

VIRGINIA

GLOUCESTER COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1944

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RETURN TO
EXTENSION
DIVISION OF FIELD
STUDIES & TRAINING

ANNUAL NARRATIVE REPORT
on
EXTENSION WORK CONDUCTED
in
GLOUCESTER COUNTY, VIRGINIA
1944

D. W. THOMPSON
COUNTY AGRICULTURAL AGENT
GLOUCESTER, VIRGINIA

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SUMMARY

This summary is intended to cover briefly the principal statistics of the work conducted by the Agent in 1944.

Days in field	239½
Days in office	36
Farm visits made	1249
Meetings held or attended	56
Attendance at above meetings	1046
Method demonstrations given	309
Attendance at above demonstrations	988
Office calls	2350
Telephone calls	2381
News articles written	46
Farm bulletins distributed	200
Number Farm Cooperatives in County	1
Membership in above cooperative	95
Volume of business done by cooperative	\$2413.00
A.C.A. Membership (participating)	550 (approx.)
A.C.A. Cash Payments and Value of Materials received (participating and non-participating)	\$27478.00
Miles traveled in work	10415

INTRODUCTION

This report is a brief narrative of Extension work conducted in 1944 relating to the farm problems from the Agent's viewpoint, and telling how he endeavored to meet them through Extension Service. It reviews and explains the principal statistics of the work and discusses items not fully covered by the statistical report.

TYPE OF AGRICULTURE

Gloucester County with its 1253 farms listed in the 1940 census is highly varied in its agriculture. With few exceptions its farms are small, ranging in size from the "one-man farm" to the "part-time" and "subsistence" farms. However, there are a few farms considerably larger. A small amount of truck farming is carried on in one district, while poultry and general farming is done throughout the county. The majority of farmers produce their own pork and vegetables.

Approximately two-thirds of the population is concentrated in the areas near the river courses. In normal times the majority of this group is directly or indirectly engaged in the seafood industry. Their chief farming interest lies in home gardens and pork production for home use. However, they are now doing war work in the nearby plants. This holds true with practically every available man throughout the county. This makes organized agricultural programs with these people exceedingly difficult, and disrupts all effort to carry them out.

In the seafood industry sections of the county, the majority of their livestock feed is purchased commercially, while in the remainder of the county only supplementary poultry feed is bought extensively. Except in the fishing section the farmers are largely self-supporting with a liberal export of poultry, eggs, veal calves, pulpwood, lumber, and cut flowers, the latter bringing in approximately a quarter million dollars annually.

EXTENSION ORGANIZATION

The Extension organization here is the County Board of Agriculture, consisting of one man and one woman selected from each of six communities into which the county was divided, with the professional agricultural and home economics workers as exofficio members. This Board has as its subsidiary organization the neighborhood leaders' organization of one man and one woman selected from each of 45 neighborhoods and totaling ninety members, bringing the active organization membership up to 102. The professional workers, consisting of one vocational agriculture teacher, two home economics teachers, one man and one woman Farm Security worker (until the local office and its personnel were moved), and the County Agent, cooperated in developing the County Board of Agriculture which serves to develop the county farm program and assists in carrying it out.

ASSOCIATED ORGANIZATIONS

Organizations associated with Extension Service here are chiefly those indicated above. The Farm Securities and Smith-Hughes workers try to follow a plan of work coordinated with Extension work. Frequent consultations and exchange of thought among the personnel of the three organizations prove a helpful guide and a mutual benefit to all in making the county farm program sound and effective.

The AAA is directly associated with Extension service. It is housed in the same building and the Extension workers cooperate fully with that organization in the educational phase of the work, as well as in every other way possible in making the program successful.

The one cooperative in the county has been assisted extensively by Extension Service which assistance we think has enabled the cooperative to render the membership valuable service under exceedingly difficult war-time conditions.

The County War Board, of which the Agent is Secretary, has been closely associated with Extension Service. The two organizations have cooperated wholeheartedly during the year. Selective Service has frequently called on the War Board in the deferment of farmers and many other related problems. Work with the War Board in the problem of Defense Transportation has been heavy. Likewise, lumber and farm machinery rationing have been problems requiring much time and effort.

