



## 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

20	21	Report only this year's activities that can be verified		Home demonstration agents (c)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (e)	County total <sup>2</sup> (d)	
1.	Months of service this year (agents and assistants)	89	1164.3	41	291.9	46	1426.3	XXXXXXXXXX
2.	Days devoted to work with adults <sup>3</sup>	83	16344	85	1860.5	46	26228	XXXXXXXXXX
3.	Days devoted to work with 4-H Clubs, and young men and women (older youth)	88	11270	41	4563	46	18250.2	XXXXXXXXXX
4.	Days in office <sup>4</sup>	88	9750.2	41	1870.5	46	13221.5	XXXXXXXXXX
5.	Days in field <sup>5</sup>	88	18013.8	41	4343	46	22463.2	XXXXXXXXXX
6.	Number of farm or home visits made in conducting extension work <sup>6</sup>	88	37665	41	11004	46	69060	97 107131
7.	Number of different farms or homes visited	85	14504	41	5407	46	32560	97 55569
8.	Number of calls relating to extension work	87	2374	36	3798	46	150937	97 180544
				(1) Office				
				(2) Telephone				
9.	Number of news articles or stories published <sup>7</sup>	88	5162	29	1034	46	9728	97 13425
10.	Number of bulletins distributed	85	140308	37	13202	46	168744	97 249404
11.	Number of radio talks broadcast or prepared for broadcasting	63	1078	25	232	38	2272	74 3082
				(a) Number				
				(b) Total attendance				
		(1) Adult work		(a) Number				
				(b) Men				
				(c) Women				
12.	Training meetings held for local leaders or committeemen	86	13542	9	362	25	828	90 14607
				(a) Number				
				(b) Total attendance of leaders				
		(2) 4-H Club and young men and women (older youth)		(a) Number				
				(b) Total attendance of leaders				
13.	Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12)	87	18077	17	181	34	3206	97 12436
				(a) Number				
				(b) Total attendance				
		(2) 4-H Club and young men and women (older youth)		(a) Number				
				(b) Total attendance				
14.	Number of adult result demonstrations conducted	48	1215	9	327	87	7242	73 11123
				(1) Number				
				(2) Total attendance				
15.	Meetings held at such result demonstrations	53	5430	9	604	43	15663	85 21372
				(a) Number				
				(b) Total attendance				
		(1) Adult work		(a) Number				
				(b) Total attendance				
16.	Tours conducted	14	23	12	32	24	88	41 144
				(a) Number				
				(b) Total attendance				
		(2) 4-H Club and young men and women (older youth)		(a) Number				
				(b) Total attendance				
17.	Achievement days held	63	75	3	3	20	88	70 44
				(a) Number				
				(b) Total attendance				
		(2) 4-H Club and young men and women (older youth)		(a) Number				
				(b) Total attendance				

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.  
<sup>2</sup> County total should equal sum of preceding three columns unless duplication 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 farms 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)			
17. <b>Suppression of pest</b>	(3) 4-H Club work	(a) Number.....	26	29	5	5	27	34
18. <b>Encampments held (report attendance for your county only)</b>	(1) Farm women	(b) Total members attending	25	236	3	38	26	334
		(c) Total others attending	13	4087	2	1351	14	4088
	(2) 4-H Club and young men and women (older youth)	(a) Number.....	77	735	27	38	64	110
		(b) Total boys attending	30	445	30	502	37	1303
		(c) Total girls attending	47	1731	8	73	27	506
		(d) Total others attending	24	2320	4	29	32	135
								2941
19. <b>Other meetings of an extension nature participated in by county or State extension workers and not previously reported</b>	(1) Adult work	(a) Number.....	66	2745	27	472	95	2586
		(b) Total attendance	66	154221	27	27768	75	246721
	(2) 4-H Club and young men and women (older youth)	(a) Number.....	82	1197	36	1091	76	3631
		(b) Total attendance	82	46078	36	31374	76	62000
20. <b>Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere</b>	(1) Adult work	(a) Number.....	44	2242	3	23	47	509
		(b) Total attendance	44	29034	3	244	47	20383
	(2) 4-H Club and young men and women (older youth)	(a) Number.....	29	1753	7	56	32	574
		(b) Total attendance	29	24771	5	477	32	4233

