

ANNUAL NARRATIVE REPORT
HOME DEMONSTRATION WORK
ARLINGTON COUNTY

1943 - 1944

Mary Morris - December 1, 1943 - April 30, 1944.
Harriett R. Gordon - May 1, 1943 - November 30, 1944

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111. Scope of Work

The home demonstration work in Arlington County was started as an emergency measure but now is on the regular plane of home demonstration work in other counties. There has been an agent working half time during the entire year spending two weeks a month in Arlington and acting as assistant home agent the other two weeks in Fairfax. There has continued to be a great interest in the victory garden program and in the conservation of food.

The home agents in Arlington County have given forty-nine method demonstrations during the year. These were given to twenty-eight different groups, we met thirteen groups three or more with an attendance of two hundred sixty-five different people. We also met fifteen groups less than three times with an attendance of two hundred sixty-nine different members. Approximately fourteen hundred people in Arlington County have been reached by the home agents. The spread of information is not confined to those who see the demonstrations given by the extension worker. Those attending serve as leaders in passing on to

other individuals the help gotten from the demonstrations.

Once a month the agent broadcasted in Washington over the Arlington Hour in order to give publicity to the home demonstration program. There was always included appropriate content on this program also.

IV. Organization

On October 12, 1944 a group of women met in the War Recreation Centre who represented the various home demonstration groups and planned the work for the year. Three officers were chosen, a president, a vice president, and a secretary-treasurer and the month by month program was decided upon and help from the Blacksburg specialists was requested.

This meeting gave a feeling of stability to the program which had not existed before and it was much more satisfactory in talking to groups about future meetings to have a definite program to offer. The various groups have a minimum organization in order to see that the group has the supplies and equipment for the demonstration needed

and they give publicity to the meeting ahead of time.

The following home demonstration program was set up for 1945.

December - Preparation of Seasonal Foods

January - Furniture Repair and Spot Removal

February - Victory Garden Planning

March - Reseasting Chairs

April - Care and Simple Repair of Electrical Equipment or Sewing Machine Repair

May - Spot Removal and Dry Cleaning

June - Consumer Problems Including Qualities of Canned Products and Buying Household Linens.

July - Food Preservation

August - Food Preservation

September - Make-over and Mending In Clothing

October - Gardening and Home Ground Soil Improvement

November - Saving Time and Energy in Preparing Meals Including One Dish Meals.

There was a very strong interest in Victory Gardens in the county. Several mass meetings were held during the year so that questions could be asked concerning the gardening.

A committee of local leaders for the victory gardens in the county has been organized to help give out gardening plots and gardening information to the people in this county. The home agent has helped in organizing this committee and she has arranged for two meetings. A committee was chosen from the central committee to make plans for a Harvest Show. We had two meetings to plan for this but found there was not enough interest for one county-wide show but that various groups wished to hold their own individual shows. The committee went on record as wishing to start the work on the Harvest Show committee early enough in the season so that next year one large show could be held. There were some outstanding local shows with excellent exhibits of canned foods, green vegetables, of flower arrangements, table arrangements of dried berries and grasses and centrepieces of fruits and vegetables.

A great many victory gardens were visited by the agents and help given to individuals. Several Arlington gardeners entered their gardens in the District victory garden contest, all of these gardens were visited and reports sent in to the District Victory Garden Committee. The agent

attended the committee meetings in Washington to make plans for the work and she also acted as judge at the harvest show held in the Washington Gas and Light Building, and at several of the neighborhood harvest shows in Arlington.

The Arlington people still wish to continue their victory gardens next year even if the war is over. So many have thoroughly enjoyed working as a family unit in the gardens and many will continue to work in them as a hobby even after the scarcity of food is past. We will stress the economic value of preserving food as well as the fact that the home canned product is better than the commercial products.

A meeting was called during February to discuss plans for the year's garden and mimeographed forms were distributed to the people so they could sign for the same plot they had last year. The plots were 25 X 25 usually and each person paid fifty cents for cost of planning, stakes, etc.

