COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

S. Department of Agriculture
State Agricultural Colleges
operating

Federal 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 ork done in the county during the year. Agents resigning or transferring should make out this report efore leaving the county.

ounty Warren State Virginia

REPORT OF

| Name of Agent | Title | Period of Service From | To |
|---|---|---|---|
| Benjamin H Weddle Jr | Co Agent | 12-1-57 | 11-30-58 |
| Mary Helen J Lofton | H.D Agent | 12-1-57 | 11-30-58 |
| Bobby M Coggsdale | Assist Co Agent | 12-1-57 | 7-31-58 |

**READ CAREFULLY THE SUGGESTIONS ON PAGE 32, AND THE INTERPRETATION OF EACH ITEM, BEFORE FILLING OUT THIS FORM.**

Approved:

Date

*State Extension Director*

Form FES—21
(Revised June 1958)

402488°—58——1

## EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work, as determined in item 20, should report ALL OF THEIR WORK in the column provided on pages 3 and 7. 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 are engaged in the same line of work, i. e., agricultural, home demonstration, or 4–H Club work, and participate in the same extension activity, the information should be reported only once in their respective column and only once in the county total. For example, if an agricultural agent and his assistant, both of whom spend more than one-half of their time on agricultural work, participated in the same radio broadcast—it would be counted once in column C and once in the county total, column D.

When agents, engaged in different lines of work, participate in the same extension activity, the information is reported once in each of their respective columns, and only once in the county total. For example, the home demonstration and agricultural agents participate in the same radio broadcast. It would be reported once in column A, once in column C, and once in column D.

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 in which information is given or received.
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. News items prepared by local leaders should not be included.
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. Information given to station announcers or writers and used as the basis for a broadcast, is also to be reported.
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." Include all result demonstrations IN PROGRESS during the year, regardless of when started or completed.
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 by extension or the group they represent to lead some phase of the extension program in organization or subject matter.

8b. 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. Do not report county, district, or State conferences of extension personnel.

   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.

9e. 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.

## 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<br>A | Agents doing primarily 4-H Club work<br>B | Agents doing primarily agricultural work<br>C | County total<br>D |
|---|---|---|---|---|
| 1. Farm or home visits.....Number | 352 | ~~107~~ | 612 | 964 |
| 2. Office calls.....do | 301 | ~~[illegible]~~ | 1139 | 1440 |
| 3. Telephone calls.....do | 1092 | ~~54~~ | 1996 | 3088 |
| 4. News articles or stories prepared.....Number | 42 | ~~2~~ | 44 | 86 |
| 5. Broadcasts made or prepared: | | | | |
| a. Radio.....Number | 29 | — | 32 | 61 |
| b. Television.....do | | | | |
| 6. Bulletins distributed.....do | 5329 | | 4471 | 9800 |
| 7. Adult result demonstrations conducted.....Number | 25 | | 6 | 31 |
| 8. Training meetings held for local leaders: | | | | |
| a. Adult work: | | | | |
| (1).....Number | 6 | | | 6 |
| (2).....Attendance | 78 | | | 78 |
| b. YMW work: | | | | |
| (1).....Number | | | | |
| (2).....Attendance | | | | |
| c. 4-H Club work: | | | | |
| (1).....Number | 2 | | 2 | 2 |
| (2).....Attendance | 50 | | 87 | 87 |
| 9. All other meetings agent held or participated in: | | | | |
| a. Adult work: | | | | |
| (1).....Number | 109 | | 62 | 161 |
| (2).....Attendance | 1344 | | 798 | 2094 |
| b. YMW work: | | | | |
| (1).....Number | 5 | | 5 | 5 |
| (2).....Attendance | 49 | | 40 | 89 |
| c. 4-H Club work: | | | | |
| (1).....Number | 160 | | 154 | 184 |
| (2).....Attendance | 2359 | | 2120 | 4497 |
| 10. Meetings held or conducted by local leaders: | | | | |
| a. Adult work: | | | | |
| (1).....Number | 61 | | | 61 |
| (2).....Attendance | 801 | | | 801 |
| b. YMW work: | | | | |
| (1).....Number | | | | |
| (2).....Attendance | | | | |
| c. 4-H Club work: | | | | |
| (1).....Number | 77 | | | 77 |
| (2).....Attendance | 770 | | | 770 |

## EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program. Meetings and attendance reported in items 12 and 13 should also be included in item 9 or 10, whichever is applicable.

13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meetings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4–H Clubs or 4–H executive committees.

14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here. These facts may obtained through mail questionnaires, telephone, personal interview.

15. A project leader, local leader, or committeeman is person selected by extension or the group they represent, to lead some phase of the extension program organization or subject matter. Included should members of the county-wide councils or committe reported in 12, as well as in items 22, 27, 39, 45, 57, 62, 68, and column C on page 23, less duplicatio

15e. Total of a, b, c, and d, less duplications due to t same person serving as leader in more than one li of work.

17. Where home demonstration program is carried through a school, church, women's club, or far organization unit, include only that part of the to membership which is interested in home demonstr tion work.

## EXTENSION ORGANIZATION AND PROGRAM PLANNING

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: 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": Same

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 |
| | *Number* | *Number* | *Number* | *Attendance* |
| Overall or general | 4 | 29 | 5 | 32 |
| Agricultural | 3 | 20 | 3 | 14 |
| Home demonstration | 1 | 32 | 2 | 51 |
| Young men and women | | | | |
| 4–H Club | 1 | 75 | 2 | 87 |

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

| Item | A | B |
|---|---|---|
| | *Number* | *Attendance* |
| Community or local meetings | 27 | 319 |
| County meetings | 3 | 66 |

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

½. Are you currently engaged in Program Projection in your county? ..... (Check one) Yes ✓ No. ....

. 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 | |
|---|---|---|---|---|
| | A | B | Boys C | Girls D |
| In adult agricultural work | 31 | – | x x x x | x x x x |
| In adult home demonstration work | – | 141 | x x x x | x x x x |
| In young men and women's work | – | – | x x x x | x x x x |
| In 4–H Club work | 6 | 16 | 4 | 6 |
| Total number of DIFFERENT leaders | 37 | 110 | 4 | 6 |

. Number of organized clubs or other groups carrying on adult home demonstration work: 10

. Number of members in such clubs or groups: 200

## PROGRAM EMPHASIS—*Interpretation*

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 month's service for each. Report months of service to the nearest whole month.

