

NARRATIVE REPORT

of

G. R. Mathews, County Agent

Nottoway County

Virginia

1943

Table of Contents

Summary.....	1
County Organization.....	2
Type of Agriculture.....	2--3
Agronomy.....	3--5
Hybrid Corn.....	
Small Grain.....	
Soybeans.....	
Alfalfa.....	
Tobacco.....	
Cucumbers.....	
Cover Crops.....	
Poultry.....	5
Dairying.....	5
Beef Cattle.....	
Sheep and Hogs.....	
Livestack.....	5--6
Horticulture, Fruit and Vegetables.....	6
Victory Garden Program.....	6
Cooperatives.....	6
County Agricultural Board and Neighborhood Leaders.....	6
Farm Labor Program.....	7--8
Agricultural Engineering.....	8
Cooperation With Agricultural Conservation Program.....	8--9
Cooperation With Credit and Loan Agencies.....	9
Cooperation With Soil Conservation Program.....	9
County USDA War Board.....	9--10
4-H Club Work.....	10--11
Conclusion.....	11--12
Maps.....	13--14

Summary

G. R. Mathews, County Agent  
John P. Atkinson, Asst. County Agent  
Frances M. Fouts, Stenographer

Headquarters - Nottoway  
4-H Club Work (1/3 time Nottoway)  
County - Nottoway

Statistical Report of - County Agent

Days in field.....	164
Days in office.....	120
Days annual leave.....	18
Days sick leave.....	5
Legal holidays taken.....	3
Number farm or home visits made.....	637
Office visits.....	2735
Telephone calls.....	1382
Number news stories prepared for press.....	78
Number bulletins distributed.....	1226
Number meetings held.....	77
Total attendance at meetings.....	477
Days devoted to War Programs.....	124
Farmers assisted with labor problems.....	55
Number workers placed on farms.....	218
Number miles traveled.....	13168

### County Organization

The Extension representatives in Nottoway County are G. R. Mathews, County Agent; Miss Maybelle Ligon, Home Demonstration Agent and John P. Atkinson, Assistant County Agent, who devotes one-third of his time to 4-H Club Work. These agents are assisted in their educational work by ninety-eight voluntary leaders in the county. The organizations through which the work is carried on are: (a) The County Board of Agriculture with its Neighborhood Leaders System; (b) Home Demonstration Clubs; (c) A.A.A. Committee; and (d) 4-H Clubs.

Experiment Station results, information about various war programs, production goals, and other educational information is gotten to our farm people through these groups, through community meetings, and individual farm visits. In addition to educational work with farm people the agent has assisted the County AAA Committee with the administration of the Agricultural Conservation Program, has served as secretary to the County War Board and assisted that Board with the many regularity and advisory programs assigned to it.

Nottoway County farmers were handicapped this year by lack of labor, lack of farm machinery and a very severe drought. A feed shortage exist on practically all farms carrying livestock and on some non-livestock farms. Practically all of 1000 acres seeded to soybeans for oil had to be cut for hay because of the dry weather. At one time poultrymen were unable to purchase scratch grain containing corn and dairymen were experiencing much difficulty in getting hay. The dairy and poultry feed situation has improved materially in recent months as a result of the Government hay program, and the wheat and corn shipments made available to the county through the State U.S.D.A. War Board.

Type of Agriculture - Nottoway County located in Southside Virginia, has an area of 310 square miles. Approximately sixty-five per cent of this area is covered by woods and brush. Many small sawmills operate in the county and indiscriminate cutting has greatly impaired the natural forests. Cutover lands usually have grown up in undesirable species because no seed trees were left standing.

The climate is such that a large variety of crops may be grown. The winters are not excessively cold and outdoor work may be carried on practically every day during the year. The growing season is from 200 to 230 days. The average rainfall per year is 42 inches, and is usually well distributed for the crops grown. Many sudden thunder storms during the summer bring rains of high intensity. This water is often lost as run-off from unprotected slopes and carried with it much top soil.

The principal types of farming in Nottoway County are: flue-cured and fire-cured tobacco, dairying, poultry, fruit, and general. Many farmers doing general farming follow a rotation of corn, small grain and hay. The feed produced is marketed through poultry, dairy cattle (for replacement), beef cattle, cream, and hogs. Many of these farmers have built up excellent pastures which contribute materially to the successful operation of this type of farm.

#### Project Activities

Agronomy - In making plans for meeting crop production goals for 1943, Nottoway County Agricultural Workers and farmer committeemen agreed that the most practical approach was through better farm management practices. With this objective in mind the agent, his co-workers, and farm leaders contacted all farmers in the county, either at meetings, by farm visits or by letter. Some phases of agronomy that received particular attention were:

(a) Hybrid Corn - The acreage planted to hybrid corn continues to increase each year. It is estimated that one-fourth of the corn produced in this county is from hybrid seed. Farmers like this corn better, principally because it yields more, stands up better, is more uniform, and requires less labor in handling. The agent spent twelve days during the year working on corn and had the help of State Extension Workers three and one-half days. The agent has assisted two farmers to get started in corn hybrid seed production. Together they produced twelve acres of seed corn this year and are planning to produce twenty acres in 1944. The agent hopes to interest two more young men in other sections of the county next year in the production of hybrid seed.

(b) Small Grain - As a result of the drive for increased food and feed production, the acreage seeded to wheat, oats and barley was greatly increased this fall. Our farmers are also using more and better fertilizer under grain. This fact plus the use by many of our farmers of better seed and better varieties should mean higher yields next year. A special effort was made this year to get farmers to treat all small grain before seeding.

(c) Soybeans - Two years ago no soybeans were produced for oil in this county. The oil crop goal assigned to this county was 1500 acres. As the result of an aggressive campaign to meet this goal our farmers seeded 1000 acres to beans. All growers were given detailed information about cultural practices. Due to the severe drought only 200 acres were saved for seed.

