

## YOUR ANNUAL REPORT

The preparation of an annual report setting forth the progress made in the county during the year is of greatest interest and value to you as an extension worker. It provides an opportunity to measure how far you have gone in relation to the goals set forth in the plan of work outlined at the beginning of the year; to check on the effectiveness of the extension program; to consider where improvements can be made; and to decide what things should be handled differently next year. The preparation of an adequate annual report is a stimulating experience.

In addition, your annual report offers an excellent means of building good will and support of the sponsoring group in the county, the county governing body, local extension leaders and other key people, the agencies with which you work or would like to work, and the general public—rural and urban. It helps to build good public relations.

Your annual report is also a record of the year's work put into convenient shape for future reference. It helps new persons joining the county staff to become acquainted with the extension program. It assists State specialists to develop effective supporting programs in their respective subject-matter fields. The State supervisory staff frequently uses the county annual report as a guide in determining an agent's readiness for promotion and suitability to fill vacancies that arise.

The annual report in reality is another chapter in the extension history of your county to be added to the permanent record maintained in the National Archives of the United States Government.

**General Directions**

From 4 to 6 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 Federal Extension Service, United States Department of Agriculture. The report to the Washington, D. C., office should be sent through the State extension office. When an assistant agent has been employed during a part of or all the year, the report of his or her work should be included with the report of the leader of that line of work. When an agent in charge of a line of work has left the county 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**

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

A good narrative report should enable the reader to obtain, for EACH MAJOR line of work undertaken, a comprehensive picture of—

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention.
2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.

3. HOW the work was carried on; principal and extension teaching methods and activities used their effectiveness; selection, training, and use of leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and public agencies.

4. What RESULTS were obtained, not in terms of activities carried on but in terms of objectives, or was attempted at the beginning of the year.

5. HOW next year's work can be strengthened—improved in light of the current year's experience.

For minor lines of work, only the results need be reported to complete the record of the year's work.

Include one significant story of extension accomplishments. This could be a family, community, or county-wide result story in any phase of extension work should, however, deal with a major problem that faces currently. It may reflect work done over a period of several years. If possible, write in the form of a first-hand story. Give enough detail to describe the problem situation. Be sure to tell what extension did to help people solve their problem, and the results of their action. If possible, measure benefits in terms of reduced operating costs, greater income, balanced production, and better living. The story should have sufficient substance, significant, convincing, and interpretative of the type of activity that helps people to understand our extension program and its relation to an efficient agriculture, better living, and to the interests of the consumer as a Nation as a whole.

**The Statistical Report**

When two or more agents are employed in a county they should submit a single statistical report showing combined activities and accomplishments of all 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. In some States a combined white and Negro report also be requested by the extension director.

County totals are the sums of the activities of all extension agents engaged in the same activity. For purposes of reporting, extensive results or accomplishments are expressed in number of farmers, homemakers, or families assisted in making improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the extension program in agricultural demonstration, young men and women's, or 4-H work. ONLY THE IMPROVEMENTS OR CHANGES TAKING PLACE DURING THE CURRENT YEAR SHOULD BE REPORTED AS THE RESULT OF EXTENSION EFFORT SHOULD BE REPORTED. Of necessity the information for use in the national statistical report schedule has application to extension work as it is conducted throughout the United States. In addition to the information provided for in this report form, some State extension services may need to obtain additional statistical information on programs and activities peculiar to their State.

## COOPERATION WITH OTHER PUBLIC AGENCIES

Federal agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	
<b>FEDERAL AGENCIES</b>				
ocial Security Administration, Internal Revenue Service			1	1
ureau of Land Management, Bureau of Reclamation				
erra Credit Administration			1	1
rmers Home Administration				
h and Wildlife Service				
rest Service				
ureau of Indian Affairs				
gricultural Stabilization and Conservation Program Committee			10	20
aral Electrification Administration				
ective Service System			1	1
l Conservation Service				
ley authority (TVA, etc.)				
her (specify)				
<b>STATE AGENCIES</b>				
alth department	3		1	1
hwy department			1	1
te departments of agriculture and forestry			5	5
te department of education: General schools				
te employment service			1	1
ifare department				
er (specify)				
<b>COUNTY AGENCIES</b>				
l conservation districts			1	1
ational-agriculture and home economics departments	6		1	1
er (specify)				

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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 conservative estimates based upon records, surveys, and such other sources of information as are available will be satisfactory.

ESTIMATES FOR THIS SECTION SHOULD BE CONSISTENT WITH THE MOST RECENT COUNTY STATISTICAL DATA. All agents should work together in trying to make these figures reflect as accurately as possible the situation in the county. Adaptation of the factors outlined for items 24 and 59 might be helpful in making these estimates.

A, B, and C. In determining the number of families to be reported in each column, it is suggested that the same approach be used as outlined for item 125.

143. In this section emphasis is only on the non-families assisted, whereas emphasis has been placed in earlier sections of the report. The information is going to be necessary to eliminate duplicate numbers assisted in changing agricultural practices. For example, when a farmer is assisted with production problems and his son is in a 4-H calf club, the assistance would be reported as to one farm family.
144. As outlined in item 143, care should also be exercised in estimating the number of families assisted directly or indirectly in changing homemaking practices.
145. This item should be a total of items 143 and 144, with duplications removed owing to the same family's being assisted in both agricultural and homemaking practices.

## SUMMARY OF EXTENSION INFLUENCE

Item	Farm	Rural nonfarm	Urban
	A	B	C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	425	175	
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	370	335	
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	450	335	

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

The purpose of this section is to bring together in one place the cooperation given to other public agencies working with the people of the county. This information is used for public-relations purposes.

- A, B, and C. Days devoted by agents to cooperating with the agencies listed below should already have been reported in the section on Program Emphasis under the appropriate program headings.
- D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is expected to attend the meetings of the Agricultural Stabilization and Conservation Program Committee. These meetings would be reported in this section. In contrast, the extension agent holds several meetings

in the county where he and the committee explain the agricultural program to the farmers. Those meetings would also be reported in this section as well as in the Extension Program Activities section. "Days devoted" in both sections would be reported in the appropriate column and also in the Program Emphasis section.

