

VIRGINIA

Albemarle county      Agricultural agent      Annual report      1944  
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index		page
4 a 4	Beef cattle herd management	7
4 b 6.1	Family cow	7
4 h 1.2	4-H poultry club	18
4 L 2	4-H pig club	17
4 L 3	Swine feeding	8
9 a 1.1	4-H corn club	16-17
9 c 6	Pasture	7
14 e 22	Garden contest	9
16 f 3.1	Contour farming	13
17 g 1.1	Swine cholera	8
19 b 2.1	Victory gardens	8-9

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RETURN TO  
**EXTENSION**  
 DIVISION OF FIELD  
 STUDIES & TRAINING

COOPERATIVE EXTENSION WORK  
IN  
AGRICULTURE AND HOME ECONOMICS  
STATE OF VIRGINIA

THE AGRICULTURAL AND MECHANICAL  
COLLEGE AND POLYTECHNIC INSTITUTE  
FORMER STATE DEPARTMENT OF  
AGRICULTURE, CHARLOTTESVILLE

EXTENSION SERVICE  
COUNTY AGENT WORK

STATE VIRGINIA

COUNTY ALBEMARLE

REPORT OF C.G. GREER

COUNTY LOCAL FARM AGENT

FROM DEC. 1, 1943

TO NOV. 30, 1944

ANNUAL NARRATIVE REPORT

Dec. 30, 1944

John L. Chaney  
State Agent

Contents

Foreward-----	1.
County Advisory Board-----	2.
Type of Agriculture-----	3.
Community Clubs-----	4.
Agronomy-Grain and Feed Crops-----	5.
Poultry-----	6.
Live-Stock-----	7.
Home Garden-----	8.
Soil Improvement-----	9.
Demonstration Community-----	11.
Farm Labor-----	12.
Federal Agencies-----	13.
4-H Clubs-----	14.
County Junior Council-----	15.
4-H Club Leaders-----	15.
Corn Demonstrations-----	16.
Gardens-----	16.
Fat Pigs-----	17.
Poultry-----	18.

Foreward

The object of this report is to acquaint the United States Department of Agriculture, State Extension Service, County Board of Supervisors and others who may be interested, with some of the work accomplished in Albemarle County for the year 1944; As planned by the County Advisory board, community clubs, community and neighborhood leaders and the Extension Service Co-operating.

Adult community clubs were organized over the County for the advancement of better living conditions; Producing food and feed for the people and livestock in each community and neighborhood in Albemarle County and some to sell to help foster the important war effort.

This report shows some of the demonstrations conducted, the work accomplished as a result of these demonstrations and other County-wide food for freedom drive; Community improvement contests, together with the Triple 'A' program and Soil Conservation Service and other Agencies that are endeavoring to advance Agriculture, Included also is the 4-H clubs organized, the work carried on by these clubs together with work done by Adults as a result of the influence of the 4-H club demonstrations. This report endeavors also to give some insight on how the Colored people of Albemarle County are co-operating in an effort to help them-selves and to advance the all for victory effort.

## County Advisory Board

Extension work with Colored farm people in Albemarle County is supported by the County Advisory Board. The County Advisory Board is made up of two farmers and one farm woman from the organized communities in the County. The work of the County Advisory Board is to help promote agriculture development and better living conditions among Colored people in Albemarle County.

This year in the first meeting held by the County Advisory Board to help consider county and community plans of work; They first decided as in the passed years that the Victory War Program is the most essential program of work for farmers to consider, and farm people must support each phase of the Victory War Program. The County Advisory Board put on a County Wide War Bond drive to buy War Bonds. Community and Neighborhood Leaders were appointed to urge the importance of purchasing War Bonds.

The above community and neighborhood leaders have reported thirty-two hundred dollars worth of Bonds purchased through their effort.

The Advisory Board decided that every Colored Family over the County be contacted in interest of growing their home supply of vegetables among the other things that the County Advisory Board decided was that more stress be placed on improving poultry and increase the poultry production. Improving postures by liming and the use of phosphate; better feeding of family cows and more cows for families not having a family cow; Increase family cow milk supply; Grow more corn, hay and other farm crops by improving the soil. Raising hogs enough for home use and some for sale.

