

VIRGINIA

CARROLL COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1942

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REPORT FILES  
EXTENSION WORK

ANNUAL NARRATIVE REPORT  
OF  
COUNTY AGRICULTURAL AGENT'S WORK  
IN  
CARROLL COUNTY VIRGINIA

COUNTY AGENT ANNUAL REPORT

1942

Fred R. Kirby, County Agricultural Agent

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### 111. a. Type of Agriculture

There are more general type farms in Carroll County than any other type. In the Fancy Gap District there are about seventy-five commercial orchards. There are practically four hundred farmers who grow commercial vegetables. Cabbage is the most popular commercial vegetable. Some tomatoes, onions, sweet potatoes, and Irish potatoes are grown for commercial purposes.

Carroll County farmers keep beef cattle, dairy cattle, sheep, hogs, horses, and mules. Most farmers produce plenty of feed for all livestock.

Practically all farmers keep poultry and produce their own meat supply. The average farmer in Carroll County grows a very good home garden.

The farms in Carroll are rather small, averaging about seventy four acres. Most of the farmers in Carroll own their own homes, the percentage of tenants being comparatively low.

### b. Organization

The county agent and home demonstration agent have been gradually building a farm board in Carroll County. The professional workers council, community chairmen and neighborhood chairmen are now working. At present we have a man and woman chairman in each community, and the same in each neighborhood. We are adding another man and woman in each neighborhood and

and trying to get young people wherever possible. There are practically forty families to each neighborhood; a few smaller, and some larger.

During the year the farm board has rendered valuable assistance to the farm program. It helped make the plan of work, helped in the county wide garden program, the scrap collection drive, bond selling campaign, two farm labor surveys, and distributed information on other programs. The T.V.A. committee of the farm board recommended fifteen farmers for demonstration farmers and got them approved.

#### IV. Project Activities

##### a. Agronomy

For several years the county agent of Carroll has advocated the use of purebred seed corn for Carroll County. Due to the high altitude there are only a few purebred varieties of corn that will mature in Carroll County. The farmer has to be careful to get adapted varieties. A number of varieties of <sup>high</sup> yielding corn have been proven satisfactory in Carroll County. It has been customary to exhibit corn at the county fair, and local seed shows. This year there was no county fair. There were local corn shows in four communities; Coal Creek, Woodlawn, Hillsville, and Gladesboro. At these shows farmers are given an opportunity to judge seed corn.

One farmer is growing certified wheat and rye seed. A large number of farmers grow wheat and rye from certified seed, but do not try to sell certified seed.

Twenty three farmers are growing clover seed and more are growing orchard grass seed. Experience show that farmers growing their own clover seed and grass seed get better stands and make better yields than those who buy seed. There are two reasons for this; the seed is adapted to the climate, and the farmer sows more when he has them.

Carroll County leads all counties in Virginia in the production of hay. Practically all the hay produced in Carroll County twenty years ago was non legume hay. It was necessary to use lime before legumes could be grown satisfactory. The lime program conducted in this county for the past fifteen years has enabled the farmers to grow an abundance of legume hay.

T.V.A. demonstration farms have shown that it pays to use phosphate on both hay and pasture crops in Carroll County. Actual clippings show that pasture increases 100% and hay over 50% when phosphate is applied where lime has been used. Facts shown by the clippings have been put before farmers by news articles in papers and at farmers meetings held in every neighborhood in Carroll County. The results have been encouraging. In 1940 the farmers used the equivalent of 480 tons of 20% phosphate on hay and pasture crops;

in 1941 they used 1750 tons; about 3000 tons were used in 1942; and 5000 tons ordered for 1943. This phosphate was obtained through the AAA program. In addition to the above amounts obtained through the AAA program many farmers are now buying additional phosphate for hay and pasture lands.

#### V. Production Goals

Carroll County was asked to increase milk production, pork production, egg production for sale and grow more vegetables for both sale and home use. All goals so far as can be determined have been greatly exceeded. Most milk that is sold goes to the Carnation Company and is condensed. The increase of milk to this company amounts to 25%.

