

COOPERATIVE EXTENSION SERVICE WORK  
IN  
AGRICULTURE AND HOME ECONOMICS

U. S. DEPARTMENT OF AGRICULTURE &  
VIRGINIA POLYTECHNIC INSTITUTE  
COOPERATING

EXTENSION SERVICE  
LOCAL FARM AND HOME  
DEMONSTRATION WORK

PLAN OF WORK  
1962-63

COUNTY

Prince George

NAME Bernard B. Jones  
Local Farm Agent

NAME Gladys B. Holland  
Local Home Agent

NAME \_\_\_\_\_  
Asst. Local Farm or Home Agent

DATE MAILED 2/26/62

A MAJOR EMPHASIS - EDUCATIONAL PLAN

PROJECT AREA: EXTENSION HOME ECONOMICS

PHASE: Clothing, Fiscal Year: 1962-63

The Situation:

Many homemakers construct their own clothing. Many more could do so with knowledge and skills in fabric buying and clothing construction.

The Specific Problem:

Homemakers lack knowledge of steps in clothing construction which make garments appear professionally made. Homemakers lack knowledge in purchasing fabrics for a pleasing appearance.

The Program Objective:

To improve sewing skills and be able to have a year round wardrobe.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
To provide homemakers knowledge and skills in construction to give a professional appearance.	Extension Bulletins Illustrative Charts	Demonstrations and actual practice by homemakers. Discussion	December	Agent Leaders
To teach skills in selecting appropriate fabrics for the individual.	Professional Magazines Printed Materials	Discussion	January	Agent
To teach skills in fitting garments around neck, arm, bust and waist.	Illustrative Charts Printed Materials	Demonstrations	February	Agent Leaders

EVALUATION:

Through an exhibit and fashion show determine the number of homemakers that; (a) made garments; (b) practice recommended procedures in order to get a professional look and made wise selection of fabrics.

A MAJOR EMPHASIS - EDUCATIONAL PLAN

PROJECT AREA: EXTENSION HOME ECONOMICS

PHASE: Housing, Fiscal Year: 1962-63

The Situation:

Many homemakers have children with small areas to entertain. Many problems of entertaining and recreation could be solved with an outdoor living area.

The Specific Problem:

Homemakers lack knowledge in developing outdoor living areas that will cover recreation, entertaining, eating and relaxation.

The Program Objective:

To develop and improve the yard area.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
To provide homemakers knowledge and skills in planning outdoor areas.	Extension Bulletin 217 Illustrative Charts	Demonstrations and actual practice by homemakers.	September	Agent
To teach skills in selecting appropriate furniture for the individual areas.	Professional Magazines Printed Materials	Charts Discussion	October	Agent

EVALUATION:

Through formal and informal survey determine the number of homemakers that; (a) developed an outdoor living area; (b) completed all areas with furniture; (c) improved in their methods of entertaining.

A MAJOR EMPHASIS - EDUCATIONAL PLAN

PROJECT AREA: AGRICULTURAL PRODUCTION, MANAGEMENT  
AND NATURAL RESOURCE DEVELOPMENT

PHASE: Agronomy - Peanut Production, Fiscal Year: 1962-63

The Situation:

Peanuts being the major cash crop produced in the County, therefore farmers depend on this crop for the most of their income. Farmers are now being troubled with diseases and insects that are greatly reducing the yield of peanuts.

The Specific Problem:

Learning how to control these diseases and insects.

The Program Objective:

To develop in the farmers the ability to control diseases and insects of peanuts economically.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
Assist peanuts farmers to:		1. Organize and distribute subject matter material.	December January	Agent
1. To become familiar with symptoms of these diseases and insects.	V.P.I. Circular 879 V.P.I. Technical Bulletin 144 V.P.I. Bulletin 520	2. Have specialist to conduct instruction meeting	February	Specialist
2. Methods of Control	Data recorded from result demonstration		March April	Agent and State Agronomy Staff
3. Effects	State Agronomy Staff	3. Conduct field meetings.	June September	Agent
(a) Yield of Peanuts		4. Present data from result demonstration	November	Agent
(b) Quality of Peanuts				
(c) How other crops are affected.				

**EVALUATION:**

1. Use of informal survey
  - (a) Number that followed recommended practices
  - (b) Check results of growth during growing seasons
2. Have farmers to give their observations
3. Check final results as to yield and quality.

The following results were obtained from the survey conducted in the county, therefore farmers began to do more for the control of their insects and diseases and insects that are causing the yield of plants.

The specific results of the survey are as follows:

The following results were obtained from the survey conducted in the county, therefore farmers began to do more for the control of their insects and diseases and insects that are causing the yield of plants.

