

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 Dickenson State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>Fred N. Fletcher</u>	<u>County Agent</u>	<u>Dec. 1, 1953</u>	<u>Nov. 30, 1954</u>
<u>Billie R. Skeen</u>	<u>Home Demonstration 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)

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 ALL OF THEIR WORK in the column provided on pages 3 and 7. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B.

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

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

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

7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result demonstrations are definitely planned in advance and not "found." Include all result demonstrations IN PROGRESS during the year, regardless of when started or completed.

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected 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.

- 9e. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

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..... <i>Number</i>	310		213	523
2. Office calls..... <i>do</i>	501		580	1081
3. Telephone calls..... <i>do</i>	866		653	1519
4. News articles or stories prepared <i>Number</i>	56		24	80
5. Broadcasts made or prepared:				
a. Radio..... <i>Number</i>	6		24	30
b. Television..... <i>do</i>				-
6. Bulletins distributed..... <i>do</i>	8172		2044	10216
7. Adult result demonstrations conducted..... <i>Number</i>	2		-	2
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... <i>Number</i>	21		1	22
(2)..... <i>Attendance</i>	199		7	206
b. YMW work:				
(1)..... <i>Number</i>				-
(2)..... <i>Attendance</i>				-
c. 4-H Club work:				
(1)..... <i>Number</i>	32		15	47
(2)..... <i>Attendance</i>	530		161	691
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... <i>Number</i>	155		134	289
(2)..... <i>Attendance</i>	2858		5616	8474
b. YMW work:				
(1)..... <i>Number</i>	-			
(2)..... <i>Attendance</i>				
c. 4-H Club work:				
(1)..... <i>Number</i>	174		18	192
(2)..... <i>Attendance</i>	5020		380	5400
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... <i>Number</i>	79		7	86
(2)..... <i>Attendance</i>	873		133	1006
b. YMW work:				
(1)..... <i>Number</i>	0		1	1
(2)..... <i>Attendance</i>	0		80	80
c. 4-H Club work:				
(1)..... <i>Number</i>	95		34	129
(2)..... <i>Attendance</i>	3602		1938	5540

EXTENSION ORGANIZATION AND PROGRAM PLANNING—Interpretation

12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program. Meetings and attendance reported in items 12 and 13 should also be included in item 9 or 10, whichever is applicable.
13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meetings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.
14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here. These facts may be obtained through mail questionnaires, telephone, or personal interview.
15. A project leader, local leader, or committeeman is a person selected by extension or the group they represent, to lead some phase of the extension program in organization or subject matter. Included should be members of the county-wide councils or committees reported in 12, as well as in items 22, 27, 39, 45, 51, 57, 62, 68, and column C on page 23, less duplications.
- 15e. Total of a, b, c, and d, less duplications due to the same person serving as leader in more than one line of work.
17. Where home demonstration program is carried on through a school, church, women's club, or farm-organization unit, include only that part of the total membership which is interested in home demonstration work.

5	-	5	
15	1	15	
900	7	901	
-			
74	21	21	
12	131	131	
985	111	111	
110	110	110	
101	11	11	
1012	101	101	
38	7	77	
1001	111	111	
1	1	0	
10	10	0	
101	11	11	
1012	101	101	

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.....

Dickenson County Board of Supervisors

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

from "a".....

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

Item	Councils or committees		Members		Meetings of such councils or committees held during the year	
	A	B	C	D	C	D
	Number	Number	Number	Attendance		
a. Over-all or general.....						
b. Agricultural.....	1	28	2	18		
c. Home demonstration.....	1	31	3	52		
d. Young men and women.....	-					
e. 4-H Club.....	2	43	3	36		

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.....	13	195
b. County meetings.....		

14. Number of fact-finding surveys for program-planning purposes made during the year..... 41

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.....	25	3	XXXX	XXXX
b. In adult home demonstration work.....	-	208	XXXX	XXXX
c. In young men and women's work.....	-	-	XXXX	XXXX
d. In 4-H Club work.....	12	35	10	23
e. Total number of DIFFERENT leaders.....	37	246	10	23

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 13

17. Number of members in such clubs or groups..... 345

PROGRAM EMPHASIS—*Interpretation*

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

engaged in the respective lines of work. Time should be reported to the nearest whole day. Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. For example: 21c pertains to the time spent on the crop work as reported on page 9; 21d to the livestock work on page 11; and similarly through 21s; 21t covers the miscellaneous items reported on page 29, as well as time not accounted for elsewhere. Time in training local leaders in extension organization, and program planning should be reported under 21a. Training of local leaders in subject matter should be reported under one of the appropriate subject headings 21e through 21t. Additional information is given below.

Days devoted to cooperation with other agencies (items 146 through 169) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".

- 21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning should be included.
- 21b. This is to include days spent attending summer extension courses, workshops, district and State extension conferences, and other training activities organized primarily for the purpose of the professional development of extension personnel.

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

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12	-	12	24
19. Total days worked.....	276		285	561
20. Days devoted to—				
a. Adult work.....	163		181	344
b. YMW work.....	-		3	3
c. 4-H Club work.....	113		101	214
21. Days devoted to—				
a. Extension organization and program planning.....	28		20	48
b. In-service training of agents.....	-		20	20
c. Crops.....	3		80	83
d. Livestock.....	-		119	119
e. Marketing; distribution; and service organizations.....	-		7	7
f. Soil and water conservation and management.....	-		26	26
g. Forestry.....	-		5	5
h. Wildlife.....	-			
i. Planning and management of the farm business.....	-		1	1
j. Farm buildings and farm me- chanical equipment.....	-			
k. House and surroundings, furnis- hings and equipment.....	31			31
l. Home management.....	12		1	13
m. Family economics.....	-			
n. Clothing.....	22			22
o. Foods and nutrition.....	35			35
p. Health.....	81			81
q. Family life, child development, and parent education.....	32		1	33
r. Safety.....	1			1
s. Community development and public affairs.....	5		3	8
t. Days that cannot be charged specifically to one of items a through s.....	26		1	27

CROPS—Production and Marketing—Interpretation

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

- B. Corn for silage and grain cut for hay.
- C. Cottonseed and flax in those areas where they are grown for fiber.
- E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
- F. Coffee.
- G. Watermelons, cantaloups, and yams.
- H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and lawns.
- 22. The voluntary local leaders or committeemen who have ACTIVELY ENGAGED in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
- 23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings 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 adopted 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.

