

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

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 work done in the county during the year. Agents resigning or transferring should make out this report before leaving the county.

County Amherst State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Rachel R. Baxter</u>	<u>Local Home Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1953</u>



READ SUGGESTIONS ON PAGE 32

Approved: _____

Date _____

State Extension Director

Form ES-21
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work should report **ALL THEIR WORK** in the column provided. 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 (a county agent and an assistant) doing similar work report in the same column, whether it be A, B, or C, duplications should be removed before the entry is made. The county total, column D, is the sum of the three preceding columns less duplications not previously eliminated.

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 seeking information or assistance.
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.
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.
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 conducted 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. Result

demonstrations are definitely planned in advance and not "found."

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.

9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other 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 specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10.

In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on 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.

- 9e. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When 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 records and information as are available.

READ REVISIONS ON PAGE 11

Your Extension Leader

 Approved _____
 Date _____
 Home Office _____
 Revised June 1933

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
1. Farm or home visits.....Number	308			308
2. Office calls.....do	115			115
3. Telephone calls.....do	166			166
4. News articles or stories prepared Number	3			3
5. Broadcasts made or prepared:				
a. Radio.....do	.			-
b. Television.....do	-			-
6. Bulletins distributed.....do	325			325
7. Adult result demonstrations conducted.....Number	26			26
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....Number	14			14
(2).....Attendance	84			84
b. YMW work:				
(1).....Number	3			3
(2).....Attendance	13			13
c. 4-H Club work:				
(1).....Number	16			16
(2).....Attendance	81			81
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....Number	73			73
(2).....Attendance	480			480
b. YMW work:				
(1).....Number	9			9
(2).....Attendance	57			57
c. 4-H Club work:				
(1).....Number	77			77
(2).....Attendance	482			482
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1).....Number	26			26
(2).....Attendance	306			306
b. YMW work:				
(1).....Number	3			3
(2).....Attendance	27			27
c. 4-H Club work:				
(1).....Number	37			37
(2).....Attendance	402			402

EXTENSION ORGANIZATION AND PROGRAM PLANNING

11. 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.....

Amherst County Board of Supervisors

b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different

from "a".....

12. 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	C	D
	Number	Number	Number	Attendance		
a. Over-all or general.....						
b. Agricultural.....						
c. Home demonstration.....	1	36	2	41		
d. Young men and women.....						
e. 4-H Club.....	1	49	2	53		

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

Item	A		B	
	Number	Attendance		
a. Community or local meetings.....	8	216		
b. County meetings.....	3	186		

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

15. 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	
	A	B	C	D	C	D
a. In adult agricultural work.....					XXXX	XXXX
b. In adult home demonstration work.....		38			XXXX	XXXX
c. In young men and women's work.....		2			XXXX	XXXX
d. In 4-H Club work.....		35			4	8
e. Total number of DIFFERENT leaders.....		87		75	4	8

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 1217. Number of members in such clubs or groups..... 196

PROGRAM EMPHASIS—Interpretation

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 months' service for each. Report months of service to the nearest whole month.
19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed.
21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate

will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents engaged in the respective lines of work.

Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. Additional information is given below.

Days devoted to cooperation with other agencies (items 145 through 169) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".

- 21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.
- 21b. This is to include days spent attending summer extension courses, workshops, and other training activities, including district and State extension conferences. Do not include time spent in training local leaders. Such training of local leaders in extension organization and program planning should be reported under item 21a; training in subject matter should be reported under one of the appropriate subject headings 21c through 21t.

The sum of subitems "a" through "t" should equal the total reported in item 19.

County	Group	18	19	20	21a	21b	21c	21d	21e	21f	21g	21h	21i	21j	21k	21l	21m	21n	21o	21p	21q	21r	21s	21t
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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
18. Calendar months of employment.....	12			12
19. Total days worked.....	287			287
20. Days devoted to--				
a. Adult work.....	140			140
b. YMW work.....	9			9
c. 4-H Club work.....	138			138
21. Days devoted to--				
a. Extension organization and program planning.....	16			16
b. In-service training of agents.....	15			15
c. Crops.....				
d. Livestock.....				
e. Marketing; distribution; and service organizations.....				
f. Soil and water conservation and management.....				
g. Forestry.....				
h. Wildlife.....	3			3
i. Planning and management of the farm business.....				
j. Farm buildings and farm me- chanical equipment.....				
k. House and surroundings, furni- shings and equipment.....	34			34
l. Home management.....	24			24
m. Family economics.....	8			8
n. Clothing.....	32			32
o. Foods and nutrition.....	60			60
p. Health.....	12			12
q. Family life, child development, parent education.....	21			21
r. Safety.....	21			21
s. Community development and public affairs.....	26			26
t. Days that cannot be charged specifically to one of items a through s.....	13			13

CROPS—Production and 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, cantaloups, 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 held 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 attendance 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 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; for example, number of cotton growers in the county who made use of extension information relating to a specific crop or group of crops. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.
25. Item should include—
- a. The total number of persons helped by any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("b" through "g"), other practices emphasized in the extension program should be included. Item 25a cannot exceed item 24, but will normally be larger than any one of the sub-items 25b through 25g.
 - e. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42i.
 - g. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes; and harvesting of potatoes, fruits, and vegetables.
26. Item should include—
- a. The total number of DIFFERENT persons helped with any FARM MARKETING problems relating to a specific crop or group of crops should be reported here. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 26b, c, or d.
 - b. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
 - c. The use of market reports, supply and demand reports, outlook, etc.
 - d. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS—Production and Marketing

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	Grain crops including rice, dry peas and beans	Hay and other forage, pas- ture, 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 lead- ers assisting.....								
23. Total number of persons con- tacted individually or through meetings.....								
24. Estimated total number of DIF- FERENT farmers and other individuals assisted directly or indirectly to adopt recommend- ed practices.....								
25. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of production.....								
Specific production and manage- ment practices incident to—								
b. Use of improved varieties and strains.....								
c. Use of fertilizers.....								
d. Control of injurious insects.....								
e. Control of diseases.....								
f. Harvesting, storing, and curing.....								
g. Efficient work methods.....								
26. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of marketing.....								
Specific marketing practices in- cident to—								
b. Preparation for market.....								
c. Commodity outlook and market information.....								
d. Arranging to sell and selling.....								

