

ANNUAL NARRATIVE REPORT

COUNTY EXTENSION WORK

Virginia Agricultural Extension Service

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Extension Agent

ANITA P. LOVE

Extension Agent

Assistant Agent

Assistant Agent

Assistant Agent



1962

BATH

County

LOCAL LEADERSHIP

BATH COUNTY

The Bath Farm Fair was organized in 1953 to bring together all of the Agricultural, Home Demonstration and 4-H Achievement Programs. The work on the fair at that time and for succeeding years was done mostly by the agents with appointed assistants from farmers, home demonstration clubs and 4-H clubs.

In the tenth year of the fair we used a new organizational format. The Board of Directors of the fair was to be made up of committee chairmen selected according to interest, with the agents serving as advisors. The committees were, Finance, Grounds, Entertainment, Food and Exhibits. The chairmen of these five committees served with the President, Vice-President, Secretary, and Treasurer, as the Board of Directors of the Bath Farm Fair. Each committee was to have five or more members to be selected by the Board of Directors with the advice of the agents, upon recommendations by the chairmen of the respective committees. After selecting was done the directors charged each committee with their respective responsibility during and after the three days of the fair.

The Finance Committee determined the price at the gate and any other charges to be made by the fair as well as the prize list to be paid. The Grounds Committee was to put up and take down the fair. The Entertainment Committee handled all of the free and remunerative programs. The Food Committee was to handle the contracts for the food, drink, and concessions. The Exhibit

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Committee took the applications and assigned educational exhibits in the tents according to numbers. This committee was also in charge of the registration of fairs, home demonstration and 4-H individual exhibits.

The committee leadership plan seemed to work better than any other organizational plan that we have had for the Bath Farm Fair. It seems that the more responsibility leaders accept then the more work they will do in any project area. If we could get as much interest in all of our programs as we have at fair time then the Extension Work in Bath County could be more easily carried to the outermost hamlets of our coves and valleys.

PROJECT AREA

BATH COUNTY

A. Phase: Home Management

B. This topic received major emphasis because club members felt a need to learn more about family business papers, insurance and kitchen space savers.

C. Objectives

1. To provide homemakers knowledge in insurance coverage and family business papers.
2. To teach skills in making storage space savers.

E. Progress

The Home Management topics were of great value to the homemakers. In the study of Family Business Papers, homemakers became aware of the importance of knowing the business papers they had and where they were. Many reported that their important papers were hap-hazardly kept in various places at home. After this topic was discussed at the club meetings, the members filled out the circular entitled "Our Family Business Papers" with husband's help. These important papers were all put in one place in the home. Eight women purchased asbestos lined boxes in which to keep important papers while others rented safety deposit boxes at the bank. Many homemakers have commented that this topic has helped them more than any other during the year.

Analyzing your Insurance also proved to be beneficial to the club members. Many only knew the amount of their insurance premium and when it was due. As a result of the study of this

BATH COUNTY

topic, many understand their policies and have a better knowledge of the types of insurance.

Many club members lacked kitchen storage space. At the club meetings various space savers were displayed. Also the simple way to make them was shown. Later clubs had work days to make the space savers each member needed.

PROJECT AREA

BATH COUNTY

A. Phase: Parasite Control in Sheep

B. Bath County is completely rural and our upland pasture is particularly adapted to sheep production. We have 8000 sheep that bring a total of \$100,000 to the farmers each year. This income could be doubled if our farmers used good parasite control.

C. The objective of the program was to get farmers to adopt the practice of regular control of internal parasites in their sheep flocks.

D. Progress

A county wide sheep meeting was held to introduce the farmers to some of the newer methods of controlling the many types of worms affecting sheep. Dr. W. R. Van Dresser, Extension Veterinarian, assisted us in this meeting and gave the farmers their first word on the new drench Thiabendazole. At this meeting the county was divided into three sheep producing areas and a demonstration set up for each area. The drenching demonstrations were held on the selected farms and attended by their neighbors. After the interest was aroused we then had to get merchants in the county to purchase this new drench and talk to their customers about it when they came in to buy.

