

VIRGINIA

PRINCE EDWARD COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1942

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AM-6

REPORT FILES
EXTENSION WORK

ANNUAL
NARRATIVE REPORT AND SUMMARY
OF EXTENSION WORK
CONDUCTED
IN
PRINCE EDWARD COUNTY
1942
FARMVILLE, VIRGINIA

E. F. Striplin, County Agent

Alfred Price, Club Agent

Margaret O. Stuart, Stenographer

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INTRODUCTION

Prince Edward County, located about the center of Virginia is about average in size, population and otherwise. Approximately one half of the county population is composed of Negroes, a good portion of which are land owners. Farm tenancy composes about thirty per cent of the farm operators of the county.

The type of agriculture is generally classified as specialty crop farming for a large majority. The next large group is classified as general farming. The third largest group is composed of farms on which the owners simply try to make only a living without the help of a cash crop and are known as subsistence farms.

The crop specialty farms are almost entirely farms on which tobacco is the main cash crop. There are two kinds of tobacco grown in the county, namely, flue cured and dark fire cured, made up of about one-third of the former and two-thirds of the latter. A very small amount of burley tobacco is also grown.

There are about seventeen hundred and fifty farms in the county, about twelve hundred of which grow tobacco. The soil type varies greatly, therefore, having tendency to encourage several types of farming. Dairy and beef cattle are both increasing. The county has a goodly number of very progressive dairy farms. Recent pasture improvements are encouraging both types of farming.

II

Plan of the Principal Agricultural Activities to be Carried on in Prince Edward County During the Year 1942 in Cooperation with the County Agent and the Prince Edward County Board of Agriculture.

The Proposed program of the Prince Edward County Board of Agriculture and the County Agent for the year 1942 is adapted to the immediate needs of the people of the county. The program is a support to War efforts of the country and its major activities are as follows:

I. Agricultural Conservation Program

- A. The program of the County Agricultural Conservation Association is fully approved. Meeting of soil building goals will be particularly sought. The use of lime and phosphate as grant of aid material is expected to exceed the use in any previous years. The Board will promote the educational work of the County Association by personal contact, newspaper articles, circular letters and such other contacts as are possible.

II. War Board Program

- A. Reorganization of the County Board of Agriculture is especially adapted to assist the County USDA War Board in its program. The County Board of Agriculture has between ninety-five and a hundred neighborhood leaders in the county in addition to chairmen and co-chairmen in each community. Through these neighborhood representatives the Board and the County Agent will contact and assist the County War Board in promoting its program of the Victory Garden, Scrap Iron and other scrap collection campaigns, Farm Machinery Repair Program, Production of oil bearing crops, and the campaign for the purchase of saving stamps and defense

bonds. All of these and others which will be necessary for the Board to handle from time to time will be presented in each neighborhood in the county by the neighborhood leaders supplemented by circular letters and newspaper articles. Literature will be distributed, meetings will be held and surveys made in promoting all of these activities.

III. The Group Medical Care Program

- A. The County Board of Agriculture has had presented to it recently a program for complete medical care of farm people in Prince Edward County. It is understood that this county is one of twelve counties in the United States being offered such a program. The program is dependent upon a specified payment by each family which will be supplemented by the Department of Agriculture in an amount sufficient to take care of the needs of the family for a period of twelve months. The County Board has agreed to accept this program and attempt to reach a satisfactory working agreement with the doctors, hospital, dentists, and druggists in the county, and upon the arrival at an agreement, present the program to the farmers of the county. The Board proposes to carry the program to the farmers of the county through the neighborhood leaders and the professional workers in the county. The program is of such importance and if adopted, must be accepted within a limited time.

IV. Professional Workers

- A. The County Agent as chairman of the group of professional workers in the county, plans to continue to hold at least monthly meetings of this group, the group in Prince Edward County being composed of representatives from the Soil Conservation Service, Production Credit Association, Emergency Loan, Farm Security Administration,

Rural Electrification Administration, County Public Health Department, Local Administrator of public welfare, Superintendent of public schools, Colored County Agent, County and Home Demonstration Agent. Programs of these agencies with farm people can thus be orderly brought to the attention of the County Board of Agriculture and those programs which are most timely may have priority.

V. 4-H Club Work

- A. The plans for 4-H Club work call for the continuation of five Senior Clubs and three Junior Clubs in the county. Special attention will be directed to pig club projects and poultry projects. Plans are made for the continuation of the 4-H Club Camp to be held in June or July.

VI. Miscellaneous Activities of the Agent and the Board

- A. The Agent plans with the Board to continue educational information and advice on agronomy, engineering, poultry and livestock, diseases and insects, pasture and fertilization, etc., which are normally carried on and normally furnished to the farmers of the county.
- B. The TVA Program with its twelve old demonstrators and seven new demonstrators which have been added this year, will be continued and supervised by the Agent.
- C. The Agent as secretary to the Board of Supervisors of the Piedmont Soil Conservation District will continue to bring to the County Board of Agriculture from time to time information regarding the activities of the Piedmont Soil Conservation District as they affect Prince Edward County.
- D. Such special crops as cucumbers and belladonna will receive special attention in cooperation with the Agent and the Board. Information

regarding planting, fertilization, and the control of insects and diseases will be furnished by letter, personal contact and newspaper articles. Special effort will be made to assist the producers of belladonna to produce a limited crop in such a way as to have the biggest yields possible since this is a very important crop and its production is very limited.