MONTH	RESULTS	REMARKS	RECOMMENDATIONS	CONCLUSIONS
April	Survey	1. Growth and yield of plants	1. To increase yield of plants	1. To increase yield of plants
May	Survey	2. Growth and yield of plants	2. To increase yield of plants	2. To increase yield of plants
June	Survey	3. Growth and yield of plants	3. To increase yield of plants	3. To increase yield of plants
July	Survey	4. Growth and yield of plants	4. To increase yield of plants	4. To increase yield of plants
August	Survey	5. Growth and yield of plants	5. To increase yield of plants	5. To increase yield of plants
September	Survey	6. Growth and yield of plants	6. To increase yield of plants	6. To increase yield of plants
October	Survey	7. Growth and yield of plants	7. To increase yield of plants	7. To increase yield of plants
November	Survey	8. Growth and yield of plants	8. To increase yield of plants	8. To increase yield of plants
December	Survey	9. Growth and yield of plants	9. To increase yield of plants	9. To increase yield of plants

A MAJOR EMPHASIS - EDUCATIONAL PLAN

PROJECT AREA: AGRICULTURAL PRODUCTION, MANAGEMENT  
AND NATURAL RESOURCE DEVELOPMENT

PHASE: Livestock - Swine Production, Fiscal Year: 1962-63

The Situation:

There is an unlimited opportunity for farmers in Prince George County to increase their income from the production of swine. Most of the farmers have farm land enough to increase their swine herd. In this area we have a good market for market hogs and feeder pigs.

The Specific Problem:

The lack of good swine management.

The Program Objective:

To develop proficiency in swine production.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
To assist farmers that are producing hogs to become more efficient.	1. Hog Production in Virginia V.P.I. Bulletin 192.	1. Organize Livestock Committee.	July	Agent with help of District Agent.
1. By improving sanitation.	2. Swine Breeding Bulletin 499	2. Place approved information in the hands of swine producers.	August	Agent
2. Better feeding practices.				
3. Rigid selection of breeding stock.	3. How to grow champions the purina way.	3. Have swine grading demonstration.	September	Specialist
4. Have farmers to become better acquainted with market grades of hogs.	4. Feeder Pig Sale Information.	4. Hold instructional meeting on swine sanitation.	October	Veterinarian

SWINE SANITATION - EXTENSION PLAN A

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
5. Make decision as to sell market hogs or feeder pigs.	5. State Swine Specialist	5. Use approved feeding practices.	November December	Agent
		6. Visit feeder pig sale.	January February	Agent and Live-stock committee
		7. Purchase approved breeding stock.	March	Producers

EVALUATION:

1. Have meeting with livestock committee to discuss results and needed improvements.
2. Make personal contacts.
3. Observe to see if management practices have been improved:

- (a) Selection of breeding stock.
- (b) Sanitation
- (c) Decisions on marketing methods.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
1. Have meeting with livestock committee to discuss results and needed improvements.	Swine Specialist	Use approved feeding practices.	November December	Agent
2. Make personal contacts.	Swine Specialist	Visit feeder pig sale.	January February	Agent and Live-stock committee
3. Observe to see if management practices have been improved:	Swine Specialist	Purchase approved breeding stock.	March	Producers
(a) Selection of breeding stock.	Swine Specialist	Visit feeder pig sale.	January February	Agent and Live-stock committee
(b) Sanitation	Swine Specialist	Observe and discuss.	Throughout	Agent
(c) Decisions on marketing methods.	Swine Specialist	Observe and discuss.	Throughout	Agent

A MAJOR EMPHASIS - EDUCATIONAL PLAN

PROJECT AREA: 4-H AND OTHER EXTENSION YOUTH PROGRAMS

PHASE: Farm and Home Safety, Fiscal Year: 1962-63

The Situation:

Due to the increase of home appliances and machinery, it has become necessary that families increase their knowledge in safety measures in the home and on the farm.

The Specific Problem:

The failure to follow safety measures that are recommended by the National Safety Council.

The Program Objective:

To develop the ability of families to practice safety.

TEACHING OBJECTIVES	SOURCE OF ASSISTANCE (Personnel and Publications)	METHODS	WHEN	BY WHOM
1. To stimulate interest in 4-H families the important of safety.	State Staff Film Strips Movies Slides	Use of Visual Aid Materials. Present skit on Safety.	July	State Staff Clergy
2. To have 4-Hers remove hazard in the home and on the farm.	Material from National Safety Council. County Personnel	Tour Discussion by State Police	September	Local Farm and Home Agents
3. To acquaint 4-Hers with accident statistics.	Bulletin 190	Discussion	October	State Police
4. Observe National Farm Safety Week.			November December	Local Home and Farm Agents

EVALUATION:

1. Questionnaires to determine if program needs were met.
2. Have 4-Hers to write result stories.
3. Observe for safety measures when making home visits.

A MAJOR EMPHASIS - ORGANIZATIONAL PLAN

PROJECT AREA: 4-H AND OTHER EXTENSION YOUTH PROGRAMS

PHASE: 4-H Adult Leaders Association, Fiscal Year: 1962-63

The Situation:

Extension agents in Prince George County have been working with approximately 8 organizational and 10 project leaders individually. Recently, county leaders association was organized, but much training is needed to enable these leaders to become acquainted with the 4-H program.

The Specific Problem:

Lack of knowledge on the part of leaders, that might provide for strengthening of the 4-H club program.

The Program Objective:

To train leaders to conduct an effective 4-H program.