The progress of the sheep work to date has not been evaluated except by conversation with farmers. We do know that the stores have sold Thiabendazole to many farmers, but our evaluation will not be complete until the middle of 1963 when we will question all farmers about their parasite program.

PROJECT AREA

BATH COUNTY

A. Phase: 4-H Community Organization

B. The original plan was to start a community 4-H club in the area of Millboro. Since the Millboro Community was so completely covered with the Rural Areas Development Program we decided to do the community organizing in the opposite end of the county at Mountain Grove.

C. The program objective to organize a Community 4-H Club was accomplished in August.

D. Progress

The prospective leaders and parents met in the school at Mountain Grove to decide about the Community 4-H Club. There were 35 parents present and 26 youth of 4-H age. The club was organized and the officers elected and goals for the year drawn up. The club will work on making Mountain Grove a more attractive place to live.

The Bath County School Board was contacted concerning the use of the school as a meeting place since the pupils of the Mountain Grove area are now being transported to the Warm Springs Valley Schools. The School Board agreed to lease the building to the 4-H Club for \$1.00 a year.

An intensive money raising program will be carried on during the winter and spring of 1963 to refurbish the school for a community center.

PROJECT AREA

BATH COUNTY

A. Phase: Rural Areas Development

B. Bath County is vacation country with more than two thirds of our land area in the George Washington National Forest. Many of our people live on what would be called a subsistence income. The Rural Areas Development Program set out to involve more people in a project called "Bath Unlimited". The development to be along the line of recreational, commercial, and economic, without sacrificing our agricultural potential.

C. The program objective for the year was to get more tourists into the county during all seasons of the year.

D. Progress

One of the minor phases of our over-all program was the seeking of more hunters in the county during the deer season. Many of our farm families were desirous of locating hunters who wanted rooms and meals in rural homes. Our R. A. D. Recreational Committee inserted applications in the local newspapers asking farm families to list their facilities such as meals, prices, etc. This information was put together in a brochure and placed at the County Clerk's Office where hunting license are sold and other public places. After the turkey season is over we will make a survey and try to determine how many hunters got rooms and how many farms had paying hunters.

The R. A. D. General Committee met twice during the year and decided to make a survey of the entire county to find possible

BATH COUNTY

locations for recreational facilities which could be constructed with a minimum of cost. The carrying out of the survey was put in the hands of the Technical Committee headed by the Soil Conservation Service Technician, Mr. Ed Dickerson. He, with the assistance of Mr. Pittinger of the State Soil Conservation Service, made a preliminary study and found three potential lake areas. The Technical Committee has met several times and are now in the process of receiving easement rights from the land owners for borings and will later map a 350 acre lake site on Mill Creek. This location affording the largest water impoundment area with the least amount of earth moving.

ACCOMPLISHMENT NOT COVERED IN PLAN OF WORK

BATH COUNTY

In working with the RAD Committee most of our meetings have been held in the Millboro area, since most of our work was to be in this district. In one such meeting when we had an engineer explaining our water impoundment program to the Technical Panel, he mentioned the Waterworks Loans available through the Area Development Program. One of the members of the committee jumped on it, and quick.

Millboro is a small community that formerly depended upon the railroad and railroad workers. At one time it was a very thriving village with a central water system and with its own electric power plant. The power supply business was taken over by the B-A-R-C Electric Cooperative in the late thirties. The water system, which is privately owned, has become dilapidated, and almost beyond repair. The interest was such we decided to look into the possibility of a new Millboro Water System and form a committee for this purpose.

A preliminary survey has been made and an option secured for the purchase of the old plant and spring. This work will be continued during the coming year and we hope many of the old water customers and several new ones will be serviced at least by 1964, with a modern up to date system.

You never know what will be accomplished when you work with people.

SUCCESS STORY

BATH COUNTY

During the past ten years in which Bath County has shared in the consignment of calves to the Monterey Calf Sales, there has never been quite enough calves in the two counties (Highland and Bath) to have two good sales.

