

MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and older youth	Bees (a)	General Insect Insects ¹ (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents	—	—	1 9
(2) 4-H Club agents			—
(3) Agricultural agents			—
(4) State extension workers			—
196. Number of communities in which work was conducted this year			1 6
197. Number of voluntary local leaders or committeemen assisting this year			1 21

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 program	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)	1 2 2 6	—	—
(2) Problems arising from new military camps, munitions plants, and war industries	2	—	—
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	8 0	—	—
(4) Other war work (including collection of salvage material)	1 2 9	—	—

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	87	40	—	1	2	—	1	—	—	8
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
200. Number of communities in which work was conducted this year	42	58	—	10	1	—	3	—	—	16
201. Number of voluntary local leaders or committeemen assisting this year	171	477	—	15	5	—	15	—	—	100
202. Number of meetings participated in this year by extension workers	12	14	—	1	—	—	—	—	—	17

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

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs. (Same as question 39)	126	
174. Number of different 4-H Club members enrolled.	(a) Boys: 875	(b) Girls: 2017
175. Number of different 4-H Club members completing	(a) Boys: 638	(b) Girls: 1623
176. Number of different 4-H Club members in school	(a) Boys: 750	(b) Girls: 1771
177. Number of different 4-H Club members out of school	(a) Boys: 125	(b) Girls: 246
178. Number of different 4-H Club members from farm homes	(a) Boys: 726	(b) Girls: 1795
179. Number of different 4-H Club members from nonfarm homes	(a) Boys: 149	(b) Girls: 222

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	199	336	10 and under	64	149
2d	254	501	11	131	196
3d	153	380	12	130	246
4th	124	301	13	139	281
5th	74	216	14	151	311
6th	55	134	15	94	303
7th	7	78	16	85	184
8th	12	37	17	50	151
9th	3	26	18	21	71
10th and over	1	8	19	7	39
			20 and over	3	37

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—			
(a) Judging	309	(f) Fire and accident prevention	637
(b) Giving demonstrations	529	(g) Wildlife conservation	155
(c) Recreational leadership	312	(h) Keeping personal accounts	1138
(d) Music appreciation	370	(i) Use of economic information	371
(e) Health	775		
183. Number of 4-H Club members having health examination because of participation in the extension program	390		
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs	26		

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, unless duplications there; in the same boy or girl carrying on two or more different kinds of work. Do not include boys and girls enrolled in the year in question with the succeeding year's program.
 3 Same as footnote 2, except that reference is to completion instead of enrollment.

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth (same as question 40)	4	
186. Membership in such groups	(a) Young men	28
	(b) Young women	

187. Number of members by school status and sex	In school (a)	Out of school		Under 21 years (c)	21-24 years (d)	25 years and older (e)
		Unmarried (b)	Married (b)			
(1) Young men	—	4	—	4	—	—
(2) Young women	24	47	22	37	39	17

188. Number of meetings of older rural youth extension groups	23	
189. Total attendance at such meetings	600	
190. Number of other older rural youth groups assisted	1	
191. Membership in such groups	(a) Young men	8
	(b) Young women	6
192. Number of older rural youth not in extension or other youth groups assisted	(a) Young men	33
	(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	112
	(b) Young women	

194. Check column showing approximate portion of older youth program devoted to—	Under 20 percent (a)	20-30 percent (b)	30-50 percent (c)	50 percent or more (d)
(1) Citizenship, democracy, and public problems	—	—	2	—
(2) Vocational guidance	—	3	—	—
(3) Family life and social customs	1	1	1	—
(4) Social and recreational activities	—	1	—	1
(5) Community service activities	1	1	—	1
(6) Technical agriculture	1	—	—	—
(7) Technical home economics, including nutrition and health	1	—	2	—

