

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Federal Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Henry State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>George D. Pollard</u>	<u>County Agent</u>	<u>December 1, 1953</u>	<u>November 30, 1954</u>
<u>L. S. Looper</u>	<u>Assistant County Agent</u>	<u>December 1, 1953</u>	<u>November 30, 1954</u>
<u>Marion M. Lawrence</u>	<u>Home Demonstration Agent</u>	<u>December 1, 1953</u>	<u>November 30, 1954</u>



READ CAREFULLY THE SUGGESTIONS ON PAGE 32, AND THE INTERPRETATION OF EACH ITEM, BEFORE FILLING OUT THIS FORM.

Approved: _____
Date: _____ State Extension Director

Form ES-21
(Revised June, 1954)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work, as determined in item 20, should report ALL OF THEIR WORK in the column provided on pages 3 and 7. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B.

When two or more agents are engaged in the same line of work, i. e., agricultural, home demonstration, or 4-H Club work, and participate in the same extension activity, the information should be reported only once in their respective column and only once in the county total. For example, if an agricultural agent and his assistant, both of whom spend more than one-half of their time on agricultural work, participated in the same radio broadcast—it would be counted once in column C and once in the county total, column D.

When agents, engaged in different lines of work, participate in the same extension activity, the information is reported once in each of their respective columns, and only once in the county total. For example, the home demonstration and agricultural agents participate in the same radio broadcast. It would be reported once in column A, once in column C, and once in column D.

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group in which information is given or received.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported. News items prepared by local leaders should not be included.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast, is also to be reported.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.

7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result demonstrations are definitely planned in advance and not "found." Include all result demonstrations IN PROGRESS during the year, regardless of when started or completed.

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected by extension or the group they represent to lead some phase of the extension program in organization or subject matter.

8b. For the definition of young men and women's work (YMW) see items 132 through 135.

9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10. Do not report county, district, or State conferences of extension personnel.

In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.

- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits.....Number	382	577	600	1375
2. Office calls.....do	235	244	1147	1581
3. Telephone calls.....do	579	425	1521	2525
4. News articles or stories prepared Number	57	23	57	115
5. Broadcasts made or prepared:				
a. Radio.....Number	53	27	26	108
b. Television.....do		1	4	4
6. Bulletins distributed.....do	295	1535	1317	3149
7. Adult result demonstrations conducted.....Number	14		6	20
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....Number	8			8
(2).....Attendance	273			273
b. YMW work:				
(1).....Number				
(2).....Attendance				
c. 4-H Club work:				
(1).....Number	5			5
(2).....Attendance	46			46
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....Number	125	34	77	216
(2).....Attendance	6357	568	2144	7186
b. YMW work:				
(1).....Number	2	2	2	24
(2).....Attendance	61	31	31	92
c. 4-H Club work:				
(1).....Number	212	224	6	411
(2).....Attendance	6834	5224	270	7886
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1).....Number	145	3	6	174
(2).....Attendance	2671	146	226	4043
b. YMW work:				
(1).....Number				
(2).....Attendance				
c. 4-H Club work:				
(1).....Number	46	2		48
(2).....Attendance	1546	18		1564

EXTENSION ORGANIZATION AND PROGRAM PLANNING

11. County organization, association, board, or committee sponsoring extension work in the county:

a. Name of citizens' organization or group having legal or quasi-legal status, if any.....

Henry County Board of Supervisors

b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different

from "a".....

Same

12. COUNTY-WIDE advisory COUNCILS or COMMITTEES assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Councils or committees		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all or general.....				
b. Agricultural.....	6	48	16	128
c. Home demonstration.....	1	42	2	78
d. Young men and women.....				
e. 4-H Club.....	2	122	2	90

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

Item	A	B
	Number	Attendance
a. Community or local meetings.....	60	906
b. County meetings.....	2	32

14. Number of fact-finding surveys for program-planning purposes made during the year..... 21

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

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work.....	48	15	xxxx	xxxx
b. In adult home demonstration work.....		377	xxxx	xxxx
c. In young men and women's work.....	8	10	xxxx	xxxx
d. In 4-H Club work.....	3	11	29	7
e. Total number of DIFFERENT leaders.....	4849	405	29	7

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 20

17. Number of members in such clubs or groups..... 475

PROGRAM EMPHASIS—*Interpretation*

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

engaged in the respective lines of work. Time should be reported to the nearest whole day. Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. For example: 21c pertains to the time spent on the crop work as reported on page 9; 21d to the livestock work on page 11; and similarly through 21s; 21t covers the miscellaneous items reported on page 29, as well as time not accounted for elsewhere. Time in training local leaders in extension organization, and program planning should be reported under 21a. Training of local leaders in subject matter should be reported under one of the appropriate subject headings 21c through 21t. Additional information is given below.

Days devoted to cooperation with other agencies (items 146 through 169) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".

- 21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.
- 21b. This is to include days spent attending summer extension courses, workshops, district and State extension conferences, and other training activities organized primarily for the purpose of the professional development of extension personnel.

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

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12	12	12	36
19. Total days worked.....	275	275	292	842
20. Days devoted to—				
a. Adult work.....	105	73	264	442
b. YMW work.....	25	31	6	62
c. 4-H Club work.....	145	171	22	338
21. Days devoted to—				
a. Extension organization and program planning.....	71	34	34	139
b. In-service training of agents.....	14	11	12	37
c. Crops.....		50	75	125
d. Livestock.....		76	76	172
e. Marketing; distribution; and service organizations.....			17	17
f. Soil and water conservation and management.....		4	1	5
g. Forestry.....			1	1
h. Wildlife.....			1	1
i. Planning and management of the farm business.....			8	8
j. Farm buildings and farm me- chanical equipment.....		3	7	10
k. House and surroundings, furnish- ings and equipment.....	18	5		23
l. Home management.....	11			11
m. Family economics.....	6			6
n. Clothing.....	51			51
o. Foods and nutrition.....	32			32
p. Health.....	6			6
q. Family life, child development, and parent education.....	12	1		13
r. Safety.....	4			4
s. Community development and public affairs.....	27	32	43	102
t. Days that cannot be charged specifically to one of items a through s.....	23	39	17	79

CROPS—Production and Marketing—Interpretation

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

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

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

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

CROPS—Production and Marketing

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

Item	Grain crops including rice dry peas and beans	Hay and other forage, pas- ture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	7	7		7		7	7	27
23. Total number of personal contacts made individually or through meetings.....	2775	2570		1670		330	2377	1746
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	1870	1368		870		225	2525	1170
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....	1706	1275		775		171	1237	774
Of this number how many were assisted with—								
a. Use of improved varieties and strains.....	1470	1216		775		86	1106	176
b. Use of fertilizers.....	1380	1225		775		82	407	46
c. Control of injurious insects.....	1262	960		680		58	1102	535
d. Control of diseases.....	1375	488		680		57	906	136
e. Harvesting, storing, and curing.....	878	577		650			176	9
f. Efficient work methods.....	56	17						
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....	367	345		750		15	260	
Of this number how many were assisted with—								
a. Preparation for market.....	37	75		470		7	163	
b. Commodity outlook and market information.....	357	277		680		12	159	
c. Arranging to sell and selling.....		8				7	17	