ORGANIZATIONAL OBJECTIVES	SOURCE OF ASSISTANCE	METHODS	WHEN	BY WHOM
1. To acquaint leaders with the purpose of a county leaders organization.	State 4-H Staff District Agents Leaders Handbook	Discussion	July	Agents
2. To provide training for leaders in organizing and conducting community 4-H programs.	Adult Leader who suggested organizing. Bulletin 270	Demonstration Discussion	September	Agents
3. To encourage individual membership in State Leaders Association.		Hold County-Wide	December	Agents

EVALUATION:

1. Formal or informal surveys to determine if needs were met.
2. Observance of leaders interest in the 4-H program.

A MAJOR EMPHASIS - EDUCATIONAL PLAN

PROJECT AREA: EXTENSION HOME ECONOMICS

PHASE: Consumer Education, Fiscal Year: 1962-63

The Situation:

A relatively low farm income and a serious lack of knowledge in budgeting and consumer buying.

The Specific Problem:

Homemakers lack knowledge in budgeting, supplementary farm income, and consumer buying.

The Program Objective:

To improve budget making and consumer buying.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
To provide homemakers knowledge in budgeting for food, clothing housing and health.	Extension Bulletins 383 Illustrative Charts Leaflets Moe: 15 14 381 MM-FED: 66	Discussion on needs. Demonstrations Training Meetings	November	Agent
To teach adjustments in budgeting through consumer education.	1962 Outlooks Professional Magazines Local Professional Workers.	Discussion	December	Agent

EVALUATION:

Through formal or informal survey determine the number of homemakers that: (a) made budgets; (b) the number that actual went by the budget and (c) the number that used some points from consumer education in buying.

Fields of Work Without Detailed Plans

1. Art
2. Family Recreational
3. Management (Farm and Home)
4. Home Beautification
5. Civil Defense
6. Complete Water System
7. Mail Box Improvement
8. Tractor Care

E. COMMUNITY AND PUBLIC AFFAIRS

1. County Advisory Board

- a. Assist in sponsoring county-wide meetings.
- b. Sponsor farm and home tours.
- c. Assist in sponsoring 4-H club activities.
- d. Sponsor recreation activities.
- e. Sponsor community improvement programs.

# ANNUAL NARRATIVE REPORT

## COUNTY EXTENSION WORK

### *Virginia Agricultural Extension Service*

Gladys B. Holland

**Extension Agent**

Bernard B. Jones

**Extension Agent**

**Assistant Agent**

**Assistant Agent**

**Assistant Agent**



1962

Prince George & Surry  
County

I. INVOLVEMENT OF LOCAL LEADERSHIP IN PLANNING AND CARRYING OUT THE EXTENSION PROGRAM

- A. The County Advisory Board being the principle planning board of the county, it serves as a guiding organization for all county agricultural extension activities such as:

1. Community Improvement Program
2. 4-H Leaders Association
3. 4-H Junior Council
4. County Home Demonstration Committee

B. CONTRIBUTIONS MADE BY LOCAL LEADERS

- (a) Helped to plan county-wide extension activities such as:

1. Farm and Home Tour
2. Family Security Program
3. Civil Defense Program
4. Assisted in Planning 4-H Activities
5. Farm and Home Safety Program

C. WORK IN LEADER TRAINING

1. Organization Leaders

- (a) Were instructed in planning and conducting 4-H programs.

2. Home Demonstration Leaders

- (a) Home demonstration leaders were trained in the following phases of Home Economics:

1. Clothing
2. Housing
3. Foods

C. WORK IN LEADER TRAINING COND'T

4. Consumer Education

5. Art

3. Planning Committees

(a) Home Economics Committee

(b) Recreational

(c) 4-H Committees

- D. We feel that the local leaders have shown a sincere and conscientious<sup>instinct</sup> in helping to develop an extension program to meet the needs of the people of the counties.

II. REPORT ON PROJECT AREAS

## A. CLOTHING

B. This phase of work received major emphasis do to many house-makers construct their own clothing. Many more could do so with a little more knowledge and skill in fabric buying and clothing finishes. Homemakers lack the knowledge in making garments look professional made and purchasing fabrics for a pleasing appearance. Homemakers felt if they could make more professional looking garments, it would attract the younger homemakers and would give them more to spend in other areas for family improvement.

C. Objectives are to provide homemakers knowledge and skills in construction; to give a professional appearance; to teach skills in selecting appropriate fabrics for the individual, and to teach skills in fitting garments around neck, arm, bust and waist. To stimulate 4-H members in clothing construction.

D. The progress made thus far in reaching objectives set up have been a Leader Training Meeting was held by V. P. I. Clothing Specialist Miss Bettie McClaskey on garment finishes. In this the leaders learned a quick way to put in zippers and do hems. Samples of Materials, Bulletins, Charts and Magazines were used by agent to train leaders and to give demonstrations in Home Demonstration Clubs. In this way homemakers learned to select fabrics and how to fit garments.

D. COND'T

Through a Fashion Show with approximately fifty participating and in observing the garments, the following things had been reached in this phase of work.

1. Better selection in fabrics
2. More professional looking garments
3. Zippers and hems improved
4. Fitting

The Fashion Show made more non-club members become interested and increased the Home Demonstration Club Enrollment. Each of the ten clubs has had at least one new person to join.

