

ANNUAL NARRATIVE REPORT  
BUCHANAN COUNTY

1953

NAME S. D. Woods COUNTY AGENT

ADDRESS Grundy, Virginia

STENOGRAPHER Mrs. G. B. Keen, Jr.

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### III. TYPE OF AGRICULTURE

Buchanan County is the most mountainous county in Virginia. The steep mountains begin to rise at the small creeks and extend to 2500 feet or more. The only farming land is a few bottoms along the creeks and little flat land on top of the mountains. There is scarcely enough level ground on which to set the houses. Our homes are strung along the highways which follow the creeks or streams.

There are only a few families in Buchanan County who depend entirely on farming for a living. A rather accurate estimation is three or four hundred families who make an existence from farming. The 3,000 listed in Buchanan County consist of two or three acres of farm land, and the remainder of the farm is woodland that runs back to the top of the mountains.

Although our income from farming is very little, these mountain people produce an enormous amount of their food in the gardens and truck patches. This food produced on the farms supplements their grocery bill, and their income from mining is used for buying cars and improving their homes. Ninety-eight percent of the homes in the county are serviced by the Appalachian Electric Power Company. Many of these part-time farmers produce a part of their food on the farm and use the money from wages at the mines to improve their homes. This mining occupation is very erratic and the people who live on these small plots of ground and produce their food are much more substantial than the people who live in town and buy all of their food supply. These small farms give the miner something to work at when the mines are not running. The family of the miner who lives on the farm also helps produce food. These small farms are a shock absorber for the miner when he is out of work.

The type of agriculture in Buchanan County can best be described as part-time farming and, for those people who live entirely from their farms, subsistent farming.

### IV. COUNTY ORGANIZATION

Mobilization Committee	County Board of Agriculture
4-H Club Council	4-H Leaders Organization
County Federation of Home Demonstration Clubs	
Buchanan County Forestry Committee	Buchanan County Fair Committee

Pasture Improvement Organization

Chamber of Commerce Agricultural Committee

Two Community Improvement Organizations

Two Farmers Community Organizations

PMA County Committee

Woodcliff Garden Club

The Buchanan County Agricultural Committee held two meetings during the year. On this committee are three farmers, a banker and a business man. The County Agent advises privately with these board members throughout the year when any important policies are to be decided.

The Agricultural Committee of the Buchanan County Chamber of Commerce has helped the County Agent considerably during the year. This Committee recommended to the Chamber of Commerce that the Chamber again sponsor the Buchanan County Fair and the Community Improvement Contest in the county. The Chamber of Commerce Agricultural Committee canvassed the town for advertisements for the fair catalogue. Over \$1,300.00 in advertisements were sold and this money used to pay expenses and premiums at the fair. The County Agent served as President of the Chamber of Commerce during 1953, and has cooperated in developing road projects, improvements in the town of Grundy, and the Cumberland Breaks Tri-State Park. Under the leadership of the County Agent, acting as President of the Chamber of Commerce during 1953, the Chamber secured money to build 12 miles of a national highway up Horse Creek, and secured funds to hard surface the road over Bull Mountain to the Breaks area.

The County Agent again served as Secretary of the Buchanan County PMA Committee. By working closely with the County PMA Committee, the County Agent has gotten most of his recommendations for liming, fertilizing and seeding approved. His recommendations were the recommendations from V.P.I. College.

The business of the Buchanan County Fair Association was conducted through the County Agent's office. A fair catalogue was printed, and money enough secured from ads to pay expenses of the fair. The Buchanan County Chamber of Commerce cooperated very closely with the fair committee in working out the fair policies and doing the actual work.

The Mobilization Committee of which the County Agent is Secretary has held six meetings during the year. The Drought Emergency situation has been taken up and Buchanan County declared in the Drought Disaster Area. A Drought Emergency Feed Committee has been appointed and is now functioning in connection with the hay and feed program.

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The Federation of Home Demonstration Clubs has worked very closely with the County Agent in putting on the county fair, and getting educational information throughout the county. The women in the Home Demonstration Clubs have served on special committees of the county agent, and did most of the work in arranging the displays at the county fair.

#### V. MAJOR PROJECTS 1953

##### Agronomy

###### A. Situation

1. Part-time farmers have an acre or two around their homes in gardens and truck patches. Most of these farmers keep one or two cows and are in need of improved pasture.
2. A few farmers on the south side of the county in the Council and Davenport Communities raise tobacco and a small acreage of corn.
3. Since there are only a very few tenable acres on each farm, there is not enough rotation of crops.
4. The majority of the land in Buchanan County is covered by timber. Since the woodland is creeping back into the land that was once in pasture, it is estimated that over three-fourths of our land is now in timber.
5. There is a pressing need in Buchanan County to maintain the fertility of the gardens, truck patches and the land that is farmed over and over.
6. Timber is the number one crop in Buchanan County, and it is of the greatest economic value to let this timber grow unmolested by fire and grazing.

###### B. Objectives

1. To help each farmer establish a small plot of improved pasture for his one or two cows.
2. To get maximum production from gardens and truck patches, and where possible to maintain the humus supply in these plots.
3. To teach the gardeners and truck farmers in the county the best methods, and also to teach them how to use the maximum amount of fertilizer and nitrate of soda.
4. To establish a few demonstration plots of alfalfa and ladino clover, orchard grass.

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C. Methods

In order to give the gardeners the latest information on varieties, over 1000 garden bulletins were given out at 4-H club meetings, farmers meetings, Home Demonstration meetings, and to office callers. A number of garden and fertilizer bulletins were sent out to people in answer to requests from our radio program. Two hundred bulletins put out by V.P.I. on using dust on gardens were distributed throughout the county.

