

1953

ANNUAL NARRATIVE REPORT

MECKLENBURG COUNTY, VIRGINIA

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I Brief Description of County Organization.

A County Board of Agriculture which was organized in 1952, functions very effectively in planning over-all county agricultural programs. The more important phases or lines of work are handled by working committees appointed by the Board. These committees meet several times during the course of a year and participate wholeheartedly in carrying out the various programs. Each Agricultural Agency in the county is represented on one or more of these committees, thus coordinating the efforts of each agency.

The Professional Workers Council and the County Mobilization Committee works very closely with the Board of Agriculture and in many instances supplements the work of the Board. The Council meets on a quarterly basis with representatives of each agricultural agency present and participating in all programs undertaken.

The County's dairy program is handled in the main by the Dairy Committee of the County Board of Agriculture and the county Dairy Breeders Association. The Association meets at least twice each year. The officers and directors meet more often.

In addition to the Dairy Breeders Association, there is also an active Dairy Herd Improvement Association in the county. The D. H. I. A. is composed of seventeen (17) herd owners from this and surrounding counties. This agent's office is headquarters for the Association's supervisor. Supplies, reports and other items pertinent to the operation of the Association are handled here.

An active local farm organization is that of the Farm Bureau. It employs a full time secretary who maintains an office here in the county seat for its six hundred (600) or more members.

II Type of Agriculture.

Mecklenburg County is located in Southside Virginia adjoining the state line of North Carolina. It enjoys a fairly long growing season with an average annual rainfall of about 43.5 inches. Almost all of the farms can be considered good although the soil types vary greatly. Approximately one-half of the soils are of granitic origin with the remaining one-half of slate origin. The granitic soils harbor the more prosperous type of agriculture. About 75 per cent of the farm income is derived from the sale of flue tobacco and cotton. Twenty eight hundred (2800) tobacco farms produce approximately 15,929 acres. Due to the high price of tobacco that

has prevailed during the past several years, the production of cotton has sharply declined to a point now where not more than one thousand (1000) farms are producing this commodity. Peanuts are grown on a commercial scale on a few less than one hundred (100) farms.

Although grown for limited sales, other major crops from an acreage standpoint are corn and wheat. They are produced solely on a subsistence basis on about three-fourths of the farms in the county. The average acreage of corn is 24,000 acres, while that of wheat is 5,000 acres. Since Mecklenburg is predominately a cash crop county, the devoting of so much land to row crops has over a period of years resulted in improper land use and a high degree of erosion. Many farmers think solely in terms of these depleting crops and have given little attention up until just recently to the improvement of pastures and the production of hay and feed crops. Many farmers in the county now are beginning to realize more than ever before that good pastures, hay and feed crops together with approved rotations for general crops are beginning to pay high dividends.

The negro race comprises about fifty percent of the total county population. A very small percentage of these are farm owners. Approximately fifty percent of all farm families in the county work as tenants or sharecroppers.

III Major Project Activities.

A. Tobacco Disease and Insect Work.

1. Situation.

Major tobacco production problems confronting our growers at the present time include:

- (a) The presence of black shank on a large number of farms.
- (b) The presence of root knot nematodes in large numbers in tobacco fields.
- (c) The failure of many of our growers to appreciate the
 - importance of controlling tobacco plant bed insects, especially the flea beetle.

2. Goals.

- (a) Have every tobacco grower (2800 in county) informed about varieties of tobacco resistant to black shank.
- (b) Have growers with root knot nematodes informed about agronomic practices recommended for root knot control as well as the various chemicals recommended for its control.
- (c) Conduct three (3) method demonstrations showing growers the value of controlling plant bed insects, especially the flea beetle.

3. Methods.

Indoor meetings were held in January and February to which wide publicity was given. The purpose of these meetings was to give farmers data on tobacco varieties resistant to the various soil borne diseases. Later in the year field demonstration meetings were held to observe the varieties resistant to certain diseases. Field demonstrations were held featuring the use of chemicals for the control of root knot. In all eight (8) demonstrations and three (3) indoor meetings were held with a total attendance of over seven hundred (700) farmers.

4. Results.

Surveys reveal that at least half of the county's tobacco producers are now using one or more of the known resistant varieties. With each passing day farmers are reporting their plans to rotate their tobacco fields. Coupled with the use of resistant varieties they plan to stay in the tobacco business for many years to come.

At least one thousand (1000) producers carried out a complete plant bed spray program using those practices recommended by the V. P. I. Agricultural Extension Service and the Research Stations.

IV Minor Project Activities Conducted and Results.

(A) Dairy Work.

The County Guernsey Breeders Association with the Dairy Committee of the County Board of Agriculture planned and carried through practically all of the county dairy program.

Early in the year the Breeders Association held its annual dinner meeting with one hundred (100) breeders attending. Officers were elected for the ensuing year, and immediate plans were made for the forthcoming dairy activities.

The local Dairy Herd Improvement Association remains in strength and size about as it did in 1952. While the Association has lost some old members, it has also gained some new members. The number status was the same at the beginning of the year as it is now, that of seventeen (17) herds.

Most interest has been shown for the possible forthcoming formation of an Artificial Breeding Association. While the year ends with not sufficient interest to actually interest an inseminator, it is the hope of our local dairymen that such an association will become a reality during 1954.

Records reveal that there are now at least sixty (60) creditable purebred Guernsey bulls within the county. Three (3) of this number came about just recently. Those dairymen who have found it advantageous to operate on the "swap sire" basis are finding this arrangement a money saving proposition. At least five (5) dairymen operated in this manner during the year thus ended. It is of interest to note, that the Artificial Breeding Center at Rocky Mount, Virginia, purchased an outstanding Guernsey bull during the year from a local dairyman of this county.

Requests were received and individual help was given to seventy-five (75) dairymen with registration and transfer problems. Five (5) potential dairymen were supplied plans for dairy barn construction. Three (3) of this number have already begun construction.

The "Endless Chain Purebred Guernsey Project" started in 1949, continues on a sound basis. There is at present, ten (10) animals in the project with a strong possibility of some several to be added early in the New Year.

(B) Beef Cattle Work.

Because of the "slump" in cattle prices, beef cattle numbers have not increased as was the case in 1952. In fact numbers have fallen somewhat during the year. In spite of the

over-all situation, however, farmers are still finding and agreeing that beef cattle production fits well into their general farming program.

Farmers with sizeable herds are making great strides in constructing necessary equipment to handle their herds. At least ten (10) farmers were furnished plans for the construction of pole type barns. This year saw at least three (3) barns of this type fully constructed in the county. Fifteen (15) farmers were furnished plans for holding pens and loading chutes. Ten (10) such pens and chutes were constructed during the year. One beef cattle producer in the county constructed a rather elaborate "show type" barn. This structure, while it would probably be too expensive for the average producer, proves a real asset to its owner. It has attracted rather wide attention.

Interest in the Annual Petersburg Feeder Calf Sale this year by county beef producers was not as high as has been the case in past years. Even so, six (6) producers found it advantageous to consign a total of sixty-five (65) beef calves to the annual sale. In view of the over-all price situation, consignors were generally well pleased with prices received. Two (2) producers of this county are represented on the Board of Directors of this sale. Those producers with one (1) other in the county, constitute a committee to help local consignors prepare their calves for sale. This agent has worked with this committee on numerous occasions and has always found them willing and ready to cooperate in carrying out any and all beef cattle programs.

Three (3) 4-H Club members entered a steer each in the Annual Petersburg Fat Stock Show and Sale held in the Spring of the year. While they did not bring home any championship honors, one club member did place second in his class. Five (5) club members presently have a steer each to be entered in the 1954 Show and Sale.

For the first time in the history of the Mecklenburg County Fair, beef cattle entries outnumbered those of other livestock. Classes consisted of the major breeds, with more entries from outside of the county than at anytime before. The local Fair Association advocates and welcomes participants from outside its own county. Ralph V. Westing, Associate Extension Animal Husbandman of V. P. I. was the shows official placing judge.

(C) Pasture Work.

The County Pasture Improvement Committee functioned effectively in guiding the pasture development program through the year. The committee, some forty (40) members strong and representing all segments of business and agriculture in the county, met quarterly for the sole purpose of getting more pasture and better pastures in the county. No meeting is "out and dried" so to speak, but rather one where the "round table" discussion is the true picture. Every member contributes in one way or another. This year saw the committee sponsor a portion of a tri-county pasture tour, the first of its sort ever to be held in Southside Virginia. One (1) combination beef cattle and tobacco farm and one (1) dairy farm was visited in this county by over one hundred (100) farmers who attended the tour. Exhibit No. 1 shows the group on the general farm of S. E. Warren and Sons of South Hill, Virginia. Exhibit No. 2 shows the group at the number two (2) stop of the tour, when it visited the dairy farm of E. B. Walker of Chase City, Virginia.