- E. Due to the great emergency which now exists, the Agent and the Board feel that there is a definite need for very close cooperation between farming interests which will be improved by the Board, and civic organizations of the Town of Farmville and the County of Prince Edward. Therefore, the Board and the Agent plan to work closely with other civic and social organizations of the county. The Board will expect to do this by having representatives from the Board attend meetings and participate in programs of other organizations and also by placing leaders of these organizations on the mailing lists to receive letters and literature which will keep it before the personal efforts being made by the agricultural interests.

III

1942 4-H CLUB REPORT

I. Organization

There are nine organized clubs in the county with a total membership of eighty-one boys, carrying ninety-five project demonstrations. Each club is organized with a president, vice-president, secretary, treasurer and reporter. The officers of each club, with the leader, form the county 4-H Council, which usually meets twice a year. At that time the 4-H Club Plan of Work for the year is planned by the Council under the supervision of the Extension Staff and local leaders.

II. Project Work

Of the ninety-five project demonstrations, sixty-three were completed, which gives a total of sixty-three and three tenths per cent completions for the year.

Crop Projects

Thirty-six boys were enrolled in crop projects. These projects consisted of corn, dark tobacco and garden. Twenty-four completions show a net profit of one thousand one hundred and thirty-one dollars and ninety-four cents.

Much stress was laid on the use of the proper fertilizers. Many of the boys used certified seed corn again this year. Members were urged to seed as much crimson clover as possible last fall to retain nitrogen in the soil to help offset the shortage of nitrogen that can be expected next year in fertilizers.

Livestock Projects

Fifty-nine boys enrolled in livestock projects

consisting of baby beef, dairy calf, dairy heifer, cow and calf, breeding pig, sow and litter, fat pig, poultry, and quail. Thirty-nine boys completed the livestock projects with a total profit of seven hundred forty-four dollars and seventy-two cents and eighty-two dollars and fifty cents in prizes.

The most outstanding livestock project was the Cow-Hog-Hen Contest sponsored by Sears, Roebuch & Company. This project was started in the county this year for the first time. Four 4-H Club boys were given a registered pure bred Berkshire gilt and one boy a registered boar. In return the boys who received a gilt will give to a 4-H Club member next year one pig from their first litter and so on each year. The club member in the county whose pig is judged the best will receive as first prize a pure bred calf, second prize one hundred 4A grade chickens, third prize fifty 4A grade chickens.

Better feeding, housing, and pastures were particularly stressed this year in all livestock projects. Many boys raising pure bred pigs this year built new pig houses which was a great improvement over the houses that were being used on their farms. Boys who were unable to buy fencing this year on account of the shortage of it due to the war, built adequate lots for their pigs with plank slabs.

III. Camps

The District Junior, Senior and State 4-H Conservation Camps were held at Holliday Lake. Two boys attended the camp this year.

IV. Achievements

Thomas Driscoll of the Worsham Club was county winner in the Meat Animal Contest.

Calvin Cooke and Bobby Redd of the Green Bay Clubs, Walter Southall, Jr. of the Prospect Club, and Billy Baldwin of the Rice Club won gold pins as county

winners in the Victory Garden Contest.

The Club members who received pigs in the Sears, Roebuck & Company Cow-Hog-Hen Contest were: Bobby Elam and John Porter Glenn of the Prospect Club, Walter Cunningham of the Darlington Heights Club, Thomas Driscoll and Bill Atkinson of the Worsham Club. Winners were as follows: Bobby Elam won first place, Thomas Driscoll, second, and Walter Cunningham, third.

No county wide Rally Day or Achievement Day Program was held this year due to the tire and gasoline shortage.

V. Other Activities

Among other activities the 4-H Club members participated in were: The Salvage Program, buying war bonds and stamps. It was estimated that club members in this county individually and in cooperation with the schools collected around 22,938 pounds of scrap metal, 6,318 pounds of rubber, and 2,250 pounds of paper. They also bought \$575 in War Bonds \$98.80 in War Stamps. Many are helping to care for and repair farm machinery. The clubs also voted one hundred per cent to cooperate with local defense agencies and other defense activities.

All fairs and farm shows were discontinued due to the war, so club members are being encouraged to supplement these activities with the war emergencies now at hand, that is, to do all that they can to relieve the labor shortage at home and to help produce the necessary crops that our government is asking us to produce in the war effort. In schools where there are only a few boys enrolled in 4-H clubs, older members are putting on a campaign to get more boys to join the club.

The assistant agent in charge of 4-H club work devoted sixty-three days to club work in the county during 1942 and traveled a total 3,840 miles attending 4-h Club meetings, visiting 4-H club members and projects.

IV

PROJECT ACTIVITIES

1. County Board of Agriculture

The Prince Edward County Board of Agriculture as reorganized in January is composed of six men members who are farmers and six women members. These twelve give a membership of a man and a woman from each community in the county. This man and woman representative are the chairman and co-chairman of their respective community committee. The community committees are made up of a man and a woman chairman and co-chairman for each neighborhood in the community. The present set up calls for a white community committee and a Negro community committee. The Negro county chairman and co-chairman are members of the board of Agriculture, and also members of the Board of Agriculture are the County AAA chairman and the president of the Federation of Home Demonstration Clubs. Communities have been established according to magisterial district lines in this county and neighborhood groups are listed around stores, and churches and schools.