### Type of Agriculture

The farm people of Albemarle County have a diversified system of farming. The leading grain crops grown in Albemarle County are corn, wheat, oats, barley and rye. Albemarle County is located at the foot hills of the Blue Ridge Mountains and is adapted for growing a variety of good grasses. Some of the leading grasses grown in the County are as follows; Clovers, Timothy, Herds grass, Orchard grass, Blue grass, Alfalf, and Lespedeza etc. Soy beans and Cow peas are grown over the County extensively for hay and to improve the fertility of the soil. Albemarle County is also known for her fine Beef Cattle. The Hereford, Angles and Short horn are the leading beef cattle produced in Albemarle County. Dairy farmers carry on an extensive business in the County. The Holstein and Jerseys are the leading cows found on most of the dairy and small milk producing farms.

Hogs, Poultry and Sheep bring in a large revenue to the farm people of Albemarle County. Home gardens are outstanding over the County, most of the rural people produce their home supply of vegetables, and some for the market.

Albemarle County is known for her fine Apples, Peaches and the other fruit crops. The Albemarle pippin has won great fame for Albemarle County. The fruit crops of Albemarle County bring in the County a large income each successful fruit year.

### Community Clubs

Extension work with Colored people in Albemarle County is supported by organizations known as Community Clubs. These Clubs are organized around a Church or School Center. The purpose of these community groups are to work out programs of work for the community and to induce all farm families to take an active part in the program of work planned at the beginning of the year. This year there are sixteen adult community clubs organized over the county, these sixteen clubs have a total membership of five hundred thirty eight families. These club members hold meetings monthly. At these meetings the community program of work is taken up step by step. For example, the program of work for clubs consist of soil improvement, a vegetable garden for each home, raising improved poultry enough to supply the family needs and a surplus, growing hogs, having a good family cow, raising grain and hay, improving pastures etc. The community clubs have been able to improve the living condition of their communities by working out a community program of work and following up the program of work. For example, the community club at Esmont put on a vegetable garden program to induce families to grow their home supply of vegetables. Their program reached each family that lived in the community and sixteen families that did not have a garden raised enough for summer use and some to can and store for the winter; This stimulating program has helped Esmont Community to raise their home supply of food for this year.

Agronomy- Grain and Feed Crops

Production has been an important phase of the farm program this year. Production goals have been set up in each section of the county. The sixteen community clubs which contain five hundred thirty eight families have taken an active part in the Victory Food and Feed Program. Farmers have conducted grain and feed crop demonstrations in each of the above communities. These demonstrations have been a stimulant in getting farm families to do their best in producing food and feed for home and for the War effort. Seventy six result demonstrations have been completed this year in growing corn, wheat, oats, barley, hay, and pasture crops. Each one of the result demonstrations were carried out by farmers that helped plan the demonstration conducted on his farm, for an example, seed bed preparation, manuring, fertilizing and liming crops and pasture land, using tested seed, testing seed against diseases, planting on time and cultivating when necessary.

The following are some examples of farmers that produce outstanding crops this year. Townsend Carey of Esmont community produced nine barrels of corn to the acre on eight acres of land, at this result demonstration, two field meetings were held in which twenty one farmers inspected the growing crops.

The effect this demonstration had on the corn growers of the community is that each farmer set out in the early spring to produce as much to the acre on his land as would be produced by the result demonstrator. Thus increasing the corn crop production of the community.

William Banks of Banks Union community produced twenty eight bushels of wheat to the acre on five acres of land or one hundred forty bushels on the five acre plot. This production was

due to soil improvement, good seed and seed treatment. George Yates of Boyds Tavern community is getting result from his milk cows due to improve pasture methods. Yates limed and fertilized his pasture fields last year and during this summer two cows has produced an average of eight gallons of milk daily.

### Poultry

The farm families of Albemarle County depend on their poultry to help keep down such expenses as grocery bills, help purchase the necessities for the children. Poultry goes a long ways in helping purchase the necessary supplies used on the small farms. Poultry and poultry production help to feed farm families in every community and neighborhood in the county.

The poultry program worked out with communities this year called for fifty or more well bred hens on every poultry yard. Families purchased day old chicks this year instead of using the broody hens. Community clubs show on their records that three hundred seventeen families purchased one hundred and fifty day-old chick each. These families have induced others to improve their poultry flocks by getting in better poultry. The poultry houses are being improved. Sixty nine poultry houses have been remodeled during the year by poultry growers.