19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.

20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed. Time should be reported to the nearest whole day.

21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents engaged in the respective lines of work. Time sho be reported to the nearest whole day. Informat as to what is included in each line of work can obtained by studying the respective sections of report schedule. For example: 21c pertains to time spent on the crop work as reported on page 21d to the livestock work on page 11; and simila through 21s; 21t covers the miscellaneous items ported on page 29, as well as time not accounted elsewhere. Time in training local leaders in extens organization, and program planning should be ported under 21a. Training of local leaders in subj matter should be reported under one of the app priate subject headings 21c through 21t. Additio information is given below.

Days devoted to cooperation with other agenc (items 146 through 169) should also be reported u der the appropriate lines of work. Work with th agencies that does not fall within one of the subje matter areas (subitems "a" through "s") should included in subitem "t".

21a. Time devoted to general administrative work such county staff conferences, preparation of plans of wo and reports, and program planning should be cluded.

21b. This is to include days spent attending summer e tension courses, workshops, district and St extension conferences, and other training activit organized primarily for the purpose of the profe sional development of extension personnel.

The sum of subitems "a" through "t" should equ the total reported in item 19.

## PROGRAM EMPHASIS

| Item | Agents doing primarily home demonstration work<br>A | Agents doing primarily 4-H Club work<br>B | Agents doing primarily agricultural work<br>C | County total<br>D |
|---|---|---|---|---|
| 19. Calendar months of employment | 12 | | 16 | 28 |
| 20. Total days worked | 241 | | 322 | 563 |
| 21. Days devoted to— | | | | |
| a. Adult work | 115 | | 189 | 304 |
| b. YMW work | 4 | | 2 | 6 |
| c. 4-H Club work | 122 | | 131 | 253 |
| 22. Days devoted to— | | | | |
| a. Extension organization and program planning | 58 | | 57 | 115 |
| b. In-service training of agents | 11 | | 37 | 48 |
| c. Crops | | | 59 | 59 |
| d. Livestock | | | 92 | 92 |
| e. Marketing; distribution; and service organizations | | | 16 | 16 |
| f. Soil and water conservation and management | | | 6 | 6 |
| g. Forestry | | | 12 | 12 |
| h. Wildlife | | | 2 | 2 |
| i. Planning and management of the farm business | | | 6 | 6 |
| j. Farm buildings and farm mechanical equipment | | | 9 | 9 |
| k. House and surroundings, furnishings and equipment | 65 | | 9 | 74 |
| l. Home management | 4 | | | 4 |
| m. Family economics | - | | | - |
| n. Clothing | 33 | | | 33 |
| o. Foods and nutrition | 24 | | | 24 |
| p. Health | 10 | | | 10 |
| q. Family life, child development, and parent education | 1 | | | 1 |
| r. Safety | 2 | | 1 | 3 |
| s. Community development and public affairs | 13 | | 7 | 20 |
| t. Days that cannot be charged specifically to one of items a through s | 20 | | 9 | 29 |
| 21½. How many of the total days worked, as reported in item 19 and also distributed under item 21, would you estimate were devoted to families with whom you are working through Farm and Home Development as reported on page 24 | 12 | | 26 | 38 |

## CROPS—Production and Farm 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 agent held or participated in, 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 in the county 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 prope tion of potential clientele in the county; example, number of cotton growers who ma use of extension information relating to th specific crop. Such evidence may be fre sample surveys, reports of local leaders, bull tions requested, inquiries received after speci news stories or broadcasts, amount of recom mended material sold by dealers, person observation, and other sources.

Numbers reported in items 24, 25, and 26 should inclu only those who adopted or put recommended practices in use.

25. Include the total number of DIFFERENT perso helped with any production or management practic relating to a crop or group of crops. In addition the specific practices listed ("a" through "f"), oth practices emphasized in the extension program shou be included. Item 25 cannot exceed item 24, but w normally be larger than any one of the subitems 2 through 25f.
   b. Assistance given in the use of fertilizers on specif crops should be reported here. Use of fertilize in terms of general soil improvement or long-ru benefits should be reported under item 42i.
   e. Includes those assisted in on-farm storage. Wor done in grain sanitation is to be reported unde item 138.
   f. Those assisted in adopting more efficient ways o producing or handling crops; for example, in th transplanting or harvesting of tobacco, harvest ing of hay, cutting seed potatoes, and harvestin of potatoes, fruits, and vegetables.

26. Include the total number of DIFFERENT producer helped with any FARM MARKETING problem relating to a specific crop or group of crops. Work done with "the trade" is to be reported in items 3 through 33. The total will normally be less than th number reported in item 24. It will also be likely to b larger than any one of subitems 26a, b, or c.
   a. The number of persons assisted in the physica handling of the crop on the farm, through grad ing, packing, packaging, processing, or otherwis preparing for the market.
   b. The use of market reports, supply and demand re ports, outlook, etc.
   c. Finding market outlets, contracting for the crop, price agreements, assembling or pooling ship ments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

*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, pasture, 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 | 6 | 8 | | | | | 12 | 11 |
| 23. Total number of personal contacts made individually or through meetings | 840 | 1320 | | | | 340 | 2032 | 1076 |
| 24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices | 145 | 198 | | | | 11 | 263 | 256 |
| 25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production | 112 | 156 | | | | 11 | 187 | 176 |
| Of this number how many were assisted with— | | | | | | | | |
| a. Use of improved varieties and strains | 49 | 67 | | | | 1 | 120 | 64 |
| b. Use of fertilizers | 66 | 54 | | | | 4 | 133 | 113 |
| c. Control of injurious insects | 24 | 129 | | | | 10 | 98 | 51 |
| d. Control of diseases | 18 | 43 | | | | 10 | 49 | 27 |
| e. Harvesting, storing, and curing | 55 | 71 | | | | 2 | 31 | 22 |
| f. Efficient work methods | 20 | 12 | | | | 1 | 20 | 11 |
| 26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing | 47 | 62 | | | | 10 | 36 | |
| Of this number how many were assisted with— | | | | | | | | |
| a. Preparation for market | 5 | 5 | | | | | | |
| b. Commodity outlook and market information | 35 | 47 | | | | 10 | 18 | |
| c. Arranging to sell and selling | 19 | 26 | | | | 1 | | |

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 for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.

