

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMIC
STATE OF VIRGINIA

ANNUAL NARRATIVE REPORT OF MECKLENBURG COUNTY

N . D . MORSE LOCAL AGENT

1948.

FOREWORD

Another mile stone has been reached in the Agricultural endeavors. Mecklenburg County is situated in the bright tobacco belt and the tobacco still points the way of success or failure for a large groupe of our farmers.

The 28% reduction in acrea ge this year caused quite a little apprehension, Although the season was very good and the crop was of fare quality it did not make up for the reduction in acreage, this added to the high cost of producing this crop farmers have much less cash to begin 1949.

Farmers are beginning to make note of the decling prices as the end of high price farm produce Cotton has done well this year both in yield and prices. The corn and hay crops are exelent this year and most farmers will be able to tide themselves over.

The early rash of the tobacco sales and the rainy season have cut short of much of the fall seeding. The grain which has been seeded has had a splendid growing season.

Quite a few of our farmers are turning their attention to livestock. The farmers will begin the 1949 season in good spirit and bright hopes for another good year.

N . D . Morse. Local Farm Demonstration Agent

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OrganizationsCounty Advisory Board

- I. The County Advisory Board is an organization set up for the purpose of assisting the Extension Service in promoting a program which will raise the standard of living among rural people.

The Organization is composed of representatives of organized communities and outstanding leaders of unorganized communities both men and women. This organization cooperates with the County Board of Agriculture (white) by having representatives to sit in the meetings and take part in the discussions thus helping to shape the agricultural policies for the entire County.

This year the County Advisory Board assisted in securing 132 delegates to attend the State Farmers' Conference held at Va. State College, Petersburg on April 15th.

This year the County Advisory Board is fostering the Live-at-Home Program in the Lamberts Chapel Community.

This year it was the duty and pleasure of our County Advisory Board to entertain the State Advisory Board which is an Organization composing membership of all County Boards, there were at this meeting 108 delegates representing 39 Counties, It was a source of inspiration to have them to convene with our Board this year.

Our County Board assisted in selecting the exhibit for our County Fair and taking care of the same.

Organizations continued2. Community clubs

There are seven Organized community clubs in the County, these clubs hold monthly meetings and it is through these meeting and contacts that the agricultural program is ever kept before the farmers, they come with their ears open and their minds filled with questions which we help them solve one way or the other. these meetings are not only for information but recreation as well because every once and a while they serve refreshments. this they all enjoy. It is here we form our community program of work, select our demonstrators and the events which are to be carried out. Month by month we discuss our program and the best methods of perfecting the same. This year there were five Corn Hybrid Demonstrations of several varieties by each demonstrator in in five out of the seven communities.

It was through thes clubs we secure farmers to see demonstrations. this year Seventy five of them attended our fall and winter pasture. on this trip we also visited the largest Negro dairymen in our County.

3. Type of Agriculture

The soil in this County is generally of a rolling type, not extremely hilly nor extremely flat only the rivers and creek surfaces. The types of soils are mostly of a grayish and red appearance. having for the most part a red subsoil.

The soil types vary to such an extent we can grow practically all crops that are grown else where in the State. The hill sides are now being taken care of through terracing, strip cropping and contour tillage.

The principal crops grown are: corn, tobacco, cotton, wheat, oats, barley, rye, peanuts, alfalfa, lespedena, soybeans, sorghum for molasses, fruits and vegetables.

Flue cured tobacco is the main money crop and is surpassed in acreage only by corn. The production per acreage is still on the increase increase fertilization improved varieties of seed and better cultural practices. The yield has risen from about 600 lbs. a few years ago to above 1000 lbs. today.

Type of Agriculture continued

The production of corn yields are stepping up due to the use of adapted corn Hybrid strains and increased amounts of fertilizers. it has increased from 22 bus. to about 35 bus. The use of corn hybrids is on the increase about 65% of our farmers are now planting hybrids.

The County is steadily increasing in the production of livestock for dairying, beef cattle and swine for market. There are being established more and more outlet for dairy products.

Rural Electrification is steadily on the increase and farmers are more and more enjoying the things for which they have long sought, More telephones are the hopes of the rural families.

4. The Live at home Program

The Live at home program is the one to which the Extension Service is bending its efforts to accomplish, we are convincing the farmers when he makes his living on the farm he is making money, The methods used are demonstrations along the lines he is capable of carrying out also acquainting him with all agencies in the County which will help him achieve this end. We have one whole Community all working together to carry out the full realization of a live-at-home program.

