

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

This report form is for use by county extension agents in making a combined statistical report on all extension work done in the county during the year. Agents resigning during the year should make out this report before quitting the service.

State Total - White 1952 County _____

REPORT OF

(Name) <u>Home Demonstration Agent.</u>	From _____, 19	to _____, 19
<u>Assistant Home Demonstration Agent.</u>	From _____, 19	to _____, 19
<u>4-H Club Agent.</u>	From _____, 19	to _____, 19
<u>Assistant County Agent in charge of Club Work.</u>	From _____, 19	to _____, 19
<u>Agricultural Agent.</u>	From _____, 19	to _____, 19
<u>Assistant Agricultural Agent.</u>	From _____, 19	to _____, 19



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____

Date _____

State Extension Director

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

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES

Report only this year's activities if it can be verified		Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
1. Months of service this year (agents and assistants).....	9	90 1172		97 5469	xxxxxxx
2. Days devoted to work with adults ³		90 16,476		97 28,077	xxxxxxxxx
3. Days devoted to work with 4-H Clubs, and young men and women (older youth) ⁴		90 16,321		97 18,688	xxxxxxxxx
4. Days in office ⁵		90 9731		97 12,795	xxxxxxxxx
5. Days in field ⁵		90 18,046		97 26,935	xxxxxxxxx
6. Number of farm or home visits made in conducting extension work ⁶		90 33,656		97 78,300	78,111,475
7. Number of different farms or homes visited.....		90 20,375		97 48,322	72 46,647
8. Number of calls relating to extension work.....	(1) Office.....	90 25,793		97 131,634	78 157,270
	(2) Telephone.....	90 69,567		97 167,112	78 234,794
9. Number of news articles or stories published ⁷		90 7487		97 10,237	78 17,790
10. Number of bulletins distributed.....		90 206,553		97 197,590	78 405,538
11. Number of radio talks broadcast or prepared for broadcasting.....		75 1981		74 2759	81 4749
12. Training meetings held for local leaders or committeemen.....	(1) Adult work.....	(a) Number.....	87 1104	67 724	96 1911
		Total attendance.....	(b) Men.....	70 8251	77 8722
		(c) Women.....	87 17,367	36 1408	95 18,681
	(2) 4-H Club and young men and women (older youth).....	(a) Number.....	81 608	64 360	88 952
		(b) Total attendance of leaders.....	81 4892	64 3910	88 8437
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12).....	(1) Adult work.....	(a) Number.....	90 14,625	74 3894	78 18,351
		(b) Total attendance.....	90 219,082	94 38,357	88 256,942
	(2) 4-H Club and young men and women (older youth).....	(a) Number.....	90 10,954	87 5947	87 16,385
		(b) Total attendance.....	90 194,972	87 129,340	97 316,562
14. Number of adult result demonstrations conducted.....		84 1532		90 7001	97 8532
15. Meetings held at such result demonstrations.....	(1) Number.....	74 756		70 379	87 1135
	(2) Total attendance.....	74 9589		70 25,163	87 35,337
16. Tours conducted.....	(1) Adult work.....	(a) Number.....	52 172	81 327	90 494
		(b) Total attendance.....	52 4462	81 73,752	90 18,233
	(2) 4-H Club and young men and women (older youth).....	(a) Number.....	38 72	62 275	78 349
		(b) Total attendance.....	38 2325	62 576	72 7935
17. Achievement days held.....	(1) Adult work.....	(a) Number.....	30 74	19 29	75 100
		(b) Total attendance.....	30 18,161	19 6809	75 18,964
	(2) 4-H Club and young men and women (older youth).....	(a) Number.....	57 67	50 58	62 88
		(b) Total attendance.....	57 16,230	50 13,108	62 20,013

