

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF VIRGINIA

VIRGINIA AGRICULTURAL AND MECHANICAL
COLLEGE AND POLYTECHNIC INSTITUTE
AND UNITED STATES DEPARTMENT OF
AGRICULTURE, COOPERATING

EXTENSION SERVICE
COUNTY AGENT WORK

Isle of Wight County
Narrative Report of Farm Demonstration Work
December 1, 1944 - November 30, 1945

Woodrow Odum

Woodrow Odum

Local Farm Agent

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FOREWORD

This report includes some of the activities sponsored, some of the methods used, and some of the results obtained in trying to get colored farmers become better farmers, and better citizens in Isle of Wight county.

Everybody who had a contribution to make to the effectiveness of extension activity - preachers, teachers, neighborhood leaders, county officials, and government agencies - was used. We have attempted to start where farmers are and to attempt to take them along step by step to a higher standard of living. We usually try to change their attitudes first and that hurdle having been made, recommendations are usually taken in the order in which they will contribute to a more satisfactory life on the farm.

The Ten Commandments of Agriculture by Dr. S. A. Knapp served as a pivot around which our program has revolved:

1. Live at home
2. More livestock
3. Richer land
4. Rotations
5. More power
6. Purebred seed
7. Deep Breaking
8. Proper spacing
9. Good cultivation
10. Keep records

Slowly but surely these commandments are becoming a very definite part on colored farms in the county.

Some mistakes have been made but enough tangible results have been seen in improved living to make the above statement.

People seem to do what they know and don't do what they don't know-

This has been the guide that has motivated extension activity in this county as the Local Farm Agent - since our work is education, we have undertaken to try to teach these people.

Summary of Isle of Wight County

Statistics:

| | |
|------------------------------------|------------------------|
| Farms in County (1940 Census) | 416 |
| Owners " " | 139 |
| Tenants " " | 277 |
| * Farms Directly influenced | 350 |
| Farms indirectly influenced | 416 |
| Average value of mach. & equipment | \$103.00 (1940 census) |
| * " " " land & bldgs. | \$1945.00 " " |
| * " " " buildings alone | 812.00 " " |

Crops & Livestock:

| | |
|---------|----------------------|
| Peanuts | Corn and Soybeans |
| Truck | Poultry |
| Hogs | Live at Home Program |

Problems:

Soil Acidity

Soil Conservation

• Housing

• Leadership

• Hog and Poultry Sanitation

• Sanitary Toilets

• Hog Cholera

• Hog Pastures

• Tenancy

• Income

• Farm Machinery

• Health

County Organization:

The County Advisory Board is composed of 35 farm men and women from 10 communities in the county. Its function is to advise the agent of problems facing Negro farmers in the county and to assist them in solving these problems and to assist the agent in getting better farm and home practices scattered uniformly over the county.

Some of the activities sponsored under this organization are as follows:

- a. Veterans Advisory Committee was formed to advise honorably discharged veterans of the provisions of the condensed GI bill. This committee is composed of fifteen men and women from 10 communities in the county. That they have done some good in advising veterans is brought out by the following results: 2 veterans are in school this year, 1 veteran was assisted in getting gasoline to operate a truck that was purchased to aid him in his oyster business from ODT, 1 veteran has put up a small shop on the home farm to operate as a small business, one mother has been assisted in filing papers for insurance for a son who was killed in France, and two families have been advised of steps to take for securing loans to build houses on small tracts of land previously purchased. All veterans were advised to take advantage of the special book purchased by the Board of Supervisors to record their discharges - as a precaution of the loss of same in the future.
- b. Tour of Experiment Station at Holland, Va. was arranged through District Agent S. A. Marshall. Twenty-two farmers from 11 communities journeyed with the agent to the station to observe experimental plots of corn hybrids, peanuts, cotton and soybeans. Farm leaders were also present from Greenville, Brunswick, Southampton, and Nansemond counties.

The two things that were uppermost in planning this tour were to get farmers to see how corn hybrids are produced and to get farmers sulphur conscious. The agent thinks that the first matter was cleared up fairly well and from talking with farmers who visited the station - sufficient interest seems to be stirred up to get some dusters in the county for sulphur in time for 1946 peanuts.

c. Farm Machinery

The greatest difficulty in the past - along with the shortage of farm machinery as a result of the defense program - has been which machinery should be purchased first. Emphasis was first placed on a tractor in every community, a peanut picker in each community, and other smaller equipment to keep farmers from borrowing such machines from their neighbors. Members of the Board have done much in assisting the agent in getting farmers machinery conscious as can be seen from the following results: 2 new tractors were purchased this year, 3 used tractors were purchased, 1 hay baler with meter, one combine, and several small machines such as riding cultivators, fertilizer sowers, planters, etc. Plans are in the making for the purchase of at least three hammer mills - one for each district in the county for 1946.

d. State Advisory Board:

Even though the meeting of the State Advisory Board was called off because of the ban resulting from the rationing of gasoline, the County Advisory Board paid its representation fee of six dollars (\$6.00) to assist in carrying out its program of giving prizes for Community Improvement.

Community Clubs:

Eight community clubs were organized in Rushmere, Livy Neck, Godwin,

Windsor, Mitchells, Trinity, Ebenezer, and Holly Grove communities. These clubs served as centers for meeting farmers to discuss vegetable gardens, to give fertilizer recommendations, to give the farm outlook, information on the control of insects and diseases in both crop and livestock production, to explain the need for auto liability insurance, fire prevention, income tax returns, farm management, and other matters that the farmers desired to raise questions on. Other meetings were held in Carrellton, Macedonia, Shiloh, Christian Home, Camptown, and Sandy Mount communities. These communities were not organized but were called together to give them the benefit of recommendations and other vital information.

Library Fund Drive:

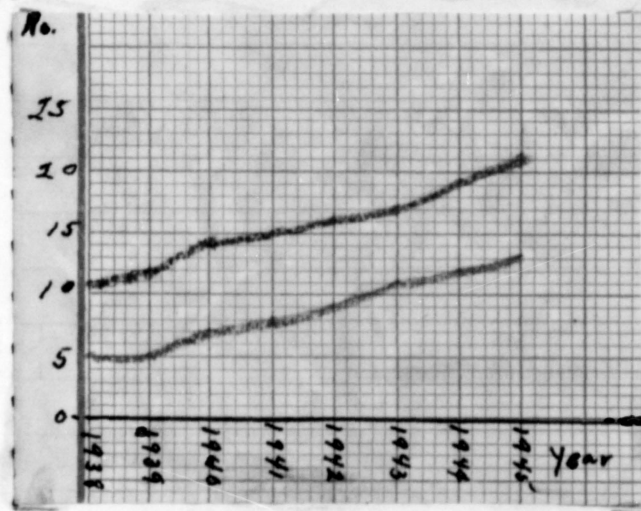
At the request of the president of the Isle of Wight County Training School Parents and Teachers Association and as a method of showing my appreciation to the teachers for their cooperation in extension activity in the past, the agent organized a drive to equip the library with additional books and supplies to enable the school to retain its position as an accredited high school. The drive netted \$404.00 - and the library was in better shape at the beginning of the school year than it has since it was established.

Extension Workers Conference:

Extension workers in the county meet on the first Monday in each month to discuss problems, methods of solving these problems, and other matters affecting the well-being of extension activity in the County. These conferences have been very helpful as it enabled all workers to have a knowledge of what other workers were doing and - where possible - to unify our efforts so as to get better results.

