

ANNUAL
NARRATIVE REPORT

of

BUCKINGHAM COUNTY

FROM

DEC. 1949 to NOV. 1, 1950

B. O. MOODY

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Introduction

Each year about this time every true extension agent looks forward with anxiety to narrating his accomplishments in his county. I find it not to be quite as exciting this year since I have been discontinued as Local Farm Agent of Buckingham County, Virginia. Nevertheless, this report will state in brief what has gone on in the line of work which I was trying to do.

County Organization

The County Agricultural Organizations are; County Advisory Board, County Improvement Committee, Community Clubs, 4-H ^{Council} Clubs, and Community 4-H Clubs.

There is also a group of farmers that function as Neighborhood Leaders.

Project Activities: Project activities engaged in this year are corn, pasture, poultry, livestock and gardens.

Corn: The Hundred Bushel Corn Club was organized for the purpose of stressing increase yield in the production of corn. Fifteen farmers enrolled as members of the club. The enthusiasm which they showed was very gratifying, with three farmers making slightly more than 100 bushels. The Hundred Bushel Corn Club has not only affected the members but the county as a whole. I would say roughly that corn yields in Buckingham since 1944 have increased on an average of fifteen bushels per acre.

Pasture: For sometime more and more emphasis have been put ont the importance of improving pasture. This year a special effort was made to introduce Ladino Clover and Orchard Grass pasture. There were three such demonstration conducted in three of the six districts of the county. One of these demonstrations was sponsored by the American Plant Food Institute on the farm of Mr. Clarence Lee, Dillwyn, Va. About the middle of August Mr. Lee used the thousand pounds of fertilizers which was furnished him by the Institute on an acre of fertile soil. To this he seeded two pounds of Ladino Clover, eight pounds of orchard grass and ten pounds of Italian Rye Grass. Now, sixty days later, the plot is affording good supplemental grazing for seven beef calves. This pasture will be used for educational purposes.

Poultry: Four poultry demonstrations were conducted this year which served as teaching material for farmers at meetings.

Livestock: Mr. John Dean, Curdsville, Va. is conducting a very nice demonstration in dairy and pasture management. He has eight head of Grade Guernsey Cows. They gave him an income of \$1200 in addition to supplying his family of eleven in milk and butter.

Beef Cattle: By continuing to encourage the beef cattle demonstration which was started on the farm of Mr. T.H. Allen he has a very nice project. After reserving breeding stock he now has ready for market 14 steers weighing around 1000 pounds each. His crop of beef is estimated around \$4000 this year.

Gardens: There has been a great increase in the number of farmers that are gathering fresh vegetables the whole year.

Meetings and Tours

The principal county-wide meetings held at result demonstrations this year were: a Poultry Management and Culling Demonstration Meeting was held at the farm of Mr. John Jones, Mantoo, Va. This meeting was very well attended. The discussion was given by the local farm agent. The farmers expressed themselves as being enlightened from having attended.

A Pruning Demonstration Meeting was held on the farm of Mr. Clarence Lee, Dillwyn, Va. There was an attendance of 67 farmers. Mr. R.H. Dunn of Virginia State College demonstrated how to prune various types of fruit trees and also contributed greatly to the discussion of the same.

The County Farmers' Conference was held in the county on March 9th and was attended by a large number of farm men and women. The topics for discussion were, Conservation, Public Health and Sanitation and Gardening.

Rare Tour: Atour of the county was a high spot on the summer activity calendar. There was a four stop tour visiting a corn demonstration, a pasture demonstration, poultry and a soil conservation demonstration. Mr. M. T. Carter and Mr. J.S. Settle were the principle speakers and consultants. There was an attendance of 69 farmers.

4- H Club Work

There are eleven 4- H in the county and 260 members. This is an energetic and enthusiastic group of rural boys and girls. Four of these 4- H members and one club leader attended the 4- H State Short Course in June.

This was a grand and inspiring trip for these youths. However, it was at this conference I was told by my supervisor that I was to resign as Farm Agent. Therefore, my enthusiasm in a long time program for 4-H Club boys and girls hit an all time ^{low}ebb. But with the future of the Negro Youth of this county dawning so bright, I trust that they will soon have a competent leader to guide them toward the goal of "Making the Best Better".