(d) Alfalfa - The acreage seeded to alfalfa in the county has increased twenty-five per cent during the past year. This increase is due to the fact that farmers have been encouraged to produce more high quality legume hay to help off-set the protein shortage. Another reason for the increase is the outstanding results obtained from the use of borax on alfalfa. Alfalfa fields are also being limed and fertilized better. Alfalfa produces fair crops of seed and are now saving their own seed.

(e) Tobacco - Four "wide and narrow row" tobacco demonstrations were conducted this year. Principally because of lack of labor at harvesting time demonstrators were unable to keep the tobacco from the demonstration plot and the check plot separate. Therefore, comparative results are not available. The demonstration on the farm of V. E. Coburn looked very good and good tobacco men estimated the increase on the test plot to be 300 to 400 pounds above the check. Mr. Coburn produced 4,112 pounds on 3.6 acres, or an average of 1140 pounds per acre. He received an average of \$44.00 per hundred pounds, making a total of \$1,841.97 for the 3.6 acres. It appears that this method of planting tobacco is best adapted to land that is not well drained.

A new variety of flue tobacco was introduced into the county this year. This tobacco is known as "Yellow Special" and is resistant to root rot and other diseases. It produces an excellent cigarette tobacco and results obtained this year indicate that it will be more widely used in the future.

(f) Cucumbers - The growing of cucumbers for pickle has proven to be a very satisfactory crop for many farmers in this county. Much of the soil is well suited for the production of high quality pickles and many growers have large families and do not have to depend on outside labor. The pickles are marketed at a time when many farmers have little to sell and harvest is over before tobacco harvest begins. In 1943 we had seventy-three growers who made an average yield of ninety-four bushels per acre. This yield is 20 bushels above the state average and shows that many growers have been following production recommendations. Eighty acres making a total production of seventy-five hundred and twenty bushels sold for \$5,479.65. The company put in a grading machine in 1942 making it no longer necessary for farmers to grade their cucumbers. The growers are well pleased with this change and find that the machine enables them to make more money from the project.

(g) Cover Crops - As a result of the cover crop program put on last fall there are fewer bare acres this winter. This program was launched at a county meeting of neighborhood leaders, A.A.A. committeemen and professional workers. This meeting was followed by a meeting of farmers in each of the seven communities. At these meetings community chairmen or agricultural workers explained the program and called attention to the fact that extra seeding of cover crops and small grain would: (1) prevent soil from washing and leaching; (2) furnish winter grazing, thus supplementing the limited supply of available feed; (3) increase grain available for food and feed in 1944; and, (4) increase nitrogen supply by seeding legumes. At these meetings farmers were also given information about the materials available under the Agricultural Conservation Program and the procedure for obtaining it.

The amount of this material used this year was as follows:

Ground limestone	1588 tons (28 cars)
Ground limestone purchased	1100 tons (22 cars)
Total	2688 tons (50 cars)
Superphosphate	240,000 pounds
Crimson Clover	21,825 pounds
Rye Grass	17,400 pounds

Poultry - This year because of the acute feed shortage special emphasis has been placed on culling. Four culling demonstrations were held attended by thirty-four farm men and women. Four timely news articles were published in the county papers and six letters containing timely poultry management suggestions were sent to poultry producers. Our producers are doing a good job and are meeting county poultry production goals.

Dairying - In December, 1942 the agent assisted Nottoway County dairymen in organizing a Dairy Herd Improvement Association. The primary purpose of this organization is to provide for the keeping of accurate production and butterfat records of all cows in each herd. With this information the dairymen will be able to do an intelligent job of management and breeding. This association was organized with thirteen members whose herds contained four hundred and forty-two cows. The association was fortunate in obtaining the services of a good man to do the work. His salary is paid from fees paid by members. The November Dairy Herd Improvement Association report shows sixteen herds on test with a total of seven hundred thirty-two cows. The total production from these herds was three hundred twenty-six thousand one hundred and thirty-one pounds of milk in November. The records also show the average production per cow to be four hundred forty-six pounds of milk and 21.0 pounds of butterfat per month. This very low production emphasizes the need for records and better breeding and management.

Livestock - (a) Beef Cattle - The number of farms carrying beef cattle in the county continues to increase. An effort is being made to get these farmers to use only pure-bred bulls. Farmers are also being urged not to cross breed their beef and dairy cattle. During the early fall blackleg broke out on five farms in two sections of the county. After discussing with key farmers the best method of checking this disease, it was decided to train one or two farmers in each community to vaccinate. Letters explaining the plans were sent to all neighborhood leaders. As a result training demonstrations were held in five communities and leaders and the agent vaccinated two hundred fifty-six herd of young cattle. No further outbreaks have occurred. The leaders plan to keep all stock vaccinated for at least two years.

(b) Sheep and Hogs - Sheep and hog producers have been urged to make a special effort this year to reduce losses and conserve feed by the use

of phenothiazine. Four pure-bred boars and twelve pure-bred ewes have been placed in the county. Ten outbreaks of hog cholera have occurred during the year and the agent has vaccinated thirteen hundred hogs. Two meat cutting and curing demonstrations have been conducted, attended by forty farm men and women.

Horticulture, Fruits and Vegetables - Three pruning demonstrations and four peach tree borer control demonstrations were held this year. These demonstrations were attended by forty-one growers, club members, and agricultural students. Plans were made for the use of the CCC building at Green Bay for housing imported labor to harvest the fruit crop at Burkeville. A late freeze killed the buds and the entire crop was lost. The growers have been assured that the building will be available next year, which means, that, the chances of getting the next crop of one hundred thousand bushels of peaches and apples, should be good.

Victory Garden Program - The Victory Garden Program was launched at a county meeting of leaders and agricultural workers. This meeting was followed by a series of community meetings of neighborhood leaders at which time plans were made for reaching all farmers for the purpose of explaining the necessity of having a good garden. Practically all families, both white and colored were reached. The result was a great improvement in early gardens. In most sections late gardens were a failure because of the drought. A greater effort was made by more people to have good fall and winter gardens but many failed because of the dry weather.

