

COOPERATIVE EXTENSION SERVICE WORK
IN
AGRICULTURE AND HOME ECONOMICS

Virginia Polytechnic Institute &
U. S. Department of Agriculture,
Cooperating

EXTENSION SERVICE
County Agent Work

PLAN OF WORK

COUNTY Isle of Wight

YEAR 1954

Name Woodrow Odan
(Local Farm Agent)

Date Mailed January 28, 1954

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General Description of County:

Iale of Wight county is located in the southeastern part of of Virginia. It is bounded by the James River on the northeast; by Surry county on the northeast; by Southampton county on the west and south - following the Blackwater River which divides the two counties; and by Hansemond county on the east. The county has an area of 314 square miles.

The soils are of marine origin and are naturally deficient in plant food. The surface soil is generally a fine sandy loam - with sub-soils ranging from sandy clays to sticky clays. The sandy soils have sub-soils that drain naturally - making them subject to leaching, one of the greatest soil conservation problems in the county. The heavier soils are usually rich in organic matter but drainage is the problem for good land use on these soils. The surface ranges from level to gently rolling.

The climate is oceanic. The average frost-free season ranges from 190-210 days. The average rainfall is 49 inches annually. The long growing season and abundant - fairly well distributed moisture are important factors in crop production. This year, however, our rainfall was not so well distributed - as the drought affected crop production to some extent.

The county is located in the Peanut Soil Conservation District - embracing the counties of Hansemond, Southampton, Surry, and Iale of Wight counties. Peanuts, corn, cotton, soybeans, and hogs constitute the principal sources of income for most farmers in the county. Sweet potatoes, watermelons, white potatoes, poultry, and truck crops are grown for home use and the surplus sold on local markets, in adjoining towns and cities, to local merchants, and to country shippers.

Market facilities are available for most commodities produced in the county. Local meat packers can absorb all hogs produced in the county and must rely on other counties and states to keep their operations going. Prices are usually under the Richmond market making it unprofitable to pay additional hauling cost to this market. Suffolk - World's Largest Peanut Market - is readily accessible to farmers by local buyers of peanut concerns in Suffolk, Va., by good roads for farmers who have trucks of their own and want to deliver their produce themselves, and by local trucking firms who provide transportation for farmers desiring same. Feed mills in Berkley, Norfolk, Churchland, and local meal and feed mills provide outlets for surplus corn and soybeans. Buyers from Petersburg and North Carolina also buy considerable quantities of corn in the county.

Negroes constitute a little over fifty per cent of the total population, operate a little over one-third of the farms - even though their farms are relatively small. Professional leadership is seriously lacking - one colored physician, no colored dentist, lawyer, few resident teachers and ministers. Narrow denominational church leadership hampers some activities where one church group seems to want the honors. Local leadership among the rank and file will cooperate in projects that are worthwhile - it is with this aid that the results included in this report were made possible.

Some Statistics on Sale of Wight County
(From 1950 Census Report)

Total number of farms in county		1246
Total " Of Non- white operators		390
Full owners		166
Part owners		69
All tenants		155
Cooperators		44
Average size of farms (all)		111.8 Acres
" value of farm (Land and bldgs.)		\$9,884.00
" " per acre		90.87
Number of telephones (all)	297	
" " having electricity	993	
" " water pumps	468	
" " corn pickers	175	
" " motor Trucks	338	
" " tractors	1075	
Average income per farm	\$4660.00	

Sources of income for most Isle of Wight County Farmers :

Total Poultry Income	\$233,196.00	
a. Chickens sold (average of 497 birds per farm)		\$515.00
b. Eggs sold " 412 doz. per farm		162.00
c. Average no. of chickens on hand " "		56
Livestock farms other than Dairy and Poultry		77
a. Number of Beef Cows		565
b. " Steers and Bulls		121
c. Cows sold alive 826	value \$39,270.00	
d. Cattle sold alive 502	" 64,412.00	
e. Number of Ewes 371		
f. Number of Hogs and Pigs 31,225		
g. Number of Sows and Gilts 33,271		
Total value of livestock Products sold		\$1,019,894.00
of which hogs accounted for		876,053.00
Average value of hogs sold per farm		492.00

Acres and uses to which such acreage was put :

Cropland harvested	48,643 acres
Used for pastures	3,906 "
Idle land	1750 "
Acres planted to corn	21,561 "
" " to peanuts	19,943 "
" " to soybeans for seed	1,170 "
" " to cotton	645 "
" " to oats	232 "
" " to barley	177 "
" " to wheat	91 "
" " to alfalfa	92 "
" " to hayn clover, and timothy	34 "

County Advisory Board Officers

President: Mr. Richard Robinson, R.F.D. #1. Box 50, Smithfield, Va.

Secretary: Mrs. Clementine W. Odom, P.O. Box 134, Smithfield, Va.

Treasurer: Mr. James B. Evans, Walters, Va.

4-H County Council Officers
(To be elected at a meeting on January 30, 1954)

President _____

Secretary: _____

Treasurer: _____

Some organizations that the extension agent will cooperate with in their programs for the people in the county.

1. Isle of Wight T.B. & Health Society

2. Isle of Wight Recreation Association

3. Negro Organization Society

4. Isle of Wight County PTA

5. PMA, SCS, FHA

6. Isle of Wight School Band Drive

7. Polio Drive

8. Commissioner of Revenue - State & Federal Income Tax Returns

9. Welfare Department & Social Security

10. Isle of Wight Cooperative Club

11. Isle of Wight Federal Credit Union

12. Health Department - State and Local

Organizations:

1. County Advisory Board 1 No. of Members 47

2. No. of Community Groups for special meetings 9

Families in such groups 225

3. No. of families in Demonstration community 28

4. No. of Leaders - Men 62 Women 26

5. No. of communities in county 9

Major problems facing crop production in the county:

- 1. Maintaining the high level of fertilization that has been moving progressively upward.
- 2. Grading our peanut seed to market standards for the Virginia type peanut - larger seed that will grade 'fancy' on the market.
- 3. Getting potato growers to treat their soils for control of the wireworm that has caused such damage in the county.
- 4. Providing some provisions for sweetpotato storage either on an improvised or permanent basis.
- 5. General varietal and fertilization recommendations to farmers growing corn, soybeans, peanuts, cotton, truck crops, etc. - and encouraging farmers to secure seed early enough for early plantings that have consistently proved to out-yield later plantings especially if we have a drought.
- 6. To continue to explore newer crops that may be introduced to off-set cuts in peanut acreages.

What Extension Activity Will Try to Do to Solve These Problems:

- 1. To try to get over to farmers the following lesson "If you skimp, your crop limps" - and "Don't be penny-wise and pound foolish with fertilizers."
- 2. To continue to try to get farmers to select and purchase seed with large kernels that will bring top prices on the market.
- 3. To acquaint and urge home gardeners and farmers to follow recommendations for treating their potato land before planting to control this insect.
- 4. To acquaint and urge farmers to make some provision to store their sweet-potatoes in approved storage so as to provide sound potatoes and not to 'glut' the local market at harvest time.
- 5. Upon receipt of recommendations for 1954, to get such recommendations to farmers through meetings, leaders, and circular letters so that they may get their seed and fertilizers earlier.
- 6. To capitalize on crops and interest that may provide additional cash crops for farmers in the county.
- 7. To process soil samples for farmers desiring same and to encourage low yielding farmers to have such tests made on their farms and to follow recommendations based on such tests.