Cooperation With Other Agencies

Forestry: We have cooperated as much as possible with the Virginia Forest Service in educating against forest fires. Also proper forest management has been emphasized. A forestry meeting was held on Dec. 1, with a representative from the forest service. Forestry management, thinning and estimating timber was taught to the group of 32 farmers attending the meeting. The meeting was held on the farm of Mr. Wiley Trent of Curdsville Community Route 2 Dillwyn, Va.

Other agencies which have received all possible cooperation this year are ; Soil Conservation Service, PMA, FHA, County Health and Welfare Organizations and the REA.

I sincerely believe that through the years the ideals set forth by the Virginia Agricultural Extension Service have greatly increased the standards of Negro people in Buckingham County. We also feel sure wroper leadership and competent supervision, the best is yet to come.

By, Boyd O. Moody
Local Farm Agent

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS AGENTS' ANNUAL REPORT

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 Buckingham

REPORT OF

- From Jan, 1948 to Dec, 1948
(None) Home Demonstration Agent.
- From Jan, 1948 to Dec, 1948
Assistant Home Demonstration Agent.
- 4-H Club Agent.
- From Jan, 1948 to Dec, 1948
Assistant County Agent in charge of Club Work.
- From Nov, 1948 to Dec, 1948
Agricultural Agent.
- From Jan, 1948 to Dec, 1948
Assistant Agricultural Agent.



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____ Date: _____

State Extension Director.

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

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
1. Months of service this year (agents and assistants).....					
2. Days devoted to work with adults ³		✓	✓	12	XXXXXXXXXX
3. Days devoted to work with 4-H Clubs, and young men and women (older youth) ³		✓	✓	250	XXXXXXXXXX
4. Days in office ⁴				96	XXXXXXXXXX
5. Days in field ⁴				98	XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁴				198	XXXXXXXXXX
7. Number of different farms or homes visited.....				227	359
8. Number of calls relating to extension work.....				207	207
		(1) Office		196	196
		(2) Telephone		12	12
9. Number of news articles or stories published ⁵				✓	✓
10. Number of bulletins distributed.....				464	464
11. Number of radio talks broadcast or prepared for broadcasting.....				✓	✓
12. Training meetings held for local leaders or committeemen.....		(a) Number		5	5
		(b) Total attendance	(b) Men	47	47
			(c) Women	31	31
(2) 4-H Club and young men and women (older youth).....		(a) Number		3	3
		(b) Total attendance of leaders		53	53
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12).....		(a) Number		55	55
		(b) Total attendance		261	261
(2) 4-H Club and young men and women (older youth).....		(a) Number		50	50
		(b) Total attendance		533	533
14. Number of adult result demonstrations conducted.....				31	31
15. Meetings held at such result demonstrations.....		(1) Number		19	19
		(2) Total attendance		373	373
(1) Adult work.....		(a) Number		3	3
		(b) Total attendance		267	267
(2) 4-H Club and young men and women (older youth).....		(a) Number		✓	✓
		(b) Total attendance		✓	✓
17. Achievement days held.....		(1) Adult work.....		40	40
		(a) Number		✓	✓
		(b) Total attendance		✓	✓
(2) 4-H Club and young men and women (older youth).....		(a) Number		✓	✓
		(b) Total attendance		✓	✓

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

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

³ The sum of questions 2 and 3 should equal the sum of questions 4 and 5.

⁴ Do not count a single visit to both the farm and home as two visits.

⁵ Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

16-5074-4

Report only this year's activities that can be verified	(a) Number	(b) Total members attending	(c) Total others attending	(d) Total attendance
18. Encampments held (report attendance for your county only) ³	(1) Farm women	✓	✓	✓
(2) 4-H Club and young men and women (older youth)	✓	✓	✓	✓
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	69	868	868
(2) 4-H Club and young men and women (older youth)	70	366	70	366
20. Meetings held by local leaders or committees not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	47	272	47
(2) 4-H Club and young men and women (older youth)	32	170	32	170