148. This item should include work with production associations, national farm-loan associations, district banks for cooperatives; also participate work with the other Farm Credit district banks and representatives of its central office in Washington, D. C.
158. Line is left blank so that States, if they desire, may request information about a Federal agency listed.
165. Line is left blank for State use.
168. Line is left blank for State use.

## MISCELLANEOUS—Interpretation

following items should include work done—

control of grasshoppers and any insects that feed a number of crops or group of crops that are not reported under specific crops or livestock.

control of insects in the home including ants, fleas, ticks, clothes moths, carpet beetles, vermin, termites, cereal and bean pests, and insects feeding house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is reported under subitem 72a.

with elevator people and other handlers and processors, as well as with farmers, in the control of in-

sects and rodents in grains stored on or off the farm.

140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, groundhogs, coyotes, rabbits, and pestiferous birds. Control of rodents as related to clean grain are to be reported under item 138.

141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

142. Other than those incident to foods, clothing, house-furnishings, etc., which are to be reported in their respective subject-matter sections. Assistance in the selling of arts and crafts is to be reported in subitem 35b.

## MISCELLANEOUS

Item	Estimated number
FARMERS and other individuals assisted with control of general feeder insects.....	275
FAMILIES assisted with control of household insects.....	189
FARMERS, HANDLERS, PROCESSORS, and other individuals assisted with control of insects and rodents in grain stored on or off the farm.....	50
FARMERS and other individuals assisted with control of noxious weeds.....	25
FARMERS and other individuals assisted with control of rodents and predatory animals other than those reported in storage of grain under item 138.....	50
BEKEEPERS and other individuals assisted with problems in the care of bees, honey, and other products.....	3
FAMILIES assisted with practices incident to production of arts and crafts.....	3



## 4-II CLUB MEMBERSHIP

		13	
Number of 4-II Clubs.....			
Different 4-II Club members--		Boys	Girls
a. Enrolled.....		165	183
b. Completing.....		112	139
4-II Club members from--			
a. Farm homes.....		107	108
b. Rural nonfarm homes.....		58	75
c. Urban homes.....		165	183
(For checking purposes; total equals 124a).....			
4-II Club members enrolled by years in club work:			
a. 1st year.....		54	36
b. 2d year.....		43	33
c. 3d year.....		23	31
d. 4th year.....		23	28
e. 5th year.....		10	23
f. 6th year and over.....		12	32
(For checking purposes; total equals 124a).....		165	183
4-II Club members enrolled by ages:			
a. 10 years and under.....		41	31
b. 11 years.....		33	24
c. 12 years.....		22	21
d. 13 years.....		31	27
e. 14 years.....		12	26
f. 15 years.....		16	22
g. 16 years.....		6	19
h. 17-20 years, inclusive.....		4	16
(For checking purposes; total equals 124a).....		165	183
4-II Club members who received definite training in--		Members	
a. Judging.....			30
b. Giving demonstrations.....			26
c. Group recreation leadership.....			
d. Music appreciation.....			
e. Money management (thrift).....			
f. Farm and home safety.....			348
g. Citizenship.....			348
h. Personality improvement.....			348
i. Soil and water conservation.....			
j. Forestry.....			39
k. Health, nursing, and first aid.....			
4-II Club members having health examination because of participation in the extension program.....			
Number of members attending a 4-II Club camp.....			77
4-II Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....			13

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report to the nearest whole unit for the completed projects only.

The following items include projects in—

89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
93. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscape flowers. Improvement of the home deals with exterior. Work on the interior is reported item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered as quarts. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-management and other home-management items.

4-H CLUB MEMBERSHIP—*Interpretation*

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-II Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.
124. 4-H Club members—
- Enrolled are those boys and girls who actually start the work outlined for the year.
  - Completing are those boys and girls who satisfactorily finish the work outlined for the year.
125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.
- Bureau of the Census definition of a farm as used in the 1950 Census is:  
In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$150 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$150 or more.
  - Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.
  - Urban homes are located in centers of population and over, also in densely fringe areas around cities of 50,000 or more.
127. Age of club members at time of enrollment is used as basis for reporting.
128. Report only club members who received DEF training in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects not count all members as having received training in broad subjects such as citizenship, personal management, and music appreciation, unless they were given specific training in such subjects.
- Includes members who received training in: how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming acquainted with life insurance; and in other ways to save.
130. A 4-II Club camp is conducted under the direction of a professional extension worker or volunteer leader and provides a group of club members with experience of being away from home overnight, participating in an organized educational, recreational, or nature-study program. Do not include "day camps," short courses, picnics, institute, or other similar training or recreation events.

## SUMMARY OF 4-H CLUB PROJECTS

club member may engage in more than one project. The sum of the projects may, therefore, be greater than the number of club members enrolled. (For interpretation of items see top of page 26.)

Item	Members enrolled		Units involved in completed projects	
	A	B	C	
	Number	Number	Number	
orn.....				acres
ther cereals.....				do.
eanuts.....				do.
ybeans, field peas, alfalfa, and other rimes.....				do.
otatoes, Irish and sweet.....				do.
otton.....				do.
hiacco.....				do.
vegetable growing.....	15	6	2	do.
ruits.....				do.
ange and pasture.....				do.
her crops.....				do.
oil and water conservation and man- agement.....				do.
roetry.....	51	39	14	do.
ildlife and nature study.....			XXXXXXXXXXXXXX	
ultry (including turkeys).....	10	3	300	birds
airy cattle.....	5	5	5	animals
ef cattle.....	10	8	8	do.
oop.....				do.
rine.....	22	18	19	do.
bbbits.....	3	2	6	do.
her livestock.....				do.
es.....				colonies
tomology.....			XXXXXXXXXXXXXX	
actor maintenance.....	2	2	2	tractors
etricity.....	158	126	396	articles
rm shop.....				do.
her engineering projects.....			XXXXXXXXXXXXXX	
rm management.....			XXXXXXXXXXXXXX	
autification of home grounds.....	16	16	XXXXXXXXXXXXXX	
al planning and preparation (include king and food selection).....	81	62	334	dishes prepared
inning and preserving (other than eazing).....			170	meals served
ezing of foods.....				quarts
alth, nursing, and first aid.....				quarts frozen
ild care.....				pounds frozen
othing.....	35	31	106	articles
me management.....	1	1	97	garments
me furnishings and room improve- ment.....	29	21	113	articles
me industries, arts, and crafts.....			29	rooms
ior leadership.....	6	6		articles
other.....	193	167		
al.....	639	513		