An Evaluation of Community Improvement Work in Ebenezer Community

In 1938, when the agent began work in Isle of Wight county, he was asked to select a community to compete in the State-wide Community Improvement Contest - sponsored by the State Advisory Board. The late Field Agent J. B. Pierce had worked out a combination of the Live at Home Program and generally raising the Standard of Living on a score sheet containing the following items: hogs, cows, poultry, 4-H Club, AAA, membership in the community club, ownership, and painting. Ebenezer community, a very heavy tenant community, was selected - with its 31 families. Even though we have not won a prize in this contest, the following chart of the rise in ownership and painted homes shows some improvement as a result of this intensified activity.



Key: ~~Ownership improvement~~ Ownership improvement

~~Painted homes~~ Painted homes

Some of the results over this period of years are as follows:

1. Four farms have been purchased through FSA
2. One Sorghum mill has been placed in the community
3. Two churches have been remodeled and painted
4. One room has been added to the school
5. Ten pressure cookers have been placed in the community
6. Two houses have been built, 3 remodeled, and 8 painted
7. Seven other farms or homes have been purchased
8. A home nursing class was conducted
9. Corn hybrids raised on 27 farms

Project Activities:

Field and Forage Crops:

Work in connection with the production of field and forage crops included the following general recommendations:

1. Following recommended fertilizer practices
2. Following recommended varieties
3. Following recommended cultural practices
4. Early and deep plowing
5. The use of winter cover crops
6. Improvements in farm equipment

The methods used to get farmers to adopt the above listed practices included farm visits - individual contacts, method and result demonstrations, letters, and through the activity of leaders.

Some specific examples of the willingness of farmers and the results obtained are as follows:

Corn:

Corn plays a very important role in the economy of farmers in the county both as food and as feed. A conservative estimate of the spread of corn hybrids on farms in the county is about seventy-five per-cent.

The greatest hurdle to make in getting farmers to adopt this improved practice was to show farmers that the cost of seed was a relatively small out-lay when such seed resulted in increased yields of from one to five barrels of corn (5 to 25 bu.). Many of these farmers had previously gotten their seed either from field selection or from their corn cribs; hence the hesitancy in paying from \$8.50 to \$9.25 per bushel for seed corn.

Farm visits, result demonstrations, statements from demonstrators, and lectures are the methods used to get such a large percentage of

farmers adopting this practice.

Tenn. #15 and Ky 72B - two white varieties were grown on about 15 percent of the farms - as corn to be used for meal since farmers seem partial to a white meal. Funks G 135 and Ill. 448 seem to be their choice of a yellow variety.

Mr. Walter Grizzard, white county agent, gave the agent some corn hybrid seed after he had set up his demonstrations - including some Pioneer, Woods, Funks, Exp., and U.S. - that were used to set up 17 result demonstrations in 10 communities. The greatest good resulting from these demonstrations was to show farmers that all hybrids are not high yielders and that hybrids from the old established firms are more uniform in growth and yield than other hybrids.

1. Example: Mr. William Briggs, R. F. D. #2, Windsor, Va. planted a field of about 11 acres to Ill. #448, he fertilized it with 400# 3-12-6 fertilizer, and side-dressed it with 150# of nitrate of soda. This corn was inter-planted with soybeans for hogs. Even though he fed several loads of corn from this field to his hogs that were in a pasture adjoining this field, and left small ears and damaged ears in the field, he reported that he placed more than 100 barrels (500 bu) in his corn crib. As a result of acceptance of this improved practice, this farmer will be able to sell about 100 barrels when the price goes up - where he has had to buy corn in past years.

2. Example: Mr. Roy Picot, R. F. D. #1, Carreville, Va., wanted a white corn hybrid to plant as he complained of the amount of yellow corn grains that passed through his hogs' whole. He was told of the virtues and faults of several hybrids but finally decided to plant some Tenn. #15. A storm in August blew over much of this field - resulting in many damaged ears; nevertheless he was able to get a wagon load from 4 rows where it has taken eight rows in past years. The large amount of otherwise waste material - soybeans and corn - is now being used to fatten his hogs and 25 sheaves that he purchased this fall.

Cotton:

Cotton is grown in certain areas of the county as a "catch" crop in order to provide money for school supplies and for peanut harvesting. Labor for picking out cotton is the greatest problem and when the family is large enough, it is recommended and fertilizer, seed, cultural methods, and disease and insect control recommendations are given.

Peanuts:

Peanuts represent the cash or money crop for most of the farmers in the county. Preliminary work in giving farmers recommendations started off with a good start - for fertilizer was ordered early, lime was applied on fields showing a deficiency of calcium or magnesium, about 75% of the farmers treated their seed with Arasan as a precaution against seed borne diseases, and land was prepared sufficiently early to off-set lateness of planting in the past. Then the rain came - and for about six weeks, farmers were unable to get into the peanut fields. Fields that were clean of weeds and grass began to look like pastures, some farmers tried to plow, others tried to chop out grass and weeds - horses and mules "mired" up in the fields - farmers morale began to falter. Realizing that this was a condition over which they had no control, the agent advised them of the damage they would do their crop in trying to cultivate when they were too wet and advised them to trust God for the rest. Even though the peanut crop is just about one-half of a normal crop, improved cultural methods showed that such methods pay even in the face of adverse weather conditions. An example of such a method is as follows:

Example: Mr. Elijah Helleway, R. F. D. #1, Smithfield, Va., asked the agent for a ride one day early in May. A conversation on peanuts followed - during which he asked the agent for the fertilizer recommendation for peanuts. He was advised to use 0-12-12 fertilizer on his peanuts as they began to "crack" the ground. As a result of this practice, he reported that he had 104 shecks of peanuts instead of 36 shecks (the number that he had the last time he had peanuts on this field) and picked off 33 bags of peanuts as compared with 12 bags in 1943. An investment of about \$25.00 on this field netted him around \$180.00.

Results on farms that used sulfur dust revealed that farmers who adopted this practice lost less peanuts than other farmers. Plans are already on foot to get farmers to add dusting machines for applying sulfur on peanuts for another year.

Livestock Production:

Livestock production was advised on farms that feed seemed plentiful enough to justify - and farms not meeting the requirements were advised to get feed first - then make such additions as would balance their farming operations. Such simple statements as "It is better to have one hog and two ears of corn than to have two hogs and one ear of corn" - seemed to be quite effective in getting over this lesson to farmers. Farmers - being religious by nature, were advised to follow the procedure as written in the book of Genesis - where feed preceded animals. Such simple but profound truths seem to be taken at face value and from the change in attitude - this method of approach seems to be getting results.

The production of grain has been solved largely by the increase of recommended corn hybrids - with their increased yields. Temporary pastures of rye, rye grass, lespedeza, clover, soybeans, and oat and rape combinations have spread more and more in the county; nevertheless much needs to be done to get farmers to provide pastures that are more permanent in character. The greatest problem facing farmers in this particular is that of the size of farms in the county, is so small that farmers feel that they cannot afford to give up "open" land to hog production - and the unwillingness of most landlords to rent their tenants land to be used for this purpose. Where farmers own their farms the first problem is partly solved by advising them to cut their wood in one place and converting this place into pasture. Farmers were advised to provide a balanced ration for their livestock containing protein, fat, and minerals and warned against feeding damaged feed because of trouble experienced in the past. A hay baler that was purchased in partnership is a step forward in Zuni and Mitchell communities in that hay is baled and does not have to be stacked in the field - where it becomes damaged.

Notes:

Work in connection with hog production has been threefold in nature - i.e. personal service, production for home consumption, and production for market.

