

*John C. Jennings*

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

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 Halifax

REPORT OF

<u>N. C. Jennings</u> <small>(Name)</small> Home Demonstration Agent.	From <u>Dec 1, 1938</u> to <u>Nov 20, 1939</u>
Assistant Home Demonstration Agent.	From _____ to _____, 193
4-H Club Agent.	From _____ to _____, 193
Assistant County Agent in charge of Club Work.	From _____ to _____, 193
Agricultural Agent.	From _____ to _____, 193
Assistant Agricultural Agent.	From _____ to _____, 193



*L. G. Jenkins*  
District Agent  
Dec. 1, 1939

READ SUGGESTIONS, PAGES 2 AND 3

Approved:

Date \_\_\_\_\_ State Extension Director.

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

The annual report should be a summary, with analysis and interpretations, for presentation to the people of the county, the State, and the Nation of the extension activities in each county for the year, and the results obtained by the county extension agents assisted by the subject-matter specialists. The making of such a report is of great value to the county extension agents and the people of the county in showing the progress made during the year as a basis for future plans. It is of vital concern also to the State and Nation as a measure of rural progress and a basis for intelligent legislation and financial support of extension work.

At least four copies of the annual report should be made: One copy for the county officials, one copy for the agent's files, one copy 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.*

### 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. Results obtained through assistance rendered agents by specialists should also be included. This report shows, insofar as possible, the part each agent has taken in forwarding the extension program. The county totals should be the sum of the activities and accomplishments of individual agents *minus duplications due to two or more agents participating in the same activity or accomplishment.* The county totals, when properly recorded, show the progress made in the county during the year in forwarding the entire extension program. Negro men and women agents should prepare a combined statistical report separate from that of the white agents.

The statistical summary should be a report of this year's activities and results that can be verified by records on file in the county office. Where records are not available careful estimates are desired. Such estimates should be marked "Est."

### 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 and the extension methods used for each project. Every statement should be clear, concise, forceful and, where possible, reinforced with necessary data from the statistical summary. Use a descriptive style of writing, giving major accomplishments first under each project. Give extension methods fully relating to outstanding results only, and where practicable illustrate with photographs, maps, diagrams, blueprints, or copies of charts and other forms used. Full credits should be given to all cooperating agencies. The lines should be single-spaced, with double space between the paragraphs and reasonably good margins. The pages should be numbered in consecutive order.

The following outline is merely suggestive of how the narrative report may be clearly and systematically presented. Each agent should prepare an outline to fit the situation and the work to be reported.

#### SUGGESTIVE OUTLINE OF ANNUAL NARRATIVE REPORT

- I. Cover and title page.
- II. Table of contents.
- III. Summary of activities and accomplishments, preferably of one or two typewritten pages only, placed at the beginning of the narrative report.
- IV. Changes in county extension organization.
  - (1) Form.
  - (2) General policies.
  - (3) Procedure.
- V. County program of work.
  - (1) Factors considered and methods used in determining program of work.
  - (2) Project activities and results.
 

*Under appropriate headings and subheadings present in some detail for each major project or line of work the goals set up, the methods used, the results achieved, and the significance of these results in terms of improved farms and homes and of better community life.*
- VI. Outlook and recommendations, including suggestive program of work for next year.

## TERMINOLOGY

To insure reports which convey the intended meaning to others and to facilitate the compilation of satisfactory national statistics on extension, it is extremely important that terms be used in accordance with accepted definitions. The following definitions of extension terms have been approved by the United States Department of Agriculture and the Association of Land Grant Colleges and Universities. Agents should read these definitions before starting to write the annual reports.

## DEFINITIONS OF EXTENSION TERMS

1. A program of work is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
2. A plan of work is a definite outline of procedure for carrying out the different phases of the program of work. 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.
3. 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.
4. 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.
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, home maker, 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 result demonstrator is an adult, a boy, or a girl who conducts a result demonstration as defined above.
7. A cooperator is a farmer or home maker 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.
8. 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.
9. 4-H Club members enrolled are those boys and girls who actually spent the work outlined for the year.
10. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
11. A demonstration meeting is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
12. 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.
13. 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.
14. 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.
15. 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.
16. Days in field should include all days spent on official duty other than "days in office."
17. Letters written should include all original letters on official business. (Duplicated letters should not be included.)
18. 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 residents at the college. 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.
19. 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.
20. The county extension association or committee is that county organization, whether a membership or a delegate body, which is recognized officially in the conduct of extension work in the county.

## GENERAL ACTIVITIES

Report Only This Year's Extension Activities and Results That Can Be Verified

1. List below the names, titles, and periods of service of the county extension agents whose work is included in this report. Include time of assistants with that of regular agent.

AGENT	Total months of service this year (a)	Days devoted to agr'l-conservation and adjustment programs (b)	Days devoted to relief work (c)	Total days in office (d)	Total days in field (e)
<i>N. C. Janssen</i> (Name) Home demonstration agent	12			114	168
Asst. home demonstration agent					
4-H Club agent	(2)				
Assistant county agent in charge of club work					
Agricultural agent					
Assistant agricultural agent	(3)				

2. County extension association or committee:

- (a) Agricultural extension:  
 (1) Name \_\_\_\_\_ (2) Number of members \_\_\_\_\_
- (b) Home demonstration:  
 (1) Name *County Advisory Board* (2) Number of members *45*
- (c) 4-H Club:  
 (1) Name *4-H County Council* (2) Number of members *130*

3. Number of communities in county where extension work should be conducted *66* 3
4. Number of above communities in which the extension program has been planned cooperatively *29* 4
5. Number of different voluntary county or community project leaders or committeemen actively engaged in forwarding the extension program:
- (a) Adult work (1) Men \_\_\_\_\_ (2) Women *14*
- (b) 4-H Club work (1) Men \_\_\_\_\_ (3) Older club boys \_\_\_\_\_
- (2) Women *24* (4) Older club girls \_\_\_\_\_
6. Number of different paid local leaders engaged in agricultural-conservation and adjustment programs (a) Men \_\_\_\_\_ (b) Women \_\_\_\_\_ 6
7. Number of clubs or other groups organized to carry on adult home demonstration work *14* 7
8. Number of members in such clubs or groups *376* 8

ITEM	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
9. Number of 4-H Clubs	<i>24</i>			<i>24</i>
10. Number of different 4-H Club members enrolled (1) Boys _____ (2) Girls _____	<i>413</i>			<i>413</i>
11. Number of different 4-H Club members completing (1) Boys _____ (2) Girls _____	<i>380</i>			<i>380</i>

12. Number of different members enrolled in 4-H Club work for:<sup>1</sup>

MEMBERS	1st year	2d year	3d year	4th year	5th year	6th year and over
(a) Boys						
(b) Girls	<i>81</i>	<i>103</i>	<i>88</i>	<i>67</i>	<i>50</i>	<i>26</i>

<sup>1</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in the same activity or accomplishment.

<sup>2</sup> Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on pages 7 to 24, 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 late in the year in connection with the succeeding year's program.

<sup>3</sup> Same as footnote 2 but refers to completions instead of enrollments.

<sup>4</sup> The total for this question should agree with county total, question 10.

## GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Age	10 and under	11	12	13	14	15	16	17	18	19	20 and over		
13. Number of different 4-H Club members enrolled according to age <sup>1</sup>	(a) Boys												13	
	(b) Girls	16	35	69	80	90	56	16	12	7	2	10		
14. Number of 4-H Club members: <sup>2</sup> (a) In school	266											(b) Out of school	147	14

ITEM	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total <sup>3</sup> (d)	
15. Number of 4-H Club teams trained	(1) Judging	8		8	15
	(2) Demonstration	10		10	
16. Number of groups other than 4-H Clubs organized for extension work with rural young people 16 years of age and older					16
17. Members in groups reported in question 16	(1) Young men				17
	(2) Young women				
18. Total number of farm or home visits <sup>4</sup> made in conducting extension work	270			270	18
19. Number of different farms or homes visited	110			110	19
20. Number of calls relating to extension work	(1) Office	285		285	20
	(2) Telephone	6		6	
21. Number of news articles or stories published <sup>5</sup>	7			7	21
22. Number of individual letters written	188			188	22
23. Number of different circular letters issued (not total copies mailed)	8			8	23
24. Number of bulletins distributed	384			384	24
25. Number of radio talks broadcast or prepared for broadcasting					25
26. Number of events at which extension exhibits were shown		2		2	26
27. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number			27
		(b) Men leaders			
		(c) Women leaders			
	(2) 4-H Club	(a) Number			
		Total attendance of:			
		(b) Leaders			
28. Method demonstration meetings held (include all method demonstrations in both adult and 4-H Club work given by agents and specialists not reported under question 27)	(1) Number	139		139	28
	(2) Total attendance	1960		1960	
29. Meetings held at result demonstrations	(1) Number	1		1	29
	(2) Total attendance	25		25	

<sup>1</sup> The total for this question should agree with county total, question 10.<sup>2</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in the same activity or accomplishment.<sup>3</sup> Do not count a single visit to both the farm and home as two visits.<sup>4</sup> Do not count letters relating to sections of meetings only.<sup>5</sup> Note.—Questions 15-31 refer to the total number of different activities conducted this year. The totals should equal the sums of the corresponding information reported on following pages minus duplications where the same activity relates to two or more lines of work.

## GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM		Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
30. Tours conducted	(1) Adult work	(a) Number	1		1
		(b) Total attendance	52		52
	(2) 4-H Club	(a) Number			
		(b) Total attendance			
31. Achievement days held	(1) Adult work	(a) Number	1		1
		(b) Total attendance	93		93
	(2) 4-H Club	(a) Number	1		1
		(b) Total attendance	40		40
32. Encampments held. (Do not include picnic, rallies, or short courses, as these should be reported under other meetings.)	(1) Farm women	(a) Number			
		(b) Total members attending			
		(c) Total others attending			
	(2) 4-H Club	(a) Number			
		(b) Total boys attending			
		(c) Total girls attending			
		(d) Total others attending			
		(b) Total attendance			
33. Other meetings of an extension nature participated in by agents or specialists and not previously reported	(1) Number	8		8	
	(2) Total attendance	2049		2049	
34. Meetings held by local leaders or committeemen not participated in by agents or specialists and not reported elsewhere	(1) Adult work	(a) Number	28		28
		(b) Total attendance	202		202
	(2) 4-H Club	(a) Number	19		19
		(b) Total attendance	197		197
34. Number of above meetings (questions 27-34) at which discussion group method of presentation was followed					241

## SUMMARY OF EXTENSION INFLUENCE FOR YEAR

It is highly desirable for extension workers to consider the proportion of farms and farm homes in the county which have been definitely influenced to make some substantial change in farm or home operations as a result of the extension program for men, women, boys, and girls. 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. Such estimates should be marked "Est."

Include results of emergency activities as well as the regular extension program.

35. Number of farms in county	2358	35
36. Number of farms on which changes in practices have definitely resulted from the agricultural extension program	275	36
37. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	920	37
38. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	175	38
39. Number of farm homes with 4-H Club members enrolled	315	39
40. Number of other homes with 4-H Club members enrolled	25	40
41. Total number of different farm families influenced by some phase of the extension program (Include questions 36, 37, and 38, minus duplications.)	1375	41
42. Total number of different other families influenced by some phase of extension program (Include questions 38 and 40, minus duplications.)	200	42

<sup>1</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in the same activity or accomplishment.

