

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 Lancaster

REPORT OF

Mattie Leah Walker From Feb. 1, 1936 to Nov. 30, 1936
(Name) Home Demonstration Agent.
Mattie Leah Walker From Dec. 1, 1936 to Dec. 31, 1936
Assistant Home Demonstration Agent.
4-H Club Agent.
Assistant County Agent in charge of Club Work.
Agricultural Agent.
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)		11			XXXXXXXXXX
2. Days devoted to work with adults ³		128			XXXXXXXXXX
3. Days devoted to work with 4-H Clubs, and young men and women (older youth) ⁴		132			XXXXXXXXXX
4. Days in office ⁵		85			XXXXXXXXXX
5. Days in field ⁶		175			XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁷		240			240
7. Number of different farms or homes visited		110			110
8. Number of calls relating to extension work	(1) Office	156			156
	(2) Telephone	139			139
9. Number of news articles or stories published ⁸		8			8
10. Number of bulletins distributed		98			98
11. Number of radio talks broadcast or prepared for broadcasting		0			0
	(a) Number	6			6
12. Training meetings held for local leaders or committeemen	(1) Adult work		(b) Total attendance		38
	(2) 4-H Club and young men and women (older youth)		(c) Men		18
			(d) Women		5
			(e) Total attendance of leaders		37
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12)	(1) Adult work		(a) Number		75
			(b) Total attendance		713
	(2) 4-H Club and young men and women (older youth)		(a) Number		67
			(b) Total attendance		2130
14. Number of adult result demonstrations conducted		2			2
15. Meetings held at such result demonstrations	(1) Number	2			2
	(2) Total attendance	28			28
	(3) 4-H Club work				
16. Tours conducted	(1) Adult work		(a) Number		0
			(b) Total attendance		0
	(2) 4-H Club and young men and women (older youth)		(a) Number		0
			(b) Total attendance		0
	(3) Adult work		(a) Number		1
			(b) Total attendance		63
17. Achievement days held	(1) 4-H Club and young men and women (older youth)		(a) Number		0
			(b) Total attendance		0

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 fluctuations 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.

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GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified				Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
18. Encampments held (report attendance for your county only) ³	(1) Farm women	(a) Number	0	0			0
		(b) Total members attending	0	0			0
		(c) Total others attending	0	0			0
	(2) 4-H Club and young men and women (older youth)	(a) Number	0	0			0
		(b) Total boys attending	0	0			0
		(c) Total girls attending	0	0			0
		(d) Total others attending	0	0			0
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	7	7			7
		(b) Total attendance	103	103			103
	(2) 4-H Club and young men and women (older youth)	(a) Number	2	2			2
		(b) Total attendance	7	7			7
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	5	5			5
		(b) Total attendance	52	52			52
	(2) 4-H Club and young men and women (older youth)	(a) Number	7	7			7
		(b) Total attendance	173	173			173

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

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

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

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1945 census)	796
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	
23. Number of farms involved in preceding question which were reached this year for the first time	
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	392
26. Number of farm homes involved in preceding question that were reached this year for the first time	127
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	23
28. Number of other homes involved in preceding question that were reached this year for the first time	112
29. Number of farm homes with 4-H Club members enrolled. (Related to question 178)	218
30. Number of other homes with 4-H Club members enrolled. (Related to question 179)	42
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	463
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	57

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 County Advisory Board (2) No. of members 36
 (b) Agricultural (1) Name County Advisory Board (2) No. of members 36
 (c) Home demonstration (1) Name Home Demonstration Committee (2) No. of members 27
 (d) 4-H Club (1) Name Junior 4-H Council (2) No. of members 64
 (e) Young men and women (older youth) (1) Name _____ (2) No. of members 0

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

(a) Agricultural 27 (b) Home demonstration 14 (c) 4-H Club 0 (d) Young men and women (older youth) 0

35. Total number of communities in county. (See definition of a community, item 1, on back cover.) (Do not include number of neighborhoods) 9

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 9

37. Number of clubs or other groups organized to carry on adult home demonstration work 8

38. Number of members in such clubs or groups 179

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

40. Combined with question 41.

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

(a) Adult work (1) Men 7 (b) 4-H Club and work with young men and women (older youth) (1) Men 6 (3) Older club boys _____
 (2) Women 27 (2) Women 14 (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 ¹ (a)	County agricultural planning ¹ (b)	Total ¹ (c)
(1) Home demonstration agents			<u>97</u>
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			<u>9</u>
47. Days devoted to line of work by:			
(1) County			<u>2</u>
(2) Community			<u>22</u>
48. Number of planning meetings held			<u>17</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year			<u>24</u>
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 (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b).