LIVESTOCK—Production and Marketing—Interpretation

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

- F. Under "other livestock," persons assisted in work with horses and mules, rabbits for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.
27. Voluntary local leaders who have ACTIVELY ENGAGED in furthering extension work with each kind of livestock. See also interpretation of item 8.
28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons in the county assisted or influenced TO MAKE SOME CHANGE, either through adoption of a new, or improvement in an old, practice—
- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
 - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
 - (3) Probable number of other persons in the county reached through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
 - (4) All available evidence indicating the percentage of the potential clientele in the county: Number
- of farms and other places that made use of extension information relating to specific kinds of livestock and livestock products. Such evidence may be from sample surveys, reports from local leaders and secretaries of organized livestock groups, requests for bulletins, inquiries received after the release of specific news articles or after broadcasts, amount of a product or of material handled by dealers, personal observations, and other sources.
- Item 29 will normally be greater than either subitem 30a or 31a.
- Numbers reported in items 29, 30, and 31 should include only those who adopted or put recommended practices into use.
30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in 30a through 30e, plus other production and management practices emphasized in the county extension program. Item 30 cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- a. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
 - e. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.
31. Includes total number of DIFFERENT producers assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- a. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
 - b. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
 - e. Persons assisted primarily with those activities involved in arrangements incident to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products A	Poultry and products B	Beef cattle C	Sheep, goats, and products D	Swine E	Other livestock and products F
27. Number of voluntary local leaders assisting.....	5	14	8		8	
28. Total number of personal contacts made individually or through meetings.....	2355	2200	3860	5	1300	
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	400	1316	590	5	450	
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management.....	400	890	585	3	450	
Of this number how many were assisted with—						
a. Selection and breeding.....	750	890	595	2	390	
b. Feeding.....	400	835	595	2	450	
c. Controlling external parasites.....	675	610	460		460	
d. Controlling diseases and internal parasites.....	650	682	295		350	
e. Efficient work methods.....	68	24				
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....	790	690	590	2	450	
Of this number how many were assisted with—						
a. Preparation for market.....	425	480	480	2	225	
b. Commodity outlook and market information.....	780	595	595		496	
c. Arranging to sell and selling.....	316	595	525		382	

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

32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
- 32. Item should include—**
- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and pro-

- cessors, wholesalers, retailers, and others engaged in marketing grain.
- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (subitem 55a), home equipment (subitem 61a), and clothing (subitem 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives assisted	Members in county	Cooperatives in column A given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Public-relations and membership problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	3	1278	1	3	3	3
b. Farm and home service.....	1	1200	1	1	1	1

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

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

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

	Number
a. Marketing.....	1
b. Service facilities.....	
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products.....	3
b. Home products (arts, crafts, etc.).....	
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.....	11
b. Hay and other forage crops.....	7
c. Cotton: (1) Cotton ginner.....	
(2) Other.....	3
d. Tobacco.....	
e. Oil crops (soybeans, flax, peanuts, etc.).....	
f. Sugar crops.....	
g. Dairy and dairy products.....	7
h. Poultry and poultry products.....	5
i. Meat animals and meat products.....	5
j. Fruits and nuts.....	12
k. Vegetables including potatoes.....	10
37. Food retailers assisted with merchandising problems.....	
38. Persons assisted with CONSUMER information on agricultural products..... estimated total.....	

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

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

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

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

41. Figures in columns A, B, and C will usually be larger than any one of the subitems in 42, 43, or 44, respectively.

42. Item—

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

f. Refers to problems relating to the removal of excess water: Installation of tile, drainage

ways, and ditches. Persons given assistance in saline-alkaline reclamation are to be included.

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

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

44. Item—

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

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	7	7	7
40. Total number of personal contacts made individually or through meetings.....	1850	350	870
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	870	237	615

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use.....	460
b. Contour and strip cropping.....	25
c. Terracing.....	31
d. Grassing waterways.....	11
e. Water supply, storage, and distribution.....	46
f. Drainage.....	15
g. Irrigation.....	21
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	76
i. Use of fertilizers (commercial and barnyard) (See subitem 25b).....	420
j. Production of soil-improvement crops.....	570
k. Crop rotations.....	750
l. Land clearing.....	41
43. Farmers and other individuals reported in item 41-B assisted with—	
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....	82
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....	35
c. Timber harvesting (includes selective and other recommended cutting for forest products).....	605
d. Estimating and appraising.....	5
e. Production of maple-sirup products or naval stores.....	
f. Treating wood products with preservatives (fence posts and building timbers).....	26
g. Marketing of forest products (includes markets and timber-selling practices).....	4
h. Fire prevention.....	249 2/7
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish.....	25
b. Making food and cover plantings for wildlife.....	425
c. Protection of wildlife areas from fire or livestock.....	430

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—Interpretation

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

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

45. Number of voluntary local leaders assisting	7
46. Total number of personal contacts made individually or through meetings	1450
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	760
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook	740
b. Keeping and analyzing farm records	20
c. Developing an over-all farm plan	17
d. Making needed adjustments in farm organization	21
e. Developing supplemental sources of income	26
f. Obtaining and using credit	38
g. Selecting a farm for rental or purchase	23
h. Obtaining, training, and using farm labor	6
i. Legal aspects of the farm business	31
j. Income-tax accounting and related problems	3
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers	18
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers	7

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

53. Figures in columns A and B will usually be larger than any one of the subitems in 54 or 55 respectively.

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

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

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

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

55. Item—

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

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

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

FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

Item	Farm buildings		Farm mechanical equipment
	A	B	B
51. Number of voluntary local leaders assisting	7		7
52. Total number of personal contacts made individually or through meetings	220		136
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	157		146
54. Farmers and other individuals reported in item 53-A, assisted with—			<i>Estimated number</i>
a. Arrangement of farm-building lay-out			15
b. Construction of farm buildings			78
c. Remodeling or repairing farm buildings			52
d. Selection or construction of farm-building equipment			17
55. Farmers and other individuals reported in item 53-B, assisted with—			
a. Selection of farm mechanical equipment			75
b. Developing labor-saving devices and equipment			65
c. Use, care, and repair of farm mechanical equipment			36
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes			3

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

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

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

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

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

60. Item—

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

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

61. Item should include—

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

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

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting.....	20	
58. Total number of personal contacts made individually or through meetings....	702	97
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices.	508	523

60. Families, homemakers, and other individuals reported in item 59-A assisted with--	Estimated number
a. Building a new house.....	41
b. Remodeling or repairing the house.....	130
c. Improving kitchen or laundry.....	165
d. Improving storage space.....	148
e. Selection, installation, use, and care of water and/or sewage systems.....	166
f. Selection, installation, use, and care of heating and/or cooling systems.....	38
g. Planning electrical systems.....	205
h. Landscaping home grounds.....	150
61. Homemakers and other individuals reported in item 59-B assisted with--	
a. Selection, use, and care of home equipment (other than sewing equipment).....	205
b. Selection, use, and construction of home furnishings.....	408
c. Repair, reconditioning, and care of home furnishings.....	307
d. Furniture arrangement and use of accessories.....	242
e. Color schemes and wall finishes.....	387
f. Floor finishes.....	180

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

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

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

Assistance includes work done—

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

66. Includes work done—

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

67. Includes work done—

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

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders assisting.....	46		40
63. Total number of personal contacts made individually or through meetings.....	467	275	1269
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....	425	130	1175
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			312
b. In improving housekeeping methods.....			284
c. With family laundering.....			425
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			80
b. With family financial planning.....			124
c. With keeping and analyzing home records.....			
d. With family legal matters.....			24
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			323
b. With care and mending of clothing.....			780
c. With clothing construction.....			940
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			763
e. With good grooming and posture (personal appearance).....			1175

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

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

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

70. Considers factors outlined for item 59.

71. Assistance includes—

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

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

72. Assistance includes—

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

73. Work includes assisting families in—

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

74. Work includes assisting families in—

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

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	90		20	
69. Total number of personal contacts made individually or through meetings.....	634		467	510
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	590		450	468
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				460
b. In selecting food.....				510
c. With meal planning and food preparation.....				534
d. With preservation and storage of food.....				570
e. In improving diets.....				534
Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				
b. First aid and home nursing.....				
c. Dental-health education.....				
d. Health education leading to physical examination by a physician.....				
Families reported in item 70-C assisted with—				
Child development and guidance.....				
Providing recommended play, clothing, and equipment suited to age of children.....				
Understanding roles of family members and strengthening family relationships.....				
Individual adjustments and personality development.....				
Family and family recreation.....				450
Families reported in item 70-D assisted with—				
Prevention around the farm and home.....				
First aid prevention around the farm and home.....				468
First aid prevention away from home place.....				

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

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

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

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

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

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

77. Item includes—

j. Music, drama, and art.

78. Item includes—

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

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

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

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

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....				
76. Developing and improving county or community organization.....	25	8	36	370
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	3	3	30	46
b. Improving health facilities, services, and programs.....	2	1		38
c. Improving schools.....				
d. Improving churches.....	10	5	36	260
e. Bettering town-country relations.....	5	5		136
f. Libraries.....	1	1	5	27
g. Roads.....	3	3	25	64
h. Telephones.....				
i. Community centers.....	4	4	32	290
j. Recreation programs and facilities.....	5	5	32	350
k. Community beautification.....	5	5	36	350
78. Regional or area development programs or projects.....				
79. National programs and proposals affecting agriculture and rural life.....				
80. World affairs.....				
81. Emergency activities.....				

