

VIRGINIA

AMELIA COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1942

Index		Page
3 1	Mattresses.....	17
22 b 4.12	War Production-Soybeans.....	4-6

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REPORT FILES
EXTENSION WORK

AMELIA COUNTY, VIRGINIA

1942

THE ANNUAL NARRATIVE REPORT

OF

COUNTY FARM AGENT

FOR

THE YEAR 1942

BY

H. H. Williams

AGENT

COUNTY AGENT ANNUAL REPORT

TABLE OF CONTENTS

	Page
I. COVER PAGE AND TITLE	1
II. TABLE OF CONTENTS	2
III. BRIEF DESCRIPTION OF TYPE OF AGRICULTURE	3
IV. PROJECT ACTIVITIES	4
1. Agronomy	4
a. Alfalfa	4
b. Soybeans	4
c. Lespedeza	6
d. Limestone	6
e. Phosphate	6
f. Meeting Nitrogen Shortage	7
2. Poultry	7
3. Dairying	8
4. Livestock	9
5. Fruits and Vegetables	11
6. Cooperatives	11
7. Land-Use Planning	11
V. ASSISTANCE TO AGRICULTURAL CONSERVATION PROGRAM	12
1. Organization to Handle	12
2. Office Facilities and Equipment	13
3. Number of Committeemen and Responsibilities They Have Handled	13
4. USDA War Board	14
VI. ASSISTANCE TO CREDIT AND LOANING AGENCIES INCLUDING FARM SECURITY PROGRAM	15
1. Emergency Seed Loan, Farnville Production Credit Association, PSA, and Federal Land Bank	15
2. Soil Conservation District	15
3. The Salvage Program	16
4. The Mattress Program	17
VII. 4-H CLUB WORK	17
1. 4-H Club Organization	17
2. Project Work and Achievements	18
VIII. SUMMARY	19
IX. OUTLOOK AND RECOMMENDATIONS	20

III. BRIEF DESCRIPTION OF TYPE OF AGRICULTURE

Amelia County is one of the chief tobacco counties, growing dark-fired and flue-cured, and a small amount of sun-cured and burley. However, its income from dairying, poultry, beef cattle, and hogs is important. It is one of the important counties in the production of milk going into the Richmond market. A considerable quantity of cream for butter making is also produced.

Its forest products are important also, and a good deal of timber has been and is being sold, as well as considerable pulpwood.

The county has good markets, Richmond and Petersburg being 30 to 40 miles away; and Blackstone, Farmville, and Lynchburg being from 25 to 75 miles. The village of Amelia is, however, too small to provide a local market which is of much service.

The Virginia Dark-Fired Tobacco Cooperative, the Richmond Milk Producers' Association, Southern States Cooperative, as well as three creameries, one of them cooperative, assist Amelia County farmers in selling their products or in purchasing. The Southside Electric Cooperative brings electricity to a number of farmers in the county.

IV. PROJECT ACTIVITIES

- 4 -

1. Agronomy

Amelia County this year got TVA phosphate for 15 Extension-TVA farms. We received and distributed 35.1 tons in April to be used on 690 acres of grasses and legumes.

With the assistance of W. J. Nuckolls, Extension Management Demonstrator, record books were set up, the first entries made, and the owners were encouraged to keep them. We plan to work with these owners and any others who are added from time to time, and we hope to develop good farm and home management on these farms, so they will benefit the entire county.

It is our hope that these farms can be made into complete farm and home demonstrations; the Home Demonstration Agent working with us on the home phases.

a. Alfalfa

We have not been able to develop result demonstrations on the problems affecting the production of alfalfa as we hoped. We did have one demonstration showing the effects of Boron on alfalfa, and this was very striking--the contrast between the treated and the untreated portions. The owner was pleased with the results.

Due to the gas and rubber situation, we felt that a tour to see this demonstration could not be arranged, but attention was called to this demonstration, and the experiences of other farmers with Boron in a newspaper article.

Seven men have been furnished leaflets on alfalfa production.

b. Soybeans

Working in cooperation with the AAA and the SCS chiefly, a good

deal of educational work was done on soybean production for oil. As this was a new crop in Amelia County for seed, we got out several circular letters on this subject, distributed approximately 150 leaflets prepared by the Agronomy Department, and gave the farmers considerable help.

Our county goal was set by the State War Board as 5,000 acres; we estimate that our farmers grew 2,000 acres. Where good cultural practices were used, good results were obtained, and this agent believes that we can reach a goal of 6,000 acres in 1945, possibly.

One farmer who put his beans in rows and cultivated them at the right time, and had them harvested at the right time, told the agent he made an average of from 20 to 25 bushels per acre, and that he was well pleased with the crop and his returns and expected to increase his acreage in 1945. Other farmers have expressed themselves in a similar way.

Some trouble has been experienced in having the crop shatter out, but the use of other varieties will keep this to a minimum. Early planting is another thing experience has taught the farmers to practice. Woods Yellow seems to be a better variety for our uses than Tokio.

Letters to combine owners were gotten out, stating that if possible, the agent would try to get the owners who were interested some assistance in adjusting their combines to harvest beans. Three or four owners asked for assistance. We were then able to secure J. A. Waller, Jr. from the Agricultural Engineering Department and through his help, a factory representative of the Oliver Farm Equipment Company. We visited T. D. Walker in the eastern end of the county and C. I. Noble & Son in the western end of the county, talked

with them about adjustments necessary, actually made some simple adjustments and answered questions about their problems, A number of other combine owners were invited to these two engagements, but none came. P. B. Childress of the SCS and H. A. Boone of the FSA attended these engagements(ons each).