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 agent held or participated in, 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 in the county 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 in the county 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 in the county: Number of farms and other places that made use extension information relating to specific kin of livestock and livestock products. Such e dence may be from sample surveys, reports fro local leaders and secretaries of organized liv stock groups, requests for bulletins, inquir received after the release of specific news artic or after broadcasts, amount of a product or material handled by dealers, personal observ tions, and other sources.

Item 29 will normally be greater than either item 2 or 31.

Numbers reported in items 29, 30, and 31 should inclu only those who adopted or put recommended practic into use.

30. Report the total number of DIFFERENT perso helped with any livestock production or manageme practice. Include the specific practices listed in 3 through 30e, plus other production and manageme practices emphasized in the county extension progra Item 30 cannot exceed item 29, but will usually b larger than any one of the specific practice items.

a. Selection of male and female breeding stock, art ficial breeding, selection of feeder animals.

e. Those assisted in adopting more efficient ways handling livestock or livestock products. E amples: Easier ways to care for hogs, do dair barn and poultry chores.

31. Includes total number of DIFFERENT produce assisted with any FARM MARKETING proble connected with livestock and livestock product Work done with the trade is to be reported in items 3 through 38.

a. Persons helped with practices of grading, sortin or classifying; farm processing; and otherwi preparing animals or animal products for th market.

b. Persons helped primarily with the economics o marketing, use of market news service, supp and demand outlook, etc.

c. Persons assisted primarily with those activitie involved in arrangements incident to the actua selling of livestock and livestock products, suc as market orders as they affect the individua producer, contract selling, market outlets, an delivery arrangements.

## LIVESTOCK—Production and Farm 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 and products F |
|---|---|---|---|---|---|---|
| 27. Number of voluntary local leaders assisting | | 2 | 5 | 2 | 3 | |
| 28. Total number of personal contacts made individually or through meetings | 141 | 240 | 807 | 870 | 624 | 60 |
| 29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices | 14 | 46 | 132 | 59 | 48 | 5 |
| 30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management | 13 | 43 | 113 | 47 | 39 | 5 |
| Of this number how many were assisted with— | | | | | | |
| a. Selection and breeding | 4 | 17 | 49 | 23 | 26 | |
| b. Feeding | 9 | 28 | 79 | 27 | 24 | 4 |
| c. Controlling external parasites | 8 | 4 | 86 | 4 | 14 | |
| d. Controlling diseases and internal parasites | 2 | 6 | 28 | 33 | 23 | 3 |
| e. Efficient work methods | 2 | 11 | 19 | 5 | 9 | |
| 31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing | 5 | 16 | 68 | 26 | 22 | 1 |
| Of this number how many were assisted with— | | | | | | |
| a. Preparation for market | 3 | | 27 | 16 | 11 | |
| b. Commodity outlook and market information | 5 | 12 | 56 | 20 | 20 | |
| c. Arranging to sell and selling | | 5 | 43 | 12 | 4 | 1 |

## MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS—*Interpretati*

**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—

b. 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.

a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and processors, wholesalers, retailers, and oth engaged in marketing grain.

b. Country buyers, shippers, dehydrators, fe dealers, and others concerned with mark ing hay and other forage crops.

c. (1) Cotton ginners in selecting, installi maintaining and/or operating cotton gi to obtain better grade cotton.

(2) Local buyers, oil mills, compressors, wa housemen, textile mills, and others engag in processing (other than ginning), storin and merchandizing raw cotton, cottonsee and cottonseed products.

d. Auction warehouses, country buyers, a others engaged in marketing and handli tobacco.

e. Elevators, local buyers, oil mills, warehous men, peanut processors, and other dealers.

f. Sugar mills, contractors, and others engag in handling and marketing sugarcane an sugar beets.

g. Milk plants, pick-up and delivery route condenseries, cheese plants, ice-cream manu facturers, and bargaining groups.

h. Assembling and processing plants, retailers poultry and poultry products, gradi stations, pick-up routes, and poultry an turkey auctions.

i. Auction-market operators, terminal market processing plants including local locke plants, buyers of livestock and wool, lam and wool pools, and feeder-calf and feeder pig auction demonstrations.

j and k. Cold-storage operators, transportatio agencies, processors, wholesalers, retailers and others engaged in moving agricultura 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 price 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 (subitem 55a), home equipment (subitem 61a), and clothing (subitem 67a).

## MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

| Kind of cooperative | Cooperatives assisted | Members in county | Cooperatives in column A given educational assistance with— | | | |
|---|---|---|---|---|---|---|
| | | | Organizational problems | Financial problems | Operational problems | Public-relations and membership problems |
| | A | B | C | D | E | F |
| | *Number* | *Number* | *Number* | *Number* | *Number* | *Number* |
| Marketing and purchasing | 1 | 2000 | | | 1 | 1 |
| Farm and home service | 1 | 35 | | | 1 | 1 |

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

| Type of activity | Groups A | Members B |
|---|---|---|
| | *Number* | *Number* |
| Marketing and purchasing | | |
| Farm and home service | | |

| | *Number* |
|---|---|
| 29. SURVEYS made during the year on specific problems of— | |
| a. Marketing | 1 |
| b. Service facilities | |
| 30. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets: | |
| a. Agricultural products | 3 |
| b. Home products (arts, crafts, etc.) | |
| 31. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems: | |
| a. Grain, seed, dry beans and peas, etc. | 5 |
| b. Hay and other forage crops | 4 |
| c. Cotton: (1) Cotton ginners | |
| (2) Other | |
| d. Tobacco | |
| e. Oil crops (soybeans, flax, peanuts, etc.) | |
| f. Sugar crops | |
| g. Dairy and dairy products | 3 |
| h. Poultry and poultry products | 2 |
| i. Meat animals and meat products | 6 |
| j. Fruits and nuts | |
| k. Vegetables including potatoes | |
| 37. Food retailers assisted with merchandising problems | 1 |
| 38. Persons assisted with CONSUMER information on agricultural products *estimated total* | 76 |

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.