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

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

<sup>3</sup> Does not include quince, raisins, and short courses, which should be reported under question 13.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1945 census)	97	174672
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	86	184413
23. Number of farms involved in preceding question which were reached this year for the first time	34	15707
24. Number of nonfarm families making changes in practices as a result of the agricultural program	42	26363
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	87	66444
26. Number of farm homes involved in preceding question that were reached this year for the first time	87	11412
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	15	31367
28. Number of other homes involved in preceding question that were reached this year for the first time	16	10093
29. Number of farm homes with 4-H Club members enrolled	46	22687
30. Number of other homes with 4-H Club members enrolled	46	6585
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	86	127617
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	47	54727

**EXTENSION ORGANIZATION AND PLANNING**

33. County organization, association, or committee sponsoring extension work. This may include agricultural councils, home demonstration councils, and 4-H councils, or similar advisory committees. It may also include farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work: XXXX XXXX

(a) Over-all or general: (1) Name: \_\_\_\_\_ (2) No. of members: 68 2389

(b) Agricultural: (1) Name: \_\_\_\_\_ (2) No. of members: 22 5976

(c) Home demonstration: (1) Name: \_\_\_\_\_ (2) No. of members: 16 3652

(d) 4-H Club: (1) Name: \_\_\_\_\_ (2) No. of members: 84 4787

(e) Young men and women (older youth): (1) Name: \_\_\_\_\_ (2) No. of members: 24 627

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

(a) Agricultural: 83723 (b) Home demonstration: 834521 (c) 4-H Club: 891590 (d) Young men and women (older youth): 26 949

35. Total number of communities in county. (See definition of a community, item 1, on back cover.) (Do not include number of neighborhoods) 98 463

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees. 48 907

37. Number of clubs or other groups organized to carry on adult home demonstration work. 87 1315

38. Number of members in such clubs or groups. 87 24651

39. (a) Covered under question 173. (b) Covered under question 185.

40. Combined with question 41.

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

(a) Adult work: (1) Men: 27 5361 (b) 4-H Club and work with young men and women (older youth): (1) Men: 71 433 (2) Women: 41244 (3) Older club boys: 27 454  
(2) Women: 2 10420 (2) Women: 41244 (4) Older club girls: 64 870

**COOPERATIVE AGRICULTURAL PLANNING**

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service. 62 62

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

(a) Unpaid lay members: (1) Men: 60 1746 (2) Women: 37 961 (3) Youth: 13 141

(b) Paid representatives of public agencies or other agencies, or organizations: (1) Men: 46 352 (2) Women: 27 111

44. Number of communities with agricultural planning committee (over-all planning) 44 385

45. Number of members of such community planning committees: (a) Men: 1637 (b) Women: 50 726 (c) Youth: 4 23

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>2</sup> (b)	Total (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents			<u>81 8215</u>
(2) 4-H Club agents			<u>62 7877</u>
(3) Agricultural agents			<u>45 4187</u>
(4) State extension workers			<u>25 10945</u>
48. Number of planning meetings held	(1) County: <u>22 1083</u>	(2) Community: <u>30 1584</u>	<u>52 11820</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year			<u>83 21450</u>
50. Days of assistance rendered by voluntary leaders or committeemen			

<sup>1</sup> Where extension program planning and county agricultural planning (over-all planning) have been consistently grouped 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).

Include all work with adults, 4-H Club members, and young men and women (older youth)	CROP PRODUCTION (other than for family food supply)									
	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Pastures (e)	Cotton (f)	Tobacco (g)	Potatoes and other vegetables (h)	Fruits (i)	Other crops (j)
51. Days devoted to line of work by—								4	3	1
(1) Home demonstration agents										10.5
(2) 4-H Club agents	34 507	22 71	7 15	25 104.5	2 193	1 7	18 130.5	33 228.5	22 78.5	17 26
(3) Agricultural agents	76 2463.75	77 617.65	63 266.15	22 1177.3	2 2160	9 70.5	47 317.7	72 1064.4	81 678.5	23 413.5
(4) State extension workers	67 244.95	16 37.25	8 11.5	45 60.85	51 112.58	6 20.5	27 87	44 123.2	51 219.4	11 34
52. Number of communities in which work was conducted this year	26 659	71 627	66 406	72 901	74 821	8 44	57 282	71 66	89 383	51 311
53. Number of voluntary local leaders or committeemen assisting this year	72 1711	60 420	40 220	67 494	7 1899	6 37	37 480	32 641	48 365	24 355
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed	46 26150	71 5771	65 3234	70 11507	17 14353	7 626	40 3267	71 11271	46 1026	37 2921
(2) The use of lime	72 8231	60 4711	67 2115	64 14286	72 22201	1 2	17 1254	32 4222	29 621	26 3684
(3) The use of fertilizers	57 37379	55 10909	52 5852	62 21689	74 24057	7 1364	43 2928	70 15000	64 2449	37 4735
(4) Controlling plant diseases	61 3701	65 3314	70 2521	56 3850	11 562	2 126	44 7153	71 18954	70 4560	22 2825
(5) Controlling injurious insects	67 5840	64 1514	58 1102	67 3108	24 440	7 577	34 3664	78 14435	67 4461	33 3413
(6) Controlling noxious weeds	62 6653	35 312	20 353	67 2193	65 7371	1 4	14 2328	25 2279	18 471	15 523
(7) Controlling rodents and other animals	58 8522	40 6550	20 754	62 534	73 603		1 4	31 3446	47 1888	14 164

