

VIRGINIA

POWHATAN  
county

Agricultural agent Annual report 1944

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RETURN TO  
EXTENSION  
DIVISION OF FIELD  
STUDIES & TRAINING

1944

NARRATIVE REPORT  
OF THE  
AGRICULTURAL AGENTS

IN

POWhatan COUNTY  
POWhatan, VIRGINIA  
OFFICE  
OVER COUNTY JAIL

BY

I. B. WILSON, COUNTY AGENT

W. F. MICHAUX, ASSISTANT COUNTY AGENT

STENOGRAPHER

MISS ROMAINE SLEDD

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## II. 1944 Summary of Individual Activities

	Agent	Assistant Agent	County Total
Days in Field . . . . .	173	181	354
Days in Office . . . . .	106	90	196
Days Annual Leave . . . . .	12	11	23
Days Sick Leave . . . . .	11	21	32
Miles Traveled . . . . .	11,335	8,340	19,675
Number of Farm Visits Made . . . . .	398	697	1,095
Number of Different Farm Visits Made . . . . .	188	84	272
Number of Office Calls . . . . .	1,888	107	1,995
Number of Telephone Calls . . . . .	1,574	84	1,658
Number of Bulletins Distributed . . . . .	237	251	488
Number of Meetings Attended . . . . .	62	2	64
Attendance at Meetings . . . . .	1,012	50	1,062
Number Hogs Vaccinated for Cholera . . . . .	357		357
Number Sheep Treated for Parasites . . . . .	60		60
Number Cattle Treated for Blackleg . . . . .	373		373
Number Cattle Treated for Hemorrhagic Septicemia . . . . .	7		7

### III. Brief Description of County Organizations

#### (a) Professional Workers Council

The Professional Workers Council is an organization of the personnel working with the farm people in Powhatan County. The main purpose of this organization is to co-ordinate the work of each member and be familiar with the work of each agency represented.

#### (b) The County Board of Agriculture

The County Board of Agriculture is the overall planning board. It is composed of a Chairman and a Co-Chairman from each of the seven communities and the Professional Workers. The Chairman in each case is a man and the Co-Chairman a woman.

The County Board of Agriculture formulates the plan and the Neighborhood Leaders put the program across in their neighborhood.

### III. Brief Description of County Organizations (continued)

#### (b) The County Board of Agriculture

The County Board of Agriculture can, and should be strengthened in 1945 by the Agents spending more time with the board members and the neighborhood members and training them to be more effective leaders in their respective neighborhoods and communities.

### IV. Type of Agriculture in Powhatan County

About 80% of Powhatan County is in woodland or brush land. The 1940 census listed 829 farms in the county. These were broken down as follows: 481 owned by white people and 348 owned by colored people. The 1940 census listed the population as 6000. The population is much smaller at present due to the following reasons:

(1) Small farmers moving from the farm to industry. (2) Men being inducted into the Armed Services.

#### IV. Type of Agriculture in Powhatan County (continued)

The predominating soil type in Powhatan County is Cecil with some Appling, Colfax and Helena. The Cecil soils are well adapted to pasture, hays, corn, small grain and dark tobacco. Types of farming are dairying, livestock, poultry, farmer self-sufficing. Over the past few years there has been a gradual increase in livestock and dairy farming. The trend will probably increase in the future.

#### V. Project Activities

##### A. Agronomy

##### 1. Pastures

There has been a trend toward more livestock in the county. The trend should continue as the pastures continue to improve and new pastures are seeded. The Agents have impressed the importance of the use of lime and superphosphate to improve old pastures, and proper seed bed preparation and a good seed mixture and proper fertilization for new pastures. There is considerable educational work to be done in the future on pastures.

## V. Project Activities (continued)

### A. Agronomy

#### 2. Small Grain

The Agents have encouraged the farmers in the following practices:

- (a) Good adapted seed
- (b) Proper seed bed preparation
- (c) Proper and liberal fertilization
- (d) Time of seeding

The Agents have been instrumental in getting some of the farmers to plant new varieties of small grain. Three farmers have planted some Wong Barley, one farmer has planted some Staunton Oats direct from Coker, and one farmer has planted some Redhart Wheat direct from Coker.