Most of the increase in milk is due to better feeding. Farmers are growing plenty of legume hay. Twenty two silos were build or dug this year.

Carroll County has never produced a large number of hogs for market. Most farmers grow their own meat supply. Carroll has produced a large number of pigs for sale to other farmers in the tobacco belt. The number of brood sows has increased practically 50% in the past year.

No exact figures can be obtained, but from general observation it is clear that egg production has increased more than the goals demanded of Carroll County. There has been an increase in vegetables for sale in Carroll County during the past year. Cabbage, snap beans, shelled beans, potatoes, sweet potatoes and tomatoes are the most important vegetables in Carroll.

All farmers in Carroll were encouraged to grow a good garden this year. The neighborhood chairmen and all the professional workers helped distribute bulletins and pamphlets to farm families. The average farmer in Carroll has always grown a good garden. Those below the average who need a garden the most, are the ones that neglect the garden. There has been an improvement in such gardens this year.

The Extension Workers in Carroll County have assumed the leadership in educating the people as to what the production goals are and have furnished all possible technical information needed to assist the farmers in reaching these goals. This has been done by news articles, by distributing bulletins and pamphlets, by giving demonstrations, by conducting tours, by circular letters, by holding meetings and by soliciting the assistance of all members of the farm board including neighborhood committeemen.

#### VI. Assisting Other Agencies

During the past year a great deal of the county agent's time and his secretary's time has been given to assisting other agencies. These agencies in Carroll County include Vocational Agriculture, Farm Security, AAA, Soil Conservation Service and Farm Credit Administration. All these agencies have assisted in the county farm program. The county agent has assisted the agricultural teachers in getting technical information needed by students. The county agent is a member of the Advisory Board of the Farm Security in Carroll County. Farm Security clients are furnished bulletins, circulars and pamphlets considered helpful in their farm operations.

The county agent is secretary of the AAA county committee in Carroll County. The secretary in a large measure is responsible for the educational part of the program. The soil conservation practices are by far the most important features of the AAA program in Carroll County. The use of lime and phosphate are the most important practices. Carroll farmers are reasonably well trained in the use of lime, however, until recently very few knew the value of phosphate in producing hay or pasture. The demonstration method and facts gained from demonstrations have been used extensively to show farmers what phosphate will do on meadow and pastures. The T.V.A. demonstrations are the foundation of this training program. During the past year news articles on the use of phosphate have been published, circular letters have been sent to every farmer in the county, and at least one meeting to explain the value of phosphate has been held in a short walking distance of every farm in Carroll County.

Since 1940 the use of phosphate on meadows and pastures in Carroll County has increased over one thousand percent, however, many farmers are not using phosphate on meadows or pastures and there is yet a big educational job to be done.

Carroll County is part of the New River Soil Conservation District. During the past year the county agent has been secretary of the Board of Supervisors of this district. We hold regular meetings once each month and call meetings when necessary. The county agent has done all he can to get farmers to take advantage of the Soil Conservation Service. Applications of farmers are received in the

county agent's office and passed on to the soil conservation workers.

The representative of the Emergency Crop and Feed Loan Service comes to Carroll about one day each week during the fall and spring. He makes his headquarters at the County Agent's office. Farmers meet him here to make and pay loans. Many low income farmers are benefitted in their farm operations by these loans. Mr. Kone Brugh reports that Carroll farmers borrowed last year \$5640, practically all of which has been repaid.

The County USDA War Board has taken a great deal of the county agent's time. The War Board has appointed a Farm Machinery Rationing Committee and a Transportation Committee. The Transportation Committee put in a great deal of time going over trucker's applications for Certificates of War Necessity. The recommendations apparently were worthless because most farmers got 3100 miles regardless of what was recommended. Nine out of ten will be appealed as soon as arrangements can be made to do so, This is a headache. Dozens of farmers come to the office every day wanting something done. So far there is nothing we can do except talk to disgruntled farmers hours and hours each day.