Farmers are feeding poultry for egg production. A good laying mash is kept before the laying flock at all times. Farm families are culling their poultry in order to eliminate the culls. Forty one culling demonstrations have been conducted reaching three hundred forty seven families. Three hundred seventy farm families treated their poultry and poultry houses for poultry lice and mites. Farm families are keeping daily egg records. Frances Hearn, of 15

Lloyd Tavern community produced one thousand one hundred forty three (1143) dozen eggs from eighty one hens during the year. Mrs Fannie Brock of near Burnley's, Virginia, produced eight hundred ninety dozen eggs from sixty hens. The daily egg record sheet helped to keep check on the production.

### Livestock

The family cow plays an important part in the Victory food program, and for this reason farm families over the county are urged to keep one or more good milk producing cows to supply the family need. The family cows are producing more milk as a result of improved pastures and growing a good hay for winter use. Phosphate and lime is applied on pastures and grass land on Colored farms in each community over the county. Fifty eight families purchased cows this year to supply their family milk supply. Eight families in Esmont community were induced to purchase cows through the live and home community program. T. E. Brown of Stony Point says the cow is an important animal on the farm, they bring in some money from their cream and they help to maintain the fertility of the soil.

The production of beef cattle is increasing each year by Colored farmers. This year seventeen additional farmers purchased young Herefords, Steers, and placed them on farms to be grown out for beef; Farmers are realizing that cattle will utilize grass and feed and at some future time turn these grasses and feed into cash, which will help to carry on farm business. Andrew Terrell, of Chustnut Grove community is raising beef cattle; This farmer states that cattle has helped him to establish good pasture, lime and phosphate are used on all pasture and hay land on this farmer's land.

A family meat supply campaign was put on this year by sixteen organized community adult clubs. The object of this campaign was to encourage more families to grow enough pork to supply the family needs. Community and Neighborhood leaders participated actively in the campaign, "A pig or two for every home". The importance of growing a Victory hog was stressed in all communities and the leaders made personal contacts in interest of securing pigs, as a result of this meat supply contest, eighty six families have been added to the home meat supply raisers.

Hog pastures are an important item in reducing feed cost in the growing of hogs for home use and for the market, good hog pastures have been strongly advocated this year. Rape, oats, soy beans cow-peas and lespedeza have been used by farmers for hog pasture. The Extension Service has treated hogs in emergency cases for farmers to keep down hog cholera; During this year the Extension Service treated 1538 hogs against hog cholera for farmers, this meant a great saving to farmers in case of an out break of cholera over the County.

#### Home Gardens

The Victory Garden Program is an important phase of work in interest of producing food for the family and to help with the Victory War effort. The communities and neighborhoods have been busy this year working on the Victory Garden Program. As in previous years the leaders over the county helped to sponsor community garden contests, these garden contest were put on this year in seventeen communities, the object of these victory garden contest were to get families in each community competing against each other. Each family endeavoring to grow the best garden with an abundance of vegetables in each garden

for the family food supply and for canning and drying for winter use. These community garden contests called for fourteen or more vegetables growing in them during the summer months and a good fall and winter garden that include all kinds of green winter vegetables and fruit crops that will stand cold weather, such as kales, spinach, colards, cabbage, parsnips, carrots salsify and turnips etc. Reports from community and neighborhood leaders show that more than five hundred families taken part in the garden contests, community tours were held in three communities. On these tours gardens were inspected and judged and small prizes were awarded to the best garden. Esmont community succeeded in getting eighty nine families in the community to grow a garden, each one of these families canned, dried and stored surplus vegetables for the winter.

A number of farmers over the county conducted market gardens. These vegetables helped to supply the local market, and farmers realized a very nice income for their gardens. As a result of the garden effort put forth this year farm families will be able to feed themselves from the vegetables grown in gardens over Albemarle County.

#### Soil Improvement

The importance of improving the soil is one of the most important pieces of work that farm people can undertake in Albemarle County, if production is to be maintained and increased over Albemarle County. Colored farmers must constantly be on the alert relative to using all good sound methods of improving the soil. Some of the methods used this year to help improve the fertility of the soil and help increase crop production were first to work out a Farm Soil Improvement plan. The Farm Soil Improvement Plan

worked out with farmers included a four year crop rotation, to use lime and fertilize on crop land, keeps a cover crop on all the cultivated land during the winter months. Seed and turn down green crops, carry barn yard manure direct from the barn to the land where it is to be used, improve pasture land by using lime phosphate and other good fertilizers on pasture and hay land. This year nine farmers worked out a soil improvement plan, on these farms a four year crop rotation system is in operation, strip farming is conducted on five of the above farms, cover crops have been seeded, lime and phosphate for pasture and hay land have been applied. Farmers are taking advantage of the triple "A" program in that they are securing lime and phosphate for their pastures and crop land; George Golden of near Earlysville, states that he is increasing his herd of cattle due to the fact that soil improvement is helping to improve crop production and pasture productions. This young farmer is one of the community leaders and he is doing his part for soil improvement and community development.