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and young men and women (older youth)	LIVESTOCK PRODUCTION (other than for family food supply)							
	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horses and mules (e)	Poultry (including turkeys) (f)	Other livestock (g)	
55. Days devoted to line of work by—								
(1) Home demonstration agents	1 5					11 47		
(2) 4-H Club agents	40 226.7	37 578	20 124	37 691	3 2.5	38 525	71 86.5	
(3) Agricultural agents	76 3773	74 2511.3	76 366.3	76 2521.6	40 1447.9	73 1437.8	33 107.5	
(4) State extension workers	61 244.8	55 215.5	33 74.2	44 186		24 328.3	3 8	
56. Number of communities in which work was conducted this year	77 2878	73 240	77 465	77 732	40 175	73 740	24 13	
57. Number of voluntary local leaders or committeemen assisting this year	77 1246	77 845	30 222	70 629	17 239	56 740	12 41	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	70 160	23 42	25 30	25 62	1 1	17 22	3 3	
59. Number of members in such circles, clubs, or associations	70 7872	24 1027	24 1361	24 1275	1 2	18 4016	3 53	
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	63 672	24 273	14 90	18 381	1 2	23 529	3 4	
61. Number of farmers assisted this year in—								
(1) Obtaining purebred males	76 1062	25 1025	67 603	19 1029	3 18	21 502	5 13	
(2) Obtaining purebred or high-grade females	77 1877	52 1452	40 477	45 1812	3 15	23 1317	8 16	
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	48 526	XXXXX	
(4) Improving methods of feeding	17 372	16 6267	45 2451	27 2232	23 1226	16 15020	3 61	
(5) Controlling external parasites	40 894	77 5230	40 2123	57 1587	20 1254	77 4240	6 31	
(6) Controlling diseases and internal parasites	73 752	70 4187	73 5615	81 4602	31 3038	34 16354	6 31	
(7) Controlling predatory animals	2 35	2 1	25 274	3 117		38 620	3 7	

1 Do not include rabbits, guinea, and ferrets, which should be reported under wildlife.

CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and young men and women (older youth)		Soil and water (a)	Forestry (b)	Wildlife (c)
62. Days devoted to line of work by—				
(1) Home-demonstration agents	4 23	4 17	1 2	5 14
(2) 4-H Club agents		26 122.5	24 71.5	8 15
(3) Agricultural agents		95 1370.4	92 453.2	24 135.3
(4) State extension workers		42 45	37 167	6 7
63. Number of committees in which work was conducted this year		95 799	91 462	89 243
64. Number of voluntary local leaders or committeemen assisting this year		64 1136	63 530	25 270
Soil and Water—Continued		Forestry—Continued		
65. Number of farmers assisted this year—		67. Number of farmers assisted this year—		
(a) With problems of land use	73 16403	(a) In reforesting new areas by planting with small trees (Include erosion-control plantings)		67 193
(b) In the use of crop rotations	99 15287	(b) In making improved thinnings, weedings or pruning of forest trees		76 1169
(c) With strip cropping	66 254	(c) With selection cutting		23 1280
(d) In constructing terraces	26 244	(d) With production of naval stores		1 1
(e) In grassing waterways or otherwise preventing or controlling gullies	67 3131	(e) With production of maple-sirup products		64 689
(f) With contour farming of cropland	62 4461	(f) In timber estimating and appraisal		
(g) In contouring pasture or range	28 252	68. Number of farmers cooperating this year in prevention of forest fires		77 34291
(h) In the use of cover or green-manure crops	98 17754	(a) In construction or management of ponds for fish		69 645
(i) In otherwise controlling wind or water erosion	37 5864	(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock		28 2031
(j) In summer-fallowing	23 778	(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders		30 267
(k) In making depth-of-moisture tests	4 43	(d) With other plantings for food and protection in wild-life areas		49 2183
(l) With drainage	74 1661			
(m) With irrigation	21 142			
(n) With land clearing	62 732			
66. Number of farmers—				
(a) In soil-conservation districts which were assisted with education for organization or operations this year	71 9244			
(b) Assisted in arranging for farm-conservation plans this year	81 3176			
(c) Assisted in doing work based on definite farm-conservation plans this year	69 3176			

