

VIRGINIA

ROCKBRIDGE COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1944

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VPM-4

RETURN TO
EXTENSION
DIVISION OF FIELD
STUDIES & TRAINING

ANNUAL REPORT
AGRICULTURAL EXTENSION WORK

ROCKBRIDGE COUNTY
VIRGINIA

G. B. Allison - - County Agricultural Agent

Mrs. Frances K. Tolley - - Stenographer

1944

December 1, 1943 - November 30, 1944

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III. County Organization.

One man and one woman leader from each community along with professional workers and representatives of all farm and home organizations in the county compose the county Board of Agriculture. The county Board of Agriculture is the general Extension organization in the county. Other committees serve as sub-committees to this organization. There are one hundred and eighty-two neighborhood leaders under the neighborhood leader system. These committees are taking an active interest in carrying information to individual farm families.

The information furnished in the "Neighborhood Leaders Digest" has been very valuable to the committee in keeping informed on various topics and projects in which farm people are interested.

Following is a list of some of the main topics the neighborhood leaders and the Board of Agriculture have assisted with during the year:

1. 1944 Food Production Goals.
2. Feeding and Management of Livestock.
3. Farm Labor Program.
4. Feeding and Management of Poultry.
5. Home Food Supply.
6. Post War Planning.

Members of the County Board of Agriculture and Neighborhood Leaders are contacted both in securing information from farm families and carrying information to farm families.

IV. Project Activities.

(a) Agronomy --

Proper land use is one of the biggest problems farmers in this section of the state have. It is necessary that land be used for crops for which it is best adapted in order to conserve soil and rainfall. In many years the amount of moisture available is the limiting factor in crop yields. This makes it more important than ever that rainfall be conserved. The large amount of our rainfall is being lost by run off which also carries with it a serious problem of soil erosion. These two problems must be solved if we are to maintain a high standard of living among farm people. The Extension T. V. A. Farm Unit Demonstration farms in this county are an excellent example of what can be accomplished by proper land use. Accomplishments on these farms will be discussed later in this report.

During 1944 approximately twenty percent of the corn in Rockbridge County was planted to some variety of hybrid corn. All seed dealers were given information early in the season on varieties of corn hybrid adapted to this area. In sections where the drought was most serious during the late summer months the yields of corn hybrids in many cases, was as much as fifty percent more than that of open pollinated varieties. Farmers are encouraged to follow experiment station recommendations in planting and fertilization of corn. One farmer in the county produced approximately fifty bushels of hybrid seed corn during the year.

There has been an increase in the acreage seeded to alfalfa. After two years of short hay crops because of dry weather in the late summer farmers are learning that they cannot depend upon lespedeza for a hay crop. This is causing many of them to become interested in seeding alfalfa. Information on the seeding of alfalfa was supplied farm people through newspaper publicity, information furnished community and county leaders, and through farm visits by agent. One of the best methods found to get people to seed alfalfa properly is through demonstrations on farms on which alfalfa is being grown successfully. This has been very helpful in encouraging farmers to follow recommendations on seeding and fertilizing alfalfa.

It is believed that Rockbridge County produced this year the highest quality of hay that has ever been produced in the county. A part of this is due to the excellent weather conditions during the harvest season. It is felt that much of this improvement in the quality of hay is due to efforts of agent and community leaders in encouraging farmers to cut hay at proper stage of growth. Letters were sent to all farmers producing the largest acreage of hay giving them information and recommendations on producing good quality hay.

The majority of farmers in the county are becoming interested in pasture improvement. The Agricultural Adjustment Agency Program has been a great help in financing this project. Farmers are learning that they must fertilize and lime pasture land regularly in order to establish and maintain good pastures. Approximately seventy-five percent of phosphate used through the A. A. A. program is used on pasture land. Farmers are encouraged to use both lime and phosphate on the number of acres which they are able to improve in one year.

Demonstrations were established on planting of soybeans and small grain crops to supplement the usual hay supply on the farm. These demonstrations did not give satisfactory results this year because of poor season. It is felt that there is a need to continue these demonstrations and that this practice should be followed by all farmers who do not normally have sufficient hay to feed the amount of livestock that they can graze.

Farmers are encouraged to top dress small grain crops with nitrate of soda. Several such demonstrations were conducted in the county this year. One farmer reported that his wheat yields on plot where nitrate of soda was used doubled the yield on part of field on which nitrate of soda was not applied.

