

SUGGESTIONS RELATIVE TO THE PREPARATION OF THE COUNTY EXTENSION  
COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration  
Extension Service  
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Lancaster

REPORT OF

Aranna Brown From Dec 1 to June 30, 1946  
(Name) Home Demonstration Agent.

Assistant Home Demonstration Agent. From \_\_\_\_\_ to \_\_\_\_\_, 1946

4-H Club Agent. From \_\_\_\_\_ to \_\_\_\_\_, 1946

Assistant County Agent in charge of Club Work. From \_\_\_\_\_ to \_\_\_\_\_, 1946

Agricultural Agent. From \_\_\_\_\_ to \_\_\_\_\_, 1946

Assistant Agricultural Agent. From \_\_\_\_\_ to \_\_\_\_\_, 1946



READ SUGGESTIONS, PAGES 2 AND 16

Where two or more agents are employed in the county during the year, the combined report should show the combined activities and accomplishments of all county extension agents employed in the county during the year. Women agents should prepare a combined statistical report separate from that of the white agents.

Approved: \_\_\_\_\_

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

Form 88-21  
(Revised May 1937)

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

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

1. The annual report is an accounting to the taxpaying public of what the extension worker has accomplished during the year.
2. It is a record of the year's work put into shape for ready reference in later years by the extension worker himself, or by his successors.
3. The annual report affords the extension worker opportunity to place his activities and accomplishments before superior officers, who form judgment as to which workers are deserving of promotion or best qualified to fill responsible positions when vacancies occur.
4. The inventory of the past year's efforts and accomplishments enables the extension worker to plan more effectively for the coming year.
5. An accurate report of his work is a duty every scientific worker owes to the other members of his profession.
6. Annual reports are required by Federal law.

From four to six copies of the annual report should be made, depending upon the number required by the State office. One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington office should be sent through the State extension office.

**NARRATIVE SUMMARY**

A separate narrative report is desired from the leader of each line of work, such as county agricultural agent, home demonstration agent, boys' and girls' club agent, and Negro agent. Where an assistant agent has been employed during a part or all of the year, the report of his or her work should be included with the report of the leader of that line of work. Where an agent in charge of a line of work has quit the service during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

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

A good narrative report should enable the reader to obtain a comprehensive picture of—

1. What was attempted—the program as outlined at the beginning of the year.
2. How the work was carried on—the teaching methods employed.
3. The cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
4. Definite accomplishments, supported by objective evidence.
5. Significance of the year's progress and accomplishments in terms of better agriculture, better homemaking, improved boys and girls, better rural living, etc.
6. How next year's work can be strengthened and improved in light of the current year's experience.

The following suggestions are for those agents who wish to prepare a better annual report than the one submitted last year:

1. Read the definitions of extension terms on the list page of this schedule.
2. Read last year's annual report again, applying the criteria for a good annual report discussed above.
3. Prepare an outline with main headings and subheadings.
4. Go over the information and data assembled from various office sources.
5. Decide upon a few outstanding pieces of work to receive major emphasis.
6. Employ a newspaper style of writing, placing the more important information first.
7. Observe accepted principles of English composition.
8. Include only a few photographs, news articles, circular letters, or other exhibits to illustrate successful teaching methods. Do not make the annual report a scrapbook.

**STATISTICAL SUMMARY**

Where two or more agents are employed in a county they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents.

Provision is made in the report form for each agent to report separately the teaching activities he or she conducts or participates in during the report year. County totals are the sum of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES

16-39074-1

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
1.	Months of service this year (agents and assistants)				X X X X X X X X
2.	Days devoted to work with adults <sup>3</sup>	68			X X X X X X X X
3.	Days devoted to work with 4-H Clubs and older youth <sup>3</sup>	20			X X X X X X X X
4.	Days in office <sup>3</sup>	18			X X X X X X X X
5.	Days in field <sup>3</sup>	70			X X X X X X X X
6.	Number of farm or home visits made in conducting extension work <sup>4</sup>	89			
7.	Number of different farms or homes visited	57			
8.	Number of calls relating to extension work	49			
		(1) Office			
		(2) Telephone			
9.	Number of news articles or stories published <sup>5</sup>				
10.	Number of bulletins distributed	105			
11.	Number of radio talks broadcast or prepared for broadcasting				
		(a) Number	1		
12.	Training meetings held for local leaders or committeemen				
	(1) Adult work				
		(a) Total attendance of:			
		(b) Men leaders	7		
		(c) Women leaders			
	(2) 4-H Club and older youth				
		(a) Number	3		
		(b) Total attendance of:			
		(b) Leaders	9		
13.	Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)				
	(1) Adult work				
		(a) Number	21		
		(b) Total attendance	178		
	(2) 4-H Club and older youth				
		(a) Number	18		
		(b) Total attendance	297		
14.	Number of adult result demonstrations conducted				
15.	Meetings held at such result demonstrations				
	(1) Number				
	(2) Total attendance				
16.	Tours conducted				
	(1) Adult work				
		(a) Number			
		(b) Total attendance			
	(2) 4-H Club and older youth				
		(a) Number			
		(b) Total attendance			
17.	Achievement days held				
	(1) Adult work				
		(a) Number			
		(b) Total attendance			
	(2) 4-H Club and older youth				
		(a) Number			
		(b) Total attendance			