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

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

SUMMARY OF 4-H CLUB PROJECTS

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

Item	Members enrolled	Members completing	Units involved in completed projects	
	A	B	C	
82. Corn.....	Number 27	Number 15	Number 28.0	acres
83. Other cereals.....	7	4	20.0	do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....	17	8	38.0	do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....				do.
88. Tobacco.....	7	4	2.0	do.
89. Vegetable growing.....	258	163	82.0	do.
90. Fruits.....				do.
91. Range and pasture.....	8	2	16.0	do.
92. Other crops.....				do.
93. Soil and water conservation and management.....				do.
94. Forestry <i>Tree Identification</i>	12	3		do.
95. Wildlife and nature study.....			XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	132	77	3310	birds
97. Dairy cattle.....	71	46	53	animals
98. Beef cattle.....	26	26	55	do.
99. Sheep.....				do.
100. Swine.....	76	43	385	do.
101. Rabbits.....	36	18	236	do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....			XXXXXXXXXXXXXX	
105. Tractor maintenance.....	7	4	4	tractors
106. Electricity.....	133	34	55	articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXXXX	
110. Beautification of home grounds.....	307	200	XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking and food selection).....	84	84	4210 1823	dishes prepared meals served
112. Canning and preserving (other than freezing).....	13	13	6760	quarts
113. Freezing of foods.....	5	5		quarts frozen
114. Health, nursing, and first aid.....			xx 1800	pounds frozen
115. Child care.....			XXXXXXXXXXXXXX	
116. Clothing.....	1367	1274	2083	articles
117. Home management.....			xx 1414	garments
118. Home furnishings and room improvement.....	62	62	316 132	articles rooms
119. Home industries, arts, and crafts.....				articles
120. Junior leadership.....	44	44	XXXXXXXXXXXXXX	
121. All other.....	17	10	XXXXXXXXXXXXXX	
122. Total.....	2718	2139	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP—*Interpretation*

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.
124. 4-H Club members—
- Enrolled are those boys and girls who actually start the work outlined for the year.
 - Completing are those boys and girls who satisfactorily finish the work outlined for the year.
125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.
- Bureau of the Census definition of a farm as used in the 1950 Census is:
 In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$150 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$150 or more.
 - Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.
- Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.
127. Age of club members at time of enrollment is to be used as basis for reporting.
128. Report only club members who received DEFINITE training in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.
- Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to save.
130. A 4-H Club camp is conducted under the direction of a professional extension worker or voluntary local leader and provides a group of club members with the experience of being away from home overnight and participating in an organized educational, recreational, or nature-study program. Do not include "day camps," short courses, picnics, institutes, or other similar training or recreation events.

4-H CLUB MEMBERSHIP

123. Number of 4-H Clubs.....		31
124. Different 4-H Club members—	Boys	Girls
a. Enrolled.....	855	899
b. Completing.....	508	834
125. 4-H Club members from—		
a. Farm homes.....	225	230
b. Rural nonfarm homes.....	250	291
c. Urban homes.....	380	373
(For checking purposes; total equals 124a) ..	855	894
126. 4-H Club members enrolled by years in club work:		
a. 1st year.....	260	281
b. 2d year.....	213	266
c. 3d year.....	152	171
d. 4th year.....	102	101
e. 5th year.....	72	47
f. 6th year and over.....	56	22
(For checking purposes; total equals 124a) ..	855	894
127. 4-H Club members enrolled by ages:		
a. 10 years and under.....	271	343
b. 11 years.....	147	175
c. 12 years.....	137	145
d. 13 years.....	107	122
e. 14 years.....	81	69
f. 15 years.....	66	25
g. 16 years.....	27	11
h. 17-20 years, inclusive.....	11	4
(For checking purposes; total equals 124a) ..	855	894
128. 4-H Club members who received definite training in—		Members
a. Judging.....		23
b. Giving demonstrations.....		15
c. Group recreation leadership.....		68
d. Music appreciation.....		1249
e. Money management (thrift).....		
f. Farm and home safety.....		
g. Citizenship.....		
h. Personality improvement.....		473
i. Soil and water conservation.....		
j. Forestry.....		
k. Health, nursing, and first aid.....		473
129. 4-H Club members having health examination because of participation in the extension program.....		
130. Number of members attending a 4-H Club camp.....		84
131. 4-H Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		15

MISCELLANEOUS—Interpretation

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects

in crops stored on the farm is to be reported in subitem 25e.

140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, rabbits, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.
142. Other than those incident to foods, clothing, housefurnishings, etc., which are to be reported in their respective subject-matter sections. Assistance in the selling of arts and crafts is to be reported in subitem 35b.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	1400
137. FAMILIES assisted with control of household insects.....	1868
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	10
139. FARMERS and other individuals assisted with control of noxious weeds.....	780
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	460
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	25
142. FAMILIES assisted with practices incident to production of arts and crafts.....	315

COOPERATION WITH OTHER BUREAUS

The Bureau of Entomology and Plant Quarantine is pleased to cooperate with other Federal, State, and local agencies in the control of insects and plant pests. This cooperation may be in the form of technical assistance, field work, or the loan of personnel and equipment. The Bureau is also interested in the results of such cooperation and in the methods used.

For information concerning cooperation with other agencies, please contact the Bureau of Entomology and Plant Quarantine, United States Department of Agriculture, Washington, D. C. 20250. A list of cooperating agencies is available upon request.

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SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

ESTIMATES FOR THIS SECTION SHOULD BE CONSISTENT WITH THE MOST RECENT COUNTY STATISTICAL DATA. All agents should work together in trying to make these figures reflect as accurately as possible the situation in the county. Adaptation of the factors outlined for items 24 and 59 might be helpful in making these estimates.

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

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

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

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

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	1175	570	480
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	375	550	460
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	1250	750	516

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is expected to attend the meetings of the Agricultural Stabilization and Conservation Program Committee. These meetings would be reported in this section. In contrast, the extension agent holds several meetings

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

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

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

165. Line is left blank for State use.

168. Line is left blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	
FEDERAL AGENCIES				
146. Item discontinued.....				
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....				
149. Farmers Home Administration.....			5	2
150. Fish and Wildlife Service.....			3	2
151. Forest Service.....			1	1
152. Bureau of Indian Affairs.....				
153. Agricultural Stabilization and Conservation Program Committee.....		3	7	4
154. Rural Electrification Administration.....				
155. Selective Service System.....			1	
156. Soil Conservation Service.....		2	10	4
157. Valley authority (TVA, etc.).....				
158. Other (specify).....				
STATE AGENCIES				
159. Health department.....	6			
160. Highway department.....				
161. State departments of agriculture and forestry.....		1	3	1
162. State department of education: General schools.....	25	5	2	2
163. State employment service.....				
164. Welfare department.....	10			
165. Other (specify).....				
COUNTY AGENCIES				
166. Soil conservation districts.....			3	3
167. Vocational-agriculture and home economics departments.....	4		7	2
168. Other (specify).....				

REMEMBER YOUR ANNUAL REPORT

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

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

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

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

General Directions

From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington, D. C., office should be sent through the State extension office. When an assistant agent has been employed during a part of or all the year, the report of his or her work should be included with the report of the leader of that line of work. When an agent in charge of a line of work has left the county during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

The Narrative Report

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

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

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

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

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

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

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

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

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

The Statistical Report

When two or more agents are employed in a county, they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents. In some States a combined white and Negro report may also be requested by the extension director.

County totals are the sums of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers, homemakers, or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the extension program in agricultural, home demonstration, young men and women's, or 4-H Club work. ONLY THE IMPROVEMENTS OR CHANGES TAKING PLACE DURING THE CURRENT YEAR AS THE RESULT OF EXTENSION EFFORT SHOULD BE REPORTED. Of necessity the information called for in the national statistical report schedule has broad application to extension work as it is conducted throughout the United States. In addition to the information provided for in this report form, some State extension services may need to obtain additional statistical information on programs and activities peculiar to their States.