In Lamberts Chapel Community has installed electric lights in 13 homes and have water in two. The phone has been put in and is used for the benefit of the community. They set out to raise all the things on their farms which they need that are practical for them to raise- the necessary livestock, poultry, food for the family and feed for the livestock.

5. Corn Demonstrations

There were 12 corn demonstrations planned and seven carried out After obtaining from 7 to 9 varieties for five different farmers we placed them in five of our magisterial districts which we felt would be more effective than a larger number on a different scale. These demonstrations taught many lessons, R.B.Crutchfield: Boynton, told me the other day that farmer after farmer watched his corn that they might decide what variety to plant next year. From the various comments we feel that these demonstrations were very effective.

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6. Tobacco demonstrations.

The tobacco demonstrations consist of Plantbed treatment, Blue mold treatment, the varieties of tobacco recommended by the Experiment Station also the increase use of fertilizer and the proper spacing. With the reduction in acreage it is not difficult to influence the farmers to use better methods, better varieties and to increase the quantity of fertilizer per acre. Eddie Brinkley, South Hill, had a splendid demonstration in fertilizer, he found that 1200 lbs. per acre gave him much better results both in quantity and quality than 1000 lbs. per acre. Several farmers are treating their Plantbeds this year for the first time to destroy weeds. Our County is becoming infested with Black shank, root rot and Granville wilt, Dr. Fenne was with us on several occasions to point out to the farmers the different diseases and the remedy. We have taken the farmers and their diseas samples to Dr. Fenne and they have been helped.

7. Small grain

Small grain among our farmers consist in seeding a little wheat for home consumption, it has been difficult to obtain the recommended varieties to be seeded as demonstrations, this year we secured some Thorne wheat for seeding. Saul Williams, South Hill secured some Certified Vantage which he seeded for to be Certified another year to help out because of its scarcity.

R.A. Jiggetts, La Crosse, and Matthew Brown of South Hill both raised Wong Barley for seed. Matthew Brown raised 130 bus. on three acres and sold a great portion of this to his neighbors for seed.

Oats is seeded for cover crop and green manure fallow.

8. Clover

One farmer seeded Ladino clover in the spring and because of the dry weather it does not appear to be a very good stand, we are looking forward to seeding more of it next spring.

One farmer seeded some red clover got one cutting and intended to harvest the second crop for seed. but weather conditions hindered him from having it combined.

9. Soybeans

Soybeans among our groups is still being used for hay, they have about taken the place of peas.

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10. Alfalfa

Interest in the seeding of alfalfa is growing we have several farmers who planned to seed this fall. but because of the continued drought they did not get it seeded, One farmer whose soil sample was sent to V.P.I. for test advised that he not seed this fall but give his land further treatment. Thos. Crowder Buffalo Springs seeded during the long dry spell and did not get a very good stand. McKenzie Talley will seed during the spring. Jim Daniel, Averette and Saul Williams of South Hill both seeded this fall and have good stands on the land.

11. Winter Pasture

Fall and winter pasture are on the increase it has been proven by demonstrations that we can have grazing here the greater part of our falls and winters. We have two farmers who have their winter pastures already for grazing.

In March we held field meetings on our winter pastures which was conclusive of what could be done. These pastures are seeded and treated as recommended by the Extension service.

12. Permanent Pasture

Our permanent pastures are being given more and more each year as the farmers can see what happens when they follow recommended practices of the Experiment Station. R.J. Simmons, Merdithville, limed his pasture and put on 600 lbs. of superphosphate per acre and his stock could not keep down the grass.

13. Dairying

For the most part our farmers are just keeping a few cows for to take care of their family needs. Some are selling cream a few whole milk. more of them would sell whole milk if they were near a sewer milk route.

McKenzie Talley, Norlina N.C. is the only Dairymen among our groups in this County. he has a herd of 60 head. He is at present selling over 2000 gals. of grade "A" milk per month.

14. Beef cattle

We have just one farmer who is in the purebred beef cattle business, We have others raising a few grade beef cattle, this idea is on the increase.