The agent also devoted several days to assisting army personnel at Camp Pickett with their Victory Garden problems. This work included meeting with groups, visiting the gardens and making recommendation. Many of these gardens not only produced a large quantity of vegetables, but provided diversion and recreation for the soldiers who worked them.

Cooperatives - Because of transportation and labor difficulties, cooperative associations did very little business this year. The livestock shipping association sold the wool but no livestock shipments were made. The wool sold for fifty-five cents per pound, netting the seventeen shippers a total of seven hundred forty-seven dollars and five cents. The terracing association did no business. The directors of this association at their annual meeting invested twelve hundred dollars of association funds in Series F War Bonds.

County Agricultural Board and Neighborhood Leaders - During the year there have been two meetings of the County Board of Agriculture. The neighborhood leaders met in each community one time, making seven meetings of leaders. Leaders have assisted their neighbors to understand the following programs and activities during the year: (a) The Victory Garden and Food Conservation Program; (b) County Salvage Campaign; (c) Third War Bond Campaign; (d) The Livestock Feed Situation; (e) The explanation of programs for Rationing Farm Machinery, Equipment and Pressure Cookers; (f) The Procedure for Obtaining Soldiers from Camp Pickett to Work on Farms; (g) Campaign to control outbreak of Blackleg in cattle; (h) Conservation and Repair of Farm Machinery and Equipment.

Farm Labor Program -- When the Extension Service was assigned the responsibility of the farm labor program the agent called a meeting of representatives of the following to serve on a County Farm Labor Committee: Farm Security, Soil Conservation Service, Vocational Agriculture, School Board, Grange, Extension Service and farmers. The committee felt that because of our proximity to Camp Pickett and the tremendous demand for civilian workers at this camp, that efforts to recruit workers from the towns would meet with little success. The committee strongly recommended that every effort be made to get 4-F registrants to work on farms. The committee also strongly recommended that agricultural deferments be granted registrants who were carrying on large farming operations. The committee also recommended that the opening of school in the fall be delayed ten days. This recommendation was adopted by the school board and proved helpful.

Very little progress was made in getting 4-F registrants to work on farms, however, the Local Selective Service Board and others were most cooperative in granting agricultural deferments recommended by the Nottoway County U.S.D.A. War Board. To date eleven 4-F's have been placed on farms and one hundred ninety-six agricultural deferments have been granted to men under thirty-eight years of age and fifty-eight agricultural deferments have been granted to men between thirty-eight and forty-five years of age.

The greatest source of labor Nottoway County farmers have received has been from soldiers from Camp Pickett. When an emergency arose in the spring and our farmers were unable to get help to get their crops harvested, an appeal was made to the Commanding Officer at Camp Pickett. This officer was most sympathetic and immediately called for volunteers to do farm work in this and adjoining counties. Within twenty-four hours he had two hundred volunteers available. At his request it was agreed that all requests from farmers for soldiers from Camp Pickett be cleared through the Nottoway County office. The following table shows the number of requests, the number of workers requested, and the man-days worked.

County	No. Requests	No. Workers Requested	Man-days Worked
Nottoway	55	218	588
Amelia	41	135	440
Prince Edward	10	38	114
Lunenburg	8	37	123
Brunswick	9	36	82
Dinwiddie	2	26	132
Appomattox	1	11	66
<b>TOTAL</b>	<b>126</b>	<b>501</b>	<b>1545</b>

The work done included harvesting small grain, hay and tobacco. Many farmers also used these men for filling silos and shucking corn. Had it not been for this source of labor many acres of crops would have been unharvested and many silos would not have been filled. The only extra cost in handling this program was ten dollars in telephone bills.

Agricultural Engineering - The agent has had the assistance of J. A. Waller, Jr., Agricultural Engineering Specialist, making water supply surveys on four farms. Three of these installations have been completed to date. Through the cooperation and assistance of Mr. Waller, the agent also arranged for a combine operators school which was held in Blackstone with seventy-five operators present. Farmers attending this school stated that it was extremely helpful to them since we had at the school all makes of machines and factory representatives who could answer their questions and explain how to make necessary adjustments for harvesting different crops. Farmers requested that a similar school be held in the spring of 1944 prior to wheat harvesting time.

#### Cooperation With Agricultural Conservation Program

During the year the agent cooperated with county and community A.A.A. committeemen in handling the various phases of agricultural programs. The agent has acted as Secretary to the county committee and has handled the majority of correspondence in connection with the program. He has also devoted considerable time to training committeemen for various jobs they have been called upon to do. For the purpose of administering the program the county has been divided into seven communities. Each community has three community committeemen and two alternates. At the present time two clerks are doing A.A.A. and War Board work. The office space and facilities are excellent.

There are eleven hundred and eleven farms on the listing sheets with seven hundred and eighty participating in the 1943 program. The principal crops grown are flue-cured tobacco, dark fire-cured tobacco, corn, small grain, hay and fruit. The production of livestock and livestock products accounts for a large part of the income received by Nottoway County farmers. There are thirty farmers producing whole milk and shipping to the cities of Richmond and Petersburg. Two hundred farmers produce cream and sell dairy cattle for herd replacements. The majority of farmers sell some poultry, eggs, and hogs. A few farmers carry beef cattle herd. The following figures show that the majority of land in the county is owned by farmers who are participating in the Agricultural Conservation Program. The figures also show the acreage devoted to the most important cash crops produced in the county.