Food was recognized as the most important phase of the program and in following up the victory garden work stress was placed upon canning. During July and August many canning demonstrations were given to the organized as well

as unorganized groups. Four canning demonstrations were given in public places, the War Recreation Centre and the Gas Company so that large numbers of people could be reached. We felt that this larger contact contributed later to added interest in other various demonstrations.

V. Leadership

The leadership in Arlington County has been excellent. - usually the leader is an officer in the club. We have met with many organized woman's clubs and garden clubs and in this case the officers are the leaders. Many times a homemaker wished help on some problem and she would invite her neighbors in for a demonstration and in this way many new contacts were made. The groups wish the work to be continued in the county so they have written to the county manager and to the chairman of the Board expressing this desire.

VI. Results

A. Food

The work in Arlington County had to do largely with conservation. Food preservation was the main project. The demonstrations included canning of vegetables, fruits, and chicken and the storage of products from the gardens. There were two thousand three hundred one quarts of fruit canned and two thousand five hundred forty quarts of vegetables by the homemakers reached by the agent. There were seventy-two quarts of vegetables brined and eighty pounds dried. Twenty-three of these had increased their garden yield from previous years and ten had increased their small fruit plantings.

Twenty-eight canning and preserving demonstrations were given.

The agent spent a great deal of time in the summer in testing pressure cooker gauges on cookers owned by Arlington homemakers and in showing homemakers how to make the best use of pressure cookers in their food preservation work.

Approximately fifty individuals sought assistance of the home agent in testing pressure cooker gauges other individuals were assisted in learning the method of using

newly acquired pressure cookers. Many of the women had not done much canning while others who were new in the practice ran into problems in which they wished advice because of the new and difficult types of war time jars and jar lids.

There were twenty-one demonstrations given on food preservation and preparation. The ones on food selection and preparation covered the stretching of meat ration points in meat extenders, sugarless cooking, ways of using more of the foods of which there are seasonal abundance. Holiday cooking gained a great deal of interest also, particularly the making of fruit cakes inexpensively by preparing their own candid peel for the cakes. These cakes were made in quantities to send overseas and also for the many bazaars given in the county.

One food demonstration was given to a nutrition class and the agent assisted with one other.

B. Clothing

There were nine demonstrations held on made over clothing, children's clothing and home made Christmas gifts. There was special interest shown in men's suits made over into women's suits and in adults' clothing made over for.

children. Consumer problems in clothing were discussed and help given on new labels and choosing new fabrics. At each clothing demonstration the question of proper storage for garments was discussed and in connection with this methods in laundering and dry cleaning given for special garments.

There were one hundred sixty-six garments made and thirty-one garments remodeled among the members of the home demonstration group. There were one hundred seventy-eight garments made for the Red Cross.

C. House Furnishings

1. Conservation

a. Furniture Care

Two demonstrations were given on care and repair of furniture stressing better methods of cleaning upholstered furniture and of removing spots from furniture.

b. We had five demonstrations on re-upholstering and tying springs. There was a great deal of interest in this and I'm sure it will continue.

An agent's work shop was held in November on reseating chairs and footstools, repairing electric cords on irons, toasters, etc. and on reglueing furniture. This work will be carried into the home demonstration groups

next year.

2. Construction

There were ten demonstrations given on slip covering, and recovering lamp shades. One of the slip cover demonstrations was given at the Red Cross Workshop. The women there work on furniture in order to furnish rooms for service men and women. The agent followed this demonstration by spending two days in the work shop helping the women on other problems.

VII. Appraisal

The home demonstration work contributed more to Arlington County through the work done in food production and in preservation than any other phase this year. There were many homemakers this year as well as last who canned for the first time and so needed a great deal of help. They were still alert to the need for food production and conservation. The enthusiasm for victory gardens had really increased over last year. The drought this last summer discouraged a few but the majority continued with their successive plantings and produced an abundance and canned a great deal.

There was a great interest also in conservation in the house furnishings as I have mentioned before.