¹ Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding items, minus any duplication for two or more agents participating in same activity or accomplishment.
³ Does not include picnics, rallies, and short courses, which should be reported under question 19.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1945 census)	724
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	477
23. Number of farms involved in preceding question which were reached this year for the first time	66
24. Number of nonfarm families making changes in practices as a result of the agricultural program	✓
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	✓
26. Number of farm homes involved in preceding question that were reached this year for the first time	✓
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	✓
28. Number of other homes involved in preceding question that were reached this year for the first time	✓
29. Number of farm homes with 4-H Club members enrolled	143
30. Number of other homes with 4-H Club members enrolled	6
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	477
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	8

16-5074-7

EXTENSION ORGANIZATION AND PLANNING

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

- | | | |
|---------------------------------------|---------------------------------------|------------------------------|
| (a) Over-all or general | (1) Name <u>County Advisory Board</u> | (2) No. of members <u>37</u> |
| (b) Agricultural | (1) Name <u>County Advisory Board</u> | (2) No. of members <u>37</u> |
| (c) Home demonstration | (1) Name <u>4-H Junior Council</u> | (2) No. of members <u>34</u> |
| (d) 4-H Clubs | (1) Name <u>4-H Junior Council</u> | (2) No. of members <u>34</u> |
| (e) Young men and women (older youth) | (1) Name | (2) No. of members |

34. Number of members of county extension program planning committees and subcommittees (include commodity and special-interest committees):

- | | | | | | | | |
|------------------|-----------|------------------------|-----------|--------------|-----------|---------------------------------------|--|
| (a) Agricultural | <u>46</u> | (b) Home demonstration | <u>18</u> | (c) 4-H Club | <u>18</u> | (d) Young men and women (older youth) | |
|------------------|-----------|------------------------|-----------|--------------|-----------|---------------------------------------|--|

35. Total number of communities in county. (See definition of a community, Item 1, on back cover.) (Do not include number of neighborhoods) 6

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees. 4

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. (a) Covered under question 173. (b) Covered under question 185.

40. Combined with question 41.

41. Number of different voluntary local leaders, committeemen, or neighborhood leaders actively engaged in forwarding the extension program.

- | | | | | | |
|----------------|---------------------|--|---------------------|----------------------|--|
| (a) Adult work | (1) Men <u>31</u> | (b) 4-H Club and work with young men and women (older youth) | (1) Men <u>17</u> | (3) Older club boys | |
| | (2) Women <u>63</u> | | (2) Women <u>19</u> | (4) Older club girls | |

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service.

43. Number of members of such county agricultural planning group:

- | | | | |
|---|---------|-----------|-----------|
| (a) Unpaid lay members: | (1) Men | (2) Women | (3) Youth |
| (b) Paid representatives of public agencies or other agencies, or of organizations: | (1) Men | (2) Women | |

44. Number of communities with agricultural planning committee (over-all planning).

45. Number of members of such community planning committees: (a) Men (b) Women (c) Youth

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

	Extension organization and planning (a)	County agricultural planning (b)	Total (c)
47. Days devoted to line of work by:			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
48. Number of planning meetings held:	(1) County		
	(2) Community		
49. Number of unpaid voluntary leaders or committeemen assisting this year.			
50. Days of assistance rendered by voluntary leaders or committeemen.			

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

CROP PRODUCTION (other than for family food supply)

50. Lines of work with adults, 4-H Club members, and young men and women (older youth)	Corn	Wheat	Other cereals	Legumes	Pastures	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	44	20	8	17	38	✓	1	23	16	✓
(4) State extension workers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
52. Number of communities in which work was conducted this year.	6	4	3	3	4	✓	2	6	3	✓
53. Number of voluntary local leaders or committeemen assisting this year.	115	12	20	12	30	✓	1	40	3	✓
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed.	35	15	4	3	8	✓	✓	15	1	✓
(2) The use of lime.	✓	✓	✓	30	30	✓	✓	✓	✓	✓
(3) The use of fertilizers.	73	20	9	78	✓	✓	✓	✓	✓	✓
(4) Controlling plant diseases.	✓	✓	✓	✓	✓	✓	✓	35	57	✓
(5) Controlling injurious insects.	2	3	✓	4	8	✓	✓	75	31	✓
(6) Controlling noxious weeds.	15	10	✓	✓	✓	✓	✓	12	✓	✓
(7) Controlling rodents and other animals.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