1 Exclude nature study

### FARM MANAGEMENT

Includes all work with adults, 4-H Club members, and young men and women (older youth)	Farm accounts, cost records, inventories, etc.		Individual farm planning, adjustments, tenancy, and other management problems		Farm credit (short and long time)		Outlook information		
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
70. Days devoted to line of work by—	(1) Home demonstration agents	9 80.5	2	14	1	3	14	63.5	
	(2) 4-H Club agents	16 78.5	21	44.5	1	1	7	21.5	
	(3) Agricultural agents	77 608.1	88	1564.4	57	173.4	56	227.4	
	(4) State extension workers	24 87	20	56.5	4	13.5	10	19	
71. Number of communities in which work was conducted this year		79 610	84	700	81	203	60	465	
72. Number of voluntary local leaders or committeemen assisting this year		37 513	37	551		95	29	420	
73. Number of farm-survey records taken during the year:	(a) Farm business	27 654	75. Number of farmers assisted this year—Continued.						
	(b) Enterprise	22 1281	(e) In getting started in farming, or in re-locating					89	1750
	(c) Other	9 982	(f) With credit problems (debt adjustment and financial plan)					78	1355
74. Number of farmers assisted this year in keeping—	(a) Farm inventory	64 2023	(g) In using "outlook" to make farm adjustments					76	11623
	(b) General farm records	77 3311	(h) With a farm-income statement for tax purposes					45	1884
	(c) Enterprise records	51 2926	(i) With farm-labor problems					78	3228
75. Number of farmers assisted this year—	(a) In developing a farm plan only	76 4313	(j) In developing supplemental sources of income					76	4926
	(b) In developing a farm and home plan	50 1265							
	(c) In analyzing the farm business	68 1925							
	(d) In improving landlord-tenant relations and leasing arrangements	77 1206							

### GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Includes all work with adults, 4-H Club members, and young men and women (older youth)	Price and trade policies (prices, fair practices, interstate trade barriers, transportation, international competition, etc.)		Land policy and program (Classification of land, zoning, titling, 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 (trans-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural work programs, etc.)		
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
76. Days devoted to line of work by—	(1) Home demonstration agents					4	12	7	39
	(2) 4-H Club agents					2	2	1	21
	(3) Agricultural agents	19 33.5		20	66	17	43.5	44	267
	(4) State extension workers	1 1		1	1			6	8.5
77. Number of communities in which work was conducted this year		16 45		78 83		27	109	46	289
78. Number of voluntary local leaders or committeemen assisting this year		8 53		7 33		11	88	21	234
79. Number of tours conducted this year to observe economic and social conditions in various land use areas								23	152
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) government, public finance, and farming conditions related to these problems								89	237
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)								89	322
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year								48	103

<sup>1</sup> Includes all work on farm adjustments conducted in cooperation with FMA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 6 and 8) or to soil management (p. 7).

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and young men and women (older youth)	Type of commodity or enterprise															
	General	Grain and hay	Livestock and wool <sup>1</sup>	Dairy products	Poultry and eggs <sup>2</sup>	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment <sup>3</sup>					
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)						
83. Days devoted to line of work by--																
(1) Home demonstration agents	3 1/2			5 21	7 29.5	8 81	1 1		24	36 20						
(2) 4-H Club agents	229	10.8	51.1	279	16.5	9.3	3	2	4	4.4						
(3) Agricultural agents	163.5	24.2	69	235	11.2	20.5	4.5	22.5	4.5	16.5						
(4) State extension workers	4.5	21	54	21.5	19.5	4.5	2.5	6.5	8.5	15 4						
84. Number of communities in which work was conducted this year	58	58	72	574	41	436	58	45	302	5 23	26 168	39 289	55 378			
85. Number of voluntary local leaders or committeemen assisting this year	23	181	45	482	25	372	24	170	28	280	3 11	10 33	13 121	32 503	31 472	
86. Number of new cooperatives <sup>2</sup> assisted in organizing during the year	8	2	4	4	13	14					1					
87. Number of established cooperatives <sup>2</sup> assisted during the year	52	12	50	193	31	42	8	12	15	22	1				15 19	21 33
88. Number of members <sup>2</sup> in the cooperatives assisted during the year (questions 86 and 87)	34	1425	3578	60	7120	4990	8	3155	17	1010	276		16	12970	1 25	23 12444
89. Question discontinued	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
90. Number of farmers or families (not members of cooperatives) assisted during the year	44	44	57	44	42	38	38	4610	3	455	13	16	1341	18	35	5008
91. Question discontinued	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
92. Number of private marketing and distributing agencies and trade groups assisted this year																72 706
93. Number of programs <sup>2</sup> pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year																42 150
94. Number of marketing facilities improvement programs <sup>2</sup> participated in or conducted this year																44 110
95. Number of marketing surveys assisted with or conducted this year																34 59
96. Number of special merchandising programs <sup>2</sup> participated in or conducted this year																20 49
97. Number of consumer information programs <sup>2</sup> pertaining to marketing and distribution participated in or conducted this year																24 116
98. Number of programs <sup>2</sup> relating to marketing services and costs of distribution conducted this year																17 35
99. Number of programs <sup>2</sup> relating to transportation problems conducted this year																16 28
100. Number of programs <sup>2</sup> relating to the specific use of market information conducted this year																28 102
101. Number of other marketing programs <sup>2</sup> conducted this year (specify)																12 40