Five articles on improving our gardens were written for the local newspaper.

The County Agent made over 200 personal visits to farmers and helped the gardeners with garden problems. Mr. L. D. Beamer, Associate Horticulturist, held six garden meetings in this community. Mr. Beamer emphasized at these meetings how to maintain soil and produce quality vegetables.

At ten farmers meetings throughout the county, the County Agent discussed the taking of soil samples, fertilizing gardens and the best varieties of vegetables to grow in gardens. At these meetings, garden bulletins, pasture bulletins and fertilizer bulletins were distributed to all present. The County Agent has made 53 radio broadcasts during the year, and a number of these broadcasts has emphasized the use of insecticides and fungicides for gardens.

D. Results

There has been a noticeable improvement in the quality of vegetables and other farm products produced in Buchanan County during 1953. There were 300 entries of garden products at the 1953 county fair. All of these were above average in quality. At the fair were displayed 600 cans of vegetables and fruits. These cans also portrayed the high quality of products produced in the county. It is evident from the quality of products produced in the county, that the farmers are using the maximum amount of fertilizer under their crops. The display at the fair shows that the farmers are using the latest recommendations on seed varieties for their gardens and truck patches. Hybrid corn, hybrid tomatoes and hybrid cucumbers took all the first prizes at the fair in their classes.

Since the PMA Committee distributed orchard grass and ladino clover seed, the County Agent worked very closely with it. The PMA office distributed to 98 individual farmers ladino clover and orchard grass seed. Along with these orders for seed went mimeographed bulletins from the County Agent's office on how to prepare a seed bed, fertilize and lime for ladino clover.

There a number of farmers over the county who have a plot of one, two or three acres of good ladino clover and orchard grass. This improved pasture is catching on in the county. Farmers seeing the advantage of this pasture are coming in and inquiring how to establish it. The extreme drought has handicapped our pasture program in 1953.

The County Agent worked with the PMA Committee and the farmers, and has gotten more farmers to use 2-12-12 fertilizer on their pasture land. During 1953 there were not as many tons of lime used on the pastures as in former years, because most of the land on which lime can be applied has already been treated. During tobacco cutting season, a circular letter was sent out to the 272 tobacco growers asking them to use a cover crop on their tobacco land this year. Recommendations for the seeding of a good cover crop were given and about 1/3 to 1/2 of the farmers have cover crops on the tobacco land this winter.

The numerous saw dust piles in Buchanan County are beginning to disappear, since the farmers are hauling the saw dust and putting it over their gardens and truck patches. Truck loads of saw dust can be seen moving along the highways. This activity is the result of the county agent's recommendations over the radio, in the newspaper and at meetings.

Mr. G. R. Matthews, with the Agronomy Department, held a demonstration in our county on building a tobacco bed with cyanamid. Ten farmers used this method to kill weeds in their tobacco beds. These tobacco beds were very outstanding, and 20 or 25 farmers are using cyanamid to treat their beds in 1953.

#### Poultry

##### I. Situation

1. Poultry and poultry products are a major food supply in Buchanan County. A number of farmers keep small flocks which produce eggs and poultry meat for their families.
2. There are a few commercial flocks in the county, ranging in number from 100 to 300 birds.
3. Poultry could really be made a primary, instead of a secondary enterprise on a lot of our farms, since there is a good market for eggs and poultry meat in the local market.

- 4. Since poultry in the county is only a side line, there is not enough attention given to sanitary conditions, feeding and housing of poultry.
- 5. Too many of our farmers buy their baby chicks from local stores and other wholesale dealers rather than from reputable hatcheries.

B. Goals

- 1. To work closely with 8 or 10 part-time farmers and assist them in making money from keeping 100 or 200 good layers.
- 2. To get a list of nearby hatcheries to all the poultry buyers in the county.
- 3. To distribute information on sanitation, feeding and the control of internal and external parasites to all of the flock owners in the county.
- 4. To have 8 or 10 good 4-H Club members carry out a successful poultry flock demonstration.
- 5. To give personal assistance to as many farmers as possible in regard to their poultry problems.

C. Methods

Mr. A. L. Dean, Associate Poultry Husbandman, carried eight demonstration laying flocks in the county. Mr. Dean and the County Agent visited these eight farmers twice during the year, at which time Mr. Dean scored these flocks for sanitation, housing, quality of birds and production. On the score card used by Mr. Dean, the equipment in the house was also taken into consideration. All of these demonstrators improved their flocks in their laying houses, watering equipment and sanitation during the year. The County Agent has devoted five or six radio programs during the year to the care, feeding and housing of poultry. From the inquiries received in the County Agent's office, these programs have been educational to the poultry growers.

A series of meetings were held throughout the county during the year on poultry raising and keeping of laying flocks.

Several hundred bulletins on the care of poultry were distributed to the 4-H clubs and at farmers meetings. During January and February, the 4-H club boys carried an electric project in which they built an electric cord. Approximately 100 boys over the county built this cord by attaching sockets and plug-ins to a 10 foot cord, which many of them used in

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brooding their baby chicks. At these A-H club and farmers meetings, the infra red light bulb for brooding baby chicks was demonstrated. The local electric dealers were asked to buy these bulbs so that they would be accessible to the farmers in the county. Several hundred of these bulbs were sold through out the county, which shows that this project of brooding chickens with the heat bulb has taken affect.

#### D. Results

From the result of advertisement over the radio, in newspapers and by personal contact, the farmers in the county ordered a better grade of chickens in 1953. Many of them used the list of hatcheries mimeographed in the County Agent's office from which to order their baby chicks. These farmers are beginning to realize that it is better to order their chicks from a nearby hatchery so that the chicks will be strong when they arrive. The farmers are also beginning to realize that the hatcheries will fill their orders with the kind of chickens which they recommend since they are trying to build and keep their reputation.

