

ANNUAL NARRATIVE REPORT AND SUMMARY OF
EXTENSION WORK

IN
CHESTERFIELD COUNTY, VIRGINIA

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And

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TABLE OF CONTENTS

	Page
Introduction	1
Types of Agriculture	3
Agricultural and Rural Organizations	4
County Situation	7
Statistical Summary.	8
Project Activities	9
Agronomy	9
Poultry	11
Dairying.	11
Livestock.	12
Horticulture.	13
Forestry	14
4-H Club Work.	15
Agricultural Planning.	17
Cooperation with other Agencies.	17
Evaluation	18

INTRODUCTION

The content of this report is a narrative summary of the Agricultural Extension program for Chesterfield County for the year 1952. This contains the program with the degree of accomplishments and explanations of various items not recorded in the statistical reports. This report covers the results accomplished by the County Agent, secretary, and the volunteer work by the community committee members, demonstration leaders and 4-H Club members. Therefore, the credit for the work carried on in this county should not go to any individual, but to all that make up the county and state extension division; and the people of Chesterfield County who cooperated in many lines during the year.

Chesterfield County has a population of almost 50,000 with 79% classified as rural living on 1422 farms. The total area of the county is 469 square miles with 34.2% in farms. It is located between the Appomattox and James Rivers. It is also bounded on the north by the city of Richmond and Henrico County; on the northwest by Powhatan County; southwest by Amelia County; south by the cities of Colonial Heights and Petersburg and Prince George and Dinwiddie Counties; and on the east by the city of Hopewell. The elevation of the county varies from tidewater to 400 feet of elevation in the western part.

The first inhabitants of Chesterfield came from the English Colonies in other parts of America or direct from the mother country and for the most part the older white residents are direct descendants of the early settlers. In the past few years there has been a great influx of people from other parts of the country to the extent that now the population is very much mixed as to origin.

Chesterfield, the county seat, is located three miles from the railroad. The county has four railroads entering it and several main electric lines. Three main highways cross the county with many secondary roads connecting the arterial highways. The average distance that a farmer must haul his products on a dirt road is only 0.3 mile. There were only 15, according to the 1950 census, that had to haul over dirt road as much as 5 miles.

Chesterfield County has a desirable and healthful climate and one suited to agriculture. Both summer and winter are mild and extreme heat and cold are seldom experienced.

There are twelve types of soil in the County. The line of contact of the coastal plain and the Piedmont Plateau crosses the southeastern part of the county. Complication resulting from overlapping of geological provinces, together with the variations of river action, have resulted in diversity of graduation and peculiarities of the soil.

In addition to this all but about 10 miles of the boundries of the county consists of rivers.

Chesterfield has many things that make it a desirable place to live, yet on the other hand, with the many types of soil, its physical and geographical location, its markets and large degree of diversi - fication of farms, makes the agricultural problems multiplied many times.

34
72

TYPES OF AGRICULTURE

Chesterfield County, being surrounded by these urban areas, offers very good opportunity for part-time and subsistence farming for the city workers. The 1950 census shows that there were 1422 farms in the county with 835 classified as residential, 259 part-time and 323 commercial.

The James River basin located east of U.S. Highway No. 1 and south of the James River, is the fastest growing industrial section in the State. The short hour week of those employed in industry makes it possible for many of them to spend much time on their own or a neighbor's land. The County has 1422 farms 650 of which have less than nine acres of harvested crops. This is a reduction from the 1537 farms in 1945. As a whole, however, more persons living on these farms have income from industry. The farms are rather attractive and neat in appearance, with about 1300 having electricity and more than 700 with telephones. Only 9 percent of the farm operators are tenants.

The 1422 farms of Chesterfield County contain 101,931 acres of land which is only 34.2 percent of the land of the county. The average size of the farms have increased from 51.5 acres in 1945 to 71.7 acres in 1950.

Much of the land in Chesterfield is covered by timber that in the past has been badly abused. Several of the private owners and larger pulp wood and paper industry companies like David M. Lee, Box and Furniture, The American Hardware and Trunk and Baggage have conducted outstanding educational work and forest fire control demonstrations on their holdings in the county. These and the continued good prices for lumber have brought continued increase in appreciation for the loblolly pine which grows in this section about as fast as in any section of the state.

Agriculture in the county is most diversified due to climatic conditions, varied soil types, geographic location at the breaking point of the Tidewater and Piedmont and having a ready market nearby for a wide variety of agricultural commodities. Another important factor is the heterogeneity of the people. They have come from almost all over the country and have brought with them many social and agricultural ideas.

AGRICULTURAL AND RURAL ORGANIZATIONS

There are the following organizations in Chesterfield County that are active in agricultural and rural life activities.

1. Farmers Clubs
 - a. Beulah Farmers Club
 - b. Elkhart Farmers Club
2. ~~Clubs~~
 - a. ~~Chesterfield~~ ~~County~~ Honor Subordinate
 - b. Paul ~~Samuels~~ Subordinate
 - c. ~~Woodpecker~~ Subordinate
 - d. ~~Chesterfield~~ ~~Subordinate~~
3. Chesterfield ~~County~~ 4-4 All-Stars
4. Chesterfield ~~County~~ Council of 4-H Clubs
5. 4-H Clubs
 - a. Bensley
 - b. Beulah
 - c. ~~Chesterfield~~
 - d. ~~Chesterfield~~ ~~Courthouse~~
 - e. ~~Chesterfield~~ ~~County~~ Dairy Club
 - f. Enon
 - g. ~~Strick~~
 - h. Grange Hall
 - i. ~~Kingsland~~
 - j. ~~Kingsland~~ ~~High~~ ~~Club~~
 - k. ~~Midlothian~~
 - l. ~~Tomahawk~~
6. ~~Chesterfield~~ ~~County~~ Fair Association
7. ~~Chester~~ ~~Horticultural~~ Club
8. ~~Agricultural~~ ~~Religion~~ ~~Committee~~
9. ~~Production~~ ~~and~~ ~~Projecting~~ ~~Committee~~
 - a. ~~Bermuda~~ ~~District~~ ~~Committee~~
 - b. ~~Clover~~ ~~Hill~~ ~~District~~ ~~Committee~~
 - c. ~~Dale~~ ~~District~~ ~~Committee~~
 - d. ~~Manchester~~ ~~District~~ ~~Committee~~
 - e. ~~Matons~~ ~~District~~ ~~Committee~~
 - f. ~~Midlot~~ ~~id~~ ~~District~~ ~~Committee~~
10. James River Soil ~~Conservation~~ District
11. Dairy Herd Improvement ~~Association~~
 - a. ~~Chesterfield~~ ~~High~~
 - b. ~~Chesterfield~~ ~~Highway~~ ~~INFA~~
12. Veterans on Farm ~~League~~
13. Chesterfield County ~~Welfare~~ Club
14. Chesterfield Board of ~~Supervisors~~
15. Rurians
 - a. Bermuda
 - b. ~~Chesterfield~~
 - c. ~~Midlothian~~

- 16. Home ~~Organization~~ Clubs
 - a. ~~Home~~
 - b. Bell ~~Club~~
 - c. ~~Home~~
 - d. ~~Home~~
 - e. ~~Home~~
 - f. ~~Home~~
 - g. ~~Home~~
 - h. ~~Home~~
 - i. ~~Home~~
 - j. ~~Home~~
 - k. ~~Home~~
 - l. ~~Home~~
 - m. ~~Home~~
 - n. ~~Home~~
 - o. ~~Home~~
 - p. ~~Home~~
 - q. ~~Home~~
 - r. ~~Home~~
 - s. ~~Home~~
 - t. ~~Home~~
 - u. ~~Home~~
 - v. ~~Home~~
 - w. ~~Home~~
 - x. ~~Home~~
 - y. ~~Home~~
 - z. ~~Home~~

In addition to the above mentioned organizations there are the following ~~clubs~~ organizations with agricultural committees which have been very active ~~in~~ affecting agriculture and rural life in Chesterfield County.