NOTE.—Questions 19-34 refer to the total number of different activities conducted this year. The totals should equal the sums of the corresponding information reported on following pages minus duplications where the same activity relates to two or more lines of work.

CEREALS<sup>1</sup>

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Corn	Wheat	Oats	Rye	Buckwheat	Grain sorghum, rice, and other cereals	
	(a)	(b)	(c)	(d)	(e)	(f)	
43. Days devoted to line of work by:							43
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents							
(4) Specialists							
44. Number of communities in which work was conducted							44
45. Number of voluntary local leaders or committeemen assisting							45
46. Days of assistance rendered by voluntary leaders or committeemen							46
47. Number of adult result demonstrations conducted							47
48. Number of meetings at result demonstrations							48
49. Number of method-demonstration meetings held							49
50. Number of other meetings held							50
51. Number of news stories published							51
52. Number of different circular letters issued							52
53. Number of farm or home visits made							53
54. Number of office calls received							54
55. Number of 4-H Club members enrolled							55
(1) Boys							
(2) Girls							
56. Number of 4-H Club members completing							56
(1) Boys							
(2) Girls							
57. Number of acres in projects conducted by 4-H Club members completing							57
58. Total yields of crops grown by 4-H Club members completing	bu.	bu.	bu.	bu.	bu.	bu.	58
59. Number of farmers following fertilizer recommendations							59
60. Number of farmers following insect-control recommendations							60
61. Number of farmers following disease-control recommendations							61
62. Number of farmers following marketing recommendations							62
63. Number of farmers assisted in using timely economic information as a basis for readjusting enterprises							63
64. Number of farmers following other specific practice recommendations: <sup>4</sup>							66
(1)							
(2)							
(3)							
(4)							
(5)							

<sup>1</sup> Report fall-corn crops the year they are harvested.<sup>2</sup> Indicate crop by name.<sup>4</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## LEGUMES AND FORAGE CROPS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Alfalfa	Swi- dower	Red, bur, and other clovers	Vetch	Lespedeza	Peas	
	(a)	(b)	(c)	(d)	(e)	(f)	
67. Days devoted to line of work by:							
(1) Home demonstration agents.....							} 67
(2) 4-H Club agents.....							
(3) Agricultural agents.....							
(4) Specialists.....							
68. Number of communities in which work was conducted.....							68
69. Number of voluntary local leaders or committeemen assisting.....							69
70. Days of assistance rendered by voluntary leaders or committeemen.....							70
71. Number of adult result demonstrations conducted.....							71
72. Number of meetings at result demonstrations.....							72
73. Number of method-demonstration meetings held.....							73
74. Number of other meetings held.....							74
75. Number of news stories published.....							75
76. Number of different circular letters issued.....							76
77. Number of farm or home visits made.....							77
78. Number of office calls received.....							78
79. Number of 4-H Club members enrolled.....							} 79
(1) Boys.....							
(2) Girls.....							
80. Number of 4-H Club members completing.....							} 80
(1) Boys.....							
(2) Girls.....							
81. Number of acres in projects conducted by 4-H Club members completing.....							81
82. Total yields of crops grown by 4-H Club members completing.....							} 82
(1) Seed..... bu.      bu.      bu.      bu.      bu.      XXXX							
(2) Forage..... tons      tons      tons      tons      tons      XXXX							
83. Number of farmers following fertilizer recommendations.....							83
84. Number of farmers following insect-control recommendations.....							84
85. Number of farmers following disease-control recommendations.....							85
86. Number of farmers following marketing recommendations.....							86
87. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise.....							87
88. Number of farmers following other specific practice recommendations: <sup>1</sup>							} 90
(1).....							
(2).....							
(3).....							
(4).....							
(5).....							

<sup>1</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## LEGUMES AND FORAGE CROPS—CONTINUED

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Soybeans	Cowpeas and field peas	Velvet- beans	Field beans	Peanuts	All other legumes and forage crops <sup>1</sup>	
	(a)	(b)	(c)	(d)	(e)	(f)	
67. Days devoted to line of work by:							67
(1) Home demonstration agents.....							
(2) 4-H Club agents.....							
(3) Agricultural agents.....							
(4) Specialists.....							
68. Number of communities in which work was conducted.....							68
69. Number of voluntary local leaders or committeemen assisting.....							69
70. Days of assistance rendered by voluntary leaders or committeemen.....							70
71. Number of adult result demonstrations conducted.....							71
72. Number of meetings at result demonstrations.....							72
73. Number of method-demonstration meetings held.....							73
74. Number of other meetings held.....							74
75. Number of news stories published.....							75
76. Number of different circular letters issued.....							76
77. Number of farm or home visits made.....							77
78. Number of office calls received.....							78
79. Number of 4-H Club members enrolled.....							79
(1) Boys.....							
(2) Girls.....							
80. Number of 4-H Club members completing.....							80
(1) Boys.....							
(2) Girls.....							
81. Number of acres in projects conducted by 4-H Club members completing.....							81
82. Total yields of crops grown by 4-H Club members completing.....							82
(1) Seed.....	bu.	bu.	bu.	bu.	lb.	bu.	
(2) Forage.....	tons	tons	tons	tons	tons	tons	
83. Number of farmers following fertilizer recommendations.....							83
84. Number of farmers following insect-control recommendations.....							84
85. Number of farmers following disease-control recommendations.....							85
86. Number of farmers following marketing recommendations.....							86
87. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise.....							87
89. Number of farmers following other specific practice recommendations: <sup>2</sup>							89
(1).....							
(2).....							
(3).....							
(4).....							
(5).....							

<sup>1</sup> Indicate crop by name.<sup>2</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

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## POTATOES, COTTON, TOBACCO, AND OTHER SPECIAL CROPS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Irish potato (a)	Sweetpotato (b)	Cotton (c)	Tobacco (d)	Sugar beets and all other special crops <sup>1</sup> (e)	
91. Days devoted to line of work by:						
(1) Home demonstration agents						} 91
(2) 4-H Club agents						
(3) Agricultural agents						
(4) Specialists						
92. Number of communities in which work was conducted						92
93. Number of voluntary local leaders or committeemen assisting						93
94. Days of assistance rendered by voluntary leaders or committeemen						94
95. Number of adult result demonstrations conducted						95
96. Number of meetings at result demonstrations						96
97. Number of method-demonstration meetings held						97
98. Number of other meetings held						98
99. Number of news stories published						99
100. Number of different circular letters issued						100
101. Number of farm or home visits made						101
102. Number of office calls received						102
103. Number of 4-H Club members enrolled						} 103
104. Number of 4-H Club members completing						} 104
105. Number of acres in projects conducted by 4-H Club members completing						105
106. Total yields of crops grown by 4-H Club members completing	bu.	bu.	lb. <sup>2</sup>	lb.		106
107. Number of farmers following fertilizer recommendations						107
108. Number of farmers following insect-control recommendations						108
109. Number of farmers following disease-control recommendations						109
110. Number of farmers following marketing recommendations						110
111. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise						111
114. Number of farmers following other specific practice recommendations: <sup>3</sup>						} 114
(1)						
(2)						
(3)						
(4)						
(5)						

<sup>1</sup> Indicate crop by name.

<sup>2</sup> Report yield of cotton in pounds of seed cotton.

<sup>3</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## FRUITS, VEGETABLES, AND BEAUTIFICATION OF HOME GROUNDS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Home gardens	Market gardening, truck, and raising crops	Beautification of home grounds	Tree fruits	Bush and small fruits	Grapes	
	(a)	(b)	(c)	(d)	(e)	(f)	
115. Days devoted to line of work by:							
(1) Home demonstration agents	30	12	25		12		115
(2) 4-H Club agents							
(3) Agricultural agents							
(4) Specialists							
116. Number of communities in which work was conducted	43	5	5		3		116
117. Number of voluntary local leaders or committeemen assisting							117
118. Days of assistance rendered by voluntary leaders or committeemen							118
119. Number of adult result demonstrations conducted	62	3	5		1		119
120. Number of meetings at result demonstrations	1						120
121. Number of method-demonstration meetings held			5		1		121
122. Number of other meetings held							122
123. Number of news stories published	2				1		123
124. Number of different circular letters issued	3						124
125. Number of farm or home visits made	30		20		13		125
126. Number of office calls received	36	21	28		13		126
127. Number of 4-H Club members enrolled:							127
(1) Boys							
(2) Girls	178		93		1		
128. Number of 4-H Club members completing:							128
(1) Boys							
(2) Girls	178		16		1		
129. Number of acres in projects conducted by 4-H Club members completing	402		XXXX		1/2a		129
130. Total yields of crops grown by 4-H club members completing	225 bu.	bu.	XXXX	bu.	bu.	bu.	130
131. Number of farms or homes where fertilizer recommendations were followed							131
132. Number of farms or homes where insect-control recommendations were followed	57	3			1		132
133. Number of farms or homes where disease-control recommendations were followed							133
134. Number of farms or homes where marketing recommendations were followed				XXXX			134
135. Number of farms or homes where assistance was given in using timely economic information as a basis for readjusting enterprises				XXXX			135
136. Number of homes where recommendations were followed as to establishment or care of lawn	XXXX	XXXX	5	XXXX	XXXX	XXXX	136
137. Number of homes where recommendations were followed regarding planting of shrubbery and trees	XXXX	XXXX	7	XXXX	XXXX	XXXX	137
138. Number of homes where recommendations were followed as to treatment of walks, drives, or fences	XXXX	XXXX	17	XXXX	XXXX	XXXX	138
139. Number of homes where recommendations were followed as to improving appearance of exterior of house and outbuildings	XXXX	XXXX	6	XXXX	XXXX	XXXX	139
140. Number of homes where other specific practice recommendations were followed: <sup>1</sup>							140
(1)							
(2)							
(3)							

<sup>1</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## FORESTRY, WILDLIFE CONSERVATION, AND AGRICULTURAL ENGINEERING

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Forestry (a)	Wildlife conservation, fur and game farming (b)	Agricultural engineering <sup>1</sup> (farm and home) (c)	
141. Days devoted to line of work by:				
(1) Home demonstration agents.....				141
(2) 4-H Club agents.....				
(3) Agricultural agents.....				
(4) Specialists.....				
142. Number of communities in which work was conducted.....				142
143. Number of voluntary local leaders or committeemen assisting.....				143
144. Days of assistance rendered by voluntary leaders or committeemen.....				144
145. Number of adult result demonstrations conducted.....				145
146. Number of meetings at result demonstrations.....				146
147. Number of method-demonstration meetings held.....				147
148. Number of other meetings held.....				148
149. Number of news stories published.....				149
150. Number of different circular letters issued.....				150
151. Number of farm or home visits made.....				151
152. Number of office calls received.....				152
153. Number of 4-H Club members enrolled.....	(1) Boys.....			153
	(2) Girls.....			
154. Number of 4-H Club members completing.....	(1) Boys.....			154
	(2) Girls.....			
154j. Number of 4-H Club members not in special project clubs who participated in forestry or wildlife conservation activities.....	(1) Boys.....		XXXXXXXXXX	154j
	(2) Girls.....		XXXXXXXXXX	
	(1) Transplant beds	Coverts <sup>2</sup> improved or built.	Acres terraced.....	
	(2) Acres planted to forest trees	Nest boxes, feed trays for song birds.	Machines or equipment repaired.....	
155. Number of units handled by 4-H Club members completing. (This refers to questions 154 and 154j).....	(3) Acres improved	Feeding stations operated.	Articles made.....	155
	(4) Acres of woodland protected from fire	Animals or birds produced.....	Equipment installed.....	