41. Figures in columns A, B, and C will usually be larger than any one of the subitems in 42, 43, or 44, respectively.

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 assista in saline-alkaline reclamation are to included.

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

h and i. Report only application of soil ame ments and fertilizers that contribute to l protection and sustained productivity of soil. Where such applications are m primarily for use of a crop currently gro such assistance is to be reported under appropriate crop.

44. Item—

a. Reports only those assisted in the construct or management of ponds for fish. Po constructed primarily for storage of wa for use in irrigation should be reported subitem 42e.

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

c. Includes protection of such wildlife areas stream banks, odd areas, field borde marshes, and ponds, from fire or livesto

## 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, ne demonstration, young men and women's work, and 4-H Club work.*

| Item | Soil and water conservation and management<br>A | Forestry<br>B | Wildlife<br>C |
|---|---|---|---|
| 1. Number of voluntary local leaders assisting | 2 | 4 | 2 |
| 2. Total number of personal contacts made individually or through meetings | 528 | 450 | 251 |
| 3. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices | 43 | 22 | 14 |

| | *Estimated number* |
|---|---|
| 42. Farmers and other individuals reported in item 41-A assisted with— | |
| a. Proper land use | 16 |
| b. Contour and strip cropping | 2 |
| c. Terracing | - |
| d. Grassing waterways | 9 |
| e. Water supply, storage, and distribution | 6 |
| f. Drainage | 5 |
| g. Irrigation | - |
| h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.) | 28 |
| i. Use of fertilizers (commercial and barnyard) (See subitem 25b) | 26 |
| j. Production of soil-improvement crops | 6 |
| k. Crop rotations | 6 |
| l. Land clearing | 3 |
| 43. Farmers and other individuals reported in item 41-B assisted with— | |
| a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.) | 15 |
| b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees) | 7 |
| c. Timber harvesting (includes selective and other recommended cutting for forest products) | 6 |
| d. Estimating and appraising | 4 |
| e. Production of maple-sirup products or naval stores | - |
| f. Treating wood products with preservatives (fence posts and building timbers) | 9 |
| g. Marketing of forest products (includes markets and timber-selling practices) | 13 |
| h. Fire prevention | 16 |
| 44. Farmers and other individuals reported in item 41-C assisted with— | |
| a. Construction or management of ponds for fish | 5 |
| b. Making food and cover plantings for wildlife | 4 |
| c. Protection of wildlife areas from fire or livestock | 3 |

## PLANNING AND MANAGEMENT OF THE FARM BUSINESS—*Interpretation*

47. This item is the total number of DIFFERENT farmers and 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 different 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 on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the diary 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 in explaining how to keep farm records and use them; also in summarizing and analyzing farm records.

c. Special work done in helping farmers to make an overall 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 enterprises, production expenditures, and operation of the farm business. Subitem 48c refers t long-time adjustments, 48d should includ adjustments made from year to year.

e. Special work in helping farmers to develop ne sources of income.

f. Assistance given to obtain and use credit f operating the farm business; for example, i the purchase of livestock, feed, fertilizer, an farm machinery, and in financing the pu chase of the farm.

g. Help given persons in locating and/or appra ing a farm for rental or purchase.

h. Help given in locating farm labor, instructin groups of workers in efficient work method and in acquainting employers of goo farmer-worker relations.

i. Leases, partnerships, property transfers, an farm and liability insurance. (See subiten 66d.)

j. Work in acquainting farmers with income-ta provisions, including how to figure deprecia tion, handle capital expenditures, and divid joint farm and home costs.

49. This item should include work that may have bee 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 | |
| 46. Total number of personal contacts made individually or through meetings | 144 |
| 47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly with management problems | 69 |
| 48. Estimated number of farmers and other individuals reported in item 47 assisted with— | |
| a. Information on the agricultural outlook | 45 |
| b. Keeping and analyzing farm records | 24 |
| c. Developing an overall farm plan | 3 |
| d. Making needed adjustments in farm operation | 12 |
| e. Developing supplemental sources of income | 6 |
| f. Obtaining and using credit | 10 |
| g. Selecting a farm for rental or purchase | 3 |
| h. Obtaining, training, and using farm labor | 4 |
| i. Legal aspects of the farm business | |
| j. Income-tax accounting, social security, and related problems | 18 |
| 49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers | 4 |
| 50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers | |

## FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

1. Figures in columns A and B will usually be larger than any one of the subitems in 54 or 55 respectively.
2. 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<br>A | Farm mechanical equipment<br>B |
|---|---|---|
| 1. Number of voluntary local leaders assisting | 3 | |
| 2. Total number of personal contacts made individually or through meetings | 81 | 68 |
| 3. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices | 39 | 17 |

| | *Estimated number* |
|---|---|
| 4. Farmers and other individuals reported in item 53-A, assisted with— | |
| a. Arrangement of farm-building lay-out | 3 |
| b. Construction of farm buildings | 33 |
| c. Remodeling or repairing farm buildings | 10 |
| d. Selection or construction of farm-building equipment | 12 |
| 5. Farmers and other individuals reported in item 53-B, assisted with— | |
| a. Selection of farm mechanical equipment | 12 |
| b. Developing labor-saving devices and equipment | 2 |
| c. Use, care, and repair of farm mechanical equipment | 16 |
| 6. Farmers and other individuals assisted in the use of electricity for income-producing purposes | 5 |

## 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 agent held or participated in, 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 in the county 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 in the county 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 extensio work being reported) that made use of exte sion information relating to specific practic or groups of practices. Such evidence may from sample surveys, reports of local leader bulletins requested, inquiries received aft publication of specific news stories or aft broadcasts, amount of recommended materi sold by dealers, personal observation, and oth sources.