PROJECT ACTIVITIES

Agronomy assumes a place of highest importance in the county's agriculture. While little or no project demonstrations, as such, have been conducted, much has been done in the way of using the most adapted seed in all crops, especially soybeans and corn.

Great interest has been shown in hybrid corns. Farmers have tried to get the highest possible yields to compensate to some extent for the disadvantages of labor and machinery shortages. Its use has increased from year to year and we think it is permanently established here now. The shortage of hybrid seed corn this year limited the planting considerably, but the farmers are well sold on its use and the planting now is limited primarily by the supply of seed.

Special effort was made this year to use plenty of fertilizer and cover crops. Farmers realize it is false economy here not to use the greatest amount of fertilizer practicable.

Lime has been used when possible to get it. Due to the shortage of hauling service and labor for spreading lime, it has been impossible for farmers to use the amount they desired. Its value in soil improvement and crop production is almost universally recognized among Gloucester farmers. This year approximately 500 tons of AAA and State lime have been used, in addition to a limited tonnage purchased from other sources.

Poultry and egg production has been encouraged by the County Board of Agriculture as means of the farmers' participation in food production to win the war. In

spite of feed shortage and poor quality of feed, labor shortage and transportation problems, farmers here have gone ahead in the field of production at a very gratifying pace. Egg production has been kept up exceptionally well for the conditions under which the work was conducted. Broiler production has been fair and a considerable number of fine capons have been produced. Egg producers have had a difficult situation in which feed was high-priced and of poor quality. Egg prices were too low for the greater part of the year and there was a tendency among producers to sell their flocks. The Agent and other workers put on an educational campaign early in the year designed to lower cost of production in order to avert wholesale disposing of layers. Producers were urged to cull their flocks rigidly and stay in the business as long as expenses could be met with the prospect that prices would improve as the year progressed. Appeal was made to their patriotism that in so doing they would be making a valuable contribution to the war effort. We think this campaign was effective. Those who continued producing are now receiving a good price for their eggs.

Extension service here has been a great help to the people in disease and parasite control, and in many other poultry problems.

In animal husbandry the Extension Service has encouraged production of meat and milk products as a war measure. Hog production appears to be larger than ever, and hog cholera more prevalent than in any previous year. This disease has necessitated the expenditure of many weeks of effort by the white and Negro agent as well. One layman rendered great assistance in the most critical period of the epidemic by immunizing several hundred hogs. The Agent alone treated hogs valued at above \$30,000.00. Only by constant effort and hard work were we able to keep losses from reaching an exceedingly high figure.

In the spring the Agent secured the services of a veterinarian and worm-treated the workstock of twenty-four farmers. This work has been effective and is limited now largely by war conditions and availability of the service.

In horticulture the farmers have continued to practice the use of good adapted seed and the best fertilizer available. Special effort was made by many farmers as a

war aid to grow more potatoes, melons, and beans than usual. Many farmers grew them at a loss, or little or no profit.

Forestry has been an exceedingly important project in the war effort of the county. Lumbering has been extensive as has the pulpwood industry. Labor and transportation difficulties have handicapped the work, but the county's contribution to the work production of these critical items has been large. Thousands of cords of fuel wood have been cut and delivered to Gloucester homes, making a direct contribution to war production by saving the critical coal and fuel oil materials for more urgent war uses. Fish or pound poles have continued to be supplied to the seafood industry, which plays such a vital part in feeding the nation at war.

The County's one cooperative has a membership of ninety-five flower growers. Extension Service has been of great help to the organization in conducting its work this year. The cooperative has purchased practically all of its members' supplies and has perhaps achieved the greatest success of any year. The majority of the members, we think, could not have purchased their supplies individually, whereas the organization did succeed in securing these critical materials.

In this county the total miscellaneous work is a major problem. There are constantly arising problems in forestry, wildlife, rodent and insect control in homes, barns, gardens and on farms, flower production and marketing, home beautification and landscape improvement, lawns, home orchards and numerous similar problems. They are a part of farm life here and the people naturally rely on Extension Service for help and information on all of them.