LIVESTOCK—Production and 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, and fur animals should be reported.
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 held 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 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 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: Number of farms and other places keeping poultry, that made use of extension information relating to specific kinds

of livestock and livestock products. Such evidence may be from sample surveys, reports from local leaders and secretaries of organized livestock groups, requests for bulletins, inquiries received after the release of specific news articles or after broadcasts, amount of a product or of material handled by dealers, personal observations, and other sources.

Item 29 will normally be greater than either subitem 30a or 31a.

30. Item refers to—

- a. The number of persons helped with any livestock production or management practice. This subitem should include the specific practices listed in 30b through 30f, plus other production and management practices emphasized in the county extension program. Subitem 30a cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- b. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
- f. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, to do dairy-barn and poultry chores.

31. Item should include—

- a. Different persons assisted with any FARM MARKETING problem connected with livestock and livestock products. Work done with the trade is to be reported in items 32 through 38.
- b. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
- c. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
- d. Persons assisted primarily with those activities involved in arrangements incident to the actual selling of livestock and livestock products, such as market orders as they affect the individual producer, contract selling, market outlets, and delivery arrangements.

LIVESTOCK—Production and Marketing

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						
28. Total number of persons contacted individually or through meetings.....						
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....						
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management						
Specific production and management practices incident to—						
b. Selection and breeding.....						
c. Feeding.....						
d. Controlling external parasites.....						
e. Controlling diseases and internal parasites						
f. Efficient work methods.....						
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing.....						
Specific marketing practices incident to—						
b. Preparation for market.....						
c. Commodity outlook and market informa- tion.....						
d. Arranging to sell and selling.....						

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

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—
- b. 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.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and processors, wholesalers, retailers, and others engaged in marketing grain.
- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton ginners in selecting, installing, maintaining and/or operating cotton gins to obtain better grade cotton.
(2) Local buyers, oil mills, compressors, warehousemen, textile mills, and others engaged in processing (other than ginning), storing, 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 routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-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 work was done in quality preservation, display, supplies 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 than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (item 55a), home equipment (item 61a), and clothing (item 67a).

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

32. Assistance given to FORMALLY organized cooperatives (those incorporated under State law):

Kind of cooperative	Cooperatives	Members	Cooperatives given educational assistance with--			
			Organizational problems	Financial problems	Operational problems	Membership and public-relations problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....						
b. Farm and home service.....						

33. 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
a. Marketing and purchasing.....		
b. Farm and home service.....		
		Number

34. SURVEYS made during the year on specific problems of--

- a. Marketing.....
- b. Service facilities.....

35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:

- a. Agricultural products.....
- b. Home products (arts, crafts, etc.).....

36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:

- a. Grain, seed, dry beans and peas, etc.....
- b. Hay and other forage crops.....
- c. Cotton: (1) Cotton ginners.....
- (2) Other.....
- d. Tobacco.....
- e. Oil crops (soybeans, flax, peanuts, etc.).....
- f. Sugar crops.....
- g. Dairy and dairy products.....
- h. Poultry and poultry products.....
- i. Meat animals and meat products.....
- j. Fruits and nuts.....
- k. Vegetables including potatoes.....

37. Food retailers assisted with merchandising problems.....

38. Persons assisted with CONSUMER information on agricultural products..... *estimated total*.....

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE—*Interpretation.*

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.

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, drainageways, and ditches. Persons given assistance

in saline-alkaline reclamation are to be included.

g. Reports assistance given with problems relating to the application of water to the land; water measurement; penetration duty of water, and the like.

h and i. Report only application of soil amendments and fertilizers that contribute to land protection and sustained productivity of the soil. Where such applications are made primarily for use of a crop currently grown, such assistance is to be reported under the appropriate crop.

44. Item—

a. Reports only those assisted in the construction or management of ponds for fish. Ponds constructed primarily for storage of water for use in irrigation should be reported in item 42e.

b. Refers to the planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders, and with other plantings for food and protection in wildlife areas.

c. Includes protection of such wildlife areas as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock.

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

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—
- a. 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.
 - b. Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - c. Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
 - d. Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Item 48c refers to long-time adjustments, 48d should include adjustments made from year to year.
 - e. Special work in helping farmers to develop new sources of income.
 - f. Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
 - g. Help given persons in locating and/or appraising 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 good farmer-worker relations.
 - i. Leases, partnerships, property transfers, and farm and liability insurance. (See item 66d.)
 - j. Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and 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 | _____ |
| 46. Total number of persons contacted individually or through meetings | _____ |
| 47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices | _____ |
| 48. Estimated number of farmers and other individuals reported in item 47 assisted with— | |
| a. Information on the agricultural outlook | _____ |
| b. Keeping and analyzing farm records | _____ |
| c. Developing an over-all farm plan | _____ |
| d. Making needed adjustments in farm organization | _____ |
| e. Developing supplemental sources of income | _____ |
| f. Obtaining and using credit | _____ |
| g. Selecting a farm for rental or purchase | _____ |
| h. Obtaining, training, and using farm labor | _____ |
| i. Legal aspects of the farm business | _____ |
| j. Income-tax accounting and related problems | _____ |
| 49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers | _____ |
| 50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers | _____ |

FARM BUILDINGS AND MECHANICAL EQUIPMENT—Interpretation

54. 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, home demonstration, young men and women's work, and 4-H Club work.