After the State USDA War Board had determined on delivery points, we circularized our farmers giving them this information, as well as some suggestions for storing their beans. We also tried to have all soybean growers get cover crops on their bean fields, so as to prevent washing and leaching.

c. Lespedeza

Most of the lespedeza crop was cut for hay, but the agent has urged a number of farmers to save seed to take care of the local demand for the coming year. From the information he now has, he would estimate that 250,000 lbs. has been saved by a comparatively small number of farmers.

d. Limestone

Some educational work has been done in cooperation with the AAA people. This agency has farm yard delivery of limestone and a considerable quantity of this material has been used in the county. Records of the AAA show about 2860 tons used from September 1 to December 1.

e. Phosphate

14 cars of phosphate have been secured by the AAA, consisting of about 560 tons, the bulk of which had been delivered by December 1. The agent has worked closely with the AAA in an educational way, trying to get this material used in the proper way.

f. Meeting the Shortage of Nitrogen

This matter was taken up by the agent with the Board of Agriculture, with the All Committeemen, in the newspapers, and over the radio. Every effort was made to get more legumes used, to have farm manure taken better care of, and to check leaching by the use of more cover crops.

2. Poultry

Cooperative demonstrations between the Home Agent, the County Agent, and the Extension Poultry Department have been carried on with 8 farm families, the latter two agencies doing most of the work. Efforts have been made to increase the demonstrators' knowledge of poultry, as well as to improve methods of management, and to have accurate records kept.

One Caponizing Demonstration was held, at which there was an attendance of 10.

One Culling Demonstration was held, at C. W. Whitaker's farm, at which there was an attendance of 30, including 20 colored Vocational students, from the agricultural classes of Russell Grove Colored School. H. L. Moore, Extension Poultry Husbandman and Dr. R. L. Bryant of the Experiment Station, led this demonstration. In the afternoon of the same day, they assisted us in a discussion of Poultry Diseases, attended by 40 people. The latter had been requested by the Professional Workers of the County, and a number of this group attended and took part in this discussion.

The agent has been trying to help the poultrymen of the county in getting egg cases. He has helped one or two men secure flats and fillers, but still he is not satisfied with what has been accomplished. He is hoping that several counties can cooperate and deal with some of the

Army Camps.

3. Dairying

The agent has been studying the dairy problems of the county carefully and trying to formulate a sound program of assistance. However, when it has been possible, he has assisted them with their pressing problems, such as the purchase of good bulls and good females (16 head have been bought or sold), the control of mastitis and the correction of high bacteria milk, the building of safety-bull pens, and he has tried to help solve some of their labor problems also.

He has vaccinated 98 young animals for blackleg for the dairymen, and assisted 2 dairymen in the purchase of syringes and of blackleg aggressin, so that they might vaccinate their own calves. Three men have been assisted in the registration of 80 head of Guernsey and Holstein cattle, and an effort has been made to secure 2 of these herds' young men who would help the owners keep up their registration.

R. G. Connelly, Extension Dairy Husbandman, has tried to help the agent enroll more DHIA members in this county. So far, only a limited amount of progress has been made, due to many emergency calls, and the press of work with blackleg and hemorrhagic septicemia. We still hope to have more of our herds tested under DHIA; the need for this work is great.

Three bull calves of excellent breeding have been secured for three herds, and several other bulls or bull calves, not so well bred, have also been secured. Possibly this can be made the basis of a bull association.

An effort has been made to help several new men get registered females, but so far only 2 new men have actually been assisted in this direction.

It strikes this agent that more assistance should be given these dairymen in the control of mastitis. I would be glad if the Extension Service could arrange with the Experiment Station to have one of their Veterinarians assist one or two of the dairymen in this county as a demonstration, so that other dairymen in the county could be told and shown the results. There are some promising new drugs which should be in more general use. I am not qualified to use these drugs, but it appears that something of the nature I have outlined could be worked out.

Four dairymen have been given plans for the building of safety-bull pens, and urged to erect same. Tattoo Sets have been secured for 4 farmers.

4. Livestock

71 different farmers have been assisted in vaccinating 921 hogs and pigs for cholera. 3 men have been assisted in vaccinating 6 hogs for Hemorrhagic Septicemia. In addition, 15 men have been visited regarding hogs sick with different troubles, mostly deficiency diseases. There is a great need for more work on hog pastures, on feeding more minerals and on better balanced hog rations.

We had this in mind in working closely with W. D. Foster of Jetersville on a Hog Production Demonstration. This man has been assisted in developing a system of hog pastures, and in feeding problems, so that his experiences might help other farmers of the county. He has marketed a comparatively small number of hogs this year, but we were trying to show feeding and pasture methods instead of anything else. However he is expanding operations gradually.

Valuable experience is being secured by the owner and by the agent. We cannot have a field meeting or tour to this farm on account of gas and rubber shortage, but we plan to give newspaper and radio publicity to Mr. Foster's work.

The agent assisted Mr. Foster in treating a sow for posterior paralysis, after one of the local veterinarians had outlined the treatment and left the necessary medicine. After a great deal of work, the sow was saved and marketed and 5 of her 13 pigs were saved. This in my opinion was simply a case where the supply of minerals was not adequate--she was purchased by Mr. Foster from a farmer who probably had never fed balanced rations and very little if any minerals.

Several cases of rickets have come up and this agent has advised their owners to market these animals, for while it is easily preventable, it is very difficult to cure. In all these cases, the agent gave these people definite recommendations regarding rations, including a good mineral mixture.