Major problems facing livestock production in the county:

- 1. To continue our efforts to get farmers to select longer hogs either from their herds or through purchase to provide for longer lams and bacon sides and less lard - a type of animals that the market wishes and may demand when they can be more discriminating in selecting market hogs.
- 2. To continue our efforts to get farmers to fight parasites and diseases in their herds.
- 3. To 'widdle out' of treating hogs as rapidly as possible.
- 4. To encourage more animals on farms as feed and other conditions improve.
- 5. To encourage more pasture and less over-grazing of such pastures.
- 6. To encourage more sanitary hog quarters and better feeding of hogs.

What we plan to do about these problems:

- 1. To seize every opportunity through visits, meetings, tours, etc to impress on farmers the need for following a sound, efficient feeding system.
- 2. To acquaint farmers with recommendations for controlling parasites, etc.
- 3. To provide farmers with information on seeding and care of pastures.

Major Problems Affecting Use of Income

- 1. Changing attitudes toward changes in our social order.
- 2. The difference between needs and wants
- 3. Keeping credit a tool rather than letting it be a Master
- 4. Wise buymanship

What we plan to do about these problems:

- 1. To encourage farmers and persons not having homes to get one, to try to get persons with homes to provide conveniences of running water, bathrooms, etc. as their incomes permit.
- 2. With credit at banks becoming somewhat tighter and merchants urging people to buy on installment plans - to try to get people to weigh matters before jumping too hastily in debt.
- 3. To guide persons desiring to make alterations and building to some cheaper lumber from housing establishments in the Tidewater area - when and if such developments are started.
- 4. To continue to encourage the purchase of labor saving equipment for the farm and home.

Cooperative Effort:

- 1. To continue to get farmers to see that the age of the individual is fast giving way to cooperative endeavor.
- 2. To continue to work with groups in Central Hill and Rushmere to install a cooperative artesian water system.
- 3. To work with farmers in Godwin to get them to purchase cooperatively an electric meat grinder and sausage stuffer.
- 4. To continue to work with the Isle of Wight Cooperative Club in its efforts to bring about a measure of security for its members.
- 5. To continue to work with the Isle of Wight Federal Credit Union in its efforts to encourage thrift and provide a source of credit for its members.
- 6. To seize every opportunity to set up groups to solve a common need.

Leadership training:

- 1. Since leaders are necessary to carry out this plan, every effort will be made to provide these leaders with information and training so that they may do a better job.
- 2. Improved economic status and increased educational advances make the need for better informed leaders who work on fact rather than feeling a necessity.
- 3. As an extension worker I expect to keep before me the fact that my job is to educate and not to legislate.

Work with 4-H and Older Youth:

- 1. 4-H Clubs will be organized in Trinity, Rushmere, Carrollton, Muddy Fork, Windsor, and Camptown.
- 2. If arrangements can be made, clubs will be organized at the Training School
- 3. If enough interest is manifested, another bricklaying class will be held in 1954.
- 4. To tour the Trade School at either Hampton or Little State in Norfolk to acquaint these young people with other avenues of making a living.
- 5. To represent at all State meeting with as large a delegation as possible.
- 6. To provide at least 15 animals for the forthcoming 4-H Market Hog Sale in connection with the Tidewater Fair.

- 7. To devote more of the agent's time to this phase of the program.
- 8. To provide permanent records for 4-H Club members in the county
- 9. To try to inject more forestry, handicraft, and electricity into our program.
- 10. To do more toward training 4-H leaders both adult and junior

County-wide Activities:

- 1. County Advisory Board meetings - January, March, July, & September
- 2. Council Meetings - January, March, July, & October
- 3. County Farmers Conference - February
- 4. County-wide observance of National Health Month - April
- 5. State Farmers Conference - April
- 6. County-wide observance of running water - May
- 7. Tours to special projects - August to September
- 8. 4-H Market Hog Sale - October
- 9. Special meetings and events as needed

Calendar of Activities:

- 1. December - Evaluation, straightening up office, planning
- 2. January - Straightening up office, Com. Improvement survey, Plan of work
- 3. February - Special meetings on fertilizer and varietal recommendations
- 4. March - 4-H Club enrollments, project materials, etc.
- 5. April - Health drive and State Farmers Conference
- 6. May - Educational work on water systems
- 7. June - Fall garden planning
- 8. July - Checking demonstrations, Short Course
- 9. August - Tours of outstanding demonstrations, 4-H wildlife meeting
- 10. September - State Advisory Board, 4-H demonstration check
- 11. October - 4-H Market Hog Sale,
- 12. November Annual reports

Farm and Home Unit Demonstrators:

- 1. Mr. James Evans, Walters, Va. - to continue to work toward getting a bathroom on his farm
- 2. Mr. Arthur Allmond, RFD #2, Windsor, Va. - To try to get this farmer to install running water and to provide additional shelters for his barn
- 3. Mr. Dennis Clinton, RFD, Smithfield, Va. - to work with this farmer in improving peanut and corn yields on his rented farms
- 4. Rev. John D. Tynes, RFD, Smithfield, Va. - to continue with this farmer on the Plant Food Institute pasture project and to assist him in completing the landscaping of his newly constructed home.
- 5. Mr. Joseph L. Briggs, RFD #2, Windsor, Va. - To work with this farmer in trying to get a house either remodeled or built.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Federal Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Isle of Wight State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Clarence C. Millaw</u>	<u>Local Home Agent</u>	<u>Dec. 1, 1953</u>	<u>Apr. 30, 1954</u>
<u>Mattie W. Williams</u>	<u>Local Home Agent</u>	<u>May 1, 1954</u>	<u>Nov. 30, 1954</u>
<u>Rowdrow Odum</u>	<u>Local Farm Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>



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

Approved: _____

Date _____

State Extension Director

Form ES-21
(Revised June, 1954)

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

EXTENSION TEACHING AND OTHER ACTIVITIES—Interpretation

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

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

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

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group in which information is given or received.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported. News items prepared by local leaders should not be included.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast, is also to be reported.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.

7. An adult result demonstration is a demonstration 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 members in addition to the person conducting the demonstration. Result demonstrations are definitely planned in advance and not "found." Include all result demonstrations IN PROGRESS during the year, regardless of when started or completed.

8. 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 by extension or the group they represent to lead some phase of the extension program in organization or subject matter.

8b. For the definition of young men and women'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. Do not report county, district, or State conferences of extension personnel.

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.

9c. 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.