15. Soil Conservation

We planned 10 terracing demonstration and carried out 22. We realize unless the land remains on top of the hills rather than sliding to the bottom through erosion there is no need to put on other demonstrations. This has been one of our chief aims ever since we have been in the service—to help the farmers to save their soils. This is being done by terracing. Stripcropping, contour cropping and by rotation. John Edward Chavis, Bracey, Va, says he does not know what he would have done with that hill had it not been for those terraces constructed this year, he could find no way to layout his rows except they would wash. John has just bought this farm and is trying to begin to improve it. he is also seedinf cover crops.

J.W.Hudson, Lamberts Chapel community is stripcropping a long hill which has given him drainage trouble for a long time, now he has it under control.

16.- Swine

Hogs are being kept among our groupe mainly for home supply. it is our aim to get more farmers to raise enough for their family needs. A few of our farmers are selling hogs on the hoof at the market. McKenzie Talley and R.A.Jiggetts will sell some hogs to the stock market and still will have more meat than they need for their families.

17. Poultry

Because of the high price of feed our farmers as a whole have just raised poultry for their famly supply, they sell their surplus eggs on the local market.

18. Vegetable Garden

The vegetable garden is one of the important crops on the farm nearly all of our farmers have some kind of garden for home supplies, We have a few truckers. B.E.Valentine and Ben Harris raise vegetables for the small towns around them, they say they make more clear money from their truck that from their regular market crop of cotton and tobacco.

19. Farm Unit Demonstration

James Pleasant Jones, R,F,D,I South Hill is a young energetic and thrifty young farmer when we started with him three years ago he had just bought his home his house needed repairs, he did not have a well, he had no roads no electric current, his land needed terracing. He had been a member of our community club in the Lamberts Chapel community before buying this farm in another section. Today he has his house remodeled, a well in the yard, electric lights enstalled. He has a road built right by his door, his land has been terraced, his children in school and in the 4H. club work and he is a member of our County Advisory board. His young man is a light bearer in his community.

20. Cooperation with other Agencies

It has always been our purpose to work closely as possible with all agencies in our County working with farmers. We recomend all eligible farmers to the Soil Conservation District service, which can help them in many ways.

We strive to keep the farmers informed through our Community club meetings what the FFA (AAA) has to offer under the soil building practices and urge them to fully participate. We give the farmers information regarding the financial aid they may obtain to help them better their farming operations.

We have a Farm Bureau Organization in which our groups may join, We urge them to join in with their white brethren to make their farm life more satisfying.

21. 4 H. Club work.

Four H. Club work is becoming more and more important and more emphasis are laid on its activities. The Agents who have been in the work for 30 and 35 yrs. realize since they cannot have a special Four H. Club Agent. they must find more time to be devoted to the training of the youth.

This year there are 14 Four H. clubs in the County containing 197 boys and 293 girls. While for the most part they have different projects they hold their club meetings jointly. These four H. Club members have participated in all of the States activities. they attended the delegated 4 H. State Short Course held at Va. State College, Petersburg, Va. They were also represented at the Wildlife Conference held at the same place. One of our club members was delegate to the Regional Conference held in La.

These boys livestock projects consist of Poultry, Dairy calves, pigs and one boy has a Sow and litter project, These projects were valued at \$2354.

They also carried field projects as corn, cotton, tobacco, and gardening, These projects were valued at over \$8000.

Thus the 4 H. club work of 1948 close with the desire and the determination to do a better job in 1949 than ever before.

Form ES-21
(Revised April 1946)

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 Mecklenburg

REPORT OF

Delores J. Moore From Dec. 1, 1947, to Nov. 30, 1948
(Name) Home Demonstration Agent.

Assistant Home Demonstration Agent. From 194 to 194

4-H Club Agent. From 194 to 194

Assistant County Agent in charge of Club Work. From 194 to 194

N. J. Moore From Dec. 1, 1947, to Nov. 30, 1948
Agricultural Agent.

Assistant Agricultural Agent. From 194 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, these are:

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 the past year's report, and is a record of the year's work put into the past year's report by the extension worker himself, or by his assistants.
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, or the teaching methods employed.
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 other sources.
5. Decide upon a few outstanding pieces of work to receive particular emphasis.
6. Employ a newspaper style of writing, placing the most 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—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				
	(2) 4-H Club and older youth	(a) Number	(b) Total boys attending				
		(c) Total girls attending	(d) Total others attending				
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	(b) Total attendance	13		106	119
	(2) 4-H Club and older youth	(a) Number	(b) Total attendance	87		15,585	15,672
20. Meetings held by local leaders or committees not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	(b) Total attendance	12		12	26
	(2) 4-H Club and older youth	(a) Number	(b) Total attendance	220		320	540
		(a) Number	(b) Total attendance	57		12	76
		(a) Number	(b) Total attendance	293		298	591