The Calf Sale Committee got together in the Spring of '62 and came up with the idea of having a Hereford Sale and an Angus Sale. This plan was readily accepted by the Stock Yard Directors and the farmer consignors. The reasoning behind it was that the yards could handle the calves in a much easier manner if only one breed was to be penned in each sale. The Hereford Sale was scheduled for October 2nd, with 1050 calves. The Angus Sale for October 15, with 750 calves. Our decision in arranging this schedule proved to be right because the Hereford Sale was the 2nd high selling sale in the entire state schedule of Virginia Calf Sales. We had not been higher than about half-way in any other year.

There are always a few in the minority who disagree with the ruling of the group. We had some minority opinions among our calf sale consignors. There were three farmers who withdrew their consignment after they found that we were separating the breeds. These farmers sold 92 calves for an average price of 25¢ per pound. Had they sold these same calves, weighing about 500 pounds, in the sales than they would have netted \$22.00 more per calf or a total of \$2024.00 for the three consignments.

BATH COUNTY

The evaluation of a project of this kind pierces the farmer like a pointed arrow when it affects his pocketbook. One of the errant producers told me recently, "You can bet your bottom dollar I'll be with you from now on."

APPRAISAL

BATH COUNTY

The Extension Program in Bath County is stronger today than when it was mostly a 'personal service' agency. Our program is accepted by the County Board of Supervisors, as shown by the continued increase in appropriations by that body.

Their approval of the home agent was shown by their voting of a 90 day leave by the Board of Supervisors, even before it was passed by the Director. This program was strong enough to operate without a home agent during this period. The program went forward with the assistance of the many trained leaders in home demonstration and 4-H clubs. The work, which operated without a hitch during this time, was begun again on the return of Mrs. Love, with a leader training meeting attended by 12 leaders.

The Chairman of the Board of Supervisors attended the Achievement Day Program of the Home Demonstration Clubs during the absence of Mrs. Love and made a speech about the fine work being done by the women through the leadership of the Extension Service in the county.

During the past three to five years the county agent's program has changed the emphasis from farm and home visits and personal services, to group technique and the use of public relations media. The agents have three radio programs on two stations each week as well as a news column. This column is widely read. The owner-publisher of the paper told the managing editor, "If you don't get the Extension Agent's column, don't go

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to press." This is the kind of backing we need to have a strong Extension Program.

We believe Extension has the confidence of the people, the backing of the officials and the long range program to go forward with the cooperation from all facets of Bath County population.

1962
ANNUAL STATISTICAL REPORT
OF
COUNTY EXTENSION WORKERS

January 1, 1962 - December 31, 1962

County BATH

Submitted By:

M. L. DALTON
Name

COUNTY AGENT
Title

ANITA P. LOVE

HOME DEMONSTRATION AGENT

Approved By:

Date

State Extension Director

Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U. S. Department of Agriculture. W. H. Daughtrey, Director of Extension Service, Virginia Polytechnic Institute, Blacksburg, Virginia.

WES:ap

10/62

SUMMARY OF EXTENSION TEACHING METHODS AND OTHER ACTIVITIES

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

| Teaching Method or Activity | Work Done By -- | | | | | |
|---|-----------------|--------------|---------------------|--------------|-------------|-------------|
| | Home Agents | Youth Agents | Agricultural Agents | County Total | State Staff | Grand Total |
| | A | B | C | D | E | F |
| 1. Farm, home, firm and other out-of-office visits... | 194 | | 366 | 560 | ✓ | |
| 2. Office calls | 112 | | 327 | 439 | ✓ | |
| 3. Telephone calls (received or made) | 486 | | 658 | 1064 | ✓ | |
| 4. Newspaper articles or stories: | | | | | | |
| a. Prepared and released directly to newspapers or magazines | 5 | | 59 | 64 | ✓ | |
| b. Prepared by State office and released through County Extension offices | | | 1 | 1 | ✓ | XXXXX |
| 5. Broadcasts made: | | | | | | |
| a. Radio | 38 | | 74 | 112 | ✓ | |
| b. Television | | | 1 | 1 | ✓ | |
| 6. Publications distributed directly to the public .. | 1540 | | 1577 | 3117 | ✓ | |
| 7. Circular or commodity letters written | 11 | | 57 | 68 | ✓ | |
| 8. Training meetings held for local leaders: | | | | | | |
| a. Adult work (1) Number | 11 | | 5 | 16 | ✓ | |
| (2) Attendance | 116 | | 62 | 178 | ✓ | |
| b. Youth work (1) Number | | | 3 | 3 | ✓ | |
| (2) Attendance | | | 48 | 48 | ✓ | |
| 9. Other meetings at which agents or specialists presented educational information: | | | | | | |
| a. Adult work (1) Number | 71 | | 61 | 132 | ✓ | |
| (2) Attendance | 725 | | 2747 | 3472 | ✓ | |
| b. Youth work (1) Number | 85 | | 91 | 176 | ✓ | |
| (2) Attendance | 1312 | | 2097 | 3409 | ✓ | |
| 10. Meetings held by local leaders: | | | | | | |
| a. Adult work (1) Number | 26 | | | 26 | ✓ | |
| (2) Attendance | 264 | | | 264 | ✓ | |
| b. Youth work (1) Number | 9 | | | 9 | ✓ | |
| (2) Attendance | 70 | | | 70 | ✓ | |
| | 4315 | | 8284 | 12599 | ✓ | |