VII. 4-H Club Work

During the year 51 boys and two girls did active 4-H Club work. More attended meetings but did not do project work. Fourteen had dairy cow projects, thirteen had dairy heifer projects, twelve had pig projects, ten had snap bean projects, and four had tomato projects. All projects showed a very good financial return. Five boys got pigs from Sears Roebuck. They proved to be well bred pigs, and have grown well. The boys who have the pigs have agreed to let all they raise, they are good enough for breeding purposes, go to 4-H club boys.

There are over 3,000 boys in Carroll County who ought to be and who would like to be in a 4-H club.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service  
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Corroli

REPORT OF

Mrs. Grace Martin Padgett From Dec. 1 1941 to Dec. 1 1942  
(Name) Home Demonstration Agent.

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

Mr. Fred R. Kirby From Dec. 1 1941 to Dec. 1 1942  
Agricultural Agent.

Assistant Agricultural Agent. From \_\_\_\_\_ to \_\_\_\_\_ 194



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date \_\_\_\_\_ State Extension Director.

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

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

1. The annual report is an accounting to the 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 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 <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
1. Months of service this year (agents and assistants)		12		12	XXXXXXXXXX
2. Days devoted to work with adults <sup>3</sup>		173		283	XXXXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth <sup>3</sup>		106		26	XXXXXXXXXX
4. Days in office <sup>4</sup>		113		144	XXXXXXXXXX
5. Days in field <sup>4</sup>		166		165	XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work <sup>4</sup>		286		237	512
7. Number of different farms or homes visited		125		167	292
8. Number of calls relating to extension work	(1) Office	299		55	67
	(2) Telephone	77		135	212
9. Number of news articles or stories published <sup>4</sup>		158		57	215
10. Number of bulletins distributed		2357		629	2986
11. Number of radio talks broadcast or prepared for broadcasting	(a) Number	0		0	0
	(b) Total attendance	9		3	12
12. Training meetings held for local leaders or committeemen	(1) Adult work	5		45	50
	(b) Men leaders	166			166
	(c) Women leaders	1			1
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	11			11
	(a) Number	148		9	157
	(b) Total attendance	1666		22	1668
(2) 4-H Club and older youth	(a) Number	103			103
	(b) Total attendance	1535			1535
14. Number of adult result demonstrations conducted				14	14
15. Meetings held at such result demonstrations	(1) Number				
	(2) Total attendance				4
16. Tours conducted	(1) Adult work			5	5
	(2) 4-H Club and older youth				4
17. Achievement days held	(1) Adult work				
	(2) 4-H Club and older youth				

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

GENERAL ACTIVITIES—Continued

Report only the year's activities that can be verified.

18. Encampments held (report attendance for your county only):	(1) Farm women		(2) 4-H Club and older youth		Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
	(a) Number	(b) Total members attending	(a) Number	(b) Total others attending				
	(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				
		(d) Total others 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	(b) Total attendance					
	(2) 4-H Club and older youth	(a) Number	(b) Total attendance					
	(1) Adult work	(a) Number	(b) Total attendance					
	(2) 4-H Club and older youth	(a) Number	(b) Total attendance					
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere:	(1) Adult work	(a) Number	(b) Total attendance					
	(2) 4-H Club and older youth	(a) Number	(b) Total attendance					

1 Includes assistant county agent in charge of 4-H Club work or who divides responsibility and time to club work.  
 2 County total should equal sum of preceding items containing minor duplications due to two or more agents participating in same activity or encampment.  
 3 Does not include parents, fathers, and short courses, which should be reported under question 18.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

- 31. Total number of farms in county (1940 Census) 3600
- 22. Number of farms on which changes in practices have definitely resulted from the agricultural program 3520
- 23. Number of farms involved in preceding question which were reached this year for the first time 1300
- 24. Number of nonfarm families making changes in practices as a result of the agricultural program 340
- 25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program 212
- 26. Number of farm homes involved in preceding question that were reached this year for the first time 131
- 27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program 46
- 28. Number of other homes involved in preceding question that were reached this year for the first time 10
- 29. Number of farm homes with 4-H Club members enrolled 164
- 30. Number of other homes with 4-H Club members enrolled 14
- 31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications) 3546
- 32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications) 19