Progress toward the ten (10) year pasture goal inaugurated in 1950 was seriously handicapped this year by the severe drought that has existed almost since the beginning of June. One year ago, careful and rather detailed surveys by the county's pasture committee revealed at least 16,000 acres of what would be considered good permanent pasture. At this writing it is difficult to determine how much of this number has been literally burned out by the drought. An attempt is presently being made by those concerned to determine where the county now stands in its ten (10) year goal of 53,960 acres. In spite of the weather handicap, many concerned with the county's pasture program, feel that the program is still progressing, may be slowly, but surely. Hardly a day has passed during the year that this agent has not received one or more requests from farmers concerning their own pasture program.

Five (5) pasture demonstrations continue in force. All are carried out in cooperation with the Plant Food Institute of North Carolina and Virginia. Two (2) of the five (5) demonstrations are conducted by 4-H Club members. These boys have done a very creditable job with their pastures in spite of the lack of moisture.

At least five (5) human interest stories giving the successful experience of farmers with good permanent pastures were carried in the local papers and through a local radio station. This was timed with the usual pasture seeding period and no doubt helped promote the seeding of additional pastures.

Exhibit No. 1



Exhibit No. 2



(D) Corn Production Work.

Five (5) production demonstrations embodying all of the very latest recommendations and practices were carried out during the year. Lack of ample soil moisture, however, prevented these demonstrations from coming up to expectations and desired results. Although soil moisture was seriously lacking, farmers have continued to carry out those practices that would normally serve to boost production. The three (3) local newspapers and a local radio station helped tremendously in getting timely information to farmers during seasons when certain agronomic practices were in order.

The cooperation of corn hybrid seed dealers, local newspaper editors and radio stations have aided in maintaining a fairly high percentage of land being devoted to hybrids. It is estimated that at least 80% of the county corn acreage this year was devoted to hybrids. All available information as to adapted hybrids, fertilizer and planting recommendations have been furnished from time to time to all local seed dealers. These dealers have cooperated wholeheartedly in passing on to their customers and fellow farmers this type of information.

One (1) grain sanitation meeting was held to which all local seed and feed dealers were invited. Their cooperation in this program as a whole is proving very worthwhile in many respects. In the Drought Emergency Feed Program, dealers are offering their services in the same unselfish manner.

(E) Cooperative Wool Pool and Sheep Work.

Twenty-one (21) flock owners in the county produced a total of 3,791 lbs. of wool this year. The agent assisted the owners in marketing their wool through the United Wool Growers Association. \$1815.60 was the total premium payment in cash received by county growers for their product. It is of interest to note that of the total 3,791 lbs. produced, only 200 lbs. was graded as burr-tied. This is striking evidence that growers are doing a Number One job in preparing their wool for market.

All growers were reminded through personal letters and local newspapers to treat their flocks for worms. Every grower was visited personally by this agent at one time or another during the year and in almost every case growers were found to be doing a very creditable job with their flocks.

Five (5) farmers were assisted in securing good grade ewes. Four (4) purebred rams were placed and arrangements made for two (2) growers to swap rams. Growers continue to market their lambs cooperatively. As this narrative is being written, plans are underway for a possible organizational meeting of this group in Southside Virginia.

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Three (3) farmers have recently requested information regarding sheep production. It is quite likely that another year will see our total flock number raised from the present twenty-one (21) to a possible twenty-four (24) or twenty-five (25).

(F) Tobacco Work.

2695 growers in Mecklenburg County, this year, grew a total of 15,547 acres of tobacco. The real tobacco production problem has been that of disease which was covered at some length under the major Project Activity of tobacco disease. Subsequent statements will embrace those activities related to tobacco other than disease and insects.

Two (2) varietal experiments continued in force during 1953 as was the case in 1952. This particular project is grown in cooperation with two (2) leading tobacco companies and V. P. I. The two (2) cooperating farmers, John T. Williams of Baskerville and James O. Brooks of South Hill, have each cooperated wholeheartedly in conducting these tests. It is estimated that at least six hundred (600) growers have seen these experimental plots at one time or another during the year.

Three (3) meetings of growers were held during the winter for the purpose of supplying information to farmers concerning fertilizer and other general tobacco production practices. Messrs. G. R. Mathews and S. B. Fenne, Specialists of V. P. I., assisted the agents with this type of meeting. Over five hundred (500) farmers attended the three (3) meetings.

Four (4) plant bed demonstrations were held featuring the application of Cyanamid for control of weeds. Over three hundred (300) attended the four (4) demonstrations.

It is estimated that at least 375 farmers were directly assisted in obtaining better tobacco seed consisting of improved varieties and strains.

Flue tobacco barn renovation continued to expand rapidly. This renovation involved the installation of the "Oxford" ridge type ventilator and the installation of insulation material. Fifty (50) farmers were furnished plans for constructing and installing the ventilator. Recent surveys reveal that 30% of the flue cured tobacco growers in the county have improved their existing barns in one way or another during the past eighteen (18) months.

Although not recommended by the various experimental stations, farmers are continuing the practice of applying mineral oil and/or oil emulsion for the control of suckers in tobacco. Many growers are finding this practice a labor saving device as well as controlling many suckers. On the other hand many growers are finding that although it controls suckers, it is also causing considerable injury to their tobacco. It is estimated that at least 50% of the county's 2395 growers applied this material to at least a portion of their crop.

(G) Cotton Work.

The County Cotton Improvement Association was active in carrying out many of the county's programs relating to cotton production. One (1) field meeting was held to inform growers of the importance of controlling cotton insects, especially the boll weevil. Dr. J. O. Rowell and Mr. M. P. Lacy, Specialists of V. P. I., attended and discussed this topic as well as other practices relating to production. This field meeting was attended by approximately fifty (50) growers.

The annual meeting of the local Cotton Improvement Group was held in January with the same specialists mentioned above assisting. The program embodied a discussion of cotton insects and control measures, planting, fertilization, and improved varieties. The attendance was rather small and it was agreed that such meeting would not be attempted in 1954. Field meetings, however, will be held during 1954.

A number of the ginners in the county were assisted by the agent in executing a Cotton Sampler's Bond. This bond permits the ginner to pull samples of cotton from the finished bale and submit it to the Classing Office for classification as to the grade and staple length.

All ginners, seven (7) in number, carried a full supply of the various dusting materials for their customers. Growers in general depended upon their ginner for this material as well as seed for their planting needs.

(H) Forestry Work.

At least forty-five (45) farmers were assisted by officials of the Virginia Forest Service, V. P. I. Extension Forestry Department and this agent in the estimating and marking of their timber.

It is estimated that 50,000 loblolly pine seedlings were transplanted in the Spring by a number of farmers and requests are already being received from farmers for seedlings to be transplanted early next year. Several large lumber concerns in the county furnished seedlings on numerous occasions to farmers at no cost.

Interest remains high in the use of treated posts. The agent receives, constantly requests from farmers desiring information about home methods of post treating.

It is of interest to note that this year saw the establishment of a small commercial fence post treating plant in the county. Farmers are finding this service a great asset to the county. Owners of the plant report that calls for posts are numerous.

As this narrative is being written plans are underway for a one-day forestry school to be held in the county very early in the year. The Forestry Committee of the County Board of Agriculture feels there is a great need for such a program. It will be the intention of all those concerned with the school, to bring together all timber interests in the county as well as farmers.

(I) Home and Community Improvement Work.

The four (4) landscape demonstrations established during 1952, are showing up to a real advantage as this narrative is being written. All of the four (4) demonstrations, situated in widely separated sections of the county, can now be termed result demonstrations. At some time or other during the year, it is estimated that over 600 farm and non-farm families have observed them and applied some aspects of the demonstrations to their own home grounds.

Three (3) rural Churches with landscape problems in the county were directly assisted at numerous periods throughout the year. There were others with special problems, at times, but specialist of the V. P. I. Horticultural Department have come to the agent's aid on these occasions in a fine manner.

Twenty-five (25) rural farm families saw fit during the year to improve the entrances to their drive. There is a feeling by many that farm folks are beginning to sense the need of local community improvement organizations. This is one of the long time goals of the Home and Community Improvement Committee, which will continue to receive real emphasis in subsequent years.

(J) Miscellaneous Activities.

This section of the narrative will contain some of those activities that required a part of the agent's time during the year that have not been considered elsewhere. The following are some of those jobs that deserve mention:

1. This agent has served during the year as secretary to the County Board of Agriculture, Chairman of the County Veterans Training Advisory Committee, secretary to the County Pasture Improvement Committee and is represented on the Resolutions Committee of the County Farm Bureau.

2. Served as a member of the "Calvacade of Conservation" Committee during the year, representing the V. P. I. Extension Service.

3. Served as a member of the County Drought Emergency Committee. This committee has met regularly every Friday evening since the start of this program. A total of seven (7) meetings have been held to date.

4. Served as the county's official representative in the Emergency Hay Program.

5. Have worked closely with officials of the Mecklenburg County Fair in planning for and conducting the County's 42nd Annual Fair.

6. All farm owners in the county were sent letters regarding the importance of purchasing United States Saving Bonds.

7. Fifteen (15) radio talks were prepared and given over radio station WSVS, Crewe, Virginia. On a number of broadcasts the agents interviewed guests.