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	240		543	783
2. Office calls..... do	63		622	685
3. Telephone calls..... do	126		238	364
4. News articles or stories prepared..... Number	0		3	3
5. Broadcasts made or prepared:				
a. Radio..... Number	0		0	0
b. Television..... do	0		0	0
6. Bulletins distributed..... do	515		1030	1545
7. Adult result demonstrations conducted..... Number	7		33	40
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	3		15	18
(2)..... Attendance	52		123	175
b. YMW work:				
(1)..... Number	0		3	3
(2)..... Attendance			27	27
c. 4-H Club work:				
(1)..... Number	2		19	21
(2)..... Attendance	61		210	271
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	56		42	78
(2)..... Attendance	704		1390	1590
b. YMW work:				
(1)..... Number	1		0	1
(2)..... Attendance	2		0	2
c. 4-H Club work:				
(1)..... Number	30		33	63
(2)..... Attendance	672		1135	1447
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	25		0	25
(2)..... Attendance	363		0	363
b. YMW work:				
(1)..... Number	1		14	15
(2)..... Attendance	27		210	237
c. 4-H Club work:				
(1)..... Number	14		1	15
(2)..... Attendance	322		30	352

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 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		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all or general	1	47	3	87
b. Agricultural	3	25	15	105
c. Home demonstration	1	48	1	27
d. Young men and women	1	9	1	4
e. 4-H Club	1	60	1	15

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	2	35
b. County meetings	2	42

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	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work	65	28	x x x x	x x x x
b. In adult home demonstration work		37	x x x x	x x x x
c. In young men and women's work	4		x x x x	x x x x
d. In 4-H Club work	10	23	4	
e. Total number of DIFFERENT leaders	73	65	4	

16. Number of organized clubs or other groups carrying on adult home demonstration work 9
17. Number of members in such clubs or groups 150

PROGRAM EMPHASIS

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
18. Calendar months of employment	12		12	24
19. Total days worked	181		287	468
20. Days devoted to—				
a. Adult work	126		178	304
b. YMW work	4		25	29
c. 4-H Club work	51		84	135
21. Days devoted to—				
a. Extension organization and program planning	71		100	171
b. In-service training of agents	9		11	20
c. Crops	0		37	37
d. Livestock	0		37	37
e. Marketing, distribution; and service organizations	0		17	17
f. Soil and water conservation and management	0		12	12
g. Forestry	0		2	2
h. Wildlife	0		1	1
i. Planning and management of the farm business	0		16	16
j. Farm buildings and farm mechanical equipment	0		24	24
k. House and surroundings, furnishings and equipment	27		2	29
l. Home management	0		0	0
m. Family economics	0		0	0
n. Clothing	7		0	7
o. Foods and nutrition	59		0	59
p. Health	3		3	6
q. Family life, child development, and parent education	0		0	0
r. Safety	2		2	4
s. Community development and public affairs	3		21	24
t. Days that cannot be charged specifically to one of items a through s	0		2	2

CROPS—Production and 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 cane, 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 agent held or participated in, in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an 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 in the county reached with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other

mass media, including the passing on of extension information from one neighbor to another.

(4) All other available evidence indicating the proportion of potential clientele in the county; for example, number of cotton growers who made use of extension information relating to that specific crop. 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.

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

- 25. Include the total number of DIFFERENT persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("a" through "f"), other practices emphasized in the extension program should be included. Item 25 cannot exceed item 24, but will normally be larger than any one of the subitems 25a through 25f.
 - b. 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 42.
 - f. 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. Include the total number of DIFFERENT producers helped with any FARM MARKETING problems relating to a specific crop or group of crops. 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 26a, b, or c.
 - a. 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.
 - b. The use of market reports, supply and demand reports, outlook, etc.
 - c. 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, pasture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	45	15	5		55			5
23. Total number of personal contacts made individually or through meetings.....	165	115	65		135			35
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	165	78	15		85			15
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production..... Of this number how many were assisted with—	165	78	15		85			5
a. Use of improved varieties and strains.....	165	15	15		15			5
b. Use of fertilizers.....	165	63	15		85			5
c. Control of injurious insects.....	✓	✓	15		5			3
d. Control of diseases.....	✓	✓	15		5			✓
e. Harvesting, storing, and curing.....	25	✓	✓		✓			✓
f. Efficient work methods.....	15	10	✓		10			✓
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing..... Of this number how many were assisted with—	20	✓	✓		✓			✓
a. Preparation for market.....	5	✓	✓		✓			✓
b. Commodity outlook and market information.....	5	✓	✓		✓			✓
c. Arranging to sell and selling.....	10	✓	✓		✓			✓

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 for meat production, and fur animals should be reported. Control of rabbits as rodents is to be reported in item 140.
27. Voluntary local leaders who have ACTIVELY ENGAGED in furthering extension work with each kind of livestock. See also interpretation of item 8.
28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held or participated in, in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons in the county assisted or influenced TO MAKE SOME CHANGE, either through adoption of a new, or improvement in an old, practice—
- (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
 - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
 - (3) Probable number of other persons in the county reached through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect work of extension information from one person to another.
 - (4) All available evidence indicating the percentage of the potential clientele in the county: Number

of farms and other places that made 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.

Numbers reported in items 29, 30, and 31 should include only those who adopted or put recommended practices into use.

30. Report the total number of DIFFERENT persons helped with any livestock production or management practice. Include the specific practices listed in 30a through 30e, plus other production and management practices emphasized in the county extension program. Item 30 cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- a. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
 - e. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways to care for hogs, do dairy-barn and poultry chores.
31. Includes total number of DIFFERENT producers 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.
- a. Persons helped with practices of grading, sorting, or classifying; farm processing; and otherwise preparing animals or animal products for the market.
 - b. Persons helped primarily with the economics of marketing, use of market news service, supply and demand outlook, etc.
 - e. 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 A	Poultry and products B	Beef cattle C	Sheep, goats, and products D	Swine E	Other livestock and products F
27. Number of voluntary local leaders assisting.....		10			35	
28. Total number of personal contacts made individually or through meetings.....		110			259	
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....		55			153	
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management.....		25			115	
Of this number how many were assisted with—						
a. Selection and breeding.....		15			15	
b. Feeding.....		5			45	
c. Controlling external parasites.....		5			5	
d. Controlling diseases and internal parasites.....		5			110	
e. Efficient work methods.....		10				
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....					35	
Of this number how many were assisted with—						
a. Preparation for market.....					20	
b. Commodity outlook and market information.....						
c. Arranging to sell and selling.....					35	

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 (subitem 55a), home equipment (subitem 61a), and clothing (subitem 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 assisted	Members in county	Cooperatives in column A given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Public-relations and membership programs
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....						
b. Farm and home service.....	1	135	1	1	1	1

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.....	1	22
b. Farm and home service.....	1	34

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

	Number
a. Marketing.....	✓
b. Service facilities.....	1
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 ginner.....	✓
(2) Other.....	✓
d. Tobacco.....	✓
e. Oil crops (soybeans, flax, peanuts, etc.).....	1
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.

41. Figures in columns A, B, and C will usually be larger than any one of the subitems in 42, 43, or 44, respectively.

42. Item—

e. Refers to development of water supplies, both gravity and underground; storage, reservoirs, tanks, distribution systems, and the like. Persons given assistance in determining the quality of water for crop purposes are to be included.

f. Refers to problems relating to the removal of excess water: Installation of tile, drainage-

ways, and ditches. Persons given assistance in saline-alkaline reclamation are 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 subitem 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.....	15	5	3
40. Total number of personal contacts made individually or through meetings.....	85	45	15
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	35	45 47	5

	Estimated number
42. Farmers and other individuals reported in item 41-A assisted with—	
a. Proper land use.....	12
b. Contour and strip cropping.....	✓
c. Terracing.....	✓
d. Grassing waterways.....	✓
e. Water supply, storage, and distribution.....	10
f. Drainage.....	15
g. Irrigation.....	✓
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....	25
i. Use of fertilizers (commercial and barnyard) (See subitem 25b).....	35
j. Production of soil-improvement crops.....	10
k. Crop rotations.....	15
l. Land clearing.....	10
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).....	3
d. Estimating and appraising.....	3
e. Producing maple-sirup products or naval stores.....	✓
f. Treating wood products with preservatives (fence posts and building timbers).....	4
g. Marketing of forest products (includes subjects and timber-selling practices).....	3
h. Fire prevention.....	45
44. Farmers and other individuals reported in item 41-C assisted with—	
a. Construction or management of ponds for fish.....	24
b. Making food and cover plantings for wildlife.....	✓
c. Protection of wildlife areas from fire or livestock.....	3