**EXTENSION ORGANIZATION AND PLANNING**

33. County extension association or committee (includes agricultural councils, home demonstration councils, and 4-H councils or similar advisory committees; also farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work):
- (a) Over-all or general..... (1) Name..... (2) No. of members.....  
 (b) Agricultural..... (1) Name..... (2) No. of members.....  
 (c) Home demonstration..... (1) Name..... (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..... (b) Home demonstration..... 22 (c) 4-H Club..... 7 (d) Older youth.....
35. Total number of communities in county..... 14  
 36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees..... 14  
 37. Number of clubs or other groups organized to carry on adult home demonstration work..... 15  
 38. Number of members in such clubs or groups..... 280  
 39. Number of 4-H Clubs. (Same as question 173, page 14)..... 12  
 40. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (Same as question 185, page 14).....  
 41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program:
- (a) Adult work..... (1) Men..... (2) Women..... (b) 4-H Club and older youth work..... (1) Men..... (2) Women..... (c) Older club boys.....  
 (d) Older club girls.....

**COOPERATIVE AGRICULTURAL PLANNING**

42. Name of the county agricultural planning (land use planning or over-all planning) group, if any, sponsored by the Extension Service.....
43. Number of members of such county agricultural planning group:  
 (a) Unpaid lay members: (1) Men..... 111 (2) Women..... 111 (3) Youth.....  
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men..... (2) Women..... 5
44. Number of communities with agricultural planning committee (land use planning or over-all planning).....  
 45. Number of members of such community planning committees: (a) Men..... (b) Women..... (c) Youth.....  
 46. Was a county committee report prepared and released during the year? (a) Yes..... (b) No..... 70

	Extension organization and planning (a)	County agricultural planning (land use) (b)	Total (c)
47. Days devoted to line of work by			
(1) Home demonstration agents.....			<u>63</u>
(2) 4-H Club agents.....			<u>0</u>
(3) Agricultural agents.....			<u>20</u>
(4) State extension workers.....			<u>0</u>
48. Number of planning meetings held.....	(1) County.....		<u>7</u>
	(2) Community.....		<u>24</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year.....			<u>222</u>
50. Days of assistance rendered by voluntary leaders or committeemen.....			<u>610</u>

<sup>1</sup> Where extension program planning and county agricultural planning (land use or over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b). 16-28076-1

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

Include all work with adults, 4-H Club members, and older youth	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Pasture (e)	Cotton (f)	Tobacco (g)	Potatoes and other vegetables (h)	Fruits (i)	Other crops (j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	14	1	0	20	56	0	1	17	3	
(4) State extension workers	2		0		1	0				
52. Number of committees in which work was conducted this year	3	1	0	14	14	0	1	2	1	
53. Number of voluntary local leaders or committeemen assisting this year	10	3	0	65	111	0	2	26	8	
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	62	10	0	24	0	0		12	0	
(2) The use of lime			0	1150	1050	0		125	0	
(3) The use of fertilizers	38	18	0	980	1076	0		83	0	
(4) Controlling plant diseases	16	15	0	165	0	0		49	10	
(5) Controlling injurious insects	0	0	0	0	0	0		43	9	
(6) Controlling noxious weeds	0	0	0	0	141	0		0	0	
(7) Controlling rodents and other animals	0	0	0	0	0	0		0	9	

**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	36	7	4	13	0	13	
(4) State extension workers	4	1	0	2	0	4	
56. Number of communities in which work was conducted this year	9	1	6	4	0	7	
57. Number of voluntary local leaders or committeemen assisting this year	2	0	5	2	0	5	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	1	0	0	1	0	0	
59. Number of members in such circles, clubs, or associations	415	0	0	5	0	0	
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	14	5	6	2	0	8	
(2) Obtaining purebred or high-grade females	5	3	2	4	0	5	
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
(4) Improving methods of feeding	0	0	3	20	0	10	
(5) Controlling external parasites	7	0	0	20	0	15	
(6) Controlling diseases and internal parasites	0	0	21	8	0	15	
(7) Controlling predatory animals	0	0	0	0	0	0	