PROGRAM EMPHASIS

| Item | Days Devoted By: | |
|--|------------------|------------|
| | County | State |
| | Staff A | Staff B |
| 11. Planning and management of the farm business | 17 | |
| 12. Field Crops (production and farm marketing) | 13 | |
| 13. Soil management | | |
| 14. Horticulture (production and farm marketing) | 2 | |
| 15. Forestry (production and farm marketing) | 14 | |
| 16. Soil and water conservation | 2 | |
| 17. Plant pathology | | |
| 18. Entomology | 1 | |
| 19. Chemical residues | | |
| 20. Dairy (production and farm marketing) | 1 | |
| 21. Poultry (production and farm marketing) | 3 | |
| 22. Livestock production and farm marketing) | 67 | |
| 23. Animal and Poultry health | | |
| 24. Marketing and utilization | | |
| 25. Agricultural engineering | | |
| 26. Dwellings and equipment | | |
| 27. Home grounds improvement | 2 | |
| 28. Planning and management in the home | 8 | |
| 29. Family economics | 8 | |
| 30. Home furnishings | 32 | |
| 31. Clothing selection and care | 25 | |
| 32. Clothing construction | 8 | |
| 33. Food preparation and selection | 12 | |
| 34. Food preservation | 3 | |
| 35. Nutrition | 6 | |
| 36. Child development, human relations | 4 | |
| 37. Health | | |
| 38. Safety | 10 | |
| 39. Recreation | 6 | |
| 40. Outlook | 4 | |
| 41. Community development and resource adjustment | 33 | |
| 42. Public affairs | 13 | |
| 43. Leadership development | 6 | |
| 44. Extension organization and program planning | 65 | |
| 45. Supervision | XXXXX | |
| 46. Inservice training received | 19 | |
| 47. Discontinued | | |
| 48. Miscellaneous (cannot be charged to above items) | 22 | |
| 49. Total days worked (items 11-48) | 406 | |
| Of total days reported in item 49, how many were devoted to -- | | |
| 50. Adult work | 274 | |
| 51. YMW work | | |
| 52. 4-H Club work | 132 | |

VOLUNTARY LOCAL LEADERS

53. Number of different adult voluntary local leaders assisting in the conduct of county Extension work.

| Item | Men | Women |
|---|-----|-------|
| | A | B |
| a. In adult agricultural work | 40 | |
| b. In adult home demonstration work | | 115 |
| c. In young men and women's work | | |
| d. In 4-H Club work: | | |
| (1) Organizational leaders | 3 | 9 |
| (2) Project or subject-matter leaders | 2 | 6 |
| (3) Other adult club leaders | | |
| e. Total DIFFERENT adult leaders | 45 | 130 |

HOME ECONOMICS EXTENSION WORK

54. Organized clubs or other groups regularly carrying on adult home economics Extension work:

- a. Number of groups 9
- b. Number of members 175

55. Special audience and specific interest groups organized by Extension and worked with in home economics Extension work:

- a. Number of such groups worked with
- b. Attendance at meetings held with these groups

WORK WITH YOUNG MEN AND WOMEN (YMW)

YMW Work is designed to reach young folks 18-30 years of age through special programs geared to meet the needs of this age group.