(b) Poultry --

In the past poultry has been more neglected than any other project on the average farm. During the last two or three years the interest among farmers in following better poultry practices has increased a great deal. The home demonstration clubs have been taking a leading part in causing these changes to be brought about. The Extension poultryman assisted in holding training meetings on the management and culling of poultry. Information has been given farm people on various poultry problems through meetings and through information furnished by neighborhood and community leaders.

(c) Sheep --

Sheep numbers have been on a decline for the past several years. The most common reasons given for this decline are inability to control parasites, losses by dogs, and poor fences. It is believed that there is a place for sheep on many more farms in the county than have them at present. Over a period of years sheep have been more profitable than most other types of livestock with probably the exception of dairy cattle.

There is available a portable sheep dipping vat for treating sheep for external parasites. Approximately two thousand sheep are given this treatment during summer and fall. Circular letters and cards were sent to all sheep producers twice during the year giving information on the control of external and internal parasites and encouraging them to follow recommended practices and control methods. About seventy-five percent of the sheep in the county were given one or more treatments with phenothiazine for control of internal parasites. Farmers who are using this material according to recommendations are having good success in the control of parasites.

Assistance was given United Wool Growers Association, Inc. in marketing of 1944 wool clip. From sixty to seventy percent of wool produced in the county was marketed cooperatively through this organization.

Sheep producers are also encouraged to participate in Sheep Indemnity Plan offered through United Wool Growers Association.

Demonstrations are being conducted on improving ewe flocks through selecting females for replacement from highest producing individuals in flock. One farmer in the county who has been following this practice for several years has increased wool clip about twenty-five percent and has also increased the pounds of fat lamb produced per ewe.

(d). Dairying --

During the last two years approximately one hundred and fifty farmers located in this county have started into the milk business. Nearly all of these farmers are producing C-grade milk which is marketed through two local creameries and a creamery located in Staunton. These people were furnished information on management of dairy herds. All of them are being encouraged to improve the quality of herds by carrying out good dairy management practices on their farm. There is a place for future expansion of dairying in this county; but, if this is to be accomplished additional outlets for milk and cream must be developed. A Dairy Herd Improvement Association was organized during the year.

(e) Extension T.V.A. Demonstrations --

Extension Farm Unit T.V.A. Demonstrations have been conducted in this county since 1936. During 1944 there were eighteen of these farms in the county. These eighteen farms contain four

thousand five hundred acres of land. Demonstrators have received to date four hundred tons of triple superphosphate, twenty tons of metaphosphate, and during the fall, twenty tons of ammonium nitrate. This nitrate will be used during the winter and spring of 1945.

Many changes have been made on these farms since the demonstrations were started. The most outstanding accomplishments are the establishment of good rotation systems and good land use program. On practically every one of these farms some land has been taken out of cultivation and has been established in permanent pasture. The number of acres devoted to pasture land on these farms has increased 26%; row crops have decreased 36%; total grain crops have been reduced 33%; hay and pasture crops have increased 30%.

In comparison with neighboring farms it is believed that run off of water and soil erosion is more than fifty percent less on these farms than on neighboring farms which are not following similar practices.

Crop yields on these farms have increased fifteen percent. This group of farmers have found that they can increase the numbers of livestock and at the same time reduce the acreage of grain crops. The reasons why they are able to do this is that the grazing period has been increased an average of about thirty days on these farms; and by taking less productive land out of cultivation and following better liming and fertilization practices on the acreage devoted to grain they have been able in most all cases to produce as much or more grain on one third less acreage of land. Each year one or more of these farmers find that they can further reduce the acreage of grain crops.

During 1944, thirteen of these farmers produced legume or grass seed. One of them produced hybrid seed corn and two have seeded new varieties of barley and wheat. Both of these farmers expect to produce certified seed for sale in 1945.

(f) Farm Labor Program --

Neighborhood leaders were asked to help make a survey in the early part of the year to determine labor needs in the county during the year. They also assisted in encouraging farmers to share labor with their neighbors in order to harvest crops. In many cases farmers would have been unable to get crops harvested if they had not cooperated with their neighbors in the use of labor and machinery.

Three hundred and fifty-seven placements were made during

the year. Most of these were state convicts and federal prisoners. Work done by these groups consisted of harvesting wheat, cutting corn, filling silos, picking apples and peaches, and shucking corn. These groups were used on thirty-six farms during the year.