II. REPORT ON PROJECT AREAS

A. HOUSING

B. The need for better housing is becoming a must in many families. With small living quarters they found a need to emphasis Outdoor Living Areas for entertaining, recreation, eating and relaxation.

C. The objectives are: To provide homemakers knowledge and skills in planning Outdoor Living Areas and to teach skills in selecting appropriate furniture for the individual areas.

D. To date progress made two yards have been landscaped and plans are being carried out. Two Outdoor Living Areas are completed and six are being developed. Extension Bulletin 217, Illustrative Charts, Magazines and Printed Materials have been used by agent in Home Demonstration Meetings. Demonstrations were held in two communities by Dr. W. L. Watson of Virginia State College on landscaping. A number of Home Demonstration Members attended and observed this work.

Through survey a large number of homemakers were reached, but feel that they need to continue to work on Outdoor Living Areas and try and reach more families that have a need for this area.

II. REPORT ON PROJECT AREAS

A. CONSUMER EDUCATION

- B. A relatively low farm income and a serious lack of knowledge in budgeting and consumer buying was observed and discussed by most of the homemakers. With a large number of homemakers working to supplement the farm income they felt a great need for this topic.

- C. The objectives are: To provide homemakers knowledge in budgeting for food, clothing, housing and health; to teach adjustments in budgeting through consumer education.

- D. Miss A. H. Fuller of V.P.I. Specialist in Extension Farm and Home Unit gave special training to agent in "Budgeting and Use of Income". This information along with Bulletin 383, Charts, Leaflets Moe: 16; 14; 381, MM-FHD 66, Outlook, Magazines and Local Professional Workers enabled the agent to have discussions and give demonstrations. To date fifteen families have made budgets and they are working very successful.

A large number feel that they need more training in budgeting making. Ten families have purchased several large household items and they discussed the item and used many points from consumer education in making these purchases.

II. REPORT ON PROJECT AREAS

## E. ACHIEVEMENT DAY

This program had as its objectives, to show achievements in Home Demonstration work, 4-H projects and other activities; to encourage use of improved practices and to increase interest in the Extension Program. This activity was carried out and proved to be a success.

## CIVIL DEFENSE

A county-wide Civil Defense Program was held with Dr. W. R. Ferguson of the Prince George Health Department as guest speaker. Dr. Ferguson enlightened the people on the need for the Family Fallout Shelter. The affect Radiation would have on food, water, plants and the human body. Families gained much from this lecture and material is given out each month on Civil Defense. Civil Defense has become apart of the regular routine. They want to be kept up to date with the new trends.

## FAMILY RECREATION AND TOUR

The families of Prince George combined a Farm and Home Tour with recreation to observe some of the improvements that had been made by farm families. Mr. & Mrs. Stith, a new brick home and yard landscaped. Mr. & Mrs. B. Turner, a new home, decorated with drapes and some new furniture, yard fenced in. Mr. & Mrs. S. Wilson, new home, a full basement, a modern kitchen, side porch, (that will be turned into a extra room)

COUNTY - Prince George

YEAR - 1962

FAMILY RECREATION AND TOUR COND'T

outdoor living area and yard landscaped. Mr. & Mrs. E. Green,  
Farm Improvement.

II. REPORT ON PROJECT AREAS

F. HAT WORKSHOP

For two days and one night a hat workshop was held with thirty - eight ladies participating. This workshop was a big success. I feel that it gave the Home Demonstration Members a up lift from almost a routine program. They became so excited over hat-making until extension work has been talked about over the whole county and many other phases of work in the program has been discussed. Again Home Demonstration Enrollment increased.

FOOD AND ART

Mrs. Dora Guerin, Home Economist of VEPCO trained eighteen leaders in foods and art for the holidays. This again added to the interest of the ladies and made them want to work harder with the extension program.

## II. REPORT ON PROJECT AREA

- A. Phase: Agronomy - Peanut Production
- B. This phase was selected because Peanuts being the Major Cash Crop in this area and the farmer depends on this crop for the greatest part of their income.
- C. Objectives:

Assist peanut farmers to:

1. To become familiar with symptoms of diseases and insects.
2. Methods of control
3. Effects
  - (a) Yield of Peanuts
  - (b) Quality of Peanuts
  - (c) How other crops are affected

These objectives were carried out by holding meetings with farmers. At these meetings Specialist discussed symptoms, affect and control methods of the insects and diseases that were most harmful to Peanut Productions.

Then bulletins with approved information were distributed to farmers on the control of these diseases and insects.

Results:

A large number of farmers used approved methods in controlling diseases and insects. These results were gratifying, in some case yields were increased 25% and a better quality. This phase will take more than one year to accomplish the desired results.

II. REPORT ON PROJECT AREA

A. Phase: Livestock - Swine Production

B. This phase was selected because these counties are located near good hog markets and hog fit in the type of farming conducted in this area.