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

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

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

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

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

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
18. Encampments held (report attendance for your county only) ³	(1) Farm women.....	(a) Number.....	17	3	19
		(b) Total members attending.....	17	3	19
	(2) 4-H Club and young men and women (older youth).....	(a) Number.....	7	1	8
		(b) Total others attending.....	7	1	8
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported.....	(1) Adult work.....	(a) Number.....	34	32	66
		(b) Total attendance.....	64	32	96
	(2) 4-H Club and young men and women (older youth).....	(a) Number.....	36	26	62
		(b) Total attendance.....	74	62	136
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere.....	(1) Adult work.....	(a) Number.....	90	97	187
		(b) Total attendance.....	90	97	187
	(2) 4-H Club and young men and women (older youth).....	(a) Number.....	90	37	127
		(b) Total attendance.....	90	37	127

¹ Includes volunteer county agent in charge of 4-H Club work or who devotes practically full time to club work.
² County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.
³ Does not include parties, rallies, and short courses, which should be reported under question 18.

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1950 census).....	45	150,997
22. Number of farms on which changes in practices have definitely resulted from the agricultural program.....	91	94,749
23. Number of farms involved in preceding question which were reached this year for the first time.....	78	14,992
24. Number of nonfarm families making changes in practices as a result of the agricultural program.....	45	35,709
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program.....	30	58,399
26. Number of farm homes involved in preceding question that were reached this year for the first time.....	29	11,222
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program.....	29	43,234
28. Number of other homes involved in preceding question that were reached this year for the first time.....	29	12,415
29. Number of farm homes with 4-H Club members enrolled. (Related to question 178).....	76	24,403
30. Number of other homes with 4-H Club members enrolled. (Related to question 179).....	97	10,359
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications).....	98	116,524
32. Total number of different other families influenced by some phase of the extension program. (Include questions 27, and 30 minus duplications).....	117	76,176

EXTENSION ORGANIZATION AND PLANNING

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

(a) Over-all or general.....	(1) Name.....	(2) No. of members.....	26	1259
(b) Agricultural.....	(1) Name.....	(2) No. of members.....	22	5174
(c) Home demonstration.....	(1) Name.....	(2) No. of members.....	39	3603
(d) 4-H Club.....	(1) Name.....	(2) No. of members.....	91	6799
(e) Young men and women (older youth).....	(1) Name.....	(2) No. of members.....	30	1032

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

(a) Agricultural 91 4270 (b) Home demonstration 89 6140 (c) 4-H Club 87 2988 (d) Young men and women (older youth) 26 391

35. Total number of communities in county. (See definition of a community, item 1, on back cover.) (Do not include number of neighborhoods)..... 97 1021

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees..... 95 959

37. Number of clubs or other groups organized to carry on adult home demonstration work..... 89 1385

38. Number of members in such clubs or groups..... 89 23,418

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

40. Combined with question 41.

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

(a) Adult work.....	(1) Men 78 5921	(b) 4-H Club and work with young men and women (older youth).....	(1) Men 82 694	(3) Older club boys 65 757
	(2) Women 76 758		(2) Women 95 1715	(4) Older club girls 35 1825

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service..... 50. Reported

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

(a) Unpaid lay members: (1) Men 42 1347 (2) Women 35 1082 (3) Youth 25 456

(b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men 29 308 (2) Women 15 118

44. Number of communities with agricultural planning committee (over-all planning)..... 38 221

45. Number of members of such community planning committees: (a) Men 32 1393 (b) Women 22 827 (c) Youth 17 22

46. Was a county committee report prepared and released during the year? (a) Yes 22 Reported (b) No 21 Reported

47. Days devoted to line of work by.....	Extension organization and planning: (a)	County agricultural planning: (b)	Total:	
			(a)	(b)
(1) Home demonstration agents.....			90	6954
(2) 4-H Club agents.....			97	4848
(3) Agricultural agents.....			92	1238
(4) State extension workers.....			95	1028
48. Number of planning meetings held.....	(1) County		34	2439
	(2) Community		92	15280
49. Days of assistance rendered by voluntary leaders or committeemen.....			98	48,941