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting		
52. Total number of persons contacted individually or through meetings		
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices		
		<i>Estimated number</i>
54. Farmers and other individuals reported in item 53-A, assisted with—		
a. Arrangement of farm-building lay-out		
b. Construction of farm buildings		
c. Remodeling or repairing farm buildings		
d. Selection or construction of farm-building equipment		
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment		
b. Developing labor-saving devices and equipment		
c. Use, care, and repair of farm mechanical equipment		
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes		

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 held 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 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 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 be from sample surveys, reports of local leaders, bulletins requested, inquiries received after publication of specific news stories or after broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

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

60. Item—

- Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.
- d. Refers to storage space in any other area of house other than kitchen and laundry.
 - g. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.
 - h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

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

61. Item should include—

- a. Electrical equipment in the home. Work done with sewing equipment should be reported under item 67d.
- d. Refinishing furniture, upholstery, chair seating, renovation of accessories.

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

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 item 67b.)

66. Includes work done—

- b. On that portion of financial affairs that deals with planning the use of family resources and making distribution to cover cost of food, clothing, shelter, transportation, and savings (thrift).
- d. On wills, inheritance, insurance, notes and installment-buying contracts. Item 48i covers legal affairs pertaining to the farm business.

67. Includes work done—

- a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
- b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 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.....	26	✓	27
63. Total number of persons contacted individually or through meetings.....	507	27	269
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	206	137	290
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			74
b. In improving housekeeping methods.....			63
c. With family laundering.....			72
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			36
b. With family financial planning.....			40
c. With keeping and analyzing home records.....			18
d. With family legal matters.....			18
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			41
b. With care and mending of clothing.....			26
c. With clothing construction.....			39
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			
e. With good grooming and posture (personal appearance).....			59

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

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

68 and 69. See interpretations of items 57 and 58.

70. Considers factors outlined for item 59.

71. 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

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	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	26	17	12	19
69. Total number of persons contacted individually or through meetings.....	237	638	365	280
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices.....	179	350	86	1263
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				88
b. In selecting food.....				63
c. With meal planning and food preparation.....				86
d. With preservation and storage of food.....				60
e. In improving diets.....				43
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				266
b. First aid and home nursing.....				26
c. Dental-health education.....				20
d. Health education leading to physical examination by a physician.....				126
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				25
b. Providing recommended play, clothing, and equipment suited to age of children.....				18
c. Understanding roles of family members and strengthening family relationships.....				27
d. Individual adjustments and personality development.....				14
e. Home and family recreation.....				42
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				96
b. Accident prevention around the farm and home.....				61
c. Accident prevention away from home place.....				123

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 leaders assisted. Members of special committees appointed by other groups with whom you worked should be reported as local leaders. Include only those living within the county.

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

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

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

77. Item includes—

a. Studies and surveys.

78. Item includes—

a. Such regional or area development programs or projects as river basin watershed; soil conservation district; land use; land reclamation; flood control; and industrial development.

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

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

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

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
75. Citizenship activities.....				
76. Developing and improving county or community organization.....	3	2	1	49
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	1	4	4	163
b. Improving health facilities, services, and programs.....	1	8	4	250
c. Improving schools.....				
d. Improving churches.....	3	3		150
e. Bettering town-country relations.....	3			
f. Libraries.....				
g. Roads.....				
h. Telephones.....				
i. Community centers.....				
j. Recreation programs and facilities.....				
k. Community beautification.....				
78. Regional or area development programs or projects.....				
79. National programs and proposals affecting agriculture and rural life.....				
80. World affairs.....				
81. Emergency activities.....				

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 units involved for 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).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not 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, landscaping, flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered in quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

SUMMARY OF 4-H CLUB PROJECTS

A club member may engage in more than one project. The sum of the projects may, therefore, be greater than the number of different club members enrolled.

Item	Members enrolled	Members completing	Units involved in completed projects	
	A	B	C	
	<i>Number</i>	<i>Number</i>	<i>Number</i>	
82. Corn.....				acres
83. Other cereals.....				do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....				do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....				do.
88. Tobacco.....				do.
89. Vegetable growing.....				do.
90. Fruits.....				do.
91. Range and pasture.....				do.
92. Other crops.....				do.
93. Soil and water conservation and management.....				do.
94. Forestry.....				do.
95. Wildlife and nature study.....			XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....				birds
97. Dairy cattle.....				animals
98. Beef cattle.....				do.
99. Sheep.....				do.
100. Swine.....				do.
101. Rabbits.....				do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....			XXXXXXXXXXXXXX	
105. Tractor maintenance.....				tractors
106. Electricity.....				articles
107. Farm shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXXXX	
110. Beautification of home grounds.....	105	96	XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....	112	47	304 386	dishes prepared meals served
112. Canning and preserving (other than freezing).....	43	36	833	quarts
113. Freezing of foods.....				quarts frozen
114. Health, nursing, first aid.....			XX	pounds frozen
115. Child care.....			XXXXXXXXXXXXXX	
116. Clothing.....	26	18	42 54	articles
117. Home management.....			XX	garments
118. Home furnishings and room improvement.....	278	218	334 296	articles rooms
119. Home industries, arts, crafts.....				articles
120. Junior leadership.....			XXXXXXXXXXXXXX	
121. All other.....			XXXXXXXXXXXXXX	
122. Total.....	568	395	XXXXXXXXXXXXXX	