56. Extension sponsored groups of young men and women (YMW):

- a. Number of groups worked with
- b. Number in such groups

57. Number of other young men and women worked with through YMW programs (Jointly sponsored groups, non-extension groups and individuals not in groups)

WORK WITH OTHER YOUTH

58. Number of youth (of 4-H Club age) worked with in addition to 4-H Club members

4-H CLUB WORK

59. Number of 4-H Clubs 16
60. Different 4-H Club Members Enrolled:
- a. Boys 225
 - b. Girls 190
 - c. Total 415
61. 4-H Club members enrolled by place of residence:
- a. Farm
 - b. Rural nonfarm 415
 - c. Urban
62. 4-H Club members by years in Club work:
- a. 1st year 93
 - b. 2nd year 79
 - c. 3rd year 92
 - d. 4th year 102
 - e. 5th year 19
 - f. 6th year and over 30
63. 4-H Club members by age groups:
- a. 12 years and under ... 277
 - b. 13-15 years inclusive. 111
 - c. 16-20 years inclusive. 27

64. 4-H Enrollment in projects and activities

(A member may be enrolled in more than one project or activity under each of the following groupings and should be counted each time.)

- a. Agronomy (crops and soils)
 - b. Horticulture (fruits, vegetables, landscaping) 51
 - c. Entomology and plant pathology 3
 - d. Conservation (soil, water, forest, wildlife) 204
 - e. Poultry 2
 - f. Dairy
 - g. Beef 9
 - h. Swine 2
 - i. Other livestock 16
 - j. Engineering (include electricity, tractor, automotive) 63
 - k. Management on the farm
 - l. Marketing and business
 - m. Management in the home 41
 - n. Clothing 154
 - o. Food and nutrition 91
 - p. Home improvement and furnishings 28
 - q. Family life education
 - r. Personal development (public speaking careers, grooming) 46
 - s. Health
 - t. Safety 21
 - u. Recreation (include crafts)
 - v. Community and public affairs
 - w. Total enrollment in projects and activities 731
65. Junior 4-H Club leaders:
- a. Older club boys
 - b. Older club girls 1

COOPERATION WITH OTHER PUBLIC AGENCIES

| Public Agencies Worked With | Days Devoted By: | |
|---|------------------|-------------|
| | County Staffs | State Staff |
| | A | B |
| FEDERAL AGENCIES | | |
| 66. Agricultural Research Service | | |
| 67. Agricultural Stabilization and Conservation Service | 6 | |
| 68. Bureau of Indian Affairs | | |
| 69. Bureau of Land Management; Bureau of Reclamation | | |
| 70. Department of Commerce (Area Redevelopment) | | |
| 71. Farm Credit Administration | | |
| 72. Farmers Home Administration | | |
| 73. Fish and Wildlife Service | | |
| 74. Forest Service | | |
| 75. Rural Electrification Administration | | |
| 76. Selective Service | | |
| 77. Social Security Administration; Internal Revenue Service .. | | |
| 78. Soil Conservation Service | 1 | |
| 79. Valley Authorities (TVA, etc.) | | |
| STATE AGENCIES | | |
| 80. Civil Defense | 1 | |
| 81. Health Department | | |
| 82. Highway Department | | |
| 83. State Departments of Agriculture and Forestry | | |
| 84. State Department of Education (schools in general) | 1 | |
| 85. State Employment Service | | |
| 86. Welfare Department | | |
| COUNTY AGENCIES | | |
| 87. Soil Conservation districts | 3 | |
| 88. Vocational-agricultural and home economics departments .. | 4 | |

INTERPRETATION OF 1962 STATISTICAL REPORT

Columns

A, B, C Agents who devote more than one-half of their time to a line of work should report ALL of their work in the appropriate column.

Consumer marketing agents employed with A.M.A. funds are to report in column C. Consumer marketing agents not paid from A.M.A. funds will report in column C if their work is oriented to marketing efficiency or in column A if their work is oriented to family satisfaction.