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

**CONSERVATION OF NATURAL RESOURCES**

Include all work with adults, 4-H Club members, and other youth	Soil management (a)	Forestry (b)	Wildlife conservation (c)
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	31	2	2
(4) State extension workers.....			
63. Number of communities in which work was conducted this year.....	14		
64. Number of voluntary local leaders or committeemen assisting this year.....	64		

**Soil Management—Continued**

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	223
(b) In the use of recommended crop rotations.....	223
(c) With strip cropping.....	42
(d) In constructing terraces.....	0
(e) In grassing waterways or otherwise preventing or controlling gullies.....	42
(f) With contour farming of cropland.....	42
(g) In otherwise controlling wind or water erosion.....	0
(h) In contouring pasture or range.....	0
(i) In the use of cover or green-manure crops.....	28
(j) In summer-fallowing.....	0
(k) In making depth-of-moisture tests.....	0
(l) With drainage.....	8
(m) With irrigation.....	0
(n) With land clearing.....	0
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts.....	1
(b) Voluntary soil-conservation associations.....	1
(c) Grazing associations.....	0

**Forestry—Continued**

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....	5
(b) In making improved thinnings, weedings, or pruning of forest trees.....	2
(c) With selection cutting.....	2
(d) With production of naval stores.....	0
(e) With production of maple-sirup products.....	0
(f) In timber estimating and appraisal.....	2
68. Number of farmers cooperating this year in prevention of forest fires.....	47

**Wildlife Conservation—Continued**

69. Number of farmers assisted this year in making specific improvements for wildlife.....	23
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\* Include nature study.

FARM MANAGEMENT

Includes all work with adults, 4-H Club members, and other youth	Farm records, cost records, inventories, etc.		Individual farm planning, "outlook," planning, and other management problems		Farm goals (short and long time)		Outlook information	
	(a)	(b)	(a)	(b)	(a)	(b)	(a)	(b)
70. Days devoted to line of work by—	(1) Home demonstration agents	(2) 4-H Club agents						
	(3) Agricultural agents	(4) State extension workers	8	15	4		4	9
71. Number of communities in which work was conducted this year			1	5			1	15
72. Number of voluntary local leaders or committeemen assisting this year			5					10

Includes all work with adults, 4-H Club members, and other youth	75. Number of farmers assisted this year—Continued.		In getting started in farming, or in re-locating		With credit problems (debt adjustment and financial plans)		In using "outlook" to make farm adjustments		With a farm-income statement for tax purposes		With farm-labor problems		In developing supplemental sources of income	
	(a)	(b)	(a)	(b)	(a)	(b)	(a)	(b)	(a)	(b)	(a)	(b)	(a)	(b)
73. Number of farm-survey records taken during the year:	(a) Farm business	(b) Enterprise	12											
	(c) Other													
74. Number of farmers assisted this year in—	(a) Farm inventory	(b) General farm records	14											
	(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	32											
	(c) In analyzing the farm business	(d) In improving landlord-tenant relations and leasing arrangements	22											

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Includes all work with adults, 4-H Club members, and other youth	Public and trade problems (Price, income, labor, transportation, etc.)		Land policy and farm management (Conservation, land use, etc.)		Public finance and services (Taxation, local government, etc.)		Social welfare, credit, and other problems (Farm credit, etc.)	
	(a)	(b)	(a)	(b)	(a)	(b)	(a)	(b)
76. Days devoted to line of work by—	(1) Home demonstration agents	(2) 4-H Club agents	2					
	(3) Agricultural agents	(4) State extension workers						
77. Number of communities in which work was conducted this year								
78. Number of voluntary local leaders or committeemen assisting this year								
79. Number of tours conducted this year to observe economic and social conditions in various land use areas								
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems								
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)								
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year								

<sup>1</sup> 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 (pp. 8 and 9) or to soil management (p. 7).