<u>All Farms</u>		<u>Participating Farms</u>	
No. farms- - - - -	1111	No. farms- - - - -	780
Farmland- - - - -	137,325.8 A.	Farmland- - - - -	111,728.5 A.
Cropland- - - - -	38,499.3 A.	Cropland- - - - -	31,895.0 A.
Non-Crop Pasture- - -	831.8 A.	Non-Crop Pasture- - -	815.7 A.
Commercial Orchard- -	307.2 A.	Commercial Orchard- -	256.1 A.
Flue Tobacco- - - - -	1490.9 A.	Flue Tobacco- - - - -	1386.0 A.
Dark Tobacco- - - - -	791.5 A.	Dark Tobacco- - - - -	697.9 A.
Cotton- - - - -	116.1 A.	Cotton- - - - -	106.2 A.

Cooperation With Credit and Loan Agencies

Recognizing that credit is essential to many farmers the agent has cooperated with loaning agencies in an effort to get farmers to use their credit wisely. Sources of credit available to local farmers are five local banks, warehouses, Emergency Crop and Seed Loan, Productive Credit Association, Farm Security Administration and Federal Land Bank. Whenever farmers call for information on credit it has been the policy of this office to explain to him that all of these sources are available. The agent has met with Farm Security and Tenant Purchase Committees and has given them information about various farms that were for sale, three of which have been purchased under the Tenant Purchase Plan. The agent has always worked with the local supervisor to get maximum soil building practices on farms operated by Farm Security clients.

Cooperation With the Soil Conservation Program

The agent has met with the supervisors of the local Soil Conservation District on three occasions during the past year, working with the Board in an advisory capacity. He has assisted the local technician in locating cooperators, working up farm plans, laying out terraces, strips, and making trees. Working under the new memorandum of understanding, the local technician has also assisted the agent by visiting farms to take care of requests that have come to the agents office for soil conservation and other work.

County U.S.D.A. War Board

The agent acts as Secretary to the County War Board and during 1943 he devoted one hundred twenty-four days to War Board and other war work. One clerk paid by the A.A.A. has handled detail work in connection with rationing, slaughter permits, etc. One of the most important actions of the War Board has been the making of recommendations for agricultural deferments for farmers to the Local Selective Service Board. These Boards worked together without friction and feel confident that the deferments granted have made it possible for many of our farmers to continue their high rate of production. The detail report of deferments granted is listed elsewhere in this narrative.

Some of the programs and projects participated in by the War Board are

as follows: (1) agricultural deferment recommendations; (2) war crop goals; (3) farm machinery and equipment rationing; (4) farm truck and non-highway gasoline recommendations (through CFTC); (5) farm and butcher slaughter permits; (6) government feed wheat and corn program; (7) pulp wood program; (8) electric power connections, copper wire, etc.; (9) pressure cookers; and, (10) building permits.

#### 4-H Club Work

The Nottoway County boys carried ninety-five project demonstrations in 1943. Fifty-three or more than fifty-six per cent were reported as complete.

The fifty-three projects completed netted the club members a total of \$3906.13. Two thousand eight hundred forty-seven dollars and seventy-six cents of this was made from the twenty-seven corn, soybeans, tobacco, Irish potato, sweet potato, garden, oats, wheat, forestry and peach orchard projects completed. One thousand fifty-eight dollars and thirty-seven cents was made from the twenty-six baby beef, dairy calf, dairy heifer, cow and calf, fat pig, pigeons and poultry projects completed.

The gross income for all projects was \$6784.93; while the total expenses were \$2975.90.

The work in the county was carried on through five community 4-H clubs; and the county boys and girls 4-H council and honor group.

Camps - Only the State 4-H All Star camp was held this summer. Randolph Smith of Crewe was chosen as the 1942 All Star for Nottoway County and was initiated at the 1943 All Star Camp at Holiday Lake in June. Harold Walker of Burkeville also attended this camp.

Activities - Nottoway County held a 4-H hand milking contest at Piedmont Sanatorium in September. Seventeen boys entered this contest. Lewis Giles of Burkeville was winner. He, with Lawson Smith of Crewe, John Hamilton of Burkeville and Billy Agnew of Burkeville were selected to enter the district hand milking contest at McKenney. Lewis Giles, Lawson Smith and Billy Agnew milked in the district contest. There they placed second as a county unit with Billy Agnew as high scorer.

The Nottoway County 4-H Honor group was organized in December, 1942. Nine boys were regular attendants at the meetings of the honor group. Much interest was created in a better type of 4-H work in the various communities due to the leadership shown by the boys and girls in the honor group.

A county wide picnic was held at Burkeville the afternoon of the county milking contest. A very good crowd was present to hear Johnny Wootton and Lawson Smith tell of their work in the state dairy demonstration contest which closed that afternoon.

Nottoway County had four boys to begin work in April in the state dairy demonstration contest. Johnny Wootton and John Atkinson were winners in the county and will be given medals for their work.

As usual, the parliamentary contest was held in February. Much interest was shown in this work and the boys and girls felt that it was a worth while activity. Crewe was winner in the high school group and Burkeville in the grade group.

Spirit of Cooperation - The boys of the 4-H Club of Nottoway County have worked hard on their farms this year to help produce the foodstuffs and other crops needed by our armed forces and others. They smiled as they toiled long hours because they felt that their efforts were needed by our country.