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—*Interpretation*

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - 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.
 - Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Subitem 48e refers to long-time adjustments, 48d should include adjustments made from year to year.
49. Special work in helping farmers to develop new sources of income.
- 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.
 - Help given persons in locating and/or appraising a farm for rental or purchase.
 - Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
 - Leases, partnerships, property transfers, and farm and liability insurance. (See subitem 66d.)
 - Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
50. 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.
51. 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
46. Total number of personal contacts made individually or through meetings	235
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	165
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook	25
b. Keeping and analyzing farm records	10
c. Developing an over-all farm plan	5
d. Making needed adjustments in farm organization	2
e. Developing supplemental sources of income	3
f. Obtaining and using credit	25
g. Selecting a farm for rental or purchase	5
h. Obtaining, training, and using farm labor	5
i. Legal aspects of the farm business	5
j. Income-tax accounting and related problems	89
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	1

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

53. Figures in columns A and B will usually be larger than any one of the subitems in 54 or 55 respectively.
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	15	10
52. Total number of personal contacts made individually or through meetings	78	100
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	25	45
<i>Estimated number</i>		
54. Farmers and other individuals reported in item 53-A, assisted with—		
a. Arrangement of farm-building lay-out		2
b. Construction of farm buildings		15
c. Remodeling or repairing farm buildings		25
d. Selection or construction of farm-building equipment		15
55. Farmers and other individuals reported in item 53-B, assisted with—		
a. Selection of farm mechanical equipment		5
b. Developing labor-saving devices and equipment		20
c. Use, care, and repair of farm mechanical equipment		20
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 agent held or participated in, in connection with the line work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.

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

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

of houses, depending upon the phase of extension work being reported) that made use of extension information relating to specific practices or groups of practices. Such evidence may 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—

c. 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 subitem 67d.

e. Refinishing furniture, upholstering, 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.

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

Item	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting.....	10	15
58. Total number of personal contacts made individually or through meetings.....	65	406
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices.....	25	272
60. Families, homemakers, and other individuals reported in item 59-A assisted with--		
		<i>Estimated number</i>
a. Building a new house.....		3
b. Remodeling or repairing the house.....		10
c. Improving kitchen or laundry.....		✓
d. Improving storage space.....		✓
e. Selection, installation, use, and care of water and/or sewage systems.....		25
f. Selection, installation, use, and care of heating and/or cooling systems.....		✓
g. Planning electrical systems.....		5
h. Landscaping home grounds.....		5
61. Homemakers and other individuals reported in item 59-B assisted with--		
a. Selection, use, and care of home equipment (other than sewing equipment).....		172
b. Selection, use, and construction of home furnishings.....		25
c. Repair, reconditioning, and care of home furnishings.....		37
d. Furniture arrangement and use of accessories.....		63
e. Color schemes and wall finishes.....		12
f. Floor finishes.....		0

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—
- In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)
 - On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in subitem 67b.)
66. Includes work done—
- 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).
 - On wills, inheritance insurance, notes and installment-buying, contracts. Subitem 48i covers legal affairs pertaining to the farm business.
67. Includes work done—
- In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
 - 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.
 - On both new and remodeled clothing.
 - On the influence of good grooming on development of the individual.

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders assisting.....		15	12
63. Total number of personal contacts made individually or through meetings.....		120	280
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....		85	160
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			
b. In improving housekeeping methods.....			
c. With family laundering.....			
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			60
b. With family financial planning.....			0
c. With keeping and analyzing home records.....			23
d. With family legal matters.....			7
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			34
b. With care and mending of clothing.....			7
c. With clothing construction.....			41
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			24
e. With good grooming and posture (personal appearance).....			110

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 farm. 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—

- c. 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—

- c. 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.....	237	2		5
69. Total number of personal contacts made individually or through meetings.....	565	110		125
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	240	90		65
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				180
b. In selecting food.....				34
c. With meal planning and food preparation.....				40
d. With preservation and storage of food.....				137
e. In improving diets.....				150
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				90
b. First aid and home nursing.....				24
c. Dental-health education.....				10
d. Health education leading to physical examination by a physician.....				✓
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				
b. Providing recommended play, clothing, and equipment suited to age of children.....				
c. Understanding roles of family members and strengthening family relationships.....				
d. Individual adjustments and personality development.....				
e. Home and family recreation.....				
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				25
b. Accident prevention around the farm and home.....				65
c. Accident prevention away from home place.....				25

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—

j. Music, drama, and art.

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 visitors 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	3	42
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	✓	✓	✓	✓
b. Improving health facilities, services, and programs.....	3	3	10	157
c. Improving schools.....	3	2	15	45
d. Improving churches.....	2	2	8	225
e. Bettering town-country relations.....	✓	✓	✓	✓
f. Libraries.....	✓	✓	✓	✓
g. Road.....	1	1	5	37
h. Telephones.....	✓	✓	✓	✓
i. Community centers.....	✓	✓	✓	✓
j. Recreation programs and facilities.....	1	1	35	75
k. Community beautification.....	✓	✓	✓	✓
78. Regional or area development projects 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 to the nearest whole unit for the completed projects only.
- The following items include projects in—
89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
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 as 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

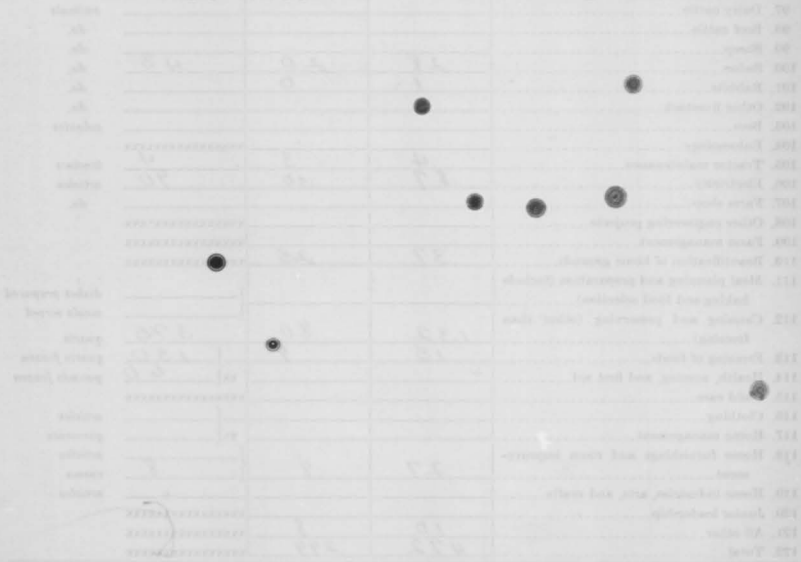
A club member may engage in more than one project. The sum of the projects may, therefore, be greater than the number of different club members enrolled.