As stated above, many of the people who raise chickens in the county are ordering their chickens. The farmers' flocks which a few years ago were mongrels of all colors are now replaced by one breed. The New Hampshire Red which has been recommended by the County Agent is a predominant breed throughout the county.

From the result of the promotion by the County and the Home Agent, more and more people are using saw dust litter in their laying houses. Although this is not the best litter, it is the easiest accessible in the county. There has been, during 1953, a noticeable improvement in feeding and watering the laying flocks. A few people throughout the county have installed running water in their laying houses. A few have lights with an automatic switch which lengthens the daylight hours. Although the improvements in poultry in Buchanan County have not been what we desire, the laying flocks are increasing in number and quality.

#### Dairying

##### A. Situation

1. The 1950 census report shows there are 3000 cows in Buchanan County. These cows are kept one or two cows to the farm, and furnish milk and butter for the families.

2. ~~These~~ cows, although improved over the last few years, are not yet as high producers as they should be.
3. Very few of our calves are kept for replacement stock. Many of our milk cows are bred to the beef breed males.
4. Very little of the feed that is fed these 3000 cows is produced in the county. Practically all of the cows are fed ~~daily~~ feed with little or no hay during the winter.
5. One of the big problems in Buchanan County is the production of good pasture for these cows. There is no stook law in Buchanan County, and at least 1/2 of the cows roam the highways and pasture on the woodland and road sides throughout the county.

#### B. Goals

1. To get across to the farmers the advantages of keeping high producing cows rather than the low producers which many of them keep.
2. Work with the FMA Committee, farmer groups and community clubs to promote a better pasture and hay program for our cows.
3. To get more of the farmers to establish a small plot of ladino clover and orchard grass pasture in order to give early and late grazing.
4. To get a few pure bred Guernsey and Jersey bulls in the county, and encourage the farmers to keep some of their best heifer calves for replacement stock.

#### C. Methods

The County Agent has gotten two high grade Guernsey and two high grade Jersey bulls in our communities in the county. At county meetings and personal visits, the County Agent has emphasized to the farmers the value of keeping a good milk cow over the keeping of a low producer. Three newspaper articles and four radio broadcasts were devoted to the feeding and care of dairy cows. The County Agent, working as Secretary of FMA Committee, has caused the farmers in the county to establish at least 75 plots of ladino clover and orchard grass this year. Some intensive personal work was done to help two small dairymen close to Grundy. These two dairymen are the only farmers selling milk in the county.

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D. Results

The Buchanan County Mobilization Committee of which the County Agent is Secretary recommended that Buchanan County be placed in the Drought Disaster Area. The county was declared a drought disaster county in November. Feed and hay is being obtained through the Drought Disaster Program for the county. Since we have not had any rain since July in Buchanan county, the farmers have been feeding their cows since August.

As stated above, the milking quality of our cows in the county is not all that could be desired. However, there are more farmers buying pure bred Guernsey and Jersey cows. Most of our cows in the county are bought from cattle dealers who go to the market, buy the cows, and then distribute them to the farmers in the county. By this method, we cannot expect to get the top grade cows. The farmers are now being more discriminating in their buying. A few farmers who are breeding their cows to the high grade dairy males which we have in the county are keeping their calves for replacement stock. Entirely too many of our farmers keep one or two cows breed their cows to the beef type male, and sell their calves for veal. The County Agent has done all he could through the years to prevent this practice, but it is a trend that continues.

VI. MINOR PROJECTS

Livestock

A. Situation

1. There are from 1000 to 1500 stock cattle in the county.
2. There are not over 50 to 100 pure bred cattle in the county, and the remainder are grade Hereford and nondescript breeds.
3. Our farmers who keep stock cattle usually winter their cattle in Buchanan County and move them to Russell or Tazewell County on rented pasture for the summer.
4. More pasture land is needed in Buchanan County.
5. A better grade of pure bred bulls are needed in the small herds of stock cattle in the county.
6. The sheep population in the county is down to 1000 or less. Pure bred rams are not kept in all the flocks.

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B. Goals

1. To get more pure bred Hereford bulls in the county.
2. To encourage a few farmers to keep good stock heifers.
3. To get a pure bred ram in all of the sheep flocks in the county. Also, to treat all the sheep in the county for internal parasites.

C. Methods

Through radio programs, newspaper articles and farmers' meetings the value of improved pasture has been stressed by the County Agent. Good demonstration plots of ladino clover and orchard grass pasture have been established in every neighborhood in the county. Pamphlets and bulletins on improved pasture have been distributed by circular letter from the office and at meetings. The County Agent, at meetings and in personal contact, has stressed the value of pure bred cattle over ordinary grade cattle.

D. Results

With the declining prices in pure bred sires, there have been 20 or 25 pure bred Hereford bulls bought in the county. The farmers are realizing more and more the importance of improved pasture in maintaining their breeding stock. As stated in the dairy section, 90 farmers sowed ladino clover and orchard grass in 1953. The \$12,000.00 allocated to the county through the FMA Office was used by farmers to top dress their meadows and pastures. The drought since July in Buchanan County has caused a few farmers to sell their breeding stock. However since the price is so low, there are quite a few holding on to their stock and trying to winter them. The Emergency Drought Feed and Hay Program will assist these farmers in carrying their cattle over.

Horticulture, Fruits and Vegetables

A. Situation

1. Practically every one of the 3000 farms listed in Buchanan county has a small or large garden.
2. Food produced in these gardens is the biggest item in the agricultural program in the county.