### FORESTRY—Continued

156. Number of farms on which new areas were reforested by planting with small trees.....	156
157. Acres involved in preceding question.....	157
158. Number of farmers planting windbreaks or shelterbelts.....	158
159. Number of farmers planting trees for erosion control.....	159
160. Number of farmers making improved thinnings and weedings.....	160
161. Number of farmers practicing selection cutting.....	161
162. Number of farmers pruning forest trees.....	162
163. Number of farmers cooperating in prevention of forest fire.....	163
164. Number of farmers adopting improved practices in production of naval stores.....	164
165. Number of farmers adopting improved practices in production of maple sugar and sirup.....	165

<sup>1</sup> 4-H farm shop clubs should be reported under this heading.

<sup>2</sup> Include food patches planted or left standing for wildlife.

## FORESTRY—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

166. Number of farmers assisted in timber estimating and appraisal.....	166
167. Number of farmers following wood-preservation recommendations.....	167
168. Number of farmers following recommendations in the marketing of forest products.....	168

## WILDLIFE CONSERVATION—Continued

169. Number of farms on which specific improvements for wildlife have been made.....	169
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ITEM	RABBITS		FOXES AND OTHER FUR ANIMALS		GAME BIRDS		CONSERVATION CAMPS		
	4-H members (a)	Adults (b)	4-H members (c)	Adults (d)	4-H members (e)	Adults (f)	4-H members (g)	Adults (h)	
169j. Number of individuals engaged or assisted in activity.....									169j
169j. Number of animals or birds produced by such individuals.....							X X X X X	X X X X X	169j

## AGRICULTURAL ENGINEERING—Continued

Engineering activities	Number of farms (a)	Number of units (b)	Total value of service or savings (c)	
170. Terracing complete with outlets and contour cultivation.....		acres.	\$.....	170
170j. Growing crops on contour.....		acres.		170j
170j. Gully control.....		acres.		170j
171. Drainage practices.....		acres.		171
172. Irrigation practices.....		acres.		172
173. Land-clearing practices.....		acres.		173
174. Better types of machines.....		machines.		174
175. Maintenance and repair of machines.....		machines.		175
176. Efficient use of machinery.....		X X X X X X X X X		176
176j. Better ginning of cotton.....		gin stands		176j
177. All buildings constructed (include silos).....		buildings.		177
178. Buildings remodeled, repaired, painted.....		buildings.		178
179. Farm electrification.....		farms. <sup>1</sup>		179
180. Home equipment (include sewing machines).....				180
181. Total of columns (a) and (c).....	farms.	X X X X X X X X X	\$.....	181

182. Number of machines repaired as reported in questions 175 and 180, by types:				
(a) Tractors.....				182
(b) Tillage implements.....	(c) Harvesters and threshers.....	(d) Plows.....		
(e) Mowers.....	(f) Planters.....	(g) Sewing machines.....	(h) Other.....	
183. Number of buildings and equipment improved as reported in questions 177, 178, 179, 180, by types:				
(a) Dwellings constructed according to plans furnished.....	(A) Dairy buildings.....			
(b) Dwellings remodeled according to plans furnished.....	(B) Silos.....	(1) Regular.....		
(c) Sewage systems installed.....		(2) Trench or pit.....		
(d) Water systems installed.....	(f) Hog houses.....		183	
(e) Heating systems installed.....	(k) Poultry houses.....			
(f) Lighting systems installed.....	(l) Storage structures.....			
(g) Home appliances and machines.....	(m) Other.....			

<sup>1</sup> Report the number of farms using electricity in farm enterprises for income-producing purposes such as electric milking, milk cooling, incubating, brooding, hothed heat, etc.

## POULTRY AND BEES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Poultry (including turkeys) (a)	Bees (b)
184. Days devoted to line of work by:		
(1) Home demonstration agents	37	184
(2) 4-H Club agents		
(3) Agricultural agents		
(4) Specialists		
185. Number of communities in which work was conducted	17	185
186. Number of voluntary local leaders or committeemen assisting		186
187. Days of assistance rendered by voluntary leaders or committeemen		187
188. Number of adult result demonstrations conducted	32	188
189. Number of meetings at result demonstrations		189
190. Number of method-demonstration meetings held	4	190
191. Number of other meetings held		191
192. Number of news stories published	1	192
193. Number of different circular letters issued	1	193
194. Number of farm or home visits made	30	194
195. Number of office calls received	21	195
196. Number of 4-H Club members enrolled		196
(1) Boys	69	
(2) Girls		
197. Number of 4-H Club members completing		197
(1) Boys	67	
(2) Girls		
198. Number of units in projects conducted by 4-H Club members completing	1900 chickens	colonies 198

## POULTRY—Continued

199. Number of families following an organized improved breeding plan as recommended		—	199
200. Number of families following recommendations in purchasing baby chicks		32	200
201. Number of families following recommendations in chick rearing		32	201
202. Number of families following production-feeding recommendations		7	202
203. Number of families following sanitation recommendations in disease and parasite control		21	203
204. Number of families improving poultry-house equipment according to recommendations		19	204
205. Number of families following marketing recommendations		3	205
206. Number of families assisted in using timely economic information as a basis for readjusting enterprise		1	206
207. Number of families following other specific practice recommendations: <sup>1</sup>			207
(a) <i>Building fencer floor</i>		4	
(b)			

## BEES—CONTINUED

208. Number of farmers following recommendations in transferring colonies to modern hives			208
209. Number of colonies involved in question 208			209
210. Number of farmers following disease-control recommendations			210
211. Number of farmers following requeening recommendations			211
212. Number of farmers following marketing recommendations			212
213. Number of farmers following other specific practice recommendations: <sup>1</sup>			213
(a)			
(b)			

<sup>1</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## DAIRY CATTLE, BEEF CATTLE, SHEEP, SWINE, AND HORSES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Dairy cattle	Beef cattle	Sheep	Swine	Horses and mules	Other livestock <sup>1</sup>	
	(a)	(b)	(c)	(d)	(e)	(f)	
214. Days devoted to line of work by:							
(1) Home demonstration agents							} 214
(2) 4-H Club agents							
(3) Agricultural agents							
(4) Specialists							
215. Number of communities in which work was conducted							215
216. Number of voluntary local leaders or committeemen assisting							216
217. Days of assistance rendered by voluntary leaders or committeemen							217
218. Number of adult result demonstrations conducted							218
219. Number of meetings at result demonstrations							219
220. Number of method-demonstration meetings held							220
221. Number of other meetings held							221
222. Number of news stories published							222
223. Number of different circular letters issued							223
224. Number of farm or home visits made							224
225. Number of office calls received							225
226. Number of 4-H Club members enrolled							} 226
(1) Boys							
(2) Girls							
227. Number of 4-H Club members completing							} 227
(1) Boys							
(2) Girls							
228. Number of animals in projects conducted by 4-H Club members completing							228
229. Number of farmers assisted in obtaining purebred sires							229
230. Number of farmers assisted in obtaining high-grade or purebred females							230
231. Number of bull, boar, ram, or stallion circles or clubs organized or assisted							231
232. Number of members in preceding circles or clubs							232
233. Number of herd or flock-improvement associations organized or assisted							233
234. Number of members in these associations							234
235. Number of farmers not in associations keeping performance records of animals							235
236. Number of families assisted in home butchering, meat cutting, and curing	XXXX				XXXX		236
237. Number of families assisted in butter and cheese making		XXXX	XXXX	XXXX	XXXX	XXXX	237
238. Number of farmers following parasite-control recommendations							238
239. Number of farmers following disease-control recommendations							239
240. Number of farmers following marketing recommendations							240
241. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise							241

<sup>1</sup> Do not include rabbits, guinea, and fur animals, which should be reported under Wildlife Conservation.

## AGRICULTURAL ECONOMICS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Public problems and economic planning on county or community basis <sup>1</sup>	FARM MANAGEMENT			Outlook	Marketing, buying, selling, and financing	
		Farm records (inventories, accounts, etc.)	Individual farm planning	Farm and home planning (short and long time)			
	(a)	(b)	(c)	(d)	(e)	(f)	
244. Days devoted to line of work by:							
(1) Home demonstration agents							244
(2) 4-H Club agents							
(3) Agricultural agents							
(4) Specialists							
245. Number of communities in which work was conducted							245
246. Number of voluntary local leaders or committeemen assisting							246
247. Days of assistance rendered by voluntary leaders or committeemen							247
248. Number of adult result demonstrations conducted							248
249. Number of meetings at result demonstrations							249
250. Number of method-demonstration meetings held							250
251. Number of other meetings held							251
252. Number of news stories published							252
253. Number of different circular letters issued							253
254. Number of farm or home visits made							254
255. Number of office calls received							255
256. Number of 4-H Club members enrolled	(1) Boys	XXXX		XXXX	XXXX	XXXX	256
	(2) Girls	XXXX		XXXX	XXXX	XXXX	
257. Number of 4-H Club members completing	(1) Boys	XXXX		XXXX	XXXX	XXXX	257
	(2) Girls	XXXX		XXXX	XXXX	XXXX	
258. Number of farmers keeping farm accounts throughout the year under supervision of agent							258
259. Number of farmers keeping cost-of-production records under supervision of agent							259
260. Number of farmers assisted in summarizing and interpreting their accounts							260
261. Number of farmers assisted in making inventory or credit statements							261
262. Number of farmers assisted in obtaining credit							262
262½. Number of 4-H Club members receiving instruction in credit							262½
263. Number of farmers assisted in making mortgage or other debt adjustments							263
264. Number of farm credit associations assisted in organizing during the year							264
265. Number of farm business or enterprise-survey records taken during year							265
266. Number of farmers making recommended changes in their business as result of keeping accounts or survey records							266
267. Number of other farmers adopting cropping, livestock, or complete farming systems according to recommendations							267
268. Number of farmers advised relative to leases							268
269. Number of farmers assisted in developing supplemental sources of income							269
270. Number of families assisted in reducing cash expenditure:							350 } 270
(a) By exchange of labor or machinery							
(b) By bartering farm or home products for other commodities or services							
(c) By producing larger part of food on farm							
(d) By making own repairs of buildings and machinery							

<sup>1</sup> Include county agricultural planning, taxation, land utilization, and economic basis of extension programs.