55 people or more(I do not think our list is complete) have been assisted in getting Phenothiazine for hogs and sheep. 55 head of beef cattle have been vaccinated for blackleg and 126 head of beef and dairy cattle have been vaccinated for Hemorrhagic Septicemia. 1 Hereford bull has been secured for a farmer.

A small amount of wool was pooled for 4 farmers with the United Wool Growers. 61 lambs were shipped in cooperation with Nottoway and Lunenburg for 5 men. More of our farmers should support the lamb shipments for the prices secured were considerably better than these people could have received locally. An effort will be made to get more cooperation, not only in the lamb shipments but in the wool pool.

5. Fruits and Vegetables

Only a limited amount of work was done on this project. Victory Gardens, including the importance of more fruit, were taken up with the Board of Agriculture, and through them with the people of the county. The results were not as great as we had hoped for, but still substantial benefits were seen. A number of people remarked on this work, saying they had never seen more gardens or better gardens. However, there is still much room for improvement.

6. Cooperatives

The Dark-Fired Tobacco Growers' Cooperative was assisted with their annual election, as was the Southside Electric Cooperative. The Southside Cream Cooperative was discussed at Committee Meetings in each community; and while the agent was invited to several meetings of the patrons of Southern States Cooperative, he was unable to attend any of these. He was invited to the Annual Meeting of the Farnville Production Credit Association, but was unable to attend. This organization assisted one farmer in buying a combine, at the agent's suggestion.

7. Land-Use Planning

This agent has been able to establish a good professional workers' group. With the assistance of this body, who have assumed responsibility for the seven communities of the county, every effort has been made to strengthen this board for general planning work, as well as for the emergency programs caused by the War.

We have tried very hard to get a good man and a good woman in each of the 48 neighborhoods, and get each family listed. I would estimate that about 75% of the neighborhoods have good workers and that 42 of the 48 neighborhoods have had their families listed.

We have taken up the following problems through these leaders:

Victory Gardens, Anti-Inflation information, Farm Machinery Repair, the Metal and Rubber Salvage Program, something about the purchase of War Bonds and Stamps, Farm Labor Survey, and the Nitrogen Shortage in fertilizers. The work of the average committeeman or woman is often surprising; if they can be appealed to in the proper way, they will do a great deal more than the average agent thinks possible.

Not much planning has been done by this group; due to shortages of gas and tires, we have not discussed much planning with them, except in a few cases, to get their individual opinions about some matters. We have discussed a number of matters in the professional workers' group, but we have not had the benefit of suggestions and recommendations from many of the farm people. Perhaps we should have done more in this direction; many of us have never been faced with trying to do work without calling meetings, and it is a handicap.

No long time planning has been done, because of emergency work. No doubt we should prepare a land-use map, complete our social and economic survey, and our livestock survey, but due to the press of War Programs, and to the fact that the agent does not have any assistance, we have been unable to do these things.

V. ASSISTANCE TO AGRICULTURAL CONSERVATION PROGRAM

1. Organization to Handle

This has not been a problem here, because the necessary committees to handle the program were functioning well when this agent came to the county. However, during the past year, the county has been divided into

more AAA Committees, so that committeemen might be in closer contact with the farmers, and this agent was of some assistance in this work. We have a very satisfactory County Committee, very fair community committees, and a splendid AAA Office Personnel. They have been of material help to the agent, and the agent has tried to be of assistance to them, without in any way trying to assume any of their responsibilities.

2. Office Facilities and Equipment

The AAA Office and County Agent's Office were badly crowded in the previous quarters. In August we moved to a place which gave us more room, and we are better fixed. The AAA has 2 work rooms and a small committee room for 3 workers, and the County Agent has an adjoining room. We have enough equipment to do our work satisfactorily, steam heat, and one telephone between the two agencies. There is only one possible objection to the present arrangement--the agent having only one room, has to work in the same room that the Extension Secretary types in. Sometimes in reading instructions or preparing some material, or in talking with visiting farmers, the noise of the typewriter is somewhat confusing.

3. Number of Committeemen and Responsibilities They Have Handled

There are at present 8 committees under the AAA, each one with 3 committeemen and 2 alternates. The county committee has 3 members and 2 alternates. As stated above these men are all good men, have the best interest of the program at heart, and have done their work well on the whole.

Some trouble was experienced last winter in getting these men to contact the farmers promptly about 1942 farm goals, and considerable trouble was experienced by James E. Ford and the County Committee in getting cropland measured, but this was due to the shortage of

farm labor, rather than to any other reason.

All other programs, the signing of farm plans, the establishing of farm allotments, and any other work they have been called upon to do, they have done well.

4. USDA War Board

The agent is Secretary of this Board and W. W. Barber, who is Chairman of the AAA, is Chairman. Unfortunately, Mr. Barber lives 23 miles from the office, and he is not available for advice to the agent in many instances. However, he has been most faithful on the whole, and although handicapped like everyone else with gas and tires, he has helped when he has had opportunity, or when the agent has gone to see him.

In the rationing of Farm Machinery, the agent tried to have 2 members of this committee sign these papers without calling them into the county office. In the work of the County Farm Transportation Committee, only one of the members helped in the preparation of applications. The filling out of these applications could never have been accomplished quickly unless the AAA Chief Clerk, the SCS Technician, one of the AAA girls, the FSA Supervisor and their Secretary, the Agent and his Secretary, the Clerk of the Court, the Commissioner of Revenue, the Welfare Secretary, the Home Demonstration Agent, and the local Banker had helped.