U. S. DEPARTMENT OF AGRICULTURE

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.....	2	35	0	22	0	5	7	3
23. Total number of personal contacts made individually or through meetings.....	37	400	0	212	0	30	560	438
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	37	311	0	190	0	35	431	315
25. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of production.....	14	230	0	190	0	35	400	12
Of this number how many were assisted with—								
a. Use of improved varieties and strains.....	11	200	0	90	0	6	400	2
b. Use of fertilizers.....	14	180	0	70	0	7	180	6
c. Control of injurious insects.....	3	11	0	35	0	35	60	7
d. Control of diseases.....	2	80	0	70	0	35	160	2
e. Harvesting, storing, and curing.....	0	40	0	100	0	8	80	0
f. Efficient work methods.....	0	11	0	30	0	3	30	0
26. Estimated number of farmers and other individuals reported in item 24 assisted with any phase of farm marketing.....	0	0	0	190	0	4	16	0
Of this number how many were assisted with—								
a. Preparation for market.....	0	0	0	172	0	2	3	0
b. Commodity outlook and market information.....	0	0	0	25	0	4	4	0
c. Arranging to sell and selling.....	0	0	0	2	0	0	5	0

0

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

of farms and other places that made 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.
 - c. 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.....	14	10	15	2	13	4
28. Total number of personal contacts made individually or through meetings.....	170	110	78	14	36	3
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	95	84	32	10	28	2
30. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of production and management.....	95	54	23	10	12	0
Of this number how many were assisted with—						
a. Selection and breeding.....	24	50	16	5	10	0
b. Feeding.....	95	50	6	10	12	0
c. Controlling external parasites.....	0	20	0	2	0	0
d. Controlling diseases and internal parasites.....	49	35	0	10	12	0
e. Efficient work methods.....	0	10	0	0	0	0
31. Estimated number of farmers and other individuals reported in item 29 assisted with any phase of farm marketing.....	8	30	8	3	6	0
Of this number how many were assisted with—						
a. Preparation for market.....	0	0	0	0	0	0
b. Commodity outlook and market information.....	0	12	0	0	0	0
c. Arranging to sell and selling.....	0	2	1	0	2	0

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 pro-

cessors, 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 ginner 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 problems
			A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
a. Marketing and purchasing.....	1	125	1	1	1	1
b. Farm and home service.....						

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

Type of activity	Groups A	Members B
	<i>Number</i>	<i>Number</i>
NONE		
a. Marketing and purchasing.....		
b. Farm and home service.....		

	<i>Number</i>
34. SURVEYS made during the year on specific problems of—	
a. Marketing.....	1
b. Service facilities.....	-
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products.....	-
b. Home products (arts, crafts, etc.).....	-
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.....	-
b. Hay and other forage crops.....	2
c. Cotton: (1) Cotton ginner.....	-
(2) Other.....	-
d. Tobacco.....	16
e. Oil crops (soybeans, flax, peanuts, etc.).....	-
f. Sugar crops.....	-
g. Dairy and dairy products.....	3
h. Poultry and poultry products.....	10
i. Meat animals and meat products.....	5
j. Fruits and nuts.....	6
k. Vegetables including potatoes.....	36
37. Food retailers assisted with merchandising problems.....	-
38. Persons assisted with CONSUMER information on agricultural products..... <i>estimated total</i>	10

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.....	26	2	3
40. Total number of personal contacts made individually or through meetings.....	381	230	160
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	360	230	48
42. Farmers and other individuals reported in item 41-A assisted with—			<i>Estimated number</i>
a. Proper land use.....			6
b. Contour and strip cropping.....			2
c. Terracing.....			-
d. Grassing waterways.....			-
e. Water supply, storage, and distribution.....			126
f. Drainage.....			7
g. Irrigation.....			-
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....			240
i. Use of fertilizers (commercial and barnyard) (See subitem 25b).....			360
j. Production of soil-improvement crops.....			140
k. Crop rotations.....			160
l. Land clearing.....			8
43. Farmers and other individuals reported in item 41-B assisted with—			
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....			14
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....			6
c. Timber harvesting (includes selective and other recommended cutting for forest products).....			3
d. Estimating and appraising.....			-
e. Production of maple-sirup products or naval stores.....			-
f. Treating wood products with preservatives (fence posts and building timbers).....			2
g. Marketing of forest products (includes markets and timber-selling practices).....			4
h. Fire prevention.....			230
44. Farmers and other individuals reported in item 41-C assisted with—			
a. Construction or management of ponds for fish.....			25
b. Making food and cover plantings for wildlife.....			4
c. Protection of wildlife areas from fire or livestock.....			30

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 43 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, 48f should include adjustments made from year to year.
 - 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.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

45. Number of voluntary local leaders assisting	30
46. Total number of personal contacts made individually or through meetings	600
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices	300
48. Estimated number of farmers and other individuals reported in item 47 assisted with--	300
a. Information on the agricultural outlook	12
b. Keeping and analyzing farm records	-
c. Developing an over-all farm plan	180
d. Making needed adjustments in farm organization	200
e. Developing supplemental sources of income	8
f. Obtaining and using credit	2
g. Selecting a farm for rental or purchase	-
h. Obtaining, training, and using farm labor	-
i. Legal aspects of the farm business	-
j. Income-tax accounting and related problems	20
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers	-
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers	-

FARM BUILDINGS AND MECHANICAL EQUIPMENT—Interpretation

- 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.....	4	3	
52. Total number of personal contacts made individually or through meetings.....	60	140	
53. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly TO ADOPT recommended practices.....	25	12	
			<i>Estimated number</i>
54. Farmers and other individuals reported in item 53-A, assisted with—			
a. Arrangement of farm-building lay-out.....			18
b. Construction of farm buildings.....			3
c. Remodeling or repairing farm buildings.....			14
d. Selection or construction of farm-building equipment.....			2
55. Farmers and other individuals reported in item 53-B, assisted with—			
a. Selection of farm mechanical equipment.....			3
b. Developing labor-saving devices and equipment.....			2
c. Use, care, and repair of farm mechanical equipment.....			12
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes.....			12

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

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

- A. Covers specific practices listed under item 60 and other related work.
- B. Covers specific practices listed under item 61 and other related work.

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

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

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

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

of houses, depending upon the phase of extension work being reported) that made use of extension information relating to specific practices or groups of practices. Such evidence may 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.
- e. 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.
- f. 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.
- c. 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	6	22
58. Total number of personal contacts made individually or through meetings.....	600	625
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly TO ADOPT recommended practices	580	411

60. Families, homemakers, and other individuals reported in item 59-A assisted with—	Estimated number
a. Building a new house.....	28
b. Remodeling or repairing the house.....	80
c. Improving kitchen or laundry.....	22
d. Improving storage space.....	43
e. Selection, installation, use, and care of water and/or sewage systems.....	18
f. Selection, installation, use, and care of heating and/or cooling systems.....	11
g. Planning electrical systems.....	2
h. Landscaping home grounds.....	240
61. Homemakers and other individuals reported in item 59-B assisted with—	
a. Selection, use, and care of home equipment (other than sewing equipment).....	205
b. Selection, use, and construction of home furnishings.....	380
c. Repair, reconditioning, and care of home furnishings.....	400
d. Furniture arrangement and use of accessories.....	240
e. Color schemes and wall finishes.....	100
f. Floor finishes.....	44

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.....	-	-	30
63. Total number of personal contacts made individually or through meetings.....	300	75	700
64. Estimated total number of different homemakers and other persons assisted directly or indirectly TO ADOPT recommended practices.....	350	35	700
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			160
b. In improving housekeeping methods.....			350
c. With family laundering.....			160
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			35
b. With family financial planning.....			15
c. With keeping and analyzing home records.....			0
d. With family legal matters.....			0
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			650
b. With care and mending of clothing.....			300
c. With clothing construction.....			380
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			35
e. With good grooming and posture (personal appearance).....			700