Added to these items has been the tremendous demand for help on rationing problems. Hundreds of people are constantly requesting help in securing lumber, gasoline, labor, machinery, and many other items. Extension work has to meet these demands, and in many ways the "miscellaneous" work becomes a major obligation.

ASSISTANCE TO AGRICULTURAL CONSERVATION PROGRAM

Extension Service has endeavored to be of the greatest possible assistance to the Agricultural Conservation Program in Gloucester. The Agent conducted the educational phase of the work and assisted in some of the regular work. At present the AAA has one experienced worker who has ably conducted the office work and relieved the Agent of much of the responsibility.

The organization of the Association has followed the pattern laid by the State office. The county was divided into six communities, each having five elected committeemen, with a central county committee of five elected members.

The county pays rent and furnishes light and part of the fuel for a three-room office housing the AAA and Extension. The AAA has supplied part of the fuel, rents one telephone, has one adding machine, one typewriter, eight steel chairs, 2 desks, 2 tables, three steel filing cabinets and a number of transfer cases, and one photograph cabinet. At present it has two full-time workers and receives the cooperation of the Extension secretary and the County Agent in the educational phase of the program.

During the current year approximately 550 farmers participated in the AAA program. These and the non-participating farmers bring the potential cash and materials benefits for the county up to \$27,478.00 for 1944. To date the materials furnished by the AAA this year are 475 tons of lime, 80 tons of phosphate and 10,000 pounds of crimson clover seed. These materials would have been much larger except for transportation difficulties and labor problems. Labor shortage made it impossible for farmers to use lime extensively even if they could have gotten it. Likewise, the shortage of farm machinery handicapped farmers in participating in the AAA program.

EXTENSION WORK IN FARM CREDIT

Very little farm credit has been needed or asked for here this year. The Farm Securities has supplied some of that and we understand their supervisors are working with their clients in this county even though the office has been moved from Gloucester. Extension Service has advised those seeking credit regarding the available loans and assisted applicants whenever possible. A few small Emergency Crop and Feed Loans were made, but the total was small. We don't regard farm credit for this county as being much of a problem.

COOPERATION WITH OTHER AGENCIES

Extension Service has cooperated fully with all other organizations not only as a matter of good policy towards friendly and effective work, but for the sake of bringing the maximum benefits to the war effort. The Smith-Hughes, the Farm Securities, AAA, Negro Extension, OPA, Selective Service, War Board, ODT, and all the various branches of these organizations have received the fullest cooperation the Extension Agent and Secretary could possibly give. This has taken extreme effort and endless hours of overtime work, but if our war effort has been benefitted, and we feel that it has, we are not only compensated but gratified.

NATIONAL DEFENSE

All extension effort has of necessity centered around National Defense. We were fortunate to have our organizations for defense reasonably well planned and functioning. The Professional Workers'

Council, the County War Board, the farm machinery rationing board, the county AAA, and the county Farm Transportation Committee, have been the principal channels through which defense problems have been handled by Extension Service.

Farm people were urged universally to cooperate in all conservation programs for the war effort. Victory gardens, production, conservation and preservation of foods, salvage, care of farm machinery, conservation of gas and rubber, soil conservation and observation of all war-time regulations was universally urged to be carried out. Meetings were held in key communities at which important points in the war programs were discussed. We believe that considerable good was accomplished through these meetings, personal contacts, and news articles. Outlook information designed to meet war time conditions was always used to good effect. Patriotic appeal, we think, was effective in persuading farmers to meet production adjustments necessary in National Defense.

Work with the OPA has demanded much of the Agent's time. Farmers were constantly requesting the Agent to assist them with various OPA problems. Applications have always been too complicated for many to understand and they invariably came to the Extension office for help.

The ODT work has added a heavy burden to Extension workers here. The Transportation Committee, like many other war-time committees, are scattered throughout the county and do not have time to do the work assigned them. Frequently they are inaccessible or difficult to locate. Consequently, endless numbers of truck owners come to the County Agent requesting help in their transportation problems. The Agent, realizing the supreme importance of the county's transportation to the war effort, has done everything possible to assist with this problem.