564

4-H CLUB MEMBERSHIP

		Boys	Girls
123. Number of 4-H CLUBS.....			13
124. Different 4-H Club members--			
a. Enrolled.....	139	278	
b. Completing.....	96	209	
125. 4-H Club members from--			
a. Farm homes.....	1021	215	
b. Rural nonfarm homes.....	37	63	
c. Urban homes.....			
126. 4-H Club members enrolled by years in club work:			
a. 1st year.....	26	31	
b. 2d year.....	14	32	
c. 3d year.....	17	24	
d. 4th year.....	19	33	
e. 5th year.....	20	38	
f. 6th year and over.....	43	120	
127. 4-H Club members enrolled by ages:			
a. 10 years and under.....	12	9	
b. 11 years.....	14	18	
c. 12 years.....	20	34	
d. 13 years.....	26	39	
e. 14 years.....	23	38	
f. 15 years.....	20	42	
g. 16 years.....	22	38	
h. 17-20 years, inclusive.....	2	63	
128. 4-H Club members who received definite training in--			Boys and Girls
a. Judging.....			39
b. Giving demonstrations.....			67
c. Group recreation leadership.....			10
d. Music appreciation.....			-
e. Money management (thrift).....			43
f. Farm and home safety.....			76
g. Citizenship.....			
h. Personality improvement.....			
i. Soil and water conservation.....			
j. Forestry.....			
k. Health, nursing, first aid.....			
129. 4-H Club members having health examination because of participation in the extension program.....			27
130. Number of members participating in a 4-H Club camp.....			
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....			8

WORK WITH YOUNG MEN AND WOMEN—Interpretation

The purpose of this section of the report is to determine how many young men and women approximately 18 to 30 years of age, are being reached through special programs geared to meet the needs of this age group. It is recognized that much of the assistance given these young men and women may already have been reported under the respective subject-matter sections of the report.

132. Only those groups of young men and women that Extension has organized should be reported under this item. Included will be such groups as young men's clubs, young homemakers' clubs, young married couples' clubs, general-interest groups, 4-H alumni, and honorary or service clubs. Indicate whether the foregoing are operating on a community or county-wide basis.

133. In some instances the organization of young people's groups has been a joint effort of Extension and some other organization. Where that has occurred, information for such groups should be reported here.

134. In many counties agents are called upon to work with young people in groups not organized by Extension. Examples of such groups are church groups of young married people, GI classes taught in the schools, and independent groups that may have organized themselves.

135. In counties where agents are making a definite effort to reach young people 18 to 30 years of age, there will be some persons, not in one of the organized groups listed above, whom the agent has assisted during the year.

WORK WITH YOUNG MEN AND WOMEN

Item	Community groups A	County-wide groups B
132. Extension-organized groups of young men and women:		
a. Number of such groups worked with during year.....	1	
b. Membership in such groups: (1) Young men.....		
(2) Young women.....	10	
c. Meetings held during year: (1) Number.....	7	
(2) Attendance.....	48	
133. Groups jointly organized by Extension and another organization:		
a. Number of such groups worked with during year.....		
b. Membership in such groups: (1) Young men.....		
(2) Young women.....		
c. Meetings held during year: (1) Number.....		
(2) Attendance.....		
134. Other groups of young men and women not organized by Extension with whom Extension worked:		
a. Number of such groups assisted during year.....		
b. Number of different individuals reached through such groups:		
(1) Young men.....		
(2) Young women.....		

135. Individual young men and women not reported in items 132, 133, or 134 who are part of a definite young men and women's extension program:

a. Number of persons assisted:

(1) Different young men.....

(2) Different young women..... 26

MISCELLANEOUS—Interpretation

The following items should include work done—

136. A general of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects affecting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25d.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	
137. FAMILIES assisted with control of household insects.....	365
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	
139. FARMERS and other individuals assisted with control of noxious weeds.....	
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	
142. FAMILIES assisted with practices incident to production of arts and crafts.....	

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 farms or families to be reported in each column, it is suggested that the same approach be used as that outlined for item 125.

143. In this section emphasis is only on the number of farms or families assisted, whereas emphasis has been on individuals in earlier sections of the report. Therefore, it is going to be necessary to eliminate duplications in numbers assisted in changing agricultural practices. For example, when a farmer is assisted with crop-production problems and his son is in a 4-H dairy-calf club, the assistance would be reported as given 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 farm or family's being assisted in both agricultural and homemaking practices.

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....			
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economies) practices this year.....	284	52	
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	284	52	

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 invited to attend the county Production and Marketing Administration staff meeting, where the agricultural program for the coming year is explained. This meeting would be reported in this section. In contrast, the exten-

sion agent holds several meetings in the county where he and PMA committeemen explain the agricultural program to farmers. Those meetings would also be reported in this section as well as in the Extension Teaching Activities section. "Days devoted" in both places would be reported in the appropriate column below and also in the Program Emphasis section.

148. This item should include work with production-credit associations, national farm-loan associations, and district banks for cooperatives; also participation in work with the other Farm Credit district personnel 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 not listed.

165. Line is left blank for State use.

168 and 169. Lines are left blank for State use.

COOPERATION WITH OTHER PUBLIC AGENCIES

Public 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	
FEDERAL AGENCIES				
146. Agricultural Mobilization Committee.....				
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....				
149. Farmers Home Administration.....				
150. Fish and Wildlife Service.....				
151. Forest Service.....				
152. Bureau of Indian Affairs.....				
153. Production and Marketing Administration.....				
154. Rural Electrification Administration.....				
155. Selective Service System.....				
156. Soil Conservation Service.....				
157. Valley authority (TVA, etc.).....				
158. Other (specify).....				
STATE AGENCIES				
159. Health department.....				
160. Highway department.....				
161. State departments of agriculture and forestry.....				
162. State department of education: General schools.....				
163. State employment service.....				
164. Welfare department.....				
165. Other (specify).....				
COUNTY AGENCIES				
166. Soil conservation districts.....				
167. Vocational-agriculture and home economics departments.....				
168. Other (specify).....				
169. Other (specify).....				

