b) With food preparation				180
(c) In improving food supply by making changes in home food production <sup>1</sup>				435
(1) Of vegetables				360
(2) Of fruits				300
(3) Of meats				50
(4) Of milk				25
(5) Of poultry and eggs				150
(d) With home butchering, meat cutting or curing				14
(e) With butter or cheese making				18
(f) With food-preservation problems <sup>1</sup>				340
(1) Canning				316
(2) Freezing				2
(3) Drying				56
(4) Storing				80
(g) In producing and preserving home food supply according to annual food-supply budget				356
(h) In canning according to a budget				189
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				120
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				96
(m) In removing fire and accident hazards				17
<b>116. Number of schools assisted this year in establishing or maintaining hot school lunches</b>				3
<b>117. Number of nutrition or health clinics organized this year through the efforts of extension workers</b>				

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

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	Bees (a)	General-beefer insects <sup>1</sup> (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	6	6	25
(4) State extension workers	1	1	
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 (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)	5 1/2		12
(2) Problems arising from new military camps, munitions plants, and war industries	1		6
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	1		
(4) Other war work (including collection of salvage material)	2		6

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 defense agency (b)	Employment service (c)	Agricultural Adjustment Agency (d)	Food Distribution Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (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	18		3	12		6	2	1		
(4) State extension workers										
200. Number of communities in which work was conducted this year	4		4	4		4	4	4		
201. Number of voluntary local leaders or committeemen assisting this year	6		0	3		2				
202. Number of meetings participated in this year by extension workers	24			24		3	1	1		

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

## TERMINOLOGY

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

### DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
  2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
  3. *Days in field* should include all days spent on official duty other than "days in office."
  4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
  5. *Demonstrations as contemplated* in this report are of two kinds—method demonstrations and result demonstrations. A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry. A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
- The *adoption of a farm or home practice* resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
  7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
  8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
  9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
  10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
    11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
      - (1) Adoption of a recommended practice.
      - (2) Further improvement in a practice previously accepted.
      - (3) Participation in extension activities.
      - (4) Acceptance of leadership responsibility.
      - (5) Or by other evidence of desirable change in behavior.
    12. A *F-H Club* is an organized group of boys and/or girls with the objective 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 mostly 16 to 25 years of age.