3. There are 300 or 400 families in the county who depend almost entirely on their gardens and truck patches for their food supply. However, these families live on a subsistent diet.

4. Since the mines in the county run very irregular, and the miner's income is unstable, gardening is a wholesome avocation for the miner and also furnishes work for the whole family.

#### B. Goals

1. To teach the gardeners in Buchanan County to raise the improved varieties of vegetables recommended by V.P.I.
2. To raise the quality of vegetables produced by using the right kind and adequate amount of fertilizer.
3. To teach the gardeners and truck farmers how to maintain and improve their soil.
4. To teach the gardener how to use modern insecticides and fungicides.

#### C. Methods

The County Agent distributed through the 20 A-B clubs by circular letter, over 1000 of the circular, Vegetable Suggestions for Virginia. These also were distributed through the Home Demonstration Clubs. We are certain that the majority of our gardeners are using the improved varieties recommended by V.P.I. The County Agent made 10 or 15 broadcasts on gardening during the year. In these broadcasts the proper fertilizers for gardens were recommended. Also the proper kind of insecticides and fungicides were recommended. Ten garden meetings were held in early March with an attendance of 250 farm people.

Since gardening is a primary agricultural enterprise in the county, the County Agent has made 235 home visits on gardening. Farmers and farm women who come into the Extension Office are continually discussing their garden problems.

#### D. Results

The display of vegetables and canned products at the fair show that the Extension Program in Buchanan County has produced results. The quality of garden products displayed at the 1953 fair was superior to any of the seven years which the fair has been running. Although the County Agent has advocated

in 1953 as he has in the past 12 years he has been in the county, that the gardeners in Buchanan County use a cover crop for their gardens, a very few of them used a cover crop this winter. The reason for not using a cover crop is that the gardeners hire their gardens plowed in the spring of the year, but will not go to the trouble and expense of hiring a horse and plow their gardens in the fall. Several of the farmers are using saw dust on their gardens according to recommendations from V.P.I.

VIII. 4-H CLUB WORK

Twenty 4-H clubs were carried by the County and Home Agents during 1953. A total enrollment of 679 4-H club members were supervised. A total of nine meetings were held in each club, which were attended by the County and Home Demonstration Agents. During the month of December, both boys and girls carried a safety project. Also, during the months of January and February 300 boys and 14 girls carried the electric project.

The boys prepared over 100 electric cords, and a few of them converted oil lamps into electric lamps. The boys were taught how to splice wires, attach plug-ins and sockets, and a few in the second year project drew plans for wiring their homes. One hundred percent of these boys completed their electric project or filled out the first or second year project books. This high percentage was achieved by having a work period at each meeting, and then taking the books up and letting only the boys who were interested take their project books home. Jerry Rife with the Matney 4-H club and Harold Viers with the Grundy 4-H Club won the County 4-H Club Electric Contest and went to Richmond to the Electric Congress.

In November of this year, 66 4-H club officers from 14 of the 4-H clubs in the county attended a council meeting in the Grundy Courthouse. A very fine program was given, Council officers elected, and it is believed that the County 4-H Club Council will do some good work this coming year.

The Annual 4-H club camp was held again in 1953 in cooperation with Dickenson and Wise counties. Buchanan County sent 35 4-H club members to camp. The County Agent of Buchanan County acted as director of the 4-H club camp.

During the spring of the year the County Agent bought 1000 Superfection Everbearing strawberry plants and distributed them to the 4-H club members. The drought in the county prevented these berries from yielding very much this fall.

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In the Spring, the 4-H club members of Buchanan County contributed to the National 4-H Club Center in Washington, D. C.

#### VIII. COMMUNITY IMPROVEMENT PROJECT

The Buchanan County Chamber of Commerce again appropriated \$100.00 to be used as prizes in the Community Improvement Contest. The Logmaster Community and Little Prater Community entered the contest in April. After two or three meetings, the Little Prater Community people lost interest and did not finish the contest. The Logmaster Community came through with flying colors. They raised enough money to bulldoze and level off a playground. From the Lord's Acre they made approximately \$100.00. They also improved their Community Center and established a library of over 600 books. This community finished in the 2nd division in the Bristol Area Contest, and would have finished in the 1st division had the community had the agricultural advantages of their competitors.

#### IX. EVALUATION OF YEAR'S WORK

This is the 13th year that the County Agent has served in Buchanan County. It is difficult to evaluate the work done in one year without the influence of programs from former years. The County Agricultural Extension Program is a vital factor in the life of this county. The people depend more and more on the County and Home Agents and the Extension office for information to solve their problems.

The County Agent has served as President of the Buchanan County Chamber of Commerce in 1953. Buchanan County being an industrial county, the Chamber of Commerce is more interested in the industrial side of the county than it is in agriculture. The Chamber of Commerce has put on a good program in 1953 in promoting road building and other civic projects. The County Agent, acting as President of the Chamber of Commerce, has become more familiar with the leaders in the county.

The mill building program in Buchanan County moved steadily along in 1953. As stated before in this narrative report, the quality of vegetables, livestock and poultry made an improvement during this year. There has been no sensational agricultural program in the county in 1953. However, the Agent believes that there has been considerable progress.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service  
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Richmond State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>S. D. Woods</u>	<u>County Agent</u>	<u>12-1-52</u>	<u>11-30-53</u>
<u>Elna Carter</u>	<u>C. H. S. Agent</u>	<u>12-1-52</u>	<u>11-30-53</u>
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____



READ SUGGESTIONS ON PAGE 32

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

State Extension Director

Form ES-21  
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work should report **ALL THEIR WORK** in the column provided. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B. When two or more agents (a county agent and an assistant) doing similar work report in the same column, whether it be A, B, or C, duplications should be removed before the entry is made. The county total, column D, is the sum of the three preceding columns less duplications not previously eliminated.