The Board of Agriculture has an executive committee composed of three men and three women who are used as a particular advisory group for Extension work. The county agent is secretary to the Board of Agriculture. The Board has met 6 times last year and has handled and sponsored such programs as the Health and Hospital Program, the Victory Garden Program, Salvage, Anti-Inflation, Bond Fledge, Winter Cover Crop Program, Farm Vegetable Storage, and Share the Meat Program. These have all been strongly supported by the Board. The burden of correspondence, arrangements, for meetings, etc. has been the duty and responsibility of the county agent and secretary. Hundreds of letters and several thousand circular letters and leaflets have been prepared and mailed out in support of these various programs. As stated above,

the Health and Hospital Program did not develop. The Victory Garden Program was probably the most successful of any of the programs. The Salvage Program has been considered fairly successful and still continues to a certain degree. The Anti-Inflation Program was considered to be 80% effective. The Bond Pledge Campaign was considered to be 75% effective to those responsible. Considerable progress was made with the Farm Vegetable storage program. The Share the Meat Program was not considered to have been very successful. The Share the Meat Program was more or less thrust upon the county Board without proper preparation and proper planning, and those responsible for the program considered that it was ill-timed and inappropriate when presented. The County Board of Agriculture is considered by the professional workers and others interested in agricultural life of the county to be the most satisfactory method yet developed for having all groups in the county represented and for presenting to the people of the county programs which it is their duty and responsibility to participate in. Members of the Board and professional workers feel that as a whole the operation of the Board has been very successful.

2. Agricultural Conservation Program

The Agricultural Conservation Program for 1942 should be termed a fairly successful program. Of the 1700 total number of farms eligible, there were 1350 listed as participating. The 350 remaining farms which might have been listed as eligible were very small farms. In most cases farms of only fifteen or twenty acres with anywhere from an acre to ten acres of cropland. These farms, therefore, will be a very small percentage of the cropland in the county which was non-participating.

Special allotment crops for the county are wheat, dark fired tobacco, flue cured tobacco and burley tobacco. Only 88 wheat farmers with 1212 acres were affected by wheat allotments in the county. The

fire cured tobacco allotment for the county was 1513 acres. This is approximately the acreage of tobacco raised in the county this year. There was a 958 acre allotment of flue cured tobacco and this is almost the exact acreage produced. The burley tobacco allotment was only 19 acres. Production of this type exceeded by a very small percentage the county allotment.

The County soil building allowance set aside under the program was \$37,866. Of this amount something like \$20,000 was earned. The bigger portion of this was earned by the application of ground limestone and superphosphate. The program furnished to the 1350 participating farms 6,700 tons of ground limestone and a little over 330 tons of 20% superphosphate.

Along with this program went a special soybean program which was initiated early in the summer. There were approximately 400 acres of soybeans planted for harvest or seed. Of this 400 acres sown for harvest not more than 300 acres were harvested. Harvesting of this crop was seriously impeded and curtailed by bad weather. Though yields were good on harvested acreage, farmers made very little, if any, money on this part of the program.

The administrative cost of the county to the farmers for the operation of the Agricultural Conservation Program was 6.5%. The program was administered by fifty-five community committeemen and alternates, three county committeemen and two alternates, and an office force of about three regular employees with the county agent acting as secretary to the county committee. The Agricultural Conservation Program, generally speaking, has worked in very nicely with the Extension Program.

3. War Board

The Agricultural War Board of Prince Edward County has been composed during the past year of W. H. Price of Rice, chairman of the Agricultural Conservation

Agent

Committee, E. F. Striplin, County and secretary representing Extension work; H. E. Boswell, Jr. representing Production Credit, W. E. Garrison representing Farm Security, H. E. Lacy representing Soil Conservation, and T. D. Dillon of Pamplin, Virginia, Route 2, representing REA.

The War Board in its various programs has attempted to cooperate with all the other agencies as far as possible. During the past year the War Board in its various programs has attempted to cooperate with all other agencies as far as possible. During the past year the War Board has had a program on for repair and conservation of farm machinery. The soybean program was promoted by the Board along with a salvage program. The salvage program resulted in the collection of over 200,000 pounds of scrap iron, considerable amount of paper, fats, tin and other materials.

In addition to the salvage program, the War Board has handled 65 applications for permits to purchase materials and has assisted a hundred or more persons with information regarding the proper place and method for securing various materials, equipment, and supplies.

A farm labor survey was made during the early part of the year, a harvesting and marketing program was instituted in connection with the soybean program. Welding rods and flue sheets surveys and reports have been made. Various inventories of farm machinery, equipment and supplies have been taken and reported to the State War Board. A Farm Machinery Rationing Committee was established in the early fall and also a Farm Transportation Committee.

The Farm Transportation Committee has secured the cooperation of the local Production Credit Association in handling applications for supplemental certificates of war necessity for trucks. The office of the county agent and the Agricultural

Conservation Association have handled the detailed and clerical work in regard to all of these surveys and programs and this assistance from the Production Credit Association is the only assistance which has been received from outside sources in connection with any of the programs. To promote and carry on these programs in the county has required a tremendous amount of correspondence, a great number of meetings and a great deal of help and assistance from local leaders, so much that the success of many of these programs has been due largely to the cooperation and help which local farm leaders have given to the office force in promoting them.