For the Su-A applications which came later from Detroit or from Richmond, James E. Ford, the Agent, and his Secretary have borne the brunt of this work.

Very few applications for building priorities have had to be made, but so far the agent has had to fill out these forms. If much of this work, and any additional work on tire and gas rationing has to be done, I hope that we can have additional assistance from some source.

VI. ASSISTANCE TO CREDIT AND LOANING AGENCIES INCLUDING FARM SECURITY PROGRAM

1. Emergency Seed Loan, Farnville Production Credit Association, FSA, and Federal Land Bank

Very little work has been done on this, although the agent has assisted a few farmers in contacting W. F. Woolfork, Emergency Seed Loan, the Farnville Production Credit Association, and the Federal Land Bank.

In one or two instances, the Farnville PCA has assisted men of this county in buying combines. Although a member of the FSA Committee, the agent has been of very little help to this organization, not because of unwillingness, but because opportunities have not presented themselves to be of assistance.

2. The Soil Conservation District

This agent has secured some applications for the Soil Conservation District, not as many as there should have been, but I would estimate 8 or 10 applications have been turned over to the SCS Technician. Shortage of labor has no doubt affected the number of applications--lack of meetings also where publicity could be given.

M. S. Anderson was nominated by the Board of Agriculture to take the place of Chas. Moyer, as the Supervisor, the latter feeling that he could not spare the time required. Word has just come in that Mr. Anderson has been elected.

All the people concerned know of this agent's deep interest in Soil Conservation, and they know of his willingness to do everything possible to further this important work. As time goes on we expect to put more time on this vital phase of good farming.

P. B. Childress of the SCS took part in a radio program with the agent, which stressed the importance of the farmer working with the Soil Conservation District and with the AAA, especially in using their grant-

of-aid program to get limestones and phosphates.

3. The Salvage Program(OCD)

Considerable time was put on this program by the agent during the year. The County Coordinator of Civilian Defense, Mr. G. K. Taylor, asked the agent to serve as Chairman of the Salvage Program. He agreed to do this, if the Board of Agriculture would serve as the County Salvage Committee. This they agreed to do, and so agent undertook this work.

Some newspaper articles were written, and one or two circular letters were sent out, and the committee tried to accomplish as much as possible by putting our three junk dealers in touch with those individuals who notified us they had scrap to dispose of. In this way, we collected an estimated 200,000 lbs. of scrap metal and rubber. Then the National Campaign sponsored by the newspapers came along and after the matter was discussed with the Professional Workers, we decided to try the school children, or let each committee decide how they would put their drive on.

About 20 Salvage Depots were established through the county, and as rapidly as the matter could be discussed with each community committee, the junk dealers agreed to call at these depots at a regularly scheduled time, pick up any scrap assembled, and get the names of any people who could not get their scrap to these depots.

Upon invitation from Principal, W. D. Barr of Amelia High School, this drive was discussed with the faculty, and a depot was established there, and the school children started to work. Splendid cooperation was received from the teachers and pupils, and the pile of salvage at the rear of the Agricultural Building grew with each passing day, until an estimated 25 tons had been assembled. The school sold this material to one of the local junk dealers for \$150.00.

205,346 lbs. of salvage was gathered during the period. This added to the estimated 200,000 lbs. secured 405,000 lbs. One individual turned in 15,976 lbs. and another 12,000 lbs. The need for salvage is continuous, but due to the pressure of other work, more time could not be devoted to this project, certainly up to the present time.

4. The Mattress Program

365 mattresses were made from the cotton given the county by the Surplus Commodities. The sum of \$83.00 was turned over to the County Board of Supervisors as a balance under this program, this amount being too small to be distributed to the individuals, it was felt.

VIII. 4-H CLUB WORK

1. 4-H Club Organization

The County Agent does not have but 2 clubs, Pine Grove and Mattoax. It now appears that the Mattoax club will have to disband on account of so many children leaving this community for jobs in Richmond or in War Work. This agent has promised to go into this community and see what can be done.

After Miss Hattie L. Hughes, State Girls' Club Agent, came to the county and conferred with the two agents, we went into another section of the county, Manbore, and talked with the Chairman of the Home Section of the Board of Agriculture about a club leader. We expect to contact her, get her to help us make a list of prospective club members, and then help them organize, if possible.

We want to follow the same procedure in some of the other communities during the next few weeks.

The Pine Grove Club is fortunate in having a good leader in Mrs. J. W. Hawkes. We are now trying to have a good leader in this Club for the boys. The Mattoax Club is fortunate in having Mrs. J. T. Banes and Byron Badgett as leaders. The latter is a former All-Star.

Three boys, one girl, and one leader, Mrs. Lula Lord, were taken to the Holiday Lake Camp. These two clubs, Pine Grove and Mattoax, had a joint picnic at Jones' Lake, J. P. Atkinson, Assistant Agent in Charge of 4-H Club Work in several adjoining counties, attended and assisted in the program. The Pine Grove Club collected 7,070 lbs. salvage, and the Mattoax Club collected 2,564 lbs.

2. Project Work and Achievements

4 members enrolled in Home Garden, 2 completing, these showing a profit of \$85.00.

2 members enrolled in Dairy Project, 1 completing, he showing a profit of \$9.20.

4 members carried Beef or Veal Projects, 2 completing, these showing a profit of \$119.10.

3 members carried Sheep Project, none completing.

10 members carried Fat Pig Project, 6 completing, these showing a profit of \$43.90.