#### 3. Hay Crops

The Agents have encouraged the seeding of more hay and especially alfalfa, red clover and hay mixtures. In all cases proper seed beds preparations, lime, fertilization and inoculation has been encouraged. The Agents have stressed the importance of curing high quality nutritious hay. One

## V. Project Activities (continued)

### A. Agronomy

#### 3. Hay Crops

hay drier has been installed in a dairyman's barn. Hay driers will do more in this county to improve the quality of the hay than anything else.

#### 4. Corn

The Agents have spent a good bit of their time on Hybrid Corn, stressing the importance of growing adapted varieties of Hybrid Corn, certified seed, good seed bed preparation, proper fertilization and proper tilage.

Two farmers in the county produced double cross hybrid seed corn this year and we will try to have some single cross grown in 1945. The Agents feel that by growing these hybrids in the county the farmers will be educated as to how hybrids are produced. The Agents plan to have at least one hybrid demonstration in each of the seven communities in 1945, and in these demonstrations will try to have all of the adapted varieties represented and also have some open polinated corns.

## V. Project Activities (continued)

### A. Agronomy

#### 5. Rotations

Because rotation is one of the fundamentals of good farming, the Agents have encouraged the farmers to have at least one legume in the rotation. The Agents also recommend and encourage the planting of small grain on all row crops.

#### 6. Lespedeza

The practices in this county in the past few years has been to not fertilize or lime lespedeza. It is usually cut for hay two years. The Agents have stressed the importance of fertilizing and liming lespedeza and wherever possible using clover or a hay mixture in place of lespedeza.

#### 7. Lime and Fertilizers

The Agents have consistently urged and recommended to the farmers to use lime at the rate of two tons per acre, once every four to six years in the rotation,

V. Project Activities (continued)

A. Agronomy

7. Lime and Fertilizers

and when alfalfa and clover are to be grown, to have a soil test made and be guided by the result of the soil test. The Agents have recommended high analysis fertilizer recommended by the Agronomy Hand Book prepared by the Agronomy Department. The Agents have consistently advised farmers to obtain their full payment from the AAA program in lime and superphosphate as a grant of aid.

B. Poultry

Twelve farm flock demonstrators have been conducted under the supervision of the Poultry Extension Department. Buying of U. S. Approved Chicks, proper feed, housing, sanitation and year around culling has been stressed by the Agents. The Agents have encouraged flock owners to build up a breeding flock wherever possible. We feel that a breeding flock will raise the standard and also increase the farmers income. The Agents cull farmers flocks whenever requested to do so.

## V. Project Activities (continued)

### C. Dairying

The Agents have spent more time and effort on the improvement of pastures and quality roughage than anything else pertaining to dairying. Although, improved breeding and feeding has been stressed.

### D. Livestock

#### 1. Sheep

The Agents have encouraged sheep on farms that already have sufficient pastures and fencing. Treating for parasite control and better herd sires has been stressed.

#### 2. Beef Cattle

The Agents have stressed establishing good pastures and production of feed on the farm to be the first requisite for beef cattle. Cow and calf herd with good sires has been encouraged rather than steer herds.

#### 3. Hogs

The Agents have encouraged good herd sires, pastures and proper feeding. Parasite disease control measures have been stressed.

V. Project Activities (continued)

E. Farm Labor

1. Virginia Industrial School

The Virginia Industrial School for boys is located in this county. Farmers in the county can get these boys whenever they need them. There are times during the year when the demand of the farmers has been so heavy they cannot get as many as they want at one time. With this school in the County the farmers have been able to get labor in rush seasons and to a great extent have met the needs in the county.

2. War Prisoners

The Agents helped to establish a Prisoner of War Work Camp in the adjoining county. The Agents have approved Certificates of Need for Employment of Prisoners of War for five farmers, totaling 2,030 days.

F. Extension TVA Demonstrators

There are twelve Unit Demonstrators in the county. The Agents have spent much time in trying to develop worthwhile programs on these farms.

V. Project Activities (continued)

G. Cooperatives

The Agents have worked with the local committee of the Ruritan Club in trying to get a Frozen Food Locker Plant established.