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

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

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

70. Considers factors outlined for item 59.

71. Assistance includes—

- a. All work done to encourage production and use of home-grown food: Fruits, vegetables, meats, poultry, eggs, dairy products.
- b. Selection on basis of quality, nutritional needs, amount to buy, variety, and form. Work done regarding price and supply should be reported in item 38.
- c. Also food preparation for special occasions, such as holidays and picnics, as well as for outdoor meals and meals for large groups.
- d. Freezing, canning, drying, brining; storage of fruits and root vegetables; curing of meats; and tacking 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.
- e 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 nu- trition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting.....	39	14		
69. Total number of personal contacts made individually or through meetings.....	1200	1600	290	780
70. Estimated total number of DIFFERENT families assisted directly or indirectly TO ADOPT recommended practices.....	1050	1000	1010	814
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply.....				1050
b. In selecting food.....				760
c. With meal planning and food preparation.....				800
d. With preservation and storage of food.....				195
e. In improving diets.....				850
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities.....				940
b. First aid and home nursing.....				900
c. Dental-health education.....				640
d. Health education leading to physical examination by a physician.....				502
73. Families reported in item 70-C assisted with—				
a. Child development and guidance.....				400
b. Providing recommended play, clothing, and equipment suited to age of children.....				900
c. Understanding roles of family members and strengthening family relationships.....				50
d. Individual adjustments and personality development.....				20
e. Home and family recreation.....				1010
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home.....				760
b. Accident prevention around the farm and home.....				814
c. Accident prevention away from home place.....				680

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

Note that the nature of this section requires treatment 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.....	3	13	11	155
76. Developing and improving county or community organization.....	50	39	40	828
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	2	14	0	74
b. Improving health facilities, services, and programs.....	2	13	14	238
c. Improving schools.....	38	38	40	885
d. Improving churches.....	3	3	10	60
e. Bettering town-country relations.....	2	2	3	120
f. Libraries.....	4	6	6	90
g. Roads.....	4	1	9	360
h. Telephones.....	2	2	4	50
i. Community centers.....	-			
j. Recreation programs and facilities.....	5	6	10	432
k. Community beautification.....	-			
78. Regional or area development programs or projects.....	-			
79. National programs and proposals affecting agriculture and rural life.....	-			
80. World affairs.....	-			
81. Emergency activities.....	2	10	1	60

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.

Item	Members enrolled	Members completing	Units involved in completed projects	
	A	B	C	
	Number	Number	Number	
82. Corn.....	44	1	1	acres
83. Other cereals.....	1	0	0	do.
84. Peanuts.....	-	-	-	do.
85. Soybeans, field peas, alfalfa, and other legumes.....	-	-	-	do.
86. Potatoes, Irish and sweet.....	26	6	1.2	do.
87. Cotton.....	-	-	-	do.
88. Tobacco.....	2	0	0	do.
89. Vegetable growing.....	57	16	10 9.5	do.
90. Fruits.....	-	-	-	do.
91. Range and pasture.....	-	-	-	do.
92. Other crops.....	-	-	-	do.
93. Soil and water conservation and management.....	-	-	-	do.
94. Forestry.....	1	0	0	do.
95. Wildlife and nature study.....	-	-	XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	84	24	2296	birds
97. Dairy cattle.....	36	6	6	animals
98. Beef cattle.....	1	1	1	do.
99. Sheep.....	1	0	0	do.
100. Swine.....	31	8	33	do.
101. Rabbits.....	4	3	45	do.
102. Other livestock.....	-	-	-	do.
103. Bees.....	-	-	-	colonies
104. Entomology.....	2	1	XXXXXXXXXXXXXX	
105. Tractor maintenance.....	-	-	-	tractors
106. Electricity.....	103	18	56	articles
107. Farm shop.....	-	-	-	do.
108. Other engineering projects.....	-	-	XXXXXXXXXXXXXX	
109. Farm management.....	-	-	XXXXXXXXXXXXXX	
110. Beautification of home grounds.....	34	8	XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking and food selection).....	253	138	12,056	dishes prepared
			4,277	meals served
112. Canning and preserving (other than freezing).....	23	23	6,774	quarts
113. Freezing of foods.....	14	13	1,087	quarts frozen
114. Health, nursing, and first aid.....	534	230	XX	pounds frozen
115. Child care.....	-	-	XXXXXXXXXXXXXX	
116. Clothing.....	191	98	-	articles
117. Home management.....	130	79	590	garments
118. Home furnishings and room improvement.....	68	44	96	articles
			34	rooms
119. Home industries, arts, and crafts.....	-	-	-	articles
120. Junior leadership.....	-	-	XXXXXXXXXXXXXX	
121. All other.....	-	-	XXXXXXXXXXXXXX	
122. Total.....	1640	717	XXXXXXXXXXXXXX	

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 off 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.....	8
137. FAMILIES assisted with control of household insects.....	16
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	3
139. FARMERS and other individuals assisted with control of noxious weeds.....	24
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	25
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	6
142. FAMILIES assisted with practices incident to production of arts and crafts.....	102

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.....	1200	400	300
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	980	1000	200
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	1785	1200	300

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 A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	
FEDERAL AGENCIES				
146. Item discontinued.....				
147. Bureau of Land Management, Bureau of Reclamation.....	-		-	
148. Farm Credit Administration.....	-		-	
149. Farmers Home Administration.....	2		-	
150. Fish and Wildlife Service.....	-		2	
151. Forest Service.....	1		3	3
152. Bureau of Indian Affairs.....				
153. Agricultural Stabilization and Conservation Program Committee.....			22	27
154. Rural Electrification Administration.....	10			8
155. Selective Service System.....				
156. Soil Conservation Service.....			3	
157. Valley authority (TVA, etc.).....			2	
158. Other (specify).....				
STATE AGENCIES				
159. Health department.....	2		1	2
160. Highway department.....	1			
161. State departments of agriculture and forestry.....				
162. State department of education: General schools.....	10			5
163. State employment service.....	1			
164. Welfare department.....	5			2
165. Other (specify).....				
COUNTY AGENCIES				
166. Soil conservation districts.....			15	5
167. Vocational-agriculture and home economics departments.....	4		7	16
168. Other (specify) Dickenson County Diamond Jubilee celebration	15		5	8

FEDERAL YOUR ANNUAL REPORT STATEWORK

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

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

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

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

General Directions

From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington, D. C., office should be sent through the State extension office. When an assistant agent has been employed during a part of or all the year, the report of his or her work should be included with the report of the leader of that line of work. When an agent in charge of a line of work has left the county during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

The Narrative Report

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

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

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention.
 2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.
 3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
 4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.
 5. HOW next year's work can be strengthened and improved in light of the current year's experience.
- For minor lines of work, only the results need to be reported to complete the record of the year's work.
- The following suggestions may help you prepare a better annual report:
1. Read last year's annual report again, and apply the criteria for a good narrative report discussed above.
 2. Prepare an outline with main headings and subheadings.
 3. Go over the information and data assembled from various office and field sources during the year.
 4. Decide upon a few outstanding pieces of work to receive major emphasis.
 5. Employ a newspaper style of writing, placing the more important information first.
 6. Observe accepted principles of English composition.
 7. Include only those photographs, circular letters, or other exhibits that help to emphasize the points you make in the text. Do NOT make the annual report a scrapbook. (Material of local value may be attached to or filed with your office copy, rather than being made a part of the official report.)

The Statistical Report

When two or more agents are employed in a county, they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents. In some States a combined white and Negro report may also be requested by the extension director.