Forty-six requests for leaving the farm were handled during the year. In most cases recommendations were secured from neighborhood and community leaders before recommendations were made on these cases. It was found almost impossible to keep persons who have been rejected by Selective Service and persons not within Selective Service age limits on farms. Individuals in these groups seem to be able to find employment off farms regardless of whether or not Extension Service has recommended to United States Employment Service that they be given a release. Several temporary releases were recommended. As far as known none of this group returned to the farm.

There were no crop losses during the year because of shortage of labor; but, many farmers planted less acreage of crops than they would have if they had had sufficient labor to cultivate and harvest them.

(g) 4-H Club Work --

There are two 4-H clubs in the county which have boys as members. The total enrollment of boys in these two clubs was twenty. This group had projects in corn, home gardens, poultry, sheep and fat pigs. These groups met each month for instructions in project work.

A majority of the time of meetings has been devoted to management of poultry and soil conservation work. An effort is being made to interest all of these members as to the need of soil conservation practices in their community and to try to get them to encourage their parents to put into practice recommended practices on their own farms.

V. U.S.D.A. War Board and Agricultural Conservation Program.

Extension and Agricultural Adjustment Agency offices are together. The personnel is composed of the Extension Agent, Extension secretary, secretary of Agricultural Conservation Association and one part time employee of the Agricultural Conservation Committee.

The Extension Agent has spent about forty percent of his time doing work in connection with Agricultural Adjustment Agency and

War Board programs. The Extension secretary has spent more than one-half of her time on such work.

Following is a list of activities with which the War Board has assisted during the year:

- (1) 1944 Food Production Goals.
- (2) Milkweed Pod Collection.
- (3) Made recommendations to Selective Service for Farm Deferments.

The War Board cooperated with other agencies in conducting meetings on 1945 Food Production Goals.

The War Board made plans for conducting a campaign for collecting milkweed pods and supervise this program. A total of three hundred and seventy-five bags of milkweed pods were collected in the county. Most of these were collected through schools and boy and girl scouts.

Extension personnel assisted farmers in making requests for farm deferments.

The War Board met weekly during the first several months of the year to review requests for farm deferments and make recommendations to the Selective Service Board. This board has worked very closely with the Selective Service Board and the Selective Service Board has cooperated with the War Board in carrying out their recommendations for farm deferments in the majority of cases.

Applications for farm machinery, electric extensions, and lumber were taken by Extension and Agricultural Adjustment Agency personnel and after these applications were presented to the proper committee for certification the necessary forms were prepared and mailed to applicants.

There were approximately one thousand farmers participating in the 1944 Agricultural Conservation Program. Both ground limestone and phosphate was furnished farmers as grant of aid material. Ten thousand six hundred and eighty-six tons of ground limestone was furnished on four hundred farms. Four hundred and eighty-one tons of phosphate was furnished on one hundred and fifty farms. Much more phosphate would have been furnished if we had been able to fill requests.

In the early fall farmers were advised to cancel orders

for material which it appeared the Agricultural Adjustment Agency would be unable to fill and to purchase lime or phosphate in sufficient amounts to earn their soil building allowance. Many farmers were not willing to purchase the material themselves and for this reason have been unable to earn payment allotted under the Agricultural Conservation Program.

In talking with farmers who made office calls in regard to the Agricultural Conservation Program an effort has been made to encourage each individual to take advantage of soil building allowances and to carry out practices most needed on their farms. Approximately ninety percent of soil building allowances have been earned on farms participating in the program this year either by material furnished as grant of aid or material purchased and used by farm owners.

VI. Cooperation with Other Agencies --

(a) Farm Security --

The Extension Agent assisted Farm Security workers in giving information to tenant purchase and other Farm Security clients in an effort to get them to carry out good farm management practices. The Agent assisted the Farm Security people in conducting a meeting for their tenant purchase clients.

(b) Soil Conservation District --

There are two hundred and six farms in the county cooperating with the Soil Conservation District in carrying out soil and water conservation practices on their farms. The Agent has worked with representatives of Soil Conservation Service and District Board of Supervisors in getting soil conservation practices put into operation on these farms. Also, farmers participating in the program have done a great deal to encourage other farmers to participate in this program.