Joseph Anderson, a member of the Pine Grove Club, won a gold medal, in the Thos. E. Wilson Meat Animal Contest. Malcolm Anderson has 4 nice grade Hereford calves as his project. Bobby Hawkes raised 4 veal calves in his project, and he showed a profit of \$109.90, according to his calculations.

VIII. SUMMARY

13 Extension-TVA farms (sometimes called Farm Unit Demonstrations) established and 33 tons of Phosphate secured. \$1980.00 worth of Phosphate secured for a total cost of \$248.42 (for freight). Cash benefit was therefore \$1731.68.

One Boron Demonstration on alfalfa. Seven men furnished specific information in growing this crop.

Considerable educational work done on the Soybean for Oil Program. Approximately 150 leaflets distributed and an estimated 2000 acres grown.

Two field meetings on adjusting combines to harvest soybeans, cooperating with Department of Agricultural Engineering and one of the implement companies.

5 carloads of limestone ordered for 4 farmers, as well as cooperating in an educational way with the AAA, who have secured 2880 tons of limestone and 560 tons of phosphate.

8 Farm Flock Demonstrations carried on in cooperation with Extension Poultryman and Home Demonstration Agent. One Caponizing demonstration held, one poultry-culling demonstration held, one discussion on Poultry Diseases held, all in cooperation with Poultry Husbandman.

Farmers assisted in buying or selling 18 head of dairy cattle. 98 young animals vaccinated for blackleg. 3 men have been assisted in registering 80 head of cattle. An attempt is being made to have more men join DHTA. Assistance given to several dairymen regarding high bacteria. Tattoo Sets have been secured for 4 farmers. 4 farmers have been given plans for safety-bull pens.

With the cooperation of R. C. Harvey of SCS, 3 leading farmers taken to

W. T. Bain's, Sussex County to study good hog management. 71 farmers assisted in vaccinating 921 hogs for cholera and 6 hogs for Hemorrhagic Septicemia. 15 more men have been visited and assisted in other hog problems. 55 farmers or more have been induced to treat hogs for worms with Phenothiazine.

126 head of beef cattle treated for Hemorrhagic Septicemia and 55 head of dairy cattle treated for Blackleg. 1 farmer assisted in buying Hereford bull. A small amount of wool and lambs sold cooperatively.

Professional Workers' group has been organized and Board of Agriculture strengthened. Victory Gardens, Anti-Inflation Program, Farm Machinery Repair, Salvage Campaign, Farm Labor Survey, the Nitrogen Shortage in Fertilizer, the importance of War Bonds and Stamps, etc. taken to farm people.

Taken part in 9 radio programs.

Farm Machinery Committee and County Farm Truck Committee set up, and a number of applications taken under each program. It now appears that there will be a number of applications for priority of farm dwellings.

Considerable time was given by the agent in getting 1942 War Goals worked up, cooperating with AAA Chief Clerk, James E. Ford, and of course with the AAA Committeemen.

Mattoax 4-H Club encouraged to buy \$25.00 War Bond.

IX. OUTLOOK AND RECOMMENDATIONS

Attention is called to a suggestion in the Dairy Section regarding mastitis.

This agent fears that his limited help(one Secretary) will be swamped with extra work with Farm Machinery applications, appeals for Farm Trucks, tires and gas for farm trucks(?), priority applications for buildings, etc.

in addition to what help the agent can give. It would appear that the State USDA War Board should give these matters careful consideration; all of the agencies must carry on their regular work, or must try.

The agent has talked several times with Chas. Moyer about trying to reestablish the Farm Bureau in Amelia County. He still hopes this may be done, but Mr. Moyer is extremely busy on his own farm and is discouraged over the indifference of many farmers. Possibly something more can be done about this in 1943.

It appears that there is need for a larger seed-cleaning outfit in the county to clear lespedeza seed, clover seed and small grain. It might be we can work out a plan with some of our local merchants or teacher of vocational agriculture, and of course with the farmers chiefly concerned.

One of the chief things we shall try to accomplish during the coming year is to reach the War Goals which the Secretary of Agriculture has determined on, to do more to maintain and increase soil fertility, and for our small farmers to produce more of their home supplies. All of this will be actively encouraged--in fact, everything possible will be done in this direction.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

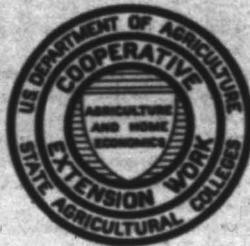
Extension Service
Washington, D. C.

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 Amelia

	REPORT OF	
<u>Mildred Agnew Payne</u>		<u>Dec. 1, 1941 to May 31, 1942</u>
<u>Evelyn Ryan Hutchison</u> <small>(Name) Home Demonstration Agent.</small>	From <u>Jan. 1, 1942</u> to <u>Nov. 30</u> , 194 <u>2</u>	
<u>Evelyn Ryan Hutchison</u> <small>Assistant Home Demonstration Agent.</small>	From <u>May 15, 1942</u> to <u>May 21</u> , 194 <u>2</u>	
..... <small>4-H Club Agent.</small>	From to 194.....	
..... <small>Assistant County Agent in charge of Club Work.</small>	From to 194.....	
<u>M. H. Williams</u> <small>Agricultural Agent.</small>	From <u>Dec. 1, 1941</u> to <u>Nov. 30</u> , 194 <u>2</u>	
..... <small>Assistant Agricultural Agent.</small>	From to 194.....	



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date: _____ State Extension Director.