LIVESTOCK PRODUCTION (other than for family food supply)

51. Lines of work with adults, 4-H Club members, and young men and women (older youth)	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents	✓	✓	✓	✓	✓	✓	✓
(2) 4-H Club agents	✓	✓	✓	✓	✓	✓	✓
(3) Agricultural agents	9	19	✓	19	✓	28	✓
(4) State extension workers	✓	✓	✓	✓	✓	✓	✓
56. Number of communities in which work was conducted this year.	3	4	✓	3	✓	6	✓
57. Number of voluntary local leaders or committeemen assisting this year.	✓	✓	✓	✓	✓	✓	✓
58. Number of breeding circles or clubs or improvement associations organized or assisted this year.	✓	✓	✓	1	✓	1	✓
59. Number of members in such circles, clubs, or associations.	3	✓	✓	7	✓	1	✓
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals.	2	1	✓	2	✓	1	✓
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males.	1	1	✓	2	✓	✓	✓
(2) Obtaining purebred or high-grade females.	✓	✓	✓	2	✓	✓	✓
(3) Obtaining better strains of baby chicks (including hatching eggs).	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	4	XXXXX
(4) Improving methods of feeding.	20	25	✓	15	10	30	✓
(5) Controlling external parasites.	✓	✓	✓	✓	✓	✓	✓
(6) Controlling diseases and internal parasites.	3	✓	✓	10	✓	20	✓
(7) Controlling predatory animals.	✓	✓	✓	3	✓	3	✓

* Do not include rabbits, guans, and fur animals, which should be reported under wildlife.

16-59074-1

16-5017-7
 This report is to be filled out by the county agent or other person in charge of the county extension work. It should be filled out at the end of the year. It should be filled out at the end of the year. It should be filled out at the end of the year.

CONSERVATION OF NATURAL RESOURCES

62. Days devoted to line of work by—	Soil and water (a)	Forestry (b)	Wildlife (c)
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
63. Number of communities in which work was conducted this year.	3	2	2
64. Number of voluntary local leaders or committeemen assisting this year.	3	2	3

Soil and Water—Continued

Forestry—Continued

Wildlife—Continued

65. Number of farmers assisted this year—	65
(a) With problems of land use	27
(b) In the use of crop rotations	3
(c) With strip cropping	2
(d) In constructing terraces	2
(e) In grassing waterways or otherwise preventing or controlling gullies	2
(f) With contour farming of cropland	3
(g) In contouring pasture or range	3
(h) In the use of cover or green-manure crops	3
(i) In otherwise controlling wind or water erosion	8
(j) In summer-fallowing	4
(k) In making depth-of-moisture tests	5
(l) With drainage	5
(m) With land irrigation	2
(n) With land clearing	2
66. Number of farmers—	
(a) In soil-conservation districts which were assisted with education for organization or operations this year	3
(b) Assisted in arranging for farm-conservation plans this year	4
(c) Assisted in doing work based on definite farm-conservation plans this year	2

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	4
(c) With selection cutting	5
(d) With production of naval stores	1
(e) With production of maple-sirup products	1
(f) In timber estimating and appraisal	2
68. Number of farmers cooperating this year in prevention of forest fires	157
69. Number of farmers assisted this year—	
(a) In construction or management of ponds for fish	✓
(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock	8
(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders	3
(d) With other plantings for food and protection in wild-life areas	✓

1. Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and young men and women (older youth)	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long time)	Outlook information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by: (1) Home demonstration agents	8	1	1	✓
(2) 4-H Club agents	✓	2	1	✓
(3) Agricultural agents	3	2	2	✓
(4) State extension workers	12	4	1	✓
71. Number of communities in which work was conducted this year				✓
72. Number of voluntary local leaders or committeemen assisting this year				✓
73. Number of farm-survey records taken during the year: (a) Farm business	✓	75. Number of farmers assisted this year—Continued:		
(b) Enterprise	✓	(e) In getting started in farming, or in relocating		4
(c) Other		(f) With credit problems (debt adjustment and financial plans)		5
74. Number of farmers assisted this year in keeping: (a) Farm inventory		(g) In using "outlook" to make farm adjustments		3
(b) General farm records		(A) With a farm-income statement for tax purposes		7
(c) Enterprise records		(c) With farm-labor problems		2
75. Number of farmers assisted this year: (a) In developing a farm plan only		(d) In developing supplemental sources of income		8
(b) In developing a farm and home plan				
(c) In analyzing the farm business				
(d) In improving landlord-tenant relations and leasing arrangements				