In working out farming plans with farmers wishing to participate in district plan efforts were made to get farmers to use land for production of crops for which it is best adapted. In most every case this means establishing additional permanent pasture and permanent hay on steep rough land which has been cultivated and changing rotation from five year to three and four year rotation. Farmers are beginning to realize that they cannot continue to crop steep land without striping fields if they are to control soil erosion. There are many farmers in the county who of their own accord have begun to divide fields into two or more parts in order to control erosion. A large part of this is due to information these people have secured by watching demonstrations on farms on which crops are grown on contour strips.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration
Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Rockbridge

REPORT OF

Lucy O. Wall
(Sup) Home Demonstration Agent.

From Dec. 1, 1943 to Nov. 30, 1944

Francess Owen
Assistant Home Demonstration Agent.

From Jan. 2, 1944 to Nov. 30, 1944

4-H Club Agent.

From _____ to _____, 1944

Assistant County Agent in charge of Club Work.

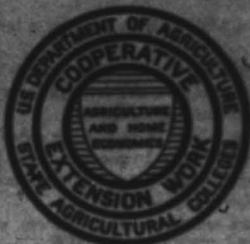
From _____ to _____, 1944

George S. Allison
Agricultural Agent.

From Dec. 1, 1943 to Nov. 30, 1944

Assistant Agricultural Agent.

From _____ to _____, 1944



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 supplement 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 (b)	Agricultural agents (c)	County total* (d)
1. Months of service this year (agents and assistants)		14		12	XXXXXXXX
2. Days devoted to work with adults		251		278	XXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth		82 1/2		9	XXXXXXXX
4. Days in office		137		159	XXXXXXXX
5. Days in field		196 1/2		128	XXXXXXXX
6. Number of farm or home visits made in conducting extension work		311		330	631
7. Number of different farms or homes visited		227		271	420
8. Number of calls relating to extension work	(1) Office	396		3520	3916
	(2) Telephone	409		1800	2209
9. Number of news articles or stories published		28		18	46
10. Number of bulletins distributed		2265		901	2966
11. Number of radio talks broadcast or prepared for broadcasting					
	(a) Number	14		21	32
12. Training meetings held for local leaders or committeemen	(1) Adult work				
		Total attendance of:			
	(b) Men leaders	5		273	278
	(c) Women leaders	134		19	140
(2) 4-H Club and older youth	(a) Number	21		1	2
		Total attendance of:			
	(b) Leaders	16		6	16
13. Method demonstration meetings held: (Do not include the method demonstrations given at leader or training meetings reported under Question 12)	(1) Adult work				
		(a) Number	151		151
		(b) Total attendance	1632		1632
	(2) 4-H Club and older youth				
	(a) Number	48		1	49
	(b) Total attendance	613		10	623
14. Number of adult result demonstrations conducted		15		48	63
15. Meetings held at such result demonstrations	(1) Number	15			15
	(2) Total attendance	20			20
	(a) Number				
16. Tours conducted	(1) Adult work				
		(b) Total attendance			
	(2) 4-H Club and older youth				
	(a) Number				
	(b) Total attendance				
17. Achievement days held	(1) Adult work				
		(a) Number	1		1
		(b) Total attendance	175		175
	(2) 4-H Club and older youth				
	(a) Number				
	(b) Total attendance				

* 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 deductions due to two or more agents participating in same activity or accomplishment.
 * The sum of questions 2 and 3 should equal the sum of questions 4 and 5.
 * Do not count a single visit to both the farm and home as two visits.
 * Do not count travel relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)	
15. Encampments held (report attendance for your county only) ³	(1) Farm women	(a) Number					
		(b) Total members attending					
		(c) Total others attending					
	(2) 4-H Club and older youth	(a) Number					
		(b) Total boys attending					
		(c) Total girls attending					
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	59		20	79	
		(b) Total attendance	2386		4521	2750	
	(2) 4-H Club and older youth	(a) Number	3		7	8	
		(b) Total attendance	181		101	169	
	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	44			44
			(b) Total attendance	618			618
(2) 4-H Club and older youth		(a) Number	21		4	21	
		(b) Total attendance	340		40	340	

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 Does not include picnics, rallies, and short courses, which should be reported under question 13.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	2125
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	1708 Estimate
23. Number of farms involved in preceding question which were reached this year for the first time	75 "
24. Number of nonfarm families making changes in practices as a result of the agricultural program	30
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	975
26. Number of farm homes involved in preceding question that were reached this year for the first time	250
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	125
28. Number of other homes involved in preceding question that were reached this year for the first time	140
29. Number of farm homes with 4-H Club members enrolled	93 111
30. Number of other homes with 4-H Club members enrolled	279
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	1850 Estimate
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	150