VI. War Activities

A. War Board

1. Selective Service

The War Board has worked very closely with the Selective Service in farm deferments. In each case the entire War Board has met with the Selective Service Board and each farm deferment has been thoroughly discussed. The War Board has received splendid cooperation from the Selective Service Board.

2. Milkweed Pod Collection

The Agents did very little work in the milkweed pod collection. The Superintendent of Schools was selected to handle this program.

VII. Cooperation With Agricultural Conservation Program

A. Office Facilities and Equipment

The Extension Service and the AAA have a joint office that is located over the county jail. The two departments have their own equipment. This equipment is used jointly by both agencies. The Extension stenographer is supposed to help with the AAA whenever she is not busy with the Extension work.

B.

The Agents have encouraged the farmers to receive their full payment in lime and phosphate as a grant of aid.

VIII. Cooperation with Credit and Loan Agencies

The Agents have cooperated with the credit agencies and have advised farmers of the different agencies available.

IX. Cooperation With Farm Security Program

The Agents have cooperated with the Farm Security Program in every way possible. The Supervisor visits this office about once every two weeks.

## **X. Cooperation With The Soil Conservation Program**

The Agents have encouraged farmers to ask for aid from the Piedmont Soil Conservation Service. The Agents have also worked very closely with the Assistant Soil Conservationist.

## **II. 4-H Clubs**

The Agents have not accomplished much in 4-H club work with the boys.

There were six boys carrying a sow and litter as their project and five boys carrying a breeding pig as their project. There were seven completions. All of the boys had registered Poland China Hogs.

### COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration  
Extension Service  
Washington, D. C.

## COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Parkston

#### REPORT OF

Katherine R. Rount  
(Name) Home Demonstration Agent.

From Dec. 1<sup>st</sup> 1943 to Nov. 30<sup>th</sup> 1944

Assistant Home Demonstration Agent.

From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_

4-H Club Agent.

From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_

Assistant County Agent in charge of Club Work.

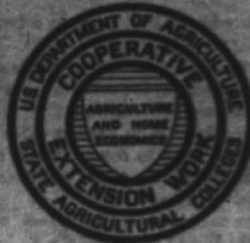
From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_

P. B. Wilson  
Agricultural Agent.

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

W. J. Michant  
Assistant Agricultural Agent.

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



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

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

State Extension Director.

## SUGGESTIONS RELATIVE TO THE PREPARATION OF THE COUNTY EXTENSION AGENT'S ANNUAL REPORT

Ex good reasons may be listed as to why an extension worker should prepare a comprehensive annual report.

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

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

### NARRATIVE SUMMARY

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

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

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

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

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

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

### STATISTICAL SUMMARY

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

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

**GENERAL ACTIVITIES**

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
1. Months of service this year (agents and assistants)		12		24	XXXXXXXXXX
2. Days devoted to work with adults <sup>3</sup>		211		538	XXXXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth <sup>4</sup>		79		14	XXXXXXXXXX
4. Days in office <sup>5</sup>		89		197	XXXXXXXXXX
5. Days in field <sup>5</sup>		201		350	XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work <sup>6</sup>		513		1495	1608
7. Number of different farms or homes visited		323		276	599
8. Number of calls relating to extension work	(1) Office	411		1995	2406
	(2) Telephone	581		1658	2039
9. Number of news articles or stories published <sup>7</sup>		5			5
10. Number of bulletins distributed		4052		488	4540
11. Number of radio talks broadcast or prepared for broadcasting	(a) Number	4			4
	(b) Total attendance	14		10	24
12. Training meetings held for local leaders or committeemen	(1) Adult work			118	118
	(a) Men leaders	0			
	(c) Women leaders	106		29	135
	(2) 4-H Club and older youth				2
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work				17
	(a) Number	100		30	130
	(b) Total attendance	1150		65	1215
	(2) 4-H Club and older youth				47
	(a) Number	47			47
	(b) Total attendance	448			948
14. Number of adult result demonstrations conducted		36		10	36
15. Meetings held at such result demonstrations	(1) Number	5			5
	(2) Total attendance	63			63
16. Tours conducted	(1) Adult work			1	1
	(a) Number	0			
	(b) Total attendance	0		30	30
	(2) 4-H Club and older youth				1
	(a) Number	1			1
	(b) Total attendance	12			12
17. Achievement days held	(1) Adult work				
	(a) Number	0			
	(b) Total attendance	0			
	(2) 4-H Club and older youth				
	(a) Number	0			
	(b) Total attendance	0			