CROP PRODUCTION (other than for family food supply.—See page 11, column (a) and items 115 (c), (1) through (6))

Include all 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
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
51. Days devoted to line of work by—										
(1) Homedemonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
52. Number of communities in which work was conducted this year.										
53. Number of voluntary local leaders or committeemen assisting this year.										
54. Number of farmers 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.—See page 11, column (a) and items 115 (c), (1) through (6))

Include all 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 ¹
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
55. Days devoted to line of work by—							
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents							
(4) State extension workers							
56. Number of communities in which work was conducted this year.							
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.							
59. Number of members in such circles, clubs, or associations.							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals.							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males							
(2) Obtaining purebred or high-grade females							
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX		XXXXXX
(4) Improving methods of feeding							
(5) Controlling external parasites							
(6) Controlling diseases and internal parasites							
(7) Controlling predatory animals							

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

CONSERVATION OF NATURAL RESOURCES I

Include all work with adults, 4-H Club members, and young men and women (other youth)		Soil and water (a)	Forestry (b)	Wildlife (c)
62. Days devoted to line of work by—				
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents				
(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 and Water—Continued

Forestry—Continued

66. Number of farmers assisted this year—	67. Number of farmers assisted this year—
(a) With problems of land use	(a) In reforesting new areas by planting with small trees. (Include erosion-control plantings)
(b) In the use of crop rotations	(b) In making improved thinnings, weedings or pruning of forest trees
(c) With strip cropping	(c) With selection cutting
(d) In constructing terraces	(d) With production of naval stores
(e) In grassing waterways or otherwise preventing or controlling gulches	(e) With production of maple-sirup products
(f) With contour farming or erosion-pland	(f) In timber estimating and appraisal
(g) In contouring pasture or range	68. Number of farmers cooperating this year in prevention of forest fires
(h) In the use of cover or green-manure crops	Wildlife—Continued
(i) In otherwise controlling wind or water erosion	69. Number of farmers assisted this year—
(j) In summer-fallowing	(a) In construction or management of ponds for fish
(k) In making depth-of-moisture tests	(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock
(l) With drainage	(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders
(m) With irrigation	(d) With other plantings for food and protection in wild-life areas
(n) With land clearing	
66. Number of farmers—	
(a) In soil-conservation districts which were assisted with education for organization or operations this year	
(b) Assisted in arranging for farm-conservation plans this year	
(c) Assisted in doing work based on definite farm-conservation plans this year	

[†]Include nature study experience in all 10th grade year and include more than one nature study lesson.

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 planner, adjustments, ¹ tenancy, and other management problems	Farm credit (short and long time)	Outlook information
	(a)	(c)	(e)	(d)
70. Days devoted to line of work by—	(1) Home demonstration agents	(1) In planning of work	(1) In planning of work	
	(2) 4-H Club agents	(2) In planning of work	(2) In planning of work	
	(3) Agricultural agents	(3) In planning of work	(3) In planning of work	
	(4) State extension workers	(4) In planning of work	(4) In planning of work	
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.	(e) In getting started in farming, or in re-locating	
	(b) Enterprise		(f) With credit problems (debt adjustment and financial plans)	
	(c) Other		(g) In using "outlook" to make farm adjustments	
74. Number of farmers assisted this year in keeping—	(a) Farm inventory		(h) With a farm-income statement for tax purposes	
	(b) General farm records		(i) With farm-labor problems	
	(c) Enterprise records		(j) In developing supplemental sources of income	
75. Number of farmers assisted this year—	(a) In developing a farm plan only			
	(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 (redistribution of land, leasing, tenure, land development, settlement, public land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
	(a)	(b)	(c)	(d)
76. Days devoted to line of work by—	(1) Home demonstration agents			
	(2) 4-H Club agents			
	(3) Agricultural agents			
	(4) State extension workers			
77. Number of communities in which work was conducted this year				
78. Number of voluntary local leaders or committeemen assisting this year				
79. Number of tours conducted this year to observe economic and social conditions in various land use areas				
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems				
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)				
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year				