**MARKETING AND DISTRIBUTION**

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool <sup>1</sup>	Dairy products	Poultry and eggs <sup>1</sup>	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, 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			3	3		3					
(4) State extension workers											
84. Number of communities in which work was conducted this year			8	8		4					
85. Number of voluntary local leaders or committeemen assisting this year			8	8		4					
86. Number of new cooperatives <sup>2</sup> assisted in organizing during the year											
87. Number of established cooperatives <sup>2</sup> assisted during the year			1	0		0					
88. Number of members <sup>2</sup> in the cooperatives assisted during the year (questions 86 and 87)			174								
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) <sup>2</sup>	\$	\$	\$ 4,413.54	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year			40	50		40					
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$ 3,000	\$ 6,000	\$	\$ 2,000	\$	\$	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											3
93. Number of programs <sup>2</sup> pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											4
94. Number of marketing facilities improvement programs <sup>2</sup> participated in or conducted this year											1
95. Number of marketing surveys assisted with or conducted this year											0
96. Number of special merchandising programs <sup>2</sup> participated in or conducted this year											1
97. Number of consumer information programs <sup>2</sup> pertaining to marketing and distribution participated in or conducted this year											0
98. Number of programs <sup>2</sup> relating to marketing services and costs of distribution conducted this year											1
99. Number of programs <sup>2</sup> relating to transportation problems conducted this year											0
100. Number of programs <sup>2</sup> relating to the specific use of market information conducted this year											0
101. Number of other marketing programs <sup>2</sup> conducted this year (specify)											0

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

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

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

### HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and older youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents.....	64½	1½		2
(2) 4-H Club agents.....				
(3) Agricultural agents.....	6	2	12	2
(4) State extension workers.....	2	4	0	2
103. Number of communities in which work was conducted this year.....	18	5	3	3
104. Number of voluntary local leaders or committeemen assisting this year.....	14	1	2	0

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

105. Number of families assisted this year in—	
(a) Constructing dwellings.....	6
(b) Remodeling dwellings.....	15
(c) Installing sewage systems.....	0
(d) Installing water systems.....	8
(e) Installing heating systems.....	6
(f) Providing needed storage space.....	30
(g) Rearranging or improving kitchens.....	29
(h) Improving arrangement of rooms (other than kitchens).....	170
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings.....	40
(j) Selecting housefurnishings or equipment (other than electric).....	18
(k) Improving housekeeping methods.....	42
(l) Laundry arrangement.....	32
(m) Installing sanitary closets or outhouses.....	14
(n) Screening or using other recommended methods of controlling flies or other insects.....	27
(o) Improving home grounds.....	22
(p) Planting windbreaks or shelterbelts.....	10

#### Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity.....	9
107. Number of families assisted this year in—	
(a) Obtaining electricity.....	19
(b) Selection or use of electric lights or home electrical equipment.....	0
(c) Using electricity for income-producing purposes.....	3

#### Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings.....	19
(b) Remodeling or repairing farm buildings.....	26
(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.....	9
(b) Making more efficient use of mechanical equipment.....	0
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....	19
111. Number of gin stands assisted this year in the better ginning of cotton.....	

**NUTRITION AND HEALTH**

Include all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	48 36	37 20	44 32	
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
113. Number of communities in which work was conducted this year	14	15	18	
114. Number of voluntary local leaders or committeemen assisting this year	12	18	14	
115. Number of families assisted this year—				
(a) In improving diets				246
(b) With food preparation				268
(c) In improving food supply by making changes in home food production				280
(1) Of vegetables				2187
(2) Of fruits				48
(3) Of meats				312
(4) Of milk				1318
(5) Of poultry and eggs				397
(d) With home butchering, meat cutting or curing				145
(e) With butter or cheese making				26
(f) With food-preservation problems				280
(1) Canning				152
(2) Freezing				0
(3) Drying				195
(4) Storing				192
(g) In producing and preserving home food supply according to annual food-supply budget				—
(h) In canning according to a budget				23
(i) With child-feeding problems				26
(j) In the prevention of colds and other common diseases				29
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				140
(l) With first aid or home nursing				188
(m) In removing fire and accident hazards				28
116. Number of schools assisted this year in establishing or maintaining hot school lunches				7
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				15

**CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE**

Include all work with adults, 4-H Club members, and other youth	Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—				
(1) Home demonstration agents	7	12		
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
119. Number of communities in which work was conducted this year	14	14		
120. Number of voluntary local leaders or committeemen assisting this year	14	10		