There have been more groups that have met regularly this year and this lends the feeling of permanency to the program.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration
Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Arlington

REPORT OF

Mary Morris
Harriett R. Gordon
(Name) Home Demonstration Agent.

From Dec., 1 to April 21, 1944

Assistant Home Demonstration Agent.

From April 21, 1944 to Nov., 30, 1944

4-H Club Agent.

From _____ to _____ 194__

Assistant County Agent in charge of Club Work.

From _____ to _____ 194__

Agricultural Agent.

From _____ to _____ 194__

Assistant Agricultural Agent.

From _____ to _____ 194__



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____

Date _____

State Extension Director.

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

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
1. Months of service this year (agents and assistants)			6			XXXXXXXXXX
2. Days devoted to work with adults ¹			114			XXXXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth ²						XXXXXXXXXX
4. Days in office ³			37			XXXXXXXXXX
5. Days in field ³			77			XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁴			118			118
7. Number of different farms or homes visited			72			72
8. Number of calls relating to extension work		(1) Office	51			51
			(2) Telephone	705		
9. Number of news articles or stories published ⁵			60			60
10. Number of bulletins distributed			1,738			1,738
11. Number of radio talks broadcast or prepared for broadcasting		(a) Number	5			5
		(b) Total attendance	4			4
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number				
		(b) Total attendance				
	(2) 4-H Club and older youth	(a) Number	41			41
		(b) Total attendance				
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(a) Number	49			49
		(b) Total attendance	775			775
	(2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				
14. Number of adult result demonstrations conducted						
15. Meetings held at such result demonstrations		(1) Number				
		(2) Total attendance				
16. Tours conducted	(1) Adult work	(a) Number				
		(b) Total attendance				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				
17. Achievement days held	(1) Adult work	(a) Number				
		(b) Total attendance				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				

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

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

³ The sum of questions 2 and 3 should equal the sum of questions 4 and 5.

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

⁵ Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)	
18. Encampments held (report attendance for your county only) ³	(1) Farm women	(a) Number					
		(b) Total members attending					
		(c) Total others attending					
	(2) 4-H Club and older youth	(a) Number					
		(b) Total boys attending					
		(c) Total girls attending					
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	17			17	
		(b) Total attendance	600			600	
	(2) 4-H Club and older youth	(a) Number					
		(b) Total attendance					
	20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	1			1
			(b) Total attendance	30			30
(2) 4-H Club and older youth		(a) Number					
		(b) Total attendance					

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically all time to club work.

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

³ Does not include picnics, rallies, and short courses, which should be reported under question 18.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	15
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	
23. Number of farms involved in preceding question which were reached this year for the first time	
24. Number of nonfarm families making changes in practices as a result of the agricultural program	
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	
26. Number of farm homes involved in preceding question that were reached this year for the first time	
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	664
28. Number of other homes involved in preceding question that were reached this year for the first time	498
29. Number of farm homes with 4-H Club members enrolled	
30. Number of other homes with 4-H Club members enrolled	
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 23, and 29 minus duplications)	
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	1,400

EXTENSION, ORGANIZATION AND PLANNING

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

(a) Over-all or general	(1) Name	(2) No. of members	
(b) Agricultural	(1) Name	(2) No. of members	
(c) Home demonstration	(1) Name Home Demonstration Committee	(2) No. of members	3
(d) 4-H Club	(1) Name	(2) No. of members	
(e) Older youth	(1) Name	(2) No. of members	

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

(a) Agricultural	(b) Home demonstration	(c) 4-H Club	(d) Older youth
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25. Total number of communities in county. (Do not include number of neighborhoods.)