ESTABLISH YOUR ANNUAL REPORT HABIT

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 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, 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 new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.

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

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

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

The following suggestions may help you prepare a better annual report:

1. Read last year's annual report again, and apply the criteria for a good narrative report discussed above.
2. Prepare an outline with main headings and subheadings.
3. Go over the information and data assembled from various office and field sources during the year.
4. Decide upon a few outstanding pieces of work to receive major emphasis.
5. Employ a newspaper style of writing, placing the more important information first.
6. Observe accepted principles of English composition.
7. Include only those photographs, circular letters, or other exhibits that help to emphasize the points you make in the text. Do NOT make the annual report a scrapbook. (Material of local value may be attached to or filed with your office copy, rather than being made a part of the official report.)

The Statistical Report

When 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. In some States a combined white and Negro report may also be requested by the extension director.

County totals are the sums 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, homemakers, 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 extension program in agricultural, home demonstration, young men and women's, or 4-H Club work. ONLY THE IMPROVEMENTS OR CHANGES TAKING PLACE DURING THE CURRENT YEAR AS THE RESULT OF EXTENSION EFFORT SHOULD BE REPORTED. Of necessity the information called for in the national statistical report schedule has broad 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 States.

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ANNUAL REPORT

County Extension Work

1953

1953



Agent *Rachel R. Bartel*

Amherst COUNTY

Asst. Agent

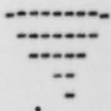
ANNUAL NARRATIVE

REPORT

HOME DEMONSTRATION WORK

AMHERST COUNTY

1953



Rachel R. Carter

Home Demonstration Agent

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The County Situation

The county situation as it affected the 1953 program included some of the following problems; We consider the opportunity of getting together in group meetings on a county-wide or distric basis, and exchanging ideas or receiving instructions in groups one of means of promoting the extension program. To some extent this means has been somewhat handicapped because of the lack of adequate transportation for some of our leaders and members. Those living on bus routes and those having their own cars do not have this trouble. Many of the women who live near Lynchburg and Sweet Briar College find it possible to secure employment for one or more days each week , which gives them an opportunity to earn extra money with which some of the home conveniences and other necessaries needed by the families, are bought. Those families having market gardens and farm produce find it helpful as well as convenient to sell these on the Curb Market and to regular customers.

Consolidation of schools tend to limit the time for 4-H club activities in consolidated schools, but the agent receives cooperation from teachers in all schools where 4-H club work is organized, Some of the teachers serve as organizational or project leaders.

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Some Contributions of the 1953 Program to Better Family Living

The 1953 program was planned to get the best all over results results, therefore the program was planned so that the adult and 4-H groups would carry similar projects , which would include some of the essential requisites for better and happier homes. Some of these were , the home production of the family food supply, housefurnishings and surroundings, clothing for the family , recreation and rural arts. As a result, some of the following results were accomplished; One new home demonstration club was organized with 18 members enrolled. Fourteen new homes were built by members and other cooperators, 8 bath-rooms 11 homes with running water, 17 electric refrigerators bought, 7 deep freezers , 31 electric and 3 gas stoves bought. 3 sinks were installed for carrying away waste water. 5 new members were added to home demonstration clubs, replacing members who dropped out or left the Community. The 50th anniversary of Extension Work was recognized by all clubs and was observed during National Home Demonstration Week. A moving picture was shown at the Health Center , under the auspices of the Home Demonstration Committee. One club celebrated their 30th anniversary with a public program featuring the progress made during the life of the organization. As a contribution to the nutrition program in the county, two leader training meetings were held by one of the State Food

Specialist with 28 leaders in attendance. Demonstrations were given to 87 club members by these leaders. Agents' training meetings were held by the Clothing, Home Improvement and the 4-H Club Specialists. Information received by the agents from these specialist was given to adult and 4-H leaders at their leaders training meetings. 26 volunteer leaders assisted with the project, 237 persons were contacted through meetings and individually, 88 families were assisted with planning and producing the family food supply, 179 different families were assisted with meal planning, improving diets, food preservation and storage. One community tour was held, with 18 home demonstration club members and around 20 others in attendance. Kitchen improvement is one of the long time goals. Forty-seven women made some improvements in their kitchens, by refinishing walls and floors, buying necessary kitchen furniture, adding windows for better lighting or making curtains and other accessories. One new kitchen was built and one made larger in Rocky Seat community. In four other kitchens cabinets were ~~with~~ working space improved.

The subject matter fields in which the adult program was planned were, food and nutrition, housefurnishings, clothing, rural arts and health and recreation. With the assistance of the State Specialist, Leaders and assistance received from other agencies in the county some progress was made in each field.

Food and Nutrition

The foods program got an early start with a demonstration for leaders by our State Specialist, Mrs. Mary L. Thompson in November. The demonstration was on Christmas Cookery. The leaders present gave the demonstrations to their club members and to leaders who could not attend the leader training meeting. Christmas holidays were made happier for home demonstration club members, their families and neighbors by putting into some of the instructions given by the specialist and leaders.

Another training meeting was held by Mrs. Thompson in May, with demonstrations on Summer Salads and Beverages. Mrs. Daisy Brown, a member of the Madison Heights home demonstration club said, "I had always had trouble getting my child to drink milk, but after trying the chocolate milk shake, or the Brown Cow which was demonstrated by Mrs. Thompson, I find that she drinks the required amount of milk and often asks for the brown cow between meals. I keep the cocoa syrup in the refrigerator ready for Judy and the rest of the family."