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 (1945 census)	7065
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	750
23. Number of farms involved in preceding question which were reached this year for the first time	80
24. Number of nonfarm families making changes in practices as a result of the agricultural program	550
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	281
26. Number of farm homes involved in preceding question that were reached this year for the first time	12
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	8
28. Number of other homes involved in preceding question that were reached this year for the first time	2
29. Number of farm homes with 4-H Club members enrolled	292
30. Number of other homes with 4-H Club members enrolled	11
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	750
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	569

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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: County Advisory Board (2) No. of members: 16
- (b) Agricultural: (1) Name: County Home Demonstration Committee (2) No. of members: 36
- (c) Home demonstration: (1) Name: County Council (2) No. of members: 26
- (d) 4-H Club: (1) Name: (2) No. of members:
- (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: (b) Home demonstration: 12 (c) 4-H Club: 17 (d) Older youth:

35. Total number of communities in county. (Do not include number of neighborhoods.) 15

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees: 3

37. Number of clubs or other groups organized to carry on adult home demonstration work: 12

38. Number of members in such clubs or groups: 147

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

40. Number of neighborhood and community leaders in the neighborhood-leader system: Men 49 Women 21

41. Number of different voluntary local leaders, committeemen, or neighborhood leaders actively engaged in forwarding the extension program.

- (a) Adult work: (1) Men: 49 (b) 4-H Club and older youth work: (1) Men: 10 (3) Older club boys: 8
- (2) Women: 22 (2) Women: 22 (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:

47. Days devoted to line of work by—	(1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	Extension organization and planning †		County agricultural planning †	Total †
		(a)	(b)	(c)	(c)
48. Number of planning meetings held:	(1) County (2) Community				<u>5</u> <u>29</u> <u>37</u> <u>109</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year:					
50. Days of assistance rendered by voluntary leaders or committeemen:					

† 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)

Indicate all work with adults, 4-H Club members, and other youth.	Corn	Wheat	Other cereals	Legumes	Pastures	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	60	29	11	16	21	6	18	15	4	3
(4) State extension workers										
52. Number of communities in which work was conducted this year	15	2	2	11	10	8	6	15	3	PP
53. Number of voluntary local leaders or committeemen assisting this year	20	2		18	10	3	2	14	2	
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed	6	2	2	3	5	4	3	17	4	
(2) The use of lime										
(3) The use of fertilizers	6	2	2	4	7	3	3	6	3	
(4) Controlling plant diseases										
(5) Controlling injurious insects										
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

COOPERVILLE FURNITURE STORE

LIVESTOCK PRODUCTION (other than for family food supply)

Indicate all work with adults, 4-H Club members, and other youth.	Dairy cattle	Poultry	Swine	Horses and mules	Other livestock
	(a)	(b)	(c)	(d)	(e)
55. Days devoted to line of work by—					
(1) Home demonstration agents					
(2) 4-H Club agents					
(3) Agricultural agents	33	4	14		14
(4) State extension workers					
56. Number of communities in which work was conducted this year	12	2	8		14
57. Number of voluntary local leaders or committeemen assisting this year	10	1	8		7
58. Number of breeding circles or clubs or improvement associations organized or assisted this year					
59. Number of members in such circles, clubs, or associations					
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals					
61. Number of farmers assisted this year in—					
(1) Obtaining purebred males					
(2) Obtaining purebred or high-grade females	6	6			
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
(4) Improving methods of feeding	10				
(5) Controlling external parasites	10	1			
(6) Controlling diseases and internal parasites	20		200		175
(7) Controlling predatory animals					

EXTENSION ORGANIZATION AND DIVISION

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

Department Form 10-1 (1947) (Use for reporting activities in the field of conservation of natural resources and in the field of soil and water conservation.)
 This report should be prepared by the county agent or other person in charge of the county office or other office in the county who has the best knowledge of the facts reported herein.
 The figures should be based on the best available information and should be checked by the county agent or other person in charge of the county office or other office in the county who has the best knowledge of the facts reported herein.