Area Extension agents will report in their respective county column, A, B, or C, or the State staff column E, depending upon whether they get their direction and supervision from the district supervisor or from the State specialist who serves as project leader.

A, B, C, D When two or more agents engaged in the same line of work participate in the same Extension activity it should be reported only once in their respective column and only once in the county total.

When agents, engaged in different lines of work, participate in the same Extension activity, the information is reported once in each of their respective columns and only once in the county total (column D).

E Administrative, supervisory, and subject matter staff members will report their activities in this column as follows:

County activities: When in a county most activities participated in by the State staff will have been arranged for and be reported by the county staff. Only those activities a State staff member initiates and participates in without county staff assistance are to be reported by the State workers.

Multi-County Activities: State staff will report State-wide, regional, and/or district activities they are responsible for holding, which in the normal course of events would not be reported by the county staff.

Headquarter Activities: State staff will report only activities in which program information is given to or received from Extension clientele such as representatives of breed associations, marketing organizations, industrial concerns, magazines, papers, radio and TV stations, public and private organizations and agencies, individual farmers, homemakers, leaders and others with whom the State staff may work directly. Item 4-b is an exception.

When two or more members of the State staff participate in the same activity the person having primary responsibility for the activity should report it. When of equal responsibility they should decide which one will report. The others may show it in parentheses () on their monthly report, thus indicating their participation, but it is not to be included in columns E and F.

Telephone calls, office visits, conferences, meetings, etc. with other Extension, research and teaching personnel on the campus, and of a personal nature are not to be reported.

Information Specialists: Time spent by information specialists to help subject matter specialists and county workers should be charged to that phase of subject matter.

Trainers: Trainers in subject matter per se report time under appropriate subject matter headings. The Extension Forester holds a training session for County Agents. The Forester reports time spent in preparing and in giving the training under item 15. The County Agent reports under item 46. Trainers in other than subject matter will report their time under item 47.

Item

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group in which information is given or received.
3. Telephone calls may be either incoming or outgoing.
- 4a. Each news release is to be reported as one story or article. An Extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported only once. Information given directly to reporters or writers as the basis for a story is also reported. Items relating to notice of meeting only and news items prepared by local leaders should not be reported.
- 4b. Include here news releases prepared in State office and localized in county. The same release localized and used in 18 counties would be reported once in column E and once in each of the 18 counties by the agent using it. Column F is not to be filled in.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An Extension worker, does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast is also to be reported.
6. Report number of bulletins, circulars, leaflets, and other materials related to subject matter and organization aspects of Extension work. Include such materials prepared in the county office as well as those of State and Federal origin. Commercial publications are not to be counted unless they are recommended by the State Office. See item 7.
7. Circular or commodity letters are usually prepared for one item distribution in contrast to subject matter material prepared for general distribution over a period of time which is reported in item 6. Report number of different letters written and not copies distributed. A mimeographed letter announcing a meeting would be reported as one letter.

8. At leader training meetings, project leaders, local leaders, or committees are trained to carry on Extension activities. See item 53.

8b. Includes work done through the formally organized 4-H Club program, young men and women's work (YMW) and work with other youth.

9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organized meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding. Also, includes meetings that you did not arrange, but attended and actively participated in for the specific purpose of advancing the Extension program. Do not include meetings held by local leaders that you attended for observation or public relations purposes only. Such meetings should be reported under item 10. Do not report county, district, or state conferences of Extension personnel.

In reporting attendance at a meeting count the total number of different persons.

9b. In addition to the 4-H Club and YMW meetings you held or participated in, similar Extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.

10. Only those local-leader-held meetings that are a part of the Extension program are to be reported. In most situations State personnel will have nothing to report in column E.

Page 2 - Time should be reported to the nearest whole day.

11. Includes the farm management aspects of any Farm and Home Development work done.

12. Includes the production and farm marketing work done with all crops except those classified as horticulture. Also, includes all weed control work.

14. Includes the production and farm marketing of vegetables, fruits, nuts, and ornamentals.

15. Include all forest and forest product production and farm marketing work such as planting, timber stand improvement, timber harvesting, estimating and appraising, treating of wood products with preservatives, fire prevention, and production of maple-sirup products or naval stores work done with producers. All work done with buyers, mills and the industry should be reported under item 24.