## AGRICULTURAL ECONOMICS—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

271. Number of urban families moving to farms who have been assisted in getting established.....	271
272. Number of farm families on relief assisted to become self-supporting.....	272
273. Number of marketing associations or groups <sup>1</sup> assisted in organizing during the year.....	273
274. Number of marketing associations or groups <sup>1</sup> previously organized assisted by extension agents this year.....	274
275. Membership in associations and groups organized or assisted (273 and 274).....	275
276. Number of individuals (not in associations) assisted with marketing problems.....	276
276½. Number of 4-H Club members receiving instruction in marketing.....	276½
277. Number of families following other specific practice recommendations.....	277

ITEM	Standard- izing, packaging, or grading	Processing or manu- facturing	Leasing markets and transpor- tation	Use of current market infor- mation	Financing	Organiza- tion	Accounting	Keeping member- ship infor- med	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
278. Number of organizations assisted with problems of.....									278
279. Number of individuals (not in organizations) assisted with problems of.....					XXXX	XXXX	XXXX	XXXX	279

ITEM	Hay and grain	Cotton	Tobacco	Dairy products	Livestock	Wool	
	(a)	(b)	(c)	(d)	(e)	(f)	
280. Value of products sold by all associations or groups organized or assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	280
281. Value of products sold by individuals (not in organizations) assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	281

ITEM	Fruits and vegetables	Poultry and eggs	Home products		(a)	(b)	
			Food	Handicraft			
			(c)	(d)			
280. Value of products sold by all associations or groups organized or assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	280
281. Value of products sold by individuals (not in organizations) assisted.....	\$ 225.00	\$ 800.00	\$.....	\$.....	\$.....	\$.....	281

ITEM	Livestock	Feed for livestock	Farm equipment	Oil and gas	Fertilizer, seed, and other farm supplies	Home equipment	Home supplies	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	
282. Value of supplies purchased by all associations or groups organized or assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	282
283. Value of supplies purchased by individuals (not in organizations) assisted.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	283

<sup>1</sup> Includes independent local associations, units of federations, branches of centralized organizations, terminal sales agencies, production associations which do buying or selling, and curb and home demonstration club markets.

## FOODS AND NUTRITION

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Food selection and preparation	Food preservation	
	(a)	(b)	
284. Days devoted to line of work by:			
(1) Home demonstration agents	36	36	284
(2) 4-H Club agents			
(3) Agricultural agents			
(4) Specialists			
285. Number of communities in which work was conducted	38	46	285
286. Number of voluntary local leaders or committeemen assisting		4	286
287. Days of assistance rendered by voluntary leaders or committeemen		10	287
288. Number of adult result demonstrations conducted		119	288
289. Number of meetings at result demonstrations			289
290. Number of method-demonstration meetings held	(1) By agents or specialists	19	290
	(2) By leaders	23	
291. Number of other meetings held	(1) By agents or specialists		291
	(2) By leaders		
292. Number of news stories published		2	292
293. Number of different circular letters issued	2		293
294. Number of farm or home visits made	36	20	294
295. Number of office calls received	30	56	295
296. Number of 4-H Club members enrolled	(1) Boys		296
	(2) Girls	413	
297. Number of 4-H Club members completing	(1) Boys		297
	(2) Girls	379	
298. Number of units in projects conducted by 4-H Club members completing:			
(a) Dishes of food products prepared		379	298
(b) Meals planned and served		211	
(c) Quarts canned	7114		
(d) Other containers of jelly, jam, and other products			
(e) Pounds of vegetables and fruits stored or dried			
299. Number of families budgeting food expenditure for a year		3	299
300. Number of families following food-buying recommendations			300
301. Number of families assisting better-balanced meals		350	301
302. Number of families improving home-packed lunches according to recommendations		150	302
303. Number of schools following recommendations for a hot dish or school lunch			303
304. Number of children involved in question 303			304
305. Number of families following recommended methods of child feeding			305
306. Number of individuals adopting recommendations for corrective feeding (such as weight control, anemia, pellagra, and constipation)		21	306
307. Number of families producing and preserving home food supply according to annual food-supply budget		119	307
308. Number of families assisted in the canning or otherwise preserving of fruits, vegetables, and meats		475	308
309. Number of quarts canned by families reported under question 308. (Do not include 4-H Club members)		3728	309
310. Number of other containers of jam, jelly, or other products made by families reported under question 308. (Do not include 4-H Club members)		126	310
311. Total estimated value of all products canned or otherwise preserved (questions 298, 309, 310)		\$8747.50	311
312. Number of families following recommendations for the storage of home food supply		1	312
313. Number of families assisted in using timely economic information as a basis for readjusting family food supply		119	313

## CHILD DEVELOPMENT AND PARENT EDUCATION

Report Only This Year's Extension Activities and Results That Can Be Verified

314. Days devoted to line of work by:		
(a) Home demonstration agents.....	.....	} 314
(b) 4-H Club agents.....	.....	
(c) Agricultural agents.....	.....	
(d) Specialists.....	.....	
315. Number of communities in which work was conducted.....		315
316. Number of voluntary local leaders or committeemen assisting.....		316
317. Days of assistance rendered by voluntary leaders or committeemen.....		317
318. Number of adult result demonstrations conducted.....		318
319. Number of meetings at result demonstrations.....		319
320. Number of method-demonstration meetings held.....	{ (a) By agents or specialists..... (b) By leaders.....	} 320
321. Number of other meetings held.....	{ (a) By agents or specialists..... (b) By leaders.....	} 321
322. Number of news stories published.....		322
323. Number of different circular letters issued.....		323
324. Number of farm or home visits made.....		324
325. Number of office calls received.....		325
326. Number of 4-H Club members enrolled.....	{ (a) Boys..... (b) Girls.....	} 326
327. Number of 4-H Club members completing.....	{ (a) Boys..... (b) Girls.....	} 327
328. Number of 4-H Club members not in special child-development projects who participated in definite child-development work.....		328
329. Number of families improving habits of children.....		329
330. Number of families substituting positive methods of discipline for negative ones.....		330
331. Number of families providing recommended play equipment.....		331
332. Number of families following recommendations regarding furnishings adapted to children's needs.....		332
333. Number of different individuals participating in child-development and parent-education program.....	{ (a) Men..... (b) Women.....	} 333
334. Number of children involved in question 333.....		334
335. Number of families following other specific practice recommendations: <sup>1</sup>		
(a).....	.....	} 335
(b).....	.....	
(c).....	.....	
(d).....	.....	
(e).....	.....	

<sup>1</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## CLOTHING

Report Only This Year's Extension Activities and Results That Can Be Verified

336. Days devoted to line of work by:			
(a) Home demonstration agents		30	} 336
(b) 4-H Club agents			
(c) Agricultural agents			
(d) Specialists			
337. Number of communities in which work was conducted		16	337
338. Number of voluntary local leaders or committeemen assisting		2	338
339. Days of assistance rendered by voluntary leaders or committeemen		6	339
340. Number of adult result demonstrations conducted		366	340
341. Number of meetings at result demonstrations			341
342. Number of method-demonstration meetings held	{(a) By agents or specialists	12	} 342
	{(b) By leaders	21	
343. Number of other meetings held	{(a) By agents or specialists		} 343
	{(b) By leaders		
344. Number of news stories published			344
345. Number of different circular letters issued			345
346. Number of farm or home visits made		26	346
347. Number of office calls received		29	347
348. Number of 4-H Club members enrolled	{(a) Boys		} 348
	{(b) Girls	309	
349. Number of 4-H Club members completing	{(a) Boys		} 349
	{(b) Girls	117	
350. Number of articles made by 4-H Club members completing	{(a) Dresses	43	} 350
	{(b) Other	121	

ITEM	Adults		
	(a)	(b)	
351. Number of individuals following recommendations in construction of clothing	266	309	351
352. Number of individuals following recommendations in the selection of clothing	182	309	352
353. Number of individuals keeping clothing accounts	12	26	353
354. Number of individuals budgeting clothing expenditures			354
355. Number of families following clothing-buying recommendations		XXXXX	355
356. Number of individuals improving children's clothing according to recommendations			356
357. Number of individuals following recommendations in improving care, renovation, and remodeling of clothing	266	309	357
358. Number of families assisted in using timely economic information in determining how best to meet clothing requirements	53	XXXXX	358
359. Total estimated savings due to clothing program	\$315 <sup>00</sup>	\$276 <sup>00</sup>	359
360. Number of individuals following other specific practice recommendations: <sup>1</sup>			} 360
(a)			
(b)			

<sup>1</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## HOME MANAGEMENT AND HOUSE FURNISHINGS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Home management	House furnishings	Extensions
	(a)	(b)	(c)
361. Days devoted to line of work by:			
(1) Home demonstration agents.....	12	19	} 361
(2) 4-H Club agents.....			
(3) Agricultural agents.....			
(4) Specialists.....			
362. Number of communities in which work was conducted.....	15	8	362
363. Number of voluntary local leaders or committeemen assisting.....			363
364. Days of assistance rendered by voluntary leaders or committeemen.....			364
365. Number of adult result demonstrations conducted.....	266	15	365
366. Number of meetings at result demonstrations.....			366
367. Number of method-demonstration meetings held.....			} 367
(1) By agents or specialists.....	3	8	
(2) By leaders.....	4	8	
368. Number of other meetings held.....			} 368
(1) By agents or specialists.....			
(2) By leaders.....			
369. Number of news stories published.....			369
370. Number of different circular letters issued.....			370
371. Number of farm or home visits made.....	22	20	371
372. Number of office calls received.....	18	12	372
373. Number of 4-H Club members enrolled.....			} 373
(1) Boys.....			
(2) Girls.....			
374. Number of 4-H Club members completing.....			} 374
(1) Boys.....			
(2) Girls.....			
375. Number of units in projects conducted by 4-H Club members completing.....		{ rooms } 64 articles	articles } 375

## HOME MANAGEMENT—Continued

376. Number of kitchens rearranged or improved for convenience according to recommendations.....	15	376
377. Number of families following recommendations in obtaining labor-saving equipment.....	5	377
378. Number of families adopting recommended laundering methods.....		378
379. Number of families assisted in home soap making.....		379
380. Number of families adopting recommended methods in care of house.....	150	380
381. Number of families assisted in making home-made equipment or conveniences.....	12	381
382. Number of women following a recommended schedule for home activities.....	9	382
383. Number of 4-H Club members keeping personal accounts.....	36	383
384. Number of families keeping home accounts according to a recommended plan.....		384
385. Number of families budgeting expenditures in relation to income according to a recommended plan.....	1	385
386. Number of families assisted in developing home industries as a means of supplementing income.....		386
387. Number of families following recommended methods in buying for the home (other than foods and clothing).....		387
388. Number of families assisted in using timely economic information as a basis for readjusting family living (other than reported under foods and clothing).....		388
389. Number of families assisted in making adjustments in home making to gain a more satisfactory standard of living.....		389



## HOME HEALTH AND SANITATION—Continued

415. Number of 4-H Club members enrolled.....	(a) Boys.....	415
	(b) Girls <b>413</b>	
416. Number of 4-H Club members completing.....	(a) Boys.....	416
	(b) Girls <b>120</b>	
417. Number of 4-H Club members not in special health projects who participated in definite health-improvement work.....	(a) Boys.....	417
	(b) Girls.....	
418. Number of individuals having health examination on recommendation of extension workers or participating in health contests.....	(a) 4-H Club members <b>9</b>	418
	(b) Others.....	
419. Number of individuals improving health habits according to recommendations.....	<b>120</b>	419
420. Number of individuals improving posture according to recommendations.....	<b>3</b>	420
421. Number of individuals adopting recommended positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.).....		421
422. Number of families adopting better home-nursing procedure according to recommendations.....		422
423. Number of families installing sanitary closets or outhouses according to recommended plans.....	<b>9</b>	423
424. Number of homes screened according to recommendations.....	<b>7</b>	424
425. Number of families following other recommended methods of controlling flies, mosquitoes, and other insects.....	<b>12</b>	425
426. Number of individuals enjoying improved health as a result of health and sanitation program.....		426
427. Number of families following other specific practice recommendations: <sup>1</sup>		
(a) <i>General clean-up of premises</i>	<b>150</b>	427
(b) .....		