**Home Management—Family Economics—Continued**

121. Number of families assisted this year—	
(a) With time-management problems	13
(b) With home accounts	162
(c) With financial planning	14
(d) In improving use of credit for family living expenses	11
(e) In developing home industries as a means of supplementing income	3
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	
(a) Food	
(b) Clothing	
(c) Housefurnishings and equipment	
(d) General household supplies	
123. Number of families assisted this year through cooperative associations <sup>1</sup> or individually, with the buying of—	
(a) Food	24
(b) Clothing	29
(c) Housefurnishings and equipment	11
(d) General household supplies	15
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	60
125. Number of families assisted this year with "making versus buying" decisions	43
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	128
<del>Note</del> —Individual families and groups assisted with selling problems should be reported in column (j), page 9.	

**Clothing and Textiles—Continued**

127. Number of families assisted this year with—	
(a) Clothing-construction problems	23
(b) The selection of clothing and textiles	30
(c) Care, renovation, remodeling of clothing	111
(d) Clothing accounts or budgets	

**Family Relations—Child Development—Continued**

128. Number of families assisted this year—	
(a) With child-development and guidance problems	12
(b) In improving family relationships	
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year	7
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	20
133. Number of communities assisted this year in improving community recreational facilities	
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	
135. Number of communities assisted this year in establishing—	
(a) Club or community house	
(b) Permanent camp	
(c) Community rest rooms	
136. Number of communities assisted this year in providing library facilities	4
137. Number of school or other community grounds improved this year according to recommendations	

<sup>1</sup> The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 10.  
<sup>2</sup> Includes question 122; also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn						Acres
139. Other cereals <i>Snap Beans</i>	10	0	10	0	2.5	Acres
140. Peanuts <i>Tobacco</i>	4	0	4	0	2.5	Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet						Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens						Acres
148. Market gardens, truck and canning crops	14		14		12.0	Acres
149. Other crops						Acres
150. Poultry (including turkeys)		6		6	180	Birds
151. Dairy cattle <i>Cows</i>	27	6	25	6	20	Animals
152. Beef cattle <i>Dairy Heifer</i>	1		1	0	1.3	Animals
153. Sheep						Animals
154. Swine	12		12		14	Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds						XXXXXXXXXXXX
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)						XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity						{ Articles made Articles repaired
162. Farm management						XXXXXXXXXXXX
163. Food selection and preparation						{ Meals planned Meals served
164. Food preservation						Quarts canned
165. Health, home nursing, and first aid						XXXXXXXXXXXX
166. Clothing						{ Garments made Garments remodeled
167. Home management						Units
168. Home furnishings and room improvement		175		145	145 430	Rooms Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership						XXXXXXXXXXXX
171. All others						XXXXXXXXXXXX
172. Totals (see footnotes 2 and 3, p. 14)	51	115	51	157		XXXXXXXXXXXX
	53	187				

4-H CLUB MEMBERSHIP

172. Number of 4-H Clubs, (same as question 39) 15  
 174. Number of different 4-H Club members enrolled (a) Boys 53 (b) Girls 189  
 175. Number of different 4-H Club members completing (a) Boys 51 (b) Girls 159  
 176. Number of different 4-H Club members in school (a) Boys 51 (b) Girls 182  
 177. Number of different 4-H Club members out of school (a) Boys 2 (b) Girls 7  
 178. Number of different 4-H Club members from farm homes (a) Boys 53 (b) Girls 177  
 179. Number of different 4-H Club members from nonfarm homes. (a) Boys \_\_\_\_\_ (b) Girls 12

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By sex	Boys (a)	Girls (b)
1st year	<u>26</u>	<u>63</u>	10 and under	<u>2</u>	<u>23</u>
2d	<u>23</u>	<u>58</u>		<u>10</u>	<u>27</u>
3d	<u>4</u>	<u>49</u>		<u>3</u>	<u>48</u>
4th	<u>10</u>	<u>10</u>		<u>130</u>	<u>24</u>
5th	<u>5</u>	<u>5</u>		<u>8</u>	<u>14</u>
6th	<u>4</u>	<u>4</u>		<u>5</u>	<u>11</u>
7th				<u>18</u>	<u>1</u>
8th				<u>19</u>	<u>1</u>
9th				<u>20 and over</u>	<u>3</u>
10th and over					