C. Objectives:

1. To assist farmers that are producing hogs to become more efficient.

- (a) By improving sanitation
- (b) Better feeding practices
- (c) Rigid selection of breeding stock
- (d) Have farmers to become better acquainted with market grades of hogs.
- (e) Make decisions as to sell market hogs <sup>or</sup> ~~as~~ feeder pigs.

D. Progress Made:

- (a) There has been some improvements made in sanitation and disease controll. This was done by giving instructions to individual farmers on their farms. This method was use because I wanted to have these farms <sup>f</sup> later for demonstration farms.
- (b) Better feeding practices, approved information on feeding swine was placed in hands of farmers.
- (c) Rigid selecting of breeding stock, information on selecting breeding stock was placed in the hands of farmers and 4-H members with hog projects.

D. Progress Made Cond't

- (d) Have farmers to become better acquainted with market grades of hogs. On farm instructions were given to farmers when farm visits were made.
- (e) Make decisions as to sell market hogs ~~and~~ <sup>or</sup> feeder pigs. Had key farmers to visit feeder pig sales and observe prices and size of pigs. This was done to help them make their decisions.

There are a number of farmers that have responded to the use of approved methods in swine care and marketing.

COUNTIES - Prince George & Surry

II. REPORT ON PROJECT AREA

A. Phase: Farm and Home Safety

B. Due to the increase use of home appliances and machinery on the farm.

C. Objectives:

1. To stimulate interest in 4-H families the important of safety.
2. To have 4-Her's remove hazard in the home and on the farm.
3. To acquaint 4-Her's with accident statistics.
4. Observe National Farm Safety Week.

D. Progress made in reaching some of the objectives were:

1. County-wide meetings
2. State staff
3. Film strips
4. Bulletins
5. Safety discussion in 4-H meetings

Farm and Home Safety being an important phase of Extension Education it will be continued.

III. SUCCESS STORY

The 4-H club work in Prince George and Surry has been an outstanding part of the Extension Program. We feel that the following phases such as:

Leadership in conducting club meeting, demonstrations and assisting in conducting other community activities. Projects interest has extended to carrying more than one project, completion of projects and <sup>obtaining</sup> ~~obtaining~~ project knowledge to become a part of good everyday living. Members have improved homes and reached out in helping non-4-H families so as to improve the whole community. All of the above information has been educational to all 4-Her's.

IV. GENERAL APPRAISAL OF PAST YEAR

In bringing to a close our 1962 Extension Program in Prince George and Surry Counties, It is gratifying to note that the assistance of local voluntary leaders that the Extension Program has made a great contribution in helping to develop a better family life among the families of the counties.

As Local Farm Agent for Prince George and Surry, I feel that a much stronger Extension Program could be developed if the Farm Agent could work full<sup>time</sup> in one county, instead of part time.

3  
1962

ANNUAL STATISTICAL REPORT

OF

COUNTY EXTENSION WORKERS

January 1, 1962 - December 31, 1962

County Prince George & Surry

Submitted By: Gladys B. Holland  
Name

Local Home Agent (Prince George)  
Title

Bernard B. Jones

Local Farm Agent (Prince George & Surry)

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\_\_\_\_\_  
\_\_\_\_\_

Approved By:

\_\_\_\_\_  
Date

\_\_\_\_\_  
State Extension Director

Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U. S. Department of Agriculture. W. H. Daughtrey, Director of Extension Service, Virginia Polytechnic Institute, Blacksburg, Virginia.

SUMMARY OF EXTENSION TEACHING METHODS AND OTHER ACTIVITIES

Include all activities carried on this year that are related to Extension work.

Teaching Method or Activity	Work Done By --					
	Home Agents	Youth Agents	Agricultural Agents	County Total	State Staff	Grand Total
	A	B	C	D	E	F
1. Farm, home, firm and other out-of-office visits...	262		358	620		
2. Office calls .....	184		128	312		
3. Telephone calls (received or made) .....	344		157	501		
4. Newspaper articles or stories:						
a. Prepared and released directly to newspapers or magazines .....	4			4		
b. Prepared by State office and released through County Extension offices .....						XXXXX
5. Broadcasts made:						
a. Radio .....						
b. Television .....						
6. Publications distributed directly to the public ..	2350		1740	4090		
7. Circular or commodity letters written .....	73		33	106		
8. Training meetings held for local leaders:						
a. Adult work (1) Number .....	7		10	17		
(2) Attendance .....	112		59	171		
b. Youth work (1) Number .....	2		5	7		
(2) Attendance .....	56		41	97		
9. Other meetings at which agents or specialists presented educational information:						
a. Adult work (1) Number .....	95		13	108		
(2) Attendance .....	1143		729	1872		
b. Youth work (1) Number .....	45		46	91		
(2) Attendance .....	817		1135	1952		
10. Meetings held by local leaders:						
a. Adult work (1) Number .....	39			39		
(2) Attendance .....	351			351		
b. Youth work (1) Number .....	19		28	47		
(2) Attendance .....	183		548	731		
	6086		5030	11116		