1954 PLAN OF WORK

Marion M. Lawrence
Home Demonstration Agent

Henry
County

I. County situation considered in working out 1954 program.

Conditions considered in working out the 1954 program were the rapid changes in the farm family and the proportion of nonfarm families living in rural areas in the county. Farm people, themselves, through the use of automobiles, telephones, radios, newspapers, and magazines, are becoming far more urban-minded than ever before. Because of Henry County being largely industrial, women working away from home, and the many nonfarm families, the Extension program was made to help both rural and urban families. However, the urban woman needs the home demonstration program equally as much as the rural women since basically homemaking problems are not peculiar to rural homemakers.

The main source of income is from industry, general farming, dairy and beef cattle. The average home is one or one and one-half story, moderately furnished and clean. They live moderately with the greatest luxury being home freezers and television.

II. What I expect the 1954 program to contribute to family living and how this program can be used to increase the Extension influence in Henry County.

The Home Demonstration program will contribute to Better Family Living by inspiring the family to take a greater interest in broader things that affect the families happiness and well being - citizenship, the church, the school, and good government. The program will contribute to the fundamental problems having to do with foods and nutrition, health, home management, production, and the conservation and the utilization of all home grown products, housing, and household equipment. The benefit derived by the women through the Home Demonstration program will be carried into other homes and influence others.

III. 1954 Program as Planned.

A. Adult Program.

1. Foods and Nutrition.

When the program planning meeting was held in September, 1953, the program development chairmen listed the requests for the 1954 demonstrations from the club women in their respective

club. After considering all suggestions, it was very evident that the women needed more help and information on the following subjects: "Menu Planning for the Family Health"; "Study of Over-Weight and Its Dangers"; and "Yeast Breads". The first two demonstrations listed will improve the health of the family, while the Yeast Bread demonstration will give the family better bread with less cost.

The leaders will be trained by the Specialist from the State Agricultural College, and the agent, in group meetings or individually, to prepare the leaders to give these demonstrations in their respective clubs. Printed and illustrative material will be furnished the leaders for their study in preparation for giving the demonstration.

2. Home Management.

Many requests came from the women for help in new methods in home laundering. This help will be given through two demonstrations, "Use of Detergents and Laundry Short Cuts", and "Easier Ironing Methods, Including Equipment". Leaders will be trained by the same method as described above.

3. Clothing.

With the development of so many "man-made" fibers and combinations, the demonstration on "Sewing and the Care of New Fabrics" was requested in the year's program. The demonstration, "Building Your Wardrobe Around the Individual Needs" will be included in the clothing program.

4. Gardening - Flowers and Vegetables.

Two demonstrations will be given in this phase of the program: "The Art of Growing Flowers"; also, "Insect Control in Vegetable and Flower Garden".

B. 4-H Club Program

1. Clothing.

The Junior Clubs will carry the project "So You'd Like to Sew", with the Senior Girls carrying the "Make or Remake Unit". The leaders will be trained to assist the agent in giving demonstrations on clothing construction. As a result of this program the girls will be inspired to want to learn to sew so that they might have more clothing with less money.

2. Food production and conservation.

Gardens and the conservation of food will be carried through the year with instructions given by leaders and agents. This program will contribute to the family food supply, thereby improving rural family living.

3. Home Improvement.

This project will be carried by a small group of older girls. Visits will be made to the homes to discuss with the girls and other members of the family the improvements to be made during the year. Demonstrations will be given at club meetings on various phases of improvements.

IV. Other Activities.

A. Adult.

1. Federation Goal.

The aim of "Home and Community Recreation" as the Federation Goal will be to help adults and youth realize the importance of building character, as well as developing skills and sound bodies in our youth. To guide adults to a better understanding of the growing needs of youth of different ages. To interest all adults in the need for wholesome recreation for the home and community.

Points to be stressed are:

1. Promote wholesome recreation for adults and youth.
2. Provide adult leaders for youth organizations; such as 4-H, Boy and Girl Scouts, and Church.
3. Secure services of Bookmobile.
4. Be more thoughtful of the shut-ins.

2. Achievement.

The achievement program will be held in the fall to bring the club women together to acquaint others with our accomplishments, thereby reaching more people.

3. Community Improvement.

Three communities will take part in the Roanoke Area Improvement Contest. The agent will assist each community in setting up their organization and carrying out their plans for improvement.

B. 4-H Clubs.

1. Camps and Short Courses.

An effort will be made to interest club members in attending camps and short courses for educational and recreational purposes. Older club members will be encouraged to attend the State Short Course to receive training in leadership and discussion groups.

2. Achievement.

Achievement will be held in the fall for the purpose of bringing club members and leaders and parents together to become better acquainted with the 4-H program and accomplishments.

3. Project Contests.

An effort will be made by the agent to enter all contests where the girls are eligible and a county contest will be held to select the county winners.

C. Young Men and Women

Young men and women members will attend the Y.M.W. Leadership Camp, take part in the Community Improvement Contest, and also put on exhibits at fairs.

V. Scope of Work:

A. Organization.

	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal <u>1954</u>
Number of home demonstration clubs	17	19	19	19	20
Membership	428	435	450	464	500
Number of 4-H Clubs	21	21	23	30	31
Membership	574	556	616	830	924
Number of young men & women's clubs	2	2	2	1	1
Membership	15	20	24	18	20
Community Improvement clubs			2	2	3
Membership			104	175	250

	<u>No. in</u> <u>1950</u>	<u>No. in</u> <u>1951</u>	<u>No. in</u> <u>1952</u>	<u>No. in</u> <u>1953</u>	<u>Goal</u> <u>1954</u>
B. Number families reached through:					
Home demonstration clubs	450	474	550	600	700
4-H Clubs	574	556	616	830	924
Result demonstrations	10	14	16	19	25
Home visits	275	300	350	390	425
Contacts by club members	600	700	775	800	850
Other (newspaper, radio, county meetings, etc.)	1500	1800	2200	2800	3000
Estimate number of different families reached through above Means.	2830	3500	4500	4800	5000

VI. Plans for using the following organizations to strengthen the Extension Program in 1954.

A. County Home Demonstration Committee.

The agent will make every effort toward having a strong committee to plan, promote, and assist in carrying out a good Extension program. Training will be given to officers on their duties and responsibilities. Two meetings will be held during the year, one in the spring, and one in the fall; others to be called if deemed necessary by the chairman or the agent. A meeting of the officers will be held in advance of the regular meeting of the committee in order to plan for a more satisfactory meeting. The committee will make plans to observe National Home Demonstration Week and send a delegate to the annual meeting of the Virginia Federation of Home Demonstration Clubs. The committee will be responsible for appointing committees to plan the achievement in the fall and prepare the Year Book for 1955.

B. County 4-H Council.

The 4-H Club Council will be used as a means of strengthening the program, give training to the club officers and leaders, and bring about a better county-wide spirit. Two meetings will be held during the year. The council will be given responsibilities in planning the achievement program.

C. County Honor Club.

Careful selection will be made for the Honor Club and will be

used as a means of doing better project work in order to become a member. The Honor Club members will be used as junior leaders and for strengthening the 4-H program. Members will be given recognition at all times.

D. County All Stars.

County All Stars will be used as 4-H leaders, assist with the Honor Club meetings and achievement. Two business meetings and one social meeting will be held during the year. The agent will visit All Star members and attempt to keep their interest in 4-H Club work.

E. County 4-H Project Planning Committee.

The adult leaders and a selected group of 4-H girls will meet in mid-summer to formulate plans for the 1955 4-H program.