Some contributions to the program by the women were donations of food and finance to the school lunch projects. Two members of the Clifford home demonstration club who live near Oak Hill community, contributed canned products to the school lunch project which was sponsored by the Amherst County Red Cross Chapter.

At the planning meeting in September ,the Home Demonstration Committee pledged themselves to make some contribution to the 1954 school lunch program. Since that time the home demonstration club women of St. Mary community have been asked to assist with their school lunch which will be sponsored by the Red Cross Chapter.

Although gardens were failures to a great extent , most of the women conserved some food for winter use by either canning,drying and preserving. More than 6,000 cans of fruits and vegetables were canned in the home and at the community cannery.

Housefurnishings

Housefurnishings,one of the long time programs,has been a part of the 1953 program worked out by the women. Sixty-five women were enrolled.Leaders were chosen and trained to assist the agent with the project. Through this project the women learned to be more practical in selecting furnishings for the home ,especially those homes with small children. Articles bought were,furnishings for the living-room dining-room ,kitchen and bed-room .Curtains,draperies,slip covers , bed and table linens were made. 12 old pieces of furniture were refinished by different women. Draperies and slip covers made by the Madison Heights home demonstration clubs were among the articles seen on the tour in that community.

Housing

The housing project, as planned for 1953, has resulted in a number of noticeable number of changes made which added to comfort as well as convenience of a number of homes. 12 new homes were built by members and those adapting practices. Sixty-five kitchens were improved in some way. Some were rearranged for convenience, some had additional storage space, others were improved by refinishing walls, painting furniture, adding wood boxes or new curtains. Seven women made major improvements to their kitchens. Among these improvements was the work done by Mr. and Mrs. Henry Jones of Rocky Seat community. Additional space was needed in the home. Therefore a new kitchen was was built and the kitchen and dining room, by using an arch, were made into a larger living-room and dining-room combined. The new kitchen has all modern equipment and conveniences. In the same home a bath-room was added which will add to the comfort and convenience of the home .

Clothing

The adult clothing work was making and remodeling clothes for adults and children . Some of the women made and remodeled garments for some of the indigent pupils in the training school in Amherst. A hat clinic was held with the women of the Mount Sinai club 14 hats were cleaned and restyled .

After completing the clothing work planned for the year, the Clifford home demonstration club members made a quilt to be used as a project for raising funds for club purposes.

Rural Arts

In addition to the projects that have always been a part of the homemaking program ,the women seem to enjoy the work included in rural arts. The work has been stimulated through through the work in basketry, clay modeling and glass and metal etching. Club attendance and enrollment are stimulated through the project. Seventy-four trays and fifty-three glasses were etched. Demonstrations were given to members of in basketry ,using reed,crape paper and honeysuckle .Leaders were trained in these projects by the agent,

Health and Recreation

Cooperating with the County Health Unit,the women find that they have an opportunity to serve their neighbors and others as well as the many advantages gained. Home demonstration members serve as chairmen among our group for the Cancer Fund, Tuberculosis or Christmas Seal drive,polio and Red Cross. The nurses feel free to call on the women for assistance whenever necessary. Group and public meetings are held in the Health Center. Motion pictures are shown weekly for the purpose of showing educational films.These films are before and during each drive .The pictures are well attended by people in Amherst and in all of the nearby communities.

One picnic sponsored by the Amherst M.D.Club .Members neighbors and friends enjoyed thr outing, Mount Sinai,Clifford and several other groups joined the Sundry School and other Church auxiliaries in their outings.

Other Activities

The 30th Anniversary of The Amherst H.E. Club

The thirtieth anniversary of the Amherst Home Demonstration Club was observed March 27th, 1953 with a program by the members. The history of the club given by the President Mrs. Ruth Blair which included some of the following facts; "In March 1923, a small group of women met in the Mount Olive Church in Amherst, Virginia for the purpose of discussing the needs and possibilities of organizing a home demonstration club in the community, with only six women present they decided to set a definite time for the permanent organization. Each woman present was asked to bring one or more women to the next meeting which was on the fourth Friday in March. Fourteen women enrolled at that meeting. Ten of these are active members at the present time. After holding several meetings in the Church, the members decided that holding meetings in the home would be more practical, as the fundamental aim of home demonstration work is the development of rural family life which begins in the home. Regular meetings are held during the year with the March meeting which is known as our anniversary meeting, held in the Church with a public program giving achievements of members during the year. This club, like all other clubs in the state, tries to live up to the Homemakers Creed. We feel that the club has been kept alive because it meets the needs of the people, namely, social contact, an opportunity to work towards community development, which includes the churches and the school as well as improving the standards of living, by working together

to make our homes more comfortable, more attractive and more modern.

When the club was organized we did not have an auxiliary in the Church. This gave the members an opportunity to render some service as a club. The club has not only made contributions to rallies and drives, but has purchased some useful articles for the Church which will stand as a memorial to the club. Some of these are, linens to be used for communion services, individual communion service, a clock and venetian blinds for the back room which is used meetings of small groups and entertainments. The 1952 contribution was the planting of shrubbery at a cost of fifty dollars. This does not include a number of plants which were donated by The Hill City Garden Club.

When the present Training School was built, the patrons were asked to furnish, or to help to furnish the building. The club assisted the P.T.A. by purchasing desks for one room. The 1952 contribution towards school improvement was a donation to the May Queen activities, sponsored by the County-wide P.T.A.

In 1937 one of the prizes offered by the State Advisory Board in the Community Improvement Contest, was won by the Amherst community, through cooperation and special efforts on the part of the home demonstration members.

During the life of the club we have seen many changes by the way of home and community improvement. By working together as home demonstration club members, neighbors and friends we are still working together to make Amherst a better place in which to live.