SUGGESTIONS RELATIVE TO THE PREPARATION OF THE COUNTY EXTENSION AGENTS' ANNUAL REPORT

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES

Report only the year's activities that can be worked

		Home demonstration units (a)	4-H Club speakers (b)	Agricultural agents (c)	County fund (d)
1. Months of service this year (agents and assistants)		12.5		12.0	XXXXXXXXXX
2. Days devoted to work with adults *		193.0		270.0	XXXXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth *		97.0		28.0	XXXXXXXXXX
4. Days in office *		107.5		127.8	XXXXXXXXXX
5. Days in field *		154.5		170.2	XXXXXXXXXX
6. Number of farms or home visits made in conducting extension work *		523.0		1010.0	XXXXXXXXXX
7. Number of different farms or homes visited		221.0		344.0	1533.0
8. Number of calls relating to extension work	(1) Office (2) Telephone	346.0 81.0		2256.0 684.0	2602.0 765.0
9. Number of news articles or stories published *		61.0		121.0	182.0
10. Number of bulletins distributed		590.0		296.0	361.0
11. Number of radio talks broadcast or prepared for broadcasting	(a) Number Total attendance of: (b) Men leaders (c) Women leaders (d) Number Total attendance of: (e) Leaders (f) Number Total attendance	12.0 19.0		9.0 49.0	21.0 68.0
12. Training meetings held for local leaders or committeemen	(1) Adult work (2) 4-H Club and older youth	138.0 182.0		432.0 139.0	570.0 261.0
13. Method demonstration meetings held. (Do not include the method demonstrations given at lead- or training meetings reported under Question 12)	(1) Adult work (2) 4-H Club and older youth	4.0 83.0		11.0 63.0	4.0 94.0
14. Number of adult result demonstrations conducted	(1) Number (2) Total attendance	3.0 2.0			3.0 3.0
15. Meetings held at such result demonstrations	(1) Number (2) Total attendance	34.0		1.0	34.0
16. Tours conducted	(1) Adult work (2) 4-H Club and older youth			5.0 1.0	5.0 1.0
17. Achievement days held	(1) Adult work (2) 4-H Club and older youth			25.0	25.0

* Includes national secretary report in charge of 4-H Club work or who devotes practically full time to club work.
 * The sum of questions 2 and 3 should equal the sum of questions 4 and 5.
 * Do not count a single visit to both the farm and home as two visits.
 * Do not count hours relating to jobs of meetings only.

EXTENSION ORGANIZATION AND PLANNING

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

(a) Overall or general (1) Name (2) No. of members
 (b) Agricultural (1) Name *Home Demonstration Committee* (2) No. of members
 (c) Home demonstration (1) Name (2) No. of members
 (d) 4-H Club (1) Name (2) No. of members
 (e) Other youth (1) Name (2) No. of members

34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):
 (a) Agricultural (1) 4-H Club (2) Other youth

35. Total number of communities in county
 36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees
 37. Number of clubs or other groups organized to carry on adult home demonstration work
 38. Number of members in such clubs or groups
 39. Number of 4-H Clubs. (Same as question 17d, page 1d)
 40. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (Same as question 18d, page 1d)
 41. Number of different voluntary local leaders or committees actively engaged in forwarding the extension program:

(a) Adult work (1) Men *7.0* (2) Women *5.0* (3) Older club boys *1.0*
 (4) 4-H Club and older youth work (1) Men (2) Women (3) Older club girls

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (land use planning or over-all planning) group, if any, sponsored by the Extension Service *Special Interest Board*
 43. Number of members of such county agricultural planning group:
 (a) Unpaid lay members: (1) Men *11.0* (2) Women *7.0* (3) Youth *4.0*
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men *11.0* (2) Women (3) Youth

44. Number of communities with agricultural planning committees (land use planning or over-all planning) *7.0* (a) Men *52.0* (b) Women *44.0* (c) Youth (d) No
 45. Number of members of such community planning committees: (a) Men *52.0* (b) Women (c) Youth (d) No

46. Was a county committee report prepared and released during the year? (a) Yes (b) No *7.0*

	Extension organization and planning:		County agricultural planning:		Total:
	(a)	(b)	(c)	(d)	
47. Days devoted to line of work by:	(1) Home demonstration agents	(2) 4-H Club agents	(3) Agricultural agents	(4) State extension workers	
	<i>66.5</i>	<i>39.5</i>	<i>5.0</i>		<i>126.5</i>
48. Number of planning meetings held:	(1) County	(2) Community			
	<i>2.0</i>	<i>49.0</i>	<i>14.0</i>	<i>413.5</i>	<i>10.0</i>
49. Number of unpaid voluntary leaders or committeemen assisting this year:					<i>145.0</i>
50. Days of assistance rendered by voluntary leaders or committeemen:					<i>562.5</i>

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

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pasture	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents				21.0	3.0		2.0		6.0	
(4) State extension workers				1.0			1.0			
52. Number of committees in which work was conducted this year										
53. Number of voluntary local leaders or committeemen assisting this year										
54. Number of losses assisted this year in—										
(1) Obtaining improved varieties or strains of seed										
(2) The use of lime										
(3) The use of fertilizers										
(4) Controlling plant diseases										
(5) Controlling injurious insects										
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Swine	Horses and mules	Poultry (including turkeys)	Other livestock
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—						6.0	<i>Legal</i>
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents	56.5	9.0	4.0	44.0	1.0	10.25	
(4) State extension workers	11.0		1.0	1.0		7.0	
56. Number of communities in which work was conducted this year						12.0	
57. Number of voluntary local leaders or committeemen assisting this year	2.0		3.0	1.0		6.0	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	7.0	1.0		1.0			
(2) Obtaining purebred or high-grade females	9.0						
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX		XXXXX
(4) Improving methods of feeding				15.0			
(5) Controlling external parasites							
(6) Controlling diseases and internal parasites	38.0	10.0	1.0	25.0	4.0	11.0	1.0
(7) Controlling predatory animals							

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

CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and older youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) 1
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	7.25	.5	
(4) State extension workers.....			
63. Number of communities in which work was conducted this year.....			
64. Number of voluntary local leaders or committeemen assisting this year.....			

