

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service,
Office of Cooperative Extension Work,
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION WORKERS

This report form is to be used by county extension agents, such as county agricultural agent, home demonstration agent, club agent, and negro agent, reporting on their respective lines of work.

State Virginia County Bueblingham
Report of W. A. Morgan County Local Agent.
(Name) (Title)
From Dec. 1, 1926 to June 30, 1927.

If agent has not been employed entire year, indicate exact period. Agents resigning during the year should make out this report before quitting the service.

READ DEFINITIONS, PAGES 3 AND 4



NEGRO EXTENSION WORK
COUNTY AGENT WORK

Approved:

Date Dec. 1, 1927 John L. Chaney
District Supervisor.

Date _____
State Extension Director.

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

The annual report should be a review, analysis, interpretation, and presentation to the people of the county, the State, and the Nation of the sum total of the extension activities in each county for the year and the results obtained by the county extension agent assisted by the subject-matter specialists. The making of such a report is of great value to the county extension agent and the people of the county in showing the progress made during the year as a basis for future plans. It is of vital concern also to the State and Nation as a measure of rural progress and a basis for intelligent legislation and financial support.

Separate statistical and narrative reports are desired from each county extension agent in charge of a line of work, such as county agent, home demonstration agent, boys' and girls' club agent, and negro agent. Where an assistant agent has been employed a part or all of the year, a report on his or her work should be included with the report of the leader in charge 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. Where two or more extension agents are employed in a county, each in charge of a line of work, care should be exercised to avoid including the same data in the statistical report of more than one agent.

At least four copies of the annual report should be made: One copy for the county officials, one copy for the agent's files, one copy 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.

The narrative report should be a statement in orderly fashion and arranged under appropriate subheadings, of the work done, methods used, and results obtained under each project, as well as of the general work accomplished. Every statement should be clear-cut, concise, forceful, and, where possible, reinforced with ample data from the statistical summary. In the preparation of the part of the report relative to each project, the results reported in the statistical summary for the project should be analyzed, conclusions drawn, and recommendations made. The report may well be illustrated with photographs, maps, diagrams, blue prints, or copies of charts and other forms used in demonstration work. Full credit should be given to all cooperating agencies. The lines should be single-spaced, with double space between the paragraphs, and reasonably good margins left. The pages should be numbered in consecutive order.

The following outline is suggestive of how the narrative report may be clearly and systematically presented:

SUGGESTIVE OUTLINE OF ANNUAL NARRATIVE REPORT.

- I. Cover and title page.
- II. Table of contents.
- III. Status of county extension organization.
 - (1) Form of organization—changes and development.
 - (2) Function of local people, committees, or project leaders in developing the program of work.
 - (3) General policies, including relationships to other organizations.
- IV. Program of work, goals established, methods employed, and results achieved.
 - (1) Factors considered and methods used in determining program of work.
 - (2) Project activities and results.

<ol style="list-style-type: none"> (a) Soils (b) Farm crops (Horticulture) (c) Home gardens (Recreation of home grounds) (d) Forestry (e) Rodents, predatory animals, and birds. (f) Animal husbandry (g) Dairy husbandry (Home dairy) (h) Poultry husbandry (Home poultry) 	} (including diseases and insects).
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SUGGESTIVE OUTLINE OF ANNUAL NARRATIVE REPORT—Continued.

IV. Program of work, etc.—Continued.

(2) Project activities and results—Continued.

- (i) Rural engineering.
- (j) Rural engineering—home.
- (k) Agricultural economics, including farm management and marketing.
- (l) Home marketing.
- (m) Foods.
- (n) Nutrition.
- (o) Clothing.
- (p) Home management.
- (q) Home furnishings.
- (r) Home health and sanitation.
- (s) Community activities.
- (t) Miscellaneous.

V. Outlook and recommendations, including suggestive program of work for next year.

VI. Summary of activities and accomplishments, preferably of one or two typewritten pages only, placed at the beginning or end of the narrative report.

STATISTICAL SUMMARY.

To supplement the narrative part of the report, and in order that comparable State and National summaries may be made, it is necessary to include a statistical summary of the work in each county. The following form has been prepared to insure uniformity of reporting. In addition to the questions asked under each subdivision of the report, space is provided to add further data if desired. The statistical summary will grow naturally out of the field and office records.

DEFINITIONS OF TERMS USED IN THIS REPORT.