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	<i>County Board of Agriculture</i>	(2) No. of members	<i>48</i>
(b) Agricultural	(1) Name		(2) No. of members	
(c) Home demonstration	(1) Name	<i>Home Demonstration Committee</i>	(2) No. of members	<i>23</i>
(d) 4-H Club	(1) Name	<i>County 4-H Council</i>	(2) No. of members	<i>24</i>
(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	<i>75</i>	(b) Home demonstration	<i>68</i>	(c) 4-H Club	<i>42</i>	(d) Older youth	<i>5</i>
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35. Total number of communities in county. (Do not include number of neighborhoods.) *221*

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees. *221*

37. Number of clubs or other groups organized to carry on adult home demonstration work. *221*

38. Number of members in such clubs or groups. *523*

39. (a) Number of 4-H Clubs. (See question 17L.) *7 4-H Clubs* (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.) *1 Older Youth*

40. Number of neighborhood and community leaders in the neighborhood-leader system *182* Men *83* Women *99*

41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program. (Should include question 40.)

(a) Adult work:	(1) Men	<i>140</i>	(b) 4-H Club and older youth work:	(1) Men	<i>1</i>	(3) Older club boys	
	(2) Women	<i>221</i>		(2) Women	<i>12</i>	(4) Older club girls	

COOPERATIVE AGRICULTURAL PLANNING

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

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

(a) Unpaid lay members:	(1) Men	<i>140</i>	(2) Women	<i>231</i>	(3) Youth	
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(b) Paid representatives of public agencies or other agencies, or of organizations:	(1) Men	<i>55</i>	(2) Women	<i>6</i>
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44. Number of communities with agricultural planning committee (over-all planning) *7*

45. Number of members of such community planning committee: (a) Men *75* (b) Women *68* (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)
(1) Home demonstration agents			<i>81</i>
(2) 4-H Club agents			
(3) Agricultural agents	<i>22</i>		<i>22</i>
(4) State extension workers			
47. Days devoted to line of work by			
(1) County			<i>14</i>
(2) Community	<i>126</i>		<i>351</i>
48. Number of unpaid voluntary leaders or committeemen assisting this year	<i>163</i>		<i>513</i>
49. Days of assistance rendered by voluntary leaders or committeemen			

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 (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b).

CROP PRODUCTION (other than for family food supply)

Includes all work with adults, 4-H Club members, and other youth	Corn	Wheat	Other cereals	Legumes	Potatoes	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	12	1	1	12	18			14	1	
(4) State extension workers										
52. Number of communities in which work was conducted this year	16	6	14	18	22			22	6	
53. Number of voluntary local leaders or committeemen assisting this year	35		8	18	45			75	7	
54. Tasks of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	46	6	12	25				22		
(2) The use of lime	110	125	125	45	145			23		
(3) The use of fertilizers	56	40	40	45	370			122		
(4) Controlling plant diseases	2	14	10						18	
(5) Controlling injurious insects		12	6					122	18	
(6) Controlling noxious weeds				6	55			122		
(7) Controlling rodents and other animals									12	

LIVESTOCK PRODUCTION (other than for family food supply)

Includes all work with adults, 4-H Club members, and other youth	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (excluding turkeys)	Other livestock
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
55. Days devoted to line of work by—							
(1) Home demonstration agents						15	
(2) 4-H Club agents							
(3) Agricultural agents	11	11	7	2	10	13	
(4) State extension workers						4	
56. Number of communities in which work was conducted this year	15	12	17	5		32	
57. Number of voluntary local leaders or committeemen assisting this year	55	18	12			55	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	1					1	
59. Number of members in such circles, clubs, or associations	9					15	
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	2	4	11	3			
(2) Obtaining purebred or high-grade females							
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXX	XXXX	XXXX	XXXX	XXXX	350	XXXX
(4) Improving methods of feeding	46	28	32	23		425	
(5) Controlling external parasites		9	130	12		30	
(6) Controlling diseases and internal parasites	8	25	325	21		30	
(7) Controlling predatory animals							

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

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CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and older 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	34	2	f
(4) State extension workers			
63. Number of communities in which work was conducted this year	18	9	
64. Number of voluntary local leaders or committeemen assisting this year	27		