VII. Plan for Leadership:

A. Home Demonstration	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal <u>1954</u>
Number project leaders	189	223	217	182	190
Number federation goal chairmen	17	19	19	19	20
Number of program development leaders.	17	19	19	19	20
Number of meetings at which leaders were trained by specialist	9	5	6	5	5
Number of meetings at which leaders were trained by district agents.	2	1	2	2	2
Number of meetings at which leaders 6 were trained by agent.		7	5	4	4
Attendance at all training meetings	264	193	198	177	190
Number club meetings held by leaders without agent present.	70	89	99	126	130
Total number of demonstrations given by leaders.	163	148	151	175	185
Total number of talks or discussion by leaders	170	371	342	360	390

B. 4-H Club

	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal <u>1954</u>
Number of 4-H Club officers	126	105	138	180	192
Number adult project leaders	9	8	10	12	20
Number of result demonstrators.	12	12	16	22	24
Number of meetings at which leaders were trained by specialist.	0	0	0	0	0
Number of meetings at which leaders were trained by district agent.	0	0	0	0	0
Number of meetings at which leaders were trained by agent.	5	7	6	4	8
Number of meetings at which leaders were trained by personnel in 4-H department.	0	1	0	1	2
Attendance at leader training meetings.	22	28	30	37	42
Number 4-H leaders trained individually.	4	4	2	3	4
Number club meetings held by leaders without agent present.	9	11	13	20	38
Number demonstrations given by adult leaders.	45	65	49	54	80
Number demonstrations given by junior leaders.	32	44	48	52	60

VIII. Greatest problems in carrying out the Extension Program and plans for meeting each problem.

The greatest problem in carrying out the Extension Program in this county is the lack of aggressiveness of the people. Other handicaps in this county are the low level of education, lack of transportation,

and women not driving cars, and the religious belief of the husbands that the women's place is in the home and not taking part in community activities. A number of women work in industries and are not able to attend meetings.

An effort will be made to overcome some of these problems through the training of leaders and by direct contact by the agent with these families to interest them in better home making. The home demonstration program will offer educational advantages for the women.

IX. Work with other agencies.

1. Red Cross

The agent will work with the Red Cross Executive Secretary and will assist in any drive or campaign sponsored by the County Chapter. The Home Demonstration and 4-H Clubs will be encouraged to assist with any work when called upon.

2. Henry County Chapter of the Tuberculosis Association.

The agent will work with the Tuberculosis Association Executive Secretary and will assist in any drive or campaign sponsored by the County Chapter. The Home Demonstration and 4-H Clubs will be encouraged to assist with any work when called upon.

3. Welfare

The agent will work with the Supervisor of Public Welfare and will discuss with the Supervisor any problems as seen by the agent.

X. Plans for developing good public relations in county with:

A. Elected representatives.

The agent will become better acquainted with the persons running for public office and keep informed on their platform. She will take any opportunity to inform this person of the Extension program in the county.

B. General public.

The agent will at all times be alert to inform the general public on the Extension program in the county. She will take part in civic and community activities when called upon.

C. Co-workers

The agent will cooperate in every way with her co-workers. In joint planning she will offer her ideas and assistance and be tolerant and courteous.

D. Other professional workers.

The agent will cooperate in every way possible with the Soil Conservation Service, P.M.A., Welfare, Red Cross, Tuberculosis Association, and Farmers' Home Administration.

XI. Plans for recording progress and evaluating program as planned.

This will be determined by the regular attendance of the club members at the meetings of the club and also by the number of women who will be reached directly and indirectly by the club. Progress will also be shown by the number of improvements made to the home by the women and also the improved practices carried out by the women as a result of receiving information at the club meetings.

The progress of the program will also be determined by the Assistance needed from the agent by the number of telephone calls, office visits, and requests for home visits by the women in the county.

Progress will be measured by the number of families that have a more satisfying family relationship. The number of homes that have been made more convenient, more attractive and livable, and better health through better planned meals as a result of the adult and 4-H programs.

The progress of the 4-H program will be shown by membership, by the number of completions of project work, and how much the girls have learned toward making her a better member of the family, club, and community.

XII. Plans for professional improvement.

A. Reading Professional Publications.

The agent reads the Journal of Home Economics received monthly and in a great many instances has been able to adapt information received through this magazine to her work in the county. She also subscribes to and reads current magazines pertaining to the home, and other magazines devoted to world news.

B. Membership in Professional Organizations.

The agent is a member of the Virginia and American Home Economics Association, Epsilon Sigma Phi, Home Demonstration Agents' Association, and the Altrusa Club.

C. Participation in programs, workshops, etc., planned by other organizations.

The agent will participate in any programs or other work shops planned by other agencies that will be of benefit to her work and advancement.

D. Planned Educational Trips.

The agent expects to attend the annual meetings of the organizations stated above.

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IV. The County Situation As It Affected the Program.

Henry County is highly industrialized and is becoming more and more so as time passes, and this condition will result in an increased number of part-time farmers. The 1950 census shows that there are 1699 farms in Henry County - with an average of 83 acres, 1350 of these farms have white operators. These figures also indicate that 70% of the farmers in Henry County are part-time farmers. This group includes the pleasure farmers, farmers who have employment in industry, and those who spend their spare time farming. The remaining 30% are those who make their living from the land. The 30% group grow bright tobacco, dairy, or beef cattle. However, the general trend in Henry County's agriculture seems to be a gradual shifting from tobacco growing to livestock farming. Some factors which may have a bearing on this gradual change are:

- (1) Shortage of farm labor due to the high wage received in local industries.
- (2) The adaptability of the soils to growing pastures and hay crops.
- (3) Increased local demand for meat and dairy products.

Conditions affecting the 1954 program have been the rapid changes in the farm family and the many non-farm families moving into the rural areas in the county. Farm people themselves, through the use of better transportation, with more hard-surfaced roads, more automobiles, increased telephone lines throughout the county, television, radio, newspapers, and magazines, are no more isolated and are becoming far more urban minded than ever before. The homes in the county are one or one and a half story, kept well in repair, and clean.

Because of Henry County being highly industrialized, many women have full time employment away from home. Another situation affecting the program is that a large majority of the club membership is composed of young women who are having their families and find it difficult to attend the meetings and with their income not being sufficient to employ a baby sitter. Another factor is that a small portion of the women drive automobiles - thus making transportation a problem.

To meet the situation, nine out of the twenty home demonstration clubs hold their meetings at night so that their husbands can stay with the children or drive the women to the club meetings. Holding club meetings at night is not practical because it is difficult for the leaders or agent to give many types of demonstrations at night. The handicaps are: Lack of sufficient light, space, and also energy and pep after the days work has been performed.

V. Adult Work

A. Project Work

1. Foods and Nutrition

When the program planning meeting was held in September, 1953, the program development chairman listed the requests for the 1954 demonstrations from the club women in their respective clubs. After considering all suggestions, it was very evident that the women needed more help and information on the following subjects: "Menu Planning for the Family Health", "Study of Over-Weight and Under-Weight", and "Yeast Breads." The first two demonstrations contributed greatly to the health of the family, while the Yeast Bread demonstration gave the family better bread with less cost.

Mrs. Mary Thompson, Assistant Food and Nutrition Specialist from the State Agricultural College, trained 58 leaders in "Menu Planning" and the "Study of Overweight and Underweight". The agent trained 32 leaders on "Making Yeast Bread" and "Variation of Rolls". The leaders gave 56 demonstrations with the agent giving four demonstrations. The women received the demonstration on "Overweight and Underweight" and "Menu Planning" with much enthusiasm. The women and members of their families who were overweight reported from five to thirty-five pounds were lost in weight. Two hundred and fifty-nine women reported they were now planning their meals with servings of quantities according to the needs of the members of their families. Two hundred and fifty-eight women reported they were making and serving more home-made yeast bread and rolls much to the delight of their families.

The agent gave demonstrations to three clubs on "Methods of Freezing Vegetables, Fruits, and Meats". An exhibit of various types of freezing containers, also wrappers, were on display at the meetings with an explanation of how each should be used.

The results of the freezing and other methods of food preservation are as follows:

4,964 quarts of vegetables were frozen.

3,285 quarts of fruits were frozen.

11,249 pounds of meat were frozen.

22,327 quarts of vegetables were canned.

14,520 quarts of fruit were canned.

11,515 pounds of meat were cured.

1,523 bushels of vegetables and fruits were stored.

2. Clothing.

With the development of so many "man-made" fibers, blends and combinations of fibers woven into fabrics, the women requested help and information on "Sewing and Care of the New Fabrics", also on "Planning and Building the Families Wardrobe Around the Individual Needs."

Miss Iva Byrd Johnson, Clothing Specialist from the State Agricultural College, trained forty leaders. The leaders gave 32 demonstrations without the presence of the agent and the agent assisted with two and gave six alone.

The local department stores were most cooperative in lending the leaders illustrative material, such as swatches of various blends of fibers, and also ready-made garments of the newer fabrics.

Three hundred and three women reported that they had received such information from the demonstration on "Sewing and Care of New Fabrics." Two hundred and forty-nine women were helped in planning the family clothing needs.