②	Item	Members enrolled	Members completing	Units involved in completed projects	
		A	B	C	
		Number	Number	Number	
82.	Corn.....	1	1	1	acres
83.	Other cereals.....				do.
84.	Peanuts.....	1	1	1 72	do.
85.	Soybeans, field peas, alfalfa, and other legumes.....				do.
86.	Potatoes, Irish and sweet.....	1	1	1 74	do.
87.	Cotton.....				do.
88.	Tobacco.....				do.
89.	Vegetable growing.....	76	58	9 72	do.
90.	Fruit.....				do.
91.	Range and pasture.....				do.
92.	Other crops.....				do.
93.	Soil and water conservation and management.....				do.
94.	Forestry.....	9	7		do.
95.	Wildlife and nature study.....			XXXXXXXXXXXXXX	
96.	Poultry (including turkeys).....	43	28	560	birds
97.	Dairy cattle.....				animals
98.	Beef cattle.....				do.
99.	Sheep.....				do.
100.	Swine.....	28	20	43	do.
101.	Rabbits.....	1	0		do.
102.	Other livestock.....				do.
103.	Bees.....				colonies
104.	Entomology.....			XXXXXXXXXXXXXX	
105.	Tractor maintenance.....	4	3	4	tractors
106.	Electricity.....	87	50	90	articles
107.	Farm shop.....				do.
108.	Other engineering projects.....			XXXXXXXXXXXXXX	
109.	Farm management.....			XXXXXXXXXXXXXX	
110.	Beautification of home grounds.....	37	25	XXXXXXXXXXXXXX	
111.	Meal planning and preparation (include baking and food selection).....				dishes prepared
112.	Canning and preserving (other than freezing).....	132	80	375	meals served
113.	Freezing of foods.....	15	9	150	quarts
114.	Health, nursing, and first aid.....			60	quarts frozen
115.	Child care.....				pounds frozen
116.	Clothing.....			XXXXXXXXXXXXXX	
117.	Home management.....			XX	articles
118.	Home furnishings and room improvement.....	27	8	8	garments
119.	Home industries, arts, and crafts.....				articles
120.	Junior leadership.....			XXXXXXXXXXXXXX	
121.	All other.....	10	8	XXXXXXXXXXXXXX	
122.	Total.....	472	299	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP--Interpretation

- 123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.
- 124. 4-H Club members—
 - a. Enrolled are those boys and girls who actually start the work outlined for the year.
 - b. Completing are those boys and girls who satisfactorily finish the work outlined for the year.
- 125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.
 - a. Bureau of the Census definition of a farm as used in the 1950 Census is:
 - In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$150 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$150 or more.
 - b. Rural nonfarm homes are located in open country and not qualify as farms, or in centers having up to 2,500 population.

- c. Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.
- 127. Age of club members at time of enrollment is to be used as basis for reporting.
- 128. Report only club members who received DEFINITE training in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.
 - e. Includes members who received training in how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to save.
- 130. A 4-H Club camp is conducted under the direction of a professional extension worker or voluntary local leader and provides a group of club members with the experience of being away from home overnight and participating in an organized educational, recreational, or nature-study program. Do not include "day camps," short courses, picnics, institutes, or other similar training or recreation events.



4-H CLUB MEMBERSHIP

123. Number of 4-H Clubs.....		13
124. Different 4-H Club members—	Boys	Girls
a. Enrolled.....	165	235
b. Completing.....	159	140
125. 4-H Club members from—		
a. Farm homes.....	130	179
b. Rural nonfarm homes.....	35	56
c. Urban homes.....		0
(For checking purposes; total equals 124a).....	165	235
126. 4-H Club members enrolled by years in club work:		
a. 1st year.....	20	53
b. 2d year.....	33	50
c. 3d year.....	47	51
d. 4th year.....	35	31
e. 5th year.....	15	22
f. 6th year and over.....	15	28
(For checking purposes; total equals 124a).....	165	235
127. 4-H Club members enrolled by ages:		
a. 10 years and under.....	15	48
b. 11 years.....	28	37
c. 12 years.....	28	50
d. 13 years.....	27	38
e. 14 years.....	22	29
f. 15 years.....	20	15
g. 16 years.....	10	15
h. 17-20 years, inclusive.....	5	3
(For checking purposes; total equals 124a).....	165	235
128. 4-H Club members who received definite training in—	Members	
a. Judging.....	45	
b. Giving demonstrations.....	87	
c. Group recreation leadership.....	55	
d. Music appreciation.....	300	
e. Money management (thrift).....	25	
f. Farm and home safety.....	110	
g. Citizenship.....	225	
h. Personality improvement.....	75	
i. Soil and water conservation.....		
j. Forestry.....	25	
k. Health, nursing, and first aid.....		
129. 4-H Club members having health examination because of participation in the extension program.....		✓
130. Number of members attending a 4-H Club camp.....		✓
131. 4-H Clubs engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs.....		60

MISCELLANEOUS—*Interpretation*

- The following items should include work done—
136. In control 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 on the farm. Control of insects

in crops stored on the farm is to be reported in subitem 25e.

140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, rabbits, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.
142. Other than those incident to foods, clothing, house-furnishings, etc., which are to be reported in their respective subject-matter sections. Assistance in the selling of arts and crafts is to be reported in subitem 35b.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	✓
137. FAMILIES assisted with control of household insects.....	15
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-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 families to be reported in each column, it is suggested that the same approach be used as outlined for item 125.

143. In this section emphasis is only on the number of 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 C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year	340	85	0
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economies) practices this year	247	54	0
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication)	345	125	0

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

A, B, and C. Days devoted by agents to cooperating with the agencies listed below should already have been reported in the section on Program Emphasis under the appropriate program headings.

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

in the county where he and the 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. Line is 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	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
FEDERAL AGENCIES				
146. Item discontinued.				
147. Bureau of Land Management, Bureau of Reclamation				
148. Farm Credit Administration			2	
149. Farmers Home Administration			2	
150. Fish and Wildlife Service				
151. Forest Service				
152. Bureau of Indian Affairs				
153. Agricultural Stabilization and Conservation Program Committee			5	3
154. Rural Electrification Administration				
155. Selective Service System			3	
156. Soil Conservation Service			2	1
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)				

EXTENSION YOUR ANNUAL REPORT TABLETS

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 sub-headings 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. (Materials 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.

Annual Report

COUNTY EXTENSION WORK

Virginia Agricultural Extension Service



1954

Woodrow Odem

agent

assistant agent

Isle of Wight

county

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General Description of County:

Isle of Wight County is located in the southeastern part of Virginia. It is bounded by the James River on the northeast; by Surry county on the northwest; by Southampton county on the west and south - following the Blackwater River which divides the two counties, and by Nansemond county on the east. The county has an area of 314 square miles.

The soils are of marine origin and are naturally deficient in plant food. The surface soil is generally a fine sandy loam - with sub-soils ranging from sandy clays to sticky clays. The sandy soils have sub-soils that drain naturally - making them subject to leaching - one of our greatest soil conservation problems in the county. The heavier soils are rich in organic matter but drainage is the problem for good land use on these soils. The surface ranges from level to gently rolling.

The climate is oceanic. The average frost-free season ranges from 190-210 days. The average rainfall is 49 inches annually. The long growing season and abundant - fairly well distributed moisture are important factors in crop production. For the past three years we have been confronted with a drought that seemed to alter our otherwise ideal situation as far as weather is concerned.

The county is located in the Peanut Soil Conservation District - embracing the counties of Nansemond, Southampton, Surry, and Isle of Wight. Peanuts, corn, soybeans, cotton, and hogs constitute the principal sources of income for most farmers in the county. Sweet potatoes, watermelons, white potatoes, poultry, and truck crops are grown for home use and the surplus sold on local markets, and nearby towns and cities.