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

**GENERAL ACTIVITIES—Continued**

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)	
18. Encampments held (report attendance for your county only) <sup>3</sup>	(1) Farm women	(a) Number	0				
		(b) Total members attending					
		(c) Total others attending					
	(2) 4-H Club and older youth	(a) Number					
		(b) Total boys attending					
		(c) Total girls attending					
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	48		49	90	
		(b) Total attendance	1943		976	2719	
	(2) 4-H Club and older youth	(a) Number	5		9	14	
		(b) Total attendance	94		120	214	
	20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	14			14
			(b) Total attendance	254			254
(2) 4-H Club and older youth		(a) Number	4			4	
		(b) Total attendance	42			42	

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.  
<sup>2</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.  
<sup>3</sup> Does not include picnics, rallies, and short courses, which should be reported under question 13.

**SUMMARY OF EXTENSION INFLUENCE THIS YEAR**

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

21. Total number of farms in county (1940 Census) (481 white) (248 negro)	529
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	300
23. Number of farms involved in preceding question which were reached this year for the first time	60
24. Number of nonfarm families making changes in practices as a result of the agricultural program	25
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	400
26. Number of farm homes involved in preceding question that were reached this year for the first time	30
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	40
28. Number of other homes involved in preceding question that were reached this year for the first time	20
29. Number of farm homes with 4-H Club members enrolled	52
30. Number of other homes with 4-H Club members enrolled	16
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	420
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	60

EXTENSION ORGANIZATION AND PLANNING

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

(a) Over-all or general (1) Name County Board of Agriculture (2) No. of members 27  
 (b) Agricultural (1) Name \_\_\_\_\_ (2) No. of members \_\_\_\_\_  
 (c) Home demonstration (1) Name County Home Demonstration Committee (2) No. of members 24  
 (d) 4-H Club (1) Name 4-H Planning Committee (2) No. of members 12  
 (e) Older youth (1) Name \_\_\_\_\_ (2) No. of members \_\_\_\_\_

24. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):  
 (a) Agricultural 60 (b) Home demonstration 50 (c) 4-H Club 20 (d) Older youth 7

25. Total number of committees in county. (Do not include number of neighborhoods) 7  
 26. Number of committees in which the extension program has been planned cooperatively by extension agents and local committees 7  
 27. Number of clubs or other groups organized to carry on adult home demonstration work 10  
 28. Number of members in such clubs or groups 259

29. (a) Number of 4-H Clubs. (See question 172.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.)

40. Number of neighborhood and community leaders in the neighborhood-leader system 60 Men 30 Women 30  
 41. Number of different voluntary local leaders of committees actively engaged in forwarding the extension program. (Should include question 40.)  
 (1) Men 26 (2) Women 3 (3) Older club boys 1  
 (4) Adult work (1) Men 73 (2) Women 2 (3) Older club girls 2

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service \_\_\_\_\_  
 43. Number of members of such county agricultural planning group:

(a) Unpaid lay members: (1) Men \_\_\_\_\_ (2) Women 6 (3) Youth \_\_\_\_\_ (4) Women 3  
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men \_\_\_\_\_ (2) Women \_\_\_\_\_

44. Number of committees with agricultural planning committees (over-all planning) \_\_\_\_\_  
 45. Number of members of such county planning committees: (a) Men \_\_\_\_\_ (b) Women \_\_\_\_\_ (c) Youth \_\_\_\_\_  
 46. Was a county committee report prepared and released during the year? (a) Yes No (b) No \_\_\_\_\_

Extension organization and planning (a)	County agricultural planning (b)	Total (c)
(1) Home demonstration agents		<u>59</u>
(2) 4-H Club agents		<u>12 1/2</u>
(3) Agricultural agents		<u>4</u>
(4) State extension workers		<u>3</u>
Total		<u>16</u>
Total		<u>102</u>
Total		<u>155</u>