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

• Annual Report

**COUNTY
EXTENSION
WORK**

• Virginia Agricultural Extension Service



Fred N. Fletcher

agent

1954

• assistant agent

Dickenson
county

72

NARRATIVE REPORT OF AGRICULTURAL EXTENSION WORK

in

DICKENSON COUNTY, VIRGINIA

1954

Fred N. Fletcher, County Agent

Hetty S. Sutherland, Stenographer

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III - TYPE OF AGRICULTURE

Dickenson County is in the extreme southwest corner of Virginia, being bounded on the north by Kentucky, on the east by Buchanan County, on the south by Russell County, and on the West by Wise County. Pine Mountain of the Cumberland range forms the backbone of this county. Along the top of this mountain is the State line between Virginia and Kentucky.

Being the youngest in the State, Dickenson is often referred to as the baby county of Virginia. It was formed in 1881 from parts of Buchanan and Wise counties, and covers an area of 325 square miles. According to the latest farm census there are 1,851 farms in the county containing 214,400 acres of land. The 1950 U. S. Census showed the population to be 23,393; cropland harvested 10,048 acres; cropland used for pasture 11,716 acres; farm expenses totaling \$268,270 and farm income \$236,969. So the non-farm income is greater than that of the agricultural pursuits of 1270 farmers. The average size of farms is 41 acres.

The entire county is a part of a mountain range, engulfing some fertile lowlands which is adapted to general agricultural purposes and making fair farming sections. Some of the mountain tops are rolling, also giving support to general truck farming.

In addition to general farming, the county is suited to wildlife and hunting as well as farming.

IV. BRIEF DESCRIPTION OF COUNTY ORGANIZATION

Farmers from all sections of the county and all county and professional and working groups are represented on the Dickenson County Planning Board. Two meetings were held in 1954 by this board, one to outline the county plan of work and plan the county fair program.

V. PROJECT ACTIVITIES - 1954

1. CONSERVATION (Soil Conservation and ASC)

Situation.

According to the 1950 census only about 30% of the farmers are taking advantage of the program in the use of lime, fertilizer, grass seedings, forestry practices and farm ponds. There are 1851 farms in Dickenson County at the present time.

Goal. Better land use.

Methods.

More personal, on the farm contacts, were made along with farm meetings to fully explain the program. The community and county committeemen were used to a greater extent, they took part in district and county meetings and were able to explain in detail, best practices to the farmers. The county has only one newspaper, a weekly, but articles prepared on farming by professional agricultural workers reach a large percent of the county population. These articles were timely and of special interest; also the radio coverage by weekly recordings keep farmers posted on a great deal of farm activities.

Results.

Contacts were made with local dealers for fair price lists of material and cooperating farmers were helped to obtain these materials. Also desirable field in a farm plan of work were located on the farm to help the farmer do a job of farming with reference to farming operations, improving yearly. The farmers were issued certified seed, and enough high analysis fertilizer for proper fertilization.

It became necessary in 1954 to do a large part of Extension work in direct cooperation with the ASC & SCS in order to carry out the entire county farm program so that the farmers could reap the best benefits. The Soil Conservation District comprising Dickenson, Wise and Buchanan counties, known as "The Lonesome Pine Soil Conservation District," has helped beyond knowledge in doing an expanded job of contact work with farmers. The Soil Conservation program has cooperated 100% with all county agricultural organizations in the county and the over all efforts has great accomplishments. The A. S. C., for example, of course, supplying the money and the S. C. S. and Extension Service the educational service, and the S. C. S. the engineer. Some 24 farm livestock watering ponds have been built in the fall of 1954.

A few more are to be built. The drouth was so severe in Dickenson County

that water was and is a limiting factor in good farming. More than 50 applications were made for pond services along, but only the District supervisors and County Committeemen could select those applications they felt most needed. Now, in addition to the pond work, the organization contacted several farmers on drainage, pasture seeding, and the Forestry Service supplied knowledge to those farmers doing forestry work. The agent feels that a great work has only started and that future years will give a full explanation.

No farm tours were held with relation to pasture contests, but soil samples taken were more than any previous years. The dry weather limited the tours and they were only postponed; not forgotten.

2. AGRONOMY.

A. Corn.

1. Goal - Strive to hold 90% of farmers to growing hybrid corn.

Situation

Corn growing in Dickenson County has decreased in acreage, but the yield per acre has increased. This is due to a good growing season, better fertilization, and better hybrid varieties. No corn clubs were in the county in 1954, but all farmers report good yields in 1954.

Methods used to improve yields.

By contacts recommended hybrids were encouraged and that 14,000 stalks be planted per acre. No hybrid corn demonstrations were conducted in the county this year.

B. Small Grain

1. Goal - Strive to increase small grain for grain and winter protection.

Results.

The drouth in 1953 limited the small grain sown for cover crops, but the wheat and rye supplied by dealers in the county exhausted this fall, meaning that expanded uses are being made of small grain. Farmers were supplied with recommended varieties and by press, radio and personal contact the ~~uses~~ of grain and cover crops were stressed.

C. Hay and Pasture

1. Goal. Increase acreage of alfalfa - treatment of old stands and establishment of pasture and treatment of old pasture.

Situation

The part of farming dealing with pasture and hay are becoming an established part of farming. The ACP program with the pasture program has done

lots to fully prepare the county with suitable pasture and hay fields for demonstration purposes.

The acreage of alfalfa for hay and Ladino clover in mixtures for pasture have increased in 1954. Educational activities with regard to personal contacts, press and radio have placed the know-how in farmers' hands to see the necessity and to understand the need, and with the recommendation of seed inoculation, lime and fertilizer old stands have been treated and even though the drouth shortened the season, more grass and hay was available.

D. Field Crops.

1. Goal. Encourage the use of certified seed potatoes and adapted varieties; tomatoes and all other crops, plus spraying and cultivation, together with timely harvesting and storage.

Situation

By means of bulletins, contacts, press and radio, the know-how was given to the farmers on field crops.

The tobacco farmers were given a plant-bed weed control demonstration, also three (3) farmers used 5-10-15 tobacco field fertilizer. The agent's farm and tobacco crop being one of the three, he can personally say that it was a demonstration to see. The very row and plant could, while growing, be located in the field; ~~said~~ also while stripping the tobacco grown on the 5-10-15 was larger, darker red and more leaves going in the long red and short red leaf. The ground leaves were few but seemed a thinner slightly reddish texture. Tobacco growing increased by 60 new growers now totaling 375 growers in the county. It seems yields will show an increase this fall, as a result.

Tomato growing as a result of markets, spraying and an early growing season resulted in increased acreage and a good crop for several farmers.

Potatoes and other cash crops in this line of field crops, were of higher yield and better quality.

Sorghum for cane molasses increased by numbers. One grower had 1000 gallons for sale.

3. HORTICULTURE

1. Goal. To secure information by all possible procedures and have this presented timely by farmers meetings, specialists and through the spray calendar service provided by the V. P. I. Horticulturist. The fruit growers are meeting monthly with Wise County growers to get advantage of special services.

Raspberry growing declined in 1954 but orchards, strawberries, grapes, etc., increased. This is due to the spray service and the usable bulletins so descriptive and well illustrated.

Gardening held its usual high spot in the county and increased due to the jobless miners or unemployment. More help was requested and more information given than any recent year.

4. LIVESTOCK

- A. Goal. More high grade livestock, purebred sires and high producing home cows.