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group seeking information or assistance.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.
7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result demonstrations are definitely planned in advance and not "found."
8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization or subject matter.
9. For the definition of young men and women's work (YMW) see items 132 through 135.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding. Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10.
10. In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.
- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

READ SUGGESTIONS ON PAGE 22

State Extension Director

Form No. 101  
Revised June, 1933

## EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number	346		377	723
2. Home calls..... do	177		643	820
3. Telephone calls..... do	297		1168	1465
4. News articles or stories prepared..... Number	49		39	87
5. Broadcasts made or prepared:				
a. Radio..... do	48		52	100
b. Television..... do				
6. Bulletins distributed..... do	2585		1921	4466
7. Adult adult demonstrations conducted..... Number	1		11	12
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	10		20	30
(2)..... Attendance	200		138	338
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number				
(2)..... Attendance				
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	97		16	113
(2)..... Attendance	1074		1111	2185
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	117		111	228
(2)..... Attendance	2055		2200	4255
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	27		9	36
(2)..... Attendance	405		186	591
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	2		22	24
(2)..... Attendance	61		880	941



## EXTENSION ORGANIZATION AND PROGRAM PLANNING

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

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

*Barham County Board of Supervisors*

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

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

Item	Councils or committees		Members		Meetings of such councils or committees held during the year	
	A	B	C	D	C	D
	Number	Number	Number	Attendance		
a. Over-all or general.....	1	5	6	30		
b. Agricultural.....	1	10	3	12		
c. Home demonstration.....	1	30	4	68		
d. Young men and women.....						
e. 4-H Club.....	1	63	1	42		

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

Item		
	A	B
	Number	Attendance
a. Community or local meetings.....	35	707
b. County meetings.....	4	32

## 14. Number of fact-finding surveys for program-planning purposes made during the year..... 4

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

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work.....	71	42	XXXX	XXXX
b. In adult home demonstration work.....	0	109	XXXX	XXXX
c. In young men and women's work.....	0	0	XXXX	XXXX
d. In 4-H Club work.....	6	30		
e. Total number of DIFFERENT leaders.....	65	160		

## 16. Number of organized clubs or other groups carrying on adult home demonstration work..... 12

## 17. Number of members in such clubs or groups..... 320

## CROPS—Production and Marketing—Interpretation

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

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

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

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

## PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12		12	24
19. Total days worked.....	300		300	600
20. Days devoted to—				
a. Field work.....	152		175	327
b. YMW work.....				#
c. 4-H Club work.....	148		125	273
21. Days devoted to—				
a. Extension organization and program planning.....	46		42	88
b. In-service training of agents.....	17		53	70
c. Crops.....			62	62
d. Livestock.....			33	33
e. Marketing; distribution; and service organizations.....			21	21
f. Soil and water conservation and management.....			26	26
g. Forestry.....			9	9
h. Wildlife.....			3	3
i. Planning and management of the farm business.....				
j. Farm buildings and farm me- chanical equipment.....				
k. House and surroundings, furnish- ings and equipment.....	72		11	83
l. Home management.....	15			15
m. Family economics.....	0			
n. Clothing.....	66			66
o. Foods and nutrition.....	60			60
p. Health.....	0		10	10
q. Family life, child development, parent education.....	0			
r. Safety.....	0		5	5
s. Community development and public affairs.....	12		15	27
t. Days that cannot be charged specifically to one of items a through s.....	12		10	22

## CROPS—Production and Marketing—Interpretation

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

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

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

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

CROPS—Production and Marketing

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

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pas- ture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	8	15		22			42	26
23. Total number of persons contacted individually or through meetings.....	1332	625		372			1222	852
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly to adopt recommended practices.....	1022	564		202			992	625
25. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of production.....	882	<del>564</del> 242		202			864	525
Specific production and management practices incident to—								
b. Use of improved varieties and strains.....	325	112		193			642	442
c. Use of fertilizers.....	632	<del>564</del>		202			800	505
d. Control of injurious insects.....	101	62		182			632	225
e. Control of diseases.....	82			202			600	400
f. Harvesting, storing, and curing.....	92			200			600	0
g. Efficient work methods.....	222			185			642	525
26. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of marketing.....				202			642	
Specific marketing practices incident to—								
b. Preparation for market.....				202			400	
c. Processing, packing and shipping.....				272			642	
d. Selling.....				202				

## LIVESTOCK—Production and Marketing—Interpretation

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

- F. Under "other livestock," persons assisted in work with horses and mules, rabbits, and fur animals should be reported.
27. Voluntary local leaders who have actively engaged in furthering extension work with each kind of livestock. See also interpretation of item 8.
28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adoption of a new, or improvement in an old, practice—
- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
  - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
  - (3) Probable number of OTHER PERSONS REACHED through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
  - (4) All available evidence indicating the percentage of the potential clientele: Number of farms and other places keeping poultry, that made use of extension information relating to specific kinds

of livestock and livestock products. Such evidence may be from sample surveys, reports from local leaders and secretaries of organized livestock groups, requests for bulletins, inquiries received after the release of specific news articles or after broadcasts, amount of a product or of material handled by dealers, personal observations, and other sources.

Item 29 will normally be greater than either subitem 30a or 31a.

30. Item refers to—

- a. The number of persons helped with any livestock production or management practice. This subitem should include the specific practices listed in 30b through 30f, plus other production and management practices emphasized in the county extension program. Subitem 30a cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- b. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
- f. Those assisted in adopting more efficient ways of handling live stock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.