8. Have participated in all meetings the County Agricultural Mobilization Committee has held.

9. Attended as a guest of the local Bankers Association, the annual three-day Farmer-Banker Conference held at Natural Bridge, Virginia.

10. It was the writer's pleasure to attend a three - weeks In-Service-Training Short Course for Extension Agents at the University of Arkansas, June 29 - July 17th inclusive. This was a great experience and one that will not soon be forgotten.

V 4-H Club Work.

General

The 4-H Extension program is organized and operated on the state plan. The local 4-H club officers meet on a county-wide basis and elect their county officers and set up their county standing committees. The local officers and designated 4-H Club members govern the county 4-H program with the aid of a 4-H adult advisory council, Extension Agents and local leaders. With this organization, the 4-H objectives are established and the goals are achieved. The over-all goal is to increase the 4-H enrollment with worthy boys and girls in the county and strengthen all phases of 4-H Club work to obtain that desired achievement of better citizens for the Club, County and Country.

There were seventeen (17) active 4-H boys clubs organized in Mecklenburg County for the 1952-53 Extension year. These clubs were organized and met on a monthly basis. All meetings were held during school hours. The clubs were organized according to their age groups, with consideration given to school grades and group size. Each group met jointly every month for their business meeting and program presentation. Local officers would conduct the meeting and the program chairman would be in charge of the programs. After each meeting, the boys and girls would separate with the leaders and 4-H agents for project instruction or other phases of 4-H work.

The total enrollment in the seventeen (17) boys clubs was 205 members in which they carried 273 projects. These projects being divided as follows: Corn - 31, other cereals - 1, peanuts - 2, hay - 2, cotton - 3, tobacco - 22, home gardens - 5, forestry - 7, poultry - 9, dairying - 21, beef cattle - 26, swine 31, rabbits - 5, bees - 1, Entomology - 32, Farm and Home Electric - 19 and farm safety - 57. However, for various reasons there were only 87 4-H club members who submitted completed 4-H records, which included ninety-two (92) completed agricultural projects. (I believe it is appropriate to say at this time that more 4-H boys carry on the work and supervision of their project but for some reason fail to complete their record book; therefore, the number of boys completing their record books does not indicate a justified record of boys receiving training in project work).

For those 4-H members who completed their project work, they showed an investment of \$7,166 in livestock projects. The total profits received by the 4-H members from all projects was \$5,376. Some contests were held, in which \$157.00 in prize money was given to 4-H Club members.

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In the Farm and Home Electric Project work, three (3) boys undertook twenty-six (26) projects dealing with electricity which included such things as remodeling, repairing and construction. There were eight-one (81) farm and home hazards corrected or improved by 4-H Club members. One boy completed his insect project and collected thirty-two (32) different insects, learning to identify and control the insects.

Activities

There were two (2) County Council meetings held during the year. The first meeting was the election of officers and planning the program of 4-H Club work for the year. The 4-H program included such items as 4-H National Week, 4-H Sunday, Guernsey Field Day, County Fair, Rural Electric Project, 4-H Camps and the Annual Picnic. The second meeting was held to make plans for the annual Achievement Day Program to be held on November 6th, 1953. The fall meeting for 1953-54 will be held in the near future to formulate plans for another year.

The Farm and Home Electric project was carried out with the help of the power companies in the county. One (1) school project class was held at the Mecklenburg Electric Cooperative workshop in which fourteen (14) 4-H members participated. The projects undertaken by these 4-H members were remodeling lamps, constructing lamps and pig brooders, repairing electric appliances such as irons, toasters and other household items. Also work on making extension cords and the use of electric appliances.

The Mecklenburg County Junior Guernsey Show was not held this year. This is a project carried on in cooperation by 4-H and F. F. A. members. The Guernsey Breeders Association directors held one (1) meeting to make arrangements for this event, but as time went by, it was imperative that another meeting be held in order to consider the cancellation of this event. The event was cancelled because of the drought conditions in the county. The dairy animals were not in a condition to be shown as show animals because of feed shortages. Since the animals were not in a condition to be shown, the youth realized this and did not have any desire to prepare their animals for the show. However, plans are being made to have the show in 1954. The Junior Guernsey Field Day and Show was to have been held in cooperation with the Mecklenburg County Fair.

The Guernsey Endless Chain Heifer Project continues to be a success in the county. Since the initial operation of this project there has been ten (10) Purebred Guernsey heifers placed with 4-H Club members. There are four (4) 4-H boys in different communities who have heifers that will calve during 1954. Therefore four (4) 4-H additional club members should receive heifer calves during 1954. There is a great demand for these heifer calves by 4-H Club members.

The County Extension Staff and the citizens of Mecklenburg County considered it a privilege to have the International Farm Youth Exchangee, Mr. James Gibb from Scotland, in the county during June and July 1953. Mr. Gibb spent fifteen (15) days with Mr. and Mrs. Dave Brower (Mr. Brower being a 4-H All Star). He also spent four (4) days with Mr. and Mrs. A. D. Hart and Family. The A. D. Hart family include two (2) outstanding 4-H boys in the 4-H Club.

At the Browsers' he had a chance to observe the operation of a good beef cattle farm. At the Harts', he was on a farm where a large number of field crops were grown, especially tobacco (under irrigation); and the raising of beef cattle. The two families, he visited, are among the most outstanding in the county. James spoke to the Mecklenburg, Lunenburg and Charlotte County's DHEIA members at their annual dinner meeting, Nottoway Beef Cattle Producers Association, Youth of the Chase City Presbyterian Church, Boynton Ruritan Club, 4-H Club members at Camp Farrar and two (2) Home Demonstration Clubs in Mecklenburg County. He made talks which included an attendance of 285 people. The County Soil Conservation Supervisor took him to eight (8) different farms to observe their farm lay-out. James also made one (1) radio talk and arrangements were also made for him to visit relatives in Columbia, South Carolina.

Mr. Gibb seemed to have enjoyed his visit in-sofar as he wanted to stay longer. The heat wave was really a task for him.

The 4-H Club members have one department in the Mecklenburg County Fair. Fourteen (14) boys exhibited twenty-three individual exhibits with all communities participating. The boys won a grand total of twenty-eight dollars and fifty cents (\$28.50) in prize money. The 4-H department was a joint project with the girls. The exhibits included tobacco, corn, eggs, sweet potatoes, bird houses, electric lamps, handicraft made at 4-H Camp and 4-H record books. The 4-H color scheme was the background for the department booth.

The baby beef project continues to be strengthened in-so-far as there were four (4) baby beeves in the Petersburg Junior Show and Sale. The four (4) animals were fed and shown by three (3) 4-H boys. This junior show and sale is sponsored by the Petersburg Junior Chamber of Commerce. Arthur Hart had two (2) Angus baby beeves in which one placed ninth in the heavy Angus class. Hunter Marrow's Angus calf placed second in the light Angus class, giving him a \$25.00 prize. Samuel Land, Jr. had a Hereford calf which did not place.

For the 1954 Junior Calf Show and Sale, there are six (6) 4-H Club members who have purchased choice calves to feed for the show and sale, which includes four (4) Hereford calves and two (2) Angus calves. There is also a possibility of another 4-H boy having (2) additional Angus calves. These calves are all on full feed and supervised by the Extension Staff.

The Sears Foundation Endless Chain Pig Project was a project in the Boydton 4-H Club this year. There were four (4) breeding gilts placed this year. The 4-H boys received their sow pigs in April and the estimated weight of these breeding gilts at present is around two hundred and fifty (250) pounds. In June, the 4-H boys in this project attended a Sears Foundation banquet along with one parent and the assistant county agent. Mr. Curtis Mast made an interesting talk to the 4-H boys, parents and guests. This talk was most practical for the 4-H boys raising breeding gilts. Mr. Dave Brower judged the four (4) gilts in October and he was very complimentary to the boys on a job well done. The winners were as follows: Emory Waldrep, Jr., First; W. S. Bevell, Jr., Second; James Campbell, Third and Donald Thompson, Fourth. These gilts have been bred and will farrow in March 1954. A purebred Spotted Poland China male pig was purchased by the Sears Foundation in June and placed in the community. This male has developed into a nice breeding male and it is a real asset to the community and county. In 1954, another community will be selected and five (5) 4-H boys will receive purebred Spotted Poland China sow pigs. A total of fifty-six (56) 4-H boys have received purebred swine under this program since the initial start in 1942.

The 4-H Camp at Camp Farrar was attended by seven (7) boys and twenty (20) girls. There were also two (2) men leaders and one (1) woman leader assisting with this program. These leaders are very essential to the Camp. Three (3) older 4-H Youth attended the Conservation Camp at Camp Farrar. It is good to report that all 4-H Club members had a good time and want to go again. It is our desired effort to have our full quota at the camp in 1954.

The 1953 4-H Short Course was attended by W. S. Bevell, Jr., Mason Hutcheson and Florence Lee Daniel. The 4-H members enjoyed their trip to the 4-H Short Course because it was educational and recreational, in this way, they were able to bring valuable information to other 4-H members in the county. It was also a privilege to see Mason Hutcheson accepted in the 4-H All Star organization. Mason has been an outstanding member in 4-H Club work and at present he is enrolled at V. P. I. in a dairying course. Dairying was his major project in 4-H Club work.