Special Report on  
**FARM AND HOME DEVELOPMENT**

In items 1 to 4 of this section it is to be reported only the families worked with through Farm and Home Development, Balanced Farming, Better Farming for Better Living, Farm and Home Counseling and similar names that States give to a way of doing extension work that involves family participation in planning for the farm and home as a unit. *Accomplishments of these families will also be reported under the respective subject-matter sections of the regular report.* (This means that development of a farm plan by one of these families, as a part of the total farm and home plan, is to be reported also in item 48e, and any assistance given with credit, leases, crops, livestock, soil conservation so forth, is to be reported in its proper section of the regular report. In like manner, development of a home plan by one of these families should also be reported under the appropriate item on page 20, and any assistance in home furnishings, clothing, foods, and so forth, in its proper section of the regular report.)

Item 5 provides a place to report families worked with during the year who were not identified as Farm and Home Development families but whom you helped to make significant progress through use of the Farm and Home Development process (problem approach).

1. Different Farm and Home Development families—
    - a. Started this year.....
 

(Count a family as "started" when they have indicated a firm desire to have you help them develop a COMBINED farm and home plan. Include only families not previously reported.)
    - b. Total worked with during the year.....
 

(Include those reported in "a" as well as families worked with this year who started in previous years.)
  2. Of the total number reported in 1b above, how many were families—(the following categories do not attempt to account for all families reported in 1b, and some families may be included in more than one group).
    - a. With whom Extension has had little or no previous contact.....
    - b. Just getting started in farming.....
 

(May be young folks or older families who have moved onto their present place within the past 5 years.)
    - c. With low incomes.....
 

(Whose gross income is usually in lower third for county.)
    - d. Part-time farmers.....
 

(Operator works off farm more than 3 months of year.)
    - e. That had reached the point where they could go on with their farm and home development work without special extension assistance.....
 

(Presumably these families will continue to participate in other phases of the county extension program.)
    - f. That became inactive in farm and home development work because—
      - (1) They quit farming.....
      - (2) Other reasons.....
  3. Of the total number reported in 1b above, how many families were assisted in—
    - a. Developing their original plans this year through:
      - (1) Individual contacts only.....
      - (2) Group contacts only.....
      - (3) Both individual and group contacts with the same family.....
    - b. Putting their plans into action this year through:
      - (1) Individual contacts only.....
      - (2) Group contacts only.....
      - (3) Both individual and group contacts with the same family.....
  4. Of the total number reported in 1b above, how many families have 4-H Club members whose project activities this year directly support the family's farm and home plan.....
- \_\_\_\_\_
5. In addition to the families "started" and "worked with" in farm and home development as reported above, how many farmers, homemakers, or families did you work with in identifying, analyzing and solving COMPLEX INTERRELATED problems of the farm and/or home but did not develop a total farm and home plan. (Do not include those families to whom you only gave special assistance on individual enterprises or practice).....

## COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	Number	Number	Number	Number
Citizenship activities.....	1	9	9	137
Developing and improving county or community organization.....				
Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....				
b. Improving health facilities, services, and programs.....	1	1	18	18
c. Improving schools.....				
d. Improving churches.....				
e. Bettering town-country relations.....	1		4	4
f. Libraries.....	1	2	2	41
g. Roads.....				
h. Telephones.....				
i. Community centers.....				
j. Recreation programs and facilities.....				
k. Community beautification.....	11	13	10	378
Regional or area development programs and projects.....				
National programs and proposals affecting agriculture and rural life.....	1	9	9	137
World affairs.....	1	9	16	216
Emergency activities.....				

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

Note that the nature of this section requires treatment quite different from that for regular subject-matter pages. Here we try to get a picture of the number of different educational projects or activities agents worked on, size of the area covered, number of groups assisted, and the like.

The general approach is to start with projects affecting the individual (item 75); then to move on to projects relating to the community and county (items 76 and 77); to the regional or area programs that may cover part of a county or several States (item 78); to the national program (item 79); and finally to world affairs (item 80). Item 81 covers emergency activities in which extension agents participated.

A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.

B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.

C. This column reports on those projects where local assistance. Members of special committees appointed by other groups with whom you worked should be reported as local leaders. Include only those within the county.

D. In addition to local leaders, includes all others engaged in advancing the project or activity. For example, a community forum to discuss national international problems would include adult youths in attendance at the forum, local leaders all others who assisted in planning, arranging, and motting the forum.

75. Item includes such things as developing an understanding of citizenship responsibilities and functions of government—local, State, or national; and of public documents.

76. Includes improvement clubs, councils, committees, and special purposes.

77. Item includes—  
j. Music, drama, and art.

78. Item includes—  
a. Such regional or area development projects or projects as river basin; watershed; conservation district; land use; land reclamation; flood control; and industrial development.

79. Item includes national programs or proposals of those relating to prices, trade, taxation, labor, welfare, and industry.

80. Includes things such as developing understanding of international problems, programs, and organizations including work with foreign visitors and understanding of other peoples; and impact of affairs on American life.

81. Includes emergency assistance in connection with fires, floods, drought, and other disasters, and drives.

**FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY--Interpretation**

Plans A, B, C, and D include the specific practices under items 71, 72, 73, and 74, respectively, as well as related work.

69. See interpretations of items 57 and 58.

70. Considers factors outlined for item 59.

Assistance includes--

- a. All work done to encourage production and use of home-grown food: Fruits, vegetables, meats, poultry, eggs, dairy products.
- b. Selection on basis of quality, nutritional needs, amount to buy, variety, and form. Work done regarding price and supply should be reported in item 38.
- c. Also food preparation for special occasions, such as holidays and picnics, as well as for outdoor meals and meals for large groups.
- d. Freezing, canning, drying, brining; storage of fruits and root vegetables; curing of meats; and making jams, jellies, and pickles.
- e. Child feeding, maternal diet, food for the aged,

weight control, diets for special needs, as well as general nutrition for good health.