1. A PROGRAM OF WORK is a definitely outlined plan for extension work.
2. A PROJECT is a definite, systematic, organized plan for carrying out some phase of the extension program of work, providing for what is to be done, how much, when, where, how, and by whom.
3. MISCELLANEOUS WORK includes work which has not yet become a regular part of the program of work—work other than project work.
4. A COMMITTEE, for the purposes of this report, may be any one of the several units into which the county is divided for purposes of conducting organized extension work.
5. A PROJECT LEADER OR LOCAL LEADER is a person, selected because of his or her special interest and fitness, who functions as a leader in advancing some phase of the local program of extension work.
6. A DEMONSTRATION is an example designed to show the practical application of an established fact. Demonstrations as contemplated in this report are of two kinds, method demonstrations and result demonstrations.
7. A METHOD DEMONSTRATION is a demonstration given by an extension worker or other trained leader to a group for the purpose of showing them how to carry out a practice. Synonym: Lecture demonstration. Examples: Demonstrations of canning, mixing of spray materials, and culling of poultry.
8. A RESULT DEMONSTRATION is a demonstration carried on by a farmer, farm woman, boy, or girl under the direction of the extension service, involving a substantial period of time, records of results, and comparisons. Examples: Child-feeding, corn-culture, and orchard-management demonstrations.
9. A DEMONSTRATOR is a farmer, farm woman, boy, or girl who, under the direction of the extension service, conducts a result demonstration.
10. MEMBERS COMPLETING should include those who have satisfactorily finished the work outlined for the current year.
11. A DEMONSTRATION MEETING is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
12. A TRAINING MEETING is a meeting at which project leaders or local leaders are trained to carry on extension activities in their respective communities.
13. AN OFFICE CALL OR TELEPHONE CALL is a visit or call by a farmer or other person seeking agricultural or home economics information, as a result of which some definite assistance or information is given.
14. A FARM VISIT is a call at a farm by the agent at which some definite information is given or concrete plan of work outlined, or some valuable information obtained from the farmer regarding his work, or the better practice prevailing in his neighborhood.
15. A HOME VISIT is a call at a home by the agent at which some definite information is given or concrete plan of work outlined, or some valuable information obtained from the farm woman regarding her work, or the better practice prevailing in her neighborhood.
16. DAYS IN OFFICE should include time spent by the county agent in his office, at county agent conferences, and any other work directly related to office administration.
17. DAYS IN FIELD should include all days spent on official duty other than those spent in office.
18. LETTERS WRITTEN should include all single letters on official business.

DEFINITIONS OF TERMS USED IN THIS REPORT—Continued.

17. A **FARMERS' INSTITUTE** is one of a series of meetings of one to two days' duration, arranged by a central State farmers' institute agency, at which agricultural and home-economics problems are discussed, usually by outside speakers employed for the purpose.
18. An **EXTENSION ON MOVABLE SCHOOLS** is an itinerant school usually of two to six days' duration where practical but systematic instruction is given to persons not resident at the college. An **EXTENSION** amount course differs from an extension school in that it is usually held at the college or other educational institution and usually for a longer period of time, but not exceeding two weeks.
19. **RECORDS** consist of definite information filed in the county office that will enable the agent to verify the data on extension work included in this report.
20. **FARM ON HOME PRACTICE COURSE** is a new or improved practice adopted on a farm or in a home during the year as a result of extension teaching. Examples: Spraying of potatoes for disease, canning of fruits and vegetables, use of balanced rations, and hat making.

GENERAL ACTIVITIES.

Report only this year's extension activities and results that are supported by records.

If an assistant agent has been employed during the year, include his or her work with that of the agent.

1. List below the names, titles, and periods of service of the county extension agents whose work is included in this report. 1

<u>W. A. Morgan</u> (Name)	<u>Local</u> (Title)	<u>Seven</u> (Months of service this year)
_____	_____	_____
_____	_____	_____

11. County association, if any, fostering extension work. 11

- | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------|------------|
| (a) Name | <u>County Advisory Board</u> | | <u>1</u> |
| (b) Number of members | _____ | | <u>18</u> |
| 2. Number of communities in county where extension work should be conducted | _____ | | <u>16</u> |
| 3. Number of above communities in which the extension program has been cooperatively worked out by extension agents and people concerned | _____ | | <u>5</u> |
| 4. Number of voluntary county, community, or local leaders actively engaged in forwarding the extension program with— 4 | | | |
| (a) Juniors | _____ | | <u>10</u> |
| (b) Adults | _____ | | <u>32</u> |
| 5. Number of clubs carrying on extension work: 5 | | | |
| (a) Junior | _____ | | <u>10</u> |
| (b) Adult | _____ | | <u>5</u> |
| 6. Membership in above clubs: 6 | | | |
| (a) Boys' | <u>87</u> | (c) Men | <u>143</u> |
| (b) Girls' | <u>37</u> | (d) Women | _____ |
| 7. Number of club members completing: 7 | | | |
| (a) Boys' | _____ | (c) Men | _____ |
| (b) Girls' | _____ | (d) Women | _____ |
| 8. Number of members in junior club work for four or more years: 8 | | | |
| (a) Boys | _____ | | _____ |
| (b) Girls | _____ | | _____ |

¹ 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 pages 2 to 20, less any duplications due to the same boy or girl carrying on two or more subject-matter lines of work.
² Include those boys and girls enrolled in club work as reported under 6 (c) and 6 (d) who have finished the work undertaken on such portion of it as it was planned to finish during the report year.

GENERAL ACTIVITIES—Continued.