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

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

<sup>3</sup> The sum of questions 2 and 3 should equal the sum of questions 4 and 5.

<sup>4</sup> Do not count a single visit to both the farm and home as two visits.

<sup>5</sup> Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES - Continued

16-39074-1

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GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
18. Encampments held (report attendance for your county only) <sup>3</sup>	(1) Farm women	(a) Number attending (b) Total members attending (c) Total others attending				
	(2) 4-H Club and older youth	(a) Number (b) Total boys attending (c) Total girls attending (d) Total others attending				
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number (b) Total attendance	2 51			
	(2) 4-H Club and older youth	(a) Number (b) Total attendance				
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number (b) Total attendance				
	(2) 4-H Club and older youth	(a) Number (b) Total attendance				

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.  
<sup>2</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.  
<sup>3</sup> Does not include picnics, rallies, and short courses, which should be reported under question 19.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

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

Do not include territory under management of other agencies

EXTENSION ORGANIZATION AND PLANNING

(1) County extension association or committee (includes agricultural councils, home demonstration councils, and 4-H councils or similar advisory committees; also farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work):

(a) Over-all or general (1) Name (2) No. of members

(b) Agricultural (1) Name (2) No. of members

(c) Home demonstration (1) Name (2) No. of members

(d) 4-H Club (1) Name (2) No. of members

(e) Older youth (1) Name (2) No. of members

34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):

(a) Agricultural (b) Home demonstration (c) 4-H Club (d) Older youth

35. Total number of communities in county. (Do not include number of neighborhoods.) 18

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 11

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

38. Number of members in such clubs or groups

39. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.)

40. Number of neighborhood and community leaders in the neighborhood-leader system Men Women 40

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

(a) Adult work (1) Men (2) Women 40 (b) 4-H Club and older youth work (1) Men (2) Women (3) Older club boys (4) Older club girls

COOPERATIVE AGRICULTURAL PLANNING

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

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

(a) Unpaid lay members: (1) Men (2) Women (3) Youth

(b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men (2) Women

44. Number of communities with agricultural planning committee (over-all planning)

45. Number of members of such community planning committees: (a) Men (b) Women (c) Youth

46. Was a county committee report prepared and released during the year? (a) Yes (b) No

	Extension organization and planning (a)	County agricultural planning (b)	Total (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
48. Number of planning meetings held	(1) County		1
	(2) Community		1
49. Number of unpaid voluntary leaders or committeemen assisting this year			3
50. Days of assistance rendered by voluntary leaders or committeemen			

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

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

16-28074-3

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

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

Include all work with adults, 4-H Club members, and older youth	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horses and mules (e)	Poultry (including turkeys) (f)	Other livestock <sup>1</sup> (g)
55. Days devoted to line of work by—							
(1) Home demonstration agents						XXXXX	XXXXXX
(2) 4-H Club agents							
(3) Agricultural agents							
(4) State extension workers							
56. Number of communities in which work was conducted this year							
57. Number of voluntary local leaders or committeemen assisting this year							
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males							
(2) Obtaining purebred or high-grade females							
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX		XXXXXX
(4) Improving methods of feeding							
(5) Controlling external parasites							
(6) Controlling diseases and internal parasites							
(7) Controlling predatory animals							

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

CONSERVATION OF NATURAL RESOURCES<sup>1</sup>

Include all work with adults, 4-H Club members, and older youth		Soil and water (a)	Forestry (b)	Wildlife (c)
62. Days devoted to line of work by—				
11. (1) Home demonstration agents.....				
11. (2) 4-H Club agents.....				
11. (3) Agricultural agents.....				
10. (4) State extension workers.....				
63. Number of communities in which work was conducted this year.....				
64. Number of voluntary local leaders or committeemen assisting this year.....				