3. Home Management

When planning the years program there were many requests from the women for help and information on the newer methods in home laundering. This help was given through two demonstrations, "Use of Detergents and Laundry Short Cuts", and "Easier Ironing Methods, Including Equipment".

Miss Helen Alverson, Home Management Specialist from the State Agricultural College, trained forty-six leaders. The leaders gave thirty-four demonstrations without the presence of the agent, with the agent giving six.

The demonstration gave information on soaps and detergents in hard or soft water, various types of washing machines, and also easier methods in laundering. The sit-down ironing board was demonstrated by the leaders. These ironing boards were borrowed from the local stores. After many of the leaders learned to use the sit-down ironing board for the demonstration, they purchased the board and did not return them. Also, other boards were purchased by the women.

// Three hundred and thirty-eight women reported that they had improved their laundry methods, while three hundred and seven improved their ironing methods. //

4. Garden and Flowers

Forty leaders were trained by Mr. J. O. Rowell, Entomologist Specialist, on "Insect Control in the Vegetable and Flower Gardens." The agent prepared a folder for the leaders with material on the "Art of Growing Flowers." Thirty-four demonstrations were given by the leaders without the presence of the agent. The agent assisted with three and gave three. Two hundred and fifty women reported that by using the information received at club meetings, they were able to control insects in their vegetable and flower gardens.

5. Housing (Long Time Goal)

Improvements to the home has been a part of our home demonstration club program throughout the year. This has been done through discussions by club members and agent, also by visits to the homes by the agent. Twenty-eight new homes were built this year, while one hundred and twenty-three were remodeled.

Other improvements:

148 families added needed storage space.

38 families installed central heating system.

18 families installed new bath rooms.

97 families installed water systems.

99 families built cabinets in kitchen.

B. Federation Goal - Home and Community Recreation

The above federation goal was continued for the second year. The aim as set up by the committee was to help adults and youth realize the importance of building character, as well as, developing skills and sound bodies in our youth; to guide adults to a better understanding of the growing needs of youth of different ages; and to interest all adults in the need for wholesome recreation for the home and community.

Mrs. A. Curtis Morris, President of Horsepasture Club, was the County Chairman. Serving with her was the goal chairman in each home demonstration club. The following objectives as planned by the committee was presented at the January meeting of the home demonstration clubs:

1. Provide adult leaders for all youth organizations in the community.
2. Provide evenings of fun and recreation for the family.
3. Make a survey to determine age and needs of the youth and also facilities.
4. Be active in the school Parent-Teachers' Association.
5. Interest parents in enrolling boys and girls in the 4-H Clubs, helping to select projects and making opportunities for use of knowledge gained through project

work.

During the year fifty-seven home and community recreational activities were sponsored by the clubs, with an attendance of 2280. Including 1943, there were 139 activities sponsored by the clubs with an attendance of 4, 172. Sixty-seven women taught in Vacation Bible Schools, while one hundred served as leaders or counsellors for youth organizations.

C. Other Activities

1. Community Projects.

In January, twenty clubs organized the county as to workers and territory for the "Mothers' March on Polio". Three hundred and ninety-four persons canvassed the county, collecting \$3,355.98. The clubs gave from their treasuries a total of \$139.00 to the Red Cross, Cancer, and Polio Drives. Thirty-one women assisted with the Red Cross Bloodmobile; also, secured sixty-one people to give blood. Six clubs served dinner to the Huritans one or more times.

Sixteen educational booths were put on by the clubs at the Henry County and Martinsville Agricultural Fairs, receiving \$269.00. Collinsville Club maintained an ice cream stand and Irisburg Club had a lunch stand during the week of the Henry County Fair. The manager gave the space free so all money cleared went to the clubs. The clubs helped thirty-four families at Christmas time with baskets of toys, clothing, and food. They also gave from the club treasuries \$56.50 to the Christmas Cheer Fund to help other families.

The majority of the clubs have made contributions to school libraries, community buildings, Boy and Girl Scouts, Brownies, and community youth organizations. They have also assisted

with landscaping church yards and cleaning cemeteries.

As a result of bake sales, rummage sales, selling flavoring, and selling home demonstration cook books, Christmas and other occasion cards, the clubs have realized a profit of \$1,160.20, which enabled them to carry on the community work and contributions listed above.

2. Community Improvement.

The Irisburg, Horsepasture, and Figsboro Communities, were organized into Community Improvement Clubs with a membership of 209. Regular meetings with educational programs were held. Outstanding work included improving mail boxes with name being printed on box, clearing out debris along the highways, naming and putting up signs at entrance to home or farm, cleaning neglected community cemeteries, and planting shrubbery in the church yards. Horsepasture and Figsboro Communities are building community halls. When complete they will have a large auditorium, equipped kitchens, and rest rooms. Much of the material was donated, with the men doing the majority of the work. A merchant in Irisburg loaned his formerly used store building as a community meeting place. The people have painted the building inside and out, secured tables and chairs, and have an equipped kitchen. The home demonstration club gave the flat silver, coffee urn, and made draperies for the windows.

One hundred and fifty-nine families reported an expenditure of \$35, 135.35 on new electrical equipment; one hundred and fifty-five families bought other home equipment amounting to \$12,977.50; one hundred and thirty-nine families spent \$28,691.00 on home furnishings. Of the one hundred and seventy-nine families reporting,

one hundred and twenty-three have bath rooms, while one hundred and forty-three have running water in the homes. As a result of the Community Improvement Program, the three communities feel that they have been drawn closer together and have a better combined community spirit by working together for a common cause.

3. Result Demonstrations

Garden leaders from four clubs offered their gardens as result demonstrations for the community. During the summer, clubs held their meetings at the home of the demonstrators when the gardens were visited.

Three poultry leaders flocks were visited during the year by neighbors, while one club held their meeting in the home of the demonstrator and visited her flock. The visitors learned that you could have a producing flock with good management, a good strain, and proper feeding, housing, and care.

Three women served as result demonstrators when remodeling their homes, also four served as result demonstrators when installing new bath rooms. Four meetings were held at these homes, with an attendance of seventy-three women.

VI. A-H Club Work

A. Project Work

1. Clothing.

In the summer of 1954 the adult and junior leaders met in the agent's office to work out a program for the girls' project work. To carry out the program, the adult and junior leaders were trained by the agent in small

groups and individually on the demonstrations that were planned for the various age groups.

Sixteen clubs, with 473 girls from ages fourteen to twenty, were enrolled in Unit I, "Looking Your Best", and Unit II, "Make or Remake". At the first meeting when project instructions were given, the girls were taught how to make an inventory of their clothing on hand, and what garments they would make that were most needed.

The adult and junior leaders and agent gave the following demonstrations during the year: Color Selection, Pattern for the Individual Figure, Learning to Read the Guide Sheet, Cutting, Fitting, and Finishing the Garment. The girls gave demonstrations in fitting each others garments.

After all reports were given to the leaders and agent, the girls had made 1,419 garments. In October a County Dress Revue was held in the County Courthouse with two home demonstration club members acting as judges. In the past several years there has been much competition among the girls in this contest. Linda Reynolds of the Drewry Mason Senior Club won first place. She wore a blue wool suit with a short jacket of lighter blue, using black accessories. Linda will represent the County in the District Contest to be held December 1.

The girls were very interested in the project, "Looking Your Best". Discussions most popular were: "Care of the Hair and Styling", "Care of the Hands and Nails", "How to Apply Polish and When Appropriate", "Make-up and how to Use It", "Posture", and "Care and Upkeep of Their Clothes". One adult leader who was formerly a beauty parlor operator gave demonstrations on "Care and Styling of the Hair" to her club and three

others.

The project, "So You'd Like to Sew" was very popular, with 421 girls under fourteen years of age, in fourteen clubs, taking this project. These girls were just learning to sew and showed much enthusiasm over making simple but useful garments and articles for the home. The leaders and agent taught the girls how to make and equip a sewing bag, cutting, and learning how to use a gauge, hemming a kitchen towel, making a pin cushion, a pot holder, and cutting and making an apron. The girls completed 2,083 garments and articles.

In August, a County Dress Contest was held for the younger girls.