Following the brief history of the club was an address by Miss Heidi Ford, Home Demonstration for Nelson County, after which a Candlelighting Service of Friendship was presented by five members of the club, representing, Love, Cooperation, Friendship, Neighborliness and Appreciation, the five spirits that have kept them alive through these thirty years.

The agent presented orchids to the ten organized members and white carnations to the nearest relatives of those who had worked faithfully with the group and had passed on to a better life. Among those receiving carnations were the daughters of five members, the sisters of two and neices of two.

National Home Dem. Week

National Home Demonstration Week was observed Wednesday May 13th with a Family Night program. The program was held at the Health Center with 75 club members and neighbors present. Two movie films were shown, "Kitchen Come True" and "The House I live in". Both pictures contributed much to the program of Better Family Living". The getting together of the women and their families from different clubs in the county meant much to those in attendance. The fiftieth anniversary of Extension Work in the United States was stressed at this meeting. Three members of the Home Demonstration Committee attended the District meeting of home demonstration clubs at Charlotte Court House during National Home Demonstration Week.

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Water Systems

Safe and more convenient water systems has been the goal for the home demonstration committee for the past two years. There has been one or more such projects completed in a number of communities where home demonstration work is organized.

Communities where these projects are include Madison Heights, Mount Sinai, Clifford and Amherst. Fourteen such projects were completed during the year and two others incomplete. Some of these bath-rooms were made possible by remodeling and some were built new. In three homes large rooms made smaller to allow space for the bath-room. In one home an attic room was insulated and used for that purpose. Most of the bath rooms in Madison Heights were built in new homes or those recently built.

State Farmers' Conference

Twenty-seven home demonstration club members attended the State Farmers' Conference at Virginia State College. The women and men who attend these conferences look forward to this annual meeting. With the information received through lectures, demonstrations and the contact with other farmers and homemakers from other sections in the state, much valuable information is gained and passed on to those who do not attend. Each year several students are enrolled by being encouraged by parents and others attending these conferences who become impressed with the college and the surroundings.

4-H CLUB WORK

The 4-H club work was planned so that the program so the adults and juniors would be working together with similar goals in view. Your Room Sep it up was the project selected by the 4-H clubs which worked nicely with the housefurnishings and housing projects selected by the women. Twelve adult leaders were selected to assist the agent and junior leaders with the project. 278 members were enrolled and 218 completed their projects. 334 articles were made which included curtains, runners, table linens, kitchen towels and articles for the home.

Room Improvement

Blanche Brown, a member of the Amherst 4-H club worked with her mother on the home improvement project which included several rooms in the home. One new bed-room, a back hall and a bath-room were built. The bedroom formerly used by her parents was taken over by Blanche. This gave her a room of her own for her project. With a bed and some furnishings on hand, she made a dressing table from a discarded kitchen table. The skirt for the table was made from materials already on hand. Curtains that had been used in another room were dyed and used in this room. With other changes that helped to complete the project she has a room that any girl would be proud of. Blanche helped her mother to paint the walls and floors in the rooms which were added to the home.

Food and Nutrition

One hundred and twelve girls were enrolled in foods projects which included meal preparation, bread making and home canning. Each of these helped in some way with the home canning, 36 Of the 43 enrolled in canning did most of the canning alone .12 did canning at the community cannery to help with the school lunch project. Eight in the meal preparation and bread projects did most of the cooking for their families. 386 meals were served and 883 quarts of fruits and vegetables were canned.

Other Activities

National 4-H Club Week

National 4-H club week was observed by all clubs in the county with meetings devoted to discussions on 4-H club work, which included project activities, the participation of members and the achievements of members in the county, in the State and the nation.

On March 10th club members representing 7 clubs in the county, entertained the P.T.A. of the Amherst County Training School, which has representatives from 13 communities in the county. Some of the features were 4-H Club songs, a skit "The Quest" by members in the High School division and a panorama of 4-H Club Projects by 4-H members in the Elementary grades. Around 85 parents were present. Some of these were former 4-H club members and said they were reminded of the days when they enjoyed the 4-H activities which included the songs and games as well as the project work.

4-H Short Course

Five girls and one leader attended the State Short Course at Virginia State College, Petersburg, Virginia June 29-July 3rd. The program planned by the Short Course Committee was very interesting and full of information as was reported by the girls who attended. A demonstration on flower arrangement was given to members by Blanche Brown on her return to the county.

Two scholarships have been given to 4-H club members in the county by the Sweet Briar Y.W.C.A. These will be used by members making the best records in 4-H club work. The scholarships will be used by those attending the 1954 Short Course.

Wild Life Conference

Three girls attended the Wild Life Conference held at Virginia State College in August. Those attending these conferences are benefited by instructions given through lectures, demonstrations and moving pictures on wild life. Interest has been stimulated to a great extent on the habits and protection of wild life.

Rural Life Sunday

Rural Life Sunday was observed in most of the churches. No county-wide services were held as in some years before, but most of the girls and boys observe the day by making themselves useful as ushers or participating in the choir. In some churches they sit in a body with their leaders.

Young Women's Work

Nine young women enrolled at the beginning of the year. At the December meeting the demonstration was on Christmas decorations. A discussion followed and they decided to offer prizes for the most attractive home decorations. On Christmas morning eight homes were visited and scored. Three prizes were given to the three homemakers making the highest score. The money for prizes was collected from forfeits paid for using incorrect english and slang expressions.

A Talent Program and Bake Sale was sponsored by the club on February 12th .at the Health Center in Amherst, with 4-H club members and others cooperating. The program consisted of songs, recitations, tap dancing, a quiz contest and a music appreciation contest. Prizes were given to the winners in each event.