Soil Management—Continued

65. Number of farmers assisted this year—

(a) With problems of land use based on soil types.....
(b) In the use of recommended crop rotations.....
(c) With strip cropping.....
(d) In constructing terraces.....
(e) In grassing waterways or otherwise preventing or controlling gullies.....
(f) With contour farming of cropland.....
(g) In otherwise controlling wind or water erosion.....
(h) In contouring pasture or range.....
(i) In the use of cover or green-manure crops.....
(j) In summer-fallowing.....
(k) In making depth-of-moisture tests.....
(l) With drainage.....
(m) With irrigation.....
(n) With land clearing.....

66. Number of soil-management associations organized or assisted during the year:

(a) Legal soil-conservation districts.....	1.0
(b) Voluntary soil-conservation associations.....
(c) Grazing associations.....

Forestry—Continued

67. Number of farmers assisted this year—

(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....
(b) In making improved thinnings, weedings, or pruning of forest trees.....
(c) With selection cutting.....
(d) With production of naval stores.....
(e) With production of maple-sirup products.....
(f) In timber estimating and appraisal.....

68. Number of farmers cooperating this year in prevention of forest fires.....

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife.....

¹ Include nature study.

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents					5.0						10.0
(2) 4-H Club agents											
(3) Agricultural agents			1.5	1.0							
(4) State extension workers											
84. Number of communities in which work was conducted this year	4	1	4.0	1.0	5.0			1	4		7.0
85. Number of voluntary local leaders or committeemen assisting this year			2.0								12.0
86. Number of new cooperatives ² assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year	1.0		2.0								
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87)	20.0		8.0								
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ³	\$400 ⁰⁰	\$150 ⁰⁰	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year	30	10	10	10	20			5	30		10
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$600	\$150	\$300	\$300	\$700	\$	\$	\$200	\$5000	\$	\$1500
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs ² pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ² participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ² participated in or conducted this year											
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ² relating to marketing services and costs of distribution conducted this year											
99. Number of programs ² relating to transportation problems conducted this year											1.0
100. Number of programs ² relating to the specific use of market information conducted this year											
101. Number of other marketing programs ² conducted this year (specify)											

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

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

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and older youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents.....	22.0	.5	30	
(2) 4-H Club agents.....				
(3) Agricultural agents.....		.5		2.0
(4) State extension workers.....				1.5
103. Number of communities in which work was conducted this year.....	7.0	1.0		
104. Number of voluntary local leaders or committeemen assisting this year.....	280			

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings.....	
(b) Remodeling dwellings.....	
(c) Installing sewage systems.....	
(d) Installing water systems.....	
(e) Installing heating systems.....	
(f) Providing needed storage space.....	
(g) Rearranging or improving kitchens.....	26.0
(h) Improving arrangement of rooms (other than kitchens).....	
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings.....	20.0
(j) Selecting housefurnishings or equipment (other than electric).....	
(k) Improving housekeeping methods.....	
(l) Laundry arrangement.....	
(m) Installing sanitary closets or outhouses.....	
(n) Screening or using other recommended methods of controlling flies or other insects.....	35.0
(o) Improving home grounds.....	
(p) Planting windbreaks or shelterbelts.....	

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity.....	
107. Number of families assisted this year in—	
(a) Obtaining electricity.....	
(b) Selection or use of electric lights or home electrical equipment.....	
(c) Using electricity for income-producing purposes.....	

Farm Buildings—Continued

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

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment.....	
(b) Making more efficient use of mechanical equipment.....	2.0
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....	300.0
111. Number of gin stands assisted this year in the better ginning of cotton.....	

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	22.0	11.0	39.0	
(2) 4-H Club agents				
(3) Agricultural agents	3.0	.5		
(4) State extension workers	1.0			
113. Number of communities in which work was conducted this year	7.0	7.0	7.0	
114. Number of voluntary local leaders or committeemen assisting this year	170.0	7.0	24.0	
115. Number of families assisted this year—				
(a) In improving diets				75.0
(b) With food preparation				176.0
(c) In improving food supply by making changes in home food production				
(1) Of vegetables				642.0
(2) Of fruits				189.0
(3) Of meats				223.0
(4) Of milk				193.0
(5) Of poultry and eggs				167.0
(d) With home butchering, meat cutting or curing				
(e) With butter or cheese making				
(f) With food-preservation problems				
(1) Canning				245.0
(2) Freezing				
(3) Drying				223.0
(4) Storing				215.0
(g) In producing and preserving home food supply according to annual food-supply budget				26.0
(h) In canning according to a budget				53.0
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				
(m) In removing fire and accident hazards				392.0
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)
138. Corn					Acres
139. Other cereals					Acres
140. Peanuts					Acres
141. Soybeans, field peas, alfalfa, and other legumes					Acres
142. Soil conservation and pasture improvement					Acres
143. Potatoes, Irish and sweet					Acres
144. Cotton					Acres
145. Tobacco					Acres
146. Fruits					Acres
147. Home gardens	4.0	57.0	2.0	37.0	9.75 Acres
148. Market gardens, truck and canning crops					Acres
149. Other crops					Acres
150. Poultry (including turkeys)					Birds
151. Dairy cattle	2.0		1.0		1.0 Animals
152. Beef cattle	4.0		2.0		5.0 Animals
153. Sheep	3.0		-		- Animals
154. Swine	10.0		6.0		6.0 Animals
155. Horses and mules					Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds					XXXXXXXXXXXXXX
159. Forestry					Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity					{ Articles made Articles repaired
162. Farm management					XXXXXXXXXXXXXX
163. Food selection and preparation					{ Meals planned Meals served
164. Food preservation		57		28.0	617.0 Quarts canned
165. Health, home nursing, and first aid					XXXXXXXXXXXXXX
166. Clothing		57.0		38.0	{ 74.0 Garments made 22.0 Garments remodeled
167. Home management					Units
168. Home furnishings and room improvement					{ Rooms Articles
169. Home industry, arts and crafts					Articles
170. Junior leadership					XXXXXXXXXXXXXX
171. All others					XXXXXXXXXXXXXX
172. Totals (see footnotes 2 and 3, p. 14)	23.0	114.0	11.9	103.0	XXXXXXXXXXXXXX