CONSERVATION OF NATURAL RESOURCES

62. Days devoted to line of work by—	63. Number of communities in which work was conducted this year		
	(1) Home demonstration agents	(2) 4-H Club agents	(3) Agricultural agents

62. Days devoted to line of work by—	63. Number of communities in which work was conducted this year		
	(1) Home demonstration agents	(2) 4-H Club agents	(3) Agricultural agents
(1) Home demonstration agents			
(2) 4-H Club agents		30	9
(3) Agricultural agents			4
(4) State extension workers		7	2
64. Number of voluntary local leaders or committeemen assisting this year		6	2

Soil and Water—Continued **Forestry—Continued**

65. Number of farmers assisted this year—	67. Number of farmers assisted this year—		
	(a) With problems of land use	(b) In the use of crop rotations	(c) With strip cropping
(a) With problems of land use	42		
(b) In the use of crop rotations		40	
(c) With strip cropping			22
(d) In constructing terraces			2
(e) In grassing waste ways or otherwise preventing or controlling gullies			50
(f) With contour farming of cropland			15
(g) In contouring pasture or range			
(h) In the use of cover or green-manure crops			
(i) In soil-erive controlling wind or water erosion			
(j) In summer-fallowing			
(k) In making depth-of-moisture tests			
(l) With drainage			
(m) With irrigation			
(n) With land clearing			

66. Number of farmers—	68. Number of farmers cooperating this year in prevention of forest fires		
	(a) In soil-conservation districts which were assisted with education for organization or operations this year	(b) Assisted in arranging for farm-conservation plans this year	(c) Assisted in doing work based on definite farm-conservation plans this year
(a) In soil-conservation districts which were assisted with education for organization or operations this year		4	
(b) Assisted in arranging for farm-conservation plans this year			8
(c) Assisted in doing work based on definite farm-conservation plans this year			

67. (a) In reforesting new areas by planting with small trees (include erosion-control plantings)
 (b) In making improved thinnings, wooding or pruning of forest trees
 (c) With selection cutting
 (d) With production of naval stores
 (e) With production of pulp-strap products
 (f) In timber estimating and appraisal

69. Number of farmers assisted this year—	70. Number of farmers cooperating this year in prevention of forest fires		
	(a) In construction or management of ponds for fish	(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock	(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders
(a) In construction or management of ponds for fish			
(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock			
(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders			4

70. (d) With other plantings for food and protection in wild-life areas

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— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers				
71. Number of communities in which work was conducted this year.				
72. Number of voluntary local leaders or committeemen assisting this year.				
73. Number of farm-survey records taken during the year: (a) Farm business (b) Enterprise (c) Other		75. Number of farmers assisted this year—Continued.		
74. Number of farmers assisted this year in keeping— (a) Farm inventory (b) General farm records (c) Enterprise records		(e) In getting started in farming, or in re-locating (f) With credit problems (debt adjustment and financial plans) (g) In using "outlook" to make farm adjustments		
75. Number of farmers assisted this year— (a) In developing a farm plan only (b) In developing a farm and home plan (c) In analyzing the farm business (d) In improving landlord-tenant relations and leasing arrangements		(A) With a farm-income statement for tax purposes (B) With farm-labor problems (C) In developing supplemental sources of income		

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth	Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land use, 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 (2) 4-H Club agents (3) Agricultural agents (4) State extension workers				
77. Number of communities in which work was conducted this year.				
78. Number of voluntary local leaders or committeemen assisting this year.				
79. Number of tours conducted this year to observe economic and social conditions in various land use areas				
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems.				
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)				
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year.				

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

MARKETING AND DISTRIBUTION

(1) Include all work with adult, 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											
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year											
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives ² assisted organizing during the year											
87. Number of established cooperatives ² assisted during the year											
88. Number of members ³ in the cooperatives assisted during the year (questions 86 and 87)											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ¹	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year											
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ² pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
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											
96. Number of special merchandising programs ² participated in or conducted this year											
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ² relating to marketing services and costs of distribution conducted this year											
99. Number of programs ² relating to transportation problems conducted this year											
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 places of work.