31. Item should include—

- a. Different persons assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- b. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
- c. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
- d. Persons assisted primarily with those activities involved in arrangements incidental to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

## LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products A	Poultry and products B	Beef cattle C	Sheep, goats, and products D	Swine E	Other livestock products F
27. Number of voluntary local leaders assisting.....	92	14	6	8	10	11
28. Total number of persons contacted individually or through meetings.....	1202	1822	232	222	454	622
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	922	906	202	122	400	600
30. Estimated number of farmers and other individuals reported in item 29 assisted with—	922	906	202	122	350	562
a. Any phase of production and management—						
Specific production and management practices incident to—						
b. Selection and breeding.....	682	552	193	122	101	424
c. Feeding.....	600	802	193	122	323	562
d. Controlling external parasites.....	200	906	190	122	325	400
e. Controlling diseases and internal parasites.....	182	906	190	122	325	425
f. Efficient work methods.....	85	555	90	122	352	425
31. Estimated number of farmers and other individuals reported in item 29 assisted with—	682	606	202	92	50	562
a. Any phase of marketing.....	200	424	194	122	52	444
Specific marketing practices incident to—						
b. Preparation for market.....	190	325	150	122	52	444
c. Commodity outlook and market information.....	682	606	202	122	82	354
d. Arranging to sell and selling.....		122		122	92	300

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

## 32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
- Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and processors, wholesalers, retailers, and others engaged in marketing grain.
  - Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
  - (1) Cotton ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.  
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, and merchandizing raw cotton, cottonseed, and cottonseed products.
  - Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
  - Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
  - Sugar mills, contract, and others engaged in handling and marketing sugarcane and sugar beets.
  - Milk plants, pick-up and delivery routes, condensers, cheese plants, ice-cream manufacturers, and bargaining groups.
  - Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
  - Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
  - and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative prices of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (item 55a), home equipment (item 61a), and clothing (item 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives	Members	Cooperatives given educational assistance with--			
			Organizational problems	Financial problems	Operational problems	Membership and public-relations problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	1	442			1	1
b. Farm and home service.....						

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

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

Number

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

a. Marketing.....	
b. Service facilities.....	
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products.....	
b. Home products (arts, crafts, etc.).....	
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.....	
b. Hay and other forage crops.....	
c. Cotton: (1) Cotton ginner.....	
(2) Other.....	
d. Tobacco.....	322
e. Oil crops (soybeans, flax, peanuts, etc.).....	
f. Sugar crops.....	
g. Dairy and dairy products.....	
h. Poultry and poultry products.....	425
i. Meat animals and meat products.....	
j. Fruits and nuts.....	
k. Vegetables including potatoes.....	
37. Food retailers assisted with merchandising problems.....	125
	400
38. Persons assisted with CONSUMER information on agricultural products..... estimated total.....	860

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

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

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

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

42. Item—

- e. Refers to development of water supplies, both gravity and underground; storage, reservoirs, tanks, distribution systems, and the like. Persons given assistance in determining the quality of water for crop purposes are to be included.
- f. Refers to problems relating to the removal of excess water: Installation of tile, drainage-ways, and ditches. Persons given assistance

in saline-alkali reclamation are to be included.

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

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

44. Item—

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

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

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

662  
241  
664  
668

## SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	22	12	12
40. Total number of personal contacts made individually or through meetings.....	860	1022	645
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	762	606 425	445
42. Farmers and other individuals reported in item 41-A assisted with—			Estimated number
a. Proper land use.....			644
b. Contour and strip cropping.....			12
c. Terracing.....			
d. Grassing waterways.....			6
e. Water supply, storage, and distribution.....			20
f. Drainage.....			44
g. Irrigation.....			
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....			325
i. Use of fertilizers (commercial and barnyard).....			303
j. Production of soil-improvement crops.....			600
k. Crop rotations.....			762 860
l. Land clearing.....			60
43. Farmers and other individuals reported in item 41-B assisted with—			
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....			22
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....			122
c. Timber harvesting (includes selective and other recommended cutting for forest products).....			303
d. Estimating and appraising.....			3
e. Production of maple-sirup products or naval stores.....			
f. Treating wood products with preservatives (fence posts and building timbers).....			
g. Marketing of forest products (includes markets and timber-selling practices).....			12
h. Fire prevention.....			606
44. Farmers and other individuals reported in item 41-C assisted with—			
a. Construction or management of ponds for fish.....			2
b. Making food and cover plantings for wildlife.....			12
c. Protection of wildlife areas from fire or livestock.....			16

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—Interpretation

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

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

45. Number of voluntary local leaders assisting .....	16
46. Total number of persons contacted individually or through meetings .....	922
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices .....	833
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook .....	600
b. Keeping and analyzing farm records .....	32
c. Developing an over-all farm plan .....	432
d. Making needed adjustments in farm organization .....	342
e. Developing supplemental sources of income .....	562
f. Obtaining and using credit .....	64
g. Selecting a farm for rental or purchase .....	12
h. Obtaining, training, and using farm labor .....	0
i. Legal aspects of the farm business .....	14
j. Income-tax accounting and related problems .....	12
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers .....	22
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers .....	4