## EXTENSION ORGANIZATION AND COMMUNITY ACTIVITIES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Extension organization and program making	Community or country-life activities	
	(a)	<i>Can. Club 9 1/2 hrs</i>	
428. Days devoted to line of work by:			
(1) Home demonstration agents.....		<b>20</b>	428
(2) 4-H Club agents.....			
(3) Agricultural agents.....			
(4) Specialists.....			
429. Number of communities in which work was conducted.....		<b>4</b>	429
430. Number of voluntary local leaders or committeemen assisting.....		<b>20</b>	430
431. Days of assistance rendered by voluntary leaders or committeemen.....		<b>4</b>	431
432. Number of meetings held.....			432
433. Number of news stories published.....		<b>1</b>	433
434. Number of different circular letters issued.....		<b>2</b>	434
435. Number of farm or home visits made.....		<b>22</b>	435
436. Number of office calls received.....		<b>14</b>	436

<sup>1</sup>For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## COMMUNITY OR COUNTRY-LIFE ACTIVITIES—Continued

437. Number of communities assisted in making social or country-life surveys, or in scoring themselves or their community organizations.....	437
438. Number of country-life conferences or training meetings conducted for community leaders.....	438
439. Number of community groups assisted with organizational problems, programs of activities, or meeting programs.....	439
440. Number of communities developing recreation according to recommendations.....	440
441. Number of families following recommendations as to home recreation.....	441
442. Number of community or county-wide pageants or plays presented.....	442
443. Number of community houses, clubhouses, permanent camps, or community rest rooms established for.....	443
	{(a) Adults
	{(b) Juniors
444. Number of communities assisted in establishing work centers for canning, seed treatment, meat curing, etc.....	444
445. Number of communities assisted in improving hygienic or public-welfare practices.....	445
446. Number of school or other community grounds improved in accordance with plans furnished.....	446
447. Number of communities assisted in providing library facilities.....	447
448. Number of 4-H Clubs engaging in community activities, such as improving school grounds, conducting local fairs, etc.....	448
449. Number of families aided in obtaining assistance from Red Cross or other relief agency.....	449

## MISCELLANEOUS ACTIVITIES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Coyotes and other predatory animals	Rodents	General-body insects*	Weeds	
	(a)	(b)	(c)	(d)	
450. Days devoted to line of work by:					450
(1) Home demonstration agents.....					
(2) 4-H Club agents.....					
(3) Agricultural agents.....					
(4) Specialists.....					
451. Number of communities in which work was conducted.....					451
452. Number of voluntary local leaders or committeemen assisting.....					452
453. Days of assistance rendered by voluntary leaders or committeemen.....					453
454. Number of adult result demonstrations conducted.....					454
455. Number of meetings at result demonstrations.....					455
456. Number of method-demonstration meetings held.....					456
457. Number of other meetings held.....					457
458. Number of news stories published.....					458
459. Number of different circular letters issued.....					459
460. Number of farm or home visits made.....					460
461. Number of office calls received.....					461
462. Number of farmers following recommendations.....					462
463. Pounds of poison used, or acres of weeds controlled.....					463
464. Total estimated saving due to control program.....	\$.....	\$.....	\$.....	\$.....	464

## MISCELLANEOUS 4-H CLUBS (Indicate by name)

ITEM	Leadership				
	(a)	(b)	(c)	(d)	
465. Number of 4-H Club members enrolled.....					465
{(1) Boys.....					
{(2) Girls.....					
466. Number of 4-H Club members completing.....					466
{(1) Boys.....					
{(2) Girls.....					

\* Include grasshoppers, army worms, chinch bugs, and other insects not reported under specific crop or livestock headings.

## SOIL CONSERVATION AND OTHER WORK

ITEM	Soil conservation	All other work	
	(a)	(b)	
467. Days devoted to line of work by:			
(1) Home demonstration agents			} 467
(2) 4-H Club agents			
(3) Agricultural agents			
(4) Specialists			
468. Number of communities in which work was conducted			468
469. Number of voluntary local leaders or committeemen assisting			469
470. Days of assistance rendered by voluntary leaders or committeemen			470
471. Number of adult result demonstrations conducted			471
471½. Number of meetings at result demonstrations			471½
472. Number of method-demonstration meetings held			472
473. Number of other meetings held			473
474. Number of news stories published			474
475. Number of different circular letters issued			475
476. Number of farm or home visits made			476
477. Number of office calls received			477
478. Number of 4-H Club members enrolled. (Do not include work previously reported.)	(1) Boys	X X X X	} 478
	(2) Girls	X X X X	
479. Number of 4-H Club members completing. (Do not include work previously reported.)	(1) Boys	X X X X	} 479
	(2) Girls	X X X X	
479½. Number of units in projects conducted by 4-H Club members completing. (Do not include work previously reported.)		X X X X	479½



### WORK IN COOPERATION WITH OTHER FEDERAL AGENCIES\*

The purpose of this report on work in cooperation with other Federal agencies is to bring together in one place all the work done in relation to the programs of these agencies regardless of duplication. Include all related work reported under regular project headings on preceding pages, and in addition all other assistance rendered such agencies.

ITEM	AGRICULTURAL ADJUSTMENT ADMINISTRATION			Soil Con- servation Service	Farm Security Adminis- tration
	Agricul- tural conser- vation program	Market agreement and order program	Surplus purchase and diversion program		
	(a)	(b)	(c)	(d)	(e)
499. Days devoted to line of work by:					
(1) Home demonstration agents					499
(2) 4-H Club agents					
(3) Agricultural agents					
(4) Specialists					
500. Number of communities in which work was conducted					500
501. Number of voluntary local leaders or committeemen assisting					501
502. Days of assistance rendered by such leaders or committeemen					502
503. Number of paid local leaders or committeemen assisting					503
504. Days of assistance rendered by paid local leaders					504
505. Number of meetings held					505
506. Number of news stories published					506
507. Number of different circular letters issued					507
508. Number of farm or home visits made					508
509. Number of office calls received					509
510. Number of farms or homes directly assisted by extension agents to carry out the program of the agency					510

\*Farm Credit Administration not included, since provision is made for reporting work on farm and home financing in col. 60, p. 15.

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### WORK IN COOPERATION WITH OTHER FEDERAL AGENCIES<sup>1</sup>—Continued

The purpose of this report on work in cooperation with other Federal agencies is to bring together in one place all the work done in relation to the programs of these agencies regardless of duplication. Include all related work reported under regular project headings on preceding pages, and in addition all other assistance rendered such agencies.

ITEM	Rural Elec- trifi- cation	Tennessee Valley Authority	Works Progress Adminis- tration	National Youth Adminis- tration	Social Security, Public Health, Children's Bureau	All other (including relief)
	(f)	(g)	(h)	(i)	(j)	(k)
499. Days devoted to line of work by:						
(1) Home demonstration agents.....						} 499
(2) 4-H Club agents.....						
(3) Agricultural agents.....						
(4) Specialists.....						
500. Number of communities in which work was conducted.....						500
501. Number of voluntary local leaders or committeemen assisting.....						501
502. Days of assistance rendered by such leaders or committeemen.....						502
503. Number of paid local leaders or committeemen assisting.....						503
504. Days of assistance rendered by paid local leaders.....						504
505. Number of meetings held.....						505
506. Number of news stories published.....						506
507. Number of different circular letters issued.....						507
508. Number of farm or home visits made.....						508
509. Number of office calls received.....						509
510. Number of farms or homes directly assisted by extension agents to carry out the program of the agency.....						510
.....						
.....						
.....						
.....						
.....						

<sup>1</sup> Farm Credit Administration not included, since provision is made for reporting work on farm and home financing in col. (c), p. 16.

VIRGINIA

HALIFAX Home Demonstration Agent Annual Report 1939  
County (Negro)

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REPORT FILES  
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## III. Summary of Individual Activities .....Halifax County

Days in field.....	168
Days in office.....	114
Days annual leave.....	15
Days sick leave.....	3
Days leave without pay.....	0
Legal holidays..taken.....	5
Number home visits made ( adult).....	270
Number 4-H club members visited.....	229
Total number different homes visited.....	110
Number office calls.....	285
Number telephone calls.....	6
Number news articles.....	6
Number individual letters written.....	188
Number different circular letters written...	19
Number meetings attended.....	304
Number miles traveled.....	9,901

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The agent traveled 9901 miles in conducting the 1939 County Extension program, holding 304 regular 4-H home demonstration and community club meetings, giving 63 method demonstrations in club meetings, conducting 496 result demonstrations in gardens, yard beautification, foods preservation, poultry, clothing, health and sanitation and home improvement, visiting in 245 homes, to give or get special information, on the above-named projects and in 25 new homes in and attempt to spread the influence of home demonstration work.

Nineteen Hundred and six (1906) miles were spent in attending out of county conferences with extension specialists, agricultural leaders, other Farm and Home agents' programs, fairs and group conferences of the Red Cross and Tuberculosis Associations.

One hundred fourteen (114) days were spent in the office, writing one hundred eighty-eight (188) personal letters, nineteen (19) different circular letters, preparing seventeen (17) lectures to accompany method demonstrations, building effective posters, to be used for clearness in connection with Method demonstrations, receiving two hundred eighty-five (285) personal inquiries made on some phase of home demonstration work at the office and answering six telephone calls of a similar nature. The agent read two books, tried out 59 recipes before giving public demonstrations in food preparation; studied with interest, all project material sent out from state and Federal offices on major and minor projects that were carried on in 1939 and materials from the Better Homes and Gardens, Readers Digest and Forecast Magazines.

Three hundred eighty-four (384) bulletins were distributed on canning, Gardening, Poultry, Yard Beautification, Fruits, Rodents and Home decoration.

Halifax County is situated in the south central part of Virginia and comprises an area of eight hundred fourteen (814) square miles. The relief is nearly level along streams; smooth, gently rolling and moderately steep or broken on the slopes.

The climate is comparatively mild and favorable for the growing of winter crops. Rainfall is ample and is well distributed throughout the growing season.

Natural resources of the county are: variety of soils, climate and relief or lay of the land. Agriculture of the county has long been centered about the production of tobacco, which supplies the major source of income to the people.

Halifax county has its share of the housing extremes, ranging from palatial millionaire summer homes, to lowly log cabins and shacks of the marginal families. With the agricultural agencies at work in the county better soil is a natural result and standards of farm living are raised on many farms, thus the homes are getting more and better, consideration in the buying of home furnishings. On the other hand, tenants are still being handicapped because of the soil building agencies; land that has been farmed by tenants is now being planted to conserve the soil, making it very difficult, especially for very poor tenants to survive.

#### V. Financial Support of Work:

Extension work in Halifax County is supported by an annual appropriation of One Hundred Fifty (\$150.00) Dollars from the county Board of Supervisors, which is composed of one representative from each of the county magisterial Districts. This Board meets monthly and has charge of the distribution of all county funds.