The County War Board has cooperated smoothly with the Selective Service and has been called on many times by the draft board to assist in farm deferments. The AAA Chairman, the Smith-Hughes agricultural teacher, and the County Agent constitute the War Board and we think have done a satisfactory job under difficult conditions.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration
Extension Service
Washington, D. C.

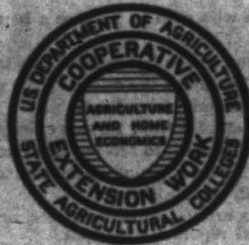
COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Glenhurst

REPORT OF

_____ (Name) Home Demonstration Agent.	From _____ to _____, 194
_____ Assistant Home Demonstration Agent.	From _____ to _____, 194
_____ 4-H Club Agent.	From _____ to _____, 194
_____ Assistant County Agent in charge of Club Work.	From _____ to _____, 194
<u>E. O. Thompson</u> Agricultural Agent.	From <u>Oct. 1, 1943</u> to <u>Nov. 1944</u>
_____ 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 AGENTS' ANNUAL REPORT

Ext 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 office, 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 header 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 header 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 out—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 articles 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 most important information first.
7. Observe accepted principles of English composition.
8. Include only a few photographs, news articles, dramatic scenes, 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, other 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. Certain types 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 summary additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
1. Months of service this year (agents and assistants)				12	XXXXXXXX
2. Days devoted to work with adults ³				275 1/2	XXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth ³					XXXXXXXX
4. Days in office ⁴				36	XXXXXXXX
5. Days in field ⁴				239 1/2	XXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁵				1249	1249
7. Number of different farms or homes visited					
8. Number of calls relating to extension work	(1) Office (2) Telephone			2350	2350
				2581	2581
9. Number of news articles or stories published ⁶				46	46
*10. Number of bulletins distributed				200	200
11. Number of radio talks broadcast or prepared for broadcasting					
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number			
		Total attendance of:			
		(b) Men leaders			
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(2) 4-H Club and older youth	(a) Number			
		Total attendance of:			
		(b) Leaders			
14. Number of adult result demonstrations conducted	(1) Adult work	(a) Number		309	309
		(b) Total attendance		988	988
15. Meetings held at such result demonstrations	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			
16. Tours conducted	(1) Adult work	(a) Number			
		(b) Total attendance			
17. Achievement days held	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			

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

* est.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (1)	4-H Club agents (2)	Agricultural agents (3)	County total* (4)	
18. Encampments held (report attendance for your county only) ¹	(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			48	48	
		(b) Total attendance			1009	1009	
	(2) 4-H Club and older youth	(a) Number					
		(b) Total attendance					
	20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number			8	8
			(b) Total attendance			37	37
(2) 4-H Club and older youth		(a) Number					
		(b) Total attendance					

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

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

² Does not include picnics, rallies, and short courses, which should be reported under question 18.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census) _____ 1253
22. Number of farms on which changes in practices have definitely resulted from the agricultural program _____ 1000 (est)
23. Number of farms involved in preceding question which were reached this year for the first time _____
24. Number of nonfarm families making changes in practices as a result of the agricultural program _____ 50 (est)
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program _____
26. Number of farm homes involved in preceding question that were reached this year for the first time _____
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program _____
28. Number of other homes involved in preceding question that were reached this year for the first time _____
29. Number of farm homes with 4-H Club members enrolled _____
30. Number of other homes with 4-H Club members enrolled _____
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications) _____ 1000 (est)
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications) _____ 50 (est)