Soil Management—Continued

Forestry—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types	42
(b) In the use of recommended crop rotations	26
(c) With strip cropping	57
(d) In constructing terraces	
(e) In grassing waterways or otherwise preventing or controlling gullies	21
(f) With contour farming of cropland	33
(g) In otherwise controlling wind or water erosion	
(h) In contouring pasture or range	
(i) In the use of cover or green-manure crops	1
(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:	
(a) Legal soil-conservation districts	1
(b) Voluntary soil-conservation associations	
(c) Grazing associations	

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees (Include erosion-control plantings)	
(b) In making improved thinnings, weedings, or pruning of forest trees	21
(c) With selection cutting	21
(d) With production of naval stores	
(e) With production of maple-sirup products	
(f) In timber estimating and appraisal	3
68. Number of farmers cooperating this year in prevention of forest fires	275

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife	
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¹ Exclude nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, and records, inventories, etc.	Individual farm planning, adjustments, summary, and other management problems	Farm credit (short and long term)	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	7	22	2
	(4) State extension workers			13
71. Number of communities in which work was conducted this year	18	22	12	22
72. Number of voluntary local leaders or committeemen assisting this year		20		75
73. Number of farm-survey records taken during the year:	(a) Farm business (b) Enterprise (c) Other	75. Number of farmers assisted this year—Continued.		
74. Number of farmers assisted this year in keeping—	(a) Farm inventory (b) General farm records (c) Enterprise records	(e) In getting started in farming, or in re-locating	4	
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	(f) With credit problems (debt adjustment and financial plans)	7	
		(g) In using "outlook" to make farm adjustments	60	
		(h) With a farm-income statement for tax purposes	9	
		(i) With farm-labor problems	175	
		(j) In developing supplemental sources of income		

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, monetary trade barriers, transportation, international competition, etc.)	Land policy and programs (classification of land, zoning, tenure, land development, settlement, public land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustment, rural works 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				

* 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. 4 and 9) or to soil management.

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and club youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruit and vegetable	Cotton	Forest products	Tobacco, sugar, etc., and other commodities	Home products and crafts	Purchasing of farm and home supplies
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents										14	11
(2) 4-H Club agents											10
(3) Agricultural agents		1	2		2			1			
(4) State extension workers										1	
84. Number of communities in which work was conducted this year			12		22			7		9	
85. Number of voluntary local leaders or committeemen assisting this year					18			12		18	
86. Number of new cooperatives ² assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year			1		1					1	1
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)			158		700					18	
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ³	\$	\$	\$13,700.00	\$	\$	\$	\$	\$	\$	\$17,620.00	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year								23			
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ² pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ² participated in or conducted this year										2	
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ² participated in or conducted this year											
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ² relating to marketing services and costs of distribution conducted this year											
99. Number of programs ² relating to transportation problems conducted this year											
100. Number of programs ² relating to the specific use of market information conducted this year										2	
101. Number of other marketing programs ² 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 proportionate volume of business originating in the county covered by this report.
³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and other youth	The home, furnishings, and surroundings (1)	Rural electrification (2)	Farm buildings (3)	Farm mechanical equipment (4)
182. Days devoted to line of work by—				
(1) Home demonstration agents	39 1/2			
(2) 4-H Club agents		2	11	10
(3) Agricultural agents	5			
(4) State extension workers	21	13	6	
183. Number of communities in which work was conducted this year	60			
184. Number of voluntary local leaders or committeemen assisting this year				

The Home, Furnishings, and Surroundings—Continued

185. Number of families assisted this year in—	
(a) Constructing dwellings	
(b) Remodeling dwellings	
(c) Installing sewage systems	
(d) Installing water systems	1
(e) Installing heating systems	
(f) Providing needed storage space	1
(g) Rearranging or improving kitchens	2
(h) Improving arrangement of rooms (other than kitchens)	8
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	10
(j) Selecting housefurnishings or equipment (other than electric)	12
(k) Improving housekeeping methods	
(l) Laundry arrangement	15
(m) Installing sanitary closets or outhouses	
(n) Screening or using other recommended methods of controlling flies or other insects	
(o) Improving home grounds	2
(p) Planting windbreaks or shelterbelts	