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

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

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and young men and women (older youth)	General	Grain and hay	Livestock and work ¹	Dairy products ¹	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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
(2) 4-H Club agents	✓	4	2	1	3	✓	✓	1	✓	✓	✓
(3) Agricultural agents	✓					✓	✓		✓	✓	✓
(4) State extension workers	✓					✓	✓		✓	✓	✓
84. Number of communities in which work was conducted this year.	✓	3	2	3	6	✓	✓	6	✓	✓	✓
85. Number of voluntary local leaders or committeemen assisting this year.	✓	4	6	4	50	✓	✓	275	✓	✓	✓
86. Number of new cooperatives ² assisted in organizing during the year.	✓	1	✓	✓	✓	✓	✓	3	✓	✓	✓
87. Number of established cooperatives ² assisted during the year.	✓	1	✓	1	1	✓	✓	3	✓	✓	✓
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87).	✓	4	12	1	1	✓	✓	60	✓	✓	✓
89. Question discontinued.	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
90. Number of farmers or families (not members of cooperatives) ² assisted during the year.	✓	2	6	3	20	✓	✓	35	✓	✓	✓
91. Question discontinued.	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
92. Number of private marketing and distributing agencies and trade groups assisted this year.											3
93. Number of programs ³ pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year.											✓
94. Number of marketing facilities improvement programs ³ participated in or conducted this year.											✓
95. Number of marketing surveys assisted with or conducted this year.											✓
96. Number of special merchandising programs ³ participated in or conducted this year.											✓
97. Number of consumer information programs ³ pertaining to marketing and distribution participated in or conducted this year.											✓
98. Number of programs ³ relating to marketing services and costs of distribution conducted this year.											✓
99. Number of programs ³ relating to transportation problems conducted this year.											✓
100. Number of programs ³ relating to the specific use of market information conducted this year.											✓
101. Number of other marketing programs ³ conducted this year (specify).											✓

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

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with skills, 4-H Club members, and young men and women (older youth)		The house, furnishings, and surroundings (4)	Rural electrification (5)	Farm buildings (6)	Farm mechanical equipment (7)
102.	Days devoted to line of work by—				
100	(1) Home demonstration agents	✓	✓	✓	✓
100	(2) 4-H Club agents	✓	✓	✓	✓
100	(3) Agricultural agents	✓	3	1	3
100	(4) State extension workers	✓	✓	✓	✓
104.	Number of communities in which work was conducted this year.	✓	3	2	5
104.	Number of voluntary local leaders or committeemen assisting this year.	✓	26	8	30
The House, Furnishings, and Surroundings—Continued		Rural Electrification—Continued			
105.	Number of families assisted this year in—	106. Number of associations organized or assisted this year to obtain electricity. (Report associations, not individual members.)		13	
100	(a) Constructing dwellings	✓	✓	✓	✓
100	(b) Remodeling dwellings	✓	✓	✓	✓
100	(c) Installing sewage systems	✓	✓	✓	✓
100	(d) Installing water systems	✓	✓	✓	✓
100	(e) Installing heating systems	✓	✓	✓	✓
100	(f) Providing needed storage space	✓	✓	✓	✓
100	(g) Rearranging or improving kitchens	✓	✓	✓	✓
100	(h) Improving arrangement of rooms (other than kitchens)	✓	✓	✓	✓
100	(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	✓	✓	✓	✓
100	(j) Selecting housefurnishings or equipment (other than electric)	✓	✓	✓	✓
100	(k) Improving housekeeping methods	✓	✓	✓	✓
100	(l) Laundry arrangement	✓	✓	✓	✓
100	(m) Installing sanitary closets or outhouses	✓	✓	✓	✓
100	(n) Screening or using other recommended methods of controlling flies or other insects	✓	✓	✓	✓
100	(o) Improving home grounds	✓	✓	✓	✓
100	(p) Planting windbreaks or shelterbelts	✓	✓	✓	✓
107.	Number of families assisted this year in—	108. Number of farmers assisted this year in—		12	
100	(a) Obtaining electricity	(a) The construction of farm buildings		6	
100	(b) Selection or use of electric lights or home electrical equipment	(b) Remodeling or repairing farm buildings		2	
100	(c) Using electricity for income-producing purposes	(c) Selection or construction of farm-building equipment		✓	
		Farm Buildings—Continued			
		Farm Mechanical Equipment—Continued			
109.	Number of farmers assisted this year in—	110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.		15	
100	(a) The selection of mechanical equipment	(a) The selection of mechanical equipment		8	
100	(b) Making more efficient use of mechanical equipment	(b) Making more efficient use of mechanical equipment		12	
111.	Number of gin stands assisted this year in the better ginning of cotton.	✓			