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

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

Include all work with adults, 4-H Club members, and young men and women (older youth)	Corn	Wheat	Other cereals	Legumes	Pastures	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents								5	16	135
(2) 4-H Club agents										5
(3) Agricultural agents	97 1712	80 442	70 321	34 1304	97 3212	9 84	46 467	87 867	85 580	41 419
(4) State extension workers	22 106	9 15	14 18	31 59	47 184	6 16	24 140	42 122	49 174	10 25
52. Number of communities in which work was conducted this year	77 850	83 568	71 422	75 832	94 917	9 37	46 322	86 650	85 394	60 222
53. Number of voluntary local leaders or committees assisting this year	81 1038	45 281	59 231	47 840	88 3022	7 57	42 450	62 438	64 340	25 242
54. Year of losses sustained this year is—										
(1) Obtaining improved varieties or strains of seed	75 21,375	83 4312	30 5065	88 11,438	88 16,014	7 1105	24 2429	70 7643	51 900	39 1990
(2) The use of lime	81 12,220	67 7014	78 5319	82 19,446	74 27,295	4 125	27 2445	49 6220	27 2900	24 2170
(3) The use of fertilizers	51 29,631	80 12,259	69 7395	81 21,813	74 34,195	8 1432	44 11,315	61 18,869	46 4859	42 5261
(4) Controlling plant diseases	61 2527	65 3736	48 2128	65 2427	80 1668	5 225	42 983	75 12,495	67 4176	82 2267
(5) Controlling injurious insects	74 8260	48 1430	27 1086	65 3622	62 3070	7 1773	25 5532	71 15,165	77 4324	67 4324
(6) Controlling noxious weeds	75 5040	43 658	37 495	51 1932	71 6582		10 1988	25 3218	22 440	17 187
(7) Controlling rodents and other animals	66 6010	32 2629	57 1464	18 424	22 312			30 996	53 1807	12 239

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

Include all work with adults, 4-H Club members, and young men and women (older youth)	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
(1) Home demonstration agents	2	4			2	4	2
(2) 4-H Club agents							
55. Days devoted to line of work by—							
(3) Agricultural agents	77 2424	37 4471	37 1262	36 2201	22 26	76 1723	32 90
(4) State extension workers	65 240	75 330	82 120	49 100	2 2	71 275	10 1
56. Number of communities in which work was conducted this year	75 836	45 860	45 559	34 779	22 96	74 821	20 99
57. Number of voluntary local leaders or committees assisting this year	32 1018	58 1162	65 509	76 701	10 22	66 702	9 19
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	70 170	40 72	26 37	24 55		14 19	1 1
59. Number of members in such circles, clubs, or associations	78 9152	37 2170	27 1441	24 816		14 731	1 24
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	62 861	32 679	20 272	22 451		26 765	4 55
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	67 709	42 1920	77 973	25 1105	1 1	11 249	5 18
(2) Obtaining purebred or high-grade females	62 1975	87 2958	62 740	31 1958	4 14	24 972	3 26
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXX	XXXX	XXXX	XXXX		67 4507	XXXX
(4) Improving methods of feeding	69 8269	72 8938	74 3267	26 8360	11 215	22 8674	15 140
(5) Controlling external parasites	82 8357	78 9174	62 3069	22 9484	8 126	80 7157	2 377
(6) Controlling diseases and internal parasites	77 7184	32 2072	41 2775	18 11675	15 306	62 8677	14 207
(7) Controlling predatory animals	1 1	1 1	27 284	2 155		23 810	1 3