47. Days devoted to line of work by—  
 (1) Home demonstration agents \_\_\_\_\_  
 (2) 4-H Club agents \_\_\_\_\_  
 (3) Agricultural agents \_\_\_\_\_  
 (4) State extension workers \_\_\_\_\_

48. Number of planning meetings held \_\_\_\_\_  
 49. Number of unpaid voluntary leaders or committeemen serving this year \_\_\_\_\_  
 50. Days of assistance rendered by voluntary leaders or committeemen \_\_\_\_\_

\* Where the county extension program planning (over-all planning) has been completely merged into a county agricultural planning activity, only column (c) should be filled in. Where extension program planning is the only planning activity, the entries in column (a) and (c) will be identical. In all other cases column (a) is the total of columns (a) and (b).  
 16-5071-4

**CROP PRODUCTION (other than for family food supply)**

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pasture	Cotton	Tobacco	Fish and other water products	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	62½	40½	22	43½	20		11½	1½	3	5½
(4) State extension workers	3									
52. Number of communities in which work was conducted this year	7	7	7	7	7		7	7	3	7
53. Number of voluntary local leaders or committeemen assisting this year	3				12					
54. Number of times assisted this year in—										
(1) Obtaining improved varieties or strains of seed	60	100	10	50	20					
(2) The use of lime				150	24					
(3) The use of fertilizers	75	125	60	100	45					
(4) Controlling plant diseases		100								
(5) Controlling injurious insects										
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

**LIVESTOCK PRODUCTION (other than for family food supply)**

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents						8	
(2) 4-H Club agents							
(3) Agricultural agents	40	16	14	54½		89	14
(4) State extension workers				2		3	
56. Number of communities in which work was conducted this year	7	7	7	7		7	7
57. Number of voluntary local leaders or committeemen assisting this year						4	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	1		1	6		1	
(2) Obtaining purebred or high-grade females				15			
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	15	XXXXX
(4) Improving methods of feeding		5		5		20	
(5) Controlling external parasites				20		20	
(6) Controlling diseases and internal parasites						5	
(7) Controlling predatory animals							

\* Do not include rabbits, guinea, and fer animals, which should be reported under wildlife conservation.

4

**CONSERVATION OF NATURAL RESOURCES**

Include all work with adults, 4-H Club members, and other youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) 1
62. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents	25 1/2		
(4) State extension workers			
63. Number of communities in which work was conducted this year	7		
64. Number of voluntary local leaders or committeemen assisting this year	5		

**Soil Management—Continued**

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types	40
(b) In the use of recommended crop rotations	120
(c) With strip cropping	
(d) In constructing terraces	
(e) In grading waterways or otherwise preventing or controlling gullies	
(f) With contour farming of cropland	
(g) In otherwise controlling wind or water erosion	
(h) In contouring pasture or range	
(i) In the use of cover or green-manure crops	10
(j) In summer-fallowing	10
(k) In making depth-of-moisture tests	
(l) With drainage	
(m) With irrigation	
(n) With land clearing	
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts	
(b) Voluntary soil-conservation associations	
(c) Grazing associations	

**Forestry—Continued**

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

**Wildlife Conservation—Continued**

69. Number of farmers assisted this year in making specific improvements for wildlife	
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<sup>1</sup> Includes nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and other youth		Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, leasing, and other management problems	Farm credit (short and long time)	Outlook information
		(a)	(b)	(c)	(d)
70. Days devoted to line of work by—	(1) Home demonstration agents				7
	(2) 4-H Club agents				
	(3) Agricultural agents	13 1/2	8	1/2	2
	(4) State extension workers				
71. Number of communities in which work was conducted this year		7	7	2	7
72. Number of voluntary local leaders or committeemen assisting this year		12	12		
73. Number of farm-survey records taken during the year:	(a) Farm business				
	(b) Enterprise				
	(c) Other				
74. Number of farmers assisted this year in keeping—	(a) Farm inventory	12			
	(b) General farm records	12			
	(c) Enterprise records				
75. Number of farmers assisted this year—					
(a) In developing a farm plan only		1			
(b) In developing a farm and home plan		1			
(c) In analyzing the farm business					
(d) In improving landlord-tenant relations and leasing arrangements					
75. Number of farmers assisted this year—Continued.					
	(e) In getting started in farming, or in relocating				
	(f) With credit problems (debt adjustment and financial plans)				
	(g) In using "outlook" to make farm adjustments				20
	(h) With a farm-income statement for tax purposes				
	(i) With farm-labor problems				100
	(j) In developing supplemental sources of income				