PROGRAM EMPHASIS

Item	Days Devoted By:	
	County	State
	Staffs	Staff
	A	B
11. Planning and management of the farm business .....	59	
12. Field Crops (production and farm marketing) .....	38	
13. Soil management .....	18	
14. Horticulture (production and farm marketing) .....	9	
15. Forestry (production and farm marketing) .....	1	
16. Soil and water conservation .....	3	
17. Plant pathology .....	2	
18. Entomology .....	9	
19. Chemical residues .....		
20. Dairy (production and farm marketing).....		
21. Poultry (production and farm marketing) .....	2	
22. Livestock (production and farm marketing) .....	34	
23. Animal and Poultry health .....	5	
24. Marketing and utilization .....	2	
25. Agricultural engineering .....	5	
26. Dwellings and equipment .....	3	
27. Home grounds improvement .....	12 <sup>1</sup>	
28. Planning and management in the home .....	10	
29. Family economics .....	13	
30. Home furnishings .....	16	
31. Clothing selection and care .....	15	
32. Clothing construction .....	29	
33. Food preparation and selection .....	16	
34. Food preservation .....	14	
35. Nutrition .....	6	
36. Child development, human relations .....	4	
37. Health .....	13	
38. Safety .....	14	
39. Recreation .....	5	
40. Outlook .....	5	
41. Community development and resource adjustment .....	5	
42. Public affairs .....	6	
43. Leadership development .....	11	
44. Extension organization and program planning .....	56	
45. Supervision .....	XXXXX	
46. Inservice training received .....	34	
47. Discontinued .....		
48. Miscellaneous (cannot be charged to above items) .....	4	
49. Total days worked (items 11-48) .....	478 <sup>1</sup>	
Of total days reported in item 49, how many were devoted to --		
50. Adult work .....	289	
51. YMH work .....		
52. 4-H Club work .....	189 <sup>1</sup>	

VOLUNTARY LOCAL LEADERS

53. Number of different adult voluntary local leaders assisting in the conduct of county Extension work.

Item	Men		Women	
	A	B	A	B
a. In adult agricultural work .....	23		5	
b. In adult home demonstration work .....			30	
c. In young men and women's work .....				
d. In 4-H Club work:				
(1) Organizational leaders .....	3		10	
(2) Project or subject-matter leaders .....	5		76	
(3) Other adult club leaders .....	5		9	
e. Total DIFFERENT adult leaders .....	36		61	40

HOME ECONOMICS EXTENSION WORK

54. Organized clubs or other groups regularly carrying on adult home economics Extension work:

a. Number of groups .....	10
b. Number of members .....	104

55. Special audience and specific interest groups organized by Extension and worked with in home economics Extension work:

a. Number of such groups worked with .....	
b. Attendance at meetings held with these groups .....	

WORK WITH YOUNG MEN AND WOMEN (YMW)

YMW Work is designed to reach young folks 18-30 years of age through special programs geared to meet the needs of this age group.

56. Extension sponsored groups of young men and women (YMW):

a. Number of groups worked with .....	
b. Number in such groups .....	

57. Number of other young men and women worked with through YMW programs (Jointly sponsored groups, non-extension groups and individuals not in groups) .....

WORK WITH OTHER YOUTH

58. Number of youth (of 4-H Club age) worked with in addition to 4-H Club members .....

4-H CLUB WORK

59. Number of 4-H Clubs ....	<u>10</u>	52. 4-H Club members by years in Club work:	
60. Different 4-H Club Members Enrolled:		a. 1st year .....	<u>93</u>
a. Boys .....	<u>111</u>	b. 2nd year .....	<u>62</u>
b. Girls .....	<u>111</u>	c. 3rd year .....	<u>32</u>
c. Total .....	<u>222</u>	d. 4th year .....	<u>10</u>
61. 4-H Club members enrolled by place of residence:		e. 5th year .....	<u>9</u>
a. Farm .....	<u>222</u>	f. 6th year and over ....	<u>16</u>
b. Rural nonfarm .....	_____	63. 4-H Club members by age groups:	
c. Urban .....	_____	a. 12 years and under ...	<u>119</u>
		b. 13-15 years inclusive.	<u>65</u>
		c. 16-20 years inclusive.	<u>38</u>

64. 4-H Enrollment in projects and activities

(A member may be enrolled in more than one project or activity under each of the following groupings and should be counted each time.)

a. Agronomy (crops and soils) .....	<u>9</u>
b. Horticulture (fruits, vegetables, landscaping) .....	<u>85</u>
c. Entomology and plant pathology .....	_____
d. Conservation (soil, water, forest, wildlife) .....	<u>1</u>
e. Poultry .....	<u>6</u>
f. Dairy .....	<u>4</u>
g. Beef .....	_____
h. Swine .....	<u>22</u>
i. Other livestock .....	<u>2</u>
j. Engineering (include electricity, tractor, automotive) .....	<u>18</u>
k. Management on the farm .....	_____
l. Marketing and business .....	_____
m. Management in the home .....	_____
n. Clothing .....	<u>84</u>
o. Food and nutrition .....	<u>4</u>
p. Home improvement and furnishings .....	_____
q. Family life education .....	_____
r. Personal development (public speaking careers, grooming) .....	_____
s. Health .....	<u>2</u>
t. Safety .....	<u>3</u>
u. Recreation (include crafts) .....	_____
v. Community and public affairs .....	_____
w. Total enrollment in projects and activities .....	<u>240</u>
65. Junior 4-H Club leaders:	
a. Older club boys .....	_____
b. Older club girls .....	_____