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

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and young men and women (older youth)	Farm accounts, not records, inventories, etc.		Individual farm planning, adjustments, tenancy, and other management problems		Farm credit (short and long time)		Outlook information		
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
	(1) Home demonstration agents	11	54	2	4	3	4	22	165
70. Days devoted to line of work by—	(2) 4-H Club agents	50	502	93	1212	60	209	71	292
	(3) Agricultural agents	39	60	25	86	9	27	25	56
	(4) State extension workers	79	548	91	725	59	324	72	606
71. Number of communities in which work was conducted this year		46	395	49	403	29	127	43	240
72. Number of voluntary local leaders or committeemen assisting this year									
73. Number of farm-survey records taken during the year:	(a) Farm business	18	235	75. Number of farmers assisted this year—Continued.					
	(b) Enterprise	12	1051						
	(c) Other	9	916	(e) In getting started in farming, or in re-locating				90	1680
74. Number of farmers assisted this year in keeping—	(a) Farm inventory	60	1500	(f) With credit problems (debt adjustment and financial plans)				75	1199
	(b) General farm records	78	3002	(g) In using "outlook" to make farm adjustments				73	9092
	(c) Enterprise records	51	2196	(h) With a farm-income statement for tax purposes				65	2605
75. Number of farmers assisted this year—	(a) In developing a farm plan only	24	2560	(i) With farm-labor problems				46	3263
	(b) In developing a farm and home plan	29	975	(j) In developing supplemental sources of income				77	4112
	(c) In analyzing the farm business	60	1552						
	(d) In improving landlord-tenant relations and leasing arrangements	12	1613						

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and young men and women (older youth)	Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.)		Land policy and programs (classification of land, sub-division, tenure, land development, settlement, public land management, etc.)		Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)		Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population fluctuations, rural works programs, etc.)		
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
	(1) Home demonstration agents	2	16			4	5	15	39
76. Days devoted to line of work by—	(2) 4-H Club agents	85	52	97	58	27	50	48	252
	(3) Agricultural agents	5	8	1	.5	5	5	14	36
	(4) State extension workers	22	103	18	84	29	150	49	289
77. Number of communities in which work was conducted this year		9	50	3	37	14	109	23	420
78. Number of voluntary local leaders or committeemen assisting this year								24	82
79. Number of tours conducted this year to observe economic and social conditions in various land use areas								42	216
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems								18	140
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)								25	143
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year									

* Include all work on farm adjustments conducted in cooperation with FMA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 6 and 8) or to soil management (p. 7).

MARKETING AND DISTRIBUTION

Includes all work with adults, 4-H Club members, and young men and women (other youth)	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Fiber products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment												
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)												
83. Days devoted to line of work by—																							
(1) Home demonstration agents				5	20	5	13	6	20		31	346	98	190									
(2) 4-H Club agents																							
(3) Agricultural agents	45	141	44	269	30	328	54	204	45	96	37	119	71	6	35	44	27	110	7	8	40	105	
(4) State extension workers	7	6	13	19	31	196	15	31	9	19	15	26		5	6	7	31	8	10	8	5		
84. Number of communities in which work was conducted this year	45	284	63	395	73	707	56	427	48	309	25	207	2	29	26	124	30	310	54	229	62	449	
85. Number of voluntary local leaders or committeemen assisting this year	14	110	26	180	64	370	43	255	22	202	24	403	5	18	10	49	19	139	27	847	54	624	
86. Number of new cooperatives ² assisted in organizing during the year	1	1	2	2	11	14	3	3						1	1								
87. Number of established cooperatives ² assisted during the year	24	44	14	17	57	119	37	54	8	10	12	18		1	1	30	24	1	2	14	20		
88. Number of members ³ in the cooperatives assisted during the year (questions 86 and 87)	24	16,765	14	6,715	38	14,367	38	5,975	6	678	13	858		1	20	21	4,306	1	24	14	907	6	
89. Question discontinued	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX											
90. Number of farmers or families (not members of cooperatives) assisted during the year	77	2241	38	270	69	484	117	2475	34	1242	68	2229	1	300	43	453	19	3761	27	5190	46	5783	
91. Question discontinued	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX											
92. Number of private marketing and distributing agencies and trade groups assisted this year																					74	617	
93. Number of programs ⁴ pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year																					25	55	
94. Number of marketing facilities improvement programs ⁴ participated in or conducted this year																					47	180	
95. Number of marketing surveys assisted with or conducted this year																					22	32	
96. Number of special merchandising programs ⁴ participated in or conducted this year																					18	36	
97. Number of consumer information programs ⁴ pertaining to marketing and distribution participated in or conducted this year																					18	60	
98. Number of programs ⁴ relating to marketing services and costs of distribution conducted this year																					19	39	
99. Number of programs ⁴ relating to transportation problems conducted this year																					10	18	
100. Number of programs ⁴ relating to the specific use of market information conducted this year																					27	85	
101. Number of other marketing programs ⁴ conducted this year (specify)																					6	12	

¹ Include livestock, poultry, and hatching eggs used for breeding, replacement, or feeding purposes.