4. Soil Conservation

Considerable progress is still being made with the Soil Conservation program of the Piedmont Soil Conservation District, of which Prince Edward County is a part. The county agent is a member of the Board of Supervisors of the Piedmont Soil Conservation District, and during the past year has served as secretary. At the present time there are 399 cooperators in the county who have established five-year programs and according to the most recent records it is found that 25% of more of the recommended practices of these farms for the five-year period have been completed to date. At the present rate of participation, the five-year program on these farms will have been reached, the application of lime and phosphate and the seeding of pastures is up to and beyond schedule on most farms.

Practices such as, the planting of kudzu and strip cropping and the establishment of meadow strips are probably slower than any of the other practices being established. Not a great deal of progress has been made in securing cooperators, the number of applicants being rather slow and regular, but the quality of cooperators is good and their intention of participation appears to be most satisfactory. What is true of the district as a whole is generally speaking, true of the situation in this county.

The Board of Supervisors find that at the present

time due to the war and general shortage of labor, machinery, fertilizer, etc. that if cooperating farmers can be encouraged to maintain some of the more important established practices and to put in to operation a few other very important practices and that the program will be maintained and considerable progress have been made. The farmers of the county are showing considerably more interest in forestry assistance which has recently become available through the cooperation of the Virginia State Forest Service and Soil Conservation District, and it is hoped that real progress will be made along this line during the coming year.

5. Group Medical Care Program

During last February a farmers' medical care program was presented to the County Board of Agriculture by representatives from the State Planning board and the FSA. This was an experimental program to be presented to the farmers of Prince Edward County as a whole in which it was asked that they participate in a medical care and hospital program by paying in a certain percentage of their farm income. The program was to furnish specified doctor and medical care with a certain amount of hospitalization.

After considering the program for some time, the Board of Agriculture finally accepted the program for medical care and presented it to the farmers of the county through the members of the board, neighborhood leaders and professional workers. At the same time, a committee from the board was appointed to work out with the local medical group satisfactory agreement as to services, charges, etc. After many meetings, a large number of personal visits and a house to house canvass in many neighborhoods, the whole program was turned down because of the inability to secure the agreement of local doctors

to participate with such a program. However, a considerable number of farm people indicated their willingness to join such a group and quite a few submitted payment of the initial charges for membership, but late in May the whole program was dropped for reasons stated above. There was probably more time and more effort put on this particular program than any other one program during the whole year. The county agent handled most of the correspondence, acted as secretary to the various committees. A working agreement with doctors, dentists and surgeons and all agencies furnishing services should be brought into an agreement before such a program is presented again to the people of the county.

6. Professional Workers

The professional workers of the county include paid members of the Extension Service, the various credit agencies, Soil Conservation, Health Department, Welfare Department, School Superintendent, Negro Extension Agent, representatives of Agricultural Conservation, and the REA.

Professional workers' group have met approximately once a month, usually at the direction of the county agent who has been serving as chairman of the group. The various programs have been discussed at these meetings and plans worked out for presenting to the best advantage the various campaigns and activities sponsored by the County Board of Agriculture.

Correspondence and responsibility for meetings has been the duty of the county agent. Professional workers' group has been recognized as a part of the County Board of Agriculture without any vote of power, being recognized solely for their advice and assistance with the various programs.

7. Tennessee Valley Authority

The program of soil conservation and farm account demonstrations carried on in cooperation with the Tennessee Valley Authority has proceeded about according to plans. The program now has 18 cooperators. These operators have all received and applied their phosphate which was furnished under the program according to instructions and have all kept record books which have been turned in and completed and summarized. The records from these demonstrators indicate a very satisfactory results from demonstrations which are so far in operation. All of these operators were visited during the summer to make field checks with the exception of three or four. The demonstrators are all apparently satisfied with the progress they are making and with their records both on the books and in the fields which indicate that by another year these demonstrations should be of tremendous value to the farmers of the community in which they are located. The fertilizer allowed under the 1943 program year has been received and is being applied as time and weather will permit.

8. Miscellaneous

Before closing this report it would not be complete without mentioning a number of other organizations and agencies which have assisted by the agent and Extension Organization in their programs and also to give them credit with the programs sponsored and directed by the Board of Agriculture. These organizations include the Production Credit Association, the local Farm Security organization, the Emergency Loan office State Forest Service, Wool Growers' Pool, and the program of the State Nutrition Committee.

In addition to and advising with and receiving advice from these organizations, the local Extension organization has cooperated with the Office of Civilian Defense in all of its programs. The agent has taken all of the instructions necessary

to qualify as assistant air raid warden, has taken training in first aid sufficient to qualify with the Red Cross, and has advised with the County Coordinator of Civilian Defense regarding programs and activities which affect rural people.

The program of the Defense Transportation Office has been assisted as indicated in the report of the County War Board previously. Other war agencies such as, OPA, WPB, Selective Service organization have also received the cooperation of the agent and the Board of Agriculture.

The chairman of the War Bond Committee has asked for and received considerable assistance from the agent and the community leaders. Meetings have been held in a number of communities and local leaders have been asked to assist in the sale of bonds and stamps. Considerable of this correspondence and assistance has been the responsibility of the agent and his office assistant.

