

VIRGINIA

WYTHE COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1944

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RETURN TO
EXTENSION
DIVISION OF FIELD
STUDIES & TRAINING

ANNUAL NARRATIVE REPORT
OF
COUNTY AGRICULTURAL AGENT'S WORK
IN
WYTHE COUNTY, VIRGINIA
1944

R. A. Sandy
County Agricultural Agent

December 1, 1943 - November 30, 1944

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INTRODUCTION

The Agricultural Extension Program in Wythe County has been conducted through eleven consecutive years. The present Agent has served as County Agent for the past four years. During that time he has had 3 assistants who have worked here a short time before accepting work in other counties. At present there is no assistant employed in Wythe County.

As a whole Extension Work in Wythe County has been well established. Farmers of the County more and more look to the County Agent for advice in setting up profitable farm plans for their farms, including crop rotations and advice on buying, selling and feeding livestock, etc.

III. TYPE OF AGRICULTURE

As a general rule Wythe County is considered to be a livestock County. However, dairy farming has shown a decided increase since the beginning of the War. Wythe County has a good market for manufactured milk, also a local market for Grade A, which together with increased prices are very encouraging to the farmers.

The section of the County around Rural Retreat is still devoted to truck farming. A good market during the past year has encouraged farmers to cultivate about the same acreage in truck crops as they have in the past.

A large number of smaller farms are deriving their income from poultry, livestock, and truck crops all raised on a small scale, however there is a trend toward dairying on these farms.

IV. PROJECT ACTIVITIES

A. Agronomy

1. Corn

More and more farmers are planting hybrid corn in Wythe County. The Agent has helped several farmers secure seed of an adapted variety from Seed Companies and Hybrid Seed Corn Producers. Farmers are reporting yields of from 60 to over 80 bushels per acre by measure. After failures with untried hybrids farmers are sticking closely to recommended hybrids, with good results.

A hybrid corn test of 32 hybrids was carried out on one farm. Weather conditions were more favorable to the early hybrids, therefore, yield comparison can not be made between the early and late maturing hybrids.

The Corn crop in general was good this year, even though some sections of the county were hard hit by seasonal drought. Farmers using Ammonium Nitrate for side dressing were well pleased with the result of both good quality fodder and grain. With fair weather during the harvest season, most farmers were able to get their corn cut and silos filled without too much difficulty. There is much corn yet to be husked.

2. Small Grain

Small grain crops in the County were unusually good this year. Record yields were made on rye, oats, and barley. One farmer in the TVA-Holston Area, who top dressed his wheat with Ammonium Nitrate reported a yield of 42.5 bushels per acre. A number of farmers reported yields of barley from 60 to 70 bushels per acre.

Most farmers succeeded in getting their wheat planted in ample time this fall.

3. Hay

The seeding of alfalfa is increasing in this County, and many farmers are more successful in getting good stands and maintaining them. Most farmers are following the Agent's recommendations for liming and fertilization at planting time and top dressing each year. The Agent has taken soil samples to be tested, before seed was planted on many farms.

The hay and clover crops were short this year due to the drought, however, most farmers were able to make hay at the proper time and the quality of hay was good. In several cases the Agent recommended the planting of soybeans to supplement the short hay crop, which was done with good results.

Several more hay dryers were installed this year, and others are making plans to install dryers before next year.

4. Pasture Improvement

The Agent advises farmers to use all of their soil building allowance for pasture improvement where crop land has been adequately limed.

Pastures were short during most of the grazing season due to the inadequate amount of rain.

5. Truck Crops

Demonstrations were carried out on two farms to determine the method of applying fertilizer to cabbage. Results of these will be shown in the report of L. C. Beamer, Garden Specialist.

Cabbage crops in the County were good. A good market and fair prices were very encouraging to farmers.

Many farmers lost their rutabaga crops, due to the rutabagas becoming watery. The Agent gave assistance to several farmers in controlling insects on rutabagas. Prices were low which was also discouraging.

The potato crops were only fair this year with the quality good, but the yield low. Several farmers grew Sequoia potatoes this year using certified seed with good results.

6. Home Gardens

For the past several years farmers have been encouraged to plant better gardens with the result that not only farmers but town people as well are planting more and better gardens. The Agent has distributed leaflets and bulletins on gardening to old and new gardeners, and given advice and aid in the control of insects and plant diseases.