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

- (a) Judging 53 (c) Fire and accident prevention 28  
 (b) Giving demonstrations 10 (d) Wildlife conservation 22  
 (c) Recreational leadership 5 (e) Keeping personal accounts 242  
 (d) Music appreciation 187 (f) 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 15

1. All data in this section are based on the number of different boys and girls participating in 4-H Club work, and on the number of 4-H projects carried.  
 2. Boys and girls are listed as of date of their last meeting. Do not include boys and girls who had in the year in connection with the preceding year's program.  
 3. Name as footnote 1, except that reference is to comparisons instead of of establishments.

WORK WITH OLDER RURAL YOUTH

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

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

187. Number of members 18 years and up	In school		Out of school		Under 25 years (a)	25-34 years (b)	35 years and older (c)
	(a)	(b)	Unmarried (d)	Married (e)			
(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. (Quotations 188, 191, and 192, minus duplicates) (a) Young men \_\_\_\_\_ (b) Young women \_\_\_\_\_

194. Check column showing approximate percent of older youth program directed to—

(D) Citizenship, democracy, and public problems	(E) Vocational guidance	(F) Family life and social customs	(G) Social and recreational activities	(H) Community service activities	(I) Technical agriculture	(J) Technical home economics, including nutrition and health

1. All data in this section are based on the number of different boys and girls participating in 4-H Club work, and on the number of 4-H projects carried.  
 2. Boys and girls are listed as of date of their last meeting. Do not include boys and girls who had in the year in connection with the preceding year's program.  
 3. Name as footnote 1, except that reference is to comparisons instead of of establishments.

MISCELLANEOUS

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

196. Days devoted to line of work by—	Include all work with clubs, 4-H Club members, and other youth			Home demonstration agents (6)	4-H Club agents (8)	Agricultural agents (5)	
	Home demonstration agents (1)	4-H Club agents (2)	Agricultural agents (3)				Days (4)
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents							
(4) State extension workers							
196. Number of communities in which work was conducted this year							
197. Number of voluntary local leaders or committeemen assisting this year							

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

198. Estimated number of days devoted to—	War program						
	Home demonstration agents (6)	4-H Club agents (8)	Agricultural agents (5)	Home demonstration agents (6)	4-H Club agents (8)	Agricultural agents (5)	Home demonstration agents (6)
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)				36			
(2) Problems arising from new military camps, munitions plants, and war industries				22			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)				10			
(4) Other war work (including collection of salvage material)							

COOPERATION WITH OTHER FEDERAL AGENCIES

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

199. Days devoted to line of work by—	War boards (4)	Citizens for more speed (5)	Employment service (6)	Agricultural Administrators (7)	Rural Extension Agents (8)	Home Demonstration Agents (9)	Farm Security Administration (10)	Rural Electrification Administration (11)	Tennessee Valley Authority (12)	Rural Electrification Administration (13)								
											(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(1) Home demonstration agents	7	9																
(2) 4-H Club agents																		
(3) Agricultural agents	16			66														
(4) State extension workers																		
200. Number of communities in which work was conducted this year																		
201. Number of voluntary local leaders or committeemen assisting this year																		
202. Number of meetings participated in this year by extension workers																		

<sup>1</sup> Includes groupworkers, armyworms, diamond borers, and other insects not reported under specific crop or livestock headings.

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5 1/2

## 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 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) Assumption of leadership responsibility.
  - (5) Or by other evidence of desirable change in behavior.

12. A **F-H Club** is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.

13. **F-H Club members enrolled** are those boys and girls who actually start the work outlined for the year.

14. **F-H Club members completing** are those boys and girls who satisfactorily finish the work outlined for the year.

15. A **project leader, local leader, or committeeman** is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.

16. A **leader-training meeting** is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.

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

18. An **offer 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 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 much, when, and where the work is to be done.

20. An **extension program** is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.

21. **Records** consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.

22. The **older rural youth group** is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.