Other organizations, such as the Lions' Club, Rotary, Jr. Chamber of Commerce, Parent Teachers Association, various classes of school and college students have been met with and had discussed with them many of the programs and activities being carried on by the County Board of Agriculture and the War Board.

In summarizing this report will say that no attempt has been made to go into details but rather to limit the report to a few essential statements which would indicate the amount of work and participation in the various activities.

During the year the agent has spent 1100 days in the office, 200 days in field work, has traveled 6,268 miles, made 459 farm visits and received over 12,00 office and telephone calls and has furnished to the newspaper 53 articles with more than 2,000 individual letters. There have been 384 meetings with the attendance of more than 1700 present.

In concluding, it may be frankly stated that the report has not been made up in detail, especially as regards the activity of the Agricultural Adjustment Program, Soil Conservation, TVA, County Board of Agriculture, War Board, Professional Workers Council, and many other organizations mentioned. This report not only includes the activity of the county agent, but also the work of Alfred Price, Assistant Agent in charge of Club work, and Mrs. H. W. Stuart, Secretary to the agent. Mr. Price divides his time between the counties of Amherst, Appomattox, Prince Edward and Cumberland.

The County Board of Agriculture and the County Agent have attempted to assist in establishing and administering practical programs in order that the rural people of the county might benefit by such of these programs as would improve their land, their homes, living conditions and war effort.

In closing it is desired to express appreciation to the following: J. B. Wall, Owner and publisher of the Farmville Herald, J. G. Bruce, District Agent, J. A. Overstreet, Chief Clerk, AAA, Prince Edward County Board of Supervisors, Miss J. C. Womack, Head Clerk, and to the members of the War Board and associates, as well as the County Board of Agriculture.

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 Prince Edward

REPORT OF

<u>Agnes Mason</u> (Name) Home Demonstration Agent.	From <u>Dec. 1, 1941</u> to <u>Nov. 30, 1942</u>
Assistant Home Demonstration Agent.	From _____ to _____, 194__
<u>Agnes Price</u> 4-H Club Agent.	From <u>Dec. 1, 1941</u> to <u>Nov. 30, 1942</u>
Assistant County Agent in charge of Club Work.	From _____ to _____, 194__
<u>E. J. Stricklin</u> Agricultural Agent.	From <u>Dec. 1, 1941</u> to <u>Nov. 30, 1942</u>
Assistant Agricultural Agent.	From _____ to _____, 194__



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 farms and home operations 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 ¹ (b)	Agricultural agents (c)	County total ² (d)	
1. Months of service this year (agents and assistants)		12	63 (days)	12	XXXXXXXXX	
2. Days devoted to work with adults ³		190	2	293	XXXXXXXXX	
3. Days devoted to work with 4-H Clubs and older youth ⁴		87½	61	7	XXXXXXXXX	
4. Days in office ⁵		79	10	100	XXXXXXXXX	
5. Days in field ⁵		198½	53	200	XXXXXXXXX	
6. Number of farm or home visits made in conducting extension work ⁶		460	45	459	964	
7. Number of different farms or homes visited		370	22	215	657	
8. Number of calls relating to extension work	(1) Office (2) Telephone	520	37	5651	6208	
		608	5	6894	7507	
9. Number of news articles or stories published ⁷		155	5	53	213	
10. Number of bulletins distributed		1150	32	768	1950	
11. Number of radio talks broadcast or prepared for broadcasting	(a) Number	1		6	7	
		10		26	36	
12. Training meetings held for local leaders or committeemen	(1) Adult work	Total attendance of:				
		(b) Men leaders		273	273	
	(c) Women leaders	184		60	244	
	(a) Number	3			3	
(2) 4-H Club and older youth	Total attendance of:					
	(b) Leaders	16			16	
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	116	13	129	
		(b) Total attendance	1094	157	1251	
	(2) 4-H Club and older youth	(a) Number	70	2		72
		(b) Total attendance	963	15		978
14. Number of adult result demonstrations conducted		223		47	270	
15. Meetings held at such result demonstrations	(1) Number	12			12	
	(2) Total attendance	63			63	
16. Tours conducted	(1) Adult work	(a) Number				
		(b) Total attendance				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total attendance				
(1) Adult work	(a) Number	3			3	
	(b) Total attendance	45			45	
17. Achievement days held	(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	3	2		3
		(b) Total boys attending		2		2
		(c) Total girls attending	13			13
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(d) Total others attending	1			1
		(a) Number	83		99	175
	(2) 4-H Club and older youth	(b) Total attendance	1936		1272	3133
		(a) Number	13	69		81
	(1) Adult work	(b) Total attendance	297	646		933
		(a) Number	38		22	60
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(b) Total attendance	513		267	780
		(a) Number	9	1		10
	(2) 4-H Club and older youth	(b) Total attendance	81	12		93
		(a) Number				

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 15.

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)	1689
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	925
23. Number of farms involved in preceding question which were reached this year for the first time	125
24. Number of nonfarm families making changes in practices as a result of the agricultural program	50
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	450
26. Number of farm homes involved in preceding question that were reached this year for the first time	225
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	85
28. Number of other homes involved in preceding question that were reached this year for the first time	68
29. Number of farm homes with 4-H Club members enrolled	143
30. Number of other homes with 4-H Club members enrolled	29
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	1386
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	239

EXTENSION ORGANIZATION AND PLANNING

33. 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 <u>Prince Edward County Board of Agriculture</u>	(2) No. of members.....	<u>14</u>
(b) Agricultural.....	(1) Name <u>Executive Committee of Board</u>	(2) No. of members.....	<u>6</u>
(c) Home demonstration.....	(1) Name <u>Home Demonstration Committee</u>	(2) No. of members.....	<u>14</u>
(d) 4-H Club.....	(1) Name <u>County 4-H Council</u>	(2) No. of members.....	<u>51</u>
(e) Older youth.....	(1) Name.....	(2) No. of members.....	