B. Poultry

Poultry and egg production in Wythe County was encouraged mainly through better care of small farm flocks.

The Agent urged farmers to order chicks early from certified hatcheries. The high cost of feed and low egg prices on the local market discouraged many farmers, and not as many chicks were raised this year. The Agent urged that the non-layers be culled out, and assisted with this work on several farms.

Plans for brooder and laying houses were furnished to five farmers desiring new buildings.

C. Dairying

The production of dairy products during 1944 has increased over that produced in 1943. Good prices of dairy products have encouraged farmers to breed and feed for higher production. As a general rule farmers all over the County have increased their dairy herds with better cows.

Farmers grew more grain for home use this year, rather than depending on buying high priced feed. More silos were filled and several new silos were built. The Agent recommends that silos be built on some of the smaller farms where dairy herds are kept.

The Agent has cooperated with the D.H.I.A. in helping to keep this service in the County.

D. Livestock

1. Beef Cattle

A large number of beef cattle were put on the market early, due to short pastures and advanced information regarding the large number of cattle in the County to be marketed.

Commercial breeding herds remain about the same. Some purebred sires have been replaced. A few registered cows and bred heifers have been purchased by local Hereford Breeders.

A successful calf sale was held in October at the Wytheville Livestock Market by the calf producers in Wythe, Smyth, and Bland Counties. Fewer calves were purchased by local farmers this year, as a number of calves went to out-of-State buyers. Both buyers and sellers were pleased with

1. Beef Cattle- continued

the sale. Plans for another sale next year are being made, and it is the opinion of the Agent that these sales will result in the rapid improvement in beef cattle of Wythe County.

Fewer vaccinating and castrating demonstrations were conducted this year, as most farmers have learned to do this work. The Agent has helped farmers secure good instruments for doing this work.

2. Sheep

The number of sheep in Wythe County flocks has shown a slight increase over 1943 production. There has been less loss due to sheep killed by dogs, and a fair price for wool and lambs have encouraged farmers to add a few ewes to their flocks.

Purebred rams have been purchased by 25 farmers, who sold their old rams to farmers who could not find pure bred yearlings.

Lambs show a decided improvement over the past few years. This is due in large part to the rigid control of parasites and use of better sires.

The Agent has encouraged and helped farmers in parasite control by giving demonstrations and helping to secure the material for drenching and dipping. The Agent encouraged three local dealers to keep a supply of material and equipment, so that farmers are able to get it when needed.

The Wythe County Wool Pool shipped 12,385 pounds of wool for 66 growers to the United Wool Growers Association. Final payment has not been made, but the Pool had been assured that payment will be made at about the same price as last year, which will be 3 cents above the local wool price.

3. Hogs

Hog and pig production in Wythe County shows a decided decrease during the past year. Low prices of pigs and high cost of feed was very discouraging to farmers, and a large number of brood sows were sold.

The Agent has and will continue to help dealers and farmers secure feed wheat and other feeds in trying to maintain pork production.

At present prices show a slight raise and if they continue to raise it is the opinion of the Agent that pork production will increase during 1945.

More and more producers are using pure bred boars. Hog losses due to disease have been small. There have been no cases of Cholera reported. The Agent has urged pig Producers to use some method of control of internal parasites.

E. Horticulture

Timely spray advice has been furnished the fruit growers of the County. Orchardist have been helped with their grafting, pruning, and rodent control problems, and have been advised on the use of fertilizer in orchards.

F. Extension-TVA Demonstrations

The Agent has worked hard to keep both the TVA Unit and Area Demonstrations active. A number of the farms have changed ownership and several Demonstrators have purchased additional land.

New farm plans have been worked out for these demonstrators, and four Unit Demonstration farms have been renewed for five years.

Progress is being made in renewing the Holston Area, comprising the entire TVA Watershed Area in Wythe County.

All TVA Demonstrators are cooperating in the AAA Program. Most of them are active in cooperatives and farm organizations.

During 1944 Wythe County TVA Demonstrators have received 102.1 tons of triple superphosphate, which was used on 1389.6 acres of pasture and meadow land. 30 tons of Ammonium Nitrate was received in the County which was used on 600 acres of corn and truck crops.

G. Farm Labor

There is no farm labor office, labor assistant or clerk in Wythe County. The Agent helped farmers to secure prison labor when available from The Camp in the adjoining County. While the labor situation was tight in Wythe County it was not critical, due to the favorable weather during harvesting. There was no loss of crops, with the exception of apples, however, much corn remains to be husked and some farmers are having trouble in getting it husked and stored.