Methods used in 1954 -

First cull and sell, improvement of pasture and hay, treatment of disease and parasites, dehorning, and judging teams; stimulated a balancing farm program economically minded and planned so that farmers could expand and readjust so that low producers could be replaced with better breeding. This continued to improve livestock, but sheep led the way in replacements. More farmers are adding sheep to adjust economy and the agent thinks our Extension program is responsible. Poultry expansion is due to judging publicity given PFA boys and 4-H boys in the county; also their influence and knowledge expanded sound practices.

The 4-H county poultry judging team enjoyed a trip to Boston, Massachusetts, where they placed 1st in honors for the State and 1st and 2nd individuals for their trophies.

The F. F. A. Livestock and Poultry teams won some of the highest honors in the state. These honors are sound encouragement for increased interest of farmers.

B. A dairy meeting was held late in 1953 for encouragement of increased efficiency. No dairying has yet been done as results of the meeting. Specialists of V. P. I. were in charge of the meeting and a milk route and plant was the talk, but this was a long-time goal.

C. The situation regarding hogs remains about the same as 1953, with more emphasis being placed on purebred hogs the same as beef cattle.

VI. RURAL ELECTRIFICATION

The county is almost completely electrified in 1954. Only about 5% is left and during the year our aims were to help the rural users to get the maximum benefits of the service.

Plans are under way for a water survey. The ground work has been done and only the carrying out of a survey is yet to be done. Dry weather has helped prove the necessity of running water under pressure so this makes educational activities necessary.

VII. REFORESTATION AND GAME CONSERVATION

The 80% A. C. P. Payment plan was approved for later use in reforestation, but no outstanding job was accomplished in 1954. The proposal of a dam near the county seat on Pound River has aroused anticipation and conservation.

The county agent, as a civic leader, has done work with civic clubs in the conservation field.

VIII. RURAL YOUTH, VETERANS AND F. F. A. GROUPS

Goal - Better rural life for Dickenson County.

The youth of the county now have three (3) completed high schools in which to acquire an education and the relationship of their department and the Extension service is outstanding. The vocational Instructors freely ask for and receive information and help for forestry training, poultry training and other related fields of agriculture. The veterans instructor is chairman of the A. S. C. Program and the new vocational instructor is a farmer 4-H Club member and winner of the trip to Chicago; also the S. C. S. man in the county is a graduate of V. P. I., a former vocational and veterans' instructor, and also past chairman of the County Committee. So with professional meetings and leaders of this type the entire county agricultural program is one combined effort.

IX. 4-H CLUBS

Three (3) State 4-H Club winners in Dickenson County in 1954 with other out of state trips for members. The 4-H Club enrollment is expanding. For 1955, 27 clubs have been organized with a possible enrollment of 1100 to be reached.

The 1954 Achievement program was a highlight. All phases of work except completion of boys' projects are good. This will be a new goal for 1955.

The 4-H Poultry Judging Team placed first in Boston, Massachusetts, in 1954. Two (2) 4-H members attended the 4-H Electric Congress in Richmond. Jolene Yates was a New York trip winner in an apple contest. All this favorable publicity challenges the boys and girls, leaders and agents to do better in 1955. A leaders' training meeting was held in conjunction with Achievement Day and all points to better clubs infuture years.

The 4-H Club members attended camp and an intreased quota attended 4-H Short Course. 4-H All Stars will attend the December 10th meeting in Abingdon. These were most of the accomplishments.

X. T. V.. A.

The closed program, with exception of the initial heavy application farmers will be revised to include more demonstrators. The distance from the fertiliser plant limits the initiative of farmers.

XI. COUNTY PROFESSIONAL WORKERS COUNCIL

The work of this council is important and has been explained earlier but the agent wishes to say the themex adopted at our last meeting "Better Rural Living" is a goal to push and carries responsibilities for each member.

XII. DICKENSON COUNTY FARMERS' COOPERATIVE, INC.

The new cooperative is for the purpose of helping farmers buy and sell. The membership is now over 125 farmers and increasing slowly. This is newly organized and only helping at present in buying fertilizer, but has done an everlasting good job in 1954.

XIII. EVALUATION OF YEAR'S WORK

The agent has tried all through this report to give the situation and results obtained.

The cooperators are receiving the information on how to farm, and progress speaks when the crops are harvested. The green fields, fat cattle, increase in crop yield and the splendid cooperation of workers gave the county agent a good feeling that an honest effort paid excellent dividends to build economy and raise the standard of county people.

A PLAN OF AGRICULTURAL EXTENSION COUNTY AGENT'S WORK

For

DICKENSON COUNTY

From

January 1, 1954, to December 31, 1954

Fred N. Fletcher, County Agent

Clintwood, Virginia

Dickenson County Agricultural Planning Board

1954

Objectives set up February 20, 1954

Fred N. Fletcher County Agent

Members Board of Agriculture

L. F. Newberry	Carl Baker
H. E. Hughes	E. C. Smith
W. B. Trivitt	T. P. Sise
W. J. Yates	Bill Ferguson
Ralph Vanover	John W. Chase
Holiday McFall	J. H. T. Sutherland
Corbette Mullins	F. L. Colley
Auty Phipps	D. A. Deel
C. D. Baker	Erdman Mullins
R. L. Duty	Fred H. Stanley
Otto Hendrick	Mrs. E. J. Sutherland
H. M. Sutherland	Woodrow Mullins
Mrs. Christine Carpenter	Mrs. Billie R. Skeen
W. E. Mullins	Steve Ross

The Dickenson County Agricultural Planning Board met with the County Agent on February 20, 1954, for the purpose of planning the 1954 agricultural program.

The following goals, methods and educational activities were set up:

I. SOIL CONSERVATION and PMA PROGRAM.

There are 1851 farms in Dickenson County at the present time. Approximately 30% of the farmers are taking advantage of the program in the use of lime and phosphate.

A. Goal - Better Land Use.

B. Methods -

1. More personal contacts with full explanation of 1954 program.
2. More use of community committeemen.
3. More farm meetings with committeemen.

4. Increased educational activities with -
 - a. Special emphasis on farm tours by districts
 - b. Increased publicity by means of county paper and radio.
5. Cooperate with PMA to help get bids for highest grade fertilizer material at lowest cost, by
 - a. Contacting dealers for fair price list
 - b. Preparing to do business with dealer who can handle material at best price, and
 - c. Receive material when farmers can use it as nearly as possible.
6. Encourage farmers to cooperate with 1954 PMA pasture program by
 - a. Helping them locate most desirable pasture fields.
 - b. Encouraging them to buy, from cheapest and best source, certified seed and good high analysis fertilizer.
 - c. Encouraging them to make more soil tests for liming purposes and to use lime as indicated by test.
 - d. Stressing the use of more high analysis fertilizers.
 - e. Stressing treatment of old stands of pasture grass.
 - f. Placing special emphasis on more pasture tours.
 - g. Securing and acting upon advice of pasture specialists.
 - h. Having articles published in newspapers.
 - i. Planning to organize pasture club in 1954.
 - j. Using radio as means of contacting farmers.