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

(a) Agricultural 25 (b) Home demonstration 14 (c) 4-H Club 5 (d) Older youth.....

35. Total number of communities in county..... 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..... 11
 38. Number of members in such clubs or groups..... 175
 39. Number of 4-H Clubs. (Same as question 173, page 14)..... 8
 40. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (Same as question 185, page 14).....
 41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program:

(a) Adult work.....	(1) Men <u>107</u>	(b) 4-H Club and older youth work.....	(1) Men.....	(3) Older club boys.....
	(2) Women <u>130</u>		(2) Women <u>5</u>	(4) Older club girls.....

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (land use planning or 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 6 (2) Women 8 (3) Youth.....
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men 9 (2) Women 6
 44. Number of communities with agricultural planning committee (land use planning or over-all planning).....
 45. Number of members of such community planning committees: (a) Men 61 (b) Women 56 (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 (land use) ¹ (b)	Total ¹ (c)
47. Days devoted to line of work by:			
(1) Home demonstration agents.....			<u>42</u>
(2) 4-H Club agents.....			<u>9</u>
(3) Agricultural agents.....			<u>40</u>
(4) State extension workers.....			<u>27</u>
48. Number of planning meetings held.....	(1) County.....		<u>10</u>
	(2) Community.....		<u>26</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year.....			<u>117</u>
50. Days of assistance rendered by voluntary leaders or committeemen.....			<u>1536</u>

¹ Where extension program planning and county agricultural planning (land use or 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). 16-28074-1

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	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								7		1
(2) 4-H Club agents	5						2 3/4			
(3) Agricultural agents	4	3		6	7		5	1	5	8
(4) State extension workers	1	3		1			4			4
52. Number of committees in which work was conducted this year	4	6		3	6		6	1	3	6
53. Number of voluntary local leaders or committeemen assisting this year	10	5		5	10		2	25		10
54. Number of hours assisted this year in—										
(1) Obtaining improved varieties or strains of seed	13	3		5	10			25	5	15
(2) The use of lime	600						100			
(3) The use of fertilizers	11	25	25	50	160		57	37		15
(4) Controlling plant diseases		10					10	20	15	10
(5) Controlling injurious insects	20			15			24	59	75	
(6) Controlling noxious weeds					5					
(7) Controlling rodents and other animals	10									25

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Pigs (d)	Horses and mules (e)	Poultry (including turkeys) (f)	Other livestock ¹ (g)
55. Days devoted to line of work by—							
(1) Home demonstration agents						6 1/2	
(2) 4-H Club agents	5	1		9		4	
(3) Agricultural agents	3	2		6		7	
(4) State extension workers	1	1				5	
56. Number of communities in which work was conducted this year	2	2	1	6		6	
57. Number of voluntary local leaders or committeemen assisting this year	4	2		1		13	
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	5	5				5	
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	3	5		4		3	
(2) Obtaining purebred or high-grade females	5	5		11		7	
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	12	XXXXX
(4) Improving methods of feeding	2	3		27		5	
(5) Controlling external parasites		2				10	
(6) Controlling diseases and internal parasites				8		25	
(7) Controlling predatory animals							

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

CONSERVATION OF NATURAL RESOURCES

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

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	10
(b) In the use of recommended crop rotations.....	50
(c) With strip cropping.....	5
(d) In constructing terraces.....	10
(e) In grassing waterways or otherwise preventing or controlling gullies.....	20
(f) With contour farming of cropland.....	25
(g) In otherwise controlling wind or water erosion.....	15
(h) In contouring pasture or range.....	5
(i) In the use of cover or green-manure crops.....	100
(j) In summer-fallowing.....	15
(k) In making depth-of-moisture tests.....	
(l) With drainage.....	2
(m) With irrigation.....	
(n) With land clearing.....	10
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts.....	1
(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).....	5
(b) In making improved thinnings, weedings, or pruning of forest trees.....	25
(c) With selection cutting.....	15
(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.....	100

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife.....	11
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¹ 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 (short and long time)	Outlook information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by—				5
(1) Home demonstration agents	8			
(2) 4-H Club agents	7	25		2
(3) Agricultural agents	3	2		1
(4) State extension workers	4	6	5	6
71. Number of communities in which work was conducted this year				11
72. Number of voluntary local leaders or committeemen assisting this year				
73. Number of farm-survey records taken during the year:	(a) Farm business		75. Number of farmers assisted this year—Continued.	
(b) Enterprise			(e) In getting started in farming, or in re-locating	10
(c) Other			(f) With credit problems (debt adjustment and financial plans)	5
74. Number of farmers assisted this year in keeping—	(a) Farm inventory	24	(g) In using "outlook" to make farm adjustments	50
(b) General farm records	35		(h) With a farm-income statement for tax purposes	
(c) Enterprise records	93		(i) With farm-labor problems	10
75. Number of farmers assisted this year—			(j) In developing supplemental sources of income	25
(a) In developing a farm plan only	10			
(b) In developing a farm and home plan	1			
(c) In analysing the farm business	2			
(d) In improving landlord-tenant relations and leasing arrangements	5			