Some fifteen (15) 4-H boys and girls participated in different radio broadcasts on the Extension program over WWSV at Crewe, Virginia. These 4-H members related their experiences in project work and camp activities over the radio.

The weatherman really hampered the County 4-H Achievement Day Program. A snow storm forced the cancellation of the program a few hours before the program. The speaker for the program was Miss Cora Marie Blackmore, who was to relate her experiences on her trip to Australia as a member of the International Farm Youth Exchange Program. The County 4-H Council had met and planned all the details for the Achievement Day. The program included the presentation of county project awards; prize money earned at the County Fair; announcing winners in the Sears Foundation Endless Chain Pig Project; a summary of the year's 4-H activities; acknowledgments of 4-H members who had done outstanding work with their projects; acknowledgments of 4-H leaders and the initiation of a County 4-H Honor Club. One of the local high school teachers was in charge of the music along with the 4-H song leaders.

During the December 4-H Club meetings a small achievement program will be held in each 4-H Club. The county project awards, medals included work in the following: Achievement, Conservation, Entomology, Farm and Home Safety, poultry Achievement, Meat Animal, Leadership, Field Crops, Farm and Home Electric, Dairy Achievement and Citizenship. The medal awards go to twenty (20) boys and one (1) girl. The winners in the Sears Foundation project will receive prize money as follows: First place \$60.00, second place \$25.00, third place \$15.00 and fourth place \$5.00.

Community 4-H Dairy Clubs are in the process of being organized where the membership in dairy projects will justify an organization. This year, 1953-54, these clubs will receive training in dairy breeds, dairy cow anatomy, feeding and management problems, and judging, fitting and showing.

The 4-H program in Mecklenburg County had a "set-back" in January 1953, when Lu Jacob resigned as assistant county agent. The County Agent, with his program of work, did not have the time to carry on the full program in which Mr. Jacob had outlined. Consequently, 4-H work could not receive the attention which was required. The assistant county agent's position was not filled until June 1953.

We, in the County Extension Program, hope to strengthen the total 4-H program during the 1953-54 year.

VI Work With Other Agricultural Agencies.

Extension Service personnel here in Mecklenburg enjoys the continuous good will, fellowship and wholehearted support of all other professional workers within the county.

The sincere desire on the part of all the professional workers to render the greatest possible service to the farm people and give all the aid possible to those with whom they work, has helped achieve this cordial relationship.

With the exception of the office of the Farmers Home Administration, all offices of other Agricultural Agencies are situated under the same roof as the Extension office and as would be expected almost constant contact is maintained. In meetings of the County Board of Agriculture, Agricultural Professional Workers and the County Agricultural Mobilization Committee, workers are brought even closer together.

The Extension Agent is careful to forward all copies of newly released bulletins and other informational releases to every other professional worker. All professional workers, both white and negro, have felt this service to be most helpful.

A cordial relationship exists between the white Extension agents and the negro agent here in Mecklenburg. The negro agent frequently assists the white agent and vice versa. Such a relationship has doubtless achieved maximum results with both races.

Especially is there a most cordial relationship between the Soil Conservationist and the agent who see each other almost every day. Requests for assistance and information is exchanged constantly.

The agent endeavors to keep abreast of all the programs administered by the P. M. A. in order to answer questions asked of him with reference to their program. Personnel of the local P. M. A. office have cooperated wholeheartedly in promoting better agricultural methods and practices in the county. The agent has assisted the P. M. A. whenever possible with their numerous programs.

Other Agricultural Agencies and Organizations with whom the agent has worked closely include the Farm Bureau, Forestry Service, Department of Vocational Agriculture, Production Credit Association and the Farmers Home Administration.

VII Other Means of Reaching People.

Extension personnel depends largely on the County Board of Agriculture and the Board's sub-committees for plans regarding the county Extension program.

Committee meetings are held, at which time definite goals are set up and plans made for various demonstrations, etc.

There are three (3) local papers in the county. Each paper is published weekly, with one or more finding their way into the homes of nearly every family in the county. Whenever possible the agent writes an agricultural column for each paper which carries such information as timely suggestions, notices of meetings, reports of demonstrations and similar items. The local editors also cooperate wholeheartedly in carrying news articles written by the State Extension Editorial Office.

Special meetings, both indoor and field meetings, are widely used for dissemination of information. Such meetings were described under the heading of Project Activities.

Throughout the year the agent has been appearing on the fifteen (15) minute Agricultural Extension Service Program over WSVS, Crewe, Virginia. The Home Agent and County Agricultural Agents present a program each week, alternating the weeks.

Sometimes interviewed on these programs are guests including 4-H Club members.

VIII Evaluation of Year's Work.

To attempt to acquaint 4,030 farm families with the Extension Program would take the best of one's entire life and that life would need be a long, long one. It would be out of order to report that the agent or his assistant had influenced this great number.

It is felt, however, that in one way or another 3,225 of those families have been influenced by the Extension Program. Many families, no doubt, have been influenced by the Extension Program without being aware of it. Result demonstrations have attributed to this fact. Other farmers have been influenced by personal contact, personal farm visits, meetings, radio programs, and local newspapers. Additional farmers have been influenced by the Extension Program by committeemen and members of the County Board of Agriculture and other Agricultural Agencies.

The writer has continued to emphasize the importance of a diversified type of farming rather than relying upon the system of one crop farming. This subject continues to be foremost in the minds of committeemen and leaders working with rural people. With each passing year growth in the direction of a more completely diversified farm and home unit is assured.

In evaluating the year's work, this agent considers the reorganization of the County Board of Agriculture as one of the major steps undertaken during the year to keep the County Extension Program on a sound basis. This organization made up of some of the leading people in the county talk over, discuss and plan those programs that no other agency except Extension is designed to handle.

The agent is gratified to see the fine manner in which the farm and business people have accepted the Extension Program. The cooperation of local leaders and others in all the programs attempted by the Extension personnel has been all this agent could ask for. The cooperation given the agent at all times has been most gratifying.

D. Acknowledgements.

Had it not been for the support of numerous individuals and organizations, the accomplishments set forth in the preceding pages would not have been possible. We are especially grateful to those farmers who conducted demonstrations, committeemen of the County Board of Agriculture and leaders for their willingness to assist whenever possible the Extension personnel in achieving worthwhile objectives.

All the volunteer 4-H Club and Youth leaders.

J. W. Rogers, District Agent, whose visits and timely suggestions have been most worthwhile.

Mrs. Margaret W. Bevell, Extension Stenographer, whose willing assistance furthers the overall Extension Program.

G. R. Mathews, S. B. Fenne, W. W. Lewis, J. R. Rowell, R. G. Connelly, James W. Howe, C. E. Gill, J. A. Waller, Jr., G. D. Kite, C. D. Wheary, A. S. Beecher, Hugh Henderson, and G. V. Herring who are the Extension Specialists we have worked most closely.

The other professional workers in the county, all of whom have given some assistance in one way or another to the phases of work outlined in this narrative.

The business firms who have donated money and prizes toward the furtherance of 4-H Club work.

The Plant Food Institute of North Carolina and Virginia for furnishing the fertilizer used in connection with five (5) pasture demonstrations.

The Sears Roebuck Foundation in furnishing gilts to deserving 4-H Club members for furtherance of livestock project work.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

This form is for use by county extension agents in making an annual statistical report on all extension work done in the county during the year. Agents resigning or transferring should make out this report before leaving the county.

County Mecklenburg State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Mattie A. Thompson</u>	<u>Home Demonstration Agt.</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953</u>
<u>Lewis R. Copley</u>	<u>County Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953</u>
<u>Dudley L. Peery</u>	<u>Ass't County Agent</u>	<u>June 1, 1953</u>	<u>Nov. 30, 1953</u>



READ SUGGESTIONS ON PAGE 32

Approved: _____

Date _____

State Extension Director

Form ES-21
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work should report ALL THEIR WORK in the column provided. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B. When two or more agents (a county agent and an assistant) doing similar work report in the same column, whether it be A, B, or C, duplications should be removed before the entry is made. The county total, column D, is the sum of the three preceding columns less duplications not previously eliminated.

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 seeking information or assistance.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for 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 as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.
7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result

demonstrations are definitely planned in advance and not "found."