9. Number of junior teams trained	(a) Judging	—	} 9
	(b) Demonstration	—	
10. Number entering college this year who may have been club members		—	10
11. Total number of farm visits ¹ made in conducting extension work		411	11
12. Number of different farms visited		95	12
13. Total number of home ² visits made in conducting extension work		—	13
14. Number of different homes visited		—	14
15. Number of calls ³ relating to extension work	(a) Office	130	} 15
	(b) Telephone	—	
16. Number of days agent spent in office		61	16
17. Number of days agent spent in field		110	17
17 ¹ . Number of news articles prepared for press ⁴		—	17 ¹
18. Number of individual letters written		175	18
18 ¹ . Number of bulletins distributed		—	18 ¹
19. Number of fairs at which extension exhibits were made	(a) Community	—	} 19
	(b) County	—	
20. Training meetings held for local leaders	(a) Junior work	(1) Number	} 20
		(2) Leaders in attendance	
	(b) Adult work	(1) Number	
		(2) Leaders in attendance	
21. Method and result demonstration meetings ⁵ held (do not include meetings reported in number 20)	(a) Number	1	} 21
	(b) Attendance	28	
22. Farmers' institutes held	(a) Number	—	} 22
	(b) Number of sessions	—	
	(c) Attendance	—	
23. Extension schools ⁶ and short courses held	(a) Number	—	} 23
	(b) Attendance	—	
24. Encampments held	(a) Junior	(1) Number	} 24
		(2) Attendance by club members	
		(3) Total attendance	
	(b) Farm women	(1) Number	
	(2) Attendance by club members	—	
	(3) Total attendance	—	
25. Other extension meetings attended and not previously reported	(a) Number	39	} 25
	(b) Attendance	176 ¹	
26. Number of meetings at which were shown	(a) Lantern slides	—	} 26
	(b) Motion pictures	—	
	(c) Charts	—	

¹ Do not count the same visit as both a farm visit and a home visit.² See definition on page 5.³ Include county and State press, agricultural journals, and home magazines. Do not count items relating to notices of meetings only.

PROGRAM SUMMARY

List below information on each project of the program of work for the year. If an assistant agent has been employed during the year, include his or her time with that of the agent. This page should not be filled out until the questions on the following pages have been answered.

Title of project.	Number of non- residence parties participating ¹	Number of home holders participating ²	Days of participation helped ³	Days spent directed to projects.	
	80	85	85	85	
(Illustrative entry) Poultry	6	7	2	14	
27. Soils (page 7)	—	—	—	—	27
28. Farm crops (pages 8, 9, 10, 11)	5	10	—	80	28
29. (Horticulture (page 12)—home gardens (page 27) (Beautification of home grounds (page 26))	3	3	—	15	29
30. Forestry (page 13)	—	—	—	—	30
31. Rodents, predatory animals, and birds (page 13)	—	—	—	—	31
32. Animal husbandry (pages 14, 15, columns b, c, d, f)	1	1	—	21	32
33. Dairy husbandry (pages 14, 15, column a)—home dairy (page 29)	—	—	—	—	33
34. Poultry husbandry (pages 14, 15, column e)—home poultry (page 28)	4	4	—	15	34
35. (Rural engineering (page 16) (Rural engineering—home (page 26))	4	21	—	8	35
36. Agricultural economics (pages 17, 18)—home marketing (page 30)	—	—	—	—	36
37. Foods (pages 18, 20)	—	—	—	—	37
38. Nutrition (page 21)	—	—	—	—	38
39. Clothing (page 22)	—	—	—	—	39
40. Home management (page 23)	—	—	—	—	40
41. Home furnishings (page 24)	—	—	—	—	41
42. Home health and sanitation (page 25)	—	—	—	—	42
43. Community activities (pages 18, 21)	—	—	—	—	43
44. Miscellaneous (pages 18, 21) ⁴	—	—	—	—	44
TOTAL	XXX	XXX	—	110	

¹ The individual entries in this column should not exceed entry for question 2, page 4.

² The individual entries in this column should not exceed entry for question 4, page 4.

³ Boys' and girls' club work should be distributed among the proper subject-matter headings and not entered as a separate project.

HORTICULTURE.

Report only this year's extension activities and results that are supported by records.

Item.	(6)	(6)	(6)	(6)	(6)	(7)	
	Tree fruits.	Bush and small fruits.	Grapes.	Market gardening, fruit and nutting crops.	House gardens.	Identification of home grounds.	
100. Number of method demonstrations given.	2	—	—	—	—	—	100
101. Number of adult result demonstrations started or under way.	—	—	—	—	—	—	101
102. Number of adult result demonstrations completed or carried through the year.	—	—	—	—	—	—	102
103. Acres involved in those completed demonstrations.	—	—	—	—	X X X	X X X	103
104. Increased yield per acre on demonstrations.	— bu.	— qts.	— lbs.	— bu.	X X X	X X X	104
105. Number of junior clubs ¹ .	—	—	—	—	—	—	105
106. Number of members enrolled.	(1) Boys. — (2) Girls. —	—	—	—	4	—	106
107. Number of members completing.	(1) Boys. — (2) Girls. —	—	—	—	—	—	107
108. Number of acres grown by junior club members completing.	—	—	—	—	—	X X X	108
109. Total yield of crops grown by junior club members.	— bu.	— qts.	— lbs.	— bu.	— bu.	X X X	109
110. Number of farms planting improved stock or seed for the first time.	—	—	—	—	—	—	110
111. Number of farms pruning for the first time.	—	—	—	—	—	—	111
112. Number of units involved in preceding question.	— trees	— acres	— acres	X X X	X X X	X X X	112
113. Number of farms spraying or otherwise treating for diseases and insect pests for the first time.	—	—	—	—	—	—	113
114. Number of units involved in preceding question.	— acres	— acres	— acres	— acres	X X X	X X X	114
114j. Number of farms adopting other improved practices for the first time. (Specify below.)	—	—	—	—	—	—	114j
115. Number of farms adopting improved practices relative to the horticultural work reported on this page. (Include questions 102, 107, 110, 111, 113, and 114j less duplications.)	—	—	—	—	—	—	115

¹ Clubs which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

LIVESTOCK.

Report only this year's extension activities and results that are supported by records.