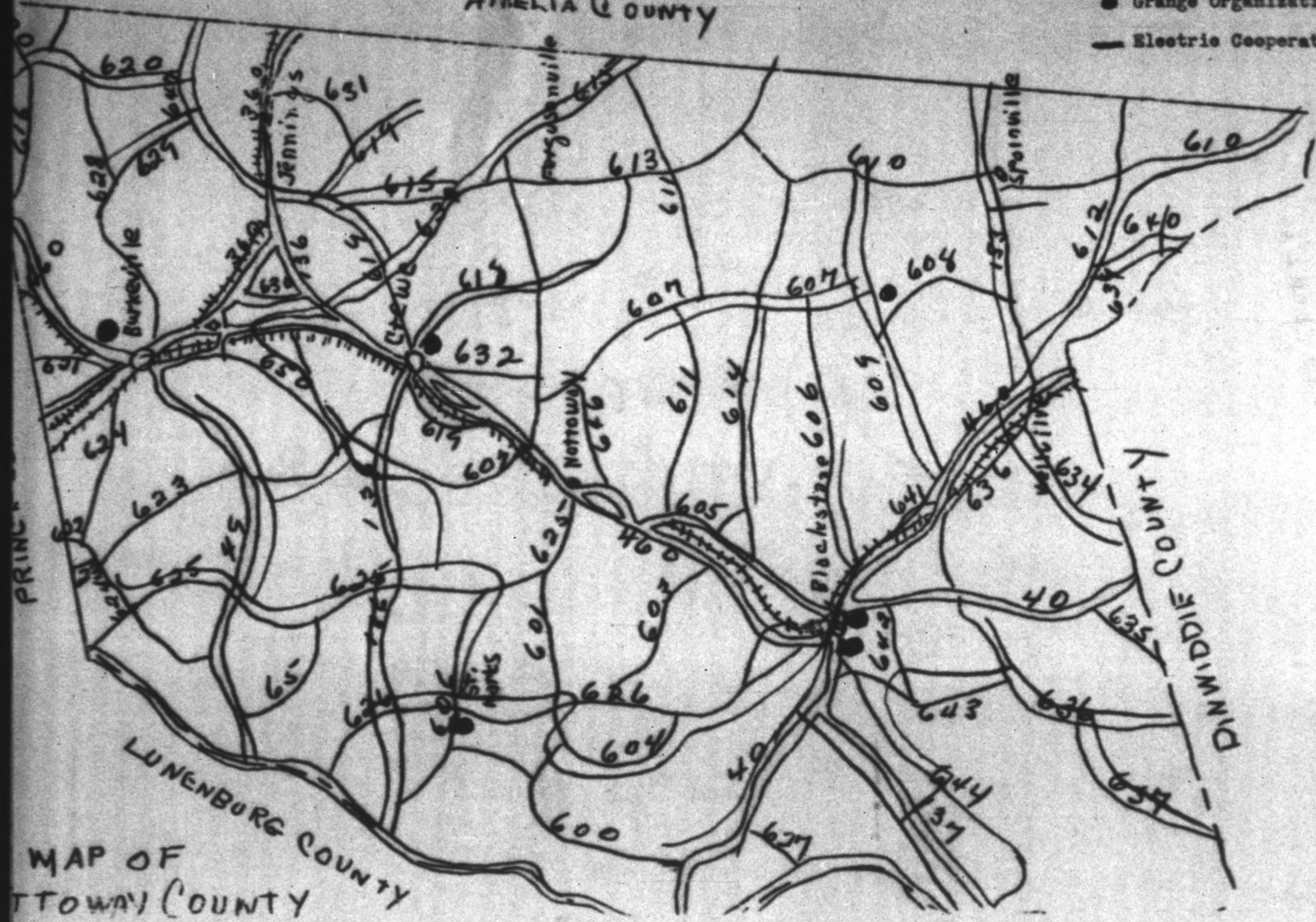
#### Conclusion

In conclusion the agent wishes to express his appreciation for the assistance and cooperation he has received from the County Board of Supervisors, the Agricultural Board members, the two local papers, and to the farmers who have assisted in conducting crop, fertilizers and pasture demonstrations. The agent is also indebted to the following specialists for technical and other help:

W. H. Daughtrey	Supervision
George Herring	Animal Husbandman
T. W. Ragsdale	AAA Program
L. L. Snead	AAA Program
Emmett Myers	Cotton Mattress Program
R. W. Dickson	D.H.I.A. Work
J. A. Waller, Jr.	Agricultural Engineering
C. J. Hunter	AAA Program
W. J. Nuckolls	Farm Management
D. A. Tucker	Horticulture
B. L. Hummel	Rural Organization
R. G. Connelly	Dairying
A. L. Dean	Poultry
C. C. Scott	AAA Program
Conway Moncure	War Department Representative
R. B. Bridgeforth	AAA Program
Mr. Jones	O.D.T.
C. O. Barker	AAA Program
Mr. Overstreet	AAA Program
W. R. Jones	AAA Program
T. T. Showalter	AAA Program
E. Y. Floyd	Tobacco Demonstrations
S. F. Grubbs	Virginia Crop Improvement Asso.
L. C. Beamer	Home Food Supply
Julian Winn	AAA Program
Bill Lewis	Hybrid Corn
D. T. Painter	Farm Unit Demonstrations

APNELIA COUNTY

- LEGEND**
- 4-H Clubs (Community)
  - Grange Organizations
  - Electric Cooperative Lines



MAP OF TOWAY COUNTY

LUNENBURG COUNTY

MIDDLESEX COUNTY

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

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 Stafford

REPORT OF

Magbelle Finner From Dec. 1, 1942 to Dec. 1, 1943  
(Name) Home Demonstration Agent.

John S. Henderson From Dec. 1, 1942 to Dec. 1, 1943  
Assistant Home Demonstration Agent,  
4-H Club Agent.

E. F. Matthews From Dec. 1, 1942 to Dec. 1, 1943  
Assistant County Agent in charge of Club Work,  
Agricultural Agent.

Assistant Agricultural Agent.