Soil and Water—Continued

Forestry—Continued

65. Number of farmers assisted this year—	67. Number of farmers assisted this year—
(a) With problems of land use.....	(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....
(b) In the use of crop rotations.....	(b) In making improved thinnings, weedings or pruning of forest trees.....
(c) With strip cropping.....	(c) With selection cutting.....
(d) In constructing terraces.....	(d) With production of naval stores.....
(e) In grassing waterways or otherwise preventing or controlling gullies.....	(e) With production of maple-sirup products.....
(f) With contour farming of cropland.....	(f) In timber estimating and appraisal.....
(g) In contouring pasture or range.....	68. Number of farmers cooperating this year in prevention of forest fires.....
(h) In the use of cover or green-manure crops.....	(a) In construction or management of ponds for fish.....
(i) In otherwise controlling wind or water erosion.....	(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock.....
(j) In summer-fallowing.....	(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders.....
(k) In making depth-of-moisture tests.....	(d) With other plantings for food and protection in wild-life areas.....
(l) With drainage.....	
(m) With irrigation.....	
(n) With land clearing.....	
66. Number of farmers—	
(a) In soil-conservation districts which were assisted with education for organization or operations this year.....	
(b) Assisted in arranging for farm-conservation plans this year.....	
(c) Assisted in doing work based on definite farm-conservation plans this year.....	

<sup>1</sup> Include nature study.

THIS INFORMATION IS UNCLASSIFIED

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long time)	Outlook information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by—				
(1) Home demonstration agents.....	.....	.....	.....	.....
(2) 4-H Club agents.....	.....	.....	.....	.....
(3) Agricultural agents.....	.....	.....	.....	.....
(4) State extension workers.....	.....	.....	.....	.....
71. Number of communities in which work was conducted this year.....	.....	.....	.....	.....
72. Number of voluntary local leaders or committeemen assisting this year.....	.....	.....	.....	.....
73. Number of farm-survey records taken during the year:				
(a) Farm business.....	.....			
(b) Enterprise.....	.....			
(c) Other.....	.....			
74. Number of farmers assisted this year in keeping—				
(a) Farm inventory.....	.....			
(b) General farm records.....	.....			
(c) Enterprise records.....	.....			
75. Number of farmers assisted this year—				
(a) In developing a farm plan only.....	.....			
(b) In developing a farm and home plan.....	.....			
(c) In analyzing the farm business.....	.....			
(d) In improving landlord-tenant relations and leasing arrangements.....	.....			
75. Number of farmers assisted this year—Continued.				
(e) In getting started in farming, or in relocating.....	.....			
(f) With credit problems (debt adjustment and financial plans).....	.....			
(g) In using "outlook" to make farm adjustments.....	.....			
(h) With a farm-income statement for tax purposes.....	.....			
(i) With farm-labor problems.....	.....			
(j) In developing supplemental sources of income.....	.....			

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

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

MARKETING AND DISTRIBUTION

16-58074-1

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

<sup>1</sup> Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.  
<sup>2</sup> Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.  
<sup>3</sup> Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT									
		The house, furnishings, and surroundings (a)		Rural electrification (b)		Farm buildings (c)		Farm mechanical equipment (d)	
101	Number of communities in which work was conducted this year								
102	Days devoted to line of work by—								
	(1) Home demonstration agents								
	(2) 4-H Club agents								
	(3) Agricultural agents								
	(4) State extension workers								
103	Number of communities in which work was conducted this year								
104	Number of voluntary local leaders or committeemen assisting this year								
<b>The House, Furnishings, and Surroundings—Continued</b>					<b>Rural Electrification—Continued</b>				
105	Number of families assisted this year in—			106	Number of associations organized or assisted this year to obtain electricity				
	(a) Constructing dwellings			107	Number of families assisted this year in—				
	(b) Remodeling dwellings				(a) Obtaining electricity				
	(c) Installing sewage systems				(b) Selection or use of electric lights or home electrical equipment				
	(d) Installing water systems				(c) Using electricity for income-producing purposes				
	(e) Installing heating systems				<b>Farm Buildings—Continued</b>				
	(f) Providing needed storage space			108	Number of farmers assisted this year in—				
	(g) Rearranging or improving kitchens				(a) The construction of farm buildings				
	(h) Improving arrangement of rooms (other than kitchens)				(b) Remodeling or repairing farm buildings				
	(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings				(c) Selection or construction of farm-building equipment				
	(j) Selecting housefurnishings or equipment (other than electric)				<b>Farm Mechanical Equipment—Continued</b>				
	(k) Improving housekeeping methods			109	Number of farmers assisted this year in—				
	(l) Laundry arrangement				(a) The selection of mechanical equipment				
	(m) Installing sanitary closets or outhouses				(b) Making more efficient use of mechanical equipment				
	(n) Screening or using other recommended methods of controlling flies or other insects			110	Number of farmers following instructions in the maintenance and repair of mechanical equipment this year				
	(o) Improving home grounds			111	Number of gin stands assisted this year in the better ginning of cotton				
	(p) Planting windbreaks or shelterbelts								