- 17. Chester ~~Home~~ Club
- 18. Chesterfield ~~Home~~ Club
- 19. Richmond Chapter of Commerce
- 20. Petersburg Chamber of Commerce
- 21. Petersburg ~~Home~~ Club

There are other organizations that serve Chesterfield and many of the farmers are members and some are directors. These include:

- 22. Central Virginia Artificial Breeding Association
- 23. Richmond Artificial Breeder's Association
- 24. Richmond Milk Producers Association
- 25. Richmond Guernsey Cattle Breeders

- 26. Richmond Rabbit Breeders Association
- 27. Virginia Beekeeper's Association
- 28. Virginia Dairymen's Association
- 29. Virginia State Poultry Federation
- 30. Richmond Feeder Calf Association

The Churches, Garden Clubs and Citizens Associations make a large contribution toward improving the well being of the people of Chesterfield County. Also there are many informal discussion groups that meet irregularly that aid in disseminating information and in that group is the Tobacco Farmers that come together as the need arises to discuss their problems.

COUNTY SITUATION

Chesterfield County is both a rural and an industrial county with industrial interests predominating. The types of farms most common to the county are residential or part-time, general, poultry, tobacco, dairy, livestock and cash grain.

According to the 1950 census the total population of the county is 40,400. It has been estimated that it is over 50,000 now. The greater part of the population live in the rural-urban fringe of the cities of Richmond, Petersburg and Hopewell. Many, however, own a few acres out in the agricultural area of the county.

The number of farms have decreased from 2255 in 1945 to 1422 in 1950. Two thirds of the present operators work off the farm. The value of all farm products sold in 1949 (census data) was \$1,917,859 as compared to \$ 1,912,126 in 1944. Of the 1422 farm operators, 1207 of them are white and of all farm operators only 7 percent are tenants.

The cost of living is high and even though wages are good and employment opportunity excellent, many families find it hard to make ends meet. Many of these families have, in desperation, bought a few acres out in the county. They have assumed heavy obligations that prevent many improvements, too, they are limited on time available to devote to it since they must hold down a full-time job either in industry or business in one of the near-by cities.

The County Commissioner of Revenue estimates that 95 percent of the families in Chesterfield either own or are buying a home,

STATISTICAL SUMMARY

Days devoted to work with Adults	136
Days devoted to work with 4-H Clubs and Older Youth	127
Days in office work	87
Days in field work	176
Number of Farm or Home visits made in conducting Extension work	349
Number of different farms and homes visited	276
Number of office calls relating to Extension work	1670
Number of telephone calls relating to Extension work	1856
Number of news articles or stories published	84
Number of bulletins distributed	1920
Number of radio talks broadcast or prepared for broadcasting .	14
Number of days assistance related to Extension Program by volunteer leaders	283
Number of 4-H Club meetings held	168
Attendance at these 4-H Club meetings	2846
Number of Adult meetings relating to Extension work	128
Attendance at these Adult meetings	3279
Total number of meetings relating to Extension work	296
Total Number attending these meetings	6125
Total contacts through meetings, letters, telephone, office, farm and home visits, in doing Extension work this year	11618
Total days worked	263
Total miles traveled in private automobile related to Extension work	15500

PROJECT ACTIVITIES

Agronomy

There has been a need for more quality hay, pasture and silage due to the increase in number and quality of beef and dairy cattle. Because of soil types the county has not had a satisfactory variety of alfalfa. The Williamsburg variety holds promise. It was planned to have several demonstration seedings this year but seed were not available, but expect to be next year. In spite of unfavorable conditions thirty-five acres were seeded this year. Most dairy and livestock farms have only a few acres suitable for alfalfa. Many of the farmers are finding that by mixing about 6 pounds of tall grass like orchard with the alfalfa they are assured a better results because as the alfalfa goes out in spots the orchard grass increases thereby keeping the land in use until time to rotate.

The summer was very dry and hot therefore the corn yields were only about half the normal expected. This drought also cut the pasture as much as fifty percent. Many of the cattle were put on the market early, however, most of the dairymen had enough silage or emergency pasture, like sweet sudan in the summer and small grain in the early fall. Much of the ladino clover was killed because of the drought and resulting overgrazing. The beef cattle men have found that tall fescue and ladino clover works just about as well for them as the orchard grass and ladino. The dairymen still favor the orchard grass and ladino clover for their cattle.

Due to the extreme dry weather during the normal pasture seeding season the acres of pasture seeded this year was much below last year. Last year over 500 acres were seeded and it was expected that there would be over a thousand in 1952. Less than 250 acres were actually planted this year in permanent pasture. It is believed, however, that there were more farmers seeding small grain to grass than in previous years. This being an emergency procedure and will seed the permanent pasture next year if weather conditions are favorable. There were 63 members in the Pasture Improvement Club in Chesterfield County in 1952 and more than 80% of them reported having done improvement practices this year.

The pasture program has had the combined cooperation of the Veterans on Farm Training, Production and Marketing Administration Committees, Petersburg Chamber of Commerce, Soil Conservation Service and the Extension Service. Chesterfield has not developed the pasture program as far as many other counties in the State. It was believed, for many years, that eastern Virginia could not have permanent pastures. That theory has been exploded and now we need only time to get the program on every farm. It has been the most rewarding effort and best received of any undertaken by the Extension Service in Chesterfield County,

There were two fertilizer demonstration plots on pasture in the county this year. One on a 4-H Club project and the other on a dairy farm. Both were sponsored by the "Plant Food Institute".

Chesterfield has always produced a surplus of small grain, chiefly wheat. The fields are seeded to lespedeza and cut for hay or seeded to soybeans for bean harvest. Both Richmond and Petersburg offer ready market for the wheat and the soybeans. There was some disease in the Atlas 66 but where control measures were used the yields were high.

Through the cooperation of the Soil Conservation Service five field trial plots of improved varieties of sericea lespedeza were set up and several plots of multiflora roses for fences and wildlife protection.

Tobacco takes almost a separate group of farmers whose main interest is in the latest information of the Experimental Stations at Chatham Virginia and Oxford, N.C. in regards to varieties, fertilization, topping, suckering, weed, disease and insect control. This has been shown by their attendance to the illustrated discussions conducted by S.B. Fenne, Plant Pathologist and G.R. Mathews Extension Agronomist. Four tobacco meetings and one tour were held with an average attendance of better than 35. There was one Tobacco Rotation Demonstration, one Root knot Fumigation Demonstration and two Sucker Control by Use of Oil Demonstrations. The Rootknot control demonstration was not as successful as expected due to the fact that it was located in a field where Rootknot had not been as great a problem as on other farms. However, the demonstrator was very cooperative and reported benefits even though they were small. Most tobacco farmers still say that they are going to use the mineral oil for sucker control on an experimental basis only. They say that they have not seen enough to be sure. The demonstration will be given again next year.