² Where a cooperative association serves more than one county, include only the members living in the county covered by this report.

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Includes all work with adults, 4-H Club members, and young men and women (older youth)	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents	20 4 579	72 792	2 20	6 16 3
(2) 4-H Club agents				
(3) Agricultural agents	52 222	20 666	22 489	71 331
(4) State extension workers	77 268	32 72	27 111	25 32
103. Number of communities in which work was conducted this year	77 922	72 748	27 577	22 429
104. Number of voluntary local leaders or committeemen assisting this year	27 4200	72 949	31 164	22 272

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings	22 1298
(b) Remodeling dwellings	22 3555
(c) Installing sewage systems	63 674
(d) Installing water systems	25 2053
(e) Installing heating systems	67 936
(f) Providing needed storage space	22 6357
(g) Rearranging or improving kitchens	72 4670
(h) Improving arrangement of rooms (other than kitchens)	24 12 420
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings	41 16 510
(j) Selecting housefurnishings or equipment (other than electric)	26 12 324
(k) Improving housekeeping methods	64 11 987
(l) Laundry arrangement	25 4011
(m) Installing sanitary closets or outhouses	16 459
(n) Screening or using other recommended methods of controlling flies or other insects	22 6277
(o) Improving home grounds	22 14 860
(p) Planting windbreaks or shelterbelts	22 348

Rural Electrification—Continued

106. Number of ASSOCIATIONS organized or assisted this year to obtain electricity. (Report associations, not individual members)	11 16
107. Number of families assisted this year in—	
(a) Obtaining electricity	45 517
(b) Selection or use of electric lights or home electrical equipment	91 16 963
(c) Using electricity for income-producing purposes	22 1519
(d) Obtaining new or improved telephone service	47 1627

Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings	16 2032
(b) Remodeling or repairing farm buildings	22 2136
(c) Selection or construction of farm-building equipment	27 12 533

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment	22 1221
(b) Making more efficient use of mechanical equipment	27 2251
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year	22 2515
111. Number of gin stands assisted this year in the better ginning of cotton	2 12

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and young men and women (older youth)	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	77	795	1202	31
(2) 4-H Club agents				
(3) Agricultural agents	47	396	15	31
(4) State extension workers	49	92	43	3
113. Number of communities in which work was conducted this year	56	785	70	92
114. Number of voluntary local leaders or committeemen assisting this year	13	1255	70	1238
115. Number of families assisted this year—				
(a) In improving diets				87
(b) With food preparation				92
(c) In improving food supply by making changes in home food production—				
(1) Of vegetables				34
(2) Of fruits				70
(3) Of meats				62
(4) Of milk				57
(5) Of poultry and eggs				67
(6) Total of subitems (1) through (5) minus duplications due to families making changes in production of more than one kind of food.				25
Note.—This total should not be less than the largest subitem.				
(d) With home butchering, meat cutting or curing				54
(e) With butter or cheese making				41
(f) With food-preservation problems in—				
(1) Canning				52
(2) Freezing				31
(3) Drying				22
(4) Storing				54
(5) Total of subitems (1) through (4) minus duplications due to families using more than one method of preserving				92
Note.—This total should not be less than the largest subitem.				
(g) In producing and preserving home food supply according to annual food-supply budget				42
(h) In canning according to a budget				47
(i) With child-feeding problems				41
(j) In the prevention of colds and other common diseases				40
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				35
(l) With first aid or home nursing				40
(m) In removing fire and accident hazards				28
116. Number of schools assisted this year in establishing or maintaining hot school lunches				25
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				11