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 U. S. DEPARTMENT OF AGRICULTURE
 BUREAU OF EXTENSION
 NUTRITION AND HEALTH

122. Days devoted to line of work by—	Home production of family food supply (a)		Food preservation and storage (b)		Food selection and preparation (c)		Other health and safety work (d)	
	(1)	(2)	(1)	(2)	(1)	(2)		
122. Days devoted to line of work by—								
(1) Home demonstration agents	4		4		4		4	
(2) 4-H Club agents							1	
(3) Agricultural agents	2		2		1		1	
(4) State extension workers	1		1		1		1	
123. Number of communities in which work was conducted this year	83		5		1		1	
124. Number of voluntary local leaders or committeemen assisting this year	83		40		1		1	
125. Number of families assisted this year—								
(a) In improving diets								40 ✓
(b) With food preparation								
(c) In improving food supply by making changes in home food production—								60 ✓
(1) Of vegetables								7
(2) Of fruits								20
(3) Of meats								23
(4) Of milk								19
(5) Of poultry and eggs								123
(6) Total of above subitems minus duplications due to families making change in production of more than one kind of food								3 ✓
(d) With home butchering, meat cutting or curing								
(e) With butter or cheese making								
(f) With food-preservation problems in—								4 ✓
(1) Canning								8 ✓
(2) Freezing or drying								7 ✓
(3) Drying								19 ✓
(4) Storing								
(5) Total of above subitems minus duplications due to families using more than one method of preserving								
(g) In producing and preserving home food supply according to annual food-supply budget								
(A) In canning according to a budget								
(f) With child-feeding problems								
(g) In the prevention of colds and other common diseases								
(h) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)								50 ✓
(i) With first aid or home nursing								75 ✓
(m) In removing fire and accident hazards								4 ✓
126. Number of schools assisted this year in establishing or maintaining hot school lunches								
127. Number of nutrition or health clinics organized this year through the efforts of extension workers								

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and young men and women (older youth)	Home management—family economics (1)	Clothing and textiles (2)	Family relationships—child development (3)	Recreation and community life (4)
118. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	/	/	/	3
119. Number of communities in which work was conducted this year	/	/	/	4
120. Number of voluntary local leaders or committees assisting this year	/	/	/	1
(v) Home Management—Family Economics—Continued		Clothing and Textiles—Continued		
121. Number of families assisted this year— (a) With time-management problems (b) With home accounts (c) With financial planning (d) In improving use of credit for family living expenses (e) In developing home industries as a means of supplementing income	/	/	/	/
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying. (Do not report individuals): (a) Food (b) Clothing (c) Housefurnishings and equipment (d) General household supplies	/	/	/	/
123. Number of families assisted this year through cooperative associations* or individually, with the buying of— (a) Food (b) Clothing (c) Housefurnishings and equipment (d) General household supplies	/	/	/	/
124. Total number of different families assisted this year with "consumer-buying" problems (includes question 123 (a), (b), (c), and (d) minus duplications).	/	/	/	/
125. Number of families assisted this year with "making versus buying" decisions.	/	/	/	/
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.	/	/	/	/
NOTE.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.				
		127. Number of families assisted this year with— (a) Clothing-construction problems (b) The selection of clothing and textiles (c) Care, renovation, remodeling of clothing (d) Clothing accounts or budgets		
		128. Number of families assisted this year— (a) With child-development and guidance problems (b) In improving family relationships		
		129. Number of families providing recommended clothing, furnishings, and play equipment for children this year		
		130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men (b) Women		
		131. Number of children in families represented by such individuals		
		Recreation and Community Life—Continued		
		132. Number of families assisted this year in improving home recreation		
		133. Number of communities assisted this year in improving community recreational facilities		
		134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs		
		135. Number of communities assisted this year in establishing— (a) Club or community center (b) Permanent camp (c) Community rest rooms		
		136. Number of communities assisted this year in providing library facilities		
		137. Number of school or other community grounds improved this year according to recommendations		