¹ Includes 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 wool	Dairy products	Poultry and eggs	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										6	7
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year										8	4
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives ¹ assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year											
88. Number of members ³ in the cooperatives assisted during the year (questions 86 and 87)											
89. Question discontinued	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
90. Number of farmers or families (not members of cooperatives) assisted during the year											
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											
93. Number of programs ⁴ pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ⁵ participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ⁶ participated in or conducted this year											
97. Number of consumer information programs ⁷ pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ⁸ relating to marketing services and costs of distribution conducted this year											
99. Number of programs ⁹ relating to transportation problems conducted this year											
100. Number of programs ¹⁰ relating to the specific use of market information conducted this year											
101. Number of other marketing programs ¹¹ 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 members living in the county covered by this report.

³ Organized pieces of work.

HOUSING' BYWRELETD INHROAEMER' YND EOCILNEM

16-70074-7

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Includes all work with adults, 4-H Club members, and young men and women (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	58		12		
(2) 4-H Club agents					
(3) Agricultural agents					
(4) State extension workers					
103. Number of communities in which work was conducted this year	9				
104. Number of voluntary local leaders or committeemen assisting this year	17				

The House, Furnishings, and Surroundings—Continued

Rural Electrification—Continued

[illegible]

For information on completing this form, see the instructions on the back of this form.

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and young men and women (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	14	4	15	
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
113. Number of communities in which work was conducted this year		9	3	
114. Number of voluntary local leaders or committeemen assisting this year		4	0	
115. Number of families assisted this year--				
(a) In improving diets				37
(b) With food preparation				12
(c) In improving food supply by making changes in home food production--				
(1) Of vegetables				42
(2) Of fruits				12
(3) Of meats				17
(4) Of milk				
(5) Of poultry and eggs				
(6) Total of subitems (1) through (5) minus duplications due to families making changes in production of more than one kind of food				82
116. Number of families assisted this year--				
(a) With home butchering, meat cutting or curing				
(b) With butter or cheese making				
(c) With food-preservation problems in--				
(1) Canning				43
(2) Freezing				7
(3) Drying				2
(4) Storing				
(5) Total of subitems (1) through (4) minus duplications due to families using more than one method of preserving				39
117. Number of schools assisted this year in establishing or maintaining hot school lunches				
118. Number of nutrition or health clinics organized this year through the efforts of extension workers				

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

16-70002-6

Include all work with adults, 4-H Club members, and young men and women (older youth)		Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents. (2) 4-H Club agents. (3) Agricultural agents. (4) State extension workers.	35	9		3
119. Number of communities in which work was conducted this year.		5	7		2
120. Number of voluntary local leaders or committeemen assisting this year.			3		4
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.	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.		5	32
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.	7	10	7	38
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.	28	5	97	22
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications).		31	97		
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.		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: (a) Club or community house. (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. 10.
 * Includes question 122, also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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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					Aces
139. Other cereals					Aces
140. Peanuts					Aces
141. Soybeans, field peas, alfalfa, and other legumes					Aces
142. Soil and water conservation					Aces
143. Potatoes, Irish and sweet					Aces
144. Cotton					Aces
145. Tobacco					Aces
146. Fruits	64	12	53	9	84
147. Home gardens					Aces
148. Market gardens, truck and canning crops					Aces
149. Other crops (including pasture improvement)					Aces
150. Poultry (including turkeys)					Birds
151. Dairy cattle					Animals
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine					Animals
155. Horses and mules					Animals
155a. Rabbits					Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds					x x x x x x x x x x x x x x
159. Forestry					Aces
160. Wildlife and nature study (game and fur animals)					x x x x x x x x x x x x x x
161. Agricultural engineering, farm shop, electricity, tractor					Articles made
162. Farm management					Articles repaired
163. Food selection, preparation, and/or baking	78	92	62	83	x x x x x x x x x x x x x x
164. Food preservation. (Include frozen foods)		75		66	124 Meals planned
165. Health, home nursing, and first aid					178 Meals served
165a. Child care					872 Quarts canned
166. Clothing					xx Quarts frozen
167. Home management (housekeeping)	47	135	22	88	xx Pounds frozen
168. Home furnishings and room improvement		84		42	Garments made
169. Home industry, arts and crafts					Garments remodeled
170. Junior leadership					1 Units
171. All others					42 Rooms
172. Total (project enrollment and completion)	189	398	137	282	Articles
					x x x x x x x x x x x x x x
					x x x x x x x x x x x x x x