Even though personal service is not a definite part of extension activity, the prevalence of hog cholera in the county make it a very definite part of the agents work to render this service. One hundred and fifty calls were answered to treat some 3675 animals against hog cholera. The opportunity afforded while performing this service was seized to impress on farmers the need for parasite control, to adopt better feeding practices, and some points to consider in selecting gilts for breeding purposes. Injections of mixed bacterin were given along with the simultaneous serum-virus treatment because of the possibility of complications resulting from the presence of other disease producing organism while the treatment is taking effect.

Hog production for home consumption was stressed along with the Live at Home program and consisted of advising farmers to be "just before they were generous" - i.e. to provide for their home use before attempting to sell hogs. Many farmers had sold their first lot of hogs and depended on "killing" hogs for home use with a later crop. Such a practice caused many of them to kill too late for the cure to preserve their meat before the weather turned warm. An example of a farmer who provided hogs for home use follows:

Mr. Brady Johnson, R. F. D. #1, Smithfield, Va. - a share-cropper was seen buying meat in a local store one Saturday night early in the year. This man was told that he should do better than that and leave meat - especially perk - for people who didn't have either the space or facilities for growing hogs. His brother, a good cooperator, was asked to assist in getting this man to adopt this practice. The result was that Mr. Johnson has three hogs to kill after they "pick" the field.

Two additional lard presses were purchased by farmers to aid in pressing out lard and in stuffing sausage.

After farmers get a sufficient amount of corn over and above what is needed for their farm use, they are advised to increase their number of breed sows and market surplus corn through hogs. Economic production is stressed through feeding a balanced diet as against the conventional ration of corn alone. Farmers' attitude generally have been changed in this particular and protein supplements, mineral treating hogs, and calls for recommendations to counteract internal parasites, all seem to come into herds that are being grown primarily for market. The use of phenethazine in controlling round worms is gaining in popularity. Farmers were advised to make their hogs pay for themselves and pay for the fertilizer used on corn.

Example: Mr. William Pleet, R. F. D. #1, Carrsville, Va., planted corn hybrid Funk's G 135 in 1944, he turned out some gilts last fall that had become bred without his knowledge. He was able to sell \$624.00 worth of hogs during the summer for the first time since he has been farming.

Little work has been done in trying to get farmers to grow pure-bred stock because of the un-willingness of most colored farmers to treat these animals as they should be; nevertheless farmers are advised to get a good bear to head up their herd.

Poultry:

Work in connection with poultry production included sanitation, the need for getting chicks early, care and feeding of these chicks, insect and parasite control, and advice on feeding for a complete egg. The quality of both baby chicks and feed were two of the greatest problems facing farmers in connection with poultry production. Farmers were explained the reasons for these problems - demand on hatcheries prohibited culling baby chicks, market eggs brought a fairly good price - causing many eggs that normally go to hatcheries to go into the edible trade, the shortage of labor, and the fact that meat proteins for feed were almost unable to get.

Several calls were answered where flocks were sick with coccidiosis was found as indicated by the presence of blood in the droppings. Extreme sanitary measures and the use of dried buttermilk or fresh buttermilk - where farmers had such on hand were the recommendations made to check the spread of this disease. In order to control lice in poultry houses, farmers were advised to use Black Leaf #40 on their roosts.

Conservation of Natural Resources:

The statement "Peer land - peer people" was used to great advantage in trying to get farmers conservation conscious. Leaching resulting from bare acres has become somewhat minimized through the acceptance of the practice of planting winter cover crops of rye, rye-grass, and the clovers. The practice of "hogging" the peanut fields prevent more extensive acceptance of this practice - it is hoped, however, that some substitute may be found to break down this practice. The use of lime and following the recommendation of spreading stable manure during the winter months - rather than letting it accumulate - both play important roles in improving soils in the county.

Forestry:

Farmers with standing timber were advised not to sell too close of their logs during this period of relatively high prices as lumber is a thing that grows while they sleep. Lumber also serves as insurance against crop failures.

Farmers were also advised of the State laws regarding the burning of brush and the consequences for disobeying this law. Following this campaign, one farmer read where a farmer was fined for having failed to comply with this law - thereby making the campaign even more effective than it probably would have been otherwise.

Mrs. Bettie L. Allmond, a FSA tenant purchase client, was able to sell lumber off her farm and reduce her indebtedness by \$1200.

Live at Home Work:

More improvement was noted in our attempt to get farmers to plan for home use before attempting to plan for market. Farmers were told that they had to live whether they made 100 or 500 bags of peanuts. Work in this connection included recommendations for gardens, home poultry flocks, cows, and pork production for home use. The rhyme

"A Garden and a cow

A smokehouse and a sow

24 chickens and a rooster

And you'll live better than you used to."

seemed to have taken with farmers in our attempts to get them to live at home.

1. Example: One pure-bred bull calf was purchased to be used for breeding purposes in Zuni and Mitchells communities. This animal was purchased from Virginia State College
2. Example: Colored farmers in the county lose thousands of bushels of sweet potatoes each year. About 4 years ago a county-wide tour included a farm that had a sweet potato curing house with the idea that this would encourage farmers to do likewise. This year saw results from this tour in that one small sweet potato curing house was constructed on the farm of Mr. R. A. Stokes, R. F. D. #1, Zuni, Va. This farmer has potatoes from four other farms in his house and, at least these farmers, seem to be well on the road to off-setting their previously experienced losses in this particular.
3. A local leader, Mr. A. H. Godwin, R. F. D. #2, Iver, Va., staged a method demonstration meeting on the farm of Mr. Henry Wells (in his community) in salting meat. This farmer had previously had trouble with his meat spoiling. This service enabled this farmer to have enough pork to carry him through the year for the first time in seven years.
4. When former Dist. Agent L. A. Jenkins visited the Board of Supervisors in the county to ask for an appropriation for a Negro home demonstration agent, the members seemed more concerned about some cheese making demonstrations that had been staged than anything else. Three other communities were given cheese making demonstrations during the year as a supplement to the live at home program.

Other work in this connection included the control of insects and diseases, recommendations of varieties of seed, and cultural recommendations - especially in connection with gardens.

COOPERATIVE EXTENSION WORK IN
AGRICULTURE AND HOME ECONOMICS
STATE OF VIRGINIA

VIRGINIA AGRICULTURAL AND MECHANICAL
COLLEGE AND POLYTECHNIC INSTITUTE
AND UNITED STATES DEPARTMENT OF
AGRICULTURE, Smithfield, Virginia
COOPERATING July 10, 1945

EXTENSION SERVICE
COUNTY AGENT WORK

To Colored Farmers in Isle of Wight County.

Dear Co-Workers:

The production of food continues to be the major problem for farmers in the country in their attempt to help in the war effort. Countries that have been liberated will have to be fed until they have had time to produce food for themselves.

In order that we may do our part in food production, the following suggestions are made for farmers in Isle of Wight County:

1. Prepare soil for fall and winter gardens thoroughly.
2. Be sure that you have good seed and of the right variety.
3. Fertilize - Feed your garden and it will feed you.
4. Control insects and diseases - "Who are you working for, the bugs or yourselves?"
5. Remember - Let us eat from our gardens as long as we are able and start on our canned food when we can't eat from our gardens.

A suggested garden plan for our fall and winter gardens follows:

| Vegetable | Variety | Time of Planting |
|-----------------|----------------------|--------------------|
| 1. Tomatoes | Rutgers, Marglobe | July |
| 2. Corn | Golden Cross Bantam | July |
| | Stowells Evergreen | |
| 3. String Beans | Bountiful | July until Aug. 20 |
| 4. Kale | Dwarf Blue Scotch | August, September |
| | Curled | |
| 5. Swiss Chard | Lucullus | August |
| 6. Turnips | Purple Top-Seven Top | August |
| 7. Carrots | Red Cored Chantenay | August |
| 8. Beets | Detroit Dark Red | August |
| 9. Onions | Potato | Sept. to Nov. |
| 10. Cabbage | Late Flat Dutch | July 15 to Aug. 15 |
| | Wisconsin All Season | |
| 11. Mustard | Tendergreen | August |
| 12. Lettuce | Black Seeded Simpson | August |
| | Imperial #44 (Head) | |

Let's have better fall and winter gardens in the county this year.
For more information see your agents.