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

60. Item—

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

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

g. Reports work done in planning a suitabl electric system to meet present and futur needs. This includes size of wiring t power load, number and location of outlet and switches.

h. Includes work done in planning as well as th actual landscaping and care of hom grounds. Assistance given in insect c disease control of lawn, flowers, shrub or house plants should be reported in ite 25-H.

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

61. Item should include—

a. Electrical equipment in the home. Wor done with sewing equipment should b reported under subitem 67d.

e. Refinishing furniture, upholstering, chair seat ing, renovation of accessories.

The subitems listed under item 61 should not be adde and reported in item 59-B, because the same person ma have been assisted in adopting several of the practice 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 demonstration, 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 | 11 | 38 |
| 58. Total number of personal contacts made individually or through meetings | 1816 | 1536 |
| 59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices | 516 | 615 |

| | Estimated number |
|---|---|
| 60. Families, homemakers, and other individuals reported in item 59-A assisted with— | |
| a. Building a new house | 4 |
| b. Remodeling or repairing the house | 161 |
| c. Improving kitchen or laundry | 115 |
| d. Improving storage space | 96 |
| e. Selection, installation, use, and care of water and/or sewage systems | 17 |
| f. Selection, installation, use, and care of heating and/or cooling systems | 14 |
| g. Planning electrical systems | 18 |
| h. Landscaping home grounds | 258 |
| 61. Homemakers and other individuals reported in item 59-B assisted with— | |
| a. Selection, use, and care of home equipment (other than sewing equipment) | 316 |
| b. Selection, use, and construction of home furnishings | 321 |
| c. Repair, reconditioning, and care of home furnishings | 78 |
| d. Furniture arrangement and use of accessories | 138 |
| e. Color schemes and wall finishes | 18 |
| f. Floor finishes | 33 |

## 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 subitem 67b.)

66. Includes work done—

b. On that portion of financial affairs that deal 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. Subitem 48 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. Specific 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 management A | Family economics B | Clothing C |
|---|---|---|---|
| 62. Number of voluntary local leaders assisting | 5 | 12 | 15 |
| 63. Total number of personal contacts made individually or through meetings | 869 | 476 | 1518 |
| 64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices | 267 | 138 | 728 |

| | Estimated number |
|---|---|
| 65. Homemakers and other individuals reported in item 64-A assisted— | |
| a. In arriving at management decisions | 138 |
| b. In improving housekeeping methods | 218 |
| c. With family laundering | 51 |
| 66. Homemakers and other individuals reported in item 64-B assisted— | |
| a. In the use of rural family outlook information | 110 |
| b. With family financial planning | 14 |
| c. With keeping and analyzing home records | 15 |
| d. With family legal matters | 28 |
| 67. Homemakers and other individuals reported in item 64-C assisted— | |
| a. In selecting and buying clothing | 410 |
| b. With care and mending of clothing | 318 |
| c. With clothing construction | 361 |
| d. In selection, use, and care of sewing and pressing equipment and with sewing centers | 16 |
| e. With good grooming and posture (personal appearance) | 129 |

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

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

and 69. See interpretations of items 57 and 58.
Considers factors outlined for item 59.
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—
c. 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—
c. 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, me demonstration, young men and women's work, and 4–H Club work*

| Item | Foods and nutrition<br>A | Health<br>B | Family life<br>C | Safety<br>D |
|---|---|---|---|---|
| . Number of voluntary local leaders assisting | 20 | 11 | | 11 |
| . Total number of personal contacts made individually or through meetings | 2378 | 1307 | 185 | 1419 |
| . Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices | 836 | 392 | 101 | 446 |

. Families reported in item 70-A assisted— *Estimated number*

| | |
|---|---|
| a. With planning and/or producing the home food supply | 218 |
| b. In selecting food | 628 |
| c. With meal planning and food preparation | 298 |
| d. With preservation and storage of food | 456 |
| e. In improving diets | 176 |

. Families reported in 70-B assisted in—

| | |
|---|---|
| a. Sanitation practices and facilities | 23 |
| b. First aid and home nursing | 368 |
| c. Dental-health education | |
| d. Health education leading to physical examination by a physician | 26 |

. Families reported in item 70-C assisted with—

| | |
|---|---|
| a. Child development and guidance | 37 |
| b. Providing recommended play, clothing, and equipment suited to age of children | 5 |
| c. Understanding roles of family members and strengthening family relationships | 89 |
| d. Individual adjustments and personality development | 8 |
| e. Home and family recreation | 75 |

. Families reported in item 70-D assisted with—

| | |
|---|---|
| a. Fire prevention around the farm and home | 225 |
| b. Accident prevention around the farm and home | 249 |
| c. Accident prevention away from home place | 195 |

## 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 leade assisted. Members of special committees appoint by other groups with whom you worked should reported as local leaders. Include only those livi within the county.

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

75. Item includes such things as developing an unde standing of citizenship responsibilities and functio of government—local, State, or national; and stu of public documents.

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

77. Item includes—
    j. Music, drama, and art.

78. Item includes—
    a. Such regional or area development progra or projects as river basin; watershed; soil co servation district; land use; land reclamatio flood control; and industrial development.

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

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

81. Includes emergency assistance in connection wi fires, floods, drought, and other disasters, and spec drives.

## COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

| Item | Different educational projects, programs, or activities<br>A | Communities or groups assisted<br>B | Voluntary local leaders assisting<br>C | Persons participating<br>D |
|---|---|---|---|---|
| | *Number* | *Number* | *Number* | *Number* |
| 5. Citizenship activities | 2 | 9 | 79 | 545 |
| 6. Developing and improving county or community organization | 1 | 1 | 4 | 45 |
| 7. Local projects of a general public nature: | | | | |
| a. General community problems; studies, surveys, etc | 2 | 1 | 8 | 230 |
| b. Improving health facilities, services, and programs | 2 | 2 | 9 | 75 |
| c. Improving schools | | | | |
| d. Improving churches | 2 | 2 | 4 | 22 |
| e. Bettering town-country relations | 3 | 10 | 14 | 97 |
| f. Libraries | | | | |
| g. Roads | | | | |
| h. Telephones | 1 | 1 | 3 | 6 |
| i. Community centers | 2 | 2 | 6 | 30 |
| j. Recreation programs and facilities | 3 | 3 | 45 | 170 |
| k. Community beautification | 4 | 4 | 6 | 32 |
| 8. Regional or area development programs or projects | 2 | 2 | 1 | 6 |
| 9. National programs and proposals affecting agriculture and rural life | 1 | 1 | 4 | 20 |
| 10. World affairs | | | | |
| 11. Emergency activities | | | | |