Golden operates a farm of fifty seven acres of land, he says his calves and horses sold on the market this fall brought in more than six hundred dollars (600.00)

Demonstration Community

The County Advisory Board and the Extension Service selected Esmont Community this year for the demonstration community for Albemarle County. The work of the demonstration community is to set an example for better living conditions in which all of the people in the community are to take a part. This work is carried on in the following way. First, each home is checked by the Extension Service and a committee appointed by the community club to find out what the individual families have that come up to standard for a demonstration as outlined by the State Advisory Board, in making the first score homes were checked for the following; Farm ownership; Families belonging to the community club; Families with painted homes; Families producing sufficient feed for their livestock; Families having a good vegetable garden; Families having a good poultry flock; Families having one or more hogs; Families having a family cow; Families taking advantage of the Triple "A" program; Children of 4-H Club age in the community 4-H club; In the demonstration community the first check on the community gives the standing of the community people; The first score shows the work to be undertaken in order to improve each individual living condition. After the first score is made families are contacted relative to making improvement on some of the above mentioned standards, that low scores were made on. For an example, if a man did not have a garden with sufficient vegetables in it for canning and storing to supply the needs of the family for the year, this person is given garden instructions on how to go about making plans for a successful garden that will supply the needs of the family all during the year. The second score made

at the end of the years work tells how much the community improved its self during the years work. This year the Esmont community made the following improvement; Seventeen additional families joined the community club; Ten families painted their homes; Thirty eight families produced sufficient feed for livestock; Seventy nine families improved their methods of growing and taking care of the home garden; Twelve families that had no poultry when the community first score was made have Barred rock-pullets on their yards; Forty seven families made poultry improvements; Seventy nine families in the community produced sufficient pork for the family needs; Nine additional families were influenced to grow hogs this year, these families failed to raise hogs last year. Nine families purchased a family cow to supply the milk for home use. The farmers are taking advantage of the triple "A" program, each farm that is eligible for the triple "A" payments are taking advantage of some. Esmont community has one hundred three boys and girls of 4-H club age and out of this number fifty eight boys and girls belong to the 4-H club; These 4-H club members raise corn, pigs, poultry and gardens. Forty nine of the above club members carried their work through to completion.

#### Farm Labor

The people of Albemarle County have done their part in helping to secure farm labor to harvest the crops over the county. Farmers, community and neighborhood leaders were busy during the peach and apple harvest season helping to secure labor to help with saving these crops, 4-H club members over the county were secured to work in the peach and apple orchards. Farm men and women from each section of the county gave a hand in the peach and apple harvest. Farmers in each community exchanged labor in saving his hay, corn and

wheat crops. The exchange of labor made it convenient in saving hay and wheat in most cases there would be only one man on the farm.

### Federal Agencies

Albemarle County has a number of Federal Agencies working in the county for the advancement of the county people. Some of these Agencies are as follows; The triple "A" Service; Farm Security Service; Thomas Jefferson District Soil Conservation Service; The Production Credit Service etc.

Rural people have constantly been kept informed of the work of the various federal Agencies and how they can take advantage of the work each Agency is sponsoring.

The Colored farmers over the county are taking advantage of the triple "A" program in each section of the county farmers have received phosphate and lime in which they have applied on their pasture and hayland. The farmers that accepted the Service of the Thomas Jefferson Soil Conservation Service last year are still following instructions as outlined by Thomas Jefferson Soil Conservation Service. Farmers conducting strip farming are producing more to the acre, due to the fact that they have a rotation system worked out and their soil is not washing away as in previous years; This year farmers have been induced to lay out corn rows on a continue<sup>ed</sup> to prevent the row washing. Farmers have learned that planting their corn on these contour rows help to keep their soil at home on the farm.