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## NUTRITION AND HEALTH

16-2807-4

NOTE—Include all work with adults, 4-H Club members and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by:				
(1) Home demonstration agents	7	11	5	
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
113. Number of communities in which work was conducted this year				
114. Number of voluntary local leaders or committeemen assisting this year				
115. Number of families assisted this year—	115(g) FOOD PRESERVATION BY ADULTS			
(a) In improving diets				
(b) With food preparation				
(c) In improving food supply by making changes in home food production <sup>1</sup>	4.2			
(1) Of vegetables	4.2			
(2) Of fruits				
(3) Of meats				
(4) Of milk				
(5) Of poultry and eggs				
(d) With home butchering, meat cutting or curing	27			
(e) With butter or cheese making	70			
(f) With food preservation problems <sup>2</sup>	29			
(1) Canning	29			
(2) Freezing				
(3) Drying				
(4) Storing				
(g) In producing and preserving home food supply according to annual food-supply budget				
(h) In canning according to a budget	-10			
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first-aid or home nursing				
(m) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				
	115(h) FOOD PRESERVATION BY 4-H CLUB MEMBERS			
		Fruits (a)	Vegetables (b)	Meats and fish (c)
1. Quarts canned		51	174	21
2. Gallons brined				
3. Pounds: Dried <sup>3</sup>				
4. Cured <sup>3</sup>				
5. Stored				
6. Frozen <sup>4</sup>				
7. Number of different families represented by the above figures				29
	115(h) FOOD PRESERVATION BY 4-H CLUB MEMBERS			
		Fruits (a)	Vegetables (b)	Meats and fish (c)
1. Quarts canned			43	
2. Gallons brined				
3. Pounds: Dried <sup>3</sup>				
4. Cured <sup>3</sup>				
5. Stored				
6. Frozen <sup>4</sup>				

<sup>1</sup> Sum of the subitems minus duplications due to families participating in more than one activity.<sup>2</sup> Weight of finished product after drying.<sup>3</sup> Weight of product before curing.<sup>4</sup> Include contents of locker plants and home freezer units.<sup>5</sup> Do not include vine-matured peas and beans.

16-2807-4

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

Include all work with adults, 4-H Club members, and older youth		Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life <sup>1</sup> (d)
118. Days devoted to line of work by—	(1) Home demonstration agents	12	17		
	(2) 4-H Club agents				
	(3) Agricultural agents				
	(4) State extension workers				
119. Number of communities in which work was conducted this year					
120. Number of voluntary local leaders or committeemen assisting this year					
<b>(f) Home Management—Family Economics—Continued</b>		<b>Clothing and Textiles—Continued</b>			
121. Number of families assisted this year	10	127. Number of families assisted this year with—			
(a) With time-management problems		(a) Clothing-construction problems			
(b) With home accounts		(b) The selection of clothing and textiles			
(c) With financial planning		(c) Care, renovation, remodeling of clothing			
(d) In improving use of credit for family living expenses		(d) Clothing accounts or budgets			
(e) In developing home industries as a means of supplementing income		<b>Family Relationships—Child Development—Continued</b>			
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	30	128. Number of families assisted this year—			
(a) Food		(a) With child-development and guidance problems			
(b) Clothing		(b) In improving family relationships			
(c) Housefurnishings and equipment		129. Number of families providing recommended clothing, furnishings, and play equipment for children this year			
(d) General household supplies		130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men			
123. Number of families assisted this year through cooperative associations <sup>2</sup> or individually, with the buying of—	44	(b) Women			
(a) Food		131. Number of children in families represented by such individuals			
(b) Clothing		<b>Recreation and Community Life—Continued</b>			
(c) Housefurnishings and equipment		132. Number of families assisted this year in improving home recreation			
(d) General household supplies		133. Number of communities assisted this year in improving community recreational facilities			
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)		134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs			
125. Number of families assisted this year with "making versus buying" decisions		135. Number of communities assisted this year in establishing—	(a) Club or community house		
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living		(b) Permanent camp	(c) Community rest rooms		
		136. Number of communities assisted this year in providing library facilities			
		137. Number of school or other community grounds improved this year according to recommendations			