72. Assistance includes--

- a. Work relating to garbage disposal, screening for flies, sanitary outhouses, and other disease-preventive practices. Control of household insects through elimination of breeding places, use of sprays, and the like should be reported under item 137.

c and d. Educational work done to encourage examinations for cancer, heart ailments, polio, and tuberculosis, to protect and/or improve the health of individual persons.

73. Work includes assisting families in--

- e. Willingness to work as a family member toward a family goal--family councils.
- d. Development of self-confidence and emotional stability; adjustments to life situations.

74. Work includes assisting families in--

- e. Safe driving, bicycle riding, safe practices for pedestrians, and other safety practices.

**FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY**

estimating the influence of extension teaching, be sure to consider all phases of the extension program. Agriculture, demonstration, young men and women's work, and 4-H Club work

Item	Food and nutrition	Health	Family life	Safety
	A	B	C	D
Number of voluntary local leaders assisting.....	27	10	10	10
Total number of personal contacts made individually or through meetings.....	1016	356	450	1120
Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	400	175	396	477
Families reported in item 70-A assisted--				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				160
b. In selecting food.....				380
c. With meal planning and food preparation.....				350
d. With preservation and storage of food.....				177
e. In improving diets.....				380
Families reported in 70-B assisted in--				18
a. Sanitation practices and facilities.....				
b. First aid and home nursing.....				
c. Dental-health education.....				23
d. Health education leading to physical examination by a physician.....				157
Families reported in item 70-C assisted with--				28
a. Child development and guidance.....				30
b. Providing recommended play, clothing, and equipment suited to age of children.....				157
c. Understanding roles of family members and strengthening family relationships.....				86
d. Individual adjustments and personality development.....				377
e. Home and family recreation.....				
Families reported in item 70-D assisted with--				378
a. Fire prevention around the farm and home.....				175
b. Accident prevention around the farm and home.....				378
c. Accident prevention away from home place.....				

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING—*Interpretation*

64. See item 59 for interpretation of what to include here.

65a. Management may be defined as "using, as well as we can, what we have, to get what we want." Therefore, in helping people to improve their management we are concerned with "how," "what," "who," "when," and "where" decisions that will aid them in reaching their goals. For example, the management of dishwashing would include "who" and "when" decisions as well as the "how" decision. If only the "how" decision in dishwashing was improved, it should be reported under 65b as an improved housekeeping method. Management decisions have to do with the use of the family's available physical and human resources—time, energy, equipment, skills, knowledge, and money.

Assistance includes work done—

- b. In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)
- c. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in subitem 67b.)

66. Includes work done—

- b. On that portion of financial affairs that with planning the use of family resources and making distribution to cover food, clothing, shelter, transportation, savings (thrift).
- d. On wills, inheritances, insurance, notes, installment-buying contracts. Subitem covers legal affairs pertaining to the business.

67. Includes work done—

- a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as accounts and inventories.
- b. With storage, dry-cleaning, and special darning problems in connection with clothing. Work on control of moth and silverfish, and the like, as part of care of clothing, should be reported. Specific help given to control insect damage to clothing should be reported under 137.
- c. On both new and remodeled clothing.
- e. On the influence of good grooming on development of the individual.

## HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

*In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture home demonstration, young men and women's work, and 4-H Club work.*

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders assisting.....	16	16	
63. Total number of personal contacts made individually or through meetings.....	489	607	6
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....	318	257	3
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated</i>
a. In arriving at management decisions.....			
b. In improving housekeeping methods.....			
c. With family laundering.....			
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			
b. With family financial planning.....			
c. With keeping and analyzing home records.....			
d. With family legal matters.....			
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			
b. With care and mending of clothing.....			
c. With clothing construction.....			
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			
e. With good grooming and posture (personal appearance).....			

## THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, demonstration, young men and women's work, and 4-H Club work.

Item	The house and surroundings A	Furnishings and equipment B
Number of voluntary local leaders assisting.....	36	19
Total number of personal contacts made individually or through meetings.....	2379	1780
Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices.....	575	500
Families, homemakers, and other individuals reported in Item 53-A assisted with--		Estimated number
a. Building a new house.....		6
b. Remodeling or repairing the house.....		74
c. Improving kitchen or laundry.....		58
d. Improving storage space.....		28
e. Selection, installation, use, and care of water and/or sewage systems.....		11
f. Selection, installation, use, and care of heating and/or cooling systems.....		6
g. Planning electrical systems.....		16
h. Landscaping home grounds.....		423
Homemakers and other individuals reported in item 53-B assisted with--		
a. Selection, use, and care of home equipment (other than sewing equipment).....		485
b. Selection, use, and construction of home furnishings.....		48
c. Repair, reconditioning, and care of home furnishings.....		133
d. Furniture arrangement and use of accessories.....		75
e. Color schemes and wall finishes.....		83
f. Floor finishes.....		48

**THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT—*Interpretation***

This section deals with assistance given to homemakers, farmers, and other persons in connection with the house and surroundings, the furnishings and equipment.

A. Covers specific practices listed under item 60 and other related work.

B. Covers specific practices listed under item 61 and other related work.

57. This item relates to the voluntary local leaders or committeemen who have **ACTIVELY ENGAGED** in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.

58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.

59. In estimating the total number of **DIFFERENT** homemakers and other persons in the county influenced **TO MAKE SOME CHANGE**, either through adopting a new practice or improving an old practice, the following factors should be considered:

- (1) Number of **DIFFERENT** persons reached through direct contacts (item 58 with duplications removed).
- (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
- (3) Probable number of other persons in the county reached with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
- (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number

of houses, depending upon the phase of extension work being reported) that made use of extension information relating to specific practices or groups of practices. Such evidence may come from sample surveys, reports of local leaflets, bulletins requested, inquiries received, publication of specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and sources.