The Agents have given information on varieties to farmers, seedmen, and professional workers. Both the Extension and the Soil Conservation Service have combined their efforts in advising farmers with individual problems of Agronomy. These problems have been centered around crop rotation, fertilization and liming, soil tests, pests and disease control and crop production and management as well as pasture improvement.

Chesterfield County was declared a drought critical area and an effort was put forth by all agricultural agencies to get relief information and practices to the farm people. The greatest was in the form of getting emergency pastures to cut down on the amount of cured or processed feed needed.

Twelve days of specialist assistance, twenty three days of leader time and forty-eight days of the agent's time was spent on the agronomy program.

Poultry

The poultry enterprise has been on the increase in the county especially for the part-time farmers. Richmond and Petersburg have good marketing facilities. Some have found it profitable to retail the eggs in the urban areas directly to the housewife or to a fellow-worker at the office or plant.

There were 15 4-H Club members enrolled in poultry projects and 15 adults in the Farm Flock Improvement Project this year. One demonstration was given on the use of Infrared brooders. Six poultry house plans were given to farmers asking for them. Many of the farms have poultry houses that only need improvement or reconditioning.

The farm flock demonstrations were visited once by the poultry specialist in the Spring and a Fall scoring was postponed until December due to the specialist not having time to get around.

The poultry exhibits at the Chesterfield County Fair was almost doubled over previous years and the fair manager has purchased about fifty additional pens for 1953.

The fieldmen for the poultry feed companies have been working very close with the poultrymen in testing and culling. The credit for the result goes back many years when that was a major project in Chesterfield County. Too we are located near enough to the diagnostic laboratory in Richmond to get at the bottom of any trouble.

There were three days of Specialist and 15 days of Agent's time devoted to this activity.

Dairying

There are 24 dairymen who are members of either the Central Virginia or Richmond Artificial Breeder's Association. Many of the one-cow owners avail themselves of the artificial breeding. There are ten dairymen that are members of DHIA's. Two organizations operate in the county. The Chesterfield DHIA has six members and the Chesterfield-Hanover has four. Having members in two associations is not the most desirable, but under the present conditions it can not be changed. Six

of these herds are purebred herds the others are mixed. The Guernsey breeders have been most helpful in promoting 4-H dairy projects in the County.

Since the beginning of the year there has been one large dairy to go out of business and another 600 acre dairy farm has been sold for commercial use. One other dairyman is breeding his heifers to a beef bull thereby expecting to change over into a beef enterprise. Milk prices have held up and demand strong but labor has been very difficult to keep because of the excellent employment opportunity in the surrounding metropolitan areas. These urban areas give the dairymen very good markets which are close by. They furnish milk for Richmond, Petersburg Hopewell and Norfolk. This year some milk had to be brought in to supply the demand in Richmond and Petersburg.

The DHIA Analysis meeting and Dairy School was well attended. The dairy section of the County Fair and the Atlantic Rural were well filled by Chesterfield County Guernsey cattle. One farm, Shady Rest, had three cows officially classified Excellent and 11 Very Good. Out of the 42 classified this is near the top in the State if not the top of per cent of cows falling in these classifications.

There were 4 days of Extension Specialist time, 27 days by leaders and 21 days of Agent's time devoted to the dairy project in the County in 1952.

Livestock

The number of registered and commercial herds of beef cattle are increasing. There were seven new ones last year and two this year and more than fifteen culled and brought in better stock into their herds. The number of cattle are not increasing as fast as the quality. The feeders are buying at the Extension sponsored Feeder Calf Sales and thereby benefitting by the federal grading. One feeder bought seventy-five to finish on grass next summer here in Chesterfield County. He bought all from Feeder Sales and bought only in the Fancy and Choice grades. There were only ten calves nominated for the Feeder Sale from the county, and all were graded in the Fancy and Choice by the federal graders. Both the feeders and producers have found that it is better farming to have the best at selling time which means continuous culling of the breeding herd and select only the top for replacements for breeders or feeders.

In cooperation with the adjacent counties a one-day Livestock and Agronomy School was held in Richmond with the Specialist from V.P.I.

Discussing the latest developments in livestock management, disease control, pastures and marketing.

There were eleven 4-H Club baby beef projects this year. All except one were exhibited either at the County Fair, Atlantic Rural Petersburg Fair or the Chamber of Commerce Shows. Four were shown at least twice. The purebred breeders have an opportunity to show at the fairs and several of them do. There are two 4-H'ers that rate pretty well up with the adults as Angus breeders.

One swine castration and one calf castration with elastrator, and three Rovac vaccination demonstrations were given during the year.

The majority of assistance rendered to the swine raisers was related to sanitation and disease control. There were only one known outbreak of hog cholera in the white farmer's herds and that was confined to a single farm. The greatest problem for the swine project is to secure an increase in the use of improved pasture like Ladino clover and a system of rotation for worm control. There are still a few garbage feeders in the county but they are decreasing.

The number of sheep is on an increase in the county and there is especially an increase in small flock owners.

Horticulture

There are several commercial orchards in the county. These are young orchards and almost to full production. Due to the weather conditions in the early spring which hindered successful spraying, there was much damage by twig blight on the apples and pears. Six farmers attended the Fruit Growers school at Burkeville and there was one grape pruning demonstration in the county. The Japanese Beetle and the June Beetle caused considerable damage to the apples and some of the peaches. Grapes are also destroyed by the Japanese Beetle.

Small fruits and berries are grown by many of the residential and part-time farmers. Extension has been able to reach some of them through the Farmer's Clubs and the Horticultural Club of Chester. However, there are many who ask for assistance that are not in these organizations. That help is given through personal contact. This and the 4-H Club program accounts for a great part of the contact made with non-farm families.

There is a limited amount of commercial truck farming in the south

side of the county. The assistance given this year consisted chiefly of varietal, disease and insect control information. There were three home garden meetings held through-out the county. These covered production problems, varieties, disease and insect control.

Ornamental Horticulture and horticultural specialties is one of the chief calls from non-farm families. The Agents were called many times for personal visits or by phone or letter for assistance on selection, and disease and insect control. Twelve meetings with 4-H Clubs were devoted to this project and three adult meetings. This program was planned in cooperation with the Home Demonstration Agents and the "Plant Virginia" program in Chesterfield County. More than 500 different persons attended these meetings and two radio programs were devoted to the project.

Forestry

Most of the land of the county is covered by timber that, in the past, has been badly abused. Recently there have been some outstanding educational work done by the commercial companies owning forest land in the county. These have been in re-forestation and fire control. Some replanting has been done but more clearing of the hardwoods and scarifying the ground for natural reseeding.

Three forestry demonstrations were given in the county this year. These being set up for the farmer or smaller woodlot owner. One was on killing weed-trees with chemicals, one on reseeding and the other on selective cutting. Last year a demonstration was given, on timber use and fence post treatment.