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

<sup>2</sup> If more than one cooperative assists more than one county, include only the members living in the county covered by this report.

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

## HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with white, 4-H Club members, and young men and women (other youth)		The house, furnishings, and surroundings (5)	Rural electrification (6)	Farm buildings (7)	Farm mechanical equipment (8)
102. Days devoted to line of work by—					
(1) Home demonstration agents		15 4477.15	53 402.6	4 10	
(2) 4-H Club agents		75 87	8 42	10 53	8 44
(3) Agricultural agents		48 141.7	60 241.05	87 433.63	61 146.1
(4) State extension workers		57 217.5	72 16.5	73 46.78	21 42.5
103. Number of communities in which work was conducted this year		73 365	72 449	73 503	63 253
104. Number of voluntary local leaders or committeemen assisting this year		80 3026	66 431	27 144	20 170
<b>The House, Furnishings, and Surroundings—Continued</b>		<b>Rural Electrification—Continued</b>			
105. Number of families assisted this year in—			106. Number of associations organized or assisted this year to obtain electricity. (Report associations, not individual members)		13 17
(a) Constructing dwellings	74 1281		107. Number of families assisted this year in—		55 2506
(b) Remodeling dwellings	13 2587		(a) Obtaining electricity		73 1633
(c) Installing sewage systems	43 896		(b) Selection or use of electric lights or home electrical equipment		57 3350
(d) Installing water systems	77 2309		(c) Using electricity for income-producing purposes		
(e) Installing heating systems	35 641		<b>Farm Buildings—Continued</b>		
(f) Providing needed storage space	71 8077		108. Number of farmers assisted this year in—		88 2729
(g) Rearranging or improving kitchens	13 6794		(a) The construction of farm buildings		82 1837
(h) Improving arrangement of rooms (other than kitchens)	74 12381		(b) Remodeling or repairing farm buildings		64 958
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	17 13428		(c) Selection or construction of farm-building equipment		
(j) Selecting housefurnishings or equipment (other than electric)	74 15478		<b>Farm Mechanical Equipment—Continued</b>		
(k) Improving housekeeping methods	72 14437		109. Number of farmers assisted this year in—		63 1363
(l) Laundry arrangement	52 2081		(a) The selection of mechanical equipment		68 2302
(m) Installing sanitary closets or outhouses	34 244		(b) Making more efficient use of mechanical equipment		
(n) Screening or using other recommended methods of controlling flies or other insects	61 9822		110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year		57 2524
(o) Improving home grounds	65 2726		111. Number of gin stands assisted this year in the better ginning of cotton		4 14
(p) Planting windbreaks or shelterbelts	21 477				