COOPERATION WITH OTHER PUBLIC AGENCIES

Public Agencies Worked With	Days Devoted By:	
	County Staffs	State Staff
	A	B
<b>FEDERAL AGENCIES</b>		
66. Agricultural Research Service .....		
67. Agricultural Stabilization and Conservation Service .....	1	
68. Bureau of Indian Affairs .....		
69. Bureau of Land Management; Bureau of Reclamation .....		
70. Department of Commerce (Area Redevelopment) .....		
71. Farm Credit Administration .....		
72. Farmers Home Administration .....	13	
73. Fish and Wildlife Service .....		
74. Forest Service .....		
75. Rural Electrification Administration .....		
76. Selective Service .....		
77. Social Security Administration; Internal Revenue Service ..		
78. Soil Conservation Service .....	1	
79. Valley Authorities (TVA, etc.) .....		
<b>STATE AGENCIES</b>		
80. Civil Defense .....	13	
81. Health Department .....	2	
82. Highway Department .....		
83. State Departments of Agriculture and Forestry .....		
84. State Department of Education (schools in general) .....	4	
85. State Employment Service .....		
86. Welfare Department .....		
<b>COUNTY AGENCIES</b>		
87. Soil Conservation districts .....	5	
88. Vocational-agricultural and home economics departments ...	16	

INTERPRETATION OF 1962 STATISTICAL REPORT

Columns

A, B, C Agents who devote more than one-half of their time to a line of work should report ALL of their work in the appropriate column.

Consumer marketing agents employed with A.M.A. funds are to report in column C. Consumer marketing agents not paid from A.M.A. funds will report in column C if their work is oriented to marketing efficiency or in column A if their work is oriented to family satisfaction.

Area Extension agents will report in their respective county column, A, B, or C, or the State staff column E, depending upon whether they get their direction and supervision from the district supervisor or from the State specialist who serves as project leader.

A, B, C, D When two or more agents engaged in the same line of work participate in the same Extension activity it should be reported only once in their respective column and only once in the county total.

When agents, engaged in different lines of work, participate in the same Extension activity, the information is reported once in each of their respective columns and only once in the county total (column D).

E Administrative, supervisory, and subject matter staff members will report their activities in this column as follows:

County activities: When in a county most activities participated in by the State staff will have been arranged for and be reported by the county staff. Only those activities a State staff member initiates and participates in without county staff assistance are to be reported by the State workers.

Multi-County Activities: State staff will report State-wide, regional, and/or district activities they are responsible for holding, which in the normal course of events would not be reported by the county staff.

Headquarter Activities: State staff will report only activities in which program information is given to or received from Extension clientele such as representatives of breed associations, marketing organizations, industrial concerns, magazines, papers, radio and TV stations, public and private organizations and agencies, individual farmers, homemakers, leaders and others with whom the State staff may work directly. Item 4-b is an exception.

When two or more members of the State staff participate in the same activity the person having primary responsibility for the activity should report it. When of equal responsibility they should decide which one will report. The others may show it in parentheses ( ) on their monthly report, thus indicating their participation, but it is not to be included in columns E and F.

Telephone calls, office visits, conferences, meetings, etc. with other Extension, research and teaching personnel on the campus, and of a personal nature are not to be reported.

Information Specialists: Time spent by information specialists to help subject matter specialists and county workers should be charged to that phase of subject matter.

Trainers: Trainers in subject matter per se report time under appropriate subject matter headings. The Extension Forester holds a training session for County Agents. The Forester reports time spent in preparing and in giving the training under item 15. The County Agent reports under item 46. Trainers in other than subject matter will report their time under item 47.

Item

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group in which information is given or received.
3. Telephone calls may be either incoming or outgoing.
- 4a. Each news release is to be reported as one story or article. An Extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported only once. Information given directly to reporters or writers as the basis for a story is also reported. Items relating to notice of meeting only and news items prepared by local leaders should not be reported.
- 4b. Include here news releases prepared in State office and localized in county. The same release localized and used in 18 counties would be reported once in column E and once in each of the 18 counties by the agent using it. Column F is not to be filled in.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An Extension worker, does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast is also to be reported.
6. Report number of bulletins, circulars, leaflets, and other materials related to subject matter and organization aspects of Extension work. Include such materials prepared in the county office as well as those of State and Federal origin. Commercial publications are not to be counted unless they are recommended by the State Office. See item 7.
7. Circular or commodity letters are usually prepared for one item distribution in contrast to subject matter material prepared for general distribution over a period of time which is reported in item 6. Report number of different letters written and not copies distributed. A mimeographed letter announcing a meeting would be reported as one letter.