II. AGRONOMY

A. Corn.

1. Goal - Strive to hold 90% of farmers to the growing of Hybrid Corn, by
 - a. Stressing use of recommended hybrids
 - b. Planting to have about 14,000 stalks to the acre.
 - c. Encouraging the use of more high analysis fertilizer
 - d. Encouraging the use of lime where necessary, and
 - e. Promoting educational activities by
 1. Use of signs at demonstrations
 2. Use of Experimental data on varieties recommended
 3. Special emphasis on field meetings at demonstrations.
 4. Publicity - press and radio - supplying adequate information to be relayed to farmers.
 5. Community meetings and use of specialists.
 6. Sending out to farmers information on proper fertilization and crop varieties
 7. Conducted tours to visit demonstrations.
 8. Organization of 100-bushel corn club contest

III. Horticulture -

B. Small Grains and Cover Crops. Information to help Wickensen County farmers grow more marketable and high yielding crops.

1. Goal - Strive to increase plantings of small grains both for harvest and for cover crops, using certified seed.
2. Methods - Follow all cultivated crops with cover crops. Have them increase the production of small fruits and vegetables (both summer and fall gardens) to
a. Use of county and community committeemen
b. Use members of county board of agriculture as field men.
c. Encourage demonstrations
d. Educational activities -
 1. Supply farmers with recommendations
 2. Hold field meetings
 3. Make personal contacts
 4. Enlist aid of the press
 5. Hold farm meetings to educate as to use of cover crops
 6. Use help of Extension Specialists.

IV. Livestock

- A. Goal - Have high grade livestock, including high production cows, on the farm.

C. Hay and Pasture

- B. Methods - Encourage farmers to
1. Goal - Increased acreage of alfalfa with better treatment of old stands plus the seeding of more pasture as stated under PMA
2. Use recommended variety and seed
3. Improve and feeding methods, sanitation and housing, by availing themselves of timely information through bulletins of specialists.
2. Methods -
 - a. Publicize with timely articles the use and advantages of alfalfa as a hay crop with recommendations as to variety of seed, inoculation, lime, fertilization, etc., necessary for a successful crop.
 - b. Continue contact with personal contacts, bulletins, help of specialists, field meetings, farm tours and radio programs.

V. Rural Electrification -

- A. Goal - Rural families utilize available electricity to the maximum.

D. Field Crops

- B. Method -
 1. Goal - Encourage the use of certified seed potatoes and adapted varieties, tomatoes and all other crops, plus proper spraying and cultivation, together with timely and proper harvesting and storage.
2. Methods - Personal contacts, bulletins, community and field meetings, demonstration, and tours.

VI. Reforestation and Game Conservation.

- A. Goal - Reforestation of unproductive hillsides, making them havens for game.
- B. Methods -
1. Locate and set aside forestry demonstration plots in Dickenson County in 1954.
 2. Encourage setting of more seedlings yearly.
 3. Hold selective cutting and measuring demonstrations
 4. Secure information for farmers on proper cutting and handling of woodlands.
 5. Be active in county game clubs and abide by game laws, encouraging others to do likewise.
 6. Cooperate with county forestry committee on goals and achievements for Dickenson County.

VII. Rural Youth, Veterans, and FFA groups.

- A. Goal - Better Rural Life for Dickenson County.
- B. Methods -
1. Reorganize Community Improvement Clubs in 1954.
 2. Give more time to Veterans clubs and FFA boys by more on-the-farm contacts with their instructors, by visiting class rooms and presenting more agricultural information to these young farmers.
 3. Attend all meetings of young farmers clubs and coe operate fully.
 4. Stress improved exhibits at county fairs.

VIII. 4-H Clubs.

- A. Goal - Strengthen the organization
- B. Methods -
1. Develop more leadership by instructive information.
 2. Endeavor to make 4-H Club Council more active
 3. Organize 4-H All-Stars
 4. Hold annual Achievement and Rally Day programs and 4-H Club Camp.
 5. Increase club enrollment to 1000 or more if possible.
 6. Decrease number of projects carried by each 4-H Club member and strive to ~~increase project~~
 7. Increase project completions by giving classroom instructions on projects and conducting summer work day instructions for individual projects.
 8. Stress improved exhibits for county and community fairs.

IX. TVA Work - (Closed)

X. County Professional Workers Council.

- A. Goal - Better Rural Living
- B. Methods - Reorganize council to be of more assistance to each organization and to the people of the county.

PLAN OF WORK

for

DICKENSON COUNTY

1954

Billie R. Skeen
Home Demonstration Agent

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1954 PLAN OF WORK

Billie Rader Skeen
Home Demonstration Agent
Clintwood, Virginia

Dickenson County

I. The County Situation in Working out the 1954 Program:

Dickenson County's economic well being depends on coal, and the present slump in the industry vitally effects almost every family and every business in the county. Building supply and home furnishings dealers, other merchandising businesses, automobile and insurance agencies have sprung up and flourished in the coal fields while the mines produced at or near full capacity.

This winter some two or three hundred miners have been laid off from work and others are working only two or three days a week. Many of these are men who have spent the best years of their lives in the mines and now feel that it is too late to develop new skills or train for new jobs -- indeed, there are no new jobs unless they go elsewhere to seek work. Therefore the outlook is discouraging all around.

Fortunate are the families owning their homes and a few acres of land on which they have produced most of their food supply. These will not go hungry, but improvements to homes are drastically curtailed, and many are wondering where the money is coming from to provide clothing and other necessities of keeping children in school and college, to pay doctor or hospital bills, keep insurance policies in force and the family car operating. Many families have no food supply on hand and no savings. The social security check may provide the absolute necessities while it lasts. What then?

II. What the Agent expects the 1954 Program to Contribute to Family Living and how this program can be used to increase the Extension Influence in the County.

Since the outlook is not too good, the 1954 Program was planned so as not to involve the spending of money. It deals primarily with the health of the family and with foods. A healthy family is usually a happy family, and if club members can learn to improve the health of their families through this phase of the Extension Program it will have contributed a great deal to family living.

Club members spend so much of their time in food preparation, especially in the sections where men carry their lunches to work that new ideas in food preparation are always a treat and contribute much to the lives of the homemaker as well as to the family diet. Of course a good year 'round vegetable garden is necessary to a healthful diet and the agent feels that the county-wide garden meeting scheduled for February 18 with Mr. Beamer in charge is a step in the right direction. A demonstration that fits well and has eye appeal, plus short cuts, is one that finds itself spreading and increases Extension influence in the county.

A special school for the club members who wish to learn the various steps in sewing is planned. The agent feels this will be a step forward in training only those interested in the subject. The agent also hopes to encourage club members to develop beauty in the home grounds through the demonstrations on "Perennial Borders and Flower Gardens." Satisfied club members who delight in sharing what they have learned with friends provide good publicity.

III. 1954 Program as Planned -

- A. Subject matter fields in Adult Program.
1. *Health and Safety (Federation Goal) - January
 2. First Aid - April

Objectives

- a. Work on obtaining a health department for the county.
- b. Promote work on good health throughout the county.
- c. Study needs of school children as indicated by school examinations and work with the children and health authorities toward needed corrections.
- d. Study to understand the program of the Virginia Council on Health and medical care.
- e. Have at least two classes in home nursing in the county.
- f. Stress the importance of a first aid cabinet in every home.
- g. Each 4-H Club leader give training on such subjects as highway safety, first aid, prevention of farm accidents, home nursing, mental health.
- h. Each club have at least three of its educational reviews on Health and Safety. Use highway patrolmen in programs on safety.