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth	Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land zoning, tenure, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
	(a)	(b)	(c)	(d)
76. Days devoted to line of work by—				
(1) Home demonstration agents	7			
(2) 4-H Club agents				
(3) Agricultural agents	15			
(4) State extension workers				
77. Number of communities in which work was conducted this year	6			
78. Number of voluntary local leaders or committeemen assisting this year	160			
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				10
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				3

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

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	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											1
(2) 4-H Club agents											6
(3) Agricultural agents	2	3	1	4	3	1		3	6		
(4) State extension workers											
84. Number of communities in which work was conducted this year	6	4	1			2			2		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			1		1				1		1
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)			7		50				700		500 ⁰
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ³	\$	\$	\$250 ⁰⁵	\$	\$18,000 ⁰⁰	\$	\$	\$	\$200,000 ⁰⁰	\$	\$60,000 ⁰⁰
90. Number of farmers or families (not members of cooperatives) assisted during the year	20	8		10		6		8	100		100
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$1,000	\$200	\$	\$500 ⁰⁰	\$	\$200	\$	\$300	\$8,000 ⁰⁰	\$	\$2,500 ⁰⁰
92. Number of private marketing and distributing agencies and trade groups assisted this year											15
93. Number of programs ² pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											2
94. Number of marketing facilities improvement programs ² participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											1
96. Number of special merchandising programs ² participated in or conducted this year											2
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year											1
98. Number of programs ² relating to marketing services and costs of distribution conducted this year											1
99. Number of programs ² relating to transportation problems conducted this year											1
100. Number of programs ² relating to the specific use of market information conducted this year											
101. Number of other marketing programs ² 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 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.....	45			
(2) 4-H Club agents.....			4	
(3) Agricultural agents.....				
(4) State extension workers.....	3			
103. Number of communities in which work was conducted this year.....	6		5	
104. Number of voluntary local leaders or committeemen assisting this year.....	27			

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings.....	6
(b) Remodeling dwellings.....	2
(c) Installing sewage systems.....	
(d) Installing water systems.....	
(e) Installing heating systems.....	
(f) Providing needed storage space.....	26
(g) Rearranging or improving kitchens.....	24
(h) Improving arrangement of rooms (other than kitchens).....	33
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings.....	245
(j) Selecting housefurnishings or equipment (other than electric).....	16
(k) Improving housekeeping methods.....	31
(l) Laundry arrangement.....	5
(m) Installing sanitary closets or outhouses.....	
(n) Screening or using other recommended methods of controlling flies or other insects.....	3
(o) Improving home grounds.....	279
(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.....	5
(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.....	18
(b) Remodeling or repairing farm buildings.....	5
(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.....	5
(b) Making more efficient use of mechanical equipment.....	10
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....	100
111. Number of gin stands assisted this year in the better ginning of cotton.....	

10

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	11	42	58	3
(2) 4-H Club agents	3	2		4
(3) Agricultural agents	10	15		20
(4) State extension workers		1 1/2	1 1/2	
113. Number of communities in which work was conducted this year	6	6	6 1/2	6
114. Number of voluntary local leaders or committeemen assisting this year	76	80	76	178
115. Number of families assisted this year—				
(a) In improving diets				350
(b) With food preparation				320
(c) In improving food supply by making changes in home food production				
(1) Of vegetables				600
(2) Of fruits				15
(3) Of meats				125
(4) Of milk				225
(5) Of poultry and eggs				350
(d) With home butchering, meat cutting or curing				45
(e) With butter or cheese making				35
(f) With food-preservation problems				1200
(1) Canning				1200
(2) Freezing				
(3) Drying				1000
(4) Storing				329
(g) In producing and preserving home food supply according to annual food-supply budget				
(A) In canning according to a budget				260
(i) With child-feeding problems				30
(j) In the prevention of colds and other common diseases				289
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				15
(m) In removing fire and accident hazards				589
116. Number of schools assisted this year in establishing or maintaining hot school lunches				2
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				3

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth	Home management ¹ — family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life
118. Days devoted to line of work by—				
(1) Home demonstration agents.....	4	32	2	5½
(2) 4-H Club agents.....				
(3) Agricultural agents.....				
(4) State extension workers.....	1	5		
119. Number of communities in which work was conducted this year.....	6	6	6	6
120. Number of voluntary local leaders or committeemen assisting this year.....	27	27		45

Home Management—Family Economics—Continued

121. Number of families assisted this year—	
(a) With time-management problems.....	
(b) With home accounts.....	12
(c) With financial planning.....	
(d) In improving use of credit for family living expenses.....	
(e) In developing home industries as a means of supplementing income.....	
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	
(a) Food.....	
(b) Clothing.....	
(c) Housefurnishings and equipment.....	
(d) General household supplies.....	
123. Number of families assisted this year through cooperative associations ² or individually, with the buying of—	
(a) Food.....	300
(b) Clothing.....	289
(c) Housefurnishings and equipment.....	183
(d) General household supplies.....	170
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).....	300
125. Number of families assisted this year with "making versus buying" decisions.....	170
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.....	300

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.....	175
(b) The selection of clothing and textiles.....	289
(c) Care, renovation, remodeling of clothing.....	175
(d) Clothing accounts or budgets.....	30

Family Relations—Child Development—Continued

128. Number of families assisted this year—	
(a) With child-development and guidance problems.....	30
(b) In improving family relationships.....	50
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year.....	12
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men.....	
(b) Women.....	