Item.	(6)	(7)	(8)	(9)	(10)	(11)
	Dairy cattle	Beef cattle	Swine	Sheep	Poultry	Other ¹
138. Number of method demonstrations given	—	—	—	—	3	—
139. Number of adult result demonstrations started or under way			—		1	
140. Number of adult result demonstrations completed or carried through the year			—		—	
141. Number of animals involved in these completed demonstrations			—		—	
142. Total profit or saving on demonstrations			—		—	
143. Number of junior clubs*			—		—	
144. Number of members enrolled			5		2	
(1) Boys						
(2) Girls					33	
145. Number of members completing			—		—	
(1) Boys			—		—	
(2) Girls			—		—	
146. Number of animals involved in junior club work completed			—		—	
147. Number of farms assisted in obtaining purebred sires this year			—		—	
148. Number of farms assisted in obtaining high-grade or purebred females this year			—		—	
149. Number of farms culling herds or flocks for the first time			—		—	
150. Number of animals in such herds or flocks			—		—	
151. Number of animals discarded			—		—	
152. Number of bull, boar, ram, or stallion circles, clubs, or associations organized during the year			—		X X X	
153. Number of members in preceding circles, clubs, etc.			—		X X X	
154. Number of breed associations or clubs organized during the year			—		—	
155. Number of members in these associations or clubs			—		—	

¹ Indicate by name.² States which do not organize clubs on a project basis should not report on this question but should report on enrollment and completion.

RURAL ENGINEERING.

Report only this year's extension activities and results that are supported by records.

167. Number of method demonstrations given	2	167
168. Number of result demonstrations started or under way	1	168
169. Number of result demonstrations completed or carried through the year	1	169
170. Number of farms installing drainage systems this year	1	170
171. Acres drained	1	171
172. Number of farms installing irrigation systems this year	1	172
173. Acres irrigated	1	173
174. Number of farms constructing terraces or soil dams this year	1	174
175. Acres on which soil erosion was so prevented	1	175
176. Number of dwellings constructed this year according to plans furnished	1	176
177. Number of dwellings remodeled this year according to plans furnished	1	177
178. Number of sewage-disposal systems installed this year according to plans furnished	1	178
179. Number of water systems installed this year according to plans furnished	1	179
180. Number of heating systems installed this year according to plans furnished	1	180
181. Number of lighting systems installed this year according to plans furnished	1	181
182. Number of farms on which buildings other than dwellings were constructed or remodeled this year according to plans furnished	2	182
	(a) Barns	
	(b) Hog houses	
183. Number of buildings involved in preceding question	(c) Poultry houses	1	183
	(d) Silos	
	(e) Other <i>inlet</i>	1	
184. Number of farms clearing land of stumps or boulders this year		184
185. Acres of land so cleared		185
185 $\frac{1}{2}$. Number of farms adopting other improved practices for the first time. (Specify below.)		185 $\frac{1}{2}$
186. Total number of different farms adopting improved practices relative to the rural-engineering work reported on this page. (Include questions 166, 170, 172, 174, 176, 177, 178, 179, 180, 181, 182, 184, and 185 $\frac{1}{2}$ less duplications.)		186
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AGRICULTURAL ECONOMICS

Report only this year's extension activities and results that are supported by records.

FARM MANAGEMENT.

187. Number of method demonstrations given.....	187
188. Number of farm-account books distributed this year.....	188
189. Number of farmers keeping records in such account books throughout the year.....	189
190. Number of farmers assisted in summarizing and interpreting their accounts.....	190
191. Number of farmers making changes in their business as result of keeping accounts.....	191
192. Number of other farmers adopting cropping, livestock, or complete farming systems this year according to recommendations.....	192
193. Number of junior farm-management clubs ¹	193
194. Number of members enrolled.....	194
(a) Boys.....	
(b) Girls.....	
195. Number of members completing.....	195
(a) Boys.....	
(b) Girls.....	
196. Number of farmers advised relative to leases this year.....	196
197. Number of farm-management and farm-account schools held this year.....	197
198. Number of farmers assisted in keeping cost-of-production records this year.....	198
198½. Number of farms adopting other improved farm-management practices this year.....	198½
199. Total number of different farms adopting improved practices relative to the farm-management work reported on this page. (Include questions 189, 190, 191, 192, 195, 196, 198, and 198½ less duplications.).....	199

CREDIT.

200. Number of farm-loan or other credit associations organized this year with assistance of extension service.....	200
201. Membership in above associations.....	201
202. Number of other farmers assisted in obtaining credit.....	202

MARKETING.

203. Number of method demonstrations given.....	203
204. List below the cooperative-marketing associations organized during this year upon suggestion or with counsel of the extension service.....	204

(6) Name of association or group.	(7) Number of members.	Supplies and products handled.	Supplies purchased.		Products sold.	
			(8) Value.	(9) Savings.	(10) Value.	(11) Profit.
.....	\$	\$	\$	\$
.....
.....
.....
.....
TOTAL						

¹ States which do not organize clubs on a project basis should not report on this question but should report on enrollment and completion.

AGRICULTURAL ECONOMICS—Continued.

Report only this year's extension activities and results that are supported by records.

205. List below this year's results in connection with the cooperative-marketing associations in the county previously organized and with which the extension service counseled or advised.