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

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

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

16-50074-2

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)
138. Corn					Acres
139. Other cereals					Acres
140. Peanuts					Acres
141. Soybeans, field peas, alfalfa, and other legumes					Acres
142. Soil and water conservation					Acres
143. Potatoes, Irish and sweet					Acres
144. Cotton					Acres
145. Tobacco					Acres
146. Fruits					Acres
147. Home gardens	1	4	1	4	Acres
148. Market gardens, truck and canning crops					Acres
149. Other crops (including pasture improvement)					Acres
150. Poultry (including turkeys)	1	2	1	2	Birds
151. Dairy cattle	5		5		Animals
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine	7		5		Animals
155. Horses and mules	2		1		Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds					X X X X X X X X X X X X X X X X
159. Forestry					Acres
160. Wildlife and nature study (rabbits, game, fur animals)					X X X X X X X X X X X X X X X X
161. Agricultural engineering, farm shop, electricity					Articles made Articles repaired
162. Farm management					X X X X X X X X X X X X X X X X
163. Food selection and preparation				2	Meals planned Meals served
164. Food preservation		3		2	43 Quarts canned
165. Health, home nursing, and first aid					X X X X X X X X X X X X X X X X
166. Clothing					Garments made Garments remodeled
167. Home management					Units
168. Home furnishings and room improvement		15		10	Rooms Articles
169. Home industry, arts and crafts					Articles
170. Junior leadership					X X X X X X X X X X X X X X X X
171. All others		4		3	X X X X X X X X X X X X X X X X
172. Total (project enrollment and completion)	16	30	13	22	X X X X X X X X X X X X X X X X

4-H CLUB MEMBERSHIP

WORK WITH OTHER BOYS' CLUBS

16-50074-4

4-H CLUB MEMBERSHIP<sup>1</sup>

173. Number of 4-H Clubs.....	2	
174. Number of different 4-H Club members enrolled.....	(a) Boys 16	(b) Girls 30
175. Number of different 4-H Club members completing.....	(a) Boys 13	(b) Girls 22
176. Number of different 4-H Club members in school.....	(a) Boys 16	(b) Girls 30
177. Number of different 4-H Club members out of school.....	(a) Boys.....	(b) Girls.....
178. Number of different 4-H Club members from farm homes.....	(a) Boys 16	(b) Girls 30
179. Number of different 4-H Club members from nonfarm homes.....	(a) Boys.....	(b) Girls.....

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year			10 and under	2	2
2d	16	30	11	4	5
3d			12	3	2
4th			13	1	8
5th			14	2	4
6th			15		7
7th			16	2	1
8th			17	2	1
9th			18		
10th and over			19		
			20 and over		

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

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth.....	XXXXXXXXXXXXXXXXXXXX					
186. Membership in such groups.....	(a) Young men..... XXXXXXXXXXXX (b) Young women..... XXXXXXXXXXXX					
187. Number of members by school status and age	In school (a)	Out of school (b) (c)		Under 21 (d)	21-24 years (e)	25 years and older (f)
(1) Young men.....						
(2) Young women.....						
188. Number of meetings of older rural youth extension groups.....	XXXXXXXXXXXXXXXXXXXX					
189. Total attendance at such meetings.....	XXXXXXXXXXXXXXXXXXXX					
190. Number of other older rural youth groups assisted.....	XXXXXXXXXXXXXXXXXXXX					
191. Membership in such groups.....	(a) Young men..... XXXXXXXXXXXX (b) Young women..... XXXXXXXXXXXX					
192. Number of older rural youth not in extension or other youth groups assisted.....	(a) Young men..... XXXXXXXXXXXX (b) Young women..... XXXXXXXXXXXX					
193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications).....	(a) Young men..... XXXXXXXXXXXX (b) Young women..... XXXXXXXXXXXX					
194. Check column showing approximate portion of older youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-30 percent (c)	40 percent or more (d)		
(1) Citizenship, democracy, and public problems.....						
(2) Vocational guidance.....						
(3) Family life and social customs.....						
(4) Social and recreational activities.....						
(5) Community service activities.....						
(6) Technical agriculture.....						
(7) Technical home economies, including nutrition and health.....						