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

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

28. Number of members in such clubs or groups

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

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

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

(a) Adult work	(1) Men	(b) 4-H Club and older youth work	(1) Men	(3) Older club boys
	(2) Women 71		(2) Women	(4) Older club girls

COOPERATIVE AGRICULTURAL PLANNING

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

43. Number of members of such county agricultural planning groups

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

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

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

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

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

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total ¹ or (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents	40½		40½
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers	4		4
48. Number of planning meetings held			
(1) County	4		4
(2) Community			
49. Number of unpaid voluntary leaders or committeemen assisting this year	71		71
50. Days of assistance rendered by voluntary leaders or committeemen			

¹ Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b). 16-5097-4

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Potatoes	Cotton	Tobacco	Fruit and other vegetables	Fruits	Other crops
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
52. Number of communities in which work was conducted this year				X						
53. Number of voluntary local leaders or committeemen assisting this year										
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed										
(2) The use of lime										
(3) The use of fertilizers										
(4) Controlling plant diseases										
(5) Controlling injurious insects										
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply)

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

¹ Do not include rabbits, guinea, and fer animals, which should be reported under wildlife conservation.

CONSERVATION OF NATURAL RESOURCES

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

Soil Management—Continued

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

Forestry—Continued

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

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife	_____
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* Include nature study.

FARM MANAGEMENT

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

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

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

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and other youth	General	Grain and hay	Livestock and wool	Dairy products	Poultry and eggs	Fruits and vegetables	Cotton	Fiber products	Tobacco, sugar, etc., and other commodities	Home goods and other	Percentage of farm income from marketing
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
83. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year											
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives ¹ assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year											
88. Number of members ³ in the cooperatives assisted during the year (questions 86 and 87)											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year											
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ⁴ pertaining to marketing agreements, orders, surplus removal or Land-Grant purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ⁴ participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ⁴ participated in or conducted this year											
97. Number of consumer information programs ⁴ pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ⁴ relating to marketing services and costs of distribution conducted this year											
99. Number of programs ⁴ relating to transportation problems conducted this year											
100. Number of programs ⁴ relating to the specific use of market information conducted this year											
101. Number of other marketing programs ⁴ conducted this year (specify)											

¹ Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or heding purposes.

² Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and older youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents	26			
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
103. Number of communities in which work was conducted this year	18			
104. Number of voluntary local leaders or committeemen assisting this year				

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings	
(b) Remodeling dwellings	
(c) Installing sewage systems	
(d) Installing water systems	
(e) Installing heating systems	
(f) Providing needed storage space	
(g) Rearranging or improving kitchens	
(h) Improving arrangement of rooms (other than kitchens)	
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	410
(j) Selecting housefurnishings or equipment (other than electric)	
(k) Improving housekeeping methods	
(l) Laundry arrangement	
(m) Installing sanitary closets or outhouses	
(n) Screening or using other recommended methods of controlling flies or other insects	
(o) Improving home grounds	
(p) Planting windbreaks or shelterbelts	

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	
107. Number of families assisted this year in—	
(a) Obtaining electricity	
(b) Selection or use of electric lights or home electrical equipment	
(c) Using electricity for income-producing purposes	10

Farm Buildings—Continued

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

Farm Mechanical Equipment—Continued

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

NUTRITION AND HEALTH

Includes all work with adults, 4-H Club members and other youth		Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by:					
(1) Home demonstration agents		11 1/2	2 1/2	20 1/2	
(2) 4-H Club agents					
(3) Agricultural agents					
(4) State extension workers					
113. Number of communities in which work was conducted this year		28			
114. Number of voluntary local leaders or committeemen assisting this year					
115. Number of families assisted this year—		115(g) FOOD PRESERVATION BY ADULTS			
(a) In improving diets	95		Fruits (a)	Vegetables (b)	Meats and fish (c)
(b) With food preparation	360				
(c) In improving food supply by making changes in home food production ¹ :	980	1. Quarts canned	2301	2540	17
(1) Of vegetables	980	2. Gallons brined		18	
(2) Of fruits	15	3. Pounds: Dried ^{2 2}	75	5	
(3) Of meats		4. Cured ^{2 2}			
(4) Of milk		5. Stored	558	520	
(5) Of poultry and eggs		6. Frozen ⁴			
(d) With home butchering, meat cutting or curing		115(h) FOOD PRESERVATION BY 4-H CLUB MEMBERS			
(e) With butter or cheese making			Fruits (a)	Vegetables (b)	Meats and fish (c)
(f) With food preservation problems ¹ :	430	1. Quarts canned			
(1) Canning		2. Gallons brined			
(2) Freezing		3. Pounds: Dried ^{2 2}			
(3) Drying		4. Cured ^{2 2}			
(4) Storing		5. Stored			
(g) In producing and preserving home food supply according to annual food-supply budget	32	6. Frozen ⁴			
(h) In canning according to a budget	40				
(i) With child-feeding problems					
(j) In the prevention of colds and other common diseases					
(k) With positive preventive measures to improve health (immunisation for typhoid, diphtheria, smallpox, etc.)					
(l) With first-aid or home nursing					
(m) In removing fire and accident hazards					
116. Number of schools assisted this year in establishing or maintaining hot school lunches					
117. Number of nutrition or health clinics organized this year through the efforts of extension workers					