101. Number of days devoted to housing, farmstead improvement, and equipment work		HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT			
102. Days devoted to line of work by:		The house, furnishings, and surroundings	Rural electrification	Farm buildings	Farm mechanical equipment
		(a)	(b)	(c)	(d)
102. Days devoted to line of work by:					
(1) Home demonstration agents		108			
(2) 4-H Club agents					
(3) Agricultural agents			2	1	
(4) State extension workers			1		
103. Number of communities in which work was conducted this year		12			
104. Number of voluntary local leaders or committees assisting this year		28	4	2	
105. Number of families assisted this year in—		Rural Electrification—Continued			
(a) Constructing dwellings					
(b) Remodeling dwellings					
(c) Installing sewage systems					
(d) Installing water systems		1			
(e) Installing heating systems					
(f) Providing needed storage space					
(g) Rearranging or improving kitchens					
106. Number of associations organized or assisted this year to obtain electricity					
107. Number of families assisted this year in—		Farm Buildings—Continued			
(a) Obtaining electricity					
(b) Selection or use of electric lights or home electrical equipment					
(c) Using electricity for income-producing purposes					
108. Number of farmers assisted this year in—		Farm Mechanical Equipment—Continued			
(a) The construction of farm buildings					
(b) Remodeling or repairing farm buildings		227			
(c) Selection or construction of farm-building equipment		195			
109. Number of farmers assisted this year in—		Farm Mechanical Equipment—Continued			
(a) The selection of mechanical equipment					
(b) Making more efficient use of mechanical equipment		57			
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 bettering of cotton					
(a) Improving home grounds					
(b) Planting windbreaks or shelterbelts		17			

NUTRITION AND HEALTH

112. Days devoted to line of work by	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
	(1)	(2)	(3)	(4)
(1) Home demonstration agents	17	41	30	
(2) A-H Club agents				
(3) Agricultural agents	7	3	5	
(4) State extension workers				
113. Number of communities in which work was conducted this year	3	10	8	
114. Number of voluntary local leaders or committeemen assisting this year	12	16	11	
115. Number of families assisted this year—	115(g) FOOD PRESERVATION BY ADULTS			
(a) In improving diets	77			
(b) With food preparation	167			
(c) In improving food supply by making changes in home food production ¹	191			
(1) Of vegetables				
(2) Of fruits				
(3) Of meats				
(4) Of milk				
(5) Of poultry and eggs	191			
(d) With home butchering, meat cutting or curing				
(e) With butter or cheese making				
(f) With food preservation problems	358			
(1) Canning	358			
(2) Freezing	7			
(3) Drying				
(4) Storing	8			
(g) In producing and preserving home food supply according to annual food-supply budget				
(h) In canning according to a budget	19			
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)		18		1
(l) With first-aid or home nursing				2
(m) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers	12			2

115(g)	FOOD PRESERVATION BY ADULTS		
	Fruits (a)	Vegetables (b)	Meats and fish (c)
1. Quarts canned	14735	19262	5086
2. Gallons brined			
3. Pounds: Dried ²			
4. Cured ³			
5. Stored			
6. Frozen ⁴	52	98	4266
7. Number of different families represented by the above figures	358		

115(h)	FOOD PRESERVATION BY 4-H CLUB MEMBERS		
	Fruits (a)	Vegetables (b)	Meats and fish (c)
1. Quarts canned	854	1214	31
2. Gallons brined			
3. Pounds: Dried ²			
4. Cured ³			
5. Stored			
6. Frozen ⁴			

¹ Sum of the substance minus duplication day to families participating in more than one activity.

² Weight of finished product after drying.

³ Weight of product before curing.

⁴ Includes contents of locker plants and home freezer units.

⁵ Do not include vine matured peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth		Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
117	(1) Home demonstration agents.....		15		5
118	Days devoted to line of work by— (2) 4-H Club agents..... (3) Agricultural agents..... (4) State extension workers.....				
119	Number of communities in which work was conducted this year.....		9		5
120	Number of voluntary local leaders or committeemen assisting this year.....		18		1
Home Management—Family Economics—Continued		Clothing and Textiles—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.....	37 8			199
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.....	328			
123	Number of families assisted this year through cooperative associations* or individually, with the buying of— (a) Food..... (b) Clothing..... (c) Housefurnishings and equipment..... (d) General household supplies.....	81			
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.....	2			
NOTE.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.					
127	Number of families assisted this year with— (a) Clothing-construction problems..... (b) The selection of clothing and textiles..... (c) Care, renovation, remodeling of clothing..... (d) Clothing accounts or budgets.....				
128	Number of families assisted this year— (a) With child-development and guidance problems..... (b) In improving family relationships.....				
129	Number of families providing recommended clothing, furnishings, and play equipment for children this year.....				
130	Number of different individuals participating this year in child-development and parent-education programs: (a) Men..... (b) Women.....				
131	Number of children in families represented by such individuals.....				
Family Relationships—Child Development—Continued		Recreation and Community Life—Continued			
132	Number of families assisted this year in improving home recreation.....				34
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.....				
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 recommendation.....				