Plans for carrying out objectives.

- a. Agent worked with the representative preparing the county budget; and contacted the State Health Department in Richmond regarding amount to be put into the budget for the county health unit, otherwise it would not have been in the county budget.
- b. Agent works with other organizations preparing for Health Department.
- c. Explain to clubs the advantages and working of a county Health Department.
- d. Work with all 4-H Club members on Health project, studying the Basic 7 Foods and needed corrections.
- e. Contact the Red Cross and ask for two nursing classes in the county.

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- f. County Chairman and Agent outline a month by month program on Health and Safety education to be given in each club.
 - g. Agent demonstrate an adequately supplied first-aid cabinet and various uses of same.

Better Diets

3. Meat Cookery - February
4. New Ways of Cooking Vegetables - June
5. Cakes and Cake Icings - August
6. Special Breads for Sandwiches - November

Objectives -

- a. Demonstrate proper methods and new methods of cooking meats to retain food value and flavor.
- b. Demonstrate new ways of cooking vegetables as well as the use of seldom cooked vegetables such as asparagus, broccoli, cauliflower, etc.
- c. Strive for better quality cakes, attractively iced.
- d. Demonstrate the use of a variety of breads in the diet.

Methods -

- a. Leaders' training meeting on meat cookery, new ways of cooking vegetables, cakes and cake icings, and special breads.
- b. Leaders who attend training meeting to give demonstration in their clubs.
- c. Feature recipes in newspaper and over the radio.
- d. Give a brief summary of the month's demonstration on radio program.
- e. Give recipes to interested people, even tho not club members.

Other Demonstrations

7. Good Reading for the Family - December, 1953.
8. Perennial Borders & Flower Beds - March
9. Selection and Care of New Fabrics - May

10. Handicrafts (Copper or Wood) - July
11. Selection of Lamps and Making Lamp Shades - September
12. Club Choice - October

Objectives -

- a. Stir an interest in good reading by securing traveling libraries for the clubs, and giving reading certificates at Achievement Day.
- b. Beautify homes with well planned borders and flower gardens that will provide bloom all summer long.
- c. Learn to recognize fabrics and their suitability for various purposes; also how to care for different fabrics.
- d. Make a copper or wood craft suitable for use in the home, applying good design and finish.
- e. Select lamps suitable for their intended use, using the recipe for good lighting and making shades the correct size and color to meet standards.

Special Interest Meetings

1. Vegetable Gardens - February
2. Freezing Foods - May
3. Sewing Schools (3) - June

Objectives -

- a. Encourage more home gardens and larger variety of vegetables.
- b. Demonstrate preparation and packaging of foods for freezer.
- c. The sewing school will instruct the club members in all steps of sewing.

Methods -

- a. County-wide garden meeting with garden specialist in Charge.
- b. Hold a county-wide Frozen Foods Meeting.
- c. Hold three sewing schools of two or three days each, teaching steps in sewing.

B. Subject Matter Fields in 4-H Program

Health

1. October, 1953 - Explained project and distributed project instructions.
2. November, 1953 - Keen Teens Eat Well
3. December, 1953 - Good Manners - "Be thoughtful of Others."
4. January, 1954 - Practice Health Rules at All 4-H Club Meetings.
5. February 1954 - Juniors -Learn & Practice First Aid Measures
Seniors -Equip a Home Medicine Chest and learn to use it.
6. March, 1954 - Eliminate conditions which breed flies (garbage, trash and barnyard filth)
7. April - Complete Records on Health and make plans for summer work.
8. May -"Share the Fun" program and Achievement Day.
9. June - Demonstrations by Project Leaders
10. July - 4-H Club Camp.
11. August - Reorganization of Schools. No club meetings in August.
12. September -Reorganization of 4-H Clubs; completions of project records.
13. October - Start 1954 Projects.
14. November - In school projects - Achievement Day

IV. Other Activities

A. Adult.

1. Community Improvement Projects.

One community group plans to compete in 1954 contest.

2. Federation Goal - Health and Safety.

- a. Study needs of school children as indicated by school examinations, and work with children and health authorities toward needed corrections.
- b. Promote work on good health throughout the county.
- c. Study to understand the program of the Virginia Health Council on Health and Medical Care.
- d. Have at least two classes in home nursing in the county.
- e. Each 4-H Club Leader give training on such subjects as highway safety, first aid, prevention of farm accidents, home nursing, mental health, etc.

IV.

A. 2.

- f. Each club have at least three educational reviews on Health and Safety.

3. Special Programs.

- a. Dickenson County Home Demonstration Clubs plan to entertain the District Federation in Clintwood in 1954.
- b. Annual Federation Meeting - Four women attended in 1953, and it is hoped more will attend in 1954.

4. Drives

- a. Cancer and Polio. Most all families contribute to these drives through work, schools and clubs.
- b. Pennies for Friendship. All Home Demonstration Clubs contributed last year and they plan to do so again this year. The Federation Goal Chairman in each club will discuss the subject and collect the pennies.

5. V. P. I. Adult Education Center.

All clubs voted in favor of the center and each club plans to make a donation to the center.

6. Achievement Day

Dickenson County Home Demonstration Clubs held their first Achievement Day Program in 1953. This was so successful they plan to hold a similar one for 1954.

B. 4-H Clubs

1. Contests. To be held in January or early February with 4-H adult project leaders assisting the agent. County winners will participate in the area contests to be held in Abingdon.

2. Camp.

It is again planned to hold the three-county camp for Wise, Buchanan and Dickenson counties at Camp Summers, West Virginia, the summer of 1954. This has been scheduled for the first week in July. Agents of the three counties will hold a planning meeting early in the spring to make detailed plans for the camp.

3. Community Activities.

Each 4-H Club usually selects a community project. These may vary with the needs of the community, but school building or school ground improvements is the project most often selected. It is hoped to improve lighting in all the schools in 1954.

4. Rally Day and "SHARE THE FUN" program.

Rally Day has been planned for Saturday, June 5th. "Share the Fun" program will be the main feature of the Rally Day program. A meeting of the 4-H County Council will be held to make final plans for the program.

5. Achievement Day.

The annual 4-H Club Achievement Day will be held in November.

6. Rural Life Sunday.

Dickenson County 4-H Clubs have not observed a Rural Life Sunday for several years. It is hoped this program will be revived in 1954.

V. Scope of Work:

A. Organization

	No. in 1950	No. in 1951	No. in 1952	No. in 1953	Goal in 1954
Number of Home Demonstration Clubs	12	15	16	12	12
Membership	300	555	676	331	350
Number of 4-H Clubs	20	21	22	22	23
Membership	854	740	853	823	1000
Number of Young Men & Women's Clubs	4	2	1	0	0
Membership	194	163	35	0	0
Other organizations (Com. Imp. Clubs)	2	0	0	0	1

B. Number of families reached through -

Home Demonstration Clubs	290	510	450	550	700
4-H Clubs	800	685	775	800	850
Young Adult Clubs	162	338	30	0	0
Special Interest Groups	60	200	250	275	275
Result Demonstrations	7	1	1	0	3
Home Visits	241	294	237	300	350
Contacts by Club Members	1600	1665	1800	1800	1850
Other (newspaper, radio, county meetings, etc.)	-	-	2000	2725	3000
Estimated number of different families reached through above means	4350	3975	4200	5000	5000

VI. Describe plan for using the following organizations to strengthen the Extension Program in 1953:

A. County Home Demonstration Committee

The committee to continue 100% attendance of all clubs at the county-wide spring and fall planning meetings in order for each club to better understand the county program. This committee to help plan and make arrangements for the District HDC Federation meeting to be held in Clintwood in May, and for the Achievement Day Program to be held late in the summer. This committee also to be in charge of planning the 1955 Year Book. Have a planning committee to make preparations for all committee meetings, relieving the agent of these responsibilities.