## VI. Adult Work:

### 1. Organization.

a. The county Advisory Board is an organization made up of three representatives from each community club and one representative from each of the home demonstration and farmers' clubs. Four meetings are held during the year, at which time the county major projects are voted on, plans and programs for county activities in support of the work selected are drawn up and delegates to represent the county at the state meetings are appointed, usually on the merits of his or her own work.

### b. Community Clubs.

The county community clubs are composed of both men and women. These clubs meet monthly, generally at night, with working interest centered in community interest activities, namely: health, recreation.

### c. Home Demonstration Clubs.

Home Demonstration Club is an organized group of women who are directly or indirectly engaged in home making, and who agree to attend meetings and follow instructions of the county home demonstration agent. One member from each home demonstration club is chosen to represent the club on the county Advisory Board.

### d. Scope of Work.

1. Home demonstration programs in Halifax County reach directly through club meetings, programs and home visits, eight hundred eighty-eight of the two thousand two hundred sixty-two (2,262) home makers in the county and indirectly more than thirteen hundred (1,300).

Scope of Work cont'd.

2. Enrollment for past 3 years:

Year	No. of Clubs	No. of Members
1937	15	328
1938	15	357
1939	14	376

Foods and Nutrition:

a. Preparation:

Three hundred fifty-seven (357) women in twelve home demonstration, clubs were enrolled in this project, with demonstrations varying according to the needs of the community. Under "Meal Planning" the following topics were discussed in meetings and a total of one hundred sixteen (116) method demonstrations given, nineteen of which were given by the agent and 23 by the leader, eight (8) by agents and leader cooperatively and sixty-six (66) given by club members, stressing the health and saving values (in planning ahead and showing just how to prepare and what to prepare for both adults and the growing child; to meet some of the demands of modern society; table service for the well planned meal formed a very outstanding part of the demonstration activities, namely: showing simple rules of table service, different methods of service and how each member of the family can share in the serving.

How to plan balanced meals from farm products.

2. Meals for the small child.

- a. What to serve.
- b. Method of preparation
- c. How to induce children to eat .

3. The packed lunch:

- a. New lunch suggestions.

4. Table Service for the well planned meal.

- a. Simple rules of service.
- b. How the members of families can share in serving.

5. Company Dinners:

a. Two interesting meals:

1. Hot
2. Cold

The twelve (12) clubs entered a meal planning contest, in which twelve club meals were planned and served. The club serving the best meal, according to nutritive value, preparation and method of service used. Elkhorn was the winning club.

As a result of work in this major line, one hundred fifty (150) families reported to have served better planned meals, due to new ways of preparing old vegetables that were demonstrated in the meetings.

Thirty-seven (37) bought better and more table linens, dishes, and cooking utensils. 86 followed cook book recipes or some authority in food preparation.

b. Preservation:

No complete "Live-at-Home" program is possible in our state without canning or otherwise preserving a supply of foods for winter use, hence, in order to make living at home possible, the preservation of foods was carried on in forty-six (46) communities, with approximately a hundred families. Twenty-three demonstrations in canning vegetables, meat, and fruits were given, and twenty-one (21) canning meetings held in regular monthly meetings. Ten of the above-mentioned demonstrations were given by leaders of the clubs. This help given by leaders made it possible to spread the work over to such a large number of families and realize a total of 30,253 quarts of fruits, vegetables and meats, and 9,126 quarts of jams, jellies and preserves canned for winter use.

Clothing.

Time has previously taught us that if one would develop a balanced "Live-at-Home" Project this problem of stretching the family clothing dollar is imperative. This can best be accomplished in various ways. Members were asked to bring a list of needed garments for their families to the *January* club meeting and along with the list of garments, bring the prices of the same garment from their clothing store.

In the meeting we had the cost of material figured, as well as the pattern and time to construct a similar garment at home. It was readily seen that two garments could be made at home for ~~the cost of~~ one and one-half the cost of the single ready made garment.

With this fact before them they entered their activities on the home construction of a large part of the family clothing. At first the clubs discussed the idea of purchasing patterns to be used by all members. This gave a splendid chance to teach becoming lines, designs and <sup>colors</sup> colors for varying types of people.

Two hundred sixty-six (266) women made inventories but only twelve (12) of them kept an accurate clothing account. 277 dresses were made and 1967 other garments, including shirts for both men and boys, undies for children, and adult sleeping garments.

#### Home Gardens:

Three hundred fifty-seven club members grew gardens, sixty-two of which are extended through the year and are supplying the families' vegetables. One hundred sixteen (116) other families were given help in garden work through insect control suggestions, material and the time for planting same, variety of seed and kind of cultivation to be practiced for the best yield.

#### Home Poultry:

Marked improvements in the line have been made during the year. Last year twelve families, upon suggestion, practiced artificial hatching and the buying of day old chicks from the hatcheries. These families handled more than five thousand chicks. This year thirty-two families bought a total of twelve thousand eight hundred fifty (12,850) chickens for the major purpose of increasing their home supply of meat and egg consumption.

Two new poultry houses and one brooder house were built and sixteen old houses had some improvements made on them. Three culling demonstrations were given in three different communities, reaching approximately three hundred families.

Home Improvement:

Good management is the secret of success in both private and public business. Homemaking is a business, thus good home management is also essential to a worthy "Live-at-Home" program. In fifteen communities this project forms the basis for discussion in club meetings, leagues, and community leaders' groups.

Outlines for daily routine of home duties were made and followed by one hundred fifty families. Seven demonstrations of refinishing old furniture were given with a result of 34 successfully refinished pieces done by the club members.

Home Furnishings:

There were no organized groups in this project. The work accomplished in house furnishings was done upon special request by persons in eight (8) communities who had built new homes, remodeled and old home, and by persons who returned to the farm after spending the season away, to earn cash with which to improve their homes.

Home Health and Sanitation:

The greatest heritage any individual race or nation can have is that of a healthy mind, housed in a healthy body, and that body surrounded with conditions that will promote high and proper living. In keeping with this idea each year, in spite of major projects, special efforts are launched to accomplish some worth while in-

provements in this phase of work.

During the National Negro Health Week nine health lectures were given, in which county nurses and doctors gave some definite instructions in how to care for simple colds, warnings - signals for tuberculosis and periodical examinations for the expectant mothers. One expectant mother followed instructions with very satisfactory results.

In the eighteen communities where the work was conducted, nine toilets were built, seven homes screened and twelve other families followed recommendations for controlling flies, mosquitoes and other insects by making traps and using spray guns.

Yard Beautification:

The fact is evident again here, that one's home surroundings bespeak the standards of living that are being followed in that home. Hence, yard beautification was emphasized largely in five communities where new homes were built and others remodeled. Seventeen families carried out recommendations in establishing walks, changing and making new drive ways, building up old fences; and in three cases doing away with fences entirely. Seven planted shrubbery around the base of the porch and five completed plans of beautification that were given by Mr. A. A. Sims of Hampton Institute.

Project Leadership:

a. Local leaders are in every case housewives. Due to this fact, together with the type of farming carried on in the county, and the poor means of travel, the scheduled all day county leader training meeting was not successful. The agent met the leaders in four community groups (3 leaders in each group) which were grouped according to the club projects and program carried, and discussed plans for carrying forth the community program, designating leaders' responsibility. Materials that were needed for demonstrations were provided at these meetings.

b. In this way, every leader in the county attended some one of the meetings and a more helpful piece of work was accomplished this year by the leader than in any previous year. Twenty-eight regular club meetings and two canning demonstration meetings were conducted entirely by the leaders. The disadvantages noted in this method of training leaders are due to the fact that the county is large, the information given, especially the demonstration, is not had long enough to be practiced by timid leaders before the time for the club meetings arrives.

Other Activities:

a. Better Homes Campaigns: During Better Homes Week a campaign was launched in the county, with the one aim of getting home premises, lots and houses cleaned inside, as the period allotted was rather short for bigger improvements. Local committees of five persons were appointed in each district and the towns of South Boston and Halifax. These committees worked through the community school leagues,

Ministers' Unions and the Business Men's Club of South Boston, reports from all committees show that twenty-two ministers preached sermons as challenges to better home conditions; one hundred seventeen homes and home yards cleaned; one home and six toilets whitewashed; five garages and out buildings moved from the front to the back of the house; seventeen shelves built in kitchens for convenience and thirty-seven new windows put in. These improvements spread over nearly half of the county.

Income Earnings:

Private sales: The three market gardeners supplemented the family income by selling fruits and vegetables on the Danville market, beginning May, through September, and amounting to two hundred twenty-five dollars eighty-seven (\$225.87) cents. Two of these families are among the one hundred nineteen families with completed food budgets to date. Poultry sales amounting to three hundred sixty-two (\$362.) dollars were realized <sup>by</sup> from two families.

Recreation:

Some recreational activities have formed a definite part of every monthly leaders' group and county advisory board meeting held during the year. Equipment for two games was made in clubs and these games circulated into more than two hundred homes. Thirteen families made the games and purchased six others which were enjoyed at home during the family fun hour. Community singing is another form of recreation enjoyed by the community night clubs and older youth groups.

County Meetings:

County Fair: Home Demonstration club members made three hundred eight entries at the county fair, featuring household articles, clothing garments, canned goods, flowers and prepared foods. Mayo Home Demonstration club set up an exhibit showing correct table service, which attracted the attention of and brought many comments from the public. These women won prizes amounting to Fifty-three dollars seventy-five (\$53.75) cents.

County Tour: On June 28th fifty-two farm and home makers toured eighty-seven miles, visiting eleven farm and home demonstrations to see improvements made during the year, and those made over a period of years as a result of following extension practices. Home demonstration projects visited were (1) refinished suite of living room furniture and painted kitchen, (2) yard beautification (nearly completed); (3) completed yard and plantings; (4) screened back porch and food poultry; (5) garden and pressure cooker in action; (6) screened porch and painted kitchen; (8) painted house and poultry flock. The tour ended with Mrs. M. E. Goode, where a good dinner was served. Ice cream for the occasion was given by the White Oak Home Demonstration Club, of which Mrs. Goode is leader. Inspiring too, were talks given by Mrs. L. A. Jenkins, Mr. Patterson and Mrs. Marion Sydnor.

EXTENSION ANNIVERSARY:

On the evening of May 8th., in the Rex Building, South Boston, Va., thirty-seven extension men, women and 4-H club members gathered to celebrate the 25th. anniversary of Extension Work.

The passing of the Smith Lever Act was discussed by Mr. J. B. Coleman, while Mr. Marable and Mr. W. C. Williams, the oldest Extension workers in the county, told of the beginning of the work in the county, progress made, and the persons responsible for such progress.

4-H club work was represented by Miss Dorothy Owens and Leroy Coleman, who cited the development, accomplishments and growth through projects carried in club work.

While the group played quiet games, Mr. Marable, oldest Extension worker, blew out the candles on the birthday cake and served some of it to the group. Punch was also served.

County Farmers' Conference:

On March 13th, the county Advisory Board held its annual County Farmers Conference in the Mt. Sinai community. The entire days' discussion centered on Home Gardens and Home Improvement. Mr. Higgingbotham of Hampton emphasized the importance of every farmer growing a garden, however small. Although he discussed the standard size for the average family, he further outlined proper cultivation, suitable cover crops, good seeds, when and how to plant and methods of pest control.