(a) Name of association or group.	(b) Number of members.	Supplies and products handled.	Supplies purchased.		Products sold.	
			(c) Value.	(d) Savings.	(e) Value.	(f) Profit.
			\$	\$	\$	\$
TOTAL						

2054. Total number of different farms adopting improved marketing practices (include entries for questions 204 (b) and 205 (b) less duplications plus other farms not in cooperative associations) 2054

COMMUNITY ACTIVITIES AND MISCELLANEOUS.

Report only this year's extension activities and results that are supported by records.

Use this space to include work on any other agricultural project not included in the preceding pages, such as bee-keeping, and similar work, i. e., any other information that can be reported statistically and that will help to give a complete account of the year's work.

Item.	60 Beekeeping.	61 ^a	62 ^a
206. Number of method demonstrations given			206
207. Number of adult result demonstrations started or under way			207
208. Number of result demonstrations completed or carried through the year			208
209. Number of units in these completed demonstrations			209
210. Number of junior clubs ^a			210
211. Number of members enrolled	(1) Boys		211
212. Number of members completing	(1) Boys		212
	(2) Girls		
213. Number of units involved in junior club work completed			213
214. Total number of different farms adopting improved practices relative to the miscellaneous work reported on this page.			214
[Use space below to include other important data relating to miscellaneous work.]			

¹ Includes those over columns.^a States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

HOME-DEMONSTRATION WORK.

FOODS.

Report only this year's extension activities and results that are supported by records.

FOOD PREPARATION.

215. Number of project clubs or groups	(a) Women	215
	(b) Juniors	
216. Number of members enrolled in food preparation	(a) Women	216
	(b) Girls	
	(c) Boys	
217. Number of members completing*	(a) Women	217
	(b) Girls	
	(c) Boys	
218. Number of method demonstrations given. (See definition 6, page 2.)		218
219. Number of result demonstrations started or under way. (See definition 6, page 2.)	(a) Women	219
	(b) Girls	
	(c) Boys	
220. Number of result demonstrations completed or carried through the year	(a) Women	220
	(b) Girls	
	(c) Boys	
221. Number of individuals adopting improved practices in bread making this year	(a) Women	221
	(b) Girls	
	(c) Boys	
222. Number of individuals adopting improved practices in meat cookery this year	(a) Women	222
	(b) Girls	
	(c) Boys	
223. Number of individuals adopting improved practices in vegetable cookery this year	(a) Women	223
	(b) Girls	
	(c) Boys	
224. Number of individuals adopting improved practices in preparation of dairy-product dishes this year	(a) Women	224
	(b) Girls	
	(c) Boys	
225. Number of individuals adopting improved practices in meal preparation and service this year	(a) Women	225
	(b) Girls	
	(c) Boys	
226. Number of homes budgeting the family food supply for the first time		226
227. Total number of different homes adopting improved practices relative to the food-preparation work reported on this page. (Include entries for questions 220, 221, 222, 223, 224, 225, and 226 less duplications.)		227

[Use space below to include other important data relating to food preparation.]

* States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

* Include those who have finished the work undertaken, or such portion of it as it was planned to finish during the report year.

FOODS—Continued.

Report only this year's extension activities and results that are supported by records.

FOOD PRESERVATION.

228. Number of project clubs or groups ¹	(a) Women.....	228
	(b) Juniors.....	
229. Number of members enrolled in food preservation.....	(a) Women.....	229
	(b) Girls.....	
	(c) Boys.....	
230. Number of members completing.....	(a) Women.....	230
	(b) Girls.....	
	(c) Boys.....	
231. Number of method demonstrations given.....		231
232. Number of result demonstrations started or under way.....	(a) Women.....	232
	(b) Girls.....	
	(c) Boys.....	
233. Number of result demonstrations completed or carried through the year.....	(a) Women.....	233
	(b) Girls.....	
	(c) Boys.....	
234. Number of individuals adopting improved practices in preserving fruits and vegetables this year.....	(a) Women.....	234
	(b) Girls.....	
	(c) Boys.....	
235. Number of individuals adopting improved practices in preserving meats and fish this year.....	(a) Women.....	235
	(b) Girls.....	
	(c) Boys.....	
236. Number of homes providing better food storage for the first time.....		236
237. Total number of different homes adopting improved practices relative to the food-preservation work reported on this page.....		237
238. List below amount of food preserved by club members completing:.....		238

Kind of food.	(1) Women.	(2) Girls.	(3) Boys.
(a) Fruits and vegetables canned..... quart			
(b) Meats and fish canned..... quart			
(c) Jelly and preserves made..... quart			
(d) Fruit juices made..... quart			
(e) Pickles made..... quart			
(f) Fruits and vegetables dried..... pounds ²			
(g) Meats cured..... pounds ²			

[Use space below to include other important data relating to food preservation.]

¹ States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.
² Finished product.

NUTRITION.

Report only this year's extension activities and results that are supported by records.