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

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs (do not count the same club more than once) 14
174. Number of different 4-H Club members enrolled: (a) Boys 163 (b) Girls 172
175. Number of different 4-H Club members completing: (a) Boys 103 (b) Girls 164
176. Number of different 4-H Club members in school: (a) Boys 163 (b) Girls 172
177. Number of different 4-H Club members out of school: (a) Boys 0 (b) Girls 0
178. Number of different 4-H Club members from farm homes: (a) Boys 43 (b) Girls 138
179. Number of different 4-H Club members from nonfarm homes: (a) Boys 20 (b) Girls 34

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	<u>10</u>	<u>15</u>	10 and under	<u>10</u>	<u>20</u>
2d	<u>63</u>	<u>77</u>	11	<u>12</u>	<u>36</u>
3d	<u>57</u>	<u>64</u>	12	<u>44</u>	<u>16</u>
4th	<u>25</u>	<u>10</u>	13	<u>30</u>	<u>11</u>
5th	<u>8</u>	<u>6</u>	14	<u>20</u>	<u>9</u>
6th			15	<u>34</u>	<u>24</u>
7th			16	<u>12</u>	<u>56</u>
8th			17	<u>1</u>	
9th			18		
10th and over			19		
			20 and over		

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in:
- (a) Judging 12 (f) Fire and accident prevention
- (b) Giving demonstrations 18 (g) Wildlife conservation
- (c) Recreational leadership (h) Keeping personal accounts
- (d) Music appreciation (i) Use of economic information
- (e) Health (j) Soil and water conservation
- (k) Forestry
183. Number of 4-H Club members having health examination because of participation in the extension program 0
184. Number of 4-H CLUBS engaging in community activities such as improving school grounds and conducting local fairs 0

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH) (Do not include work with 4-H Clubs)

The purpose of this section of the report is to bring together in one place all work done with young men and women (older rural youth), as defined in item 22 on back cover. It is recognized that some of the assistance given these young men and women may already have been reported under the respective subject-matter sections of the report.

A. Extension organized groups of young men and women:

185. Number of such groups worked with during the 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
191. Number in such groups (a) Different young men (b) Different young women

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

192. Number of different individuals assisted (a) Young men 8 (b) Young women 19

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 8 (b) Young women 16

194. Question discontinued.

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.
³ Same as footnote 2, except that reference is to completions instead of enrollments.

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

Include all work with 4-H Clubs, 4-H Club members, and young men and women (other youth)	Insects (6)	General-Insect Insects (7)	All other work (8)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
196. Number of communities in which work was conducted this year.			
197. Number of voluntary local leaders or committeemen assisting this year.			

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.

Antisepsis to Venereal (6)	U. S. D. A. Commiss. (7)	Farm Credit Administration (8)	Employment Service (9)	Production and Marketing Administration (10)	Soil Conserva- tion Service (11)	Farmers Home Administration (12)	Rural Electrifi- cation Administration (13)	Tennessee Valley Authority (14)	Social Security, Public Health, Children's Bureau (15)	Other Agencies (16)
199. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
200. Number of communities in which work was conducted this year.										
201. Number of voluntary local leaders or committeemen assisting this year.										
202. Number of meetings participated in this year by extension workers.										

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

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters* written should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. 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, 1949.)