8. At leader training meetings, project leaders, local leaders, or committeemen are trained to carry on Extension activities. See item 53.
- 8b. Includes work done through the formally organized 4-H Club program, young men and women's work (YMW) and work with other youth.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organized meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding. Also, includes meetings that you did not arrange, but attended and actively participated in for the specific purpose of advancing the Extension program. Do not include meetings held by local leaders that you attended for observation or public relations purposes only. Such meetings should be reported under item 10. Do not report county, district, or state conferences of Extension personnel.

In reporting attendance at a meeting count the total number of different persons.

- 9b. In addition to the 4-H Club and YMW meetings you held or participated in, similar Extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the Extension program are to be reported. In most situations State personnel will have nothing to report in column E.

Page 2 - Time should be reported to the nearest whole day.

11. Includes the farm management aspects of any Farm and Home Development work done.
12. Includes the production and farm marketing work done with all crops except those classified as horticulture. Also, includes all weed control work.
14. Includes the production and farm marketing of vegetables, fruits, nuts, and ornamentals.
15. Include all forest and forest product production and farm marketing work such as planting, timber stand improvement, timber harvesting, estimating and appraising, treating of wood products with preservatives, fire prevention, and production of maple-sirup products or naval stores work done with producers. All work done with buyers, mills and the industry should be reported under item 24.
16. Soil and water conservation means a program promoting primarily conservation practices.
19. Report time spent working with people on the specific matter of chemical residues on crops, livestock as it may affect the product, and in the home. It is recognized that much work in this field will be done in connection with the production and marketing aspects and probably be reported there. Item 19 is an attempt to pull out and report separately chemical residue work whenever possible.

- 20-22 Includes both the production and farm marketing aspects. Item 22 includes beef cattle, swine, sheep, goats and horses.
24. Include here all marketing work done with buyers, sellers, handlers, processors, and transporters of crops, livestock and livestock products, as well as forest products. This is the marketing work done after the crop, livestock, livestock product and forest product has left the control of the producer.
25. Includes water management for irrigation and drainage; farm structures and equipment; field power and equipment; vehicles and roads; farm power, heat, light, water supply and sanitation as related to the production and marketing aspects of the farm business.
26. Includes planning new or remodeled dwelling construction, home utilities, equipment, and related maintenance.
27. Includes landscape planning, planting and maintenance of the home surroundings.
28. Also includes the home management aspects of any Farm and Home Development Work.
40. Includes all general agricultural and rural family outlook work. Specific crop and livestock commodity outlook and marketing information given individuals in connection with their farm marketing should be reported under item 12, 14, 15, 20, 21, or 22.
41. Includes local community projects for improving health facilities, services and programs; schools, churches, libraries, roads, community centers, etc., and economic services such as credit facilities, marketing organizations, utilities, transportation and industrial development. This may or may not be done under the Rural Area Development and Area Redevelopment Acts. Also include such regional or area development programs that affect communities such as river basin, watershed, soil conservation district, land use, land reclamation and flood control.
42. Includes such things as developing an understanding of citizenship responsibilities and functions of government -- local, state, or national; study of public documents; national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, international problems; programs and organizations including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.
43. This item refers to training Extension gives its clientele. This is training in techniques of leadership. Training in leadership principles to improve attitude, motivation, and leadership skill, effectiveness of recruitment and recognition. Training in subject matter per se should be reported under the appropriate subject matter items.
44. Include time devoted to general administrative work such as office staff conferences, preparation of plans of work and reports and program planning.
46. All training received by you is reported in this item. Do not charge training you receive to subject matter items. Include days spent attending summer and winter Extension courses, workshops, district and State Extension

conferences, and other training activities organized primarily for the purpose of the professional development of Extension personnel.

48. Includes miscellaneous work that cannot be accounted for under one of the above headings.
49. This is total of items 11 through 48.
- 50, 51, 52 All time should be distributed to these items whenever possible. Only when there is no apparent relationship between work done and these three items will the time not be distributed.

Page 3

53. Include here only adult leaders. Junior leaders will be reported in item 65. A project leader, local leader, or committeeman is a person selected by Extension or the group they represent to lead some phase of the Extension program in organization or subject matter.
- 53d(1) An adult who works directly with 4-H Club members in a 4-H Club and has responsibility for organizing, planning and conducting the local 4-H Club with the members.
- 53d(2) An adult who works directly with 4-H Club members in planning and teaching the project or activity in a 4-H Club over a period of several weeks or months.
- 53d(3) Any other adults considered as leaders not fitting any above descriptions.
54. Include here the Extension organized Home Demonstration Clubs that meet regularly.
55. Include those groups that Extension organized for a specific interest. The distinguishing feature from item 54 is the lack of a permanent organization to carry the group from one subject to another.
58. Report youth other than 4-H Club members worked with during the year. Includes individuals and groups such as scouts, FFA, FHA, etc.

Page 4

64. No distinction is made between a project and an organized activity -- both are included in this item.
65. An older 4-H Club member performing any or all of the functions that an adult leader would otherwise be doing.

Page 5 - Time should be reported to nearest whole day.

- 66-88 Days reported here should already have been accounted for under Program Emphasis. Report here only those days that were devoted to the programs of agencies listed.
70. Include all time spent on Area Redevelopment work.
80. Report all time devoted to Civilian Defense, Rural Defense, and county defense committee work.