Forestry appeals to many people both young, old, rural and urban in this county than most people realize. Almost half of the 4-H Club members attending camp this past summer took forestry and wildlife when they had such other subjects as recreation, swimming, out-door cookery, and crafts to select from.

4-H CLUB WORK

The 4-H Club program in Chesterfield County has grown in the past year. There are 12 clubs having boys enrolled. Officers are elected by the members and a business session is held at each meeting. The officers of each club make up the membership of the County Council of 4-H Clubs. The Council meets four times each year. The October meeting is devoted to officer training. All of the secretaries, are grouped together and given training in the duties of their office, the same is done for each of the other offices. The January meeting is devoted to election of council officers and planning. The April meeting is devoted to leadership training and the July meeting to recreation. During the past year the Council has had very good attendance. At one meeting the attendance was better than 80% of the membership.

The 4-H Leaders have an organization which meets regularly at the same time as the County Council. This organization is a great aid in helping the leaders to know each other and to air their problems and help each other to solve them.

There were 138 boys and 4 girls enrolled in 208 agricultural projects. One hundred seven boys and four girls completed 122 projects. The lowest completions were in corn, swine and garden projects. The highest completions were in the dairy and baby beef projects.

There is a County Dairy Club that meets once a month and has a program on some phase of dairying. There has been plans completed for organizing a similar organization for the livestock members.

The Dairy Club sponsored a Judging team that won sixth place in the county. The members took part in the County, and State Fair.

Robert Robertson of the Beulah Club was awarded a trip to the National 4-H Club Congress for his work in Crops.

Camp education is very important in the 4-H Club Program for Chesterfield County. This importance has built up over a period of years and has become recognized by the many organizations in the county that have an interest in rural youth. The Grange, Lions, Ruritan, Kiwanis and Home Demonstration Clubs gave financial assistance amounting to almost \$200.00 for scholarships for worthy boys and girls to go to camp. In 1952 there were 23 boys who attended the 4-H Club camp at Jamestown and 1 boy attended the Conservation camp at Camp Farrar. There were three older boys, three girls and a leader who took part in the week-end leader training camp just prior to the regular camp. In addition to organization and planning for the week's operations, they also cleared the site and placed logs for seats for a vespers area. By having a

"vespers knoll" a great deal of spiritual concentration was obtained. Each member was more able to put all of his thoughts in to the worship service.

Camp education was centered around nature. Courses were offered in Forestry; Bird Conservation; Conservation of Wild Flowers, Mosses and Lichens; Swimming; Outdoor Cookery; Camp Craft and Recreation. In addition to the courses the members had an opportunity to take part in the tribal meetings, ceremonies and games.

There are only two 4-H Clubs that do not have organizational leaders but there are several that do not have project leaders. The Club program has benefited very much through the leadership of the leaders in the dairy and livestock projects. The project leaders doing the most outstanding work during the year include; D.R. Howlin, W.H. McGinnis, John Gay, T.B. Bentley, George McKesson. Eleven women leaders assisted with the club organizational work.

Both the Petersburg and Richmond Chambers of Commerce have given very excellent cooperation to the Club program through the calf sales and Baby Beef Shows and Sales. The Petersburg Kiwanis Club has purchased a calf for one of the Chesterfield County 4-H Club boys which will be shown and sold next spring in the Petersburg Chamber of Commerce Show and Sale.

The agent feels, in spite of the low percentage of project and member completions, that the 4-H Club program for 1952 was successful.

One 4-H boy had as his project a beef calf. The boy's mother is a cleaning woman for one of the tourist courts. She is a widow and has several small children. The boy was not able to feed the calf into a prize show animal. It was last in its class in the County Fair and was not of quality to offer in the Sale. The family purchased the calf and had it slaughtered and cured by the local locker plant. The Agent visited this family a few weeks ago and was told that this steer (even though it graded in the low good) made the best meat that the family had ever eaten and was the first time that the family had had that large a supply of meat in the freezer. The family and the club member felt that this project was a success even though they lost a few dollars on the feeding and purchase of the calf.

Four-H Club Work is not new in Chesterfield County. It was here back in 1909 that the late F. Southall Farrar began Club Work in Virginia. He began with 75 boys from Chesterfield and Dinwiddie Counties. Selecting and carrying out project demonstrations.

AGRICULTURAL PLANNING

During the year an Agronomy Committee was set up with four members. This committee was not organized in time to do much of the agricultural planning for 1952 but will be in operation for 1953. As is shown earlier in this report, there are numerous organizations in the county interested in agriculture or with agricultural committees. The agents have worked closely with these committees in helping to set up goals that would make for a better agriculture and to improve living conditions in Chesterfield County. It is hoped that this Agronomy Committee will be the nucleus of a County Board of Agriculture. This Board to be made up of representatives from each agricultural group in the county. The present agricultural planning already follows this plan but more on an informal basis.

COOPERATION WITH OTHER AGENCIES

The County agent serves on the County P.M.A. Committee, the Agricultural Mobilization Committee and advises with many of the other organizations operating in the county in the interest of the rural people. He secures judges for the agricultural section of the County Fair, aids in the publicity and its operation.

The officers of the Soil Conservation Service, the Production and Marketing Administration, the Home Demonstration Agents and the County Agent are all located in the same building (and have been for 8 or 10 years). This makes it possible for closer cooperation for all. There are no Vocational Agriculture Departments nor Veterans on Farm Training Classes in the County at the present time. The Veterans class being discontinued about the middle of the year.

Recommendations to farmers by the Extension, SCS and PMA are coordinated in an effort to make them all in to one farm program for the farmer of Chesterfield County. This is done by frequent conferences and even visiting cooperators together.

EVALUATION

Chesterfield County was one of the early counties, in Virginia to have an agent or "representative of the U.S. Department of Agriculture" as the first one was known. In the early years much time and effort was used in selling the work through service -- personal service in many cases. The poultry culling and hog vaccinating work are two examples of this. The Agent does not criticize for time spent on these activities, but would like to show some results of their work. There was only one known case of cholera on white farms in the county. There were need for only three vaccinating demonstrations. Poultry culling has been on a demonstrational basis only. The fieldmen for the feed companies have taken over the service part of culling. I believe that is progress.

The civic and service clubs in the county are very cooperative with the Agent in the Extension Program. This is not the result of one year's work but many. The Chesterfield County Fair Association has given the fullest cooperation to the Extension work and especially the 4-H Club Work.

At present there is only one Agricultural Agent employed to work with the white people of Chesterfield. This Agent has not been able to meet the requests for assistance. There are now three communities requesting a 4-H Club organization and four have been organized in the past two months. One of these a County Livestock Club and the others are with people of the rural-urban fringes.

More of the work is being done through meetings, radio, news articles and letters. This past year more miles were traveled but a few less farms visited.

Chesterfield County has a large population of non-farm people. They as a rule, do not attend Extension Sponsored meetings and tours. They request information by visits, letter, bulletins and the like. This is comparatively new extension work in the county and the Agent has not been able to cope with it other than through personal contact. However, the Rural and Farmer's Clubs have many members coming from these non-farm and part-time farm homes and the Agent has been able to reach many of them through the Agricultural Committees and the programs of these clubs. The Chester Horticultural Club has been very instrumental in this program too. Time has been well spent with the city people who have recently bought farms in the county. They ask for the latest information and put it into practice without having to "unlearn" some outdated practices. Too they are use to seeking and following the advice and council of a specialist in other fields and it is easy for them in technical agriculture. However they are not always successful.