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date

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

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

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

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

### NARRATIVE SUMMARY

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

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

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

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

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

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

### STATISTICAL SUMMARY

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

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

**GENERAL ACTIVITIES**

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)	
1. Months of service this year (agents and assistants)		12	4	12	XXXXXXXX	
2. Days devoted to work with adults <sup>3</sup>		204	4	283	XXXXXXXX	
3. Days devoted to work with 4-H Clubs and older youth <sup>4</sup>		80	99	1	XXXXXXXX	
4. Days in office <sup>5</sup>		95	18	120	XXXXXXXX	
5. Days in field <sup>5</sup>		189	85	164	XXXXXXXX	
6. Number of farm or home visits made in conducting extension work <sup>6</sup>		418	105	637	1157	
7. Number of different farms or homes visited		127	48	457	626	
8. Number of calls relating to extension work	(1) Office	100	28	3735	2863	
	(2) Telephone	108	42	1382	1532	
9. Number of news articles or stories published <sup>7</sup>		37	27	78	142	
10. Number of bulletins distributed		980	100	1226	2296	
11. Number of radio talks broadcast or prepared for broadcasting		7		45	52	
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number	7		52	
		Total attendance of:				
		(b) Men leaders	2		209	211
	(2) 4-H Club and older youth	(c) Women leaders	46			46
		(a) Number	1			1
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	Total attendance of:				
		(b) Leaders	1		1	
		(a) Number	96		26	122
	(2) 4-H Club and older youth	(b) Total attendance	919		209	1128
		(a) Number	70	21		91
(b) Total attendance	690	594		1284		
14. Number of adult result demonstrations conducted						
15. Meetings held at such result demonstrations	(1) Number	(1) Number		4	4	
		(2) Total attendance		35	35	
	(a) Number		2	2		
16. Tours conducted	(1) Adult work	(b) Total attendance		24	24	
		(a) Number				
	(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 unless 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.



EXTENSION ORGANIZATION AND PLANNING

25. 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 Yell County Board of Agriculture (2) No. of members 21
- (b) Agricultural: (1) Name Yell County 4-H Club (2) No. of members 48
- (c) Home demonstration: (1) Name Yell County Home Demonstration Club (2) No. of members 20
- (d) 4-H Club: (1) Name Yell County 4-H Club (2) No. of members 35
- (e) Older youth: (1) Name Yell County 4-H Senior Club (2) No. of members 18

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

- (a) Agricultural: 35 (b) Home demonstration: 20 (c) 4-H Club: 35 (d) Older youth: 18
- (e) Total number of committees in county: (Do not include number of neighborhoods.) 7

27. Number of clubs or other groups organized to carry on adult home demonstration work: 17

28. Number of members in such clubs or groups: 142

29. (a) Number of 4-H Clubs. (See question 17a.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 18b.) 1 (c) 4-H Club organized for conduct of extension work with older rural youth. (See question 18c.) 1

30. Number of different voluntary local leaders or committees actively engaged in forwarding the extension program:

- (a) Adult work: (1) Men 55 (2) Women 40 (3) 4-H Club and older youth work: (1) Men 4 (2) Women 4 (3) Older club boys: XXXXX (4) Older club girls: 98

COOPERATIVE AGRICULTURAL PLANNING

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

43. Number of members of such county agricultural planning group: 45

44. Number of committees with agricultural planning committee (over-all planning): (a) Men 35 (b) Women 3 (c) Youth 1 (d) No. 1

45. Number of members of such county agricultural planning committee: (a) Men 35 (b) Women 3 (c) Youth 1 (d) No. 1

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

47. Days devoted to line of work by—	Extension organization and planning <sup>1</sup>		County agricultural planning <sup>1</sup>		Total <sup>1</sup>
	(1) Home demonstration agents	(2) 4-H Club agents	(1) Men	(2) Women	
(1) Home demonstration agents					108
(2) 4-H Club agents					12
(3) Agricultural agents					30
(4) State extension workers					1
(1) County					2
(2) Community					11
					45
					417

48. Number of planning meetings held: 2

49. Number of unpaid voluntary leaders or committeemen serving this year: 11

50. Days of assistance rendered by voluntary leaders or committeemen: 45

51. Days of assistance rendered by voluntary leaders or committeemen (over-all planning): 417

<sup>1</sup> Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program-planning activity, only obtain (c) should be filled out. Where extension program planning is the only planning activity, do not obtain (a) and (c) will be identical. In all other cases obtain (c) in the form of columns (a) and (b).

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

Include all work with adults, 4-H Club members, and older youth	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Potatoes (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	8	2	3				2			5
(3) Agricultural agents	12		1	5	7		5		8	
(4) State extension workers	13.5			0.5			0.5			
52. Number of communities in which work was conducted this year	7			7	7		7			
53. Number of voluntary local leaders or committeemen assisting this year	9			25	25		7			
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	45	15	5	35	22		18	12	3	
(2) The use of lime	15	10		25	20					
(3) The use of fertilizers	325	250	75	75	50		45	125	2	
(4) Controlling plant diseases		45					23	125	5	
(5) Controlling injurious insects		40	25					125	5	
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals									5	

**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)	Pigs (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	1						
(2) 4-H Club agents	15			10		10	
(3) Agricultural agents	19	2	3	30	1	6	
(4) State extension workers	3					1	
56. Number of communities in which work was conducted this year	7		3	7		4	
57. Number of voluntary local leaders or committeemen assisting this year	27			10		7	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	1						
59. Number of members in such circles, clubs, or associations	17						
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		1		4			
(2) Obtaining purebred or high-grade females	1		1				
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	5	XXXXX
(4) Improving methods of feeding	20			15		75	
(5) Controlling external parasites				12		55	
(6) Controlling diseases and internal parasites			22	40		35	
(7) Controlling predatory animals							

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

**CONSERVATION OF NATURAL RESOURCES**

Include all work with adults, 4-H Club members, and older youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) <sup>1</sup>
<b>62. Days devoted to line of work by—</b>			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			2
(3) Agricultural agents.....	5	1	<u>2</u>
(4) State extension workers.....			
<b>63. Number of communities in which work was conducted this year.....</b>	7	7	1
<b>64. Number of voluntary local leaders or committeemen assisting this year.....</b>	18	2	

**Soil Management—Continued**

<b>65. Number of farmers assisted this year—</b>	
(a) With problems of land use based on soil types.....	15
(b) In the use of recommended crop rotations.....	35
(c) With strip cropping.....	5
(d) In constructing terraces.....	3
(e) In grassing waterways or otherwise preventing or controlling gullies.....	
(f) With contour farming of cropland.....	15
(g) In otherwise controlling wind or water erosion.....	
(h) In contouring pasture or range.....	
(i) In the use of cover or green-manure crops.....	25
(j) In summer-fallowing.....	
(k) In making depth-of-moisture tests.....	
(l) With drainage.....	
(m) With irrigation.....	
(n) With land clearing.....	
<b>66. Number of soil-management associations organized or assisted during the year:</b>	
(a) Legal soil-conservation districts.....	1
(b) Voluntary soil-conservation associations.....	
(c) Grazing associations.....	