<sup>1</sup> All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.  
<sup>2</sup> Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the preceding year's program.  
<sup>3</sup> Same as footnote 2, except that reference is to completions instead of enrollments.

MISCELLANEOUS

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

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

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

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

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War boards (a)	Civilian defense agency (b)	Employment service (c)	Agricultural Adjustment Agency (d)	Food Distribution Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
200. Number of communities in which work was conducted this year										
201. Number of voluntary local leaders or committeemen assisting this year										
202. Number of meetings participated in this year by extension workers										

<sup>1</sup> Include grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

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## TERMINOLOGY

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

### DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.  
A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.  
A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.  
The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
  - (1) Adoption of a recommended practice.
  - (2) Further improvement in a practice previously accepted.
  - (3) Participation in extension activities.
  - (4) Acceptance of leadership responsibility.
  - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters* written should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An extension *program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. The *older rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.

Lancaster County  
REPORT OF HOME DEMONSTRATION WORK  
From December 1, 1946 to June 30, 1946

Aranna Brown  
Local Home Agent

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III. Scope of work:

A. Home Demonstration Clubs

Number 7 Membership 79

B. 4-H Clubs

Number 2 Membership 46

IV. Organization:

- A. Home Demonstration Committee was organized to plan for the 1946 program Calendar.

Plans were on foot to organize a County Advisory Board.

V. Leadership:

Aside from 17 club officers, 7 leaders have been trained in the use of the pressure cooker.

One training meeting has been held with an attendance of eight members. The reason for the small attendance was due to snow conditions.

Five clubs were able to give a demonstration in cheese-making due to the Leader Training Meeting held in Feb.

The leaders plan to increase club membership and keep the people informed as to methods of helping to improve the county.

4-H Clubs:

For the two 4-H Clubs four leaders have volunteered to assist the club members in their projects.

Plans were on foot to give these leaders more training this summer.

VI. Results:

Projects

Food

The agent met the clubs and gave out information to this year's garden, canning and poultry. As a result

of meeting the clubs and having home visits, the members were able to plan for their gardens ahead of time, to see the advantage of canning and raising poultry to feed the family.

Four demonstrations were given in making cheese; forty-four families were reached through these demonstrations and approximately 20 to 23 pounds of cheese were made.

#### Clothing

Demonstrations were given to club members on ways to use feed bags. As a result the club members brought to the club meeting dresser scarfs, aprons, blankets, and etc. made from feed bags. Forty-three members put the training in use.

The 4-H Clubs were planning on making 4-H uniforms from feed bags.

#### House Furnishings:

One farm family remodeled her living room suite due to interest gained from discussion about a furniture clinic for April. Two members recovered their furniture in the living room and the dining room chairs.

#### Home Demonstration Activity:

A brief account of one outstanding club:

The Home Demonstration Club of Nuttsville tried to follow the program calendar for 1946. They made Christmas presents, planned for the garden, canning and poultry. Brought ways to use feed bags to the club meetings. Recovered living room furniture. They canned vegetables with the pressure cooker at the club meetings in order to learn to use it. Fifty-six quarts were canned this way.

#### 4-H Clubs:

As a result of planning for the garden a better variety of early vegetables were grown for the families. More of the following were noted: onions, greens, cabbage, peas, white potatoes, beets and collards.

As a result of demonstrating ways to use feed bags the clubs were making plans to make uniforms from dyed bags.

Brief account of one outstanding club:

The Mollusk Club listed the following growing in this year's 4-H Club Garden: onions, greens cabbage, peas, and white potatoes. The members were selecting and getting bags together. One member had an uncle to help get the land ready for the spring 4-H Club garden.

The club had interest in little parties after the regular meeting. The program leader would take over and see that every one had a lovely time. They tried to follow the same program that the Home Demonstration Club had and in this way the parents served as leaders in the club meetings.

Others:

A demonstration was given to the White Stone Girls Club on a good breakfast, lunch, and dinner.

VII. Appraisal:

It appears the most significant contribution to the county made by the Home Demonstration Program this year was the production of food and the splendid use of materials given out to the members.