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and other youth		Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land using, leases, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustment, rural works programs, etc.)
		(a)	(b)	(c)	(d)
76. Days devoted to line of work by—	(1) Home demonstration agents		10		2
	(2) 4-H Club agents				
	(3) Agricultural agents			1	
	(4) State extension workers				
77. Number of communities in which work was conducted this year		7		1	2
78. Number of voluntary local leaders or committeemen assisting this year		4			
79. Number of tours conducted this year to observe economic and social conditions in various land use areas					
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems					1
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)					
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year					

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

**MARKETING AND DISTRIBUTION**

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool <sup>1</sup>	Dairy products	Poultry and eggs <sup>1</sup>	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other specialties	Home products and crafts	Processing of farm and home surplus and equipment <sup>2</sup>
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											2
(2) 4-H Club agents											
(3) Agricultural agents		2		1½	2½			1			5½
(4) State extension workers											
84. Number of communities in which work was conducted this year		7		7	7			2			7
85. Number of voluntary local leaders or committeemen assisting this year											1
86. Number of new cooperatives <sup>3</sup> assisted in organizing during the year											
87. Number of established cooperatives <sup>3</sup> assisted during the year											
88. Number of members <sup>4</sup> in the cooperatives assisted during the year (questions 86 and 87)											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) <sup>5</sup>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year											10
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$76.00
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs <sup>6</sup> pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs <sup>6</sup> participated in or conducted this year											1
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs <sup>6</sup> participated in or conducted this year											
97. Number of consumer information programs <sup>6</sup> pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs <sup>6</sup> relating to marketing services and costs of distribution conducted this year											
99. Number of programs <sup>6</sup> relating to transportation problems conducted this year											
100. Number of programs <sup>6</sup> relating to the specific use of market information conducted this year											
101. Number of other marketing programs <sup>6</sup> conducted this year (specify)											

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

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

<sup>3</sup> Organized pieces of work.

### HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and other youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents	42	1		
(2) 4-H Club agents				
(3) Agricultural agents		1	5	4 1/2
(4) State extension workers				
103. Number of communities in which work was conducted this year	9	2	7	7
104. Number of voluntary local leaders or committeemen assisting this year	10/10			5

#### The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—

(a) Constructing dwellings	3
(b) Remodeling dwellings	2
(c) Installing sewage systems	2
(d) Installing water systems	2
(e) Installing heating systems	1
(f) Providing needed storage space	32
(g) Rearranging or improving kitchens	40
(h) Improving arrangement of rooms (other than kitchens)	4
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	50
(j) Selecting housefurnishings or equipment (other than electric)	33
(k) Improving housekeeping methods	50
(l) Laundry arrangement	120
(m) Installing sanitary closets or outhouses	0
(n) Screening or using other recommended methods of controlling flies or other insects	50
(o) Improving home grounds	10
(p) Planting windbreaks or shelterbelts	0

#### Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity

107. Number of families assisted this year in—

(a) Obtaining electricity	8
(b) Selection or use of electric lights or home electrical equipment	5
(c) Using electricity for income-producing purposes	10

#### Farm Buildings—Continued

108. Number of farmers assisted this year in—

(a) The construction of farm buildings	5
(b) Remodeling or repairing farm buildings	
(c) Selection or construction of farm-building equipment	1

#### Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—

(a) The selection of mechanical equipment	4
(b) Making more efficient use of mechanical equipment	