Very truly yours,

Woodrow Odum
Woodrow Odum
Local Farm Agent

C. A. Pretlow
C. A. Pretlow
Local Home Agent

Farm Credit Work:

Credit for farming operations didn't give many farmers much concern because of high prices, local banks seeking outlets for their funds, and local merchants - literally begging for accounts.

For low-income farmers, however, Emergency credit and FSA were recommended for loans for work stock, such machinery as could be secured, hospitalization loans, and loans for provisions.

Example: Mr. Elmo Bleunt, R. F. D. #2, Smithfield, Va., was able to get a loan through FSA to purchase a tractor, plows, disc, and cultivator to help him in his farming operations. This machine is responsible for digging peanuts on three farms in this community, and for picking off peanuts grown by colored farmers in Livy Neck community.

Health Work:

The Tuberculosis and Health Society in the county, the Jeanes supervisor, the Smithfield Community Civic League, and the extension agent cooperated in launching a county-wide health campaign during the month of April. Each church was sent a list of suggestions, schools were contacted, homes were reached by printed suggestions, pastors were asked to preach a sermon on health and the X-ray clinic was advertised.

Sixteen schools white-washed their toilets and wood houses and cleaned their yards, 3 churches were painted, 10 churches put forth an extra effort in cleaning their yards, and the general appearance of farm and home yards was improved in the county. It is hoped that this campaign will become an annual affair in connection with our observance of National Negro Health Week (or month - in our case).

Income Tax Returns:

Sixty-five farmers were assisted with their records in filing income tax returns to the collector of internal revenue.

4-H Activities:

Organization:

Seven 4-H Clubs were organized in Mitchells, Trinity, Godwin, Windsor, Shiloh, Christian Home, and Ebenezer communities. These clubs were composed of 159 members - 85 boys and 74 girls. 135 of these members completed their projects - 71 boys and 64 girls. Meetings were held each month that weather conditions and labor conditions permitted. General information on projects, method demonstrations on better methods in the home and on the farm were given. Some of these demonstrations are as follows: setting a table, culling chickens, the care of eggs, steps in milking a cow, and how to make a tie and towel rack.

Recreation for these clubs consisted of action songs, folk and patriotic songs, coordinated activity stunts, peanut relays, and baseball. One club purchased 12 National 4-H Club Song books.

County Council:

The county council is composed of leaders and officers of the seven clubs in the county. Its function is to unify junior activities in the county. Two meetings were held during the year - one to organize for 1945 and to learn some new songs - the second was devoted largely to instructing officers of their duties in their respective office.

Leaders Council:

Leaders also have a council where they exchange ideas on how money is raised, how they help their clubs, and how worth-while programs are conducted in their respective clubs. Our greatest problem is to get leaders from two clubs badly in need of this information to attend these meetings - the agent seeks to take as much of this information to these clubs as he can.

Projects:

Each of these 159 boys and girls agreed to carry a project of either corn, hogs, poultry, garden, peanuts, or milk goats.

In view of the ages of most of these members, boys and girls that made an honest attempt to get chickens, or a pig, or to plant a garden or a field crop were given credit for completing. Where families were able to meet all requirements of a project, parents were advised to furnish their children with such funds.

Two examples of such families are as follows:

1. While treating hogs in Christian Home community, Mr. Dennis Clinton was asked about the project that his daughter had selected at the club meeting. The first thing that impressed the agent was that he knew what her project was. He purchased 100 barred rock day-old baby chicks for his daughter. Because of the meat shortage, the cockrels were eaten by the family, but she has 45 pullets that she is keeping for layers.
2. Eddie Johnson, R. F. D. #1, Smithfield, Va., was asked if he would like to have some corn hybrid seed that was secured from the white agent - Pioneer 303. In passing by his home, the agent asked his father if he was willing to furnish fertilizer and seed for his son. He was also asked to let the boy have charge of all of the work from plowing to harvesting. The father agreed to let the boy do everything except marking off the rows - as this is a very small boy - 12 years old. The yield of this corn impressed the father to such an extent that he is desirous of planting some Pioneer hybrid another year.

SUGGESTIONS RELATIVE TO THE PREPARATION OF THE COUNTY EXTENSION
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 State of Wight

REPORT OF

Clarence A. Lullier From June 4, 1945 to December 22, 1945
(Name) Home Demonstration Agent.

Alice M. Jacobs From Dec. 1, 1944 to March 5, 1945
Assistant Home Demonstration Agent.

From _____ to _____, 194____
4-H Club Agent.

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

Woodward Adams From Dec. 1, 1945 to Nov. 30, 1945
Agricultural Agent.

From _____ to _____, 194____
Assistant Agricultural Agent.



READ SUGGESTIONS, PAGES 2 AND 10

Approved: _____
Date: _____

State Extension Director.

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

Some 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 progress and accomplishments in terms of better agriculture, better homemaking, improved boys and girls, better rural living, etc.
6. How next year's work can be strengthened and improved in light of the current year's experience.

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

1. Read the definitions of extension terms on the last page of this schedule.
2. Read last year's annual report again, applying the criteria for a good annual report discussed above.
3. Prepare an outline with main headings and subheadings.
4. Go over the information and data assembled from various 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 an improvement or change may be the outcome of any phase of the program for men, women, older rural youth, or 4-H Club boys and girls. Only the improvement or change taking place during the current year as the result of extension effort should be reported. Census type of information on the status of farm and home practices should not be included. For use on the national level the statistical data on the year's extension activities and accomplishments must be expressed in somewhat broad and general terms. Each State extension service may desire to include in a statistical supplement additional information on problems and activities peculiar to the State or sections of the State.

GENERAL ACTIVITIES

| Report only this year's activities that can be verified. | | Home demonstration agents (a) | 4-H Club agents (b) | Agricultural agents (c) | County Total (d) |
|--|------------------------------|----------------------------------|------------------------|----------------------------|---------------------|
| 1. Months of service this year (agents and assistants) | | 7 | | 12 | XXXXXXXXXX |
| 2. Days devoted to work with adults ¹ | | 137 | | 193 | XXXXXXXXXX |
| 3. Days devoted to work with 4-H Clubs and older youth ² | | 26 | | 90 | XXXXXXXXXX |
| 4. Days in office ³ | | 46 | | 86 | XXXXXXXXXX |
| 5. Days in field ³ | | 117 | | 197 | XXXXXXXXXX |
| 6. Number of farm or home visits made in conducting extension work ⁴ | | 236 | | 640 | 876 |
| 7. Number of different farms or homes visited | | 206 | | 281 | 487 |
| 8. Number of calls relating to extension work | (1) Office | 27 | | 500 | 527 |
| | (2) Telephone | | | 29 | 29 |
| 9. Number of news articles or stories published ⁴ | | 1 | | | 1 |
| 10. Number of bulletins distributed | | 414 | | 476 | 890 |
| 11. Number of radio talks broadcast or prepared for broadcasting | (a) Number | 9 | | 9 | 12 |
| 12. Training meetings held for local leaders or committeemen | Total attendance of: | | | | |
| | (b) Men leaders | | | 106 | 106 |
| | (c) Women leaders | 30 | | 39 | 69 |
| 13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12). | (a) Number | | 7 | 4 | 11 |
| | Total attendance of: | | | | |
| | (b) Leaders | 32 | | 24 | 56 |
| (1) Adult work | (a) Number | 25 | | 31 | 56 |
| | (b) Total attendance | 194 | | 192 | 386 |
| (2) 4-H Club and older youth | (a) Number | | | 31 | 31 |
| | (b) Total attendance | | | 572 | 572 |
| 14. Number of adult result demonstrations conducted | | 1 | | 22 | 23 |
| 15. Meetings held at such result demonstrations | (1) Number | 5 | | 2 | 5 |
| | (2) Total attendance | 18 | | 10 | 28 |
| (1) Adult work | (a) Number | | | 1 | 1 |
| | (b) Total attendance | | | 22 | 22 |
| 16. Tours conducted | (2) 4-H Club and older youth | (a) Number | | | |
| | (b) Total attendance | | | | |
| 17. Achievement days held | (1) Adult work | (a) Number | | | |
| | (b) Total attendance | | | | |
| (2) 4-H Club and older youth | (a) Number | | | | |
| | (b) Total attendance | | | | |