Miss Jenkins brought to the minds of the women that farm men make sacrifices to purchase machinery to improve and lighten the burden of their farm work to a much greater extent than the women who are these same farmers' wives; and in many cases these wives go on doing without simple improvements and <sup>using</sup> poor household equipment, feeling that their husbands cannot afford the price of equipment for the home. Her urgent appeal to the women was that they wake up and let home improvement march along hand in hand with that of the farm. Group discussion on both phases revealed the fact that some farmers and farm women are thinking and planning for better living.

Achievement Day:

Annual Achievement program was observed at the County Training School Friday, Nov. 17th., at 7:30 P.M. A short devotional service, managed by the Rev. W. L. Posey preceded the business program, which consisted of reports of the year's accomplishments of clubs and individuals.

Twelve adult clubs had representatives there and they gave surprisingly good reports on the amount of terracing done. Cooperative buying of seeds and fertilizers, number of gardens and amount of canning done. In comparing these reports with those of a year ago we found improvement to be consistent and encouraging.

Mr. S. G. Mansfield, County Agent of Southampton County, delivered the principal address. The thought he left in the minds of his ninety-seven listeners was "the most important crop that any race or nation can produce is its children." He further stated that conservation of youth should precede the conservation of the land

because no matter how fertile a soil is handed down to a generation whose mentality cannot and does not value it to the extent that it will maintain it, the purpose herein has been lost.

The 4-H clubs were created for no other purpose save that of developing in the boys and girls that wholesome attitude toward the soil and its cultivation, to the end that better soils will be passed on to each coming generation.

Mr. Mansfield closed by saying to the parents: "Remember your children always need adult guidance and fatherly advice. Stick with them and they will stick with you."

#### STATE MEETINGS:

1. District Leaders' Training Meeting: A regional leader training meeting <sup>was held</sup> in Lynchburg Saturday, March 11, 1939. Building the community club program aroused much interest on the part of the leaders. This item, which was the most vital feature of the program, was discussed by Miss Jenkins, who found out, through questioning the leaders, some outstanding needs of their communities, and showed how the club program might be built up to meet these needs. She further emphasized the fact that these would differ (club programs) according to the needs.

Halifax County 4-H clubs were benefited immensely from their attendance at the meeting.

### STATE FARMERS' CONFERENCE:

Halifax County was represented at the State Conference by forty-three delegates - men and women. The new auditorium of the college, with a seating capacity of eighteen hundred, was filled to the utmost. The largest and most creditable delegation in the history of the conference quietly filled the auditorium by 10:00 A. M. One could see, especially if a previous conference had been attended, some worthy improvements these meetings had wrought upon the group so far as personal appearance and gentle manners are concerned. Both men and women were better dressed, more quiet in manner and moved more intelligently about the building and on the campus than any previous groups.

If the extension program has accomplished nothing more (and the agent knows it has) than this consciousness in self pride, it has already served a good purpose.

Dr. John M. Gandy, Pres., Virginia State College, who delivered the welcome address, made a unique comparison of the social and economic progress made by Negro farm people to that made by their city cousins within the last ten years. He also cited the backward march from city to the farm during the depression and how this had been an eye opener for both the farmer and the industrial worker. In view of these facts, Dr. Gandy urged the rural youth to stick to the farms.

Mr. John R. Hutcheson followed with the idea to stick to the farm but first make the land fertile and work it intelligently, or else the worse place in all the world to be would be on the poor farm.

The lecture demonstration on child training, through parent education and the fashion show, featuring children's clothes, paid fine tribute to those in charge, as well as furnished most helpful information to the listeners.

A pure bred bull or boar was awarded to the following counties for their attendance at the conference:

Chesterfield  
Brunswick  
Powhatan  
Buckingham  
Pittsylvania

State Advisory Board Meeting:

One home maker and the agent attended the annual State Advisory Board Meeting in Appomattox County, beginning September 12th., through Sept. 14th. The first day's business included the enrollment of delegates, appointment of all future needed committees, announcing the winning counties in the state community improvement contest and hearing as many reports from the field as the remaining time allowed, which was thirty minutes.

The second day the group toured twenty-five miles, visiting five homes and three farms and the experiment station, where where three year crop rotation plan was explained, relative to dark tobacco cultivation.

Improvements in the homes were true demonstrations of an improved standard of living among the Negro farm families of Appomattox County. At the end of the tour Mr. Harry L. Brown, assistant to Mr. H. A. Wallace, gave a splendid talk on "The Use of The Land."

Is the land we own ours to do what we please with it? Mr. Brown convinced his listeners that unless we develop a more wholesome attitude toward the farm and its operation, better attitudes toward our own household, our neighbor and community, to the end that we leave the land we own so that the chance of a livelihood for those who follow are as good as ours, the land is not ours to do what we please with it.

On Thursday, Mr. Mosely, Chairman of the Board of Supervisors, Mr. Hudgins, County agent, and Mr. Burke, President of the local bank, appeared before the group with interesting messages from their respective fields. Reports from the field continued through the remaining part of the day. The meeting closed at 3:30 P. M.

Story of Achievement by Club Carrying Best Program: In December, 1938 26 members of Elkhorn Home Demonstration club met and formulated plans and goals for individual clubs. It was understood that that the major project required six demonstration meetings. They further realized how busy the mid-summer season would be for farm women; hence, instead of holding two meetings during ~~January~~<sup>June</sup> and July, August, they planned to have the one meeting to begin at 10:00 A. M. and close at 12 Noon; and the second begin at 1:00 P.M. and close at 3:30 P. M. of the same day. Two demonstrations were given each day. Their plans also included a drive for more and better community gardens. Thus, every member pledged to try a year round garden, make a family canning budget, and strive and come within the budget as nearly as possible.

All members did not have proper housing quarters for chickens; but began the family poultry flock with nine families as the goal. The club held fifteen meetings with an average attendance of thirteen members. Every member had a summer garden (30) and seventeen have a year round garden program going now. Of the thirty who made canning budgets twelve are filled to date, six more than half way filled and the remaining twelve have more canned foods than ever before. Total number of quarts of canned fruits, vegetables, and meats among club members eight thousand seven hundred seventy-five (8,775) and one thousand nine containers of jams, jellies and preserves.

Fifteen flocks of one hundred pure bred chickens were purchased during the year by club members. The anniversary social of Oct. 31st. marked the only recreational event of the year.

Achievement of Individual:

Mrs. Malinda Ballou, Member, of Mt. Road Home Demonstration Club and Leader for the girls' club in that same community, has been carrying poultry as a money project on small scales more than three years. This year, for the home improvement work which she needed and had planned to, she would need more money than ordinarily her poultry sales would net. The improvements were: building a pantry for canned goods and home supplies and screening the back porch, which cost a total of Seventy-two dollars eighty (\$72.80) cents, with the boys doing the work.

As a true Home Demonstration member, Mrs. Ballou's hobby, (if she has one) is canning. She has conducted demonstrations practically all over three districts in the County. Her budget

is more than filled each year. In spite of this fact, she accepts canned goods in place of cash and keeps right on canning. In this way, her supply ran way beyond her needs, so how to find a market for this food was her problem. She had helped with the County Fair exhibits and remembered how requests came in concerning the sales of canned goods and hand work that were on display. She decided to take advantage of this at the 1939 fair. At the close of the fair she found that she had sold 35 quarts of fruits and vegetables, five quarts of meats and nine quarts of jam and preserves for the sum of twelve dollars and seventy-five (\$12.75) cents. She sold Sixty-six Dollars eighty-five (\$66.85) wents worth of chickens, with a net profit of \$42.50. She paid \$65.25 on the material while her sons did the work. Mrs. Ballou's pantry accommodates a family of six. This is her third year to fill her canning budget, a total of one thousand eighty-six quarts. Besides, the above improvements, Mrs. Ballou made two pairs of house screens, refinished four pieces of old furnitue and painted two floors.

## 4-H Club Work

### 1. Organization:

#### a. County Council.

The County Council held its first meeting April 1st, with twelve clubs represented. In this meeting plans and programs for the year were formulated as follows: First, the council voted to hold a minimum of two meetings; second, to encourage better 4-H club meetings through demonstrations in each council meeting - how to conduct a model meeting; third, to investigate undernourished situation among club members and do something to help; fourth, to send the most deserving girl or boy to State Short Course.

The second meeting of the Council will be held December 1, 1939. The council committee investigated the undernourished cases of club members, has raised four dollars sixty-eight (\$4.68) cents to help buy soup bones; and two clubs are working with the NYA Director in serving hot soups in two schools. The council also sent one member to the State Short Course in June.

b. 4 - H Clubs: The 4-H Club is an organization composed of boys and girls from 10 to 20 years of age, who agree to follow instructions of the county Home or Farm Demonstration Agent. These clubs hold monthly meetings from one and a half to two hours long, in the homes of its members. Fifty per cent. of the meetings are attended by the agent, while local leaders hold approximately seventy-five per cent. of the meetings.

2. Project Work: The family activities program emphasizes the home and family living to the end that certain home activities

in which the girls participate may be integrated. Subject matter under this program is arranged in short units that may be had in combination and sequences, best suited to the needs of the clubs in each community. Under the family activities program four hundred fifty-two girls in twenty-four club communities began work with major emphasis on "Patterns in Food Preparation." Programs featuring the six major demonstrations to be given, and the persons by whom to be given, were in the hands of club leaders and president in the April meeting, to be studied and materials provided for. The two meetings in June were devoted to :

Quick Breads  
Soda Biscuits  
Baking Powder Biscuits

July devoted to Yeast Bread: rolls

August to Buffet meals.

Three hundred seventy-nine (379) girls baked both types of bread at home for the breakfast meal. Two hundred four (204) girls gave the demonstration in clubs. Seventy-six girls made successful rolls at home, while only thirteen gave successful demonstrations of yeast rolls at the club.

The prize of \$1.50, offered at the County Fair for the best biscuits of each type was won in both cases by Marie Woody of Hycoc 4-H Club. The prize for best rolls went to Helen Moton.

The Buffet Meal was discussed in eleven 4-H club meetings in August, while the actual demonstration was given in only four clubs.

Story of Best Project Work of Individual:

Helen Moton, of Clays Mill 4-H Club has carried some phase of poultry as a minor project for two years. From this past experience of caring for the home flock (feeding and collecting eggs) Helen learned to like the business well enough to attempt to carry poultry as her minor again.

Helen borrowed forty-five (\$45.00) dollars from her father and on the First of March bought five hundred barred rock baby chicks, which she fed and cared for all by herself. Favorable quarters for housing the chicks were already there, because her father raised chickens also. A close record on feed and growth was kept and reports of some made in each meeting. Fortunately, Helen raised every one of the chickens. The feed and costs totalled one hundred twelve dollars twenty-five (\$112.25) cents, sold them for fifty cents each, bringing a total of two hundred fifty (\$250.00) dollars, less five dollars (\$5.00) cost of delivering them. Her total profit of \$122.75 was used to defray expenses and pay tuition in College at Lawrenceville, where she is now spending her first year.