H. Emergency War Food

Wythe County is not adapted to the production of oil crops, therefore the farm program in Wythe County has not changed materially due to the War Food Production program. Farmers have been encouraged to increase the production of feed crops mainly by the use of better practices to increase yields. Corn production has been encouraged mostly through the use of better fertilizer and hybrid seed. Hay was cut earlier and better methods of curing were used.

I. Cooperatives.

The Agent has worked with the Wythe County Farmers Cooperative in pooling wool, and has encouraged farmers to support the Southern States and Farm Bureau Cooperatives. During the past year a Farm Bureau Store has been opened in Wytheville to serve farmers in Grayson, Bland, and Wythe Counties.

V. 4-H CLUB WORK

During the year only one Boys' 4-H Club has been active. The project work in this club is not satisfactory as the boys do not carry projects of their own, but carry projects on killing hogs or a few chickens brooded by hens. Local project leaders are needed to sponsor this work. Boy Club work has been inactive for more than ten years, therefore, 4-H training is lacking in the communities. Parents need to be interested in club work, so they will encourage the boy to own and care for their own projects.

The Agent has met with several joint clubs and with the County 4-H Council, and helped sponsor 4-H Achievement Day.

VI. USDA WAR BOARD

A. Production Goals

A county meeting was held with the AAA and County War Board Cooperating in presenting production goals for 1944. A similar meeting was held later to discuss the progress of the Food Production program. Seven community meetings were held throughout the County to present the production goals and discuss ways of meeting them.

B. Agricultural Deferment Cases

The County War Board has held twelve meetings for the purpose of discussing and considering farm deferments. At these meetings between 350 and 375 cases were reviewed, and about 75% recommended for deferment.

VII. COOPERATION WITH AGRICULTURAL CONSERVATION PROGRAM

The Agent has cooperated with the Agricultural Conservation Program in their educational and training meetings for Community Committeemen, and advised farmers in the practical use of conservation material.

The Extension and AAA office facilities and equipment are used cooperatively for convenience and best interest of the farmers of the County. The County Extension and AAA Offices were moved June 1st. to a new location, which provides better working conditions for the office personell and is more convenient for the farmers. There are 45 Community Committeemen, of which about 20% are willing to assume responsibility and carry out their duties as committeemen.

VIII. COOPERATION WITH CREDIT AND LOANING AGENCIES

A. Emergency Crop and Feed Loan

The Agent has cooperated with the Supervisor in serving on the Committee to approve loans.

B. Farm Security Administration

The Agent has worked with the Farm Security Supervisor in getting the Tenant Purchase committee selected and assisted.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration
Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State: Virginia County: Wayne

REPORT OF

Georgiana Mayfield
(Name) Home Demonstration Agent.

From June 1, 1943 to Nov. 30, 1944

Max Morris Galy Dunter
Assistant Home Demonstration Agent.

From Dec. 1, 1943 to June 30, 1944

4-H Club Agent.

From _____ to _____, 194

Assistant County Agent in charge of Club Work.

From _____ to _____, 194

R. A. Searcy
Agricultural Agent.

From Dec. 1, 1943 to Nov. 30, 1944

Assistant Agricultural Agent.

From _____ to _____, 194



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____

Date _____

State Extension Director.

SUGGESTIONS RELATIVE TO THE PREPARATION OF THE COUNTY EXTENSION AGENTS' ANNUAL REPORT

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural Agents (c)	County total ² (d)
1. Months of service this year (agents and assistants)		24 1/3		12	XXXXXXXXXX
2. Days devoted to work with adults ³		166		289	XXXXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth ³		135 1/2		6 1/2	XXXXXXXXXX
4. Days in office ³		108 1/2		149 1/2	XXXXXXXXXX
5. Days in field ³		196		146	XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁴		364		407	771
7. Number of different farms or homes visited		276		72	349
8. Number of calls relating to extension work	(1) Office	269		2221	2490
	(2) Telephone	1117		2254	3371
9. Number of news articles or stories published ⁵		198		19	217
10. Number of bulletins distributed		3586		127	3713
11. Number of radio talks broadcast or prepared for broadcasting		0			0
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number	27		27
		Total attendance of:			
		(b) Men leaders	100		100
	(2) 4-H Club and older youth	(c) Women leaders	100		100
		(a) Number	6		6
		Total attendance of:			
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(b) Leaders	45		45
		(a) Number	109		109
	(2) 4-H Club and older youth	(b) Total attendance	1278		1278
		(a) Number	139		139
		(b) Total attendance	2030		2030
14. Number of adult result demonstrations conducted				70	70
15. Meetings held at such result demonstrations	(1) Number				
	(2) Total attendance				
16. Tours conducted	(1) Adult work	(a) Number			
		(b) Total attendance			
	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			
17. Achievement days held	(1) Adult work	(a) Number	1		1
		(b) Total attendance	100		100
	(2) 4-H Club and older youth	(a) Number	1		1
		(b) Total attendance	80		80