**Forestry—Continued**

<b>67. Number of farmers assisted this year—</b>	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....	
(b) In making improved thinnings, weedings, or pruning of forest trees.....	
(c) With selection cutting.....	1
(d) With production of naval stores.....	
(e) With production of maple-sirup products.....	
(f) In timber estimating and appraisal.....	1
<b>68. Number of farmers cooperating this year in prevention of forest fires.....</b>	15

**Wildlife Conservation—Continued**

<b>69. Number of farmers assisted this year in making specific improvements for wildlife.....</b>	
---	--

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

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, <sup>1</sup> 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			1
	(2) 4-H Club agents	10		
	(3) Agricultural agents	0.5	7	2.5
	(4) State extension workers			
71. Number of communities in which work was conducted this year	6	6	3	7
72. Number of voluntary local leaders or committeemen assisting this year	6			
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	6		
	(c) Enterprise records			
75. Number of farmers assisted this year—				
	(a) In developing a farm plan only	6		
	(b) In developing a farm and home plan			
	(c) In analyzing the farm business	6		
	(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 re-locating			3
	(f) With credit problems (debt adjustment and financial plans)			4
	(g) In using "outlook" to make farm adjustments			
	(h) With a farm-income statement for tax purposes			5
	(i) With farm-labor problems			55
	(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			1
	(2) 4-H Club agents			
	(3) Agricultural agents		1	
	(4) State extension workers			
77. Number of communities in which work was conducted this year		1		2
78. Number of voluntary local leaders or committeemen assisting this year		5		
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				3
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)				5
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year				

<sup>1</sup> Includes 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**

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 <sup>2</sup>
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents	1										2
(2) 4-H Club agents											
(3) Agricultural agents		1	2					1			1
(4) State extension workers											
84. Number of communities in which work was conducted this year	1		14								7
85. Number of voluntary local leaders or committeemen assisting this year			20								2
86. Number of new cooperatives <sup>3</sup> assisted in organizing during the year											
87. Number of established cooperatives <sup>3</sup> assisted during the year			1								
88. Number of members <sup>2</sup> in the cooperatives assisted during the year (questions 86 and 87)			17								
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) <sup>2</sup>	\$	\$	\$747.05	\$	\$	\$	\$	\$	\$	\$	\$
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>2</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>2</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>2</sup> participated in or conducted this year \_\_\_\_\_
97. Number of consumer information programs<sup>2</sup> pertaining to marketing and distribution participated in or conducted this year \_\_\_\_\_
98. Number of programs<sup>2</sup> relating to marketing services and costs of distribution conducted this year \_\_\_\_\_
99. Number of programs<sup>2</sup> relating to transportation problems conducted this year \_\_\_\_\_
100. Number of programs<sup>2</sup> relating to the specific use of market information conducted this year \_\_\_\_\_
101. Number of other marketing programs<sup>2</sup> conducted this year (specify) \_\_\_\_\_

<sup>1</sup> Includes 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

Includes all work with adults, 4-H Club members, and other youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents	2			
(2) 4-H Club agents				3
(3) Agricultural agents		0.5	0.5	1
(4) State extension workers				1
103. Number of communities in which work was conducted this year	1			1
104. Number of voluntary local leaders or committeemen assisting this year				3

#### The House, Furnishings, and Surroundings—Continued

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

#### Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	.....
107. Number of families assisted this year in—	
(a) Obtaining electricity	5
(b) Selection or use of electric lights or home electrical equipment	.....
(c) Using electricity for income-producing purposes	7

#### Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings	8
(b) Remodeling or repairing farm buildings	.....
(c) Selection or construction of farm-building equipment	.....

#### Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment	.....
(b) Making more efficient use of mechanical equipment	.....
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	.....
111. Number of gin stands assisted this year in the better ginning of cotton	.....

10

**NUTRITION AND HEALTH**

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	27	46 41	44 40	
(2) 4-H Club agents	5	2		
(3) Agricultural agents	5			
(4) State extension workers	1			
113. Number of communities in which work was conducted this year	7	7	7	
114. Number of voluntary local leaders or committeemen assisting this year	47	36	54	
115. Number of families assisted this year—				
(a) In improving diets				96
(b) With food preparation				107
(c) In improving food supply by making changes in home food production <sup>1</sup>				
(1) Of vegetables				108
(2) Of fruits				57
(3) Of meats				73
(4) Of milk				60
(5) Of poultry and eggs				70
(d) With home butchering, meat cutting or curing				50
(e) With butter or cheese making				42
(f) With food-preservation problems <sup>1</sup>				
(1) Canning				146
(2) Freezing				
(3) Drying				41
(4) Storing				81
(g) In producing and preserving home food supply according to annual food-supply budget				37
(h) In canning according to a budget				
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				70
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				42
(l) With first aid or home nursing				30
(m) In removing fire and accident hazards				59
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				

<sup>1</sup> Sum of the subtotals minus duplications due to families' participating in more than one activity.