Market facilities are available for most commodities produced in the county. Local meat packers can absorb all hogs produced in the county and must rely on other counties and states to keep their operations going. Hog prices locally are usually a little under the Richmond market - making it unprofitable to pay additional hauling cost to that market. Suffolk - World's Largest Peanut Market - is readily accessible to farmers by good roads, local buyers from Suffolk firms, and by commercial hauling companies that will aid farmers not having trucks for their own hauling. Feed mills in the county, in Norfolk, Berkley, Churchland, and transient buyers from North Carolina and Petersburg provide markets for surplus soybeans and corn.

Negroes constitute a little over fifty per cent of the total population, operate a little over one-third of the farms - even though their farms are relatively small. Professional leadership is seriously lacking - one colored resident physician, no colored dentist, lawyer, a few resident teachers and ministers. Narrow denominational leadership hampers some group activities where one church group seeks honors rather than results. Local leadership among the rank and file will cooperate in projects and activities that are worthwhile - it is with these leaders that the results included in this report were made possible.

Some Statistics on Isle of Wight County
(From the 1950 Census Report)

Total number of farms in county		1246
" " of Non-white operators		390
Full owners		166
Part owners		69
All tenants		155
Croppers		44
Average size of farms (all)		111.8 Acres
" value of farms (Land & Bldgs.)		\$ 9884.00
" value per acre		\$ 90.57
Number of telephones (all)	297	
" having electricity	993	
" " water pumps	468	
" " corn pickers	175	
" " motor trucks	338	
" " tractors	1075	
Average income per farm	\$4660.00	

Income from Livestock for Isle of Wight County Farmers

Total poultry income		\$233,196.00	
a. Chickens sold (av. 497 birds per farm)			\$515.00
b. Eggs sold " 412 doz. " "			168.00
c. Av. no. pf chickens on hand " "			56
No. of Livestock Farms other than Dairy & Poultry			77
a. Number of Beef Cows			565
b. " of Steers and Bulls			121
c. Calves sold alive	826	Value	\$39,270.00
d. Cattle sold alive	502	"	64,412.00
e. Number of Ewes	371		
f. " of Hogs & Pigs	31,225		
g. " of Sows and Gilts	33,271		
Total value of livestock products sold			\$1,019,894.00
Hogs accounted for some			876,053.00
Average value of hogs sold per farm			492.00

Acresages and uses to which such acresages were put:

Cropland harvested (all)		48,643 acres
Used for pasture		3,906 "
Idle land		1,750 "
Acres planted to corn		21,561 "
" " to peanuts		19,943 "
" " to soybeans for harvest		1,170 "
" " to cotton		645 "
" " to oats		232 "
" " to barley		177 "
" " to wheat		91 "
" " to alfalfa		92 "
" " to hays, clover, and timothy		34 "

Since Extension work is concerned with raising the standard of living for the people with whom we work, the following definition of a standard of living has been accepted as a basis: "A standard of living is based upon nine categories based upon the lack of income and the use of income. They are: food, clothing, shelter, health and medical care, education, religion and charitable institutions, recreation, transportation, and savings." The agent was particularly impressed with the order given in the above definition and has tried to get farmers to accept them in that order. At a recent meeting of the Extension agents at Virginia State College, Dr. Harry Love, of V. P. I., gave the following statement that, I think summarizes the work of an agent. He stated our job as "Helping people to get from where they are to where they want to go by starting where they are."

Problems in County:

1. Income and use of income - Since money is a medium of exchange - and the economy of farmers has grown from a quart or gallon of kerosene to a light bill each month, from a bale of hay to gasoline and oil for transportation, repairs and replacements of machinery to keep the business operating efficiently - people must make more money and use such money as wisely as they can to raise their respective standard of living.
2. Better farm management on our farms to increase production and improve income.
3. The need for supplemental crops to augment the income from the so-called cash or money crops.
4. The need for a cooperative rather than an individualistic approach to solving common problems on farms, in communities, etc.
5. The need for breaking down selfish leadership.
6. Tenancy and tenure improvement
7. Housing according to needs for the family, etc. rather than covetousness.
8. Health and medical care for the whole family - with emphasis upon prevention rather than treatment.
9. Methods to off-set mind set and situation-set regarding changes in farming practices and vocations.
10. The need for security beyond the necessities of every-day life - i.e. Savings, Wills, Investments, Insurance, old age and survivors benefits, etc.

County Organization:

The Tale of Wight County Advisory Board serves as advisor to the agents in order to keep the program 'on the ground'. It is composed of some forty-two farm men and women from seven communities in the county. There are six committees working under the Board. They are Pasture, Program, Professional Workers, Community Improvement, and Cooperative, also a 4-H Advisory committee. More and more these committees are beginning to assume more of the responsibilities that they should carry under the guidance and advice of the agents.

Some of the activities and projects sponsored under the Board are as follows;

1. About seventy-five persons attended the Third Annual County Advisory Board Banquet. Unique features of this project are as follows: 1. Farmers donated such foods as chickens, potatoes, greens, etc. to cut down on the cost of food; 2. They purchased tickets to provide funds for activities sponsored by the Board.

The program consisted of two films (1) Building a New Dominion and (2) The History of the North Carolina Mutual Insurance Company; and a talk by Mr. R. W. Newsome, State Agent added to the educational value of this activity.

2. Because the former Home Agent was on leave during the early part of the year, the Board donated \$12.00 toward a District Home Demonstration fund at their meeting in May of this year. I understand that this fund is to finance a Home Demonstration Club Handbook to be used by the women cooperating with the Home Demonstration Program. This was also done so as to keep the newly appointed Home Agent from having to worry over this matter during her period of orientation and adjustment.
3. The Board also financed the trip of the adult leader who served as chaperon of the 4-H Clubbers attending the State 4-H Club Short Course. Mrs. Lucile Stokes, R. F. D. #1, Franklin, Va., was the leader sent.
4. Fifty-six persons journeyed to Virginia State College, Petersburg, Va. to attend the Annual State Farmers Conference. Along with the information and inspiration gained from attending these conferences, the agent feels that the increase in number of students enrolling in this college is a direct result of this contact and experience.
5. The Board was represented at the annual meeting of the State Advisory Board which met in Sussex county in September. Delegates were Mr. R. F. Robinson, R.F.D. #1, Smithfield, Va. - who is also president of our Board, and Mrs. Clementine W. Odom, Smithfield, Va. - along with the two agents. This State Board sponsors the Community Improvement Work in the State and reports and educational features of the meeting serve to give other counties having Negro Extension workers an opportunity to see what the host county has and is doing to improve the living standards of the people.
6. Soil Conservation Tour - During September about 55 persons journeyed to the farm of Mr. and Mrs. Johnnie Wilson, R. F. D. #2, Smithfield, Virginia, to observe the soil conservation practices that he has used on his farm. Mr. Rainey, local Soil Conservationist, was present to talk about the services available to farmers in the county through his agency - and to explain land use plans. Mr. Wilson had cleaned up around 10 acres of land and a pond that was to be planted to fish and the banks to sod holding grasses and legumes this fall. An artesian well was also dug on his farm to provide an abundance of water for livestock and family use. Information on the 1955 Agricultural Stabilization Program was given to those in attendance. An opportunity to tour his home was also given to see how running water helps to save time and labor. This farmer was selected to compete in the Thos. B. Patterson Soil Conservation Contest from this district. He won first place in the district and will compete with other district winners for a State prize. This is the first year that Isle of Wight county has competed in this contest. A demonstration on how to collect a soil sample was also given at this meeting.