The totals reported in columns A and B normally be greater than those reported for any one of the sub-items under items 60 and 61, respectively, as those totals usually include practices in addition to the specific listed.

**60. Item—**

c. Refers to space, work-saving arrangements, storage, surface finishes, and light ventilation in the kitchen and laundry.

d. Refers to storage space in any other a house other than kitchen and laundry.

e. Reports work done in planning a new electric system to meet present and future needs. This includes size of wiring, power load, number and location of outlets and switches.

f. Includes work done in planning as well as actual landscaping and care of grounds. Assistance given in insecticide control of lawn, flowers, or house plants should be reported in 25-H.

The subitems listed under item 60 should not be reported in item 59-A, because the same persons have been assisted in adopting several of the practices listed.

**61. Item should include—**

a. Electrical equipment in the home, done with sewing equipment should be reported under subitem 67d.

e. Refinishing furniture, upholstering, chairing, renovation of accessories.

The subitems listed under item 61 should not be reported in item 59-B, because the same persons have been assisted in adopting several of the practices listed.

### FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

figures in columns A and B will usually be larger than any one of the subitems in 54 or 55 respectively.

The farmhouse should NOT be included. It should be reported under item 60.

- a. This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
- b and c. Also include planning and decisions relating to efficient lay-out within a farm building.
- d. Also include equipment that may be constructed as part of the building.

#### 55. Item—

- a. Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
- b. Refers to labor-saving devices and equipment developed or built by the farmer.

56. Item should include the use of electricity in the farm business, such as electric brooders and motors for building equipment.

### FARM BUILDINGS AND MECHANICAL EQUIPMENT

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, demonstration, young men and women's work, and 4-H Club work.

Item	Farm buildings		Farm mechanical equipment
	A	B	
Number of voluntary local leaders assisting.....			
Total number of personal contacts made individually or through meetings.....	15	25	
Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	10	10	
Farmers and other individuals reported in item 53-A, assisted with—			Estimated number
a. Arrangement of farm-building lay-out.....			3
b. Construction of farm buildings.....			2
c. Remodeling or repairing farm buildings.....			5
d. Selection or construction of farm-building equipment.....			0
Farmers and other individuals reported in item 53-B, assisted with—			
a. Selection of farm mechanical equipment.....			10
b. Developing labor-saving devices and equipment.....			5
c. Use, care, and repair of farm mechanical equipment.....			10
Farmers and other individuals assisted in the use of electricity for income-producing purposes.....			10

**PLANNING AND MANAGEMENT OF THE FARM BUSINESS—Interpretation**

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
  - Work done in explaining how to keep farm records and use them; also in summarizing and analyzing farm records.
  - Special work done in helping farmers to make an overall plan of the farm business for the most profitable use of resources over a period of years.
  - Work done to help farmers make yearly adjustments in size, combination of enterprises, production expenditures, and operation of the farm business. Subitem 48e refers to long-time adjustments, 48d should include adjustments made from year to year.
- e. Special work in helping farmers to develop sources of income.
- f. Assistance given to obtain and use credit operating the farm business; for example, the purchase of livestock, feed, fertilizer, farm machinery, and in financing the chase of the farm.
- g. Help given persons in locating and/or applying a farm for rental or purchase.
- h. Help given in locating farm labor, instructing groups of workers in efficient work methods and in acquainting employers of farmer-worker relations.
- i. Leases, partnerships, property transfers, farm and liability insurance. (See subitem 66d.)
- j. Work in acquainting farmers with income provisions, including how to figure depreciation, handle capital expenditures, and joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as planners or farm managers, as well as lawyers or others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

**PLANNING AND MANAGEMENT OF THE FARM BUSINESS**

*In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture home demonstration, young men and women's work, and 4-H Club work.*

45. Number of voluntary local leaders assisting.....	3
46. Total number of personal contacts made individually or through meetings.....	250
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly with management problems.....	125
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook.....	125
b. Keeping and analyzing farm records.....	18
c. Developing an overall farm plan.....	18
d. Making needed adjustments in farm operation.....	50
e. Developing supplemental sources of income.....	50
f. Obtaining and using credit.....	5
g. Selecting a farm for rental or purchase.....	1
h. Obtaining, training, and using farm labor.....	5
i. Legal aspects of the farm business.....	1
j. Income-tax accounting, social security, and related problems.....	18
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers.....	2
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers.....	3

## SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

estimating, the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, demonstration, young men and women's work, and 4-H Club work.

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
Number of voluntary local leaders assisting.....	10	15	2
Total number of personal contacts made individually or through meetings.....	150	300	25
Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	175	275	25
Farmers and other individuals reported in item 41-A assisted with—			Estimated number
a. Proper land use.....			150
b. Contour and strip cropping.....			2
c. Terracing.....			0
d. Grassing waterways.....			5
e. Water supply, storage, and distribution.....			25
f. Drainage.....			5
g. Irrigation.....			1
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....			50
i. Use of fertilizers (commercial and barnyard) (See subitem 25b).....			130
j. Production of soil-improvement crops.....			5
k. Crop rotations.....			5
l. Land clearing.....			15
Farmers and other individuals reported in item 41-B assisted with—			50
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....			10
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....			10
c. Timber harvesting (includes selective and other recommended cutting for forest products).....			2
d. Estimating and appraising.....			0
e. Production of maple-sirup products or naval stores.....			5
f. Treating wood products with preservatives (fence posts and building timbers).....			10
g. Marketing of forest products (includes markets and timber-selling practices).....			270
h. Fire prevention.....			
Farmers and other individuals reported in item 41-C assisted with—			15
a. Construction or management of ponds for fish.....			3
b. Making food and cover plantings for wildlife.....			3
c. Protection of wildlife areas from fire or livestock.....			9

## SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE—Interpre

Consideration is to be given to the PLANNING and ECONOMIC aspects as well as to the technological problems incident to carrying out the practices listed on this page.