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

GENERAL ACTIVITIES—Continued

| Report only this year's activities that can be verified | | | Home demonstration agents (a) | 4-H Club agents ¹ (b) | Agricultural agents (c) | County total ² (d) |
|--|------------------------------|---|----------------------------------|-------------------------------------|----------------------------|----------------------------------|
| 18. Encampments held (report attendance for your county only) ³ | (1) Farm women | (a) Number (b) Total members attending (c) Total others attending | | | | |
| | (2) 4-H Club and older youth | (a) Number (b) Total boys attending (c) Total girls attending (d) Total others attending | | | | |
| 19. Other meetings of an extension nature participated in by county or State extension workers and got previously reported | (1) Adult work | (a) Number (b) Total attendance | 3 118 | | 40 727 | 43 845 |
| | (2) 4-H Club and older youth | (a) Number (b) Total attendance | | | 18 350 | 18 350 |
| 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 (b) Total attendance | | | | |
| | (2) 4-H Club and older youth | (a) Number (b) Total attendance | 5 20 | | 14 264 | 17 284 |

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

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

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

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

| | |
|---|---------|
| 21. Total number of farms in county (1940 Census) | 416 |
| 22. Number of farms on which changes in practices have definitely resulted from the agricultural program | 350 |
| 23. Number of farms involved in preceding question which were reached this year for the first time | 35 |
| 24. Number of nonfarm families making changes in practices as a result of the agricultural program | 225 |
| 25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program | 99 |
| 26. Number of farm homes involved in preceding question that were reached this year for the first time | 99 |
| 27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program | 25 |
| 28. Number of other homes involved in preceding question that were reached this year for the first time | 25 |
| 29. Number of farm homes with 4-H Club members enrolled | 122+02 |
| 30. Number of other homes with 4-H Club members enrolled | 22 17 |
| 31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications) | 325 416 |
| 32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications) | 246 225 |

(1) COOPERATIVE AGRICULTURAL PLANNING

EXTENSION ORGANIZATION AND PLANNING

33. County extension association or committee (includes agricultural councils, home demonstration councils, and 4-H councils or similar advisory committees; also farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work):
- (a) Over-all or general (1) Name _____ (2) No. of members _____
 - (b) Agricultural (1) Name County Advisory Board (2) No. of members 35
 - (c) Home demonstration (1) Name Home Demonstration Council (2) No. of members 7
 - (d) 4-H Club (1) Name 4-H County Council (2) No. of members 28
 - (e) Older youth (1) Name _____ (2) No. of members _____
34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
- (a) Agricultural _____ (b) Home demonstration _____ (c) 4-H Club _____ (d) Older youth _____
35. Total number of communities in county. (Do not include number of neighborhoods.) 14
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 9
37. Number of clubs or other groups organized to carry on adult home demonstration work 9
38. Number of members in such clubs or groups 63
39. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.) _____
40. Number of neighborhood and community leaders in the neighborhood-leader system Men 42 Women 3647
41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program. (Should include question 40.)
- (a) Adult work (1) Men 1 (2) Women 22 (b) 4-H Club and older youth work (1) Men 2 (2) Women 3 (3) Older club boys 3 (4) Older club girls 3

(1) COOPERATIVE AGRICULTURAL PLANNING

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service _____
43. Number of members of such county agricultural planning group:
- (a) Unpaid lay members: (1) Men _____ (2) Women _____ (3) Youth _____
 - (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men _____ (2) Women _____
44. Number of communities with agricultural planning committee (over-all planning) _____
45. Number of members of such community planning committees: (a) Men _____ (b) Women _____ (c) Youth _____
46. Was a county committee report prepared and released during the year? (a) Yes _____ (b) No _____

| | Extension organization and planning ¹ (a) | County agricultural planning ¹ (b) | Total ¹ (c) |
|--|---|--|---------------------------|
| 47. Days devoted to line of work by— | | | |
| (1) Home demonstration agents | | | <u>27</u> |
| (2) 4-H Club agents | | | |
| (3) Agricultural agents | | | <u>34</u> |
| (4) State extension workers | | | |
| 48. Number of planning meetings held <u>12</u> | (1) County <u>1</u> | | <u>65</u> |
| | (2) Community <u>11</u> | | <u>2615</u> |
| 49. Number of unpaid voluntary leaders or committeemen assisting this year | | | <u>8565</u> |
| 50. Days of assistance rendered by voluntary leaders or committeemen | | | <u>8672</u> |

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

CROP PRODUCTION (other than for family food supply)

| Include all work with adults, 4-H Club members, and older youth | Corn (a) | Wheat (b) | Other cereals (c) | Legumes (d) | Pastures (e) | Cotton (f) | Tobacco (g) | Potatoes and other vegetables (h) | Fruits (i) | Other crops <i>Peanuts</i> |
|---|-------------|--------------|----------------------|----------------|-----------------|---------------|----------------|--------------------------------------|---------------|-------------------------------|
| 51. Days devoted to line of work by— | | | | | | | | | | |
| (1) Home demonstration agents | | | | | | | | | | |
| (2) 4-H Club agents | | | | | | | | | | |
| (3) Agricultural agents | 21 | | | | 8 | | 5 | | | 20 |
| (4) State extension workers | | | | | | | | | | |
| 52. Number of communities in which work was conducted this year | 14 | | | | 12 | | 8 | | | 14 |
| 53. Number of voluntary local leaders or committeemen assisting this year | 55 | | | | 25 | | 10 | | | 65 |
| 54. Number of farmers assisted this year in— | | | | | | | | | | |
| (1) Obtaining improved varieties or strains of seed | 145 | | | | 25 | | 5 | | | 15 |
| (2) The use of lime | 35 | | | | 15 | | | | | 65 |
| (3) The use of fertilizers | 275 | | | | | | 75 | | | 225 |
| (4) Controlling plant diseases | | | | | | | 20 | | | 25 |
| (5) Controlling injurious insects | | | | | | | | | | |
| (6) Controlling noxious weeds | 45 | | | | | | | | | |
| (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 (a) | Beef cattle (b) | Sheep (c) | Swine (d) | Horses and mules (e) | Poultry (including turkeys) (f) | Other livestock ¹ (g) |
|--|---------------------|--------------------|--------------|--------------|-------------------------|------------------------------------|-------------------------------------|
| 55. Days devoted to line of work by— | | | | | | | |
| (1) Home demonstration agents | | | | | | | |
| (2) 4-H Club agents | | | | | | | |
| (3) Agricultural agents | 2 | | | 45 | | 14 | 2 |
| (4) State extension workers | | | | | | | |
| 56. Number of communities in which work was conducted this year | 2 | | | 14 | | 14 | 3 |
| 57. Number of voluntary local leaders or committeemen assisting this year | 3 | | | 48 | | 35 | 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 | 2 | | | 5 | | | |
| (2) Obtaining purebred or high-grade females | | | | 45 | | | |
| (3) Obtaining better strains of baby chicks (including hatching eggs) | XXXXX | XXXXXX | XXXXXX | XXXXXX | XXXXXX | 125 | XXXXXX |
| (4) Improving methods of feeding | | | | 225 | | 225 | 3 |
| (5) Controlling external parasites | | | | 225 | | 75 | 3 |
| (6) Controlling diseases and internal parasites | | | | 175 | | 75 | 3 |
| (7) Controlling predatory animals | | | | | | | |