**NUTRITION AND HEALTH**

122	Include all work with adults, 4-H Club members, and young men and women (older youth)	Home production of family food supply	Food preservation and storage	Food selection and preparation	Other health and safety work
		(a)	(b)	(c)	(d)
112.	Days devoted to line of work by—				
	(1) Home demonstration agents	72 711.35	12 1127.8	85 2866.9	24 478.9
	(2) 4-H Club agents	4 36	3 4		7 20
	(3) Agricultural agents	26 306.5	74 30.8	4 4	17 61.1
	(4) State extension workers	36 87	21 29.5	43 70	8 9
113.	Number of communities in which work was conducted this year	12 762	12 714	11 775	25 567
114.	Number of voluntary local leaders or committeemen assisting this year	63 1544	25 1326	24 3095	20 1374
115.	Number of families assisted this year—				
	(a) In improving diets				12 30343
	(b) With food preparation				59 36724
	(c) In improving food supply by making changes in home food production—				
	(1) Of vegetables				46 17435
	(2) Of fruits				54 6721
	(3) Of meats				28 5694
	(4) Of milk				24 3279
	(5) Of poultry and eggs				59 4231
	(6) Total of above subitems minus duplications due to families making changes in production of more than one kind of food				72 26271
	(d) With home butchering, meat cutting or curing				52 4715
	(e) With butter or cheese making				38 415
	(f) With food-preservation problems in—				
	(1) Canning				62 2368
	(2) Freezing				16 19676
	(3) Drying				78 594
	(4) Storing				45 6181
	(5) Total of above subitems minus duplications due to families using more than one method of preserving				16 31444
	(g) In producing and preserving home food supply according to annual food-supply budget				40 6560
	(h) In canning according to a budget				52 7520
	(i) With child-feeding problems				28 3141
	(j) In the prevention of acids and other common diseases				34 2908
	(k) With positive preventive measure to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				24 4339
	(l) With first aid or home nursing				35 3644
	(m) In removing fire and accident hazards				52 12761
116.	Number of schools assisted this year in establishing or maintaining hot school lunches				37 1185
117.	Number of nutrition or health clinics organized this year through the efforts of extension workers				13 26

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and young men and women (older youth)		Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
117	(1) Home demonstration agents	58 737.2	85 4632.2	41 322.2	79 1126.15
118. Days devoted to line of work by:	(2) 4-H Club agents	1 1	1 82.5	3 12.5	11 149
	(3) Agricultural agents	4 13	1 5	1 4	24 201.5
	(4) State extension workers	26 441.5	35 60	3 3	20 51
		31 441	52 784	27 246	87 704
119. Number of communities in which work was conducted this year	34	781	71 2148	22 391	63 1635
120. Number of voluntary local leaders or committeemen assisting this year	34	781	71 2148	22 391	63 1635

Home Management—Family Economics—Continued

121. Number of families assisted this year—	
(a) With time-management problems	35 552.2
(b) With home accounts	23 159.7
(c) With financial planning	21 123.5
(d) In improving use of credit for family living expenses	2 52.8
(e) In developing home industries as a means of supplementing income	26 117.7
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying. (Do not report individuals):	
(a) Food	13 144
(b) Clothing	10 118
(c) Housefurnishings and equipment	21 451
(d) General household supplies	13 144
123. Number of families assisted this year through cooperative associations? or individually, with the buying of—	
(a) Food	27 578.4
(b) Clothing	33 419.6
(c) Housefurnishings and equipment	40 1063.3
(d) General household supplies	28 90.71
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).	45 1641.5
125. Number of families assisted this year with "making versus buying" decisions.	59 1264.6
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	59 1674.2

NOTE.—Individual families and groups assisted with selling problems should be reported in column (f), page 2.

Clothing and Textiles—Continued

127. Number of families assisted this year with—	
(a) Clothing-construction problems	12 512.2
(b) The selection of clothing and textiles	28 2035.5
(c) Care, renovation, remodeling of clothing	28 1581.5
(d) Clothing accounts or budgets	41 237.2
Family Relationships—Child Development—Continued	
128. Number of families assisted this year—	
(a) With child-development and guidance problems	30 267.1
(b) In improving family relationships	30 38.91
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year	26 216.2
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men	3 72.0
(b) Women	20 302.2
131. Number of children in families represented by such individuals	20 686.1

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation	93 1642.3	
133. Number of communities assisted this year in improving community recreational facilities	68 44.5	
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	70 86.3	
135. Number of communities assisted this year in establishing—	(a) Club or assembly hall	21 202
	(b) Permanent camp	15 71
	(c) Community rest rooms	5 5
136. Number of communities assisted this year in providing library facilities	12 234	
137. Number of school or other community grounds improved this year according to recommendations	45 129	