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
³ The sum of questions 2 and 3 should equal the sum of questions 4 and 5.
⁴ Do not count a single visit to both the farm and home as two visits.
⁵ Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (c)	4-H Club agents ¹ (b)	Agricultural agents (e)	County total ² (d)
18. Encampments held (report attendance for your county only) ³	(1) Farm women	(a) Number				
		(b) Total members attending				
		(c) Total others attending				
	(2) 4-H Club and older youth	(a) Number				
		(b) Total boys attending				
		(c) Total girls attending				
		(d) Total others attending				
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	31		17	48
		(b) Total attendance	1819		778	2597
	(2) 4-H Club and older youth	(a) Number	2		16	17
		(b) Total attendance	8		165	172
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	89			89
		(b) Total attendance	1419			1419
	(2) 4-H Club and older youth	(a) Number	30			30
		(b) Total attendance	466			466

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

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

³ Does not include picnics, rallies, and short courses, which should be reported under question 19.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	2342
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	1425
23. Number of farms involved in preceding question which were reached this year for the first time	73
24. Number of nonfarm families making changes in practices as a result of the agricultural program	362
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	650
26. Number of farm homes involved in preceding question that were reached this year for the first time	250
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	542
28. Number of other homes involved in preceding question that were reached this year for the first time	50
29. Number of farm homes with 4-H Club members enrolled	240
30. Number of other homes with 4-H Club members enrolled	20
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	1520
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	342 242

EXTENSION ORGANIZATION AND PLANNING

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

(a) Over-all or general (1) Name Professional Workers Council (2) No. of members 15
 (b) Agricultural (1) Name County Board of Agriculture (2) No. of members 39
 (c) Home demonstration (1) Name Home Demonstration Council (2) No. of members 22
 (d) 4-H Club (1) Name 4-H Council (2) No. of members 12
 (e) Older youth (1) Name _____ (2) No. of members _____

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

(a) Agricultural _____ (b) Home demonstration 22 (c) 4-H Club 10 (d) Older youth _____

35. Total number of communities in county. (Do not include number of neighborhoods.) _____ 12

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees. _____ 12

37. Number of clubs or other groups organized to carry on adult home demonstration work _____ 17

38. Number of members in such clubs or groups _____ 450

39. (a) Number of 4-H Clubs. (See question 173.) _____ 17 (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.) _____ 16 Men 68 Women 96

40. Number of neighborhood and community leaders in the neighborhood-leader system _____ 16 Men _____ Women _____

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

(a) Adult work (1) Men 68 (2) Women 154 (b) 4-H Club and older youth work (1) Men _____ (2) Women 12 (3) Older club boys _____ (4) Older club girls 2

COOPERATIVE AGRICULTURAL PLANNING

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

43. Number of members of such county agricultural planning group:

(a) Unpaid lay members: (1) Men 12 (2) Women 12 (3) Youth _____

(b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men 9 (2) Women _____

44. Number of communities with agricultural planning committee (over-all planning) _____ 12

45. Number of members of such community planning committees: (a) Men 68 (b) Women 96 (c) Youth _____

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

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total ¹ (c)
(1) Home demonstration agents	<u>8 1/2</u>	<u>5</u>	<u>86 1/2</u>
(2) 4-H Club agents	<u>12</u>	<u>4</u>	<u>16 1/2</u>
(3) Agricultural agents	<u>20</u>	<u>3</u>	<u>23</u>
(4) State extension workers	<u>4</u>	<u>2</u>	<u>7</u>
47. Days devoted to line of work by—			
(1) County	<u>17</u>	<u>12</u>	<u>29</u>
(2) Community	<u>53</u>	<u>56</u>	<u>109</u>
48. Number of planning meetings held	<u>256</u>	<u>117</u>	<u>273</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year			
50. Days of assistance rendered by voluntary leaders or committeemen			