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	1
107. Number of families assisted this year in—	7
(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	4
(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	14
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 other youth	Home production of healthy 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	30	42	782	
(2) 4-H Club agents				
(3) Agricultural agents	12			
(4) State extension workers	7	3	1	
113. Number of communities in which work was conducted this year	22	22	22	
114. Number of voluntary local leaders or committeemen assisting this year	150	25	20	
115. Number of families assisted this year—		115(g) FOOD PRESERVATION BY ADULTS		
(a) In improving diets	350			
(b) With food preparation	400			
(c) In improving food supply by making changes in home food production *:		Fruits (1)	Vegetables (2)	Meats and fish (3)
(1) Of vegetables	450	52,717	38,979	13,743
(2) Of fruits	5			
(3) Of meats	225	150	89	79,357
(4) Of milk	150			
(5) Of poultry and eggs	450	6,750	6,125	
(d) With home butchering, meat cutting or curing	20	541	669	8,346
(e) With butter or cheese making	150			
(f) With food preservation problems *:		115(h) FOOD PRESERVATION BY 4-H CLUB MEMBERS		
(1) Canning	750			
(2) Freezing	450			
(3) Drying	12			
(4) Storing	250			
(g) In producing and preserving home food supply according to annual food-supply budget	25	Fruits (1)	Vegetables (2)	Meats and fish (3)
(1) In canning according to a budget	75	571	492	78
(2) With child-feeding problems	5			
(3) In the prevention of colds and other common diseases	10	88	67	
(4) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)			12	
(5) With first-aid or home nursing				5
(6) In removing fire and accident hazards				10
116. Number of schools assisted this year in establishing or maintaining hot school lunches				3
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

* Sum of the activities unless duplications due to families participating in more than one activity.
 * Weight of finished product after drying.
 * Weight of product before drying.
 * Includes contents of locker plants and home freezer units.
 * Do not include vine-ripened peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and other youth		Home management— family economy (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	32	39 1/2	9 1/2	5
	(2) 4-H Club agents				
	(3) Agricultural agents				
	(4) State extension workers	3	2	1	
119. Number of communities in which work was conducted this year	22	22	8	18	
120. Number of voluntary local leaders or committeemen assisting this year	40	30	8	10	

Home Management—Family Economics—Continued

121. Number of families assisted this year—	
(a) With time-management problems	40
(b) With home accounts	3
(c) With financial planning	110
(d) In improving use of credit for family living expenses	
(e) In developing home industries as a means of supplementing income	25
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 ^a or individually, with the buying of—	
(a) Food	
(b) Clothing	
(c) Housefurnishings and equipment	
(d) General household supplies	
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	
125. Number of families assisted this year with "making versus buying" decisions	257
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	337

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

Clothing and Textiles—Continued

127. Number of families assisted this year with—	
(a) Clothing-construction problems	
(b) The selection of clothing and textiles	312
(c) Care, renovation, remodeling of clothing	532
(d) Clothing accounts or budgets	75

Family Relationships—Child Development—Continued

128. Number of families assisted this year—	
(a) With child-development and guidance problems	
(b) In improving family relationships	12
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year	
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men	
(b) Women	
131. Number of children in families represented by such individuals	

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation	
133. Number of communities assisted this year in improving community recreational facilities	8
134. Number of community groups assisted this year with organizational problems, programs of activities or meeting programs	1
135. Number of communities assisted this year in establishing—	
(a) Club or assembly hall	
(b) Permanent camp	
(c) Community rest rooms	
136. Number of communities assisted this year in providing library facilities	
137. Number of school or other community groups improved this year according to recommendations	

^a The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—reported under "Home Management, Furnishings and Surroundings," p. 8.
^b Includes question 122, also families buying through marketing cooperatives, organized or unorganized, column (d), p. 8.

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)
135. Corn	2		2		3 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					Acres
144. Cotton					Acres
145. Tobacco					Acres
146. Fruits					Acres
147. Home gardens	4		2		12 Acres
148. Market gardens, truck and canning crops					Acres
149. Other crops					Acres
150. Poultry (including turkeys)	3		2		300 Birds
151. Dairy cattle					Animals
152. Beef cattle					Animals
153. Sheep	2		1		3 Animals
154. Swine	9		5		9 Animals
155. Horses and mules					Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds					XXXXXXXXXXXXXX
159. Forestry					Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity					{ Articles made Articles repaired
162. Farm management					XXXXXXXXXXXXXX
163. Food selection and preparation		119		50	{ 3760 Meals planned Meals served
164. Food preservation		25		15	{ 825 Quarts canned
165. Health, home nursing, and first aid					XXXXXXXXXXXXXX
166. Clothing		160		40	{ 150 Garments made 75 Garments remodeled
167. Home management					Units
168. Home furnishings and room improvement					{ Rooms Articles
169. Home industry, arts and crafts					Articles
170. Junior leadership					XXXXXXXXXXXXXX
171. All others					XXXXXXXXXXXXXX
172. Total (project enrollment and completion)		244		158	XXXXXXXXXXXXXX