76 Isle of Wight Cooperative Club held its annual meeting at the G. D. Tyler Elementary School, Windsor, Va. on August 18, 1954. Appearing on the program were the Hon. S. T. Holland, Mr. S. E. Marshall, District Agent, officials of the Norfolk branch of Swift & Co. The program consisted of talks on cooperation, a motion picture on the Democratic Way of Life, the passing out of dividend checks, and the following financial statement:

Receipts for 1954		\$9789.54
Paid out:		
Swift & Co.	\$8416.05	
Mr. Lessel Eley	469.32	
(Hauling)		
Sulphur	162.75	
Bond for Treasurer	30.00	
Dividends	552.98	
Club expenses	104.57	
Reserve	33.87	
Fish Fry Contributions	<u>26.00</u>	
		\$9789.54

Report prepared by
Mr. L. A. Lewis, President
Mr. Richard Robinson, Secretary
Mr. James E. Evans, Treasurer

Woodrow Odom, Local Farm Agent

Contributions included a donation of \$25.00 from the Farmers Bank of Windsor where our funds are kept and the ice cream was donated by the officials of Swift & Co., local merchants gave sugar, and Mr. Eley, who did our hauling furnished bread.

9 In addition to the fertilizer purchases, members purchased some \$350.00 worth of seeds and around \$900.00 worth of feed. Ten thousand used peanut bags were acquired but have not been sold as farmers are still picking their crop as this report is being written. The price on these bags is 14¢.

102 The Isle of Wight Federal Credit Union increased its membership from 118 to 164 members; its shares from around \$1100.00 to around \$1900.00, Loans amounting to some \$2400.00 were approved. We experienced our first audit during the year. Even though it was 'rough in spots', everything that was not in order was put in order before the examiner left. The experience gained in going through this audit, enabled the agent to aid the newly elected secretary-treasurer so as to off-set future irregularities in making entries and the general conduct of the business. Even though our growth has been slow, we believe that the establishment of such a Credit Union at the P. D. Gwaltney Jr. & Co. - meat packing plant - is a direct outgrowth of the first one started in the county.

Major Problems Facing Crop Production in County (From Plan of Work)

1. Maintaining the high level of fertilization that has been moving progressively upward.
2. Grading up seed peanuts to market standards for Virginia Type peanuts - i.e. larger kernels that will grade 'fancy' on the market.
3. Getting white potato growers to treat their soils for control of the wireworm that has caused much damage in the county.
4. Providing some provisions for sweet potato storage either on an improvised or permanent basis. (C) (C)
5. General recommendations - varietal and fertilizer recommendations - to farmers growing corn, peanuts, soybeans, cotton, and truck crops.
6. To continue to see if other crops cannot be introduced to off-set cuts in peanut and corn acreages because of allotments.

What Extension Activity will Try to Do to Solve These Problems:

1. To try to get farmers to adopt the slogans "If you skimp, your crop limps" and "Don't be penny-wise and pound foolish with fertilizers".
2. To continue to try to get farmers to select or purchase large peanut kernels that bring a premium on our markets.
3. To acquaint and urge farmers and home gardeners to follow recommendations for treating their potato land for controlling wireworms before planting to control this insect.
4. To acquaint and urge farmers to make some provisions for storing their sweet-potatoes in approved storage facilities so as not to 'glut' the market at harvest time and to have a steady supply of sound potatoes for home use and some to sell.
5. Upon receipt of recommendations for 1954, to get such recommendations to farmers through meetings, leaders, and circular letters so that they might get their seed and fertilizer early.
6. To capitalize on crops and interest that may provide additional cash crops for farmers in the county.
7. To process soil samples for farmers desiring same and to explain and encourage farmers to follow recommendations. To do additional work with low yielding farmers in order to pull up their crop yields.

What Was Done:

The response to our fertilizer appeals was almost too gratifying. The great majority of farmers, many of whom having remembered the low yields that farmers secured for themselves when they did not fertilize, ordered fertilizers as usual. They were also advised that such a practice would build up their reserve in the land as insurance against the year that they might not be able to buy fertilizers. Then the drought came, much of the fertilizer was as it was placed on the crop when the crop was harvested. Farm leaders were advised to seed some winter cover to hold this fertilizer for use by crops in 1955. Even though some farmers regretted that they could not get 3-12-6 for corn, they were advised of the recommendations and the reasons for the changes. Leaders who had used higher analysis fertilizers were used to supplement the recommendations as given by the agent. Where farmers used slower acting available nitrogen and using it early enough, corn yields, despite the drought, were satisfactory. We plan to use some of these leaders in 1955.

The greatest difficulty encountered in connection with the peanut crop was due to irregularities in the ripening of this crop. Rains - following the drought - accompanied by warm weather and a surplus of plant food in the form of unused fertilizer caused much unrest among growers. The problem was when would be the best time to dig their crop - many pods were green, some were ripe - any newly formed pods would be killed by the frost. The crop was short and the questions and requests for information came in. To dig the crop before it ripens would mean shrunken pods, light weight, and poor grade. The crop continued to grow because of warm weather. Previous experience had given us a rainy spell which, if followed by a cold wave, would hasten maturity. It was this line of reasoning that was followed in aiding farmers make their own decision regarding whether to dig or not. Results turned out about as expected - many who dug green, immature pods had very poor quality. Those who waited had better quality and more weight.

Major Problems Facing Livestock Production in the County:

1. To get farmers away from the 'lard type hog' and shift to a longer animal that will provide meat packers to get more of the high price cuts from the carcasses upon slaughter.
2. To get farmers to fight parasites and diseases in their herds.
3. To 'wriggle out' of treating hogs as rapidly as possible.
4. To encourage more animals on farms - two gun farming - as feed and other conditions improve.
5. To encourage more pastures and less over grazing of such pastures.
6. More sanitary hog quarters and better feeding practices.

What we Plan to Do About These Problems:

1. To seize every opportunity through visits, meetings, tours, office calls, etc. to impress on farmers the need for a sound efficient feeding program.
2. To acquaint farmers with recommendations for controlling parasites, etc.
3. To provide farmers with information and encouragement on seeding and care of pastures.

What Was Done:

1. Upon request the agent treated hogs against hog-cholera with Rovac and the simultaneous serum-virus treatment. With the hog industry playing the role that it plays in the county, this service though personal in nature was performed. The opportunity afforded while doing this task was seized to get over many valuable lessons on hog production - feeding, selection, market demands, parasite and disease control, and sanitation.
2. Local feed mills that do custom grinding and mixing supplements into their mixtures have materially affected our feeding situation - as most of the farmers have corn that can be used in the process.
3. The drought caught our pastures again on our light land. Several demonstrations on liming, fertilizing, and seeding pastures were established during the year. We are hoping that the residual effects of fertilizers applied in 1954 will enhance grazing in 1955 after the conventional fall and winter rains and/or snows.
4. Additional work was done in trying to get farmers to grade-up their herds by using longer animals or by purchasing Hampshire blood.

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Major Problems Affecting Use of Income:

1. Changing attitudes toward changes in our social order
2. The difference between Needs and Wants
3. Keeping credit a Tool rather than letting it be a Master
4. Wise buymanship

What we Plan To Do About These Problems:

1. To encourage farmers and others persons not having homes to get one, To try to get persons with homes to provide conveniences i.e. running water, bathrooms, freezer lockers, etc. as their incomes permit.
2. With credit at banks becoming somewhat tighter and merchants urging people to buy on installment plans - to try to get people to weigh matters before jumping too heavily in debt.
3. To be on the look out for opportunities to get used lumber from developments in the Tidewater area that would cut down on the cost of materials.
4. To continue to encourage the purchase of labor saving equipment for the farm and home.