110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year

111. Number of gin stands assisted this year in the better ginning of cotton

**NUTRITION AND HEALTH**

Includes all work with adults, 4-H Club members and other youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
<b>112. Days devoted to line of work by:</b>				
(1) Home demonstration agents	36	34	17	5
(2) 4-H Club agents				
(3) Agricultural agents	5 1/2	4		
(4) State extension workers				
<b>113. Number of communities in which work was conducted this year</b>	7	9	7	7
<b>114. Number of voluntary local leaders or committeemen assisting this year</b>	19	10	2	
<b>115. Number of families assisted this year—</b>		<b>115(c) FOOD PRESERVATION BY ADULTS</b>		
(a) In improving diets	400			
(b) With food preparation	90			
(c) In improving food supply by making changes in home food production <sup>1</sup> :				
(1) Of vegetables	300			
(2) Of fruits	200			
(3) Of meats	25			
(4) Of milk	300			
(5) Of poultry and eggs	300			
(d) With home butchering, meat cutting or curing	15			
(e) With butter or cheese making	166			
(f) With food preservation problems <sup>2</sup> :				
(1) Canning	400			
(2) Freezing	0			
(3) Drying	40			
(4) Storing	90			
(g) In producing and preserving home food supply according to annual food-supply budget	240			
(h) In canning according to a budget	200			
(i) With child-feeding problems	40			
(j) In the prevention of colds and other common diseases	20			
(k) With positive preventive measures to improve health (immunisation for typhoid, diphtheria, smallpox, etc.)				3
(l) With first-aid or home nursing				20
(m) In removing fire and accident hazards				25
<b>116. Number of schools assisted this year in establishing or maintaining hot school lunches</b>				2
<b>117. Number of nutrition or health clinics organized this year through the efforts of extension workers</b>				0

	FOOD PRESERVATION BY ADULTS		
	Fruits (a)	Vegetables (b)	Meats and fish (c)
1. Quarts canned	42,248	39,081	1,998
2. Gallons brined	0	149	
3. Pounds: Dried <sup>3</sup>	407	360	
4. Cured <sup>4</sup>			14,363
5. Stored	10,400	40,800	14,363
6. Frozen <sup>5</sup>	0	0	0

	FOOD PRESERVATION BY 4-H CLUB MEMBERS		
	Fruits (a)	Vegetables (b)	Meats and fish (c)
1. Quarts canned	610	562	28
2. Gallons brined	0	0	0
3. Pounds: Dried <sup>3</sup>	60	10	0
4. Cured <sup>4</sup>	0	0	0
5. Stored	240	310	0
6. Frozen <sup>5</sup>	0	0	0

<sup>1</sup> Share of the activities unless duplication due to families participating in more than one activity.  
<sup>2</sup> Weight of finished product after drying.  
<sup>3</sup> Weight of product before curing.  
<sup>4</sup> Includes amounts of locker plants and home freezer units.  
<sup>5</sup> Do not include vine-matured peas and beans.



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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
128. Corn						Acres
129. Other cereals						Acres
130. Peanuts						Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet						Acres
144. Cotton						Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	10		9		2	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)		5		3		Birds
151. Dairy cattle						Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	11		7		23	Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds						XXXXXXXXXXXX
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)						XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity						{ Articles made Articles repaired
162. Farm management						XXXXXXXXXXXX
163. Food selection and preparation		31		20		{ Meals planned Meals served
164. Food preservation		30		28	1472	Quarts canned
165. Health, home nursing, and first aid						XXXXXXXXXXXX
166. Clothing		15		12		{ 36 Garments made 12 Garments remodeled
167. Home management						Units
168. Home furnishings and room improvement						{ Rooms Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership	1	5	1	5		XXXXXXXXXXXX
171. All others						XXXXXXXXXXXX
172. Total (project enrollment and completion)	21	81	15	63		XXXXXXXXXXXX

**4-H CLUB MEMBERSHIP<sup>1</sup>**

173. Number of 4-H Clubs \_\_\_\_\_ 4
174. Number of different 4-H Club members enrolled \_\_\_\_\_ (a) Boys 15 (b) Girls 56
175. Number of different 4-H Club members completing \_\_\_\_\_ (a) Boys 11 (b) Girls 46 ✓
176. Number of different 4-H Club members in school \_\_\_\_\_ (a) Boys 14 (b) Girls 54
177. Number of different 4-H Club members out of school \_\_\_\_\_ (a) Boys 1 (b) Girls 2
178. Number of different 4-H Club members from farm homes \_\_\_\_\_ (a) Boys 14 (b) Girls 55
179. Number of different 4-H Club members from nonfarm homes \_\_\_\_\_ (a) Boys 1 (b) Girls 1