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and young men and women (older youth)		Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)				
118. Days devoted to line of work by—	(1) Home demonstration agents.....	30	1,008	30	3,748	57	412	89	2,289
	(2) 4-H Club agents.....								
	(3) Agricultural agents.....	4	4	10	20	65	712		
	(4) State extension workers.....	31	54	44	63	6	23	42	139
119. Number of communities in which work was conducted this year.....	30	626	37	910	68	458	75	932	
120. Number of voluntary local leaders or committeemen assisting this year.....	25	1576	26	2,532	37	398	24	2,624	
Home Management—Family Economics—Continued					Clothing and Textiles—Continued				
121. Number of families assisted this year—									
(a) With time-management problems.....	47	13,631							
(b) With home accounts.....	26	1042							
(c) With financial planning.....	31	1654							
(d) In improving use of credit for family living expenses.....	9	171							
(e) In developing home industries as a means of supplementing income.....	29	1,054							
122. Number of home demonstration CLUBS, other con- sumer ASSOCIATIONS or GROUPS assisted this year with cooperative buying. (Is not rep. individual)									
(a) Food.....	16	747							
(b) Clothing.....	15	590							
(c) Housefurnishings and equipment.....	19	645							
(d) General household supplies.....	20	297							
123. Number of families assisted this year through coop- erative associations* or individually, with the buying of—									
(a) Food.....	38	3,236							
(b) Clothing.....	34	1,287							
(c) Housefurnishings and equipment.....	61	10,846							
(d) General household supplies.....	39	4,854							
124. Total number of different families assisted this year with consumer-buying problems (includes ques- tion 123 (a), (b), (c), and (d) minus duplications).....	62	19,760							
125. Number of families assisted this year with "making versus buying" decisions.....	24	11,765							
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living.....	22	18,472							
NOTE.—Individual families and groups assisted with selling problems should be reported in column (f), page 9.									
127. Number of families assisted this year with—									
(a) Clothing-construction problems.....	37	21,464							
(b) The selection of clothing and textiles.....	77	20,527							
(c) Care, renovation, remodeling of clothing.....	30	14,941							
(d) Clothing accounts or budgets.....	49	1,988							
Family Relationships—Child Development—Continued									
128. Number of families assisted this year—									
(a) With child-development and guidance problems.....	44	4,028							
(b) In improving family relationships.....	38	6,494							
129. Number of families providing recommended cloth- ing, furnishings, and play equipment for children this year.....	39	2,496							
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men.....	6	140							
(b) Women.....	23	3,661							
131. Number of children in families represented by such individuals.....	25	5,896							
Recreation and Community Life—Continued									
132. Number of families assisted this year in improving home recreation.....	81	28,381							
133. Number of communities assisted this year in improv- ing community recreational facilities.....	71	460							
134. Number of community groups assisted this year with organizational problems, programs of activi- ties, or meeting programs.....	78	11,988							
135. Number of communities assisted this year in establishing—									
(a) Club or assembly room.....	35	69							
(b) Permanent camp.....	7	23							
(c) Community rest rooms.....	40	12							
136. Number of communities assisted this year in provid- ing library facilities.....	31	250							
137. Number of school or other community grounds im- proved this year according to recommendations.....	54	251							

*The home, its arrangement, equipment, and furnishings, including kitchen improvements and care of the home, is reported under 122a; home, furnishings and accessories, 123a, 123b.