239. Number of project clubs or groups ¹	(a) Women.....	239
	(b) Juniors.....	
240. Number of members enrolled in nutrition.....	(a) Women.....	240
	(b) Girls.....	
	(c) Boys.....	
241. Number of members completing.....	(a) Women.....	241
	(b) Girls.....	
	(c) Boys.....	
242. Number of method demonstrations given.....		242
243. Number of result demonstrations started or under way.....	(a) Women.....	243
	(b) Girls.....	
	(c) Boys.....	
244. Number of result demonstrations completed or carried through the year.....	(a) Women.....	244
	(b) Girls.....	
	(c) Boys.....	
245. Number of individuals balancing family meals according to approved methods for the first time.....	(a) Women.....	245
	(b) Girls.....	
	(c) Boys.....	
246. Number of individuals preparing better school lunches for the first time.....	(a) Women.....	246
	(b) Girls.....	
	(c) Boys.....	
247. Number of schools induced to serve a hot dish or school lunch for the first time.....		247
248. Number of children involved in preceding question.....		248
249. Number of homes carrying out improved practices in child feeding for the first time.....		249
250. Number of children involved in preceding question.....		250
251. Total number of different homes adopting improved practices relative to the nutrition work reported on this page.....		251

[Use space below to include other important data relating to nutrition.]

¹ States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

CLOTHING.

Report only this year's extension activities and results that are supported by records.

252. Number of project clubs or groups ¹	(a) Women	252
	(b) Juniors	
253. Number of members enrolled in clothing work.....	(a) Women	253
	(b) Girls	
	(c) Boys	
254. Number of members completing.....	(a) Women	254
	(b) Girls	
	(c) Boys	
255. Number of method demonstrations given.....		255
256. Number of result demonstrations started or under way.....	(a) Women	256
	(b) Girls	
	(c) Boys	
257. Number of result demonstrations completed or carried through the year.....	(a) Women	257
	(b) Girls	
	(c) Boys	
258. Number of individuals adopting improved practices in selection and construction.....	(a) Women	258
	(b) Girls	
	(c) Boys	
259. Number of individuals adopting improved practices in renovation and remodeling.....	(a) Women	259
	(b) Girls	
	(c) Boys	
260. Number of individuals adopting improved practices in millinery.....	(a) Women	260
	(b) Girls	
261. Number of individuals adopting improved practices in costume designing.....	(a) Women	261
	(b) Girls	
262. Number of individuals adopting improved practices in infant wardrobe planning.....	(a) Women	262
	(b) Girls	
263. Number of individuals adopting improved practices in children's wardrobe planning.....	(a) Women	263
	(b) Girls	
264. Number of individuals adopting improved practices in adult wardrobe planning.....	(a) Women	264
	(b) Girls	
265. Total number of different homes adopting improved practices relative to the clothing work reported on this page.....		265
266. Number of dress forms made this year by.....	(a) Women	266
	(b) Girls	
267. Number of dresses and coats made this year by.....	(a) Women	267
	(b) Girls	
268. Number of undergarments made this year by.....	(a) Women	268
	(b) Girls	
269. Number of hats made this year by.....	(a) Women	269
	(b) Girls	

[Use space below to include other important data relating to clothing.]

¹ States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

HOME MANAGEMENT.

Report only this year's extension activities and results that are supported by records.

270. Number of project clubs or groups ¹	(a) Women.....	270
	(b) Juniors.....	
271. Number of members enrolled in home management.....	(a) Women.....	271
	(b) Girls.....	
	(c) Boys.....	
272. Number of members completing.....	(a) Women.....	272
	(b) Girls.....	
	(c) Boys.....	
273. Number of method demonstrations given.....		273
274. Number of result demonstrations started or under way.....	(a) Women.....	274
	(b) Girls.....	
275. Number of result demonstrations completed or carried through the year.....	(a) Women.....	275
	(b) Girls.....	
276. Number of individuals following a systematized plan of household work for the first time.....	(a) Women.....	276
	(b) Girls.....	
277. Number of homes obtaining additional labor-saving equipment this year.....		277
278. Number of kitchens planned and rearranged for convenience this year.....		278
279. Number of individuals following improved laundry practices for the first time.....	(a) Women.....	279
	(b) Girls.....	
280. Number of individuals making budgets and keeping accounts for the first time.....	(a) Women.....	280
	(b) Girls.....	
281. Total number of different homes adopting improved practices relative to the home-management work reported on this page.....		281
282. List below the number of labor-saving appliances involved in question 277:.....		282
(a) Hand washing machines.....	(f) Kitchen cabinets.....	
(b) Power washing machines.....	(g) Electric or gasoline irons.....	
(c) Fireless cookers.....	(A) Pressure cookers.....	
(d) Kitchen sinks.....	(i) Iceless refrigerators.....	
(e) Power vacuum cleaners.....	(j) Other.....	

[Use space below to include other important data relating to home management.]

¹ States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

HOUSE FURNISHINGS.

Report only this year's extension activities and results that are supported by records.

283. Number of project clubs or groups ¹	(a) Women	} 283
	(b) Juniors	
284. Number of members enrolled in house furnishings	(a) Women	} 284
	(b) Girls	
	(c) Boys	
285. Number of members completing	(a) Women	} 285
	(b) Girls	
	(c) Boys	
286. Number of method demonstrations given		286
287. Number of result demonstrations started or under way	(a) Women	} 287
	(b) Girls	
	(c) Boys	
288. Number of result demonstrations completed or carried through the year	(a) Women	} 288
	(b) Girls	
	(c) Boys	
289. Number of individuals adopting improved practices in selection and arrangement of furnishings this year	(a) Women	} 289
	(b) Girls	
	(c) Boys	
290. Number of individuals adopting improved practices in the repairing and remodeling of furnishings this year	(a) Women	} 290
	(b) Girls	
	(c) Boys	
291. Number of individuals adopting improved practices in wall, woodwork, and floor treatment this year	(a) Women	} 291
	(b) Girls	
	(c) Boys	
292. Number of rooms involved in questions 289, 290, and 291	(a) Bedrooms	} 292
	(b) Living rooms	
	(c) Dining rooms	
	(d) Other rooms	
293. Total number of different homes adopting improved practices relative to the house-furnishing work reported on this page		293

[Use space below to include other important data relating to house furnishings.]