**Number of Different 4-H Club Members Enrolled:**

180. By years	Boys	Girls	181. By age	Boys	Girls
	(a)	(b)		(a)	(b)
1st year	<u>5</u>	<u>30</u>	10 and under		<u>22</u>
2d	<u>6</u>	<u>15</u>	11		<u>6</u>
3d	<u>4</u>	<u>7</u>	12	<u>2</u>	<u>6</u>
4th		<u>2</u>	13	<u>5</u>	<u>6</u>
5th		<u>2</u>	14	<u>7</u>	<u>5</u>
6th			15	<u>1</u>	<u>5</u>
7th			16		<u>2</u>
8th			17		<u>3</u>
9th			18		<u>1</u>
10th and over			19		
			20 and over		

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- |  |  |
|--|--|
| (a) Judging _____ <u>40</u>                | (f) Fire and accident prevention _____ <u>21</u> |
| (b) Giving demonstrations _____ <u>26</u>  | (g) Wildlife conservation _____                  |
| (c) Recreational leadership _____ <u>4</u> | (h) Keeping personal accounts _____ <u>56</u>    |
| (d) Music appreciation _____ <u>56</u>     | (i) Use of economic information _____            |
| (e) Health _____ <u>56</u>                 |  |
183. Number of 4-H Club members having health examination because of participation in the extension program \_\_\_\_\_ 1
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs \_\_\_\_\_ 2

**WORK WITH OLDER RURAL YOUTH**

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth \_\_\_\_\_
186. Membership in such groups \_\_\_\_\_ (a) Young men \_\_\_\_\_ (b) Young women \_\_\_\_\_

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

188. Number of meetings of older rural youth extension groups \_\_\_\_\_
189. Total attendance at such meetings \_\_\_\_\_
190. Number of other older rural youth groups assisted \_\_\_\_\_
191. Membership in such groups \_\_\_\_\_ (a) Young men \_\_\_\_\_ (b) Young women \_\_\_\_\_
192. Number of older rural youth not in extension or other youth groups assisted \_\_\_\_\_ (a) Young men \_\_\_\_\_ (b) Young women \_\_\_\_\_
193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications) \_\_\_\_\_ **14**
- (a) Young men \_\_\_\_\_
- (b) Young women \_\_\_\_\_

194. Check column showing approximate portion of older youth program devoted to—	Under 21 percent (a)	21-24 percent (b)	25-29 percent (c)	30 percent or more (d)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

<sup>1</sup> All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.

<sup>2</sup> Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more different lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.

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

MISCELLANEOUS

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

Include all work w. % adults, 4-H Club members, and other youth	Days (a)	General-hoher insects <sup>1</sup> (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			28
(2) 4-H Club agents			
(3) Agricultural agents			64 180
(4) State extension workers			
196. Number of communities in which work was conducted this year			7
197. Number of voluntary local leaders or committeemen assisting this year			

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	10		16
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	15		3
(4) Other war work (including collection of salvage material)	8		1

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War boards (a)	Civilian de- fense agency (b)	Employment service (c)	Agricultural Adjustment Agency (d)	Food Distribution Administration (e)	Soil Conserve- tion Service (f)	Farm Security Administra- tion (g)	Rural Rehabi- litation Administra- tion (h)	Tennessee Valley Authority (i)	United Country, Folger Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents	1	10		1	4	1	1	2		2
(2) 4-H Club agents										
(3) Agricultural agents	18	25		18		40	1/2	5	18	1
(4) State extension workers										
200. Number of communities in which work was conducted this year	7	7		7	1	7	7	2	7	
201. Number of voluntary local leaders or committeemen assisting this year		20								
202. Number of meetings participated in this year by extension workers	8	14	1	5	2	3		3	2	

<sup>1</sup> Include grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

## TERMINOLOGY

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

### DEFINITIONS OF EXTENSION TERMS

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