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

CONSERVATION OF NATURAL RESOURCES

| Include all work with adults, 4-H Club members, and older youth | | | |
|---|-----------------------|-----------------|-----------------|
| | Soil and water (a) | Forestry (b) | Wildlife (c) |
| 62. Days devoted to line of work by— | | | |
| (1) Home demonstration agents | | | |
| (2) 4-H Club agents | | | |
| (3) Agricultural agents | 7 | 3 | |
| (4) State extension workers | | | |
| 63. Number of communities in which work was conducted this year | 14 | 12 | |
| 64. Number of voluntary local leaders or committeemen assisting this year | 29 | 24 | |

Soil and Water—Continued

| | |
|--|-----|
| 65. Number of farmers assisted this year— | |
| (a) With problems of land use | |
| (b) In the use of crop rotations | |
| (c) With strip cropping | |
| (d) In constructing terraces | 10 |
| (e) In grassing waterways or otherwise preventing or controlling gullies | 10 |
| (f) With contour farming of cropland | |
| (g) In contouring pasture or range | |
| (h) In the use of cover or green-manure crops | 150 |
| (i) In otherwise controlling wind or water erosion | |
| (j) In summer-fallowing | |
| (k) In making depth-of-moisture tests | 25 |
| (l) With drainage | |
| (m) With irrigation | |
| (n) With land clearing | 10 |
| 66. Number of farmers— | |
| (a) In soil-conservation districts which were assisted with education for organization or operations this year | 14 |
| (b) Assisted in arranging for farm-conservation plans this year | 11 |
| (c) Assisted in doing work based on definite farm-conservation plans this year | |

¹ Include nature study.

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 | 20 |
| (d) With production of naval stores | |
| (e) With production of maple-sirup products | 5 |
| (f) In timber estimating and appraisal | |
| 68. Number of farmers cooperating this year in prevention of forest fires | 225 |

Wildlife—Continued

| | |
|---|--|
| 69. Number of farmers assisted this year— | |
| (a) In construction or management of ponds for fish | |
| (b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock | |
| (c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders | |
| (d) With other plantings for food and protection in wild-life areas | |

FARM MANAGEMENT

| Include all work with adults, 4-H Club members, and older youth | Farm accounts, cost records, inventories, etc. | Individual farm planning, adjustments, tenancy, and other management problems | Farm credit (short and long time) | Outlook information |
|---|--|---|-----------------------------------|---------------------|
| | (e) | (b) | (c) | (d) |
| 70. Days devoted to line of work by— | | | | |
| (1) Home demonstration agents | | | | |
| (2) 4-H Club agents | | | | |
| (3) Agricultural agents | 11 | 21 | 7 | |
| (4) State extension workers | | | | |
| 71. Number of communities in which work was conducted this year | 14 | 14 | 14 | |
| 72. Number of voluntary local leaders or committeemen assisting this year | 25 | 35 | 14 | |
| 73. Number of farm-survey records taken during the year— | | | | |
| (a) Farm business | 31 | | | |
| (b) Enterprise | 10 | | | |
| (c) Other | | | | |
| 74. Number of farmers assisted this year in keeping— | | | | |
| (a) Farm inventory | | | | |
| (b) General farm records | | | | |
| (c) Enterprise records | | | | |
| 75. Number of farmers assisted this year— | | | | |
| (a) In developing a farm plan only | 20 | | | |
| (b) In developing a farm and home plan | 1 | | | |
| (c) In analyzing the farm business | 10 | | | |
| (d) In improving landlord-tenant relations and leasing arrangements | 10 | | | |
| 75. Number of farmers assisted this year—Continued. | | | | |
| (e) In getting started in farming, or in relocating | | | | 2 |
| (f) With credit problems (debt adjustment and financial plans) | | | | 35 |
| (g) In using "outlook" to make farm adjustments | | | | |
| (h) With a farm-income statement for tax purposes | | | | 65 |
| (i) With farm-labor problems | | | | 10 |
| (j) In developing supplemental sources of income | | | | 15 |

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

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

MARKETING AND DISTRIBUTION

| (b) <small>Include all work with adults, 4-H Club members, and older youth</small> General | Grain and hay | Livestock and wool ¹ | Dairy products | Poultry and eggs ¹ | Fruits and vegetables | Cotton | Forest products | Tobacco, sugar, rice, and other commodities | Home products and crafts | Purchasing of farm and home supplies and equipment |
|--|---------------|---------------------------------|----------------|-------------------------------|-----------------------|--------|-----------------|---|--------------------------|--|
| | (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (k) |
| 83. Days devoted to line of work by— | | | | | | | | | | |
| (1) Home demonstration agents | | | | | | | | | | 2 |
| (2) 4-H Club agents | | | | | | | | | | 7 |
| (3) Agricultural agents | | | | | | | | | | |
| (4) State extension workers | | | | | | | | | | |
| 84. Number of communities in which work was conducted this year | | | | | | | | | | 13 |
| 85. Number of voluntary local leaders or committeemen assisting this year | | | | | | | | | | 25 |
| 86. Number of new cooperatives ² assisted in organizing during the year | | | | | | | | | | |
| 87. Number of established cooperatives ² assisted during the year | | | | | | | | | | |
| 88. Number of members ² 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) ² | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 90. Number of farmers or families (not members of cooperatives) assisted during the year | | | | | | | | | | 68 |
| 91. Value of products sold or purchased by farmers or families involved in the preceding question | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ 3100.00 |
| 92. Number of private marketing and distributing agencies and trade groups assisted this year | | | | | | | | | | |
| 93. Number of programs ³ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year | | | | | | | | | | |
| 94. Number of marketing facilities improvement programs ³ participated in or conducted this year | | | | | | | | | | |
| 95. Number of marketing surveys assisted with or conducted this year | | | | | | | | | | |
| 96. Number of special merchandising programs ³ participated in or conducted this year | | | | | | | | | | |
| 97. Number of consumer information programs ³ pertaining to marketing and distribution participated in or conducted this year | | | | | | | | | | |
| 98. Number of programs ³ relating to marketing services and costs of distribution conducted this year | | | | | | | | | | |
| 99. Number of programs ³ relating to transportation problems conducted this year | | | | | | | | | | |
| 100. Number of programs ³ relating to the specific use of market information conducted this year | | | | | | | | | | |
| 101. Number of other marketing programs ³ conducted this year (specify) | | | | | | | | | | |