B. County Board of Agriculture

The county Board of Agriculture assists the county agent in planning the farm program for the county, and to this plan is added the program planned by the Home Demonstration Committee.

C. County 4-H Club Council

The county council will meet four times or more to carry on plans for 4-H Clubs in the county. The council will take charge of Rally Day and Achievement Day programs as in past years.

D. County All-Stars

Plans have been made to organize a county All-Star Chapter, but with so many of the members in the armed forces, away in college or living elsewhere, it is difficult to get enough members together to organize.

E. County 4-H Project Planning Committee

Twelve 4-H'ers, leaders and adults met and planned the 4-H project work for the girls. This committee will meet again and plan for 1955.

VII. Plan for Leadership:

A. Home Demonstration	No. in 1950	No. in 1951	No. in 1952	No. in 1953	Goal for 1954
Number project Leaders	16	35	72	78	85
Number federation goal chairmen	12	13	14	14	14
Number program development leaders	0	0	12	12	12
Number result demonstrators	7	1	1	0	3
Number meetings at which leaders were trained by specialist	6	4	5	6	6
Number meetings at which leaders were trained by district agents	2	2	2	2	3

A. Home Demonstration-Continued	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal for <u>1954</u>
Number meetings at which leaders were trained by agent	3	2	5	4	6
Attendance at all training meetings	117	145	239	145	200
Number club meetings held by leaders without agent present	20	39	141	60	60
Total number demonstrations given by leaders	20	26	83	79	83
Total number talks or discussions by leaders	23	31	141	74	85

Describe your plans for training and using all types of leaders in carrying out 1954 program.

B. 4-H Club	No. in <u>1950</u>	No. in <u>1951</u>	No. in <u>1952</u>	No. in <u>1953</u>	Goal for <u>1954</u>
Number of 4-H Club officers	120	137	147	110	125
Number adult project leaders	15	21	27	24	30
Number junior project leaders	20	21	10	35	40
Number of result demonstrators	0	0	0	2	4
Number of meetings at which leaders were trained by specialist	0	0	1	2	4
Number of meetings at which leaders were trained by district agent	0	0	0	0	0
Number of meetings at which leaders were trained by agent	1	2	1	2	4
Number of meetings at which leaders were trained by personnel in 4-H dept.	20	0	0	1	1
Attendance at leader training meetings	20	40	187	70	120
Number 4-H leaders trained individually	12	20	24	25	25
Number club meetings held by leaders without agent present	30	20	60	60	60
Number demonstrations given by adult leaders	23	41	59	65	65
Number demonstrations given by junior leaders	36	43	39	50	60

Plans for training and using all types of leaders in carrying out 1954 program

The agents will continue to train the organizational leaders individually. Leaders training meetings will be held on all home-making projects for project leaders and junior leaders. Junior project leaders will be trained by the agent to assist younger club members with project work and record keeping. The agent will train 4-H leaders on many individual demonstrations.

VIII. Problems the agent considers most difficult in carrying out the Extension Program in Dickenson County and plans for meeting each problem.

The big problem for 1954 will be the shortage of money among club members. Many of the members are so discouraged and have lost interest. This is where the agent hopes to impress on them the importance of making the most of what they have. We will want to review and renew club members on demonstrations of past years such as "Stretching the Food Dollar," "Making Over Clothing," "Making the Most of What you Have in Home Furnishings," and, by all means encourage them to grow a good home garden and to can and store food.

Another problem that is difficult in some clubs is the small children the mothers bring to the meetings. So far the agent has no plan for this problem. If the children were not allowed to come, in a few cases the club would be completely eliminated, and attendance would be cut more than half in this county.

IX. Plans for Work with Other Agencies.

A. Superintendent of Schools.

Cooperation with school officials, 4-H Club projects to improve schools and school grounds where needed.

Community improvement programs in improving schools and grounds.

The use of school buildings for meetings; also use of projectors and slide equipment, and school bus for transportation to 4-H Camp.

B. Department of Public Welfare.

Donations of clothing from clubs to be distributed to needy. Aid in Christmas gifts to underprivileged children.

C. Appalachian Electric Power Company.

Joint demonstrations with AEP Company home economists; better lighting information for 4-H Clubs, schools and homes; classes conducted by company's rural supervisor in simple electric repairs for Rural Electrification Project members; movies for community groups.

D. Junior and Senior Woman's Clubs.

Banner for outstanding 4-H Club in county.

E. Production & Marketing Association

Keep informed on the P. M. A. program in order to give correct information to the rural people in regard to the program.

F. Dickenson County Golden Jubilee - to celebrate its 75th anniversary in 1955.

Agent to serve as vice-chairman of the executive committee and furnish history of Home Demonstration Work in Dickenson County.

X. Plan for Developing Good Public Relations in County

A. Elected representatives

Keep our member of the house of representatives informed on the home demonstration program. Give him a copy of the summary of Extension work in the county - Informed through publicity.

Keep the county board of supervisors and other county officials informed of the home demonstration program and what the clubs are doing. This is done by written reports and personal contacts of the agent and satisfied club members; also through publicity of local paper and radio.

B. General Public

Keep the Extension program before the public at all times through newspapers, radio, personal contacts and discussions of club members with neighbors and by exhibits.

C. Co-workers.

The same fine spirit of cooperation exists in the Dickenson County office. Weekly conferences are held for general planning and more detailed planning when necessary. Each member of the staff carries his or her own responsibility, yet is ready to lend a helping hand to others when needed.

XI. Plan for recording progress and evaluating program as planned for 1954

Good attendance at county planning meetings gives the agent a feeling that more interest is being shown by all clubs in program building. The interest and attendance at leader training meetings shows the running of a smoother club program. Increased attendance at District and State Federation meetings shows growth in the county program.

Constant requests for new clubs (Home Demonstration and L-H) in the county shows an interest among non-club members and the spreading influence from those already organized. Continued interest in attendance, meetings, and growth of clubs shows progress. Putting into practice the principles of Extension by club members of things learned at meetings also indicates the value of the program. These are the yardsticks by which an evaluation of the program can be made.

XII. Plans for Professional Improvement

A. Organized study.

1. Schools - Attending a 16 lesson University Extension course on Guidance.
2. Short courses - Attend State 4-H Club Short Course.

B. Reading professional books and other publications.

Monthly publications -
What's New in Home Economics
Forecast
Virginia Journal of Home Economics

Other publications -
Good Housekeeping
American Home
Better Homes & Gardens
McCalls
Various other farm and home magazines

C. Membership in professional organizations.

State Home Economics Association
Home Agents' Association
Ep

Other organizations.

Federation of Women's Clubs
Women's Society of Christian Service
Parent-Teachers' Association

D. Participating in programs, etc., planned by other organizations.

Working with High School Department on a speech clinic.