**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 (d)
118. Days devoted to line of work by—				
(1) Home demonstration agents	3	41	1	12
(2) 4-H Club agents			10	4
(3) Agricultural agents				
(4) State extension workers				
119. Number of communities in which work was conducted this year	3	7	1	5
120. Number of voluntary local leaders or committeemen assisting this year	4	36		

**Home Management—Family Economics—Continued**

121. Number of families assisted this year—	
(a) With time-management problems	
(b) With home accounts	15
(c) With financial planning	
(d) In improving use of credit for family living expenses	
(e) In developing home industries as a means of supplementing income	
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	
(a) Food	
(b) Clothing	
(c) Housefurnishings and equipment	
(d) General household supplies	
123. Number of families assisted this year through cooperative associations <sup>1</sup> or individually, with the buying of—	
(a) Food	83
(b) Clothing	83
(c) Housefurnishings and equipment	33
(d) General household supplies	46
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	
125. Number of families assisted this year with "making versus buying" decisions	75
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	88

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

**Clothing and Textiles—Continued**

127. Number of families assisted this year with—	
(a) Clothing-construction problems	83
(b) The selection of clothing and textiles	66
(c) Care, renovation, remodeling of clothing	95
(d) Clothing accounts or budgets	3

**Family Relationships—Child Development—Continued**

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

**Recreation and Community Life—Continued**

132. Number of families assisted this year in improving home recreation	
133. Number of communities assisted this year in improving community recreational facilities	
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	
135. Number of communities assisted this year in establishing—	
(a) Club or community house	
(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	

<sup>1</sup> The home—in arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 12.  
<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**

(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	19		12		20.75	Acres
139. Other cereals	3		3		18.0	Acres
140. Peanuts						Acres
141. Soybeans, field peas, alfalfa, and other legumes	2		1		6.0	Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet	5		2		1.25	Acres
144. Cotton						Acres
145. Tobacco	4		3		2.0	Acres
146. Fruits	1		1			Acres
147. Home gardens	9		4		3,200 sq ft.	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)	10		7		754	Birds
151. Dairy cattle	20		11		14	Animals
152. Beef cattle	4		3		3	Animals
153. Sheep						Animals
154. Swine	17		4		15	Animals
155. Horses and mules						Animals
156. Other livestock <i>Pigeons</i>	1		1		155	Animals
157. Bees						Colonies
158. Beautification of home grounds						XXXXXXXXXXXX
159. Forestry	1					Acres
160. Wildlife and nature study (rabbits, game, fur animals)						XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity						{ Articles made Articles repaired
162. Farm management						XXXXXXXXXXXX
163. Food selection and preparation		10		10	220	Meals planned
					212	Meals served
164. Food preservation		67		40	684	Quarts canned <i>alone</i>
165. Health, home nursing, and first aid				40	500	<i>selected unit</i>
166. Clothing		67		40	49	Garments made <i>garments</i>
					25	Garments remodeled <i>made</i>
167. Home management						Units <i>136</i>
168. Home furnishings and room improvement						{ Rooms <i>by class</i> Articles <i>23</i> Articles <i>23</i>
169. Home industry, arts and crafts						XXXXXXXXXXXX
170. Junior leadership		2		2		<i>XXXXXXXXXXXX</i>
171. All others						<i>XXXXXXXXXXXX</i>
172. Total (project enrollment and completion)	96	67	52	40	386	<i>XXXXXXXXXXXX</i>

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

173. Number of 4-H Clubs. (Same as question 39) 8
174. Number of different 4-H Club members enrolled (a) Boys 71 (b) Girls 67
175. Number of different 4-H Club members completing (a) Boys 39 (b) Girls 40
176. Number of different 4-H Club members in school (a) Boys 61 (b) Girls 67
177. Number of different 4-H Club members out of school (a) Boys 10 (b) Girls —
178. Number of different 4-H Club members from farm homes (a) Boys 65 (b) Girls 54
179. Number of different 4-H Club members from nonfarm homes (a) Boys 6 (b) Girls 13

**Number of Different 4-H Club Members Enrolled:**

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	25	31	10 and under	4	7
2d	13	11	11	8	13
3d	9	12	12	11	9
4th	10	5	13	12	12
5th	4	5	14	14	8
6th	5	2	15	6	12
7th	4	—	16	9	3
8th	1	—	17	6	2
9th	—	1	18	1	1
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                  |                                  |
- Handwritten marks: (b) 5, (c) 5

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 (same as question 40) 1

186. Membership in such groups (a) Young men 17 (b) Young women 4

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men						
(2) Young women	4			4		

188. Number of meetings of older rural youth extension groups 3

189. Total attendance at such meetings 44

190. Number of other older rural youth groups assisted

191. Membership in such groups (a) Young men (b) Young women

192. Number of older rural youth not in extension or other youth groups assisted (a) Young men (b) Young women

193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications) (a) Young men (b) Young women 7

194. Check column showing approximate portion of older-youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-29 percent (c)	30 percent or more (d)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

<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 succeeding year's program.  
<sup>3</sup> Same as footnote 2, except that reference is to completion instead of enrollment.

MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and older youth	Bugs (a)	General-Insect Insects <sup>1</sup> (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			11
(2) 4-H Club agents			
(3) Agricultural agents			124 125
(4) State extension workers			
196. Number of communities in which work was conducted this year			7
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)	16	1	50
(2) Problems arising from new military camps, munitions plants, and war industries	6		25
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	6		
(4) Other war work (including collection of salvage material) <i>Farm Labor</i>	23		17

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	1	6								
(2) 4-H Club agents										
(3) Agricultural agents	93			46		7	1		1	
(4) State extension workers	2									
200. Number of communities in which work was conducted this year	7			7		3	1		6	
201. Number of voluntary local leaders or committeemen assisting this year				15		12				
202. Number of meetings participated in this year by extension workers	35			27		5	4			

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

## TERMINOLOGY

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

### DEFINITIONS OF EXTENSION TERMS

1. A community is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a townable, 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. Example: 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. Example: Demonstrating that the application of fertilizer in sections 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.
6. *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.
7. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
8. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
9. 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.
10. 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.
11. 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.
12. *Factors* (or *variables*) *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.
13. A *F-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.
14. *F-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters* written should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. The *elder rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and usually 16 to 25 years of age.