They sometimes ~~and~~ lack the little detail that are learned only through folk knowledge. ~~For they do not make for the well-rounded community life~~ The quite often do not take part in the neighborhood activities. They seek the metropolitan type of activities- the more commercial types.

The drought caused the crop and pasture yields to be below the average this year. It is believed, however, that progress is being made in these activities because of the increase in the number of persons requesting information and those taking part in the Agronomy and Livestock schools held during the year. The farm people are interested in the results of the Agricultural Experimental Stations. To the best of the Agent's knowledge there are only two persons in the county that do not use hybrid corn for both grain and silage. These two do not plant more than 10 acres all to gether. The need for treating wheat for seed was well demonstrated this year and I believe was well taken. Two large growers had used new Atlas seed in 1951 and the yields were so great that they decided to use their own seed without taking the trouble to treat the seed. This year there was a lower yield due to disease. Both have already treated seed for the 1953 crop.

This narrative includes the work of R.W.Kash, Jr. as County Agent from December 1 to April 8th and the present Agent from May 1 to November 30.

It has been very difficult to properly evaluate the years work. There was almost a month without an agent and considerable time was used in getting orientated in the program and to meet the farm people.

Marshall Jones
Marshall Jones
County Agent

Ann F. Myers
Ann F. Myers
Extension Secretary

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Liberty

REPORT OF

- June P. Cooper
(Name) Home Demonstration Agent. From Dec. 1, 1951 to Nov. 30, 1952
- Elizabeth E. Thomas
Assistant Home Demonstration Agent. From Dec. 1, 1951 to Nov. 30, 1952
- Betty Anphalette
Assistant Home Demonstration Club Agent. From July 1, 1952 to July 31, 1952
- R. W. Rankin
Assistant County Agent in Charge of Club Work. From Dec. 1, 1951 to April 8, 1952
- Marshall Jones
Agricultural Agent. From May 1, 1952 to Nov. 30, 1952
- _____
Assistant Agricultural Agent. From _____, 19____ to _____, 19____



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____

Date _____

State Extension Director

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

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

Provision is made in the report form for each agent to report separately the teaching activities he or she conducts or participates in during the report year. County totals are the sum of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level 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 assistant)	25	-	11.3	XXX XXXX			
2.	Days devoted to work with adults ¹	302.5	-	126	XXXXXXXXXX			
3.	Days devoted to work with 4-H Clubs, and young men and women (older youth) ²	283	-	127	XXXXXXXXXX			
4.	Days in office	264	-	87	XXXXXXXXXX			
5.	Days in field ³	321.5	-	176	XXXXXXXXXX			
6.	Number of farm or home visits made in conducting extension work ⁴	414	-	349	763			
7.	Number of different farms or homes visited	205	-	276	481			
8.	Number of calls relating to extension work	(1) Office	31	1670	1701			
		(2) Telephone	685	1856	2541			
9.	Number of news articles or stories published ⁵	70	-	84	154			
10.	Number of bulletins distributed	3893	-	1920	5813			
11.	Number of radio talks broadcast or prepared for broadcasting	20	-	14	34			
12.	Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number	23	16	39		
		(b) Total attendance	(b) Men	-	212	212		
		(c) Women	343	2	345			
		(2) 4-H Club and young men and women (older youth)	(a) Number	7	15	22		
		(b) Total attendance of leaders	183	-	210	393		
		(1) Adult work	(a) Number	353	-	21	374	
13.	Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12)	(b) Total attendance	3244	-	554	3798		
		(2) 4-H Club and young men and women (older youth)	(a) Number	141	-	51	192	
		(b) Total attendance	1621	-	673	2294		
		14.	Number of adult result demonstrations conducted	15	-	59	74	
		15.	Meetings held at such result demonstrations	(1) Number	8	-	2	10
				(2) Total attendance	54	-	15	69
16.	Tours conducted	(1) Adult work	(a) Number	1	5	6		
		(b) Total attendance	15	-	65	80		
		(2) 4-H Club and young men and women (older youth)	(a) Number	-	-	1	1	
		(b) Total attendance	-	-	10	10		
17.	Achievement days held	(1) Adult work	(a) Number	1	-	1		
		(b) Total attendance	120	-	-	120		
		(2) 4-H Club and young men and women (older youth)	(a) Number	1	-	1	1	
		(b) Total attendance	350	-	350	350		

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.

16-5067-7

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents ¹ (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 young men and women (older youth)	(a) Number	22	—	22	22	
		(b) Total boys attending	—	—	24	24	
		(c) Total girls attending	38	—	—	38	
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	112	—	71	183	
		(b) Total attendance	2066	—	1966	4032	
	(2) 4-H Club and young men and women (older youth)	(a) Number	64	—	59	123	
		(b) Total attendance	1826	—	768	2594	
	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	261	—	13	274
			(b) Total attendance	2267	—	425	2732
(2) 4-H Club and young men and women (older youth)		(a) Number	43	—	40	83	
		(b) Total attendance	589	—	811	1400	

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 Does not include picnics, rallies, and short courses, which should be reported under question 19.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1950 census)	14,222
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	707
23. Number of farms involved in preceding question which were reached this year for the first time	65
24. Number of nonfarm families making changes in practices as a result of the agricultural program	175
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	409
26. Number of farm homes involved in preceding question that were reached this year for the first time	32
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	692
28. Number of other homes involved in preceding question that were reached this year for the first time	222
29. Number of farm homes with 4-H Club members enrolled. (Related to question 178)	106
30. Number of other homes with 4-H Club members enrolled. (Related to question 179)	219
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	1,116
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	867

EXTENSION ORGANIZATION AND PLANNING

33. County organization, association, or committee sponsoring extension work. This may include agricultural councils, home demonstration councils, and 4-H councils, or similar advisory committees. It may also include 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 Board of Superintendents (2) No. of members 6
 (b) Agricultural (1) Name Agriculture Committee (2) No. of members 4
 (c) Home demonstration (1) Name Home Demonstration County Committee (2) No. of members 58
 (d) 4-H Club (1) Name 4-H County Council - 4-H Leaders Organization (2) No. of members 114
 (e) Young men and women (older youth) (1) Name All-Star Organization - Youth Honor Orange (2) No. of members 22
34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
 (a) Agricultural 12 (b) Home demonstration 58 (c) 4-H Club 48 (d) Young men and women (older youth) 7
35. Total number of communities in county. (See definition of a community, item 1, on back cover.) (Do not include number of neighborhoods) 6
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 6
37. Number of clubs or other groups organized to carry on adult home demonstration work 27
38. Number of members in such clubs or groups 562
39. (a) Covered under question 173. (b) Covered under question 185.
40. Combined with question 41.
41. Number of different voluntary local leaders, committeemen, or neighborhood leaders actively engaged in forwarding the extension program.
- (a) Adult work (1) Men 14 (b) 4-H Club and work with young men and women (older youth) (1) Men 2 (2) Women 20 (3) Older club boys 4 (4) Older club girls 8

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service _____
43. Number of members of such county agricultural planning group:
 (a) Unpaid lay members: (1) Men _____ (2) Women _____ (3) Youth _____
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men _____ (2) Women _____
44. Number of communities with agricultural planning committee (over-all planning) _____
45. Number of members of such community planning committees: (a) Men _____ (b) Women _____ (c) Youth _____
46. Was a county committee report prepared and released during the year? (a) Yes _____ (b) No _____

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total ¹ (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents	221.5	—	221.5
(2) 4-H Club agents	—	—	—
(3) Agricultural agents	127	15	27
(4) State extension workers	18	10	28
48. Number of planning meetings held—			
(1) County	2	3	9
(2) Community	43	—	43
49. Number of unpaid voluntary leaders or committeemen assisting this year	100	20	180
50. Days of assistance rendered by voluntary leaders or committeemen	486	—	508

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).