**FARM BUILDINGS AND MECHANICAL EQUIPMENT—Interpretation**

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

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

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

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

55. Item—

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

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

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

**FARM BUILDINGS AND MECHANICAL EQUIPMENT**

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

Item	Farm buildings	Farm mechanical equipment
	A	B
54. Number of voluntary local leaders assisting .....	22	2
52. Total number of persons contacted individually or through meetings .....	463	382
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices .....	400	362
<i>Estimated number</i>		
54. Farmers and other individuals reported in item 53-A, assisted with—		12
a. Arrangement of farm-building lay-out .....		24
b. Construction of farm buildings .....		63
c. Remodeling or repairing farm buildings .....		225
d. Selection or construction of farm-building equipment .....		
55. Farmers and other individuals reported in item 53-B, assisted with—		52
a. Selection of farm mechanical equipment .....		125
b. Developing labor-saving devices and equipment .....		120
c. Use, care, and repair of farm mechanical equipment .....		333
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes .....		333

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

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

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

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

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

#### 60. Item—

Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.

d. Refers to storage space in any other area of house other than kitchen and laundry.

e. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.

h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

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

#### 61. Item should include—

a. Electrical equipment in the home. Work done with sewing equipment should be reported under item 67d.

d. Refinishing furniture, upholstery, chair painting, renovation of accessories.

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

## THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting .....	12	12
58. Total number of persons contacted individually or through meetings .....	650	
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices .....	500	493

60. Families, homemakers, and other individuals reported in item 59-A assisted with--	Estimated number
a. Building a new house.....	
b. Remodeling or repairing the house.....	25
c. Improving kitchen or laundry.....	30
d. Improving storage space.....	150
e. Selection, installation, use, and care of water and/or sewage systems.....	15
f. Selection, installation, use, and care of heating and/or cooling systems.....	15
g. Planning electrical systems.....	1
h. Landscaping home grounds.....	320
61. Homemakers and other individuals reported in item 59-B assisted with--	
a. Selection, use, and care of home equipment (other than sewing equipment).....	75
b. Selection, use, and construction of home furnishings.....	322
c. Repair, reconditioning, and care of home furnishings.....	150
d. Furniture arrangement and use of accessories.....	125
e. Color schemes and wall finishes.....	75
f. Floor finishes.....	15

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

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

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

Assistance includes work done—

b. In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)

c. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in item 67b.)

66. Includes work done—

b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).

d. On wills, inheritance, insurance notes and installment-buying contracts. Item 48i covers legal affairs pertaining to the farm business.

67. Includes work done—

a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.

b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Special help given to control insect damage to clothing should be reported under item 137.

c. On both new and remodeled clothing.

e. On the influence of good grooming on development of the individual.

## HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home	Family	Clothing
	management A	economics B	C
62. Number of voluntary local leaders.....	12	12	42
63. Total number of persons contacted individually or through meetings.....	320	739	860
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	300	727	831
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			
b. In improving housekeeping methods.....			
c. With family laundering.....			295
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			720
b. With family financial planning.....			
c. With keeping and analyzing home records.....			
d. With family legal matters.....			
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			739
b. With care and mending of clothing.....			395
c. With clothing construction.....			684
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			100
e. With good grooming and posture (personal appearance).....			739

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

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

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

70. Consider factors outlined for item 59.

71. Assistance includes—

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

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

72. Assistance includes—

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

73. Work includes assisting families in—

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

74. Work includes assisting families in—

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

### FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting	25			
69. Total number of persons contacted individually or through meetings	628		220	659
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices	611 300		145 75	452
71. Families reported in item 70-A assisted—				Estimated number
a. With planning and/or producing the home food supply				611
b. In selecting food				50
c. With meal planning and food preparation				490
d. With preservation and storage of food				600
e. In improving diets				75
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities				
b. First aid and home nursing				
c. Dental-health education				
d. Health education leading to physical examination by a physician				
73. Families reported in item 70-C assisted with—				
a. Child development and guidance				
b. Providing recommended play, clothing, and equipment suited to age of children				60
c. Understanding roles of family members and strengthening family relationships				
d. Individual adjustments and personality development				
e. Home and family recreation				145
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home				300
b. Accident prevention around the farm and home				300
c. Accident prevention away from home place				

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

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

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

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

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

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

77. Item includes—

- a. Studies and surveys.

78. Item includes—

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

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

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

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

## COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
75. Citizenship activities.....	7	7	26	241
76. Developing and improving county or community organization.....	3	3	10	100
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	3	3	10	100
b. Improving health facilities, services, and programs.....	1	1	8	15
c. Improving schools.....	1	1	4	25
d. Improving churches.....	3	3	10	100
e. Bettering town-country relations.....	1	1	5	90
f. Libraries.....	4	4	16	50
g. Roads.....	2	2	6	70
h. Telephones.....	2	2	8	40
i. Community centers.....	5	5	15	85
j. Recreation programs and facilities.....				
k. Community beautification.....				
78. Regional or area development programs or projects.....				
79. National programs and proposals affecting agriculture and rural life.....				
80. World affairs.....				
81. Emergency activities.....	2	3	10	20

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report units involved for completed projects only.

The following items include projects in—

89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).

95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

CC	4	1		
091	21	0	11/15/31	
092	21	0	11/15/31	
093	21	0	11/15/31	
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197	21	0	11/15/31	
198	21	0	11/15/31	
199	21	0	11/15/31	
200	21	0	11/15/31	