171

4-H CLUB MEMBERSHIP :

- 172. Number of 4-H Clubs. (Same as question 39) 7.0
- 174. Number of different 4-H Club members enrolled 571
- 175. Number of different 4-H Club members completing 370
- 176. Number of different 4-H Club members in school 530
- 177. Number of different 4-H Club members out of school 40
- 178. Number of different 4-H Club members from farm homes 530
- 179. Number of different 4-H Club members from nonfarm homes. (a) Boys 0 (b) Girls 40

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	Boys (a)	Girls (b)
1st year	140	180	400	400
2d	40	90	30	90
3d	10	100	20	100
4th	20	80	60	70
5th	10	10	10	60
6th	50	10	20	30
7th		17		30
8th		18		10
9th		19		10
10th and over	10	20 and over	10	10

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—

- (a) Judging 1 (f) Fire and accident prevention 1
- (b) Giving demonstrations 1 (g) Wildlife conservation 1
- (c) Recreational leadership 1 (h) Keeping personal accounts 1
- (d) Music appreciation 1 (i) Use of economic information 1
- (e) Health 1

183. Number of 4-H Club members having health examination because of participation in the extension program 1

184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs 1

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth (same as question 40) 1

186. Membership in such groups 1

187. Number of members by school age and sex	In school (a)	Out of school		Under 25 years (a)	25-34 years (a)	35 years and older (a)
		Unmarried (b)	Married (c)			
(1) Young men						
(2) Young women						

188. Number of meetings of older rural youth extension groups 1

189. Total attendance at such meetings 1

190. Number of other older rural youth groups assisted 1

191. Membership in such groups 1

192. Number of older rural youth not in extension or other youth groups assisted 1

193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplicates) 1

194. Check columns showing approximate percent of older youth program devoted to—	Under 25 percent (a)	25-35 percent (a)	35-50 percent (a)	50 percent or more (a)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

1. All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried, or more than one club member of different ages or different years in club work. This total should equal the sum of the project categories reported on page 15, minus duplications due to the same boy or girl carrying on two or more projects in the same year. 2. Figures in brackets are for the year in extension with the preceding year's program. 3. Figures in brackets 3, should show response to the extension program of each club.

18-2887-1-1

MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and older youth	Bees (c)	General-foster insects ¹ (d)	All other work (e)
195. Days devoted to line of work by—			
(1) Home demonstration agents			11.0
(2) 4-H Club agents			
(3) Agricultural agents			41.25
(4) State extension workers			
196. Number of communities in which work was conducted this year			7.0
197. Number of voluntary local leaders or committeemen assisting this year			21.0

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	43.0		10.0
(2) Problems arising from new military camps, munitions plants, and war industries			6.0
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)	21.0		
(4) Other war work (including collection of salvage material)	30.0		11.0

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War boards (a)	Civilian defense agency (b)	Employment service (c)	Agricultural Adjustment Administration (d)	Surplus Marketing Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents	6.0	11.0					.5			4.0
(2) 4-H Club agents										
(3) Agricultural agents	30.25	11.0		20.25		7.25			12.5	
(4) State extension workers	2.0			.5		1.0			3.0	
200. Number of communities in which work was conducted this year	5.0	1.0					1.0			1.0
201. Number of voluntary local leaders or committeemen assisting this year	21.0	2.0							13.0	2.0
202. Number of meetings participated in this year by extension workers	13.0	7.0		26.0		1.0		1.0		

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

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

1. A community is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.

3. *Days in field* should include all days spent on official duty other than "days in office."

4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.

5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.

A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Example: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.

A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Example: Demonstrating that the application of fertilizer to certain 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 form or home practice* resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.

6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, impart, or further a result demonstration.

7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.

8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.

9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.

10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.

11. *Persons (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:

- (1) Adoption of a recommended practice.
- (2) Further improvement in a practice previously accepted.
- (3) Participation in extension activities.
- (4) Acceptance of leadership responsibility.
- (5) Or by other evidence of desirable change in behavior.

12. A *F-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.

13. *F-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.

14. *F-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.

15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.

16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.

17. *Letters* written should include all original letters on official business. (Duplicated letters should not be included.)

18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.

19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.

20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.

21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.

22. The *older rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and merely 18 to 25 years of age.