* The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 18.
 † Includes question 122, also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	88	3	21	1	36	Acres
139. Other cereals	✓	✓	✓	✓	✓	Acres
140. Peanuts	✓	✓	✓	✓	✓	Acres
141. Soybeans, field peas, alfalfa, and other legumes	✓	✓	✓	✓	✓	Acres
142. Soil and water conservation	✓	✓	✓	✓	✓	Acres
143. Potatoes, Irish and sweet	6	1	4	1	2	Acres
144. Cotton	✓	✓	✓	✓	✓	Acres
145. Tobacco	1	0	1	0	1	Acres
146. Fruits	✓	✓	✓	✓	✓	Acres
147. Home gardens	39	61	27	44	20	Acres
148. Market gardens, truck and canning crops	✓	✓	✓	✓	✓	Acres
149. Other crops (including pasture improvement)	✓	✓	✓	✓	✓	Acres
150. Poultry (including turkeys)	22	41	17	18	4 000	Birds
151. Dairy cattle	7	✓	2	✓	7	Animals
152. Beef cattle	✓	✓	✓	✓	✓	Animals
153. Sheep	✓	✓	✓	✓	✓	Animals
154. Swine	9	1	9	1	27	Animals
155. Horses and mules	✓	✓	✓	✓	✓	Animals
155a. Rabbits	✓	✓	✓	✓	✓	Animals
156. Other livestock	✓	✓	✓	✓	✓	Animals
157. Bees	✓	✓	✓	✓	✓	Colonies
158. Beautification of home grounds	✓	2	✓	2	XXXXXXXXXXXXXX	
159. Forestry	✓	✓	✓	✓	✓	Acres
160. Wildlife and nature study (game and fur animals)	✓	✓	✓	✓	XXXXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity, tractor	✓	✓	✓	✓	✓	Articles made
162. Farm management	✓	✓	✓	✓	✓	Articles repaired
163. Food selection, preparation, and/or baking	✓	✓	✓	✓	XXXXXXXXXXXXXX	Meals planned
164. Food preservation, (include frozen foods)	✓	✓	✓	✓	✓	Meals served
165. Health, home nursing, and first aid	✓	✓	✓	✓	✓	Quarts canned
165a. Child care	✓	✓	✓	✓	xx	Quarts frozen ¹
166. Clothing	✓	✓	✓	✓	xx	Pounds frozen ¹
167. Home management (housekeeping)	✓	✓	✓	✓	✓	Garments made
168. Home furnishings and room improvement	✓	✓	✓	✓	✓	Garments remodeled
169. Home industry, arts and crafts	✓	✓	✓	✓	✓	Units
170. Junior leadership	✓	✓	✓	✓	✓	Rooms
171. All others	✓	✓	✓	✓	✓	Articles
172. Total (project enrollment and completion)	113	109	82	67	XXXXXXXXXXXXXX	Articles

¹ Enter frozen foods as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.