¹ Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.
² Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.
³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

| | The house, furnishings, and surroundings (a) | Rural electrification (b) | Farm buildings (c) | Farm mechanical equipment (d) |
|--|--|---------------------------|--------------------|-------------------------------|
| 101. Include all work with adults, 4-H Club members, and older youth | | | | |
| 102. Days devoted to line of work by— | | | | |
| (1) Home demonstration agents | 10 | 10 | | 15 |
| (2) 4-H Club agents | | | | |
| (3) Agricultural agents | 5 | | 5 | 3 |
| (4) State extension workers | | | | |
| 103. Number of communities in which work was conducted this year | 12 17 | 3 | 12 | 18 8 |
| 104. Number of voluntary local leaders or committeemen assisting this year | 24 26 | - | 35 | 15 100.00 |

The House, Furnishings, and Surroundings—Continued

| | |
|---|-------|
| 105. Number of families assisted this year in— | |
| (a) Constructing dwellings | 4 |
| (b) Remodeling dwellings | 16 |
| (c) Installing sewage systems | 5 8 |
| (d) Installing water systems <i>Installing Pumps</i> | 2 |
| (e) Installing heating systems | |
| (f) Providing needed storage space | 10 5 |
| (g) Rearranging or improving kitchens | 20 10 |
| (h) Improving arrangement of rooms (other than kitchens) | 14 8 |
| (i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings | 12 8 |
| (j) Selecting housefurnishings or equipment (other than electric) | 2 5 |
| (k) Improving housekeeping methods | 2 5 |
| (l) Laundry arrangement | |
| (m) Installing sanitary closets or outhouses | 2 |
| (n) Screening or using other recommended methods of controlling flies or other insects | 36 14 |
| (o) Improving home grounds | 10 5 |
| (p) Planting windbreaks or shelterbelts | |

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

Farm Buildings—Continued

| | |
|--|-----|
| 108. Number of farmers assisted this year in— | |
| (a) The construction of farm buildings | 15 |
| (b) Remodeling or repairing farm buildings | 30 |
| (c) Selection or construction of farm-building equipment | 5 2 |

Farm Mechanical Equipment—Continued

| | |
|---|-------|
| 109. Number of farmers assisted this year in— | |
| (a) The selection of mechanical equipment | 60 45 |
| (b) Making more efficient use of mechanical equipment | 5 |
| 110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year | 5 |
| 111. Number of gin stands assisted this year in the better ginning of cotton | |

NUTRITION AND HEALTH

| Include all work with adults, 4-H Club members and older youth | Home production of family food supply | Food preservation and storage | Food selection and preparation | Other health and safety work |
|--|--|-------------------------------|--------------------------------|------------------------------|
| | (a) | (b) | (c) | (d) |
| 112. Days devoted to line of work by: | | | | |
| (1) Home demonstration agents | 26 | 31 | 10 | 15 |
| (2) 4-H Club agents | 25 | 25 | | 13 |
| (3) Agricultural agents | | | | |
| (4) State extension workers | | | | |
| 113. Number of communities in which work was conducted this year | 28 14 | 22 14 | 9 | 27 14 |
| 114. Number of voluntary local leaders or committeemen assisting this year | 73 65 | 65 | | 74 88 |
| 115. Number of families assisted this year— | 115(g) FOOD PRESERVATION BY ADULTS | | | |
| (a) In improving diets | 430 215 | | | |
| (b) With food preparation | 60 30 | | | |
| (c) In improving food supply by making changes in home food production ¹ | 485 | | | |
| (1) Of vegetables | 328 325 | | | |
| (2) Of fruits | 78 75 | | | |
| (3) Of meats | | 35 | | |
| (4) Of milk | 14 10 | | | |
| (5) Of poultry and eggs | | 1 65 | | |
| (d) With home butchering, meat cutting or curing | 42 35 | | | |
| (e) With butter or cheese making | 63 20 | | | |
| (f) With food preservation problems ² | 225 125 | | | |
| (1) Canning | 150 125 | | | |
| (2) Freezing | | | | |
| (3) Drying | 20 10 | | | |
| (4) Storing | 25 20 | | | |
| (g) In producing and preserving home food supply according to annual food-supply budget | 4 2 | | | |
| (h) In canning according to a budget | | | | |
| (i) With child-feeding problems | 12 6 | | | |
| (j) In the prevention of colds and other common diseases | 30 15 | | | |
| (m) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.) | | | | 221 |
| (n) With first-aid or home nursing | | | | 36 |
| (o) In removing fire and accident hazards | | | | 48 |
| 116. Number of schools assisted this year in establishing or maintaining hot school lunches | | | | 4 |
| 117. Number of nutrition or health clinics organized this year through the efforts of extension workers | | | | |
| | 115(h) FOOD PRESERVATION BY 4-H CLUB MEMBERS | | | |
| | | Fruits (a) | Vegetables (b) | Meats and fish (c) |
| 1. Quarts canned | | 828 | 921 | 150 |
| 2. Gallons brined | | 25 | 50 | |
| 3. Pounds: Dried ³ | | 300 | | |
| 4. Cured ⁴ | | | | |
| 5. Stored | | | | |
| 6. Frozen ⁵ | | | | |
| 7. Number of different families represented by the above figures | | | | 40 |

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

² Weight of finished product after drying.

³ Weight of product before curing.

⁴ Include contents of locker plants and home freezer units.

⁵ Do not include vine-matured peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

| Include all work with adults, 4-H Club members, and older youth | | Home management— family economics (a) | Clothing and textiles (b) | Family relationships—child development (c) | Recreation and community life (d) |
|--|-------------------------------|--|------------------------------|--|---|
| 118. Days devoted to line of work by— | (1) Home demonstration agents | 5 | 12 | 10 | 10 |
| | (2) 4-H Club agents | | | | |
| | (3) Agricultural agents | | | | |
| | (4) State extension workers | | | | |
| 119. Number of communities in which work was conducted this year | 3 | 9 | 6 | 5 | |
| 120. Number of voluntary local leaders or committeemen assisting this year | | | | | |
| Home Management—Family Economics—Continued | | Clothing and Textiles—Continued | | | |
| 121. Number of families assisted this year— | | 127. Number of families assisted this year with— | | | |
| (a) With time-management problems | 1 | (a) Clothing-construction problems | | | |
| (b) With home accounts | 2 | (b) The selection of clothing and textiles | | | |
| (c) With financial planning | | (c) Care, renovation, remodeling of clothing | | | |
| (d) In improving use of credit for family living expenses | 30 | (d) Clothing accounts or budgets | | | |
| (e) In developing home industries as a means of supplementing income | 132 | 128. Number of families assisted this year— | | | |
| 122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of— | 132 | (a) With child-development and guidance problems | | | |
| (a) Food | 32 | (b) In improving family relationships | | | |
| (b) Clothing | 182 | 129. Number of families providing recommended clothing, furnishings, and play equipment for children this year | | | |
| (c) Housefurnishings and equipment | 18 | 130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men | | | |
| (d) General household supplies | 8 | (b) Women | | | |
| 123. Number of families assisted this year through cooperative associations ² or individually, with the buying of— | 332 | 131. Number of children in families represented by such individuals | | | |
| (a) Food | 7 | Recreation and Community Life—Continued | | | |
| (b) Clothing | 309 | 132. Number of families assisted this year in improving home recreation | | | |
| (c) Housefurnishings and equipment | 13 | 133. Number of communities assisted this year in improving community recreational facilities | | | |
| (d) General household supplies | 8 | 134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs | | | |
| 124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications) | 26 | 135. Number of communities assisted this year in establishing— | | | |
| 125. Number of families assisted this year with "making versus buying" decisions | | (a) Club or community house | | | |
| 126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living | 8 | (b) Permanent camp | | | |
| | | (c) Community rest rooms | | | |
| | | 136. Number of communities assisted this year in providing library facilities | | | |
| | | 137. Number of school or other community grounds improved this year according to recommendations | | | |