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization or subject matter.
- 8a. For the definition of young men and women's work (YMW) see items 132 through 135.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization 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 county 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.
- In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.
- 9c. In addition to the 4-H Club meetings you held or participated in, 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. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

Approved: _____
 Date: _____
 Extension Director
 Form 1-1
 (Revised 1-1-1931)

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits.....Number.....	153	154	459	766
2. Office calls.....do.....	162	132	569	890
3. Telephone calls.....do.....	272	77	563	912
4. News articles or stories prepared Number.....	16	16	173	205
5. Broadcasts made or prepared:				
a. Radio.....do.....	16	9	14	39
b. Television.....do.....	-	-	-	-
6. Bulletins distributed.....do.....	1526	269	1565	3360
7. Adult result demonstrations conducted.....Number.....	29	-	26	55
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....Number.....	11	-	14	25
(2).....Attendance.....	169	-	110	279
b. YMW work:				
(1).....Number.....	-	-	11	11
(2).....Attendance.....	-	-	85	85
c. 4-H Club work:				
(1).....Number.....	2	2	12	16
(2).....Attendance.....	6	8	130	144
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....Number.....	51	21	54	126
(2).....Attendance.....	1084	197	3763	5044
b. YMW work:				
(1).....Number.....	-	1	3	4
(2).....Attendance.....	-	25	60	85
c. 4-H Club work:				
(1).....Number.....	147	52	102	301
(2).....Attendance.....	2316	624	1044	3984
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1).....Number.....	117	-	19	136
(2).....Attendance.....	1589	-	319	1908
b. YMW work:				
(1).....Number.....	-	-	-	-
(2).....Attendance.....	-	-	-	-
c. 4-H Club work:				
(1).....Number.....	26	1	-	27
(2).....Attendance.....	351	28	-	379

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program.
13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meetings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.
14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here.
15. Included should be members of the county-wide councils or committees reported in item 12, as well as in items 22, 27, 39, 45, and in corresponding items throughout the report schedule, less duplications.

205	271	11	21	Extension councils or committees
98	41	8	21	Surveys to determine
0282	2221	928	3521	County-wide meetings
22	30	-	98	County-wide meetings
25	41	-	11	County-wide meetings
953	011	-	181	County-wide meetings
11	11	-	-	County-wide meetings
28	28	-	-	County-wide meetings
10	15	3	3	County-wide meetings
141	120	3	2	County-wide meetings
261	43	15	12	County-wide meetings
2402	2492	191	1091	County-wide meetings
4	8	1	-	County-wide meetings
28	22	22	-	County-wide meetings
108	101	52	181	County-wide meetings
4892	2410	250	2122	County-wide meetings
261	91	-	111	County-wide meetings
2091	110	-	1821	County-wide meetings
-	-	-	-	County-wide meetings
28	-	1	25	County-wide meetings
198	-	22	122	County-wide meetings

EXTENSION ORGANIZATION AND PROGRAM PLANNING

11. County organization, association, board, or committee sponsoring extension work in the county:
- a. Name of citizens' organization or group having legal or quasi-legal status, if any.....
County Board of Supervisors
- b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different from "a".....
12. COUNTY-WIDE advisory COUNCILS or COMMITTEES assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Councils or committees		Members		Meetings of such councils or committees held during the year	
	A	B	C	D		
	Number	Number	Number	Attendance		
a. Over-all or general.....	1	40	1	30		
b. Agricultural.....	3	65	7	126		
c. Home demonstration.....	2	42	4	85		
d. Young men and women.....	-	-	-	-		
e. 4-H Club.....	4	76	5	22		

13. MEETINGS (other than those involved in 12) held PRIMARILY for the PURPOSE of DETERMINING the extension program:

Item	A	B
	Number	Attendance
	a. Community or local meetings.....	9
b. County meetings.....	7	56

14. Number of fact-finding surveys for program-planning purposes made during the year.....

15. Total number of different voluntary local leaders or committeemen (county, community and neighborhood) assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Men		Women		Older club	
	A	B	C	D	Boys	Girls
	a. In adult agricultural work.....	40	3	x	x	x
b. In adult home demonstration work.....	-	264	x	x	x	x
c. In young men and women's work.....	-	-	x	x	x	x
d. In 4-H Club work.....	9	15				
e. Total number of DIFFERENT leaders.....	49	282	9	15		

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 14

17. Number of members in such clubs or groups..... 323

PROGRAM EMPHASIS—*Interpretation*

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 month's service for each. Report months of service to the nearest whole month.
19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed.
21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate

will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents engaged in the respective lines of work.

Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. Additional information is given below.

- Days devoted to cooperation with other agencies (Items 146 through 169) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".
- 21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.
- 21b. This is to include days spent attending summer extension courses, workshops, and other training activities, including district and State extension conferences. Do not include time spent in training local leaders. Such training of local leaders in extension organization and program planning should be reported under item 21a; training in subject matter should be reported under one of the appropriate subject headings 21c through 21t.

The sum of subitems "a" through "t" should equal the total reported in item 19.

Blank report schedule grid with faint text and handwritten numbers.

Handwritten numbers in the grid include: 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12	6	12	30
19. Total days worked.....	257	147	289	693
20. Days devoted to--				
a. Adult work.....	136	49	211	396
b. YMW work.....	11	13	7	31
c. 4-H Club work.....	110	85	71	266
21. Days devoted to--				
a. Extension organization and program planning.....	56	44	15	115
b. In-service training of agents.....	14	7	16	37
c. Crops.....	-	19	105	124
d. Livestock.....	-	49	59	108
e. Marketing; distribution; and service organizations.....	-	2	9	11
f. Soil and water conservation and management.....	-	3	18	21
g. Forestry.....	-	3	14	17
h. Wildlife.....	-	-	3	3
i. Planning and management of the farm business.....	-	3	9	11
j. Farm buildings and farm me- chanical equipment.....	-	-	11	11
k. House and surroundings, furnish- ings and equipment.....	113	-	12	125
l. Home management.....	-	-	-	-
m. Family economics.....	-	-	-	-
n. Clothing.....	15	-	-	15
o. Foods and nutrition.....	32	-	-	32
p. Health.....	4	-	-	4
q. Family life, child development, parent education.....	7	1	-	8
r. Safety.....	-	3	-	3
s. Community development and public affairs.....	-	-	3	3
t. Days that cannot be charged specifically to one of items a through s.....	16	13	16	45

CROPS—Production and Marketing—Interpretation

This section deals with the work done with farmers and others in connection with the production and harvesting of specific crops or groups of crops, and with those aspects of marketing that take place ON THE FARM. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC (decision-making) aspects when you report on the work done. Persons assisted in work relating to the following should also be included in the respective columns:

- B. Cereals for silage and grain cut for hay.
 - C. Cottonseed and flax in those areas where they are grown for fiber.
 - E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
 - F. Coffee.
 - G. Watermelons, cantaloups, and yams.
 - H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and lawns.
22. The voluntary local leaders or committeemen who have actively engaged in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an attendance of 490 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.
24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
 - (3) Probable number of OTHER PERSONS REACHED with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other

mass media, including the passing on of extension information from one neighbor to another.

- (4) All other available evidence indicating the proportion of potential clientele; for example, number of cotton growers in the county who made use of extension information relating to a specific crop or group of crops. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.
25. Item should include—
- a. The total number of persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("b" through "g"), other practices emphasized in the extension program should be included. Item 25a cannot exceed item 24, but will normally be larger than any one of the sub-items 25b through 25g.
 - c. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42i.
 - e. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes; and harvesting of potatoes, fruits, and vegetables.
26. Item should include—
- a. The total number of DIFFERENT persons helped with any FARM MARKETING problems relating to a specific crop or group of crops should be reported here. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of sub-items 26b, c, or d.
 - b. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
 - c. The use of market reports, supply and demand reports, outlook, etc.
 - d. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS—Production and Marketing

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	25	90	15	30	-	3	2	4
23. Total number of persons contacted individually or through meetings.....	485	560	235	786	-	35	43	25
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly to adopt recommended practices.....	381	495	183	703	-	32	28	15
25. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of production.....	340	474	131	690	-	23	26	11
Specific production and management practices incident to—								
b. Use of improved varieties and strains.....	280	365	40	375	-	6	12	-
c. Use of fertilizers.....	285	455	65	331	-	3	12	11
d. Control of injurious insects.....	93	60	130	480	-	20	23	-
e. Control of diseases.....	95	45	125	460	-	16	14	7
f. Harvesting, storing, and curing.....	130	63	110	160	-	-	-	-
g. Efficient work methods.....	12	8	-	25	-	-	-	-
b. Preparation for market.....	30	-	85	65	-	-	-	-
c. Commodity outlook and market information.....	25	-	12	115	-	-	-	-
d. Arranging to sell and selling.....	10	-	-	23	-	-	-	-

LIVESTOCK—Production and Marketing—Interpretation

Work done with farmers and other persons in connection with the production of various kinds of livestock and livestock products, and with those aspects of marketing ON THE FARM, is grouped in this section. Consideration should be given to both the TECHNICAL and ECONOMIC aspects when reporting work done.

- F. Under "other livestock," persons assisted in work with horses and mules, rabbits, and fur animals should be reported.
27. Voluntary local leaders who have actively engaged in furthering extension work with each kind of livestock. See also interpretation of item 8.
28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adoption of a new, or improvement in an old, practice—
- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
 - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
 - (3) Probable number of OTHER PERSONS REACHED through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
 - (4) All available evidence indicating the percentage of the potential clientele: Number of farms and other places keeping poultry, that made use of extension information relating to specific kinds

of livestock and livestock products. Such evidence may be from sample surveys, reports from local leaders and secretaries of organized livestock groups, requests for bulletins, inquiries received after the release of specific news articles or after broadcasts, amount of a product or of material handled by dealers, personal observations, and other sources.