Putting into practice some of the things learned through their Food Preparation projects, all refreshments sold at the end of the program, were prepared by the club members. Cookies, candy, pies sandwiches and fruit punch were sold . The sum of \$9.50 was raised to be used to finance some of their club projects.

Regular monthly meetings are held and the members seem to enjoy working together.

Scope of Work

	1949	1950	1951	1952	1953
No. HEC Clubs	: 12	: 12	: 12	: 12	: 12
Membership	: 212	: 220	: 231	: 176	: 196
No. 4-H Clubs	: 12	: 12	: 12	: 13	: 13
Membership	: 290	: 295	: 273	: 385	: 417
No. YFM Groups	: 1	: 2	: 3	: 3	: 1
Membership	: 1	: 14	: 11	: 11	: 9
No. other families reached	: 215	: 118	: 206	: 124	: 365
No. different families reached	: 522	: 542	: 462	: 327	: 305
No. Community Clubs	: 1	: 2	: 3	: 3	: 3
Membership	: 1	: 36	: 42	: 51	: 60

County Advisory Board

The County Advisory Board sponsors activities planned by the Home Demonstration Committee and the 4-H Council, and other county-wide activities. The board is composed of officers and members of home demonstration and community clubs. The program for adult and 4-H Club work is planned by the 4-H Council and the Home Demonstration committee. The Board gives assistance to these and to other activities and others planned on a county-wide basis.

The community contest which is sponsored by the State Advisory Board is under the directions of the County Advisory Board. The members assist with the scoring and encourage the people in community to work to meet the required improvements.

Home Demonstration Committee

The home demonstration committee, composed of officers of home demonstration clubs, plans the home demonstration for the year after each club has discussed the needs of the people in their communities and decides which should be included in the program. The committee decides on which projects are most needed to meet the needs of the greater number of people. Dates for county meetings are set by the committee.

The home demonstration committee planned a community tour in Madison Heights community, October 15, 1953. Eight homes were visited on the tour which climaxed a home and yard improvement project started earlier in the year by the women in that club. Four of these homes were built during the year. All homes had running water, bath rooms, modern kitchens and neatly furnished bed-rooms, dining-rooms and living-rooms. Slip covers and draperies made by the women were used in the finishing touches. Five yards were graded and two others improved by rearranging flowers and shrubbery. One home had a small room built at the end of an upstairs hall, which is being used for a family sewing room. Ample closet and storage space had been provided in each home. Most of the homes had central heating systems. An out doors fireplace had been built on a boundary line between two neighbors which is used by both. Each has a fire box on her side. One of these new homes was built by Mr. Charles Winfree and his wife. In line with their home was one built by their daughter and her husband. Another was under construction by their son. The land on which all three homes were built was formerly purchased by Mr. Winfree and given to the children. The tour ended with a weiner roast which was enjoyed by the eighteen club women from Madison Heights and other communities and around fifteen children who joined in the fun after school hours.

4-H Council

Officers of organized 4-H clubs, 4-H project leaders and adult leaders are members of the 4-H Council. Two meetings of the council were held. On June 3rd a meeting of the council was held for the purpose of planning the 1954 program, 26 members representing 9 of the 13 clubs. Clothing was selected for their major project with health and some foods included. The program for National 4-H club week for 1953 was planned by members of the council with members representing 7 clubs participating. Representatives from the county at the State Course were selected by the council at their June meeting.

Leadership

Each year both adult and junior leaders seem to realize more and more the responsibility of their leadership. Some of the clubs are reorganized by the leader and project work is started in the absence of the agent through the leader. Arrangements for transportation State Farmer's Conference is made by leaders each year. Assistance at county fairs and other public meetings are given to the agents by the leaders.

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4-H Club Project Leadership	1949	1950	1951	1952	1953
No. project leaders(subject matter)	16	18	28	48	48
No. goal chairmen	12	12	12	12	12
No training meetings held by Specialist: by agent	3 42	1 9	1 13	3 13	2 12
Attendance at all meetings	42	49	41	52	78
No club meetings held by leaders without agent present	24	31	35	46	22
No. additional club meetings at which leaders assisted	14	21	30	23	12
Growth of 4-H Club Project Leadership					
No. adult project leaders	19	36	46	33	36
No. Junior project leaders	36	46	42	27	48
No. training meetings held by Specialist by Agent	1 11	1 9	- 13	1 18	2 16
Attendance at leader training meetings	38	41	58	46	81
No. 4-H leaders trained individually	36	39	41	46	57
No. club meetings held by leader without agent present	38	36	44	23	34
No. additional club meetings at which leaders assisted	27	37	31	27	75
No. demonstrations given by leaders by adults by Juniors	30 44	33 35	31 45	42 41	34 73

Cooperation with Other Agencies

The agent, adult and 4-H club members work cooperatively with all agencies in the county. Whenever a needy cause arises the chairmen or leaders feel free to call on home demonstration members for assistance either for finance or other help. The cooperation with churches are of such that meetings are held in churches whenever necessary, in several communities where the homes are far apart business meetings and some demonstration meetings are held in the Church. Financial aid is given to all worthy causes by home demonstration clubs.

Appraisal of the Year's Work

The 1953 program as planned has been worked out cooperatively by club members and others. Some long time goals have been accomplished by some and others are working hard towards that end. Among the improved home conveniences were the installation of 8 bath rooms, 2 of these were pressure systems in rural homes. The work in one home was done by the two boys who were formerly 4-H club boys. The work is a credit to boys as well as a great improvement to the comfort and convenience to the home. One well was completed in the home of Mrs. Beatrice Rose, one of our adult leaders, who finds that time as well as energy is saved by not having to carry drinking water from the spring and wash water from a nearby branch. With more of these and other added goals, we hope to make a larger contribution to the 1954 program of "Better Family Living"