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 completed (e)	Number of units involved in completed projects (f)
138. Corn	87 1744	6 27	82 1196	5 10	83 1743.51	Acres
139. Other cereals	22 24		20 47		19 261.8	Acres
140. Peanuts	16 122		9 72		9 107.2	Acres
141. Soybeans, field peas, alfalfa, and other legumes	15 31		12 26		12 157.2	Acres
142. Soil and water conservation	10 26	1 1	9 20	1 1	7 1033.5	Acres
143. Potatoes, Irish and sweet	42 309	3 10	37 169	3 4	38 78.3	Acres
144. Cotton, Irish and sweet	4 23		3 12		2 42.5	Acres
145. Tobacco	31 471	1 1	29 299		30 263.95	Acres
146. Fruits	14 22	3 6	11 42	2 2	12 53.31	Acres
147. Home gardens	89 345	42 289	86 2020	39 411	76 749.36	Acres
148. Market gardens, truck and canning crops	23 127		18 75		18 821.61	Acres
149. Other crops (including pasture improvement)	6 7	1 3	4 5		4 5.3	Acres
150. Poultry (including turkeys)	73 2246	42 406	17 1371	39 256	17 1467.60	Birds
151. Dairy cattle	87 1992	42 172	12 1405	37 143	13 1462	Animals
152. Beef cattle	74 615	22 66	67 427	21 64	70 709	Animals
153. Sheep	46 204	11 17	38 158	10 10	26 1012	Animals
154. Swine	42 212	22 45	21 2807	20 78	20 7259	Animals
155. Horses and mules	2 3		1 1		1 1	Animals
155a. Rabbits	51 317	9 18	42 156	7 13	43 255.6	Animals
156. Other livestock	7 20		4 11		4 37	Animals
157. Bees	7 16		3 4		3 8	Colonies
158. Beautification of home grounds	22 264	25 1124	19 176	32 299	XXXXXXXXXXXX	
159. Forestry	10 159	2 11	6 80	2 7	5 201.8	Acres
160. Wildlife and nature study (game and fur animals)	6 112	2 3	6 77	1 2	XXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity, tractor	26 640	9 227	25 417	11 270	15 440	Articles made
					15 223	Articles repaired
162. Farm management					XXXXXXXXXXXX	
163. Food selection, preparation, and/or baking		77 4867		75 3640	24 782.2	Meals planned
					47 802.1	Meals served
164. Food preservation (include frozen foods)		62 2066		62 1529	49 1784.3	Quarts canned
165. Health, home nursing, and first aid					56 1397.5	Quarts frozen
165a. Child care		2 7		2 7	24 1153.4	Pounds frozen
166. Clothing		64 13075		82 10420	78 3077.2	Garments made
					66 5671	Garments remodeled
167. Home management (housekeeping)		45 3331		44 2780	34 875.8	Units
168. Home furnishings and room improvement		55 1690		53 1516	52 1889	Rooms
					50 502.2	Articles
169. Home industry, arts and crafts		3 171	1 70	3 171	4 1071	Articles
170. Junior leadership		2 5		2 5	XXXXXXXXXXXX	
171. All others	12 481	26 1441	13 283	25 175	XXXXXXXXXXXX	
172. Total (project enrollment and completion)	96 7720	27 29517	96 11192	27 23271	XXXXXXXXXXXX	

\* Enter frozen foods as quarts or pounds. The unit displayed reflects by converting quarts to pounds or pounds to quarts.

### 4-H CLUB MEMBERSHIP<sup>1</sup>

173. Number of 4-H Clubs (do not count the same club more than once)..... 97 1153
174. Number of different 4-H Club members enrolled: (a) Boys <sup>97</sup> 15073 (b) Girls <sup>97</sup> 18974
175. Number of different 4-H Club members completing: (a) Boys <sup>97</sup> 9684 (b) Girls <sup>97</sup> 15207
176. Number of different 4-H Club members in school: (a) Boys <sup>96</sup> 14727 (b) Girls <sup>96</sup> 18659
177. Number of different 4-H Club members out of school: (a) Boys <sup>96</sup> 5336 (b) Girls <sup>96</sup> 29316
178. Number of different 4-H Club members from farm homes: (a) Boys <sup>96</sup> 12386 (b) Girls <sup>96</sup> 14588
179. Number of different 4-H Club members from nonfarm homes: (a) Boys <sup>96</sup> 2687 (b) Girls <sup>96</sup> 4286

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

180. By years	Boys		Girls		181. By ages	Boys		Girls	
	(a)	(b)	(c)	(d)		(e)	(f)	(g)	(h)
1st year	76243	77908	10 and under	752626	753673				
2d	764047	774894	11	762897	774004				
3d	76223	763130	12	762827	773642				
4th	751251	751825	13	762587	773016				
5th	77660	78826	14	761877	772174				
6th	76329	77380	15	751255	771293				
7th	77147	77151	16	77671	78797				
8th	7650	7651	17	77333	78242				
9th	7617	766	18	76148	7872				
10th and over	756	744	19	7624	7821				
			20 and over	7428	7412				