Item 29 will normally be greater than either subitem 30a or 31a.

30. Item refers to—

- a. The number of persons helped with any livestock production or management practice. This subitem should include the specific practices listed in 30b through 30f, plus other production and management practices emphasized in the county extension program. Subitem 30a cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- b. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
- f. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.

31. Item should include—

- a. Different persons assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- b. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
- c. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
- d. Persons assisted primarily with those activities involved in arrangements incidental to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Dairy animals and products	Poultry and products	Beef cattle	Sheep, goats, and products	Swine	Other livestock and products
	A	B	C	D	E	F
27. Number of voluntary local leaders assisting	41	3	13	5	11	-
28. Total number of persons contacted individually or through meetings	325	135	340	48	248	15
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	195	42	241	37	86	8
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management	170	40	220	31	72	5
Specific production and management practices incident to—						
b. Selection and breeding	35	13	53	10	22	-
c. Feeding	163	38	145	8	63	4
d. Controlling external parasites	65	8	160	27	55	2
e. Controlling diseases and internal parasites	65	30	140	27	36	-
f. Efficient work methods	23	17	85	7	28	3
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing	17	-	33	28	49	4
Specific marketing practices incident to—						
b. Preparation for market	17	-	10	27	-	-
c. Commodity outlook and market information	17	-	10	27	43	-
d. Arranging to sell and selling	15	-	14	27	10	4

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS—*Interpretation*

32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and processors, wholesalers, retailers, and others engaged in marketing grain.
- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (item 55a), home equipment (item 61a), and clothing (item 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

32. Assistance given to FORMALLY organized cooperatives (those incorporated under State law):

Kind of cooperative	Cooperatives	Members	Cooperatives given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Membership and public-relations problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	-	-	-	-	-	-
b. Farm and home service.....	2	1500	1	-	-	1

33. Assistance given to INFORMALLY organized groups (other than those reported under item 32) with organizational and operational problems:

Type of activity	Groups A	Members B
	Number	Number
a. Marketing and purchasing.....	-	-
b. Farm and home service.....	-	-

34. SURVEYS made during the year on specific problems of—

	Number
a. Marketing.....	-
b. Service facilities.....	-
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products.....	-
b. Home products (arts, crafts, etc.).....	-
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.....	10
b. Hay and other forage crops.....	15
c. Cotton: (1) Cotton ginner.....	7
(2) Other.....	-
d. Tobacco.....	12
e. Oil crops (soybeans, flax, peanuts, etc.).....	-
f. Sugar crops.....	-
g. Dairy and dairy products.....	2
h. Poultry and poultry products.....	-
i. Meat animals and meat products.....	37
j. Fruits and nuts.....	-
k. Vegetables including potatoes.....	-
37. Food retailers assisted with merchandising problems.....	-
38. Persons assisted with CONSUMER information on agricultural products..... estimated total.....	287

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE—*Interpretation.*

Consideration is to be given to the PLANNING and ECONOMIC aspects as well as to the technological problems incident to carrying out the practices listed on this page.

A. Soil-and-water conservation and management refers to all extension work incident to the improvement of soil fertility and the continuous productive capacity of the land. Practices, such as the application of fertilizer utilized PRIMARILY by the crop to which it is applied, should be reported under Crops. However, certain practices, such as fertilizer application, may contribute to both immediate crop-production gain and long-time soil improvement. Some duplication in the reporting of such practices is inevitable.

39, 40, and 41. See Interpretation of corresponding items under Crops and Livestock.

42. Item—

e. Refers to development of water supplies, both gravity and underground; storage, reservoirs, tanks, distribution systems, and the like. Persons given assistance in determining the quality of water for crop purposes are to be included.

f. Refers to problems relating to the removal of excess water: Installation of tile, drainageways, and ditches. Persons given assistance

in saline-alkaline reclamation are to be included.

g. Reports assistance given with problems relating to the application of water to the land; water measurement; penetration duty of water, and the like.

h and i. Report only application of soil amendments and fertilizers that contribute to land protection and sustained productivity of the soil. Where such applications are made primarily for use of a crop currently grown, such assistance is to be reported under the appropriate crop.

44. Item—

a. Reports only those assisted in the construction or management of ponds for fish. Ponds constructed primarily for storage of water for use in irrigation should be reported in Item 42e.

b. Refers to the planting of edible wild fruits and nuts in hedgerows, stream banks, odd areas, and field borders, and with other plantings for food and protection in wildlife areas.

c. Includes protection of such wildlife areas as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock.

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

In estimating, the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	6	5	-
40. Total number of personal contacts made individually or through meetings.....	455	233	-
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	293	53	

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with--	230
a. Proper land use.....	15
b. Contour and strip cropping.....	33
c. Terracing.....	8
d. Grazing waterways.....	7
e. Water supply, storage, and distribution.....	2
f. Drainage.....	14
g. Irrigation.....	138
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	215
i. Use of fertilizers (commercial and barnyard).....	215
j. Production of soil-improvement crops.....	208
k. Crop rotations.....	15
l. Land clearing.....	
43. Farmers and other individuals reported in item 41-B assisted with--	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	18
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	15
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	23
d. Estimating and appraising.....	18
e. Production of maple-sirup products or naval stores.....	-
f. Treating wood products with preservatives (fence posts and building timbers).....	16
g. Marketing of forest products (includes markets and timber-selling practices).....	8
h. Fire prevention.....	53
44. Farmers and other individuals reported in item 41-C assisted with--	
a. Construction or management of ponds for fish.....	-
b. Making food and cover plantings for wildlife.....	-
c. Protection of wildlife areas from fire or livestock.....	-

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—Interpretation

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
 - Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Item 48c refers to long-time adjustments, 48d should include adjustments made from year to year.
 - Special work in helping farmers to develop new sources of income.
 - Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
 - Help given persons in locating and/or appraising a farm for rental or purchase.
 - Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
 - Leases, partnerships, property transfers, and farm and liability insurance. (See item 66d.)
 - Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

45. Number of voluntary local leaders assisting	31
46. Total number of persons contacted individually or through meetings	336
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	288
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook	40
b. Keeping and analyzing farm records	265
c. Developing an over-all farm plan	30
d. Making needed adjustments in farm organization	-
e. Developing supplemental sources of income	-
f. Obtaining and using credit	7
g. Selecting a farm for rental or purchase	26
h. Obtaining, training, and using farm labor	-
i. Legal aspects of the farm business	-
j. Income-tax accounting and related problems	20
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers	-
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers	1

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

54. The farmhouse should NOT be included. It should be reported under item 60.

a. This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.

b and c. Also include planning and decisions relating to efficient lay-out within a farm building.

d. Also include equipment that may be constructed as part of the building.

55. Item—

a. Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.

b. Refers to labor-saving devices and equipment developed or built by the farmer.

56. Item should include the use of electricity in the farm business, such as electric brooders and motors for building equipment.

FARM BUILDINGS AND MECHANICAL EQUIPMENT

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home construction, young men and women's work, and 4-H Club work.

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting	3	4
52. Total number of persons contacted individually or through meetings	185	75
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices	163	50

Item	Estimated number	
	A	B
54. Farmers and other individuals reported in item 53-A, assisted with—		
a. Arrangement of farm-building lay-out		55
b. Construction of farm buildings		63
c. Remodeling or repairing farm buildings		25
d. Selection or construction of farm-building equipment		25
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment		5
b. Developing labor-saving devices and equipment		-
c. Use, care, and repair of farm mechanical equipment		36
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		12

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT—*Interpretation*

This section deals with assistance given to homemakers, farmers, and other persons in connection with the house and surroundings, the furnishings and equipment.

- A. Covers specific practices listed under item 60 and other related work.
- B. Covers specific practices listed under item 61 and other related work.
57. This item relates to the voluntary local leaders or committeemen who have actively engaged in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.
58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.
59. In estimating the total number of DIFFERENT homemakers and other persons influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) Number of DIFFERENT persons reached through direct contacts (item 58 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
 - (3) Probable number of OTHER PERSONS REACHED with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
 - (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number of houses, depending upon the phase of extension

work being reported) that made use of extension information relating to specific practices or groups of practices. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after publication of specific news stories or after broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

The totals reported in columns A and B normally will be greater than those reported for any one of the subitems under items 60 and 61, respectively, as those totals will usually include practices in addition to the specific ones listed.

60. Item—

- Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.
- d. Refers to storage space in any other area of house other than kitchen and laundry.
 - e. Reports work done in planning suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.
 - h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

The subitems listed under item 60 should not be added and reported in item 59-A, because the same person may have been assisted in adopting several of the practices listed.

61. Item should include—

- a. Electrical equipment in the home. Work done with sewing equipment should be reported under item 67d.
- i. Refinishing furniture, upholstering, chair seating, renovation of accessories.

The subitems listed under item 61 should not be added and reported in item 59-B, because the same person may have been assisted in adopting several of the practices listed.