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	—	—	—	—	—	Acres
139. Other cereals	—	—	—	—	—	Acres
140. Peanuts	—	—	—	—	—	Acres
141. Soybeans, field peas, alfalfa, and other legumes	—	—	—	—	—	Acres
142. Soil conservation and pasture improvement	—	—	—	—	—	Acres
143. Potatoes, Irish and sweet	—	15	—	12	6	Acres
144. Cotton	—	—	—	—	—	Acres
145. Tobacco	—	—	—	—	—	Acres
146. Fruits	—	—	—	—	—	Acres
147. Home gardens	854	1084	651	910	511	Acres
148. Market gardens, truck and canning crops	—	—	—	—	—	Acres
149. Other crops	—	—	—	—	—	Acres
150. Poultry (including turkeys)	219	458	174	386	8392	Birds
151. Dairy cattle	—	—	—	—	—	Animals
152. Beef cattle	—	—	—	—	—	Animals
153. Sheep	—	—	—	—	—	Animals
154. Swine	92	42	82	32	121	Animals
155. Horses and mules	—	—	—	—	—	Animals
156. Other livestock	—	—	—	—	—	Animals
157. Bees	—	—	—	—	—	Colonies
158. Beautification of home grounds	247	372	201	325	XXXXXXXXXX	
159. Forestry	—	—	—	—	—	Acres
160. Wildlife and nature study (rabbits, game, fur animals)	—	—	—	—	XXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity	—	—	—	—	Articles made	
	—	—	—	—	Articles repaired	
162. Farm management	—	—	—	—	XXXXXXXXXX	
163. Food selection and preparation	106	787	90	684	4896	Meals planned
	65	1666	50	1474	42370	Meals served
164. Food preservation	138	379	105	350	88,659	Quarts canned
165. Health, home nursing, and first aid	65	868	59	662	683	Garments made
166. Clothing	15	95	12	78	527	Garments remodeled
167. Home management	70	184	48	124	550	Units
	70	184	48	124	570	Rooms
168. Home furnishings and room improvement	5	18	5	18	522	Articles
169. Home industry, arts and crafts	33	98	27	92	80	Articles
170. Junior leadership	—	—	—	—	XXXXXXXXXX	
171. All others	—	—	—	—	XXXXXXXXXX	
172. Total (project enrollment and completion)	1909	6164	1554	5233	XXXXXXXXXX	

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth	Home management—family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life
118. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	82	189	68	60
119. Number of communities in which work was conducted this year.	103	94	19	76
120. Number of voluntary local leaders or committees assisting this year.	116	94	31	93

Home Management—Family Economics—Continued

121. Number of families assisted this year—	
(a) With time-management problems	386
(b) With home accounts	20
(c) With financial planning	18
(d) In improving use of credit for family living expenses	—
(e) In developing home industries as a means of supplementing income	53
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	
(a) Food	27
(b) Clothing	18
(c) Housefurnishings and equipment	14
(d) General household supplies	10
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—	
(a) Food	91
(b) Clothing	61
(c) Housefurnishings and equipment	21
(d) General household supplies	3
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).	123
125. Number of families assisted this year with "making versus buying" decisions.	503
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.	677

Note.—Individual families and groups assisted with selling problems should be reported in column (f), page 9.

Clothing and Textiles—Continued

127. Number of families assisted this year with—	875
(a) Clothing-construction problems	341
(b) The selection of clothing and textiles	1113
(c) Care, renovation, remodeling of clothing	157
(d) Clothing accounts or budgets	—

Family Relationships—Child Development—Continued

128. Number of families assisted this year—	
(a) With child-development and guidance problems	15
(b) In improving family relationships	442
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year.	237
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men	10
(b) Women	65
131. Number of children in families represented by such individuals.	1202

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation.	469
133. Number of communities assisted this year in improving community recreational facilities.	8
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs.	54
135. Number of communities assisted this year in establishing—	
(a) Day or seasonal camp	—
(b) Permanent camp	—
(c) Community rest rooms	—
136. Number of communities assisted this year in providing library facilities.	3
137. Number of school or other community grounds improved this year according to recommendations.	9

¹ The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 15.
² Include question 122, also families buying through marketing cooperatives, organized or assisted, column (d), p. 9.