4-H Clubs

In Albemarle County 4-H Club members have sixteen organized clubs. These 4-H boys and girls are organized around a school and Church center. The object of these sixteen 4-H clubs are to help each club member to improve his or her rural thinking; Improve the individual club members efficiency, do what ever the members can to help make the club and community a better place to live and these methods are brought about by conducting 4-H club projects demonstrations. 4-H Clubs and members have been active this year in doing what they can to help with the Victory War Program. They have gathered paper, scrap iron, and other scrap materials; Helped to produce food and feed to feed the family and the livestock on the farm. The 4-H clubs of the county have an enrollment of three hundred fifteen members. Boys and girls that are conducting demonstrations in growing gardens, corn, poultry and pigs. 4-H club members are taking an active part in helping to improve the condition around the homes. Chestnut Grove 4-H Club helped to get nine homes in the community white washed; Esmont 4-H club took an active part in the livestock at home program of the community. This club reports eleven families purchasing Barred rock day old chicks as a result of their efforts. The 4-H club boys and girls of Boyds Tavern and Keswick community stimulated very much interest over the yield they made this year with their hibred corn. The 4-H club demonstrations with hibred corn were among the first planted in the community. Club members helped to get more gardens raised this year as a result of the stress placed on food for victory in 4-H club meetings held over the county by the sixteen 4-H clubs.

### County Junior Council

The 4-H Clubs of Albemarle County is supported by an organized program known as the County Junior Council. The club members of each organized club in the county selected two members from their club to act as County Junior Council members. This year the County Junior Council consist of thirty two members. The work of the County Junior Council is to help make plans for the work that 4-H Club members are to undertake as a group and individuals.

The County Junior Council decided in their first meeting that 4-H Club members should put forth efforts this year to increase poultry production and poultry as club projects, use improved garden and field seeds, cultivate and spray vegetables when necessary, make hog pastures for 4-H club pig projects.

The Junior Council decided that each club should have a good recreational program for each meeting. Club members should help each other with their record books. The County Junior Council helped to sponsor four community school gardens. These school gardens were worked by 4-H club and school children. The vegetables growing in the school gardens were canned and stored by club members for school lunches during the winter.

### 4-H Club Leaders

The 4-H Clubs in the County are under the supervision of Adult Club leaders. These 4-H club leaders help club members to work out programs for the monthly meetings. They see that club meetings are conducted in an orderly way. They help to plan plays of some kind that take place after meetings. Club leaders help club members with their demonstrations where possible, help members to get record books

in condition.

Club leaders help 4-H club members to plan campaigns for the club, club community, for example, campaign to improve out-buildings in the community, campaign to get all out buildings and board fences white washed. These are some of the activities that club leaders help club members to do a good job. The sixteen 4-H clubs of the county have sixteen women leaders, eight men leaders and twelve older girl leaders. These leaders do a good job in helping to make club work a success in Albemarle County.

#### Corn Demonstrations

Twenty four 4-H boys conducted demonstrations this year in growing corn. Eighteen of these boys followed instructions as planned and completed their corn demonstrations. These eighteen boys completing their corn demonstrations and turned in their records showing a production of sixteen hundred thirty bushels of corn on eighteen acres of land. These boys followed soil improvement methods, used good seed and cultivated corn when necessary. The estimated value of the corn crop on these eighteen acres of land is \$1395.00. The total cost of producing this corn crop was \$378.00, which give the eighteen boys completing a total profit of \$918.00; The average net profit for each club member is \$51.00.

#### Gardens

This year one hundred forty boys and girls conducted demonstrations in growing Victory gardens. The gardens grown by club members contained a minimum number of fourteen vegetables. Club members raised a variety of root, fruit and leafy vegetables.

The surplus vegetables raised by club members have been canned and stored for future use for the family food supply. The total value of the victory garden raised by club members are \$5120.80; Reports show a cost of production of \$1892.00; The total profit on the garden grown by club members are \$3228.00. Twenty three club members around Esmont community canned three thousand three hundred twenty quarts of vegetables from their victory gardens.

### Fat Pigs

Sixty eight club members conducted demonstrations this year in growing fat pigs; Thirty nine of these 4-H club members used grazing lots for their pigs during the summer, therefore, cutting down feed cost. Each 4-H club member kept a record of what the pigs cost and what it cost to feed the pig. Most of the boys conducting fat pig demonstrations raised their feed on the farms. Some purchased a part of their feed in order to keep pigs in first class growing condition.