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting	23	71
58. Total number of persons contacted individually or through meetings	925	1550
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices.	158	585

Item	Estimated number
60. Families, homemakers, and other individuals reported in item 59-A assisted with--	
a. Building a new house	3
b. Remodeling or repairing the house	15
c. Improving kitchen or laundry	12
d. Improving storage space	156
e. Selection, installation, use, and care of water and/or sewage systems	15
f. Selection, installation, use, and care of heating and/or cooling systems	-
g. Planning electrical systems	-
h. Landscaping home grounds	135
61. Homemakers and other individuals reported in item 59-B assisted with--	
a. Selection, use, and care of home equipment (other than sewing equipment)	15
b. Selection, use, and construction of home furnishings	35
c. Repair, reconditioning, and care of home furnishings	525
d. Furniture arrangement and use of accessories	585
e. Color schemes and wall finishes	350
f. Floor finishes	8

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING—*Interpretation*

64. See item 59 for interpretation of what to include here.

65a. Management may be defined as "using, as well as we can, what we have, to get what we want." Therefore, in helping people to improve their management we are concerned with "how," "what," "who," "when," and "where" decisions that will aid them in reaching their goals. For example, the management of dishwashing would include "who" and "when" decisions as well as the "how" decision. If only the "how" decision in dishwashing was improved, it should be reported under 65b as an improved housekeeping method. Management decisions have to do with the use of the family's available physical and human resources—time, energy, equipment, skills, knowledge, and money.

Assistance includes work done—

- b. In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)
- c. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in item 67b.)

66. Includes work done—

- b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).
- d. On wills, inheritance, insurance, notes and installment-buying contracts. Item 48i covers legal affairs pertaining to the farm business.

67. Includes work done—

- a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
- b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 137.
- c. On both new and remodeled clothing.
- e. On the influence of good grooming on development of the individual.

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Home	Family	Clothing
	management A	economics B	C
62. Number of voluntary local leaders.....	2	-	17
63. Total number of persons contacted individually or through meetings.....	18	325	675
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	12	185 150	355
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			-
b. In improving housekeeping methods.....			12
c. With family laundering.....			-
66. Homemakers and other individuals reported in item 64-B assisted—			185
a. In the use of rural family outlook information.....			-
b. With family financial planning.....			-
c. With keeping and analyzing home records.....			-
d. With family legal matters.....			-
67. Homemakers and other individuals reported in item 64-C assisted—			325
a. In selecting and buying clothing.....			285
b. With care and mending of clothing.....			20
c. With clothing construction.....			16
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			5
e. With good grooming and posture (personal appearance).....			

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY—*Interpretation*

Columns A, B, C, and D include the specific practices listed under items 71, 72, 73, and 74, respectively, as well as other related work.

68 and 69. See interpretations of items 57 and 58.

70. Considers factors outlined for item 59.

71. Assistance includes—

- a. All work done to encourage production and use of home-grown food: Fruits, vegetables, meats, poultry, eggs, dairy products.
- b. Selection on basis of quality, nutritional needs, amount to buy, variety, and form. Work done regarding price and supply should be reported in item 38.
- c. Also food preparation for special occasions, such as holidays and picnics, as well as for outdoor meals and meals for large groups. Freezing, canning, drying, brining; storage of fruits and root vegetables; curing of meats; and making jams, jellies, and pickles.
- e. Child feeding, maternal diet, food for the aged,

weight control, diets for special needs, as well as general nutrition for good health.

72. Assistance includes—

- a. Work relating to garbage disposal, screening for flies, sanitary outhouses, and other disease-preventive practices. Control of household insects through elimination of breeding places, use of eprays, and the like should be reported under item 137.
- c and d. Educational work done to encourage examinations for cancer, heart ailments, polio, and tuberculosis, to protect and/or improve the health of individual persons.

73. Work includes assisting families in—

- e. Willingness to work as a family member toward a family goal—family councils.
- d. Development of self-confidence and emotional stability; adjustments to life situations.

74. Work includes assisting families in—

- e. Safe driving, bicycle riding, safe practices for pedestrians, and other safety practices.

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

In estimating the influence of extension teaching, be sure to consider all phases of the extension program. Agriculture, home demonstration, young men and women's work, and 4-H Club work

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	32	5	16	-
69. Total number of persons contacted individually or through meetings.....	1250	310	580	950
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices.....	550	150	385	305
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				28
b. In selecting food.....				45
c. With meal planning and food preparation.....				347
d. With preservation and storage of food.....				85
e. In improving diets.....				315
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				8
b. First aid and home nursing.....				53
c. Dental-health education.....				-
d. Health education leading to physical examination by a physician.....				85
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				5
b. Providing recommended play, clothing, and equipment suited to age of children.....				320
c. Understanding roles of family members and strengthening family relationships.....				3
d. Individual adjustments and personality development.....				-
e. Home and family recreation.....				250
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				290
b. Accident prevention around the farm and home.....				235
c. Accident prevention away from home place.....				205

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

Note that the nature of this section requires treatment quite different from that for regular subject-matter pages. Here we try to get a picture of the number of different educational projects or activities agents worked on, size of the area covered, number of groups assisted, and the like.

The general approach is to start with projects affecting the individual (item 75); then to move on to projects relating to the community and county (items 76 and 77); to the regional or area programs that may cover part of a county or several States (item 78); to the national program (item 79); and finally to world affairs (item 80). Item 81 covers emergency activities in which extension agents participated.

- A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.
- B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.

C. This column reports on those projects where local leaders assisted. Members of special committees appointed by other groups with whom you worked should be reported as local leaders. Include only those living within the county.

D. In addition to local leaders, includes all others actively engaged in advancing the project or activity. For example, a community forum to discuss national or international problems would include adults and youths in attendance at the forum, local leaders, and all others who assisted in planning, arranging, or promoting the forum.

75. Item includes such things as developing an understanding of citizenship responsibilities and functions of government—local, State, or national; and study of public documents.

76. Includes improvement clubs, councils, committees for special purposes.

77. Item includes—

a. Studies and surveys.

78. Item includes—

a. Such regional or area development programs or projects as river basin; watershed; soil conservation district; land use; land reclamation; flood control; and industrial development.

79. Item includes national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, and industry.

80. Includes things such as developing understanding of international problems, programs, and organizations, including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.

81. Includes emergency assistance in connection with fires, floods, drought, and other disasters, and special drives.

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....	112	14	15	323
76. Developing and improving county or community organization.....	-	-	-	-
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	-	-	-	-
b. Improving health facilities, services, and programs.....	2	14	-	232
c. Improving schools.....	-	-	-	-
d. Improving churches.....	3	3	8	500
e. Bettering town-country relations.....	-	-	-	-
f. Libraries.....	28	14	15	300
g. Roads.....	-	-	-	-
h. Telephones.....	-	-	-	-
i. Community centers.....	-	-	-	-
j. Recreation programs and facilities.....	1	14	14	525
k. Community beautification.....	6	4	5	85
78. Regional or area development programs or projects.....	-	-	-	-
79. National programs and proposals affecting agriculture and rural life.....	-	-	-	-
80. World affairs.....	-	-	-	-
81. Emergency activities.....	3	10	35	515

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report units involved for completed projects only.
- The following items include projects in—
89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

000	8	8	8	8
000	21	21	21	21
-	-	-	-	-
-	-	-	-	-
662	11	11	11	11
88	8	8	8	8
-	-	-	-	-
-	-	-	-	-
812	32	32	32	32

SUMMARY OF 4-H CLUB PROJECTS

A club member may engage in more than one project. The sum of the projects may, therefore, be greater than the number of different club members enrolled.