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

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pasture	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	17	8	7	18	12	—	1	12	5	3
(4) State extension workers	2	2	—	—	2	—	—	5	2	—
52. Number of communities in which work was conducted this year	12	12	12	12	12	—	1	12	4	5
53. Number of voluntary local leaders or committeemen assisting this year	0	0	—	—	—	—	—	0	—	—
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	70	10	13	35	—	—	—	225	—	—
(2) The use of lime	172	285	95	300	135	—	—	—	—	—
(3) The use of fertilizers	402	340	115	320	580	—	—	900	6	23
(4) Controlling plant diseases	—	75	40	0	0	—	1	200	18	—
(5) Controlling injurious insects	13	25	45	6	0	—	1	200	18	—
(6) Controlling noxious weeds	—	—	—	310	400	—	—	375	2	—
(7) Controlling rodents and other animals	—	—	—	—	—	—	—	0	15	—

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Pigs	Hens and other poultry	Poultry (including turkeys)	Other livestock*
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents						2	
(2) 4-H Club agents							
(3) Agricultural agents	12	22	15	12	0	17	0
(4) State extension workers	3	—	2	—	—	2	—
56. Number of communities in which work was conducted this year	12	12	12	12	—	12	—
57. Number of voluntary local leaders or committeemen assisting this year	0	—	—	—	—	17	—
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	1	1	1	—	—	—	—
59. Number of members in such circles, clubs, or associations	7	13	66	—	—	—	—
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	—	—	—	—	—	—	—
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	—	11	25	1	—	—	—
(2) Obtaining purebred or high-grade females	23	17	9	9	—	—	—
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	205	XXXXX
(4) Improving methods of feeding	195	175	264	326	—	472	—
(5) Controlling external parasites	28	36	71	22	—	304	—
(6) Controlling diseases and internal parasites	29	288	310	321	—	199	—
(7) Controlling predatory animals	15	—	—	—	—	—	—

* Do not include rabbits, guinea pigs, and ferrets, which should be reported under wildlife conservation.

CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and other youth	Soil management (a)	Forestry (b)	Wildlife conservation (c)
62. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents	12	8	
(4) State extension workers		2	
63. Number of communities in which work was conducted this year	12	8	
64. Number of voluntary local leaders or committeemen assisting this year	0	1	

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types	62
(b) In the use of recommended crop rotations	105
(c) With strip cropping	6
(d) In constructing terraces	0
(e) In grassing waterways or otherwise preventing or controlling gullies	11
(f) With contour farming of cropland	24
(g) In otherwise controlling wind or water erosion	0
(h) In contouring pasture or range	0
(i) In the use of cover or green-manure crops	110
(j) In summer-fallowing	
(k) In making depth-of-moisture tests	
(l) With drainage	
(m) With irrigation	
(n) With land clearing	
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts	
(b) Voluntary soil-conservation associations	
(c) Grazing associations	

Forestry—Continued

67. Number of farmers assisted this year—	
(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)	
(b) In making improved thinnings, weedings, or pruning of forest trees	12
(c) With selection cutting	12
(d) With production of naval stores	
(e) With production of maple-sirup products	
(f) In timber estimating and appraisal	1
68. Number of farmers cooperating this year in prevention of forest fires	375

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife	7
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* Include nature study.

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, fire, and other commodities	Home products and crafts ²	Purchasing of farm and home supplies and equipment ³
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents					2						
(2) 4-H Club agents											
(3) Agricultural agents	4		9			7		2			3
(4) State extension workers			4								
84. Number of communities in which work was conducted this year	12		12		12	7		12			4
85. Number of voluntary local leaders or committeemen assisting this year					2						
86. Number of new cooperatives ² assisted in organizing during the year	1				1						
87. Number of established cooperatives ² assisted during the year	1		1								
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)	300		90		7						
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ³	\$	\$	\$13,574.36	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year	70		150			75		20			
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											4
93. Number of programs ² pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ² participated in or conducted this year											7
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ² participated in or conducted this year											
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ² relating to marketing services and costs of distribution conducted this year											
99. Number of programs ² relating to transportation problems conducted this year											
100. Number of programs ² relating to the specific use of market information conducted this year											
101. Number of other marketing programs ² conducted this year (specify)											