4-H CLUB MEMBERSHIP

174. Number of 4-H Clubs (do not count the same club more than once)	113	
175. Number of different 4-H Club members enrolled	(a) Boys: 113	(b) Girls: 109
176. Number of different 4-H Club members completing	(a) Boys: 82	(b) Girls: 67
177. Number of different 4-H Club members in school	(a) Boys: 105	(b) Girls: 106
178. Number of different 4-H Club members out of school	(a) Boys: 8	(b) Girls: 3
179. Number of different 4-H Club members from farm homes	(a) Boys: 103	(b) Girls: 101
179. Number of different 4-H Club members from nonfarm homes	(a) Boys: 10	(b) Girls: 8

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	47	50	10 and under	20	15
2d year	24	14	11	18	16
3d year	25	10	12	21	18
4th year	13	19	13	19	13
5th year	8	10	14	12	14
6th year	r	r	15	9	7
7th year	r	r	16	9	4
8th year	r	r	17	0	0
9th year	r	r	18	r	r
10th and over	r	r	19	r	r
			20 and over	r	r

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—			
(a) Judging	18	(f) Fire and accident prevention	200
(b) Giving demonstrations	75	(g) Wildlife conservation	60
(c) Recreational membership	45	(h) Keeping personal accounts	80
(d) Music appreciation	15	(i) Use of economic information	20
(e) Health	175	(j) Soil and water conservation	40
		(k) Forestry	30
183. Number of 4-H Club members having health examination because of participation in the extension program	20		
184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs	23		

1. All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.
 2. Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, 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.

* Same as footnote 2, except that reference is to completed instead of enrollments.

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH)

(Do not include work with 4-H Clubs)

A. Extension organized groups of young men and women:

185. Number of such groups worked with during year	✓
186. Membership in such groups	(a) Number of different young men ✓ (b) Number of different young women ✓
187. Distribution of these members by school and marital status and age groupings	(The sum of (1) a+b+c—the sum of d+e+f=186 (a). Also the sum of (2) a+b+c—the sum of d+e+f=186 (b).)

	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men	✓	✓	✓	✓	✓	✓
(2) Young women	✓	✓	✓	✓	✓	✓

188. Number of meetings these extension organized groups held	✓
189. Total attendance at such meetings	✓
B. Other groups of young men and women not organized by extension:	
190. Number of such groups assisted during the year	5
191. Number in such groups	(a) Different young men: 60 (b) Different young women: 25

C. Individual young men and women not members of groups "A" or "B":

192. Number of different individuals assisted	(a) Young men: 12 (b) Young women: 7
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D. Total number of young people worked with or assisted:

193. Number of different young people worked with or assisted. (Total of questions 186, 191, and 192 minus duplications due to membership in both groups "A" and "B")	(a) Young men: 72 (b) Young women: 57
194. Question discontinued.	

14

MISCELLANEOUS

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

195. Days devoted to line of work by—	Base (a)	General factor insects* (b)	All other work (c)
(1) Home demonstration agents	/	/	/
(2) 4-H Club agents	/	/	/
(3) Agricultural agents	/	/	/
(4) State extension workers	/	/	/
196. Number of communities in which work was conducted this year	/	/	/
197. Number of voluntary local leaders or committees assisting this year	/	/	/
198. Question discontinued.			

COOPERATION WITH OTHER FEDERAL AGENCIES

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

199. Days devoted to line of work by—	A. Voluntary in Veterans (a)	U. S. D. A. Comstock (b)	Farm Credit Administration (c)	Employment Service (d)	Production and Marketing Administration (e)	Soil Conservation Service (f)	Farmers Home Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)	Other Agencies (k)
(1) Home demonstration agents	/	/	/	/	/	/	/	/	/	/	/
(2) 4-H Club agents	3	/	1	/	2	5	1	2	1	/	/
(3) Agricultural agents	/	/	/	/	/	/	/	/	/	/	/
(4) State extension workers	/	/	/	/	/	/	/	/	/	/	/
200. Number of communities in which work was conducted this year	6	1	2	1	3	4	1	3	3	1	1
201. Number of voluntary local leaders or committees assisting this year	3	/	2	1	3	4	2	12	2	1	1
202. Number of meetings participated in this year by extension workers	8	1	3	1	3	4	1	1	2	1	1

* Include trainshoppers, sprayworm, 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. Precision of extension terms is an obligation each extension worker owes to the other members of his or her profession. The following definitions have been approved by the United States Department of Agriculture and by the Association of Land-Grant Colleges and Universities.

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
 - A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
 - A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
- The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters written* should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. Extension work with *young men and women* shall apply in general to those who are primarily rural and approximately 18 to 30 years of age. (Recommendation of Older Youth and Young Adult Planning Conference, Jackson's Mill, W. Va., February 21-25, 1943.)