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 Board of Agriculture (2) No. of members 12
- (b) Agricultural (1) Name _____ (2) No. of members _____
- (c) Home demonstration (1) Name _____ (2) No. of members _____
- (d) 4-H Club (1) Name _____ (2) No. of members _____
- (e) Older youth (1) Name _____ (2) No. of members _____
34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
- (a) Agricultural 12 (b) Home demonstration _____ (c) 4-H Club _____ (d) Older youth _____
35. Total number of communities in county. (Do not include number of neighborhoods.) 6
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 6
37. Number of clubs or other groups organized to carry on adult home demonstration work _____
38. Number of members in such clubs or groups _____
39. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 155.) _____
40. Number of neighborhood and community leaders in the neighborhood-leader system 102 Men 57 Women 51
41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program. (Should include question 40.)
- (a) Adult work (1) Men 57 (2) Women 51 (b) 4-H Club and older youth work (1) Men _____ (2) Women _____ (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 Board of Agriculture
43. Number of members of such county agricultural planning group:
- (a) Unpaid lay members: (1) Men 3 (2) Women 3 (3) Youth _____
- (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men 2 (2) Women 3
44. Number of communities with agricultural planning committee (over-all planning) 6
45. Number of members of such community planning committee: (a) Men 6 (b) Women 6 (c) Youth _____
46. Was a county committee report prepared and released during the year? (a) Yes _____ (b) No

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			<u>13 (est)</u>
(4) State extension workers			
48. Number of planning meetings held			
(1) County			<u>2</u>
(2) Community			
49. Number of unpaid voluntary leaders or committeemen assisting this year			<u>12</u>
50. Days of assistance rendered by voluntary leaders or committeemen			<u>12 (est)</u>

¹ Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (b) will be identical. In all other cases column (c) is the sum of columns (a) and (b). 16-5071-2

* CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Pastures (e)	Cotton (f)	Tobacco (g)	Potatoes and other vegetable crops (h)	Fruits (i)	Other crops (j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	18	3	3	15	14			16	1	
(4) State extension workers										
52. Number of communities in which work was conducted this year	6			6	3			3	2	2
53. Number of voluntary local leaders or committeemen assisting this year										
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed	125			140						10
(2) The use of lime	10	10	5	40	14					
(3) The use of fertilizers				60	19					
(4) Controlling plant diseases	40	10	10							
(5) Controlling injurious insects								50		
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals	10									

* LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horses and mules (e)	Poultry (including turkeys) (f)	Other livestock (g)
55. Days devoted to line of work by—							
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents	10	2	1	64	8	25	
(4) State extension workers							
56. Number of communities in which work was conducted this year	6	2	2	6	6	6	
57. Number of voluntary local leaders or committeemen assisting this year				1			
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males							
(2) Obtaining purebred or high-grade females							
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX		XXXXX
(4) Improving methods of feeding							
(5) Controlling external parasites	2			10	2	25	
(6) Controlling diseases and internal parasites	3	1	3	500	40	100	
(7) Controlling predatory animals							

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

16-3070-6

* est.

* 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	32	2	1
(4) State extension workers			
63. Number of communities in which work was conducted this year		6	
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	_____
(b) In the use of recommended crop rotations	_____
(c) With strip cropping	_____
(d) In constructing terraces	_____
(e) In grassing waterways or otherwise preventing or controlling gullies	_____
(f) With contour farming of cropland	_____
(g) In otherwise controlling wind or water erosion	_____
(A) In contouring pasture or range	_____
(i) In the use of cover or green-manure crops	400
(j) In summer-fallowing	50
(k) In making depth-of-moisture tests	_____
(l) With drainage	_____
(m) With irrigation	_____
(n) With land clearing	_____
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts	_____
(b) Voluntary soil-conservation associations	_____
(c) Grazing associations	_____

1 Include nature study.

Forestry—Continued

67. Number of farmers assisted this year--	
(d) In reforesting new areas by planting with small trees. (Include erosion-control plantings)	_____
(b) In making improved thinnings, weedings, or pruning of forest trees	_____
(c) With selection cutting	_____
(d) With production of naval stores	_____
(e) With production of maple-sirup products	_____
(f) In timber estimating and appraisal	_____
68. Number of farmers cooperating this year in prevention of forest fires	200

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife	_____
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* FARM MANAGEMENT

Include all work with clubs, 4-H Club members, and other youth

70. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	Farm records, soil samples, etc.	Individual farm planning, adjustments, and other management problems	Farm goals (short and long term)	Outside assistance
71. Number of communities in which work was conducted this year		(6)	(6)	1	4
72. Number of voluntary local leaders or committeemen assisting this year				6	6