CROP PRODUCTION (other than for family food supply.—See page 11, column (a) and items 115 (c), (1) through (6))

Include all work with adults, 4-H Club members, and young men and women (older youth)	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Pasture (e)	Cotton (f)	Tobacco (g)	Potatoes and other vegetables (h)	Fruits (i)	Other crops (j)
51. Days devoted to line of work by—										
(1) Home demonstration agents	—	—	—	—	—	—	—	—	—	—
(2) 4-H Club agents	—	—	—	—	—	—	—	—	—	—
(3) Agricultural agents	2	2	—	1	26	—	7	3	3	2
(4) State extension workers	—	—	—	—	6	—	3	1	2	—
52. Number of communities in which work was conducted this year	6	6	—	3	6	—	5	6	3	3
53. Number of voluntary local leaders or committeemen assisting this year	2	10	5	—	10	—	5	—	—	—
54. Number of farmers assisted this year is—										
(1) Obtaining improved varieties or strains of seed	75	24	8	30	210	—	59	65	6	12
(2) The use of lime	10	8	4	108	176	—	5	20	—	—
(3) The use of fertilizers	40	31	15	80	210	—	55	78	10	12
(4) Controlling plant diseases	4	25	5	21	20	—	22	35	18	—
(5) Controlling injurious insects	42	8	6	20	31	—	25	32	28	5
(6) Controlling noxious weeds	35	18	12	19	55	—	4	12	6	4
(7) Controlling rodents and other animals	20	9	6	2	8	—	—	10	12	—

LIVESTOCK PRODUCTION (other than for family food supply.—See page 11, column (a) and items 115 (c), (1) through (6))

Include all work with adults, 4-H Club members, and young men and women (older youth)	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horse and mules (e)	Poultry (including turkeys) (f)	Other livestock ¹ (g)
(1) Home demonstration agents	—	—	—	—	—	—	—
(2) 4-H Club agents	—	—	—	—	—	—	—
55. Days devoted to line of work by—							
(3) Agricultural agents	21	19	4	15	1	10	4
(4) State extension workers	4	3	—	1	—	3	—
56. Number of communities in which work was conducted this year	6	6	2	6	1	6	6
57. Number of voluntary local leaders or committeemen assisting this year	19	5	1	2	—	18	—
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	5	2	1	2	—	1	—
59. Number of members in such circles, clubs, or associations	45	28	3	10	—	15	—
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	5	15	2	12	—	10	20
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	8	5	—	4	—	6	—
(2) Obtaining purebred or high-grade females	20	12	1	18	—	45	—
(3) Obtaining better strains of baby chicks (including hatching eggs)	25	20	4	25	—	25	18
(4) Improving methods of feeding	5	6	—	18	—	20	—
(5) Controlling external parasites	2	5	6	128	1	52	2
(6) Controlling diseases and internal parasites	—	—	3	—	—	12	—
(7) Controlling predatory animals	—	—	—	—	—	—	—

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

CONSERVATION OF NATURAL RESOURCES¹

	Soil and water (a)	Forestry (b)	Wildlife (c)
<i>Include all work with adults, 4-11 Club members, and young men and women (older youth)</i>			
62. Days devoted to line of work by—			
(1) Home demonstration agents.....	—	—	—
(2) 4-11 Club agents.....	—	—	—
(3) Agricultural agents.....	10	6	7
(4) State extension workers.....	—	8	—
63. Number of communities in which work was conducted this year.....	6	3	2
64. Number of voluntary local leaders or committeemen assisting this year.....	5	2	—

Soil and Water—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use.....	178
(b) In the use of crop rotations.....	50
(c) With strip cropping.....	—
(d) In constructing terraces.....	—
(e) In grassing waterways or otherwise preventing or controlling gullies.....	10
(f) With contour farming of cropland.....	25
(g) In contouring pasture or range.....	—
(h) In the use of cover or green-manure crops.....	128
(i) In otherwise controlling wind or water erosion.....	12
(j) In summer-fallowing.....	2
(k) In making depth-of-moisture tests.....	5
(l) With drainage.....	6
(m) With irrigation.....	15
(n) With land clearing.....	13
66. Number of farmers—	
(a) In soil-conservation districts which were assisted with education for organization or operations this year.....	120
(b) Assisted in arranging for farm-conservation plans this year.....	28
(c) Assisted in doing work based on definite farm-conservation plans this year.....	42

¹ Include nature study.

Forestry—Continued

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....	15
(b) In making improved thinnings, weedings or pruning of forest trees.....	8
(c) With selection cutting.....	5
(d) With production of naval stores.....	—
(e) With production of maple-sirup products.....	—
(f) In timber estimating and appraisal.....	12
68. Number of farmers cooperating this year in prevention of forest fires.....	812
Wildlife—Continued	
69. Number of farmers assisted this year—	
(a) In construction or management of ponds for fish.....	15
(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock.....	22
(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders.....	12
(d) With other plantings for food and protection in wild-life areas.....	14

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and young men and women (older youth)		Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long time)	Outlook information
		(a)	(b)	(c)	(d)
70. Days devoted to line of work by	(1) Home demonstration agents	—	—	—	—
	(2) 4-H Club agents	—	—	—	—
	(3) Agricultural agents	8	18	—	4
	(4) State extension workers	1	4	—	—
71. Number of communities in which work was conducted this year	6	6	—	6	
72. Number of voluntary local leaders or committeemen assisting this year	10	12	—	—	
73. Number of farm-survey records taken during the year:	(a) Farm business	—	75. Number of farmers assisted this year—Continued.	(e) In getting started in farming, or in re-locating	15
	(b) Enterprise	—	(f) With credit problems (debt adjustment and financial plans)		—
	(c) Other	—	(g) In using "outlook" to make farm adjustments		10
74. Number of farmers assisted this year in keeping—	(a) Farm inventory	—	(h) With a farm-income statement for tax purposes		14
	(b) General farm records	—	(i) With farm-labor problems		16
	(c) Enterprise records	10	(j) In developing supplemental sources of income		25
75. Number of farmers assisted this year—	(a) In developing a farm plan only	10			
	(b) In developing a farm and home plan	5			
	(c) In analyzing the farm business	16			
	(d) In improving landlord-tenant relations and leasing arrangements	4			