Item	Members enrolled	Members completing	Units involved in completed projects	
	A	B	C	
	Number	Number	Number	
82. Corn.....	30	11	21.5	acres
83. Other cereals.....	1	1	8	do.
84. Peanuts.....	2	-	-	do.
85. Soybeans, field peas, alfalfa, and other legumes.....	2	2	12	do.
86. Potatoes, Irish and sweet.....	-	-	-	do.
87. Cotton.....	3	2	1.5	do.
88. Tobacco.....	22	5	3.25	do.
89. Vegetable gardening.....	5	1	.3	do.
90. Fruits.....	-	-	-	do.
91. Range and pasture.....	-	-	-	do.
92. Other crops.....	-	-	-	do.
93. Soil and water conservation and management.....	-	-	-	do.
94. Forestry.....	7	1	-	do. Identifi
95. Wildlife and nature study.....	-	-	XXXXXXXXXXXXXXXXXXXX	
96. Poultry (including turkey).....	9	5	256	birds
97. Dairy cattle.....	22 21	15	15	animals
98. Beef cattle.....	26	17	26	do.
99. Sheep.....	-	-	-	do.
100. Swine.....	31	11	13	do.
101. Rabbits.....	5	2	22	do.
102. Other livestock.....	-	-	-	do.
103. Beekeeping.....	1	-	-	colonies
104. Entomology.....	32	1	XXXXXXXXXXXXXXXXXXXX	
105. Tractor maintenance.....	-	-	-	tractors
106. Electricity.....	19	3	26	articles
107. Farm shop.....	-	-	-	do.
108. Other engineering projects.....	-	-	XXXXXXXXXXXXXXXXXXXX	
109. Farm management.....	-	-	XXXXXXXXXXXXXXXXXXXX	
110. Beautification of home grounds.....	-	-	XXXXXXXXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....	24	8	1474 415	dishes prepared meals served
112. Canning and preserving (other than freezing).....	9	4	1111	quarts
113. Freezing of foods.....	8	5	1498	quarts frozen
114. Health, nursing, first aid.....	-	-	xx 201	pounds frozen
115. Child care.....	-	-	XXXXXXXXXXXXXXXXXXXX	
116. Clothing.....	-	-	-	articles
117. Home management.....	-	-	xx -	garments
118. Home furnishings and room improvement.....	282	178	711 194	articles rooms
119. Home industries, arts, crafts.....	-	-	-	articles
120. Junior leadership.....	-	-	XXXXXXXXXXXXXXXXXXXX	
121. All other.....	57	15	XXXXXXXXXXXXXXXXXXXX	
122. Total.....	597 596	287	XXXXXXXXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS	17	18
124. Different 4-H Club members—	Boys	Girls
a. Enrolled	205	282
b. Completing	67	197 180
125. 4-H Club members from—		
a. Farm homes	125	201
b. Rural nonfarm homes	20	20
c. Urban homes	60	61
126. 4-H Club members enrolled by years in club work:		
a. 1st year	123	143
b. 2d year	45	71
c. 3d year	20	28
d. 4th year	9	17
e. 5th year	1	9
f. 6th year and over	7	14
127. 4-H Club members enrolled by ages:		
a. 10 years and under	53	72
b. 11 years	52	72
c. 12 years	38	51
d. 13 years	30	35
e. 14 years	18	22
f. 15 years	8	14
g. 16 years	4	9
h. 17-20 years, inclusive	2	7
128. 4-H Club members who received definite training in—		Boys and Girls
a. Judging		8
b. Giving demonstrations		16
c. Group recreation leadership		-
d. Music appreciation		-
e. Money management (thrift)		-
f. Farm and home safety		65
g. Citizenship		-
h. Personality improvement		-
i. Soil and water conservation		15
j. Forestry		10
k. Health, nursing, first aid		-
129. 4-H Club members having health examination because of participation in the extension program		-
130. Number of members participating in a 4-H Club camp		30
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs		18

MISCELLANEOUS—Interpretation

- The following items should include work done—
136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.

138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25d.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	2680
137. FAMILIES assisted with control of household insects.....	1890
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	15
139. FARMERS and other individuals assisted with control of noxious weeds.....	890
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	563
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	33
142. FAMILIES assisted with practices incident to production of arts and crafts.....	295

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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 conservative estimates based upon records, surveys, and such other sources of information as are available will be satisfactory.

Estimates for this section should be consistent with the most recent county statistical data. All agents should work together in trying to make these figures reflect as accurately as possible the situation in the county. Adaptation of the factors outlined for items 24 and 59 might be helpful in making these estimates.

A, B, and C. In determining the number of farms or families to be reported in each column, it is suggested that the same approach be used as that outlined for item 125.

143. In this section emphasis is only on the number of farms or families assisted, whereas emphasis has been on individuals in earlier sections of the report. Therefore, it is going to be necessary to eliminate duplications in numbers assisted in changing agricultural practices. For example, when a farmer is assisted with crop-production problems and his son is in a 4-H dairy-calf club, the assistance would be reported as given to one farm family.

144. As outlined in item 143, care should also be exercised in estimating the number of families assisted directly or indirectly in changing homemaking practices.

145. This item should be a total of items 143 and 144 with duplications removed owing to the same farm or family's being assisted in both agricultural and homemaking practices.

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	1900 2250	163	135
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economies) practices this year.....	1900 2500	250	500
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	1900 3225	325	605

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

The purpose of this section is to bring together in one place the cooperation given to other public agencies working with the people of the county. This information is used for public-relations purposes.

A, B, and C. Days devoted by agents to cooperating with the agencies listed below should already have been reported in the section on Program Emphasis under the appropriate program headings.

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is invited to attend the county Production and Marketing Administration staff meeting, where the agricultural program for the coming year is explained. This meeting would be reported in this section. In contrast, the exten-

sion agent holds several meetings in the county where he and PMA committeemen explain the agricultural program to farmers. Those meetings would also be reported in this section as well as in the Extension Teaching Activities section. "Days devoted" in both places would be reported in the appropriate column below and also in the Program Emphasis section.

148. This item should include work with production-credit associations, national farm-loan associations, and district banks for cooperatives; also participation in work with the other Farm Credit district personnel and representatives of its central office in Washington, D. C.

158. Line is left blank so that States, if they desire, may request information about a Federal agency not listed.

165. Line is left blank for State use.

168 and 169. Lines are left blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
D				
FEDERAL AGENCIES				
146. Agricultural Mobilization Committee	-	1	4	15
147. Bureau of Land Management, Bureau of Reclamation	-	-	-	-
148. Farm Credit Administration	-	-	-	-
149. Farmers Home Administration	-	-	-	-
150. Fish and Wildlife Service	-	-	-	-
151. Forest Service	-	-	-	-
152. Bureau of Indian Affairs	-	-	-	-
153. Production and Marketing Administration	-	6	15	29
154. Rural Electrification Administration	3	1	2	6
155. Selective Service System	-	-	-	-
156. Soil Conservation Service	1	4	3	9
157. Valley authority (TVA, etc.)	-	-	-	-
158. Other (specify)	-	-	-	-
STATE AGENCIES				
159. Health department	4	-	-	-
160. Highway department	-	-	-	-
161. State departments of agriculture and forestry	-	1	6	7
162. State department of education: General schools	-	-	2	3
163. State employment service	-	-	-	-
164. Welfare department	-	-	-	-
165. Other (specify)	-	-	-	-
COUNTY AGENCIES				
166. Soil conservation districts	-	-	2	3
167. Vocational-agriculture and home economics departments	2	2	3	9
168. Other (specify)	-	-	-	-
169. Other (specify)	-	-	-	-

YOUR ANNUAL REPORT

The preparation of an annual report setting forth the progress made in the county during the year is of greatest interest and value to you as an extension worker. It provides an opportunity to measure how far you have gone in relation to the goals set forth in the plan of work outlined at the beginning of the year; to check on the effectiveness of the extension program; to consider where improvements can be made; and to decide what things should be handled differently next year. The preparation of an adequate annual report is a stimulating experience.

In addition, your annual report offers an excellent means of building good will and support of the sponsoring group in the county, the county governing body, local extension leaders and other key people, the agencies with which you work or would like to work, and the general public—rural and urban. It helps to build good public relations.

Your annual report is also a record of the year's work put into convenient shape for future reference. It helps new persons joining the county staff to become acquainted with the extension program. It assists State specialists to develop effective supporting programs in their respective subject-matter fields. The State supervisory staff frequently uses the county annual report as a guide in determining an agent's readiness for promotion and suitability to fill vacancies that arise.

The annual report in reality is another chapter in the extension history of your county to be added to the permanent record maintained in the National Archives of the United States Government.

General Directions

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, D. C., office should be sent through the State extension office. When an assistant agent has been employed during a part of or all the year, the report of his or her work should be included with the report of the leader of that line of work. When an agent in charge of a line of work has left the county 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

The narrative report should summarize and interpret under appropriate subheadings the outstanding results accomplished in helping rural people to solve their current problems and make adjustments to changing economic and social conditions.

A good narrative report should enable the reader to obtain, for EACH MAJOR line of work undertaken, a comprehensive picture of—

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention.
2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.

3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.

4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.

5. HOW next year's work can be strengthened and improved in light of the current year's experience.

For minor lines of work, only the results need to be reported to complete the record of the year's work.

The following suggestions may help you prepare a better annual report:

1. Read last year's annual report again, and apply the criteria for a good narrative report discussed above.
2. Prepare an outline with main headings and subheadings.
3. Go over the information and data assembled from various office and field sources during the year.
4. Decide upon a few outstanding pieces of work to receive major emphasis.
5. Employ a newspaper style of writing, placing the more important information first.
6. Observe accepted principles of English composition.
7. Include only those photographs, circular letters, or other exhibits that help to emphasize the points you make in the text. Do NOT make the annual report a scrapbook. (Material of local value may be attached to or filed with your office copy, rather than being made a part of the official report.)

The Statistical Report

When 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. In some States a combined white and Negro report may also be requested by the extension director.

County totals are the sums 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, homemakers, 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 extension program in agricultural, home demonstration, young men and women's, or 4-H Club work. ONLY THE IMPROVEMENTS OR CHANGES TAKING PLACE DURING THE CURRENT YEAR AS THE RESULT OF EXTENSION EFFORT SHOULD BE REPORTED. Of necessity the information called for in the national statistical report schedule has broad application to extension work as it is conducted throughout the United States. In addition to the information provided for in this report form, some State extension services may need to obtain additional statistical information on programs and activities peculiar to their States.