16. Soil and water conservation means a program promoting primarily conservation practices.

19. Report time spent working with people on the specific matter of chemical residues on crops, livestock as it may affect the product, and in the home. It is recognized that much work in this field will be done in connection with the production and marketing aspects and probably be reported there. Item 19 is an attempt to pull out and report separately chemical residue work whenever possible.

- 20-22 Includes both the production and farm marketing aspects. Item 22 includes beef cattle, swine, sheep, goats and horses.
24. Include here all marketing work done with buyers, sellers, handlers, processors, and transporters of crops, livestock and livestock products, as well as forest products. This is the marketing work done after the crop, livestock, livestock product and forest product has left the control of the producer.
25. Includes water management for irrigation and drainage; farm structures and equipment; field power and equipment; vehicles and roads; farm power, heat, light, water supply and sanitation as related to the production and marketing aspects of the farm business.
26. Includes planning new or remodeled dwelling construction, home utilities, equipment, and related maintenance.
27. Includes landscape planning, planting and maintenance of the home surroundings.
28. Also includes the home management aspects of any Farm and Home Development Work.
40. Includes all general agricultural and rural family outlook work. Specific crop and livestock commodity outlook and marketing information given individuals in connection with their farm marketing should be reported under item 12, 14, 15, 20, 21, or 22.
41. Includes local community projects for improving health facilities, services and programs: schools, churches, libraries, roads, community centers, etc., and economic services such as credit facilities, marketing organizations, utilities, transportation and industrial development. This may or may not be done under the Rural Area Development and Area Redevelopment Acts. Also include such regional or area development programs that affect communities such as river basin, watershed, soil conservation district, land use, land reclamation and flood control.
42. Includes such things as developing an understanding of citizenship responsibilities and functions of government -- local, state, or national; study of public documents; national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, international problems; programs and organizations including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.
43. This item refers to training Extension gives its clientele. This is training in techniques of leadership. Training in leadership principles to improve attitude, motivation, and leadership skill, effectiveness of recruitment and recognition. Training in subject matter per se should be reported under the appropriate subject matter items.
44. Include time devoted to general administrative work such as office staff conferences, preparation of plans of work and reports and program planning.
46. All training received by you is reported in this item. Do not charge training you receive to subject matter items. Include days spent attending summer and winter Extension courses, workshops, district and State Extension

conferences, and other training activities organized primarily for the purpose of the professional development of Extension personnel.

48. Includes miscellaneous work that cannot be accounted for under one of the above headings.
49. This is total of items 11 through 48.
- 50, 51, 52 All time should be distributed to these items whenever possible. Only when there is no apparent relationship between work done and these three items will the time not be distributed.

Page 3

53. Include here only adult leaders. Junior leaders will be reported in item 65. A project leader, local leader, or committeeman is a person selected by Extension or the group they represent to lead some phase of the Extension program in organization or subject matter.
- 53d(1) An adult who works directly with 4-H Club members in a 4-H Club and has responsibility for organizing, planning and conducting the local 4-H Club with the members.
- 53d(2) An adult who works directly with 4-H Club members in planning and teaching the project or activity in a 4-H Club over a period of several weeks or months.
- 53d(3) Any other adults considered as leaders not fitting any above descriptions.
54. Include here the Extension organized Home Demonstration Clubs that meet regularly.
55. Include those groups that Extension organized for a specific interest. The distinguishing feature from item 54 is the lack of a permanent organization to carry the group from one subject to another.
58. Report youth other than 4-H Club members worked with during the year. Includes individuals and groups such as scouts, FFA, FHA, etc.

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64. No distinction is made between a project and an organized activity -- both are included in this item.
65. An older 4-H Club member performing any or all of the functions that an adult leader would otherwise be doing.

Page 5 - Time should be reported to nearest whole day.

- 66-88 Days reported here should already have been accounted for under Program Emphasis. Report here only those days that were devoted to the programs of agencies listed.
70. Include all time spent on Area Redevelopment work.
80. Report all time devoted to Civilian Defense, Rural Defense, and county defense committee work.