## Special Report on

# FARM AND HOME DEVELOPMENT

In items 1 to 4 of this section is to be reported only the families worked with through Farm and Home Development Balanced Farming, Better Farming for Better Living, Farm and Home Counseling and similar names that States have given to a way of doing extension work that involves family participation in planning for the farm and home as a total unit. *Accomplishments of these families will also be reported under the respective subject-matter sections of the regular annual report.* (This means that development of a farm plan by one of these families, as a part of the total farm and home plan, is to be reported also in item 48c, and any assistance given with credit, leases, crops, livestock, soil conservation, and so forth, is to be reported in its proper section of the regular report. In like manner, development of a home plan by one of these families should also be reported under the appropriate item on page 20, and any assistance in home furnishing, clothing, foods, and so forth, in its proper section of the regular report.)

Item 5 provides a place to report families worked with during the year who were not identified as Farm and Home Development families but whom you helped to make significant progress through use of the Farm and Home Development process (problem approach).

1. Different Farm and Home Development families— (Number)
   - a. Started this year ..... 8
     (Count a family as "started" when they have indicated a firm desire to have you help them develop a COMBINED farm and home plan. Include only families not previously reported.)
   - b. Total worked with during the year ..... 17
     (Include those reported in "a" as well as families worked with this year who started in previous years.)

2. Of the total number reported in 1b above, how many were families—(the following categories do not attempt to account for all families reported in 1b, and some families may be included in more than one group).
   - a. With whom Extension has had little or no previous contact ..... 2
   - b. Just getting started in farming ..... 6
     (May be young folks or older families who have moved onto their present place within the past 5 years.)
   - c. With low incomes ..... 2
     (Whose gross income is usually in lower third for county.)
   - d. Part-time farmers ..... 5
     (Operator works off farm more than 3 months of year.)
   - e. That had reached the point where they could go on with their farm and home development work without special extension assistance ..... 1
     (Presumably these families will continue to participate in other phases of the county extension program.)
   - f. That became inactive in farm and home development work because—
     (1) They quit farming ..... 1
     (2) Other reasons .....

3. Of the total number reported in 1b above, how many families were assisted in—
   - a. Developing their original plans this year through:
     (1) Individual contacts only ..... 7
     (2) Group contacts only .....
     (3) Both individual and group contacts with the same family .....
   - b. Putting their plans into action this year through:
     (1) Individual contacts only ..... 16
     (2) Group contacts only .....
     (3) Both individual and group contacts with the same family .....

4. Of the total number reported in 1b above, how many families have 4-H Club members whose project activities this year directly support the family's farm and home plan ..... 5

---

5. In addition to the families "started" and "worked with" in farm and home development as reported above, how many farmers, homemakers, or families did you work with in identifying, analyzing and solving COMPLEX INTERRELATED problems of the farm and/or home but did not develop a total farm and home plan. (Do not include those families to whom you only gave special assistance on individual enterprises or practice) ..... 22

## 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 different club members enrolled. (For interpretation of items see top of page 26.)*

| Item | Members enrolled A | Members completing B | Units involved in completed projects C | |
|---|---|---|---|---|
| | *Number* | *Number* | *Number* | |
| 2. Corn | | | | *acres* |
| 3. Other cereals | | | | *do.* |
| 4. Peanuts | | | | *do.* |
| 5. Soybeans, field peas, alfalfa, and other legumes | | | | *do.* |
| 6. Potatoes, Irish and sweet | | | | *do.* |
| 7. Cotton | | | | *do.* |
| 8. Tobacco | | | | *do.* |
| 9. Vegetable growing | 10 | 5 | 2 | *do.* |
| 10. Fruits | | | | *do.* |
| 11. Range and pasture | | | | *do.* |
| 12. Other crops | | | | *do.* |
| 13. Soil and water conservation and management | | | | *do.* |
| 14. Forestry | 50 | 29 | 5 | *do.* |
| 15. Wildlife and nature study | 2 | - | xxxxxxxxxxxxxxxx | |
| 16. Poultry (including turkeys) | 4 | 2 | 100 | *birds* |
| 17. Dairy cattle | 5 | 3 | 4 | *animals* |
| 18. Beef cattle | 3 | 3 | 4 | *do.* |
| 19. Sheep | | | | *do.* |
| 20. Swine | 14 | 13 | 24 | *do.* |
| 21. Rabbits | | | | *do.* |
| 22. Other livestock | | | | *do.* |
| 23. Bees | | | | *colonies* |
| 24. Entomology | 12 | 3 | xxxxxxxxxxxxxxxx | |
| 25. Tractor maintenance | 13 | 9 | 11 | *tractors* |
| 26. Electricity | 190 | 138 | 251 | *articles* |
| 27. Farm shop | | | | *do.* |
| 28. Other engineering projects | | | xxxxxxxxxxxxxxxx | |
| 29. Farm management | | | xxxxxxxxxxxxxxxx | |
| 30. Beautification of home grounds | | | xxxxxxxxxxxxxxxx | |
| 31. Meal planning and preparation (include baking and food selection) | 42 | 42 | 1298<br>410 | *dishes prepared*<br>*meals served* |
| 32. Canning and preserving (other than freezing) | 4 | 4 | 1550 | *quarts* |
| 33. Freezing of foods | 2 | 2 | 175 | *quarts frozen* |
| 34. Health, nursing, and first aid | | | xx | *pounds frozen* |
| 35. Child care | | | xxxxxxxxxxxxxxxx | |
| 36. Clothing | 144 | 94 | 700<br>xx 115 | *articles*<br>*garments* |
| 37. Home management | 3 | 3 | 148 | *articles* |
| 38. Home furnishings and room improvement | 40 | 28 | 31 | *rooms* |
| 39. Home industries, arts, and crafts | | | | *articles* |
| 40. Junior leadership | 6 | 6 | xxxxxxxxxxxxxxxx | |
| 41. All other Safety | 1 | 1 | xxxxxxxxxxxxxxxx | |
| 42. Total | 545 | 385 | xxxxxxxxxxxxxxxx | |

## 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 to the nearest whole unit for the 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 n listed in items 95 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, landscapi flowers. Improvement of the home deals with t exterior. Work on the interior is reported unc item 118.