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and young men and women (older youth)		Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land zoning, tenure, land development, settlement, public land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
		(a)	(b)	(c)	(d)
76. Days devoted to line of work by	(1) Home demonstration agents	—	—	—	1
	(2) 4-H Club agents	—	—	—	—
	(3) Agricultural agents	—	—	2	3
	(4) State extension workers	—	—	—	5
77. Number of communities in which work was conducted this year	—	—	—	6	6
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	—	—	—	—	4
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	—	—	—	—	2
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	—	—	—	—	2

1 Include all work on farm adjustments conducted in cooperation with FMA 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 young men and women (older youth)	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Custom ²	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents	—	—	—	—	—	—	—	—	—	—	—
(2) 4-H Club agents	—	—	—	—	—	—	—	—	—	—	—
(3) Agricultural agents	2	2	5	—	—	—	—	—	—	—	—
(4) State extension workers	—	—	—	—	—	—	—	—	—	—	—
84. Number of communities in which work was conducted this year	6	6	6	—	—	—	—	—	—	—	—
85. Number of voluntary local leaders or committeemen assisting this year	—	—	—	—	—	—	—	—	—	—	—
86. Number of new cooperatives ² assisted in organizing during the year	—	—	—	—	—	—	—	—	—	—	—
87. Number of established cooperatives ² assisted during the year	—	—	—	—	—	—	—	—	—	—	—
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)	—	—	—	—	—	—	—	—	—	—	—
89. Question discontinued	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
90. Number of farmers or families (not members of cooperatives) assisted during the year	—	—	—	—	—	—	—	—	—	—	—
91. Question discontinued	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ³ pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year											5
94. Number of marketing facilities improvement programs ³ participated in or conducted this year											—
95. Number of marketing surveys assisted with or conducted this year											2
96. Number of special merchandising programs ³ participated in or conducted this year											3
97. Number of consumer information programs ³ pertaining to marketing and distribution participated in or conducted this year											2
98. Number of programs ³ relating to marketing services and costs of distribution conducted this year											1
99. Number of programs ³ relating to transportation problems conducted this year											—
100. Number of programs ³ relating to the specific use of market information conducted this year											2
101. Number of other marketing programs ³ conducted this year (specify)											—

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

² Where a cooperative association serves more than one county, include only the members living 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 young men and women (other youth)	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents	86	7.5	—	—
(2) 4-H Club agents	—	—	—	—
(3) Agricultural agents	9	1	3	2
(4) State extension workers	4.5	—	1	—
103. Number of communities in which work was conducted this year	6	6	6	6
104. Number of voluntary local leaders or committeemen assisting this year	132	1	—	—

The House, Furnishings, and Surroundings—Continued	Rural Electrification—Continued
105. Number of families assisted this year in—	106. Number of ASSOCIATIONS organized or assisted this year to obtain electricity. (Report associations, not individual members)
(a) Constructing dwellings	24
(b) Remodeling dwellings	18
(c) Installing sewage systems	2
(d) Installing water systems	4
(e) Installing heating systems	1
(f) Providing needed storage space	23
(g) Rearranging or improving kitchens	13
(h) Improving arrangement of rooms (other than kitchens)	22
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	349
(j) Selecting housefurnishings or equipment (other than electric)	13
(k) Improving housekeeping methods	42
(l) Laundry arrangement	5
(m) Installing sanitary closets or outhouses	1
(n) Screening or using other recommended methods of controlling flies or other insects	14
(o) Improving home grounds	297
(p) Planting windbreaks or shelterbelts	—
	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
	(d) Obtaining new or improved telephone service
	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

Include all work with adults, 4-H Club members, and young men and women (older youth)	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	—	6	50.5	2.5
(2) 4-H Club agents	—	—	—	—
(3) Agricultural agents	1.9	2	—	1
(4) State extension workers	—	2	2	—
113. Number of communities in which work was conducted this year	6	6	6	6
114. Number of voluntary local leaders or committeemen assisting this year	10	1	90	—
115. Number of families assisted this year—				
(a) In improving diets				4792
(b) With food preparation				833
(c) In improving food supply by making changes in home food production—				
(1) Of vegetables				225
(2) Of fruits				12
(3) Of meats				8
(4) Of milk				4
(5) Of poultry and eggs				10
(6) Total of subitems (1) through (5) minus duplications due to families making changes in production of more than one kind of food.				235
Note.—This total should not be less than the largest subitem.				
(d) With home butchering, meat cutting or curing				—
(e) With butter or cheese making				—
(f) With food-preservation problems in—				
(1) Canning				19
(2) Freezing				45
(3) Drying				7
(4) Storing				—
(5) Total of subitems (1) through (4) minus duplications due to families using more than one method of preserving				52
Note.—This total should not be less than the largest subitem.				
(g) In producing and preserving home food supply according to annual food-supply budget				—
(h) In canning according to a budget				—
(i) With child-feeding problems				—
(j) In the prevention of colds and other common diseases				225
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				—
(l) With first aid or home nursing				40
(m) In removing fire and accident hazards				21
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				—

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and young men and women (older youth)	Home management ¹ — family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
(1) Home demonstration agents.....	1	103.5	1.0	28.5
118. Days devoted to line of work by—				
(2) 4-H Club agents.....	—	—	—	—
(3) Agricultural agents.....	—	—	7	9
(4) State extension workers.....	—	5	3	11
119. Number of communities in which work was conducted this year.....	1	6	6	6
120. Number of voluntary local leaders or committeemen assisting this year.....	—	79	1.0	8.0

Home Management—Family Economics—Continued

121. Number of families assisted this year—	—
(a) With time-management problems.....	—
(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. (Do not report individuals)	—
(a) Food.....	—
(b) Clothing.....	248
(c) Housefurnishings and equipment.....	—
(d) General household supplies.....	—

123. Number of families assisted this year through cooperative associations ² or individually, with the buying of—	—
(a) Food.....	—
(b) Clothing.....	—
(c) Housefurnishings and equipment.....	—
(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).....	—
---	---

125. Number of families assisted this year with "making versus buying" decisions.....	—
---	---

126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.....	—
---	---

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

Clothing and Textiles—Continued

127. Number of families assisted this year with—	—
(a) Clothing-construction problems.....	157
(b) The selection of clothing and textiles.....	354
(c) Care, renovation, remodeling of clothing.....	192
(d) Clothing accounts or budgets.....	—

Family Relationships—Child Development—Continued

128. Number of families assisted this year—	—
(a) With child-development and guidance problems.....	98
(b) In improving family relationships.....	237

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

130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men.....	—
(b) Women.....	120

131. Number of children in families represented by such individuals.....	98
--	----

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation.....	300
--	-----

133. Number of communities assisted this year in improving community recreational facilities.....	6
---	---

134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs.....	44
---	----

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.....	13
---	----

¹ The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 10.