2. Garden

Twenty-four girls selected garden as their project. Selection of the garden plot, cultivation of the soil, fertilization, and varieties of vegetables to plant, were discussed at the club meetings and on individual visits to the girl's homes. The girls were given record books with instructions on how to keep a record, also leaflets and mimeograph material on the above subjects.

After visiting the girls gardens, the agent selected ten of the best gardens which were visited and scored in June and September by Mr. L. C. Beamer, Garden Specialist from VPI, and the agent. Six girls with the highest scores were awarded cash prizes from Sears, Roebuck and Company Store in Danville, who were sponsors of the garden contest. This contest included four other adjoining counties.

The results of the garden project:

Value of all gardens -	\$3,248.18
Cost of all gardens	416.20
Profit from gardens	2,832.16

3. Food Preservation

Eighteen girls completed this project by meeting in small groups during the canning season to receive instructions in using the pressure cooker for low acid vegetables and hot water bath for fruits and tomatoes.

Ten girls entered an exhibit of five jars of five varieties of vegetables in the canning contest sponsored by Sears, Roebuck and Company Store in Danville. The canning exhibit, with four other adjoining counties, was on display in Sears' Store for a week. Peggy Brammer of the Pleasant Grove Community won first place in the county and third sweepstake in the area. She received a check in prizes for \$24.00.

The girls canned a total of 6,960 quarts of vegetables, froze 1300 pounds of vegetables, and stored or dried 7,360 pounds.

4. Home Improvement

Sixty-two girls completed the home improvement projects, "Your Room" and "Your Home". The agent visited the girls in their homes to talk over with she and her mother the improvements she planned to make, with the agent making suggestions. Other visits were made to the homes during the year to see the accomplishments.

The girls improved one hundred and thirty-two rooms

and made three hundred and sixteen articles for the home.

5. Home Grounds Beautification

Thirty-nine girls completed the above project. The girls were interested in learning to make their home surroundings more attractive by planting and growing flowers, both annuals and perennials, also about the kinds of shrubbery and the best place for planting. The agent made visits to the girls homes to assist them in making plans for improvement and to give them the needed information.

The girls reported that fifty-eight flower beds and borders were made, sixteen lawns reseeded, forty-six pieces of shrubbery were planted, six drive-ways were improved, three rock walls were made, and fourteen gates and fences were repaired.

B. Other Activities

1. Henry County, Danville, and Martinsville Agricultural Fairs.

Girls exhibited their clothing garments, household articles, and canning, at the above fairs, winning \$338.75 in prize money. The girls have used their money for buying clothing and material for making other garments - saving some for Christmas gifts.

Eight girls and four adult leaders assisted in putting up the exhibits at the fairs.

2. District Camp

Forty-eight girls and three adult leaders attended the District Camp from August 2 - 7. The girls took an active part in all activities at camp; six girls entered the Talent Show, with two winning first and second places. The camp is

becoming more popular each year with the girls. The quota for the county this year being 40, while sixty sent in applications to attend.

3. Achievement.

In February, the Achievement Program was held with a good attendance of club members, adult leaders, and parents. The outstanding feature on the program was our first talent show, which proved entertaining and successful. The members voted to continue the talent show, working throughout the year to get more entries. Talks on outstanding achievements were given by some of the club members. Awards and medals were presented to winners in the various projects by the assistant county agent and home agent.

VIII. Scope of Work

	1950	1951	1952	1953	1954
No. HD Clubs or Groups	17	17	17	19	20
Membership	428	435	450	464	475
No. L-H Clubs	21	21	23	30	30
Membership	574	556	616	832	895
No. other families reached	500	550	600	700	750
No. of different families reached	700	750	800	850	900
No. community clubs			2	2	3
Membership			104	175	209

IX. Organizations

A. County Home Demonstration Committee

This committee is composed of the president, program development chairman of the twenty clubs and also, the officers. The purpose of the group is to formulate all plans for the county extension program and assist the agent in carrying out these plans. Two meetings were held; one in the spring for planning all summer and fall activities, and one in the fall for planning the 1955 program.

The committee paid a delegates expenses to attend the annual meeting of the Virginia Federation of Home Demonstration Clubs and the Institute of Rural Affairs at the State Agricultural College. The committee was instrumental in getting the clubs to take part in "Pennies for Friendship"; \$17.98; "CROP" \$21.00; also, \$324.00 toward the Adult Educational Center at the State Agricultural College.

Each clubs pays \$2.00 annual dues to the committee treasury. This money is used to pay all expenses of leader training meetings, expenses of delegates attending meetings outside of the county, expenses for achievements and other county-wide meetings, and helping financially with the 4-H program.

The committee is responsible for planning the year's program, federation goal, county objectives, and securing a donor for the home demonstration year book.

B. County 4-H Council

The council is composed of the president, vice president, secretary, reporter, and two song leaders, of the thirty 4-H Clubs. The purpose of the council is to give training in parliamentary procedure to all officers and to plan and sponsor all county-wide activities. The council sponsored National 4-H Club Week in March, giving newspaper publicity, radio talks, and enrolling new members. The council is responsible for planning the Achievement Program and assisting in carrying out the plans.

The girls made sandwiches, cup cakes, and sold cold drinks at the county and district dairy calf shows. The proceeds went into the county council treasury and will be used for the

benefit of the 4-H program.

Seven educational booths were put up at two fairs, receiving \$164.00 for the council treasury. From the money made by the council our county quota of \$149.40 has been paid to the National 4-H Club Center in Washington, D. C.

D. County All Stars

The All Stars have been active in junior leadership work, assisting with county-wide activities and 4-H Camp. The group met in February to make recommendations for the outstanding club members to be taken in the State All Star Organization held during the State Short Course held at VPI in June. Glenda Roach and Ramona Hankins from the Drowry Mason Club were taken into the All Star Organization this year.

A District All Star Banquet was held in Lynchburg in November to honor the boys and girls taken into the organization this year. Those in attendance were: three to be honored, four former All Stars, four adult leaders and parents, assistant county and home agent. The honored ones were given bracelets with the All Star Key and an honor certificate.

E. County 4-H Project Planning Committee

The adult and junior leaders compose the project planning committee. A meeting was held in the summer to plan the projects for 1955. The committee also works with the council and All Stars in making plans for the county-wide or out-of-county events and activities.

X. Leadership

A. Contribution of Volunteer Leaders to the Program

1. Organizational.

There are one hundred and thirty-eight organizational leaders serving to make the clubs function better. The agent gave a talk and led a discussion at the January meeting on the "Duties and Responsibilities of the Leaders." Mimeographed material on the above subject was given to each leader. The officers are more conscious of learning how to perform their duties. The treasurers have learned more about banking since they handle the clubs money.

It is the responsibility of the president to see that her club is represented at the two meetings of the committee, also to see that her leaders attend the training meetings. The officers should assist the president in making arrangements for the meeting place of the club, and to notify the agent in any change in place or time. The efficiency of the officers depends a great deal upon the success of the club.

2. Program Development

Twenty chairmen contributed greatly to ascertaining the needs of the individual club members, as well as the community needs. At the spring meeting of the committee they were given instructions in leading discussions on program planning. They were also given mimeographed material. Much of the time at the May, June, and July Club meetings, the chairmen presented the outlook for 1955

and led the discussion on planning a program for the coming year.

The chairman summarized the request from the women and presented those of greatest need at the planning meeting in September. From these requests a county program was formulated.

3. Subject Matter

During the years program, two hundred and thirty-nine women served as subject matter leaders. Five training meetings were held with an attendance of two hundred and one. These leaders gave one hundred and fifty-three demonstrations without the agent being present, the agent assisted with nine and gave twenty.

The leaders have contributed to the program by their attendance at training meetings, and by giving so many demonstrations without the presence of the agent, giving her time for other phases of the Extension program.