Fifty eight 4-H club members carried their pigs through a completion. The club members completing their fat pig demonstration raised fifty eight pigs. The total value of pigs raised by club members is \$1435.50. The total expenses incurred in producing the fat pigs were \$890.88. The total profit from the fat pigs raised is \$544.62. The demonstrations conducted give an average profit of \$9.38 for each 4-H club member.

Poultry

4-H club members are helping to improve poultry production in the county; This is done by bringing better chickens in from good certified hatcheries. This year 4-H club members purchased certified chicks from hatcheries; Eighty three club members started demonstrations in raising poultry; Seventy 4-H club members carried their demonstrations through to completion. These 4-H club members raised two thousand five hundred ninty chickens. The value of poultry raised by club members is \$2072.37. The cost of production was \$1191.40. The total profit from poultry raised by 4-H club members for the year is \$880.97. The average net profit for each 4-H club member completing their demonstrations with corn, gardens, pigs, and poultry is, \$24. 50 for each member.

### COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration  
Extension Service  
Washington, D. C.

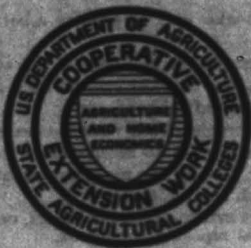
## COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Albemarle

#### REPORT OF

W.A. (Name) Miss May B. Meadows Home Demonstration Agent. From July 1, 1944 to Nov. 30, 1944  
 Assistant Home Demonstration Agent. From \_\_\_\_\_ to \_\_\_\_\_ 194\_\_  
 4-H Club Agent. From \_\_\_\_\_ to \_\_\_\_\_ 194\_\_  
 Assistant County Agent in charge of Club Work. From \_\_\_\_\_ to \_\_\_\_\_ 194\_\_  
C. S. Brewer Agricultural Agent. From Dec. 1, 1943 to Nov. 30, 1944  
 Assistant Agricultural Agent. From \_\_\_\_\_ to \_\_\_\_\_ 194\_\_



READ SUGGESTIONS, PAGES 2 AND 16

Approved: Dec. 30, 1944

John L. Chaney  
State Agent

Date \_\_\_\_\_ State Extension Director.

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

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

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

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

### NARRATIVE SUMMARY

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

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

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

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

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

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

### STATISTICAL SUMMARY

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

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

### GENERAL ACTIVITIES

Report only this year's activities that can be verified	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
1. Months of service this year (agents and assistants)	2.5			XXXXXXXXXX
2. Days devoted to work with adults <sup>1</sup>	42			XXXXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth <sup>2</sup>	21			XXXXXXXXXX
4. Days in office <sup>3</sup>	15.5			XXXXXXXXXX
5. Days in field <sup>3</sup>	47.5			XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work <sup>4</sup>	139			
7. Number of different farms or homes visited	78			
8. Number of calls relating to extension work				
	(1) Office			
	(2) Telephone			
9. Number of news articles or stories published <sup>5</sup>				
10. Number of bulletins distributed	105			
11. Number of radio talks broadcast <sup>6</sup> or prepared for broadcasting				
	(a) Number			
	Total attendance of:			
	(b) Men leaders			
	(c) Women leaders			
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number		
		Total attendance of:		
	(2) 4-H Club and older youth	(a) Number		
		Total attendance of:		
		(b) Leaders		
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(a) Number		
		(b) Total attendance		
	(2) 4-H Club and older youth	(a) Number		
		(b) Total attendance		
14. Number of adult result demonstrations conducted				
15. Meetings held at such result demonstrations	(1) Number			
	(2) Total attendance			
	(a) Number			
	(b) Total attendance			
16. Tours conducted	(1) Adult work	(a) Number		
		(b) Total attendance		
	(2) 4-H Club and older youth	(a) Number		
		(b) Total attendance		
	(a) Number			
	(b) Total attendance			
17. Achievement days held	(1) Adult work	(a) Number		
		(b) Total attendance		
	(2) 4-H Club and older youth	(a) Number		
		(b) Total attendance		

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.  
<sup>2</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.  
<sup>3</sup> The sum of questions 7 and 8 should equal the sum of questions 4 and 5.  
<sup>4</sup> Do not count a single visit to both the farm and home as two visits.  
<sup>5</sup> Do not count items relating to notices of meetings only.