- A. Soil-and-water conservation and management refers to all extension work incident to the improvement of soil fertility and the continuous productive capacity of the land. Practices, such as the application of fertilizer utilized PRIMARILY by the crop to which it is applied, should be reported under Crops. However, certain practices, such as fertilizer application, may contribute to both immediate crop-production gain and long-time soil improvement. Some duplication in the reporting of such practices is inevitable.
- 39, 40, and 41. See interpretation of corresponding items under Crops and Livestock.
41. Figures in columns A, B, and C will usually be larger than any one of the subitems in 42, 43, or 44, respectively.
42. Item—
- e. Refers to development of water supplies, both gravity and underground; storage, reservoirs, tanks, distribution systems, and the like. Persons given assistance in determining the quality of water for crop purposes are to be included.
  - f. Refers to problems relating to the removal of excess water: Installation of tile, drainage-

ways, and ditches. Persons given assistance in saline-alkaline reclamation are included.

- g. Reports assistance given with planning relating to the application of water to crops: water measurement; penetration of water, and the like.
- h and i. Report only application of soil treatments and fertilizers that contribute to protection and sustained productivity of soil. Where such applications are primarily for use of a crop currently receiving such assistance is to be reported under appropriate crop.

## 44. Item—

- a. Reports only those assisted in the construction or management of ponds for fish, constructed primarily for storage of water for use in irrigation should be reported under subitem 42e.
- b. Refers to the planting of edible wild fruits and nuts in hedges, stream banks, and field borders, and with other practices for food and protection in wildlife refuges.
- c. Includes protection of such wildlife refuges, stream banks, old areas, field borders, marshes, and ponds, from fire or insect damage.

## MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

assistance given to FORMALLY organized cooperatives (those incorporated under State law):

Kind of cooperative	Cooperatives assisted	Members in county	Cooperatives in column A given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Public-relations and membership problems
	A	B	C	D	E	F
	Number	Number	Number	Number	Number	Number
Marketing and purchasing	3	650			1	1
and home service						

assistance given to INFORMALLY organized groups (other than those reported under item 32) with organizational and operational problems:

Type of activity	Groups	Members
	A	B
	Number	Number
Marketing and purchasing	1	80
and home service		
		Number

SURVEYS made during the year on specific problems of—

a. Marketing	_____
b. Service facilities	_____
Producers, homemakers, and other individuals assisted in marketing products through roadside or farm retail markets:	
a. Agricultural products	1
b. Home products (arts, crafts, etc.)	1
Producers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.	5
b. Hay and other forage crops	5
c. Cotton: (1) Cotton ginner	_____
(2) Other	1
d. Tobacco	_____
e. Oil crops (soybeans, flax, peanuts, etc.)	_____
f. Sugar crops	_____
g. Dairy and dairy products	1
h. Poultry and poultry products	2
i. Meat animals and meat products	1
j. Fruits and nuts	1
k. Vegetables including potatoes	2
Wholesale and retail dealers assisted with merchandising problems	_____
Persons assisted with CONSUMER information on agricultural products..... estimated total	400

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS—*Interpret*

32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
  - B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
  - C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
  - D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
  - E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
  - F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
- a. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
  - b. Country buyers, processors, dehydrators, dealers, and others concerned with marketing hay and other forage crops.
  - c. (1) Cotton ginners in selecting, inspecting, maintaining and/or operating cotton to obtain better grade cotton.  
(2) Local buyers, oil mills, compressors, housemen, textile mills, and others engaged in processing (other than ginning), and merchandizing raw cotton, cottonseed and cottonseed products.
  - d. Auction warehouses, country buyers and others engaged in marketing and handling tobacco.
  - e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
  - f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
  - g. Milk plants, pick-up and delivery, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
  - h. Assembling and processing plants, retail poultry and poultry products, grading stations, pick-up routes, and poultry turkey auctions.
  - i. Auction-market operators, terminal marketing processing plants including local plants, buyers of livestock and wool, and wool pools, and feeder-calf and pig auction demonstrations.
  - j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom was done in quality preservation, display, sale, and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other agricultural products should be reported under appropriate items in the respective sections, such as mechanical equipment (subitem 55a), home equipment (subitem 61a), and clothing (subitem 67a).

In estimating the influence of extension teaching, be sure to consider all phases of the extension program: Agriculture, home demonstration, young men and women's work, and 4-H Club work.

Item	Dairy animals and products	Poultry and products	Beef cattle	Sheep, goats, and products	Swine	Other livestock and products
	A	B	C	D	E	F
27. Number of voluntary local leaders assisting.....	12	5	20	10	10	2
28. Total number of personal contacts made individually or through meetings.....	140	50	350	30	75	10
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	80	50	350	30	60	10
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management.....	<del>108</del> 80	50	350	30	60	10
Of this number how many were assisted with—						
a. Selection and breeding.....	5		50	5	10	
b. Feeding.....	50	25	50	30	20	10
c. Controlling external parasites.....	25	15	350	30	50	
d. Controlling diseases and internal parasites.....	25	20	50	30	50	
e. Efficient work methods.....	25	5	25	5	10	
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....	25	25	200	30	25	2
Of this number how many were assisted with—						
a. Preparation for market.....	5	15	35	30	15	2
b. Commodity outlook and market information.....	35	15	350	5	20	
c. Arranging to sell and selling.....		5	25		5	

LIVESTOCK—Production and Farm Marketing—*Interpretation*

Work done with farmers and other persons in connection with the production of various kinds of livestock and livestock products, and with those aspects of marketing ON THE FARM, is grouped in this section. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC aspects when reporting work done.