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging <sup>78</sup> 6724 (f) Fire and accident prevention <sup>78</sup> 9862
- (b) Giving demonstrations <sup>78</sup> 6205 (g) Wildlife conservation <sup>78</sup> 2251
- (c) Recreational leadership <sup>77</sup> 2654 (h) Keeping personal accounts <sup>78</sup> 3113
- (d) Music appreciation <sup>76</sup> 2261 (i) Use of economic information <sup>78</sup> 11347
- (e) Health <sup>76</sup> 4431 (j) Soil and water conservation <sup>76</sup> 2121
- (k) Forestry <sup>76</sup> 1563
183. Number of 4-H Club members having health examination because of participation in the extension program. <sup>78</sup> 21844
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs. <sup>78</sup> 71621

### WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH)

(Do not include work with 4-H Clubs)

#### A. Extension organized groups of young men and women:

185. Number of such groups worked with during year..... 23 38
186. Membership in such groups: (a) Number of different young men 21639 (b) Number of different young women 24650
187. Distribution of these members by school and marital status and age groupings. (The sum of (1) a+b+c—the sum of d+e+f=186 (a). Also the sum of (2) a+b+c—the sum of d+e+f=186 (b).)

	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men	15 168	20 275	16 189	20 274	20 196	15 164
(2) Young women	15 219	17 244	17 248	19 277	17 180	17 193

188. Number of meetings these extension organized groups held. <sup>21</sup> 316
189. Total attendance at such meetings. <sup>21</sup> 10623

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

190. Number of such groups assisted during the year. <sup>23</sup> 57
191. Number in such groups: (a) Different young men <sup>21</sup> 939 (b) Different young women <sup>16</sup> 746

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

192. Number of different individuals assisted: (a) Young men <sup>14</sup> 508 (b) Young women <sup>12</sup> 345

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

193. Number of different young people worked with or assisted. (Total of questions 186, 191, and 192 minus duplications due to membership in both groups "A" and "B") (a) Young men <sup>31</sup> 1805 (b) Young women <sup>27</sup> 1424

194. Question discontinued.

<sup>1</sup> 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. <sup>2</sup> Report the total number of different boys or girls enrolled in club work. This total should equal the sum of all project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more active-quarter lines of work. Do not include boys and girls enrolled late in the year in connection with the preceding year's program. <sup>3</sup> Same as footnote 2, except that extension is to completions instead of enrollments.

MISCELLANEOUS

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

195. Days devoted to line of work by—	Days				General Insect 1	All other work
	(a)	(b)	(c)	(d)		
(1) Home demonstration agents	8	29	4	12		65 12.17
(2) 4-H Club agents	41	113.5	19	10.765		18 399.5
(3) Agricultural agents	19	35	6	10		26 91.5
(4) State extension workers	39	136	17	25		23 96
196. Number of communities in which work was conducted this year	15	49	6	42		67 269
197. Number of voluntary local leaders or committeemen assisting this year						46 1489

198. Question discontinued.

COOPERATION WITH OTHER FEDERAL AGENCIES

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

199. Days devoted to line of work by—	Agriculture to Veterans		U. S. D. A. Okonkila		Farm Credit Administration		Employment Service		Production and Marketing Administration		Soil Conservation Service		Farmers Home Administration		Rural Electrification Administration		Tennessee Valley Authority		Social Security, Public Health, Children's Bureau		Other Agencies		
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)	(v)	
(1) Home demonstration agents	12	31	33	122	4	5	6	6.5	13	14	15	37	23	23.7	24	107.2	7	297	36	165	48	245.5	
(2) 4-H Club agents	7	25	7	25	4	5.5	2	2	8	24.5	11	24.5	5	4	5	4	7	29	2	5	2	4	
(3) Agricultural agents	66	498.5	71	225.3	52	142.2	4	6.3	70	112.9	86	761.8	70	202.05	99	26.5	24	81.3	19	30.5	97	115.5	
(4) State extension workers	7	19	2	4					3	7	8	21	4	18	3	5.5	20	83.25				3	6
200. Number of communities in which work was conducted this year	66	508	63	492	47	246	40	187	85	752	78	655	66	356	50	321	53	469	98	313	55	454	
201. Number of voluntary local leaders or committeemen assisting this year	39	350	38	284	11	36	9	35	44	771	40	344	28	226	16	303	27	426	25	504	33	648	
202. Number of meetings participated in this year by extension workers	62	506	61	336	31	60	11	16	22	221	68	263	47	72	41	146	37	259	27	269	46	372	

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