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

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

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Includes all work with adults, 4-H Club members, and older youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by--				
(1) Home demonstration agents	44			
(2) 4-H Club agents				
(3) Agricultural agents		4	3	3
(4) State extension workers				2
103. Number of communities in which work was conducted this year	12			
104. Number of voluntary local leaders or committeemen assisting this year	51			

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in--	
(a) Constructing dwellings	
(b) Remodeling dwellings	165
(c) Installing sewage systems	
(d) Installing water systems	
(e) Installing heating systems	
(f) Providing needed storage space	280
(g) Rearranging or improving kitchens	280
(h) Improving arrangement of rooms (other than kitchens)	210
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	281
(j) Selecting housefurnishings or equipment (other than electric)	53
(k) Improving housekeeping methods	280
(l) Laundry arrangement	170
(m) Installing sanitary closets or outhouses	
(n) Screening or using other recommended methods of controlling flies or other insects	165
(o) Improving home grounds	
(p) Planting windbreaks or shelterbelts	

f. Sewing machine Repair - 5

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity	
107. Number of families assisted this year in--	
(a) Obtaining electricity	30
(b) Selection or use of electric lights or home electrical equipment	
(c) Using electricity for income-producing purposes	

Farm Buildings—Continued

108. Number of farmers assisted this year in--	
(a) The construction of farm buildings	7
(b) Remodeling or repairing farm buildings	
(c) Selection or construction of farm-building equipment	

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in--	
(a) The selection of mechanical equipment	
(b) Making more efficient use of mechanical equipment	50
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	
111. Number of gin stands assisted this year in the better ginning of cotton	

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by:				
(1) Home demonstration agents	37	53 1/2	27	
(2) 4-H Club agents				
(3) Agricultural agents	6	1		
(4) State extension workers	3	2	1	
113. Number of communities in which work was conducted this year	12	12	12	
114. Number of voluntary local leaders or committeemen assisting this year	90	42	42	
115. Number of families assisted this year—		115(g) FOOD PRESERVATION BY ADULTS		
(a) In improving diets	520			
(b) With food preparation	450			
(c) In improving food supply by making changes in home food production ¹ :				
(1) Of vegetables	1220			
(2) Of fruits	700			
(3) Of meats	200			
(4) Of milk	100			
(5) Of poultry and eggs	100			
(d) With home butchering, meat cutting or curing	350			
(e) With butter or cheese making	10			
(f) With food preservation problems ² :				
(1) Canning	42			
(2) Freezing	400			
(3) Drying	370			
(4) Storing	0			
(g) In producing and preserving home food supply according to annual food-supply budget	160			
(h) In canning according to a budget	400			
(i) With child-feeding problems	325			
(j) In the prevention of colds and other common diseases	325			
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)	2			65
(l) With first-aid or home nursing	200			8
(m) In removing fire and accident hazards				165
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

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

² Weight of finished product after drying.

³ Weight of product before curing.

⁴ Include contents of locker plants and home freezer units.

⁵ Do not include vine-ripened peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Includes all work with adults, 4-H Club members, and other youth	Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—				
(1) Home demonstration agents	21 1/2	33	1	4
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
119. Number of communities in which work was conducted this year	12	12	1	4
120. Number of voluntary local leaders or committeemen assisting this year	17	13	6	4

Home Management—Family Economics—Continued

121. Number of families assisted this year—	
(a) With time-management problems	210
(b) With home accounts	225
(c) With financial planning	2
(d) In improving use of credit for family living expenses	
(e) In developing home industries as a means of supplementing income	
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	
(a) Food	
(b) Clothing	
(c) Housefurnishings and equipment	
(d) General household supplies	
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—	
(a) Food	69
(b) Clothing	77
(c) Housefurnishings and equipment	53
(d) General household supplies	64
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	240
125. Number of families assisted this year with "making versus buying" decisions	240
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	300

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

Clothing and Textiles—Continued

127. Number of families assisted this year with—	
(a) Clothing-construction problems	380
(b) The selection of clothing and textiles	380
(c) Care, renovation, remodeling of clothing	400
(d) Clothing accounts or budgets	305

Family Relationships—Child Development—Continued

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

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation	60
133. Number of communities assisted this year in improving community recreational facilities	
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	16
135. Number of communities assisted this year in establishing—	
(a) Club or assembly hall	
(b) Permanent camp	
(c) Community rest rooms	
136. Number of communities assisted this year in providing library facilities	
137. Number of school or other community grounds improved this year according to recommendations	