- F. Under "other livestock," persons assisted in work with horses and mules, rabbits for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.
27. Voluntary local leaders who have ACTIVELY ENGAGED in furthering extension work with each kind of livestock. See also interpretation of item 8.
28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons in the county assisted or influenced TO MAKE SOME CHANGE, either through adoption of a new, or improvement in an old, practice—
- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
  - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
  - (3) Probable number of other persons in the county reached through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
  - (4) All available evidence indicating the percentage of the potential clientele in the county: Number of farms and other places that made extension information relating to specific livestock and livestock products. Such evidence may be from sample surveys, reports of local leaders and secretaries of organized stock groups, requests for bulletins, in received after the release of specific news stories or after broadcasts, amount of a product material handled by dealers, personal observations, and other sources.
- Item 29 will normally be greater than either item 28 or 31.
- Numbers reported in items 29, 30, and 31 should include only those who adopted or put recommended practices into use.
30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in items 29 through 30e, plus other production and management practices emphasized in the county extension program. Item 30 cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- a. Selection of male and female breeding stock; artificial breeding, selection of feeder animals.
  - b. Those assisted in adopting more efficient methods of handling livestock or livestock products.
  - c. Easier ways to care for hogs, dogs, cats, and poultry chores.
31. Includes total number of DIFFERENT persons assisted with any FARM MARKETING practices connected with livestock and livestock products. Work done with the trade is to be reported in item 38.
- a. Persons helped with practices of grading, sorting, or classifying; farm processing; and other preparing animals or animal products for market.
  - b. Persons helped primarily with the economic aspects of marketing, use of market news service, and demand outlook, etc.
  - c. Persons assisted primarily with those arrangements involved in arrangements incident to the selling of livestock and livestock products as market orders as they affect the individual producer, contract selling, market outlet, and delivery arrangements.

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	10	15		10			5	
23. Total number of personal contacts made individually or through meetings.....	450	700		250		5	150	
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	350	350		175		5	150	
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....	350	350		175		5	150	
Of this number how many were assisted with—								
a. Use of improved varieties and strains.....	25	15		5			50	
b. Use of fertilizers.....	300	300		175		5	20	
c. Control of injurious insects.....	20	15		100		5	100	
d. Control of diseases.....	35	15		100		5	100	
e. Harvesting, storing, and curing.....	10	100		50				
f. Efficient work methods.....	10	150		5				
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....	150	50		75			25	
Of this number how many were assisted with—								
a. Preparation for market.....	10	10		25			20	
b. Commodity outlook and market information.....	150	25		50			5	
c. Arranging to sell and selling.....	10	10		0			0	

## CROPS—Production and Farm Marketing—Interpretation

This section deals with the work done with farmers and others in connection with the production and harvesting of specific crops or groups of crops, and with those aspects of marketing that take place ON THE FARM. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC (decision-making) aspects when you report on the work done. Persons assisted in work relating to the following should also be included in the respective columns:

- B. Corn for silage and grain cut for hay.
  - C. Cottonseed and flax in those areas where they are grown for fiber.
  - E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
  - F. Coffee.
  - G. Watermelons, cantaloupe, and yams.
  - H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and lawns.
22. The voluntary local leaders or committeemen who have ACTIVELY ENGAGED in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
  23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an after-lance of 490 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.
  24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced TO MAKE SOME CHANGE, either through adopting a new practice or improving an old practice, the following factors should be considered:
    - (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
    - (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
    - (3) Probable number of other persons in the county reached with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.

- (4) All other available evidence indicating the participation of potential clientele in the count—example, number of cotton growers who use of extension information relating to specific crop. Such evidence may be sample surveys, reports of local leaders, questions requested, inquiries received after a news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

Numbers reported in items 24, 25, and 26 should include only those who adopted or put recommended practices into use.

25. Include the total number of DIFFERENT persons helped with any production or management practice relating to a crop or group of crops. In addition the specific practices listed ("a" through "f"), practices emphasized in the extension program should be included. Item 25 cannot exceed item 24, but normally be larger than any one of the subitems through 25f.
  - a. Assistance given in the use of fertilizers on crops should be reported here. Use of fertilizers in terms of general soil improvement or land benefits should be reported under item 42.
  - c. Includes those assisted in on-farm storage, done in grain sanitation is to be reported under item 138.
  - f. Those assisted in adopting more efficient methods of producing or handling crops; for example, transplanting or harvesting of tobacco, binding of hay, cutting seed potatoes, and harvesting of potatoes, fruits, and vegetables.
26. Include the total number of DIFFERENT persons helped with any FARM MARKETING practice relating to a specific crop or group of crops. This is done with "the trade" is to be reported in item 38. The total will normally be less than the number reported in item 24. It will also be likely larger than any one of subitems 26a, b, or c.
  - a. The number of persons assisted in the post-harvesting of the crop on the farm, through grading, packing, packaging, processing, or other preparing for the market.
  - b. The use of market reports, supply and demand, outlook, etc.
  - c. Finding market outlets, contracting for the price agreements, assembling or pooling shipments, or any other activity incident to the sale of crops from the farmer to the buyer or his

## PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
Calendar months of employment	12		12	24
Total days worked	239		259	498
Days devoted to—				
a. Adult work	181		202	383
b. YMW work	2			2
c. 4-H Club work	56		57	113
Days devoted to—				
a. Extension organization and program planning	26		31	57
b. In-service training of agents	9		4	13
c. Crops			34	34
d. Livestock			49	49
e. Marketing, distribution, and service organizations			26	26
f. Soil and water conservation and management			18	18
g. Forestry			31	31
h. Wildlife			5	5
i. Planning and management of the farm business			21	21
j. Farm buildings and farm mechanical equipment			7	7
k. House and surroundings, furnishings and equipment	76			76
l. Home management	8			8
m. Family economics	7			7
n. Clothing	20			20
o. Foods and nutrition	54		1	55
p. Health	2		3	5
q. Family life, child development, and parent education	11		1	12
r. Safety	7		9	14
s. Community development and public affairs	15		11	26
t. Days that cannot be charged specifically to one of items a through s	4		8	12
How many of the total days worked, as reported in item 19 and also distributed under item 21, would you estimate were devoted to families with whom you are working through Farm and Home Development as reported on page 24	10		10	20



## EXTENSION ORGANIZATION AND PROGRAM PLANNING

County organization, association, board, or committee sponsoring extension work in the county:

- a. Name of citizens' organization or group having legal or quasi-legal status, if any .....
- b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different from "a" .....