² Includes question 12, also families buying through marketing cooperatives, organized or assisted, column (j), 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	15	-	-	-	Acres
139. Other cereals	-	-	-	-	Acres
140. Peanuts	-	-	-	-	Acres
141. Soybeans, field peas, alfalfa, and other legumes	-	-	-	-	Acres
142. Soil and water conservation	-	-	-	-	Acres
143. Potatoes, Irish and sweet	1	-	1	-	Acres
144. Cotton	-	-	-	-	Acres
145. Tobacco	-	-	-	-	Acres
146. Fruits	-	-	-	-	Acres
147. Home gardens	2938	1	21	1	1.2 Acres
148. Market gardens, truck and canning crops	-	-	-	-	Acres
149. Other crops (including pasture improvement)	7	-	7	-	9 Acres
150. Poultry (including turkeys)	15	-	10	-	5.83 Birds
151. Dairy cattle	2423	1	20	1	24 Animals
152. Beef cattle	2017	23	14	23	23 Animals
153. Sheep	2	-	-	-	Animals
154. Swine	27	-	10	-	59 Animals
155. Horses and mules	-	-	-	-	Animals
155a. Rabbits	13	-	7	-	42 Animals
156. Other livestock	-	-	-	-	Animals
157. Bees	-	-	-	-	Colonies
158. Beautification of home grounds	1.2	100	912	36	XXXXXXXXXXXXXX
159. Forestry	-	-	-	-	Acres
160. Wildlife and nature study (game and fur animals)	-	-	-	-	XXXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity, tractor	1	4	1	4	3 Articles made 102 Articles repaired
162. Farm management	-	-	-	-	XXXXXXXXXXXXXX
163. Food selection, preparation, and/or baking	8	65	8	61	402 Meals planned 400 Meals served
164. Food preservation. (Include frozen foods)	-	2	-	2	101 Quarts canned
165. Health, home nursing, and first aid	-	-	-	-	xx 101 Quarts frozen ¹
165a. Child care	-	-	-	-	xx 198 Pounds frozen ¹
166. Clothing	-	173	-	173	173 Garments made Garments remodeled
167. Home management (housekeeping)	-	2	-	2	4 Units
168. Home furnishings and room improvement	-	14	-	11	14 Rooms 39 Articles
169. Home industry, arts and crafts	-	-	-	-	Articles
170. Junior leadership	-	-	-	-	XXXXXXXXXXXXXX
171. All others	24	4	14	4	XXXXXXXXXXXXXX
172. Total (project enrollment and completion)	276211	364365	122125	292294	XXXXXXXXXXXXXX

¹ Enter frozen foods as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.

152 4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs (do not count the same club more than once).....	17	
174. Number of different 4-H Club members enrolled.....	(a) Boys <u>128</u>	(b) Girls <u>235</u>
175. Number of different 4-H Club members completing.....	(a) Boys <u>107</u>	(b) Girls <u>214</u>
176. Number of different 4-H Club members in school.....	(a) Boys <u>134</u>	(b) Girls <u>233</u>
177. Number of different 4-H Club members out of school.....	(a) Boys <u>—</u>	(b) Girls <u>2</u>
178. Number of different 4-H Club members from farm homes.....	(a) Boys <u>59</u>	(b) Girls <u>52</u>
179. Number of different 4-H Club members from nonfarm homes.....	(a) Boys <u>79</u>	(b) Girls <u>183</u>

Number of Different 4-H Club Members Enrolled:

180. By years	Boys		Girls		181. By ages	Boys		Girls	
	(a)	(b)	(c)	(d)		(e)	(f)	(g)	(h)
1st year	60	130	10 and under	21	74				
2d	39	56	11	18	49				
3d	18	29	12	24	39				
4th	15	10	13	17	42				
5th	5	4	14	24	16				
6th	1	3	15	16	9				
7th	—	1	16	6	2				
8th	—	1	17	2	1				
9th	—	1	18	—	2				
10th and over	—	—	19	—	1				
			20 and over	—	—				

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—			
(a) Judging.....	9	(f) Fire and accident prevention.....	138
(b) Giving demonstrations.....	70	(g) Wildlife conservation.....	25
(c) Recreational leadership.....	335	(h) Keeping personal accounts.....	43
(d) Music appreciation.....	76	(i) Use of economic information.....	10
(e) Health.....	26	(j) Soil and water conservation.....	25
		(k) Forestry.....	18
183. Number of 4-H Club members having health examination because of participation in the extension program.....	1		
184. Number of 4-H CLUBS engaging in community activities such as improving school grounds and conducting local fairs.....	17		

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH)
(Do not include work with 4-H Clubs)

The purpose of this section of the report is to bring together in one place all work done with young men and women (older rural youth), as defined in item 22 on back cover. It is recognized that some of the assistance given these young men and women may already have been reported under the respective subject-matter sections of the report.

A. Extension organized groups of young men and women:

185. Number of such groups worked with during the year.....	1	
186. Membership in such groups	(a) Number of different young men.....	3
	(b) Number of different young women.....	4
187. Distribution of these members by school and marital status and age groupings.		
	The sum of (1) $a+b+c$ = the sum of $d+e+f$ = 186 (a). Also the sum of (2) $a+b+c$ = the sum of $d+e+f$ = 186 (b).	

	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men.....	2	—	1	2	—	1
(2) Young women.....	2	1	1	3	—	1

188. Number of meetings these extension organized groups held.....	3
189. Total attendance at such meetings.....	33

B. Other groups of young men and women not organized by extension:

190. Number of such groups assisted during the year.....	2	
191. Number in such groups	(a) Different young men.....	20
	(b) Different young women.....	6

C. Individual young men and women not members of groups "A" or "B":

192. Number of different individuals assisted	(a) Young men.....	18
	(b) Young women.....	—

D. Total number of young people worked with or assisted:

193. Number of different young people worked with or assisted. (Total of questions 186, 191, and 192 minus duplications due to membership in both groups "A" and "B")	(a) Young men.....	41
	(b) Young women.....	10

194. Question discontinued.

¹ 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.
² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the non-writing year's program.
³ Same as footnote 2, except that reference is to completions instead of enrollments.

MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and young men and women (older youth)	Days (a)	General-toeder Insects ¹ (b)	All other work (c)
195. Days devoted to line of work by--			
(1) Home demonstration agents			65.5
(2) 4-H Club agents			
(3) Agricultural agents		2	5
(4) State extension workers		6	6
196. Number of communities in which work was conducted this year.			95
197. Number of voluntary local leaders or committeemen assisting this year.			

198. Question discontinued.

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.

	Assistance to Veterans (a)	U. S. D. A. Outreach (b)	Farm Credit Administration (c)	Employment Service (d)	Production and Marketing Administration (e)	Soil Conserva- tion Service (f)	Farmers Home Administration (g)	Rural Electri- fication Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau's (j)	Other Agencies (k)
199. Days devoted to line of work by--											
(1) Home demonstration agents											3
(2) 4-H Club agents											
(3) Agricultural agents	4	5	1		16	22	2			8	3
(4) State extension workers											
200. Number of communities in which work was conducted this year.	6	6	3		6	6	6			6	6
201. Number of voluntary local leaders or committeemen assisting this year.	1		1		21	1	1			1	1
202. Number of meetings participated in this year by extension workers	4	5	1		6	8	1				

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

15

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 byes within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
 - A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
 - A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
- The *adoption of a farm or home practice* resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters written* should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. Extension work with *young men and women* shall apply in general to those who are primarily rural and approximately 18 to 30 years of age. (Recommendation of Older Youth and Young Adult Planning Conference, Jackson's Mill, W. Va., February 21-25, 1949.)