NUTRITION AND HEALTH

130. 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	10 802	10 575	8 219	6 109
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers	3 10	1 24	9 40	5 75
113. Number of communities in which work was conducted this year	219	134	40	75
114. Number of voluntary local leaders or committeemen assisting this year	560	274	83	69
115. Number of families assisted this year—				
(c) In improving diets				2246
(d) With food preparation				1769
(e) In improving food supply by making changes in home food production ¹				3879
(1) Of vegetables				3464
(2) Of fruits				308
(3) Of meats				1717
(4) Of milk				674
(5) Of poultry and eggs				1164
(f) With home butchering, meat cutting or curing				47
(g) With butter or cheese making				458
(h) With food-preservation problems ¹				3931
(1) Canning				3378
(2) Freezing				
(3) Drying				766
(4) Storing				1600
(i) In producing and preserving home food supply according to annual food-supply budget				2053
(j) In canning according to a budget				1679
(k) With child-feeding problems				76
(l) In the prevention of colds and other common diseases				393
(m) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				380
(n) With first aid or home nursing				89
(o) In removing fire and accident hazards				565
116. Number of schools assisted this year in establishing or maintaining hot school lunches				14
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				1

¹ Some of the activities shown duplicated due to families' participating in more than one activity.

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HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

101. Include all work with adults, 4-H Club members, and other youth	The house, furnishings, and surroundings	Rural electrification	Farm buildings	Farm mechanical equipment
	(a)	(b)	(c)	(d)
102. Days devoted to line of work by--				
(1) Home demonstration agents	135			
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers	62			
103. Number of communities in which work was conducted this year				
104. Number of voluntary local leaders or committeemen assisting this year	102			

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in--

(a) Constructing dwellings	6
(b) Remodeling dwellings	—
(c) Installing sewage systems	—
(d) Installing water systems	—
(e) Installing heating systems	—
(f) Providing needed storage space	139
(g) Rearranging or improving kitchens	224
(h) Improving arrangement of rooms (other than kitchens)	352
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	299
(j) Selecting housefurnishings or equipment (other than electric)	49
(k) Improving housekeeping methods	728
(l) Laundry arrangement	70
(m) Installing sanitary closets or outhouses	45
(n) Screening or using other recommended methods of controlling flies or other insects	72
(o) Improving home grounds	328
(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

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 ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents			1	1	4						4
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year			5	1	10						22
85. Number of voluntary local leaders or committees assisting this year			9	1	10						
86. Number of new cooperatives ² assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year											
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)											13
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ²	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 16
90. Number of farmers or families (not members of cooperatives) assisted during the year											13
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$ 50	\$	\$	\$	\$	\$	\$	\$	\$ 5
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ³ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ³ participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ³ participated in or conducted this year											
97. Number of consumer information programs ³ pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ³ relating to marketing services and costs of distribution conducted this year											
99. Number of programs ³ relating to transportation problems conducted this year											
100. Number of programs ³ relating to the specific use of market information conducted this year											
101. Number of other marketing programs ³ conducted this year (specify)											

¹ Includes livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.

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

³ Organized pieces of work.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc.	Individual farm finances, adjustments, tenancy, and other management problems	Farm credit (short and long time)	Outlook information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	3	1	7
71. Number of communities in which work was conducted this year	6	10		32
72. Number of voluntary local leaders or committeemen assisting this year	6	10		32
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			
		75. Number of farmers assisted this year—Continued.		
		(e) In getting started in farming, or in relocating		
		(f) With credit problems (debt adjustment and financial plans)		
		(g) In using "outlook" to make farm adjustments		137
		(h) With a farm-income statement for tax purposes		15
		(i) With farm-labor problems		10
		(j) In developing supplemental sources of income		12

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth	Price and trade policies (prices, international trade, interstate trade barriers, transportation, international transportation, etc.)	Land policy and programs (classification of land, zoning, taxes, land leveling, reclamation, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farmers, problems of people in low-income areas, migration, population adjustments, rural work programs, etc.)
	(a)	(b)	(c)	(d)
76. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers			
77. Number of communities in which work was conducted this year				
78. Number of voluntary local leaders or committeemen assisting this year				
79. Number of tours conducted this year to observe economic and social conditions in various land use areas				
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems				
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)				
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year				