COUNTY-WIDE advisory COUNCILS or COMMITTEES assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Councils or committees		Members		Meetings of such councils or committees held during the year	
	A	B	C	D		
	Number	Number	Number	Attendance		
all or general .....						
cultural .....						
home demonstration .....	1	36	2	42		
young men and women .....						
Club .....	1	65	1	58		

MEETINGS (other than those involved in 12) held PRIMARILY for the PURPOSE of DETERMINING the extension program:

Item	A	B
	Number	Attendance
community or local meetings .....	20	280
county meetings .....		

Number of fact-finding surveys for program-planning purposes made during the year ..... 2

Are you currently engaged in Program Projection in your county? ..... (Check one) Yes  No

Total number of different voluntary local leaders or committeemen (county, community, and neighborhood) assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
adult agricultural work .....	83		XXXX	XXXX
adult home demonstration work .....		91	XXXX	XXXX
young men and women's work .....			XXXX	XXXX
4-H Club work .....	11	18	3	10
Total number of DIFFERENT leaders .....	94	91	3	10
Number of organized clubs or other groups carrying on adult home demonstration work .....				9
Number of members in such clubs or groups .....				257

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program. Meetings and attendance reported in items 12 and 13 should also be included in item 9 or 10, whichever is applicable.
13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meetings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.
14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension pro-

gram are to be included here. These facts are obtained through mail questionnaires, telephone personal interview.

15. A project leader, local leader, or committee member selected by extension or the group the respondent, to lead some phase of the extension program or subject matter. Included should be members of the county-wide councils or committees reported in 12, as well as in items 22, 27, 39, 57, 62, 68, and column C on page 23, less duplicate.
- 15e. Total of a, b, c, and d, less duplications due to same person serving as leader in more than one of work.
17. Where home demonstration program is carried through a school, church, women's club, or organization unit, include only that part of the membership which is interested in home demonstration work.

17	44	12	
18	3	51	
19	22	57	
20	4	6	
21	22	27	
22	22	27	
23	22	27	
24	22	27	
25	22	27	
26	22	27	
27	22	27	
28	22	27	
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96	22	27	
97	22	27	
98	22	27	
99	22	27	
100	22	27	

## EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
in or home visits..... Number.....	273		1121	1394
free calls..... do.....	151		1530	1781
telephone calls..... do.....	743		2327	3590
news articles or stories prepared..... Number.....	20		133	153
roadcasts made or prepared:				
a. Radio..... Number.....	3		8	11
b. Television..... do.....			5	5
bulletins distributed..... do.....	1230		2098	3375
ult result demonstrations conducted..... Number.....	27		44	71
aining meetings held for local leaders:				
a. Adult work:				
(1)..... Number.....	13		8	21
(2)..... Attendance.....	172		70	242
b. YMW work:				
(1)..... Number.....				
(2)..... Attendance.....				
c. 4-H Club work:				
(1)..... Number.....	5		6	11
(2)..... Attendance.....	99		55	153
other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number.....	95		55	150
(2)..... Attendance.....	2081		1450	3531
b. YMW work:				
(1)..... Number.....				
(2)..... Attendance.....				
c. 4-H Club work:				
(1)..... Number.....	84		34	118
(2)..... Attendance.....	2729		1513	4322
etings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number.....	57			57
(2)..... Attendance.....	857			857
b. YMW work:				
(1)..... Number.....				
(2)..... Attendance.....				
c. 4-H Club work:				
(1)..... Number.....	16		4	20
(2)..... Attendance.....	439		66	505

Agents who devote more than one-half of their time to a line of work, as determined in item 20, should report ALL OF THEIR WORK in the column provided on pages 3 and 7. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B.

When two or more agents are engaged in the same line of work, i. e., agricultural, home demonstration, or 4-H Club work, and participate in the same extension activity, the information should be reported only once in their respective column and only once in the county total. For example, if an agricultural agent and his assistant, both of whom spend more than one-half of their time on agricultural work, participated in the same radio broadcast—it would be counted once in column C and once in the county total, column D.

When agents, engaged in different lines of work, participate in the same extension activity, the information is reported once in each of their respective columns, and only once in the county total. For example, the home demonstration and agricultural agents participate in the same radio broadcast. It would be reported once in column A, once in column C, and once in column D.

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group in which information is given or received.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported. News items prepared by local leaders should not be included.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast, is also to be reported.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.
7. An adult result demonstration is a demonstration directed by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Demonstrations are definitely planned in advance and not "found." Include all result demonstration PROGRESS during the year, regardless of when started or completed.
8. At leader-training meetings, project leaders, leaders, or committeemen are trained to carry out extension activities. A project leader, local leader, or committeeman is a person who is selected by extension workers or the group they represent to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women (YMW) see items 132 through 135.
9. Includes general educational meetings, demonstration meetings, meetings held at schools, demonstrations, community-organization meetings, achievement days, encampments, and meetings (except those for the training of local leaders) that you were responsible for holding. Also includes meetings that you did not arrange but attended and actively participated in for the purpose of advancing the county extension program. Do not include meetings held by local leaders that are attended for observation or public-relations purposes only. Such meetings should be reported in item 10. Do not report county, district, or State conferences of extension personnel.
- In reporting attendance, count the total number of DIFFERENT persons. For example, a farmer makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm), 30 others join the tour at the second farm and go to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.
- 9c. In addition to the 4-H Club meetings you held and participated in, extension meetings for boys and girls are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are reported in the extension program are to be reported. If a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such information as is available.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

Department of Agriculture  
 Agricultural Colleges  
 and Universities

Federal Extension Service  
 Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

This form is for use by county extension agents in making an annual statistical report on all extension done in the county during the year. Agents resigning or transferring should make out this report leaving the county.

*Floyd Island* State *Virginia*

REPORT OF

Period of Service  
 From To

Name of Agent

Title

*F. Foster* *Home Demonstration Agent* *Dec. 1, 1957* *Nov. 30, 1958*

*Ed C. Smith* *County Agric. Agent* *Dec. 1, 1957* *Nov. 30, 1958*



READ CAREFULLY THE SUGGESTIONS ON PAGE 32, AND THE INTERPRETATION OF EACH ITEM, BEFORE FILLING OUT THIS FORM.

vided:

State Extension Director

ES-21  
 June 1958)