What was done :

Where we know it is very difficult to get farmers to follow advice on spending their money. We feel that this phase of the work has been fairly successful. Extension activity in the county has centered its efforts on winning the confidence of the people with whom we have been privileged to work. Once a measure of confidence is gained, every effort is made to keep it as 'a sacred trust'. It has been through this type of motivation that attitudes have been changed somewhat and this delicate matter has been handled. Many farmers were grateful for the cautions given earlier in the year especially during the drought when many thought that they would not make seed. About 25 families established running water in their homes and farms during the year, many others purchased gas or electric stoves, washing machines, freezers, etc. Some plan to do these things after they have completed their harvest. Farmers and their wives were advised to purchase good every-day clothes, rain gear, and work clothes rather than to put so much in a 'Sunday suit' - which is to be worn once a week or on special occasions. Even though we feel that some progress has been made in this field, much remains to be done to get over the lesson that it is all right to keep up with the 'Jones' if we have what the Jones' have.

Work With 4-H Clubs, Rural Youth, & Older Youth Activities:

Work Planned:

1. 4-H Clubs will be organized in Trinity, Rushmere, Carrollton, Muddy Fork, Windsor, and Camptown.
2. If arrangements can be made, clubs will be organized at the Training School.
3. If another group can be worked up, a fifth bricklaying group of older young men will be organized in 1954.
4. To tour the Trade School at either Hampton or Little State in Norfolk to acquaint these young people with other avenues of making a living.
5. To represent at all State meetings with as large a delegation as possible.
6. To provide at least 15 animals for the forthcoming 4-H - NFA Market Hog Show and Sale to be held in connection with the Tidewater Fair during October.
7. To devote more of the agent's time to this phase of the program.
8. To try to inject more forestry, handicraft, and electricity into our program
9. To do more toward training 4-H leaders - both adult and junior.

What Was Done:

1. 4-H Clubs were organized at Trinity, Windsor, ~~W~~town, Rushmere, and the Training School. Certain adjustments had to be made because of the fact that the former Home Agent was on sick leave and her successor was not appointed until May. The enrollment for the six clubs was 165 boys and 55 girls.
2. During March, two 4-H boys and a former 4-H Club president attended the Tractor Clinic at Virginia State College. The County represented at the State Short Course with three delegates (boys) and at the Wild-life Conference with two delegates.
3. Two 4-H Farm and Home Electric Demonstrations were given to train leaders and members with this project that was introduced for the first time.
4. One at Rushmere for all members of the club and one at the Training School for the eighth grade groups that were organized, representatives from Trinity, and members of the adult committee on 4-H Club work of the County Advisory Board. These persons gave demonstrations to their respective groups on repairing lamps, changing fuses, and the care of electrical equipment.
4. Twenty-five members carrying flowers as their project and leaders attended a cosarge making demonstration during July - Dr. W. L. Watson, Professor of Horticulture, Va. State College took charge of the teaching. Information given included the types of flowers to use, making florets from larger flowers, tying ribbons, certain florist terms, and the types and uses of cosarges. The group wanted another such demonstration on flower arrangement but Dr. Watson was unable to give us another date.
5. Junior Market Hog Show and Sale - Four 4-H Club members exhibited 8 hogs - 2 pens of three and two single entries - in the second Junior Market Hog Show & Sale held in connection with the Tidewater Fair in October of this year. Prizes won were as follows: 1st place in the 240-270# class of singles, a 3rd place in the 170-205# class of pens, and a 3th place in the 205-240# class for pens. Prize money amounted to \$12.00. These hogs brought a total of \$366.16 or averaged \$45.77 each. The market for top hogs on the day of the sale was \$19.00 per cwt. Meat packers from Suffolk and Smithfield were the buyers, the Tidewater Fair Association furnished the place and the prizes.
Because of the resignation of the Farm Agent in Nansemond county, the agent was asked to assist with this project by District Agent S. E. Marshall.
6. Progress Report of the Band Project in Isle of Wight County:
 - a. The School Board has furnished a full time instructor for the band
 - b. Musical aptitude tests were given to some 600 children in the school
 - c. Some 75 children are in classes in instrumental music
 - d. Some 45 children have signed up to purchase or have purchased instruments for the band
 - e. The Smithfield Cardinals and the Carrollton Dodgers - two local baseball teams - played a benefit game for the band. Gross receipts were \$62.00 from the gate and some \$38.00 from selling.
 - f. The balance due on the instruments bought by the group is around \$780.00 - for some \$1900.00 worth of instruments bought by this group. Upon completion of this payment, the instruments will be turned over to the school to give the band a sense of perpetuation.
7. The fourth bricklaying group was completed during the year and preliminary plans were made for the fifth group. This group will not be formed unless we get enough interested persons to make it pay its way. If we are unable to get enough to make this project self-sustaining, plans have been considered to see if the School Board will supplement the salary of the instructor.

Work with Veterans:

Many requests were received from veterans desiring various types of information and services. Several of these were assisted in filing blanks for Certificates of Eligibility. Several of these were for loans to build homes or to go into business, local banking establishments do not handle G. I. loans; therefore these veterans had to seek such services in Norfolk or Newport News. The matter of investigation and searching titles and other complications involved, made these ventures too expensive for these out of town banks to undertake.

Four veterans were assisted directly to get on-the-job training in carpentry supplementing their practical training by attending classes at night at the Huntington High School, Newport News, Va. Several who wished to farm were directed to the Farmers Home Administration office in Suffolk - our greatest obstacle in this particular is to find farms either for rent or sale.

Other Activities:

1. The agent was asked by the School Board to aid them in a grading problem on some additional land that was purchased to enlarge the school ground at the Training School. Dr. W. L. Watson, of Virginia State College, was asked to assist in this venture. Part of this land has been cleared and is in use by the school children.
2. Assistance was rendered Dr. Voyce Mack, Professor of Ag. Economics - Virginia State College, to survey some owner-operators for data to use in his classes at the college.
3. The road project in Riverview, a sub-division near Smithfield had work on the roads that they had previously petitioned the Board of Supervisors to ask the State Highway Department to take into their Secondary system. This group was also asked to meet in order to supplement the money that they had been paying for the street lights that they secured a few years ago. The contract is to run for a year now - the original time of the contract was a four year period that would end after election so as not to 'saddle' any newly elected Board of Supervisors with obligations of previously elected groups.

An Evaluation:

The following questions come to mind as we seek to evaluate our work for the year. Have I considered the status of people - i.e. do I start where people are or where I would like for them to be? Are the people with whom I have striven to work better off or worse than they were at the beginning of the year? Has the general standard of living been raised or lowered during the year. What mistakes were made and how can they be corrected in the future?

Every effort has been made to keep the program as practical and constructive as possible. Since a farm is a combination of a business and a home - we have tried to get farmers to consider both sides of the definition. At times the agent is called into disputes as to which is the most important - a piece of furniture or an implement for the farm. When such situations are encountered they are handled as tactfully as I know how.

Even though some mistakes were made, we sincerely believe that the gains for progress out-weigh any slipping back that may have taken place in our attempt to raise the level of living for the people with whom I have been privileged to work.