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

76. Number of farmers assisted this year—Continued.

(a) In getting started in farming, or in re-locating
(b) With credit problems (debt adjustment and financial plans)
(c) In using "outlook" to make farm adjustments
(d) With a farm-income statement for tax purposes
(e) With farm-labor problems
(f) In developing supplemental sources of income

73. (a) Farm business					
73. (b) Enterprise					
73. (c) Other					
74. (a) Farm inventory					5-
74. (b) General farm records					100
74. (c) Enterprise records					
75. (a) In developing a farm plan only					25-
75. (b) In developing a farm and home plan					25-
75. (c) In analyzing the farm business					
75. (d) In improving landlord-tenant relations and leasing arrangements					
76. (a) In getting started in farming, or in re-locating					
76. (b) With credit problems (debt adjustment and financial plans)					
76. (c) In using "outlook" to make farm adjustments					
76. (d) With a farm-income statement for tax purposes					
76. (e) With farm-labor problems					
76. (f) In developing supplemental sources of income					

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with clubs, 4-H Club members, and other youth

77. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	Firm and trade policies (prices, international trade, interstate trade barriers, transportation, foreign competition, etc.)	Local policy and program (land, tenants, land developer, settlement, public land management, etc.)	Public finance and services (taxation, land use, health, welfare, etc.)	Local welfare (road building, public works, etc.)
78. Number of communities in which work was conducted this year		(6)	(6)	(6)	(6)

79. Number of tours conducted this year to observe economic and social conditions in various hard 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 dispersed families assisted this year in finding employment (agricultural and non-agricultural).

82. Number of non-agricultural groups to which any of the above economic and social problems have been presented and discussed this year.

83. Includes 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 (Sp. 6 and 9) or to soil management.

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* MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ²	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents	1	1	1	1	2	1		1			2
(4) State extension workers											
84. Number of communities in which work was conducted this year	6				6	2		6			6
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives ³ assisted in organizing during the year											
87. Number of established cooperatives ³ assisted during the year											1
88. Number of members ³ in the cooperatives assisted during the year (questions 86 and 87)											950
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ⁴	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$2413 ⁰⁰
90. Number of farmers or families (not members of cooperatives) assisted during the year											
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ⁵ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ⁵ participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ⁵ participated in or conducted this year											
97. Number of consumer information programs ⁵ pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ⁵ relating to marketing services and costs of distribution conducted this year											
99. Number of programs ⁵ relating to transportation problems conducted this year											
100. Number of programs ⁵ relating to the specific use of market information conducted this year											
101. Number of other marketing programs ⁵ conducted this year (specify)											

¹ Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or hatching purposes.
² Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.
³ Organized pieces of work.

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* HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and older youth	The house, furnishings, and surroundings (1)	Rural electrification (2)	Farm buildings (3)	Farm mechanical equipment (4)
102. Days devoted to line of work by—				
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents			11	4
(4) State extension workers				
103. Number of communities in which work was conducted this year			6	6
104. Number of voluntary local leaders or committeemen assisting this year			3	3

The House, Furnishings, and Surroundings—Continued

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

Rural Electrification—Continued

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

Farm Buildings—Continued

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

Farm Mechanical Equipment—Continued

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

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* NUTRITION AND HEALTH

Include all work with adults, 4-H Club members and other youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by:				
(1) Home-demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents	10			
(4) State extension workers				
113. Number of communities in which work was conducted this year	6			
114. Number of voluntary local leaders or committeemen assisting this year	102			
115. Number of families assisted this year—	115(g) FOOD PRESERVATION BY ADULTS			
(a) In improving diets		Fruits (a)	Vegetables (b)	Meats and fish (c)
(b) With food preparation				
(c) In improving food supply by making changes in home food production ¹ :				
(1) Of vegetables		1. Quarts canned		
(2) Of fruits		2. Gallons brined		
(3) Of meats		3. Pounds: Dried ^{2,3}		
(4) Of milk		4. Cured ^{2,3}		
(5) Of poultry and eggs		5. Stored		
(d) With home butchering, meat cutting or curing		6. Frozen ⁴		
(e) With butter or cheese making				
(f) With food preservation problems ¹ :	115(h) FOOD PRESERVATION BY 4-H CLUB MEMBERS			
(1) Canning		Fruits (a)	Vegetables (b)	Meats and fish (c)
(2) Freezing				
(3) Drying		1. Quarts canned		
(4) Storing		2. Gallons brined		
(g) In producing and preserving home food supply according to annual food-supply budget		3. Pounds: Dried ^{2,3}		
(h) In canning according to a budget		4. Cured ^{2,3}		
(i) With child-feeding problems		5. Stored		
(j) In the prevention of colds and other common diseases		6. Frozen ⁴		
(m) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(n) With first-aid or home nursing				
(o) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