* 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.
* Includes question 122, also families buying through marketing cooperatives, organized or assisted, column (b), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	46		40		40	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						Acres
144. Cotton	5		4		4	Acres
145. Tobacco	15		11		11	Acres
146. Fruits						Acres
147. Home gardens	62	21	52	19	9	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops (including pasture improvement)						Acres
150. Poultry (including turkeys)	19		14		1105	Birds
151. Dairy cattle	10		7		7	Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	40		27		47	Animals
155. Horses and mules						Animals
155a. Rabbits						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds						XXXXXXXXXXXXXXXXXX
159. Forestry						Acres
160. Wildlife and nature study (game and fur animals)						XXXXXXXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity, tractor						Articles made
162. Farm management						Articles repaired
163. Food selection, preparation, and/or baking	119	119		81	2182	Meals planned
164. Food preservation. (Include frozen foods)	153	153		86	2099	Meals served
165. Health, home nursing, and first aid						Quarts preserved
165a. Child care						XXXXXXXXXXXXXXXXXX
166. Clothing						XXXXXXXXXXXXXXXXXX
167. Home management (housekeeping)						Garments made
168. Home furnishings and room improvement		227		190	193	Garments remodeled
169. Home industry, arts and crafts						Units
170. Junior leadership						Rooms
171. All others						Articles
172. Total (project enrollment and completion)	697	520	485	370	9349	Articles

115 (over) (Include extension and correspondence)
 116 (7) (over) **4-H CLUB MEMBERSHIP** 118 250

WORK WITH OLDER RURAL YOUTH

178. Number of 4-H Clubs (do not count the same club more than once) 14
179. Number of different 4-H Club members enrolled (a) Boys 197 (b) Girls 293
175. Number of different 4-H Club members completing (a) Boys 155 (b) Girls 238
176. Number of different 4-H Club members in school (a) Boys 145 (b) Girls 270
177. Number of different 4-H Club members out of school (a) Boys 52 (b) Girls 23
178. Number of different 4-H Club members from farm homes (a) Boys 197 (b) Girls 275
179. Number of different 4-H Club members from nonfarm homes (a) Boys 0 (b) Girls 18

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth

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

187. Number of members by school status and age

	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and 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

Number of Different 4-H Club Members Enrolled:

180. By year	Boys (a)	Girls (b)	181. By age	Boys (a)	Girls (b)
10 and under			10 and under	24	12
11			11	28	29
12			12	38	32
13			13	30	46
14			14	41	59
15			15	20	39
16			16	13	18
17			17	1	29
18			18	1	18
19			19		8
20 and over			20 and over	1	6

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—

- (a) Judging 8 (f) Fire and accident prevention
- (b) Giving demonstrations 27 (g) Wildlife conservation 5
- (c) Recreational leadership 24 (h) Keeping personal accounts
- (d) Music appreciation (i) Use of economic information
- (e) Health (j) Soil and water conservation
- (k) Forestry 8

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.

194. Check column showing approximate portion of older youth program devoted to—

	Under 10 percent (a)	10-19 percent (b)	20-39 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 as items 15, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in extension projects during the year's operation.
 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)

	Men (a)	General Gender Insects (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
196. Number of communities in which work was conducted this year			
197. Number of voluntary local leaders or committeemen assisting this year			

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. Councils (b)	Farm Credit Administration (c)	Employment Service (d)	Production and Marketing Administration (e)	Soil Conservation Service (f)	Farmers Home Administration (g)	Rural Electric System Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)	Other Agencies (k)
198. Days devoted in line of work by—											
(1) Home demonstration agents	6									13	
(2) 4-H Club agents	3		3		7	1	5	2			
(3) Agricultural agents											
(4) State extension workers											
200. Number of communities in which work was conducted this year	8		7		10	9	5	4		10	
201. Number of voluntary local leaders or committeemen assisting this year	12		6		25	20	8	2		20	
202. Number of meetings participated in this year by extension workers										1	

* Includes groupworkers, army nurses, church boys, and other insects not reported under specific crop or livestock headings.

1. Includes all work with adults, 4-H Club members, and other youth
 2. Includes all work with children, 4-H Club members, and other youth
 3. Includes all work with children, 4-H Club members, and other youth
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LEWISTOWN, PA.

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 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 objective 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. 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.