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved, in completed projects (e)	
138. Corn	36	123.6	2	3	31	1237.05 Acres
139. Other cereals	53	98	17	74	19	230.5 Acres
140. Peanuts	11	54	9	43	9	89.5 Acres
141. Soybeans, field peas, alfalfa, and other legumes	39	100	33	70	23	243.1 Acres
142. Soil and water conservation	11	30	9	24	9	78.5 Acres
143. Potatoes, Irish and sweet	31	261	2	3	2	44.9 Acres
144. Cotton	2	3	1	1	1	1. Acres
145. Tobacco	39	532	1	3	32	173.7 Acres
146. Fruits	14	47	9	4	18	5.5 Acres
147. Home gardens	37	3130	45	509	33	1933 Acres
148. Market gardens, truck and canning crops	25	245	5	19	2	23.2 Acres
149. Other crops (including pasture improvement)	27	91	2	2	23	253.8 Acres
150. Poultry (including turkeys)	40	2185	42	208	40	1324 Birds
151. Dairy cattle	37	2165	31	247	33	1226 Animals
152. Beef cattle	38	1302	41	36	37	923 Animals
153. Sheep	41	400	46	32	15	26 Animals
154. Swine	33	3702	27	64	70	2307 Animals
155. Horses and mules	2	33	2	2	2	2 Animals
155a. Rabbits	27	679	13	31	11	19 Animals
156. Other livestock	5	31	2	2	4	52 Animals
157. Bees	16	25	3	4	3	267 Colonies
158. Beautification of home grounds	40	349	27	372	32	270
159. Forestry	42	630	3	66	34	327
160. Wildlife and nature study (game and fur animals)	19	313	4	19	14	243
161. Agricultural engineering, farm shop, electricity, tractor	79	3112	52	2009	33	2601
162. Farm management	2	10	1	94	3	5
163. Food selection, preparation, and/or baking	5	34	34	10,127	5	24
164. Food preservation. (Include frozen foods)	69	2013	63	2013	63	1462
165. Health, home nursing, and first aid	4	247	5	528	3	236
165a. Child care	1	33	1	33	1	15
166. Clothing	2	39	39	4,059	2	32
167. Home management (housekeeping)	39	1836	37	1445	37	1445
168. Home furnishings and room improvement	2	2	72	3253	2	2
169. Home industry, arts and crafts	7	169	4	17	6	117
170. Junior leadership	9	95	19	187	9	34
171. All others	33	2316	37	2624	36	1497
172. Total (project enrollment and completion)	26,450	35,741	26,450	35,741	26,450	35,741

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

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116

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs (do not count the same club more than once)..... *31 1467*
174. Number of different 4-H Club members enrolled..... (a) Boys *336 1,831* (b) Girls *321 2,000*
175. Number of different 4-H Club members completing..... (a) Boys *316 1,710* (b) Girls *312 1,917*
176. Number of different 4-H Club members in school..... (a) Boys *16 1,152* (b) Girls *17 1,212*
177. Number of different 4-H Club members out of school..... (a) Boys *320 5,658* (b) Girls *304 6,785*
178. Number of different 4-H Club members from farm homes..... (a) Boys *16 1,210* (b) Girls *16 1,201*
179. Number of different 4-H Club members from nonfarm homes..... (a) Boys *21 4,448* (b) Girls *26 7,584*

Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)		Girls (b)		181. By ages	Boys (a)		Girls (b)	
	Boys	Girls	Boys	Girls		Boys	Girls	Boys	Girls
1st year	76	76	51	125	10 and under	76	345	71	559
2d	76	92	71	110	11	76	327	71	427
3d	72	170	76	117	12	76	330	76	270
4th	76	180	75	230	13	76	282	75	273
5th	71	710	75	127	14	76	123	75	127
6th	50	450	71	122	15	71	452	71	127
7th	60	192	44	214	17	76	292	75	410
8th	66	102	35	113	18	55	122	49	110
9th	68	57	31	30	19	50	50	36	41
10th and over	63	17	7	17	20 and over	18	25	10	17

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging..... *33 76 21*
 - (b) Giving demonstrations..... *22 16 22*
 - (c) Recreational leadership..... *76 129 72*
 - (d) Music appreciation..... *50 27 27*
 - (e) Health..... *71 22 22*
 - (f) Fire and accident prevention..... *50 19 71*
 - (g) Wildlife conservation..... *41 32 25*
 - (h) Keeping personal accounts..... *51 28 27*
 - (i) Use of economic information..... *76 22 21*
 - (j) Soil and water conservation..... *44 22 27*
 - (k) Forestry..... *52 22 27*
183. Number of 4-H Club members having health examination because of participation in the extension program..... *32 129 22*
184. Number of 4-H CLUBS engaging in community activities such as improving school grounds and conducting local fairs..... *25 72 7*