**GENERAL ACTIVITIES—Continued**

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)	
18. Encampments held (report attendance for your county only) <sup>1</sup>	(1) Farm women	(a) Number					
		(b) Total members attending					
		(c) Total others attending					
	(2) 4-H Club and older youth	(a) Number					
		(b) Total boys attending					
		(c) Total girls attending					
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number					
		(b) Total attendance					
	(2) 4-H Club and older youth	(a) Number					
		(b) Total attendance					
	20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number				
			(b) Total attendance				
(2) 4-H Club and older youth		(a) Number					
		(b) Total attendance					

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.  
<sup>2</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.  
<sup>3</sup> Does not include picnics, rallies, and short courses, which should be reported under question 19.

**SUMMARY OF EXTENSION INFLUENCE THIS YEAR**

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

21. Total number of farms in county (1940 Census)	_____
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	_____
23. Number of farms involved in preceding question which were reached this year for the first time	_____
24. Number of nonfarm families making changes in practices as a result of the agricultural program	_____
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	63
26. Number of farm homes involved in preceding question that were reached this year for the first time	66
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	_____
28. Number of other homes involved in preceding question that were reached this year for the first time	_____
29. Number of farm homes with 4-H Club members enrolled	56
30. Number of other homes with 4-H Club members enrolled	_____
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	63
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	_____

**EXTENSION ORGANIZATION AND PLANNING**

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

- |                              |               |                         |
|------------------------------|---------------|-------------------------|
| (a) Over-all or general..... | (1) Name..... | (2) No. of members..... |
| (b) Agricultural.....        | (1) Name..... | (2) No. of members..... |
| (c) Home demonstration.....  | (1) Name..... | (2) No. of members..... |
| (d) 4-H Club.....            | (1) Name..... | (2) No. of members..... |
| (e) Older youth.....         | (1) Name..... | (2) No. of members..... |

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

- |                       |                             |                   |                      |
|-----------------------|-----------------------------|-------------------|----------------------|
| (a) Agricultural..... | (b) Home demonstration..... | (c) 4-H Club..... | (d) Older youth..... |
|-----------------------|-----------------------------|-------------------|----------------------|

35. Total number of communities in county. (Do not include number of neighborhoods.).....

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

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

38. Number of members in such clubs or groups.....

39. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.)..... **XXXXXXXXXX**

40. Number of neighborhood and community leaders in the neighborhood-leader system..... Men..... Women.....

41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program. (Should include question 40.)

- |                     |                |  |                |                           |
|---------------------|----------------|--|----------------|---------------------------|
| (a) Adult work..... | (1) Men.....   | (b) 4-H Club and older youth work..... | (1) Men.....   | (3) Older club boys.....  |
|                     | (2) Women..... |  | (2) Women..... | (4) Older club girls..... |

**COOPERATIVE AGRICULTURAL PLANNING**

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

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

- |   |              |                |                |
|---|--------------|----------------|----------------|
| (a) Unpaid lay members:   | (1) Men..... | (2) Women..... | (3) Youth..... |
| (b) Paid representatives of public agencies or other agencies, or of organizations: | (1) Men..... | (2) Women..... |                |

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

45. Number of members of such community planning committees: (a) Men..... (b) Women..... (c) Youth.....

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

	Extension organization and planning <sup>1</sup> (a)	County agricultural planning <sup>1</sup> (b)	Total <sup>1</sup> (c)
47. Days devoted to line of work by			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....			
(4) State extension workers.....			
48. Number of planning meetings held.....	(1) County.....		
	(2) Community.....		
49. Number of unpaid voluntary leaders or committeemen assisting this year.....			
50. Days of assistance rendered by voluntary leaders or committeemen.....			

<sup>1</sup> When extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. When extension program planning is the only planning activity, the entries in columns (a) and (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b). 16-2077-2

**CROP PRODUCTION (other than for family food supply)**

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pasture	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
52. Number of communities in which work was conducted this year										
53. Number of voluntary local leaders or committeemen assisting this year										
54. Scale of losses aided this year in—										
(1) Obtaining improved varieties or strains of seed										
(2) The use of lime										
(3) The use of fertilizers										
(4) Controlling plant diseases										
(5) Controlling injurious insects										
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

**LIVESTOCK PRODUCTION (other than for family food supply)**

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Pigs	Horses and mules	Poultry (including turkeys)	Other livestock
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents							
(4) State extension workers							