Preservation: Canning was chosen as a minor project among three hundred six girls, only twelve of them having separate gardens from which they could use all vegetables produced. This accounts for the small amount of canning reported by the girls. Seven thousand one hundred fourteen (7,114) quarts of fruits,

vegetables and<sup>39</sup> meats were canned. Two hundred eleven (211) containers of jams and jellies were saved and three hundred eighty pounds of fruits dried.

Poultry: Twenty-two poultry project members worked with a total of one thousand nine hundred (1,900) chickens, marketing these birds for eight hundred seventy-five (\$875.75) dollars seventy-five cents. The most outstanding records of achievement of any member in this or any other project is made this year by Helen Moton.

Clothing Work: The clothing work accomplished this year follows:

Of the three hundred nine girls who enrolled, only one hundred seventeen completed. The requirements for completion are: each girl must make at least two simple garments for home or school wear. Forty-three dresses and one hundred twenty-one other garments were made by those completing. Only one club held a dress revue in connection with the project.

Community Activities:

Recreation: 4-H clubs observed from thirty to forty minutes of each meeting for some form of recreational activities. A special recreation committee in each club was responsible for the type of activities which in every case they asked to have varied, to include group singing, quartet choruses, short plays, dramatization of poems and games (both quiet and active). Nine clubs gave community presentations of one act plays, which served a twofold purpose; to entertain and raise money for club.

The clubs throughout the county made twenty-one marble boards and six Chinese checker boards for home recreation.

Past experience taught the clubs that in order to do good club work they must have some money; and if money is to be had when needed, plans for raising the needed amount would necessarily have to be made at the beginning of the year.

In sixteen clubs Finance Committees were appointed. These Finance Committees set up budgets for each month and plans for realizing the budgeted amount. The remaining eight clubs made each member responsible for a certain part of the financial needs of the clubs. This could be paid by individuals or raised through some plan of the individuals.

The first sixteen clubs reported from their plans the sum of Thirty-seven Dollars (\$37.50) fifty cents, while the eight clubs realized from their scheme twenty-one dollars forty (\$21.40) Cents. Thirty-two dollars of this amount was used for Short Course expenses, four dollars sixty-two cents for picnic sandwiches, five dollars seventy-five (\$5.75) cents for bus transportation to picnics and seventeen dollars fifty-three (\$17.53) cents was spent to buy materials for food demonstrations.

### Local Leadership:

4-H Club leaders were represented in the group leader training meetings, thus the same procedure for assuming club responsibilities was followed as with adults.

4-H Club leaders held a total of nineteen regular club meetings, helped with twenty-seven other meetings, including three canning demonstration meetings, collected and entered 4-H Club exhibits at the County Fair, planned to serve refreshments to the guest speakers on the achievement program.

### Other Activities:

State Short Course: On the morning of June 7th, three 4-H Club girls journeyed to Virginia State College for the 1939 Short Course. Activities and instructions were arranged to meet the interests, and needs of the various age groups. The entire Halifax delegation fell into group Three, which was composed of individuals of seventeen years old and over.

Since food preparation was the County's major project as their contribution on the state program, the members gave demonstrations of salads for the following occasions:

1. First Course Salads
2. Salads to accompany a hearty dinner
3. Salads for desserts

The group participated in all the recreational activities and conducted vespers on one occasion.

County Fair: At the 1929 County Fair, which opened Tuesday, October 17th and lasted through October 20th, fifty-two 4-H Club girls made one hundred two entries of canned goods, household articles, clothing, flowers and home cooked foods. Prizes on these entries amounted to Twenty-six dollars Fifty (\$26.50) cents.

Achievement Day: Twelve 4-H clubs and their leaders were present at the annual Achievement Day exercises Friday, November 17th, in the County Training School auditorium. Each club present gave reports of the project work planned and how much of its plans had been accomplished.

Reports of individual achievement were given from outstanding members.

Miss L. A. Jenkins followed the reports with some stirring remarks, admonishing the youth to the daily practice in their homes of those ideal expressed in the reports.

Home making is a business in which one must invest something, in order to get any profitable returns. No better paying investment can be put into good home making than that of clearly thinking through the problems involved, being loyal to those therein, than the rendering of real service, and that of cultivating a friendly, happy disposition. When these are put into the home making business you cannot fail, the speaker declared.

Meadville 4-H Clubs: Meadville 4-H Club has thirty members, twenty seven are very active and have attended three-fourths of all meetings. In December the club's plan of work was presented and the program drawn up which provided for the participation of every member in some activity during the year. These plans provided for: conducting fifteen meetings, allowing six demonstrations in major project during June, July and August. Each member carry a minor project and submit report of same at the end of the year. All officers and leaders attend both meetings of the County Council. At least fifty per cent. of members exhibit at county and state fairs; raise twelve dollars for club expenses, send one member to State Short Course. Regardless of the minor project each member can at least twenty-five quarts of fruits, vegetables and meats. The method used in executing this program was just a little different from any in the past. Committees of three persons were elected to work with the group and the community in getting each item realized:

namely: the Finance Committee and State Short Course Committee worked very closely together to realize the twelve dollars. State and County Fair Committees were responsible for exhibits. Recreation Committees had charge of this feature in the club and formed a part of the county recreation committee. A minor project committee headed by the club leader, encouraged each girl to carry such project, to keep and submit reports on same. The preservation committee kept the goals set for each member <sup>in canning</sup> before the group and the time of completion. Results of this procedure were most encouraging in many ways. The first and most satisfying one is the joy and happiness the members derived from working one with the other. In the second place, the plans were nearer to completion than in other years. Fourteen meetings were held with an average attendance of 18 members. The Finance Committee reported sixteen dollars and five (\$16.05) cents for the year. The club sent one member to State Short Course and the president of this club, being the most deserving member in the county, was eligible for the Council's award, therefore, Leadville club had two representatives at the State Meeting. Six hundred eighty-seven quarts of vegetables, fruits and meats were canned by twenty-one members alone, and three officers and leaders attended the spring council meeting.

Older Youth:

There are no special organizations of older youth groups

in the county. These persons are reached through our community night meeting. Short discussions on social and economic problems, games and group singing are of most concern with this group.

Progress made During Year: When one looks at the vast fields of activities encroached in the extension field, and the few laborers, it is easy to say that no progress whatever is being made - if anything, we are losing. On the other hand, when we single out some particular lines of project and general activities in communities, we are forced to see and admit progress.

Leaders have assumed better and more willingly the responsibilities of the club and county meetings, in that more were held and attended by leaders - both adult and juniors.

The spirit of thrift is far beyond that of previous years among extension followers. Four 4-H club members have begun saving accounts with banks and approximately thirty adults re-established old and began new saving funds during the year.

Plans and Goals for 1940:

Plans in 1940 are :

1. Continue to stress the need of more and better home poultry flocks, to the end that twenty families improve their flock.
2. Encourage at least four families to get savings accounts, however small.
3. Continue group leadership Training Work.
4. Begin plans for Community Recreation.
5. Encourage 4 families to get pressure cookers.

## History of Extension Work In Halifax County

As far back as 1913 work of extension nature was conducted in Halifax County by Mr. Walter N. Young of Caroline County, who was at that time employed by the General Education Board. Records showing the direct nature of Mr. Young's activities are not available.

Mr. John L. Charity followed Mr. Young in 1916, as an employee of the N. & W. Railroad Company of Roanoke, Virginia. Mr. Charity began his work in Bold Springs Community. Cleanliness and sanitation from a health standpoint and the production of more and better gardens formed the basis of his tours or visits and demonstrations.

This work went on until November, 1917, when the Jeanes Supervisors were employed as part time home demonstration workers. These women taught the girls how to can vegetables and fruit during the summer months. Those who served the county in this capacity are Mrs. Kate Mitchell and Miss Lottie Cunningham.

It was not until 1922 that the County Board of Supervisors made an appropriation for home demonstration work among Negro families of the county.

Mrs. Corina C. Crowder was the first full time home demonstration agent. It was upon her shoulders the task of establishing the nature and idea of the work rested. Mrs. Crowder was seen going here and there through the county making contacts and acquaintances that to this day are being felt and pointed to as the real beginning of home demonstration spirit. Meeting county officials, visiting homes, making home surveys, organizing 4-H clubs, and cooperating with other existing agencies in the county, constituted her major activities. These features continued until 1925, when death claimed Mrs. Crowder.

Sometime during the year of 1925 Mrs. Marion E. Sydnor followed with a continuation of the organizational work among the girls and also started the first organization for women. Project in Home Improvement, Poultry, Gardening, Clothing, Foods and Nutrition, Canning and Home Yard Beautification were carried by club members with results that enlisted the attention and interest of the public. Requests poured in from many communities for clubs for both girls and women. By the end of 1926 clubs were organized in twelve communities with a membership of one hundred forty-nine women and girls.

For the continued growth and perpetuation of the work local leaders had to be trained, thus was the beginning of leadership training.

1930 found twenty-six local men and women engaged as project and organization leaders. This leadership could not have developed at a more needy time, because it did prove such a credit to the county at large, because of the assistance rendered in the subsistence garden and other relief agencies that were at work in the county at this time.

In spite of the fact that the whole county centered its interest on production of more food and sure methods of preserving it, some steady progress could be seen in other lines, namely: home sanitation, and beautification and house furnishing. 1931 brought on a change in personnel of workers. Miss Blanche D. Harrison came in to substitute for Mrs. Sydnor who was in the hospital on account of an accident received while on the job. In a very competent way Miss Harrison carried forward the remaining activities for the year. Mrs. Sydnor returned in 1932 31

for a few months and was followed by Mrs. Ethel L. Banks, whose duration of service was very short. Mrs. Banks was followed by Mrs. Othelia H. Brown, who worked until March, 1934. This rapid change of workers had its ill effects upon the steady progress of the work.

April 19th, 1934 the present administration began. By this time the farm outlook seemed a little more normal than for the past preceding years, thus, the home demonstration program directed its activities toward that of developing a more wholesome attitude toward farm life, a deeper appreciation for the dignity of labor and knowledge and ability of families to plan and cooperate, to the end of realizing the more abundant life. Hence, projects gave way to the Family Activities Program, which forms the present basis for work.

Some achievements that may be directly attributed to the influence of the Family Activities Program in this county during the past four years follows:

Thirteen new homes built, twenty-six remodeled, twenty-two painted, thirty-eight completely screened, ninety three sanitary privies built, two water systems installed (including bathrooms and bath room equipment) three kitchen sinks installed, thirty-two yards improved, three modern poultry houses built, thirty-seven poultry flocks established on farms where there were none, sales amounting to \$3,954.99 made by five farmers on local markets, county club membership of adults and juniors between nine hundred and a thousand and more than thirty local leaders engaged in extension work.

Mr. Woodrow Odom, a graduate of the Extension division of Agriculture Dept. at Hampton Institute, began farm demonstration work in Halifax County June 7th, 1937. It is understood that Mr. Odom's stay in the county was not permanent, as he was not employed by the county Board. For this reason his organization work was very limited, but terracing, work with diseases among hogs and poultry especially, yard beautification, pruning, and orchard work were carried on over a vast area of the county. These and other outstanding results of Mr. Odom's work merited an appropriation of the Board of Supervisors for farm demonstration work in January, 1938. In July Mr. James Harris, the present agent began work with the Negro farm families in Halifax county.

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