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

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CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

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

Home Management—Family Economics—Continued

121. Number of families assisted this year—
- (a) With time-management problems
 - (b) With home accounts
 - (c) With financial planning
 - (d) In improving use of credit for family living expenses
 - (e) In developing home industries as a means of supplementing income
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—
- (a) Food
 - (b) Clothing
 - (c) Housefurnishings and equipment
 - (d) General household supplies
123. Number of families assisted this year through cooperative associations¹ or individually, with the buying of—
- (a) Food
 - (b) Clothing
 - (c) Housefurnishings and equipment
 - (d) General household supplies
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).
125. Number of families assisted this year with "making versus buying" decisions
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living

NOTE.—Individual families and groups assisted with selling problems should be reported in column (f), page 8.

Clothing and Textiles—Continued

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

Family Relationships—Child Development—Continued

128. Number of families assisted this year—
- (a) With child-development and guidance problems
 - (b) In improving family relationships
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men
- (b) Women
131. Number of children in families represented by such individuals

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation
133. Number of communities assisted this year in improving community recreational facilities
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs
135. Number of communities assisted this year in establishing—
- (a) Club or casual lounge
 - (b) Permanent camp
 - (c) Community rest rooms
136. Number of communities assisted this year in providing library facilities
137. Number of school or other community grounds improved this year according to recommendations

¹ The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 10.
² Includes question 122, also families buying through marketing cooperatives, organized or unorganized, column (d), p. 8.

4-H CLUB MEMBERSHIP¹

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

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
			10 and under		
1st year			11		
2d			12		
3d			13		
4th			14		
5th			15		
6th			16		
7th			17		
8th			18		
9th			19		
10th and over			20 and over		

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

¹ All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.
² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.
³ Same as footnote 2, except that reference is to completions instead of enrollments.

WORK WITH OLDER RURAL YOUTH

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

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

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (c)	21-24 years (d)	25 years and older (e)
		Unmarried (b)	Married (f)			
(1) Young men						
(2) Young women						

188. Number of meetings of older rural youth extension groups _____

189. Total attendance at such meetings _____

190. Number of other older rural youth groups assisted _____

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

192. Number of older rural youth not in extension or other youth groups assisted (a) Young men _____ (b) Young women _____

193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications) (a) Young men _____ (b) Young women _____

194. Check column showing approximate portion of older-youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-29 percent (c)	30 percent or more (d)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

* MISCELLANEOUS

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

Include all work w. 4 adults, 4-H Club members, and older youth	Home (a)	General-Header Insects ¹ (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents		2	23
(4) State extension workers			
196. Number of communities in which work was conducted this year		6	6
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) <i>Transportation</i>			25
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)			
(4) Other war work (including collection of salvage material)			1

* 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	20		7	20			2			
(4) State extension workers										
200. Number of communities in which work was conducted this year	6		6	6			6			
201. Number of voluntary local leaders or committeemen assisting this year	3			35						
202. Number of meetings participated in this year by extension workers	6			16						

¹ Includes grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

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TERMINOLOGY

DEFINITIONS OF EXTENSION TERMS

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.

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 certain 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 is indicated 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 8 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) visited 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 commitment-man 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 commitment-men are trained to carry on extension activities in their respective communities.

17. Letters written should include all original letters on official business. (Duplicate letters should not be included.)

18. An offer call is a call in person by an individual or a group making agricultural or home-economic information, as a result of which some definite assistance or information is given. A telephone call differs from an offer 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, when, where, 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.