¹ Sum of the subitems minus duplications due to families participating in more than one activity.

² Weight of finished product after drying.

³ Weight of product before curing.

⁴ Include contents of locker plants and home freezer units.

Do not include vine-matured peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth	Home management— family economy (a)	Clothing accounts (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	28	6		
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
119. Number of communities in which work was conducted this year	12			
120. Number of voluntary local leaders or committeemen assisting this year				

Home Management—Family Economics—Continued

121. Number of families assisted this year—	
(a) With time-management problems	80
(b) With home accounts	
(c) With financial planning	
(d) In improving use of credit for family living expenses	
(e) In developing home industries as a means of supplementing income	
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	
(a) Food	21
(b) Clothing	5
(c) Housefurnishings and equipment	26
(d) General household supplies	
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—	
(a) Food	740
(b) Clothing	100
(c) Housefurnishings and equipment	501
(d) General household supplies	
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	514
125. Number of families assisted this year with "making versus buying" decisions	490
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	400

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

Clothing and Textiles—Continued

127. Number of families assisted this year with—	
(a) Clothing-construction problems	100
(b) The selection of clothing and textiles	90
(c) Care, renovation, remodeling of clothing	100
(d) Clothing accounts or budgets	

Family Relationships—Child Development—Continued

128. Number of families assisted this year—	
(a) With child-development and guidance problems	23
(b) In improving family relationships	3

129. Number of families providing recommended clothing, furnishings, and play equipment for children this year	50
--	----

130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men	10
(b) Women	

131. Number of children in families represented by such individuals	
---	--

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation	
---	--

133. Number of communities assisted this year in improving community recreational facilities	
--	--

134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	
--	--

135. Number of communities assisted this year in establishing—	
(a) Club or community house	
(b) Permanent camp	
(c) Community rest rooms	

136. Number of communities assisted this year in providing library facilities	
---	--

137. Number of school or other community grounds improved this year according to recommendations	
--	--

¹ The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 18.
² Includes question 122, also families buying through marketing cooperatives, organized or assisted, column (b), p. 9.

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

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

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

4-H CLUB MEMBERSHIP

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

Number of Different 4-H Club Members Enrolled:

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

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

* All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.
 * Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 15, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.
 † Same as footnote 2, except that reference is to completions instead of enrollments.

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth _____
186. Membership in such groups _____ (a) Young men _____ (b) Young women _____

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

188. Number of meetings of older rural youth extension groups _____
189. Total attendance at such meetings _____
190. Number of other older rural youth groups assisted _____
191. Membership in such groups _____ (a) Young men _____ (b) Young women _____
192. Number of older rural youth not in extension or other youth groups assisted _____ (a) Young men _____ (b) Young women _____
193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications) _____ (a) Young men _____ (b) Young women _____

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

MISCELLANEOUS

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

Include all work w. 4-H clubs, 4-H Club members, and other youth	Home demonstration agents (a)	General teacher leaders (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			10
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
196. Number of communities in which work was conducted this year.			
197. Number of voluntary local leaders or committeemen assisting this year.			

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	59		
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)			
(4) Other war work (including collection of salvage material)			

COOPERATION WITH OTHER FEDERAL AGENCIES

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

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

* Include grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

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