¹ The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 10.
² Includes question 122, also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	1	1	1	1	1/2	Acres
139. Other cereals						Acres
140. Peanuts						Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet						Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruit <i>Home Economics</i>	6	13	0	10	13 1/4	Acres
147. Vegetables						Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)	6	5	4	5	482	Birds
151. Dairy cattle						Animals
152. Beef cattle	5		0			Animals
153. Sheep	1		1			Animals
154. Swine	7		0			Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds						XXXXXXXXXXXX
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)						XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity						{ Articles made Articles repaired
162. Farm management						XXXXXXXXXXXX
163. Food selection and preparation		80		42		{ Meals planned Meals served
164. Food preservation	1	36	0	28		{ Quarts canned 9380 7388
165. Health, home nursing, and first aid						XXXXXXXXXXXX
166. Clothing		152		57		{ 120 Garments made 26 Garments remodeled
167. Home management		81		41		{ 41 Units 57 Rooms
168. Home furnishings and room improvement						{ Articles Articles
169. Home industry, arts and crafts						XXXXXXXXXXXX
170. Junior leadership						XXXXXXXXXXXX
171. All others		20		13		XXXXXXXXXXXX
172. Total (project enrollment and completion)	34	338	12	191		XXXXXXXXXXXX

4-H CLUB MEMBERSHIP¹

173. Number of 4-H Clubs _____ 16
174. Number of different 4-H Club members enrolled _____ (a) Boys 47 (b) Girls 278
175. Number of different 4-H Club members completing _____ (a) Boys 12 (b) Girls 113
176. Number of different 4-H Club members in school _____ (a) Boys 47 (b) Girls 276
177. Number of different 4-H Club members out of school _____ (a) Boys 0 (b) Girls 2
178. Number of different 4-H Club members from farm homes _____ (a) Boys 47 (b) Girls 212
179. Number of different 4-H Club members from nonfarm homes _____ (a) Boys _____ (b) Girls 66

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	31	102	10 and under	8	25
2d	12	107	11	15	62
3d	3	43	12	4	26
4th	1	18	13	2	58
5th		27	14	5	31
6th		1	15	1	16
7th			16	1	3
8th			17	1	1
9th			18		
10th			19		
10th and over			20 and over		

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

- | | |
|---------------------------------------------|--------------------------------------------------|
| (a) Judging _____ <u>80</u> | (f) Fire and accident prevention _____ |
| (b) Giving demonstrations _____ <u>10</u> | (g) Wildlife conservation _____ |
| (c) Recreational leadership _____ <u>16</u> | (h) Keeping personal accounts _____ <u>325</u> |
| (d) Music appreciation _____ <u>16</u> | (i) Use of economic information _____ <u>276</u> |
| (e) Health _____ <u>325</u> | |

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

184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs _____

WORK WITH OLDER RURAL YOUTH

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

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

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

188. Number of meetings of older rural youth extension groups _____

189. Total attendance at such meetings _____

190. Number of other older rural youth groups assisted _____

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

192. Number of older rural youth not in extension or other youth groups assisted _____ (a) Young men _____ (b) Young women _____

193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications) _____ (a) Young men _____ (b) Young women _____

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

	Under 10 percent (a)	10-19 percent (b)	20-29 percent (c)	30 percent or more (d)
(1) Citizenship, democracy, and public problems _____				
(2) Vocational guidance _____				
(3) Family life and social customs _____				
(4) Social and recreational activities _____				
(5) Community service activities _____				
(6) Technical agriculture _____				
(7) Technical home economics, including nutrition and health _____				

¹ All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.
² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl enrolling on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.
³ Same as Section 2, except that reference is to completions instead of enrollments.

MISCELLANEOUS

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

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

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	47		20
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)			1
(4) Other war work (including collection of salvage material)	9		2

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War bonds (a)	Civilian Defense agency (b)	Employment service (c)	Agricultural Adjustment Agency (d)	Food Distribution Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents		1 1/2							4	
(2) 4-H Club agents										
(3) Agricultural agents	12		7	34	2		2		10	
(4) State extension workers									26	
200. Number of communities in which work was conducted this year	1	1	-	12	1		1		12	
201. Number of voluntary local leaders or committeemen assisting this year		0								
202. Number of meetings participated in this year by extension workers	11	1	-	12	-		0		2	

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

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

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