¹ States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

HOME HEALTH—SANITATION.

Report only this year's extension activities and results that are supported by records.

294. Number of project clubs or groups ¹	(a) Women.....	294
	(b) Juniors.....	
295. Number of members enrolled in home health and sanitation.....	(a) Women.....	295
	(b) Girls.....	
	(c) Boys.....	
296. Number of members completing.....	(a) Women.....	296
	(b) Girls.....	
	(c) Boys.....	
297. Number of method demonstrations given.....		297
298. Number of result demonstrations started or under way.....	(a) Women.....	298
	(b) Girls.....	
	(c) Boys.....	
299. Number of result demonstrations completed or carried through the year.....	(a) Women.....	299
	(b) Girls.....	
	(c) Boys.....	

HEALTH.²

300. Number of homes adopting recommended health practices this year.....		300
301. Number of individuals adopting recommended practices in—		301
(a) Use of health score card.....	(f) Care of skin and hair.....	
(b) Good posture.....	(g) Home nursing.....	
(c) Prevention of colds.....	(h) First aid.....	
(d) Good elimination.....	(i).....	
(e) Care of teeth.....	(j).....	

302. Is your health program coordinated with the work of State and county health authorities?.....	(a) Yes.....	302
	(b) No.....	

SANITATION.

303. Number of homes installing sanitary closets or outhouses this year according to plans furnished.....		303
304. Number of homes screened for the first time.....		304
305. Number of homes following other methods of controlling flies, mosquitoes, and other insects for the first time.....		305
306. Total number of different homes adopting improved practices relative to the sanitation work reported on this page.....		306

[Use space below to include other important data relating to home health and sanitation.]

¹ States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.
² It is assumed that this work is conducted in cooperation with State and county health authorities.

RURAL ENGINEERING—HOME.

Report only this year's extension activities and results that are supported by records.

Do not list information which has been previously reported on page 18.

307. Number of method demonstrations given.....	307
308. Number of result demonstrations started or under way.....	308
309. Number of result demonstrations completed or carried through the year.....	309
310. Number of dwellings constructed this year according to plans furnished.....	310
311. Number of dwellings remodeled this year according to plans furnished.....	311
312. Number of sewage-disposal systems installed this year according to plans furnished.....	312
313. Number of water systems installed this year according to plans furnished.....	313
314. Number of heating systems installed this year according to plans furnished.....	314
315. Number of lighting systems installed this year according to plans furnished.....	315
316. Number of poultry houses constructed this year according to plans furnished.....	316
317. Total number of different homes adopting improved practices relative to the rural-engineering work reported on this page.....	317

[Use space below to include other important data relating to rural engineering.]

BEAUTIFICATION OF HOME GROUNDS.

Report only this year's extension activities and results that are supported by records.

Do not list information which has been previously reported on page 12.

318. Number of project clubs or groups ¹	(a) Women.....	} 318
	(b) Juniors.....	
319. Number of members enrolled in beautification of home grounds.....	(a) Women.....	} 319
	(b) Girls.....	
	(c) Boys.....	
320. Number of members completing.....	(a) Women.....	} 320
	(b) Girls.....	
	(c) Boys.....	
321. Number of method demonstrations given.....		321
322. Number of result demonstrations started or under way.....	(a) Women.....	} 322
	(b) Girls.....	
	(c) Boys.....	
323. Number of result demonstrations completed or carried through the year.....	(a) Women.....	} 323
	(b) Girls.....	
	(c) Boys.....	
324. Number of home grounds planted this year according to a landscape plan.....		324
325. Number of school and community grounds planted this year according to a landscape plan.....		325
326. Number of homes painted or whitewashed this year as a result of instruction in beautification.....		326
327. Total number of different homes beautifying home grounds this year.....		327

[Use space below to include other important data relating to beautification of home grounds.]

¹ States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

HOME GARDENS.

Report only this year's extension activities and results that are supported by records.

Do not list information which has been previously reported on page 12.

328. Number of project clubs or groups	(a) Women	328
	(b) Juniors	
	(c) Women	
329. Number of members enrolled in home gardens	(a) Women	329
	(b) Girls	
	(c) Boys	
330. Number of members completing	(a) Women	330
	(b) Girls	
	(c) Boys	
331. Number of method demonstrations given		331
332. Number of result demonstrations started or under way	(a) Women	332
	(b) Girls	
	(c) Boys	
333. Number of result demonstrations completed or carried through the year	(a) Women	333
	(b) Girls	
	(c) Boys	
334. Number of gardens involved in result demonstrations	(a) Women	334
	(b) Girls	
	(c) Boys	
335. Number of individuals adopting improved practices in growing fruit trees this year	(a) Women	335
	(b) Girls	
	(c) Boys	
336. Number of individuals adopting improved practices in growing bush and small fruits this year	(a) Women	336
	(b) Girls	
	(c) Boys	
337. Number of individuals adopting improved practices in growing grapes this year	(a) Women	337
	(b) Girls	
	(c) Boys	
338. Number of individuals adopting improved practices in growing vegetables this year	(a) Women	338
	(b) Girls	
	(c) Boys	
339. Number of individuals saving improved stock or seed for the first time	(a) Women	339
	(b) Girls	
	(c) Boys	
340. Number of homes spraying or otherwise treating garden crops for diseases and insect pests for the first time		340
341. Number of individuals growing winter gardens for the first time	(a) Women	341
	(b) Girls	
	(c) Boys	
342. Total number of different homes adopting improved practices relative to the home-garden work reported on this page		342

[Use space below to include other important data relating to home gardens.]