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

CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and other youth		Soil management (1)	Forestry (2)	Wildlife conservation (3)
62. Days devoted to line of work by—			1 2	
(1) Home demonstration agents.....				
(2) 4-H Club agents.....				
(3) Agricultural agents.....				
(4) State extension workers.....				
63. Number of communities in which work was conducted this year.....				
64. Number of voluntary local leaders or committeemen assisting this year.....				
Soil Management—Continued		Forestry—Continued		
65. Number of farmers assisted this year—		67. Number of farmers assisted this year—		
(a) With problems of land use based on soil types.....		(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....		
(b) In the use of recommended crop rotations.....		(b) In making improved thinnings, woodings, or pruning of forest trees.....		
(c) With strip cropping.....		(c) With selection cutting.....		
(d) In constructing terraces.....		(d) With production of naval stores.....		
(e) In grassing waterways or otherwise preventing or controlling gullies.....		(e) With production of maple-sirup products.....		
(f) With contour farming of cropland.....		(f) In timber estimating and appraisal.....		
(g) In otherwise controlling wind or water erosion.....		68. Number of farmers cooperating this year in prevention of forest fires.....	1 50	
(h) In contouring pasture or range.....				
(i) In the use of cover or green-manure crops.....				
(j) In summer-fallowing.....				
(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:		69. Number of farmers assisted this year in making specific improvements for wildlife.....		
(a) Legal soil-conservation districts.....				
(b) Voluntary soil-conservation associations.....				
(c) Grazing associations.....				

¹ Include nature study.

CROP PRODUCTION (other than for family food supply)

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

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and other youth	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents.	4			5		10	
(2) 4-H Club agents.							
(3) Agricultural agents.							
(4) State extension workers.							
56. Number of communities in which work was conducted this year.	1			15		14	
57. Number of voluntary local leaders or committeemen assisting this year.	1			18		25	
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.	13						
(2) Obtaining purebred or high-grade females.	8						
(3) Obtaining better strains of baby chicks (including hatching eggs).	XXXX	XXXXX	XXXXX	XXXXX	XXXXX	40	XXXXX
(4) Improving methods of feeding.	1					40	
(5) Controlling external parasites.						5	
(6) Controlling diseases and internal parasites.							
(7) Controlling predatory animals.							

¹ Do not include rabbits, guinea, and fox animals, which should be reported under wildlife conservation.

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 County Advisory Boards (2) No. of members 339
- (d) 4-H Club: (1) Name 4-H Club Councils (2) No. of members 277
- (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 118 (c) 4-H Club 142 (d) Older youth 4
35. Total number of communities in county. (Do not include number of neighborhoods.) 111
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees. 107
37. Number of clubs or other groups organized to carry on adult home demonstration work. 128
38. Number of members in such clubs or groups. 2647
39. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.) 126 XXXXXXXX 882
40. Number of neighborhood and community leaders in the neighborhood-leader system. _____
41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program:
- (a) Adult work: (1) Men 217 (2) Women 534 (b) 4-H Club and older youth work: (1) Men 6 (2) Women 154 (3) Older club boys 15 (4) Older club girls 86

COOPERATIVE AGRICULTURAL PLANNING

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

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total ¹ (c)
47. Days devoted to line of work by:			
(1) Home demonstration agents	_____	_____	<u>9</u>
(2) 4-H Club agents	_____	_____	<u>521</u>
(3) Agricultural agents	_____	_____	
(4) State extension workers	_____	_____	
48. Number of planning meetings held:			
(1) County	_____	_____	<u>16</u>
(2) Community	_____	_____	<u>53</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year	_____	_____	<u>157</u>
50. Days of assistance rendered by voluntary leaders or committeemen	_____	_____	<u>640</u>
			<u>781</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). 16-5077-2