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

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

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

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

| Project | Number of boys enrolled (a) | Number of girls enrolled (b) | Number of boys completing (c) | Number of girls completing (d) | Number of units involved in completed projects (e) | |
|---|-----------------------------|------------------------------|-------------------------------|--------------------------------|--|----------------------|
| 138. Corn | 2 | | 2 | | 2 | Acres |
| 139. Other cereals | | | | | | Acres |
| 140. Peanuts | 5 | | 5 | | 5 | Acres |
| 141. Soybeans, field peas, alfalfa, and other legumes | | | | | | Acres |
| 142. Soil and water conservation | | | | | | Acres |
| 143. Potatoes, Irish and sweet | | | | | | Acres |
| 144. Cotton | | | | | | Acres |
| 145. Tobacco | | | | | | Acres |
| 146. Fruits | | | | | | Acres |
| 147. Home gardens | 22 | 19 | 17 | 14 | 10 | Acres |
| 148. Market gardens, truck and canning crops | | | | | | Acres |
| 149. Other crops (including pasture improvement) | | | | | | Acres |
| 150. Poultry (including turkeys) | 37 | 54 | 30 | 49 | 1925 | Birds |
| 151. Dairy cattle | | | | | | Animals |
| 152. Beef cattle | | | | | | Animals |
| 153. Sheep | | | | | | Animals |
| 154. Swine | 16 | 1 | 14 | 1 | 23 | Animals |
| 155. Horses and mules | | | | | | Animals |
| 156. Other livestock <i>Goats</i> | 3 | | 3 | | 15 | Animals |
| 157. Bees | | | | | | Colonies |
| 158. Beautification of home grounds | | | | | | x x x x x x x x x x |
| 159. Forestry | | | | | | Acres |
| 160. Wildlife and nature study (rabbits, game, fur animals) | | | | | | x x x x x x x x x x |
| 161. Agricultural engineering, farm shop, electricity | | | | | | { Articles made |
| | | | | | | { Articles repaired |
| 162. Farm management | | | | | | x x x x x x x x x x |
| 163. Food selection and preparation | | | | | | { Meals planned |
| | | | | | | { Meals served |
| 164. Food preservation | | | | | | { Quarts canned |
| 165. Health, home nursing, and first aid | | | | | | x x x x x x x x x x |
| 166. Clothing | | | | | | { Garments made |
| | | | | | | { Garments remodeled |
| 167. Home management | | | | | | Units |
| | | | | | | Rooms |
| 168. Home furnishings and room improvement | | | | | | Articles |
| 169. Home industry, arts and crafts | | | | | | Articles |
| 170. Junior leadership | | | | | | x x x x x x x x x x |
| 171. All others | | | | | | x x x x x x x x x x |
| 172. Total (project enrollment and completion) | 85 | 74 | 71 | 64 | | x x x x x x x x x x |

4-H CLUB MEMBERSHIP¹

| | |
|---|----------------------------|
| 173. Number of 4-H Clubs..... | 7 |
| 174. Number of different 4-H Club members enrolled..... | (a) Boys: 85 (b) Girls: 74 |
| 175. Number of different 4-H Club members completing..... | (a) Boys: 71 (b) Girls: 64 |
| 176. Number of different 4-H Club members in school..... | (a) Boys: 71 (b) Girls: 64 |
| 177. Number of different 4-H Club members out of school..... | (a) Boys: (b) Girls: |
| 178. Number of different 4-H Club members from farm homes..... | (a) Boys: 80 (b) Girls: 62 |
| 179. Number of different 4-H Club members from nonfarm homes..... | (a) Boys: 5 (b) Girls: 12 |

Number of Different 4-H Club Members Enrolled:

| 180. By years | Boys (a) | Girls (b) | 181. By ages | Boys (a) | Girls (b) |
|---------------|----------|-----------|--------------|----------|-----------|
| 1st year | 23 | 24 | 10 and under | 9 | 16 |
| 2d | 36 | 14 | 11 | 20 | 6 |
| 3d | 17 | 21 | 12 | 18 | 14 |
| 4th | 1 | 14 | 13 | 18 | 12 |
| 5th | 3 | | 14 | 9 | 18 |
| 6th | | | 15 | 2 | 4 |
| 7th | | 1 | 16 | 4 | 3 |
| 8th | | | 17 | | 1 |
| 9th | | | 18 | | |
| 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..... | (f) Fire and accident prevention..... |
| (b) Giving demonstrations..... | (g) Wildlife conservation..... |
| (c) Recreational leadership..... | (h) Keeping personal accounts..... |
| (d) Music appreciation..... | (i) Use of economic information..... |
| (e) Health..... | (j) Soil and water conservation..... |
| | (k) Forestry..... |
| 183. Number of 4-H Club members having health examination because of participation in the extension program..... | |
| 184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs..... | |

¹ All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.
² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 15, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled last year in the year in connection with the succeeding year's program.
³ Same as footnote 2, except that reference is to completions instead of enrollments.

WORK WITH OLDER RURAL YOUTH¹

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

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

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

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

189. Total attendance at such meetings.....

190. Number of other older rural youth groups assisted.....

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

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

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

| 194. Check column showing approximate portion of older youth program devoted to— | Under 10 percent (a) | 10-19 percent (b) | 20-39 percent (c) | 40 percent or more (d) |
|--|----------------------|-------------------|-------------------|------------------------|
| (1) Citizenship, democracy, and public problems..... | | | | |
| (2) Vocational guidance..... | | | | |
| (3) Family life and social customs..... | | | | |
| (4) Social and recreational activities..... | | | | |
| (5) Community service activities..... | | | | |
| (6) Technical agriculture..... | | | | |
| (7) Technical home economics, including nutrition and health..... | | | | |

MISCELLANEOUS

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

| 195. Days devoted to line of work by— | Bees (a) | General-feeder insects ¹ (b) | All other work (c) |
|---------------------------------------|-------------|--|-----------------------|
| | | | |
| (1) Home demonstration agents | | | |
| (2) 4-H Club agents | | | |
| (3) Agricultural agents | | | |
| (4) State extension workers | | | |

196. Number of communities in which work was conducted this year

197. Number of voluntary local leaders or committeemen assisting this year

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

| 198. Estimated number of days devoted to— | War programs | Home demonstration agents (a) | 4-H Club agents (b) | Agricultural agents (c) |
|---|--------------|----------------------------------|------------------------|----------------------------|
| | | | | |
| (1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems) | | | | |
| (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) | | | | |
| (4) Other war work (including collection of salvage material) | | | | |

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.

| 199. Days devoted to line of work by— | War boards (a) | Civilian defense agency (b) | Employment service (c) | Agricultural Adjustment Agency (d) | Food Distribution Administration (e) | Soil Conservation Service (f) | Farm Security Administration (g) | Rural Electrification Administration (h) | Tennessee Valley Authority (i) | Social Security, Public Health, Children's Bureau (j) |
|--|-------------------|--------------------------------|---------------------------|---------------------------------------|---|----------------------------------|-------------------------------------|---|-----------------------------------|--|
| | | | | | | | | | | |
| (1) Home demonstration agents | | | | | | | | | | |
| (2) 4-H Club agents | | | | 5 | | | 10 | | | ✓ |
| (3) Agricultural agents | | | | | | | | | | |
| (4) State extension workers | | | | | | | | | | |
| 200. Number of communities in which work was conducted this year | | | | 14 | | | 14 | 2 | | |
| 201. Number of voluntary local leaders or committeemen assisting this year | | | | 20 | | | 15 | 5 | | |
| 202. Number of meetings participated in this year by extension workers | | | | 4 | | | 3 | 7 | | |

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

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

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