## SUMMARY OF 4-H CLUB PROJECTS

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

Item	Members enrolled	Members completing	Units involved in completed projects	
	A	B	C	
	Number	Number	Number	
82. Corn	19	18	4.75	acres
83. Other cereals				do.
84. Peanuts				do.
85. Soybeans, field peas, alfalfa, and other legumes				do.
86. Potatoes, Irish and sweet	3	3	.75	do.
87. Cotton				do.
88. Tobacco	4	4	.50	do.
89. Vegetable growing				do.
90. Fruits	7	0	.00	do.
91. Range and pasture				do.
92. Other clubs				do.
93. Soil and water conservation and management				do.
Forestry				do.
95. Wildlife and nature study			XXXXXXXXXXXXXX	
96. Poultry (including turkeys)	15	5	300	birds
97. Dairy cattle				animals
98. Beef cattle				do.
99. Sheep				do.
100. Swine				do.
101. Rabbits				do.
102. Other livestock				do.
103. Bees				colonies
104. Entomology			XXXXXXXXXXXXXX	
105. Tractor maintenance				tractors
106. Electricity	321	321	490	articles
107. Farm shop				do.
108. Other engineering projects			XXXXXXXXXXXXXX	
109. Farm management			XXXXXXXXXXXXXX	
110. Beautification of home grounds			XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking)	7	7	40 56	dishes prepared meals served
112. Canning and preserving (other than freezing)				quarts
113. Freezing of foods				quarts frozen
114. Health, nursing, first aid			XX	pounds frozen
115. Child care			XXXXXXXXXXXXXX	
116. Clothing	354	190	950 15	articles garments
117. Home management			XX	articles
118. Home furnishings and room improvement				rooms
119. Home industries, arts, crafts				articles
120. Junior leadership			XXXXXXXXXXXXXX	
121. All other	419	394	XXXXXXXXXXXXXX	
122. Total	1149	942	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP--*Interpretation*

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.
124. 4-H Club members—
- Enrolled are those boys and girls who actually start the work outlined for the year.
  - Completing are those boys and girls who satisfactorily finish the work outlined for the year.
125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.
- Bureau of the Census definition of a farm as used in the 1950 Census is:
 

In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$150 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$150 or more.
  - Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.
  - Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.
127. Age of club members at time of enrollment is to be used as basis for reporting.
128. Report only club members who received DEFINITE training in projects included in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.
- Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to save.

002	2	21
994	100	100
020	091	122
21		
	395	110
	590	911

## 4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS

20

124. Different 4-H Club members—

Boys

Girls

a. Enrolled

310

369

b. Completing

290

300

125. 4-H Club members from—

a. Farm homes

50

63

b. Rural nonfarm homes

240

286

c. Urban homes

20

20

126. 4-H Club members enrolled by years in club work:

a. 1st year

220

271

b. 2d year

60

70

c. 3d year

27

22

d. 4th year

3

6

e. 5th year

f. 6th year and over

127. 4-H Club members enrolled by ages:

a. 10 years and under

42

41

b. 11 years

34

51

c. 12 years

48

68

d. 13 years

76

90

e. 14 years

66

82

f. 15 years

37

32

g. 16 years

7

5

h. 17-20 years, inclusive

128. 4-H Club members who received definite training in—

Boys and Girls

a. Judging

7

b. Giving demonstrations

35 6 41

c. Group recreation leadership

105

d. Music appreciation

e. Money management (thrift)

f. Farm and home safety

310 220

g. Citizenship

25 320 345

h. Personality Improvement

320

i. Soil and water conservation

j. Forestry

k. Health, nursing, first aid

129. 4-H Club members having health examination because of participation in the extension program

75 20

130. Number of members participating in a 4-H Club camp

15 20 35

131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs

8 8 16



MISCELLANEOUS—*Interpretation*

The following items should include work done—

136. In control of sheppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 251.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

## MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	450
137. FAMILIES assisted with control of household insects.....	20
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	
139. FARMERS and other individuals assisted with control of noxious weeds.....	
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	
142. FAMILIES assisted with practices incident to production of arts and crafts.....	

265	261	261
602	503	0211
03	262	261

CONNECTIONS WITH OTHER KINDS OF AGRICULTURE

The purpose of this section is to show the connection between the various kinds of agriculture and the various kinds of work done in connection with them. The connection between the various kinds of agriculture and the various kinds of work done in connection with them is shown in the following table.

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SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

Estimates for this section should be consistent with the most recent county statistical data. All agents should work together in trying to make these figures reflect as accurately as possible the situation in the county. Adaptation of the factors outlined for items 24 and 59 might be helpful in making these estimates.

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

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

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

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

## SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	1862	625	325
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	1150	322	200
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	1525	562	400

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is invited to attend the county Production and Marketing Administration staff meeting, where the agricultural program for the coming year is explained. This meeting would be reported in this section. In contrast, the exten-

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

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

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

165. Line is left blank for State use.

168 and 169. Lines are left blank for State use.

## COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
<b>FEDERAL AGENCIES</b>				
146. Agricultural Mobilization Committee.....	1		6	6
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....				
149. Farmers Home Administration.....				
150. Fish and Wildlife Service.....				
151. Forest Service.....			2	3
152. Bureau of Indian Affairs.....				
153. Production and Marketing Administration.....			10	18
154. Rural Electrification Administration.....			1	
155. Selective Service System.....				
156. Soil Conservation Service.....	1/2			
157. Valley authority (TVA, etc.).....				
158. Other (specify <i>A &amp; B Area Office</i> ).....	1		1	
<b>STATE AGENCIES</b>				
159. Health department.....	1			
160. Highway department.....	6		2	12
161. State departments of agriculture and forestry.....				
162. State department of education: General schools.....				
163. State employment service.....				
164. Welfare department.....	2			1
165. Other (specify).....				
<b>COUNTY AGENCIES</b>				
166. Soil conservation districts.....				
167. Vocational-agriculture and home economics departments.....				
168. Other (specify <i>Sanville Children Fed</i> ).....	2			1
169. Other (specify).....				

## PREPARE YOUR ANNUAL REPORT

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

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

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

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

### General Directions

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

### The Narrative Report

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

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

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

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

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

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

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

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

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

### The Statistical Report

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

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