B. Growth of Leadership

HD Club Project Leadership	1950	1951	1952	1953	1954
No. Project leaders (subject matter)	189	223	217	182	239
No. goal chairmen	17	17	18	19	20
No. Program Development Leaders	1	1	1	1	1
No. result demonstrators	9	7	8	12	14
No. training meetings by specialists	9	5	6	5	4
by District Agent	1	1	1	2	1
by Agent	6	8	3	2	3
Attendance at all training meetings	264	193	198	177	201
No. meetings without an agent	70	89	99	126	142
No. meetings leaders assisted	24	30	34	40	37
Demonstrations by leaders	163	148	151	175	153
Talks and discussions by leaders	95	120	100	125	174

Growth of 4-H Club Project Leadership		1950	1951	1952	1953	1954
No. club officers		120	120	138	186	186
No. adult project leaders		7	7	7	9	11
No. result demonstrations						24
No. training meetings held	by specialists	0	0	0	0	0
	by agent	5	7	6	4	6
	by district agent	0	0	0	0	0
	by member club department	0	0	0	1	0
Attendance at leader training meeting		27	30	34	38	37
No. 4-H leaders trained individually		4	4	3	3	4
No. Club meetings held by leader without agent present		9	11	13	30	41
No. of additional club meetings at which leaders	assisted	75	80	84	90	132
No. demonstrations given by adult leaders		45	65	49	84	188
	by juniors	18	20	28	25	36

Young Men and Women Clubs		1950	1951	1952	1953	1954
No. Club officers					4	4
No. leaders					2	2

C. Outstanding Leader and Her Accomplishments

Mrs. J. L. Shropshire of Ridgeway is a charter member of the Ridgeway Home Demonstration Club which was organized in 1933. She has served two years as president, two years as treasurer, two years as secretary, and was elected secretary for the coming year. She has also served a number of times as project leader, attending the training meetings, and always gives good demonstrations. She has also served as a 4-H leader for seven years and rarely ever misses a 4-H Club meeting. Mrs. Shropshire has served as secretary of the Home Demonstration Committee for two years and secretary for the District IV of the Virginia Federation of Home Demonstration Clubs.

Her daughter, Eleanor, who is 21 years of age has completed ten years of 4-H work. She is now married and making a home for she and her husband. Mary Ruth, who is 17 years of age, is in her eighth year of 4-H Club work. She is serving her third year as president of Dremy Mason. Since joining the 4-H Club she has held

an office every year. The popularity and leadership of these daughters is due to the mother's interest, cooperation, and leadership in the 4-H Club and community. Her son, Joe Cain, is in his second year of club work.

Mrs. Shropshire is always present for all club and county activities; such as, achievement, council, county and district calf shows where the 4-H members sell lunches, and the county girls' contests.

She has assisted the club members and agent in putting up individual 4-H exhibits and educational booths at the Henry County, Martinsville, Danville, and Leaksville Fairs. With her help the 4-H Club has made \$150.00 from the educational booths at fairs. This money will be given to the community toward paying for their community building. Mrs. Shropshire has attended district 4-H Camp, she was Home Demonstration delegate to the annual meeting of the Virginia Federation of Home Demonstration Clubs and Institute of Rural Affairs.

Mrs. Shropshire has a wonderful personality and is always happy and willing to help in any way. It is a pleasure for the agent to work with her and wish there were more like her to further extension work in the county.

D. Activities and Accomplishments of an Outstanding Family

The John Powell family of Ridgeway is one of the most outstanding families in the Extension program in Henry County. They have two daughters, Dale, who is fourteen years of age and in her sixth year of 4-H work. Evelyn, who is thirteen years of age, has been in the 4-H Club five years. Both girls do

excellent club work and always have good records to give to the agent. The girls exhibited their articles and garments made for the clothing project at three fairs, winning \$66.00 in prize money. Dale made sandwiches and assisted in selling lunches at the county and district calf shows. She attended the State Short Course this summer held at VPI. Both girls attend Drewry Mason High School. Evelyn served two years as song leader for the Ridgeway Junior 4-H Club. They attend all club and county-wide activities.

Mrs. Powell has served as 4-H leader for four years for the Ridgeway Junior 4-H Club. She is a member of the Ridgeway Home Demonstration Club, has held several offices, and has been a project leader for a number of times. Mr. and Mrs. Powell encourage and cooperate with the girls in their 4-H Club work. Both are popular with the people and are leaders in their community.

E. Activities and Accomplishments of an Outstanding Club

The agent feels that Hillcrest Home Demonstration Club which was organized in April, 1954, has accomplished a great deal in the short time that they have been organized. The agent was invited to meet with a group of fifteen women to assist in organizing a home demonstration club. The membership has now grown to twenty-two, with an average attendance of fifteen at each meeting.

The club has made \$98.25 for the treasury by putting up educational booths at three fairs, by holding a bake sale and brunswick stew and by selling Virginia Home Demonstration Recipe

Books, and by serving the Ruritan Clubs. They gave \$25.00 toward the new Community Building.

The president and program development chairman attended the fall planning meeting and contributed a great deal to planning the 1955 program. Six leaders attended three training meetings and gave the demonstrations at their club meetings.

The women are very enthusiastic over their club and have expressed their appreciation to the agent for the privilege of having a club in their community. The agent feels that Hillcrest Club will grow even larger in membership and will contribute much to the members and community.

Following is a comment made by the president of the Hillcrest Home Demonstration Club on the club summary sheet sent to the agent's office.

"In attending these club meetings we have come to know and be a better neighbor. We have learned to be better homemakers, learned more about flower arranging, to make hot breads and rolls, more about buying clothes for the family, better recreation for the whole family, and more recreation for our community. We have learned to grow, make, and do things for the fair. We learned to remodel and do extra things to our homes at a low cost. We have fixed picnic grounds, fire places, picnic tables, and improved our home grounds. We enjoy our club meetings and really appreciate the help of our home agent - Miss Lawrence.

XI. Cooperation with other Agencies.

1. Henry County School System.

The County Superintendent of Schools and all school principals are very cooperative with the Extension program and agent. The agent has a conference with the Superintendent several times during the year to discuss the Extension program, its progress, and also asks for suggestions for improvement.

2. Patrick-Henry Tuberculosis Association

All the home demonstration club members and agent cooperate with the Executive Secretary in selling Christmas Seals. The Executive Secretary was invited to appear on the weekly radio farm and home program when the Christmas Seals were mailed, and again to give a final report of the sales.

3. Polio Drive

For the past three years the home demonstration clubs have sponsored the "Mothers' March on Polio" in Henry County.

4. Red Cross

The home demonstration club women have secured people to give blood and they themselves have given when the Bloodmobile visits Martinsville and Henry County. The agent and the women also assist in any drive sponsored by the Red Cross.

5. Newspapers and Radio

The agent has received splendid cooperation from the Martinsville Bulletin (daily), and the Bassett and Henry County Journal (weekly).

The agent has a fifteen minute weekly program over Radio Station WQVA, Martinsville, and each home demonstration club has a fifteen minute program on Tuesday over WQVA Danville.

XII. Appraisal of Year's Work

The Extension program has contributed to better family living as a result of the food and nutrition program. The house furnishings and home management projects have made the homes more attractive, livable, and convenient. The housing program has made the people more desirous of making repairs to the inside and outside of their homes by adding modern equipment and conveniences as money is available. The family is taught that improvements to the home raises the standard of living and increases the value of their property.

The program has contributed much to better family living that is intangible and with no monetary value; such as, better family relationship, better health, and with the many improvements to the home, the homemaker does her work with more efficiency, giving her time for community work, hobbies, and recreation.

The Clothing and Good Grooming Programs, with the adults and 4-H girls, has been of value to the family clothing needs and their personal appearances. The agent feels that by buying materials and doing more home sewing that it would be a saving to the family budget.

Also, the agent feels that more farm and urban families should have better home gardens and more home poultry flocks.

The greatest handicap is the cost of having a plot of land plowed and the cost of building an adequate poultry house.

The agent wishes to express her gratitude and appreciation to the State Staff, Specialists, and District Agent, for the inspiration, help, and assistance, in carrying out the Extension program in Henry County.

The following have assisted the agent with the Extension program in Henry County.

Miss Lucy Blake, District Agent

Mrs. Mary Thompson, Assistant Food and Nutrition Specialist

Miss Helen Alverson, Home Management Specialist

Mr. J. O. Russell, Entomologist

Miss Iva Byrd Johnson, Clothing Specialist

Miss Amelia Fuller, Farm and Home Unit Specialist

Mr. L. C. Beemer, Associate Horticulturist

Mr. Donald E. Fessler, Associate Sociologist

Mr. George E. Williams, Associate Horticulturist

Mr. James A. Duncan, Older Youth Specialist