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
18. Encampments held (report attendance for your county only)*	(1) Farm women	(a) Number	—	—	—	—
		(b) Total members attending	—	—	—	—
		(c) Total others attending	—	—	—	—
	(2) 4-H Club and older youth	(a) Number	—	—	—	—
		(b) Total boys attending	—	—	—	—
		(c) Total girls attending	—	—	—	—
		(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	177	—	—	177
		(b) Total attendance	7102	—	—	7102
	(2) 4-H Club and older youth	(a) Number	64	—	—	64
		(b) Total attendance	1927	—	—	1927
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	148	—	—	148
		(b) Total attendance	1668	—	—	1668
	(2) 4-H Club and older youth	(a) Number	160	—	—	160
		(b) Total attendance	2327	—	—	2327

* 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 unless duplications due to two or more agents participating in same activity or accomplishment.

‡ Does not include parents, relatives, 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.

21. Total number of farms in county (1940 Census)	9799
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	—
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	—
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	4320
26. Number of farm homes involved in preceding question that were reached this year for the first time	1249
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	1168
28. Number of other homes involved in preceding question that were reached this year for the first time	658
29. Number of farm homes with 4-H Club members enrolled	2076
30. Number of other homes with 4-H Club members enrolled	566
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	4848
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	790

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 ¹ (d)	
1.	Months of service this year (agents and assistants)	116			XXXXXXXXXX	
2.	Days devoted to work with adults ²	1717			XXXXXXXXXX	
3.	Days devoted to work with 4-H Clubs and older youth ³	1696			XXXXXXXXXX	
4.	Days in office ⁴	1052			XXXXXXXXXX	
5.	Days in field ⁴	1761			XXXXXXXXXX	
6.	Number of farm or home visits made in conducting extension work ⁵	3206			10 3206	
7.	Number of different farms or homes visited	1835			10 1835	
8.	Number of calls relating to extension work	2188			10 2188	
	(1) Office					
	(2) Telephone	825			825	
9.	Number of news articles or stories published ⁶	49			49	
10.	Number of bulletins distributed	11,095			11,095	
11.	Number of radio talks broadcast or prepared for broadcasting	141			141	
	(a) Number					
12.	Training meetings held for local leaders or committeemen	(1) Adult work	Total attendance of:			
		(b) Men leaders	303		303	
		(c) Women leaders	787		787	
		(a) Number	513		513	
	(2) 4-H Club and older youth	Total attendance of:				
13.	Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(a) Number	221	221	
		(b) Total attendance	761	761		
		(2) 4-H Club and older youth	(a) Number	6,599	6,599	
		(b) Total attendance	536	536		
14.	Number of adult result demonstrations conducted	1083			1083	
15.	Meetings held at each result demonstration	(1) Number	133		133	
		(2) Total attendance	1056		1056	
		(a) Number	5		5	
		(b) Total attendance	32		32	
16.	Tours conducted	(1) Adult work	(a) Number	-	-	
		(b) Total attendance	32		32	
		(2) 4-H Club and older youth	(a) Number	-		-
		(b) Total attendance	-		-	
17.	Achievement days held	(1) Adult work	(a) Number	7	7	
		(b) Total attendance	136		136	
		(2) 4-H Club and older youth	(a) Number	16		16
		(b) Total attendance	771		771	

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

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

³ The sum of questions 1 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 home visits in addition to notices of meetings only.

CLEMSON VILLIERS COMPANY

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. Certain type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

1943

Form EN-21
(January 1943)

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

U. S. Department of Agriculture
and State Agricultural Colleges
CooperatingExtension 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 Lee Counties

REPORT OF

L. A. Jenkins From Dec. 1, 1942 to Dec. 31, 1943
 Home Demonstration Agent.
 Assistant Home Demonstration Agent.
 4-H Club Agent.
 Assistant County Agent in charge of Club Work.
 Agricultural Agent.
 Assistant Agricultural Agent.



READ SUGGESTIONS, PAGES 2 AND 16

Dec. 9, 1943

Approved:

Date

L. A. Jenkins
District Agent

State Extension Director.