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH)

(Do not include work with 4-H Clubs)

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

- A. Extension organized groups of young men and women:**
185. Number of such groups worked with during the year..... *40 59*
186. Membership in such groups { (a) Number of different young men *25 312*
(b) Number of different young women *60 1181*
187. Distribution of these members by school and marital status and age groupings.
The sum of (1) $e+b+c$ = the sum of $d+e+f=180$ (a). Also the sum of (2) $a+b+c$ = the sum of $d+e+f=180$ (b).

	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (1)	Married (2)			
(1) Young men	22 179	12 378	13 225	11 341	21 221	27 220
(2) Young women	22 278	17 221	16 472	15 281	25 216	34 427

188. Number of meetings these extension organized groups held..... *31 410*
189. Total attendance at such meetings..... *31 7600*

B. Other groups of young men and women not organized by extension:

190. Number of such groups assisted during the year..... *79 617*
191. Number in such groups { (a) Different young men..... *74 4959*
(b) Different young women..... *54 2425*

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

192. Number of different individuals assisted { (a) Young men..... *36 2250*
(b) Young women..... *72 3822*

D. Total number of young people worked with or assisted:

193. Number of different young people worked with or assisted: (Total of questions 186, 191, and 192 minus duplications due to membership in both groups "A" and "B") { (a) Young men..... *90 2523*
(b) Young women..... *71 2119*

194. Question discontinued.

* All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.
† Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 12, minus duplications due to the same boy or girl carrying on two or more such activities during the year. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.
‡ Do not include 4-H groups that operate on a non-club basis.

MISCELLANEOUS

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

195. Days devoted to line of work by—	Dues (4)		General-factor insects ¹ (5)		All other work (6)	
	(1)	(2)	(3)	(4)	(5)	(6)
(1) Home demonstration agents	1	12	7	22	27	772
(2) 4-H Club agents						
(3) Agricultural agents	31	42	44	154	87	911
(4) State extension workers	5	6	17	22	32	77
196. Number of communities in which work was conducted this year	29	47	47	295	72	629
197. Number of voluntary local leaders or committeemen assisting this year	11	36	26	121	56	1,633

198. Question discontinued.

COOPERATION WITH OTHER FEDERAL AGENCIES

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

199. Days devoted to line of work by—	Assistance to Veterans (a)	U. S. D. A. Commodity (b)	Farm Credit Administration (c)	Employment Service (d)	Production and Marketing Administration (e)	Soil Conservation Service (f)	Farmers Home Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)	Other Agencies (k)											
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)											
(1) Home demonstration agents	5	22	17	20	3	4	11	21	11	50	17	32	39	510	2	5	11	182	47	425		
(2) 4-H Club agents																						
(3) Agricultural agents	15	215	11	371	47	126	24	91	34	1123	37	836	54	142	42	126	37	420	35	926	50	2,245
(4) State extension workers	2	18	2	7	1	1	5	7	12	27	1	1	1	1	1	1	1	1	1	1	1	1
200. Number of communities in which work was conducted this year	71	452	45	334	45	261	34	149	16	513	31	675	32	320	31	303	35	270	47	319	32	463
201. Number of voluntary local leaders or committeemen assisting this year	29	476	25	271	16	62	9	42	24	462	37	153	20	59	19	123	15	117	22	352	26	569
202. Number of meetings participated in this year by extension workers	60	326	44	423	27	273	37	40	32	730	32	399	35	94	30	170	22	46	27	160	44	346

¹ Includes grasshoppers, weevils, ticks, and other insects not reported under specific crop or livestock headings.

TABLE 15

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmer (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters written* should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. Extension work with young men and women shall apply in general to those who are primarily rural and approximately 18 to 30 years of age. (Recommendation of Older Youth and Young Adult Planning Conference, Jackson's Mill, W. Va., February 21-25, 1949.)