**111.** Also includes food selection.

**113-C.** Frozen foods should be entered as quarts pounds. Do not duplicate entries by converti quarts to pounds or pounds to quarts.

**117.** 4-H personal accounts as well as time-and-ener management and other home-management pro lems.

## 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—

a. Enrolled are those boys and girls who actually start the work outlined for the year.

b. 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.

a. 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.

b. Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.

c. Urban homes are located in centers of 2,5 population and over, also in densely sett fringe areas around cities of 50,000 or mo

**127.** Age of club members at time of enrollment is to used as basis for reporting.

**128.** Report only club members who received DEFINIT training in the subitems listed. Be sure to inclu those enrolled in corresponding 4-H projects. not count all members as having received training broad subjects such as citizenship, personal improv ment, and music appreciation, unless they were giv specific training in such subjects.

e. Includes members who received training how to keep and use personal accounts; d velopment of money plans; arriving at d cisions about savings; becoming famili with life insurance; and in other ways save.

**130.** A 4-H Club camp is conducted under the directi of a professional extension worker or voluntary lo leader and provides a group of club members with t experience of being away from home overnight a participating in an organized educational, recre tional, or nature-study program. Do not inclu "day camps," short courses, picnics, institutes, other similar training or recreation events.

## 4-H CLUB MEMBERSHIP

| | | |
|---|---|---|
| 23. Number of 4-H Clubs | | 15 |
| 24. Different 4-H Club members— | *Boys* | *Girls* |
| a. Enrolled | 189 | 247 |
| b. Completing | 131 | ~~170~~ 175 |
| 25. 4-H Club members from— | | |
| a. Farm homes | 39 | 66 |
| b. Rural nonfarm homes | 71 | 118 |
| c. Urban homes | 79 | 63 |
| (For checking purposes; total equals 124a) | 189 | 247 |
| 26. 4-H Club members enrolled by years in club work: | | |
| a. 1st year | 95 | 113 |
| b. 2d year | 51 | 74 |
| c. 3d year | 21 | 30 |
| d. 4th year | 9 | 12 |
| e. 5th year | 2 | 10 |
| f. 6th year and over | 11 | 8 |
| (For checking purposes; total equals 124a) | 189 | 247 |
| 27. 4-H Club members enrolled by ages: | | |
| a. 10 years and under | 38 | 66 |
| b. 11 years | 53 | 67 |
| c. 12 years | 46 | 58 |
| d. 13 years | 20 | 18 |
| e. 14 years | 13 | 18 |
| f. 15 years | 8 | 13 |
| g. 16 years | 8 | 4 |
| h. 17–20 years, inclusive | 3 | 3 |
| (For checking purposes; total equals 124a) | 189 | 247 |

| 28. 4-H Club members who received definite training in— | *Members* |
|---|---|
| a. Judging | 46 |
| b. Giving demonstrations | 190 |
| c. Group recreation leadership | 50 |
| d. Music appreciation | |
| e. Money management (thrift) | |
| f. Farm and home safety | 224 |
| g. Citizenship | |
| h. Personality improvement | 43 |
| i. Soil and water conservation | 405 |
| j. Forestry | 50 |
| k. Health, nursing, and first aid | 35 |

| | |
|---|---|
| 29. 4-H Club members having health examination because of participation in the extension program | 41 |
| 30. Number of members attending a 4-H Club camp | 49 |
| 31. 4-H Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs | 15 |

## WORK WITH YOUNG MEN AND WOMEN—*Interpretation*

The purpose of this section of the report is to determine how many young men and women approximately 18 to 30 years of age ARE BEING REACHED THROUGH SPECIAL PROGRAMS GEARED TO MEET THE NEEDS OF THIS AGE GROUP. It is recognized that much of the assistance given these young men and women may already have been reported under the respective subject-matter sections of the report.

132. Only those groups of young men and women that Extension has sponsored should be reported under this item. Included will be such groups as young men's clubs, young homemakers' clubs, young married couples' clubs, general-interest groups, 4-H alumni, and honorary or service clubs. Indicate whether the foregoing are operating on a community or county-wide basis.

133. In some instances the sponsorship of young peopl groups has been a joint effort of Extension and so other organization. Where that has occurr information for such groups should be reported he

134. In many counties agents are called upon to wo with young people in groups not sponsored Extension. Examples of such groups are chur groups of young married people, GI classes taug in the schools, and independent groups that m have organized themselves.

135. In counties where agents are making a definite effo to reach young people 18 to 30 years of age th will be some persons, not in one of the organiz groups listed above, whom the agent has assist during the year.

### WORK WITH YOUNG MEN AND WOMEN

| Item | Community groups A | County-wide groups B |
|---|---|---|
| 132. Extension-sponsored groups of young men and women: | | |
| a. Number of such groups worked with during year | | 1 |
| b. Membership in such groups: (1) Young men | | 19 |
| (2) Young women | | 21 |
| c. Meetings held during year: (1) Number | | 5 |
| (2) Attendance | | 49 |
| 133. Groups jointly sponsored by Extension and another organization: | | |
| a. Number of such groups worked with during year | | |
| b. Membership in such groups: (1) Young men | | |
| (2) Young women | | |
| c. Meetings held during year: (1) Number | | |
| (2) Attendance | | |
| 134. Other groups of young men and women not sponsored by Extension with whom Extension worked: | | |
| a. Number of such groups assisted during year | 2 | |
| b. Number of different individuals reached through such groups: | | |
| (1) Young men | 16 | |
| (2) Young women | 12 | |

135. Individual young men and women NOT reported in items 132, 133, or 134 who participated in special young me and women's extension program:

a. Number of persons assisted:

(1) Different young men

(2) Different young women

135x. Number of DIFFERENT young people worked with or assisted in special young men and women's program (total of items 132, 133, 134, and 135 less duplications):

a. Different young men 35

b. Different young women 33

## MISCELLANEOUS—*Interpretation*

The following items should include work done—

. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.