4-H CLUB MEMBERSHIP*

173. Number of 4-H Clubs	7	
174. Number of different 4-H Club members enrolled	(a) Boys: 20	(b) Girls: 132
175. Number of different 4-H Club members completing	(a) Boys: 12	(b) Girls: 50
176. Number of different 4-H Club members in school	(a) Boys: 18	(b) Girls: 132
177. Number of different 4-H Club members out of school	(a) Boys: 2	(b) Girls: _____
178. Number of different 4-H Club members from farm homes	(a) Boys: 18	(b) Girls: 125
179. Number of different 4-H Club members from nonfarm homes	(a) Boys: 2	(b) Girls: 99

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By age	Boys (a)	Girls (b)
1st year	2	53	10 and under		16
2d	7	34	11		18
3d	4	17	12	1	27
4th	5	12	13	1	25
5th	1	10	14	1	27
6th	1	4	15	8	9
7th		2	16	6	5
8th			17	2	3
9th			18	1	2
10th and over			19	1	
			20 and over		

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

(a) Judging	90	(f) Fire and accident prevention	
(b) Giving demonstrations	50	(g) Wildlife conservation	
(c) Recreational leadership	35	(h) Keeping personal accounts	117
(d) Music appreciation		(i) Use of economic information	
(e) Health	47		

183. Number of 4-H Club members having health examination because of participation in the extension program

50

184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs

87

WORK WITH OLDER RURAL YOUTH

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

186. Membership in such groups

(a) Young men	11
(b) Young women	17

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (d)	21-34 years (e)	35 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men	84	3		8	2	1
(2) Young women	15	3		15	2	

188. Number of meetings of older rural youth extension groups

11

189. Total attendance at such meetings

132

190. Number of other older rural youth groups assisted

1

191. Membership in such groups

(a) Young men	
(b) Young women	5

192. Number of older rural youth not in extension or other youth groups assisted

(a) Young men	
(b) Young women	

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

(a) Young men	11
(b) Young women	22

194. Check column showing approximate portion of older youth program devoted to—	Under 20 percent (a)	20-49 percent (b)	50-79 percent (c)	80 percent or more (d)
(1) Citizenship, democracy, and public problems	✓			
(2) Vocational guidance				
(3) Family life and social customs	✓			
(4) Social and recreational activities				✓
(5) Community service activities				
(6) Technical agriculture		✓		
(7) Technical home economics, including nutrition and health			✓	

* 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.

† 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 1A, unless duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.

‡ Same as footnote 1, except that reference is to completion instead of enrollment.

MISCELLANEOUS

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

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

Days devoted to line of work by—	Home demonstration agents (1)	4-H Club agents (2)	Agricultural agents (3)	State extension workers (4)	Home demonstration agents (5)	4-H Club agents (6)	Home demonstration agents (7)	4-H Club agents (8)	Home demonstration agents (9)	4-H Club agents (10)	Home demonstration agents (11)	4-H Club agents (12)
196. Days devoted to line of work by—												
(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.

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

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 country. It is assumed that all such work has been reported previously under appropriate headings of the form or home.

Days devoted to line of work by—	War work (1)	Home demonstration agents (2)	4-H Club agents (3)	Home demonstration agents (4)	4-H Club agents (5)	Home demonstration agents (6)	4-H Club agents (7)	Home demonstration agents (8)	4-H Club agents (9)	Home demonstration agents (10)	4-H Club agents (11)	Home demonstration agents (12)	4-H Club agents (13)
199. Days devoted to line of work by—													
(1) Home demonstration agents													
(2) 4-H Club agents													
(3) Agricultural agents													
(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													

* Includes psychologists, surveyors, dental hygienists, and other persons not reported under specific crop or livestock headings.

TERMINOLOGY

If extension reports are to convey the intended information, it is important that the terminology employed be that generally accepted by members of the extension teaching profession everywhere. Precise use of extension terms is an obligation each extension worker owes to the other members of his or her profession. The following definitions have been approved by the United States Department of Agriculture and by the Association of Land-Grant Colleges and Universities.

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and 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) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters written* should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. The *elder 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.