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

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation.....	500
133. Number of communities assisted this year in improving community recreational facilities.....	1
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs.....	10
135. Number of communities assisted this year in establishing—	
(a) Club or assembly hall.....	
(b) Permanent camp.....	
(c) Community rest rooms.....	
136. Number of communities assisted this year in providing library facilities.....	1
137. Number of school or other community grounds improved this year according to recommendations.....	2

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 122, also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	in
128. Corn	15		11		15	Acres
129. 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 <i>Dants</i>	9		7		5.5	Acres
146. Fruits						Acres
147. Home gardens		73		73	41.5	Acres
148. Market gardens, truck and canning crops	12		6		4.45	Acres
149. Other crops						Acres
150. Poultry (including turkeys)	10	28	6	28	3841	Birds
151. Dairy cattle	8		5		1	Animals
152. Beef cattle	3		2		2	Animals
153. Sheep						Animals
154. Swine	37		25		46	Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds		78		78	XXXXXXXXXXXX	
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)	1		1		XXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity					{	Articles made
					{	Articles repaired
162. Farm management					XXXXXXXXXXXX	
163. Food selection and preparation		114		78	1166	Meals planned
					1166	Meals served
164. Food preservation		114		78	13,423	Quarts canned
165. Health, home nursing, and first aid					XXXXXXXXXXXX	
166. Clothing		39		39	139	Garments made
						Garments remodeled
167. Home management						Units
168. Home furnishings and room improvement		114		86	86	Rooms
						Articles
169. Home industry, arts and crafts		114		114	118	Articles
170. Junior leadership					XXXXXXXXXXXX	
171. All others					XXXXXXXXXXXX	
172. Totals (see footnotes 2 and 3, p. 14)	951	674	631	574	XXXXXXXXXXXX	

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs. (Same as question 39) 8
174. Number of different 4-H Club members enrolled. (a) Boys: 81 (b) Girls: 114
175. Number of different 4-H Club members completing. (a) Boys: 53 (b) Girls: 78
176. Number of different 4-H Club members in school. (a) Boys: 70 (b) Girls: 114
177. Number of different 4-H Club members out of school. (a) Boys: 11 (b) Girls: 0
178. Number of different 4-H Club members from farm homes. (a) Boys: 73 (b) Girls: 91
179. Number of different 4-H Club members from nonfarm homes. (a) Boys: 8 (b) Girls: 23

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	<u>29</u>	<u>39</u>	10 and under	<u>11</u>	<u>17</u>
2d	<u>16</u>	<u>27</u>	11	<u>14</u>	<u>21</u>
3d	<u>12</u>	<u>27</u>	12	<u>11</u>	<u>30</u>
4th	<u>15</u>	<u>12</u>	13	<u>15</u>	<u>17</u>
5th	<u>5</u>	<u>5</u>	14	<u>12</u>	<u>13</u>
6th	<u>1</u>	<u>3</u>	15	<u>10</u>	<u>10</u>
7th	<u>2</u>		16	<u>4</u>	<u>4</u>
8th	<u>1</u>		17	<u>4</u>	<u>1</u>
9th		<u>1</u>	18		<u>1</u>
10th and over	<u>✓</u>	<u>✓</u>	19		
			20 and over	<u>✓</u>	<u>✓</u>

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- | | | | |
|-----------------------------|------------|----------------------------------|-----------|
| (a) Judging | <u>56</u> | (f) Fire and accident prevention | <u>50</u> |
| (b) Giving demonstrations | <u>20</u> | (g) Wildlife conservation | <u>1</u> |
| (c) Recreational leadership | <u>22</u> | (h) Keeping personal accounts | <u>60</u> |
| (d) Music appreciation | | (i) Use of economic information | <u>50</u> |
| (e) Health | <u>114</u> | | |
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..... 1

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth (same as question 40).....
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 older (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 column showing approximate portion of older-youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-30 percent (c)	40 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.....				

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 succeeding year's program.

³ Same as footnote 2, except that reference is to completions instead of enrollments.

MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and older youth	Bees (a)	General-feder insects ¹ (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			11 1/2
(2) 4-H Club agents			4
(3) Agricultural agents		7	54
(4) State extension workers			1
196. Number of communities in which work was conducted this year		6	6
197. Number of voluntary local leaders or committeemen assisting this year		2	106

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)	63	3	45
(2) Problems arising from new military camps, munitions plants, and war industries	5		30
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	10		21
(4) Other war work (including collection of salvage material)	22 1/2	6	38

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 Administration (d)	Surplus Marketing 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		10		4		2	4			6
(2) 4-H Club agents										
(3) Agricultural agents	40	14	4	75		6	3		17	10
(4) State extension workers	6			11					3	
200. Number of communities in which work was conducted this year	6	2		6		6			6	15
201. Number of voluntary local leaders or committeemen assisting this year	35	10				2			3	5
202. Number of meetings participated in this year by extension workers	10	20		46		5			1	

¹ 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 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 undergrowth 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 offer 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 offer 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 16 to 25 years of age.