. 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.

. With elevator people and other handlers and processors, as well as with farmers, in the control of insects and rodents in grains stored on or off the farm.

140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, groundhogs, coyotes, rabbits, and pestiferous birds. Control of rodents as related to clean grain are to be reported under item 138.

141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

142. Other than those incident to foods, clothing, house-furnishings, etc., which are to be reported in their respective subject-matter sections. Assistance in the selling of arts and crafts is to be reported in subitem 35b.

### MISCELLANEOUS

| Item | Estimated number |
|---|---|
| . FARMERS and other individuals assisted with control of general feeder insects | 28 |
| . FAMILIES assisted with control of household insects | 145 |
| . FARMERS, HANDLERS, PROCESSORS, and other individuals assisted with control of insects and rodents in grain stored on or off the farm | |
| . FARMERS and other individuals assisted with control of noxious weeds | 65 |
| . FARMERS and other individuals assisted with control of rodents and predatory animals other than those reported in storage of grain under item 138 | 12 |
| . BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products | 2 |
| . FAMILIES assisted with practices incident to production of arts and crafts | 16 |

## 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 families to be reported in each column, it is suggested that the same approach be used as outlined for item 125.

143. In this section emphasis is only on the number families assisted, whereas emphasis has been on individuals in earlier sections of the report. Therefo it is going to be necessary to eliminate duplication numbers assisted in changing agricultural practi For example, when a farmer is assisted with cr production problems and his son is in a 4-H da calf club, the assistance would be reported as giv to one farm family.

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

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

### SUMMARY OF EXTENSION INFLUENCE

| Item | Farm A | Rural nonfarm B | Urban C |
|---|---|---|---|
| | *Estimated number* | *Estimated number* | *Estimated numb* |
| 143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year | 218 | 142 | 85 |
| 144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year | 212 | 296 | 603 |
| 145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication) | 306 | 366 | 631 |

## 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 expected to attend the meetings of the Agricultural Stabilization and Conservation Program Committee. These meetings would be reported in this section. In contrast, the extension agent holds several meetings in the county where he and the committeem explain the agricultural program to farme Those meetings would also be reported this section as well as in the Extension Teachi Activities section. "Days devoted" in both pla would be reported in the appropriate column bel and also in the Program Emphasis section.

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

158. Line is left blank so that States, if they desire, m request information about a Federal agency n listed.

165. Line is left blank for State use.

168. Line is 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 | D |
| **FEDERAL AGENCIES** | | | | |
| Social Security Administration, Internal Revenue Service | 1 | | 1 | – |
| Bureau of Land Management, Bureau of Reclamation | | | | |
| Farm Credit Administration | | | 2 | 1 |
| Farmers Home Administration | 1 | | 3 | 1 |
| Fish and Wildlife Service | | | 2 | |
| Forest Service | | | 3 | 1 |
| Bureau of Indian Affairs | | | | |
| Agricultural Stabilization and Conservation Program Committee | | | 4 | 4 |
| Rural Electrification Administration | | | | |
| Selective Service System | | | | |
| Soil Conservation Service | | | 3 | 1 |
| Valley authority (TVA, etc.) | | | | |
| Other (specify) Civil Defense | 1 | | 1 | 2 |
| **STATE AGENCIES** | | | | |
| Health department | 2 | | 1 | 3 |
| Highway department | | | | |
| State departments of agriculture and forestry | | | | |
| State department of education: General schools | 1 | | | |
| State employment service | | | 1 | |
| Welfare department | 1 | | | 1 |
| Other (specify) | | | | |
| **COUNTY AGENCIES** | | | | |
| Soil conservation districts | 1 | | 2 | 5 |
| Vocational-agriculture and home economics departments | 2 | | 2 | 4 |
| Other (specify) T.B. MENTAL HEALTH COM. REC'L | 3 | | | 4 |

## 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 4 to 6 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 Federal 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 accomplished 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 ne extension teaching methods and activities used an their effectiveness; selection, training, and use of loc leaders; and cooperation obtained from other extensio workers, rural people, commercial interests, and oth public agencies.
4. What RESULTS were obtained, not in terms of th activities carried on but in terms of objectives, or wh was attempted at the beginning of the year.
5. HOW next year's work can be strengthened an improved in light of the current year's experience.

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

Include one significant story of extension accomplish ments. This could be a family, community, or county wide result story in any phase of extension work. I should, however, deal with a major problem that peopl face currently. It may reflect work done over a period o several years. If possible, write in the form of a featur story. Give enough detail to describe the problem o situation. Be sure to tell what extension did to help th people solve their problem, and the results of their action If possible, measure benefits in terms of reduced operatin costs, greater income, balanced production, and bette living. The story should have sufficient substance to b significant, convincing, and interpretative of the type o activity that helps people to understand our educationa program and its relation to an efficient agriculture, t better living, and to the interests of the consumer and th Nation as a whole.

### The Statistical Report

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

County totals are the sums of the activities of all agent minus duplications where two or more agents engage in th same activity. For purposes of reporting, extension re sults or accomplishments are expressed in numbers o 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 o any phase of the extension program in agricultural, hom demonstration, young men and women's, or 4–H Clu work. ONLY THE IMPROVEMENTS OR CHANGE TAKING PLACE DURING THE CURRENT YEA AS THE RESULT OF EXTENSION EFFORT SHOULD BE REPORTED. Of necessity the information calle for in the national statistical report schedule has broa application to extension work as it is conducted throughou the United States. In addition to the informatio provided for in this report form, some State extensio services may need to obtain additional statistical informa tion on programs and activities peculiar to their States.

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