* Homes which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

HOME POULTRY.

Report only this year's extension activities and results that are supported by records.
Do not list information which has been previously reported on pages 14 and 15.

343. Number of project clubs or groups ¹	(a) Women.....	343
	(b) Juniors.....	
344. Number of members enrolled in home poultry.....	(a) Women.....	344
	(b) Girls.....	
	(c) Boys.....	
345. Number of members completing.....	(a) Women.....	345
	(b) Girls.....	
	(c) Boys.....	
346. Number of method demonstrations given.....		346
347. Number of result demonstrations started or under way.....	(a) Women.....	347
	(b) Girls.....	
	(c) Boys.....	
348. Number of result demonstrations completed or carried through the year.....	(a) Women.....	348
	(b) Girls.....	
	(c) Boys.....	
349. Number of birds in result demonstrations raised or managed by.....	(a) Women.....	349
	(b) Girls.....	
	(c) Boys.....	
350. Total profit on result demonstrations conducted by.....	(a) Women.....	350
	(b) Girls.....	
	(c) Boys.....	
351. Number of individuals culling flocks for the first time.....	(a) Women.....	351
	(b) Girls.....	
	(c) Boys.....	
352. Number of homes culling flocks for the first time.....		352
353. Number of birds in these flocks.....		353
354. Number of birds discarded.....		354
355. Number of homes feeding better-balanced poultry rations for the first time.....		355
356. Number of individuals assisted in obtaining standard-bred eggs for hatching this year.....	(a) Women.....	356
	(b) Girls.....	
	(c) Boys.....	
357. Number of homes assisted in obtaining standard-bred cockerels this year.....		357
358. Number of individuals adopting improved practices in early hatching and chick rearing this year.....	(a) Women.....	358
	(b) Girls.....	
	(c) Boys.....	
359. Number of homes directly assisted in increasing the family income this year through poultry.....		359
360. Number of homes controlling poultry insects for the first time.....		360
361. Total number of different homes adopting improved practices relative to the home-poultry work reported on this page.....		361

[Use space below to include other important data relating to home poultry.]

¹ States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

HOME DAIRY.

Report only this year's extension activities and results that are supported by records.
Do not list information which has been previously reported on pages 14 and 15.

362. Number of project clubs or groups ¹	(a) Women.....	362
	(b) Juniors.....	
363. Number of members enrolled in home-dairy work	(a) Women.....	363
	(b) Girls.....	
	(c) Boys.....	
364. Number of members completing	(a) Women.....	364
	(b) Girls.....	
	(c) Boys.....	
365. Number of method demonstrations given.....		365
366. Number of result demonstrations started or under way	(a) Women.....	366
	(b) Girls.....	
	(c) Boys.....	
367. Number of result demonstrations completed or carried through the year	(a) Women.....	367
	(b) Girls.....	
	(c) Boys.....	
368. Number of cows or calves in result demonstrations raised or managed by	(a) Women.....	368
	(b) Girls.....	
	(c) Boys.....	
369. Number of homes feeding better dairy rations for the first time.....		369
370. Number of homes adopting better practices in the sanitary production and care of milk this year.....		370
371. Number of homes adopting better practices in butter or cheese making this year.....		371
372. Number of pounds of butter made		372
373. Number of pounds of cheese made		373
374. Total number of different homes adopting improved practices relative to the home-dairy work reported on this page.....		374

[Use space below to list other important data relative to home dairying.]

¹ States which do not organize clubs or groups on a project basis should not report on this question but should report on enrollment and completion.

HOME MARKETING.

Report only this year's extension activities and results that are supported by records.

Do not list information which has been previously reported on pages 17 and 18.

375. Number of method demonstrations given..... 375

376. List below the cooperative-marketing associations organized during this year upon suggestion and counsel of the Extension Service. 376

(a) Name of association or group.	(b) Number of members.	Products sold.		Supplies purchased.	
		(c) Value.	(d) Profit.	(e) Value.	(f) Savings.
Curb or bazaar markets.....		\$.....	\$.....	\$.....	\$.....
Egg circles.....					
TOTAL.....					

377. List below this year's results in connection with the cooperative-marketing associations in the county previously organized and with which the Extension Service counseled or advised. 377

(a) Name of association or group.	(b) Number of members.	Products sold.		Supplies purchased.	
		(c) Value.	(d) Profit.	(e) Value.	(f) Savings.
Curb or bazaar markets.....		\$.....	\$.....	\$.....	\$.....
Egg circles.....					
TOTAL.....					

378. Number of homes standardizing and grading products for markets: 378

(a) Poultry and poultry products. (d) Fruits and vegetables.....

(b) Canned goods..... (e) ~~.....~~.....

(c) Dairy products..... (f) 378

379. Total number of different homes adopting improved marketing practices (include entries for questions 376 (b) and 377 (b) less duplications plus other homes not in cooperative associations)..... 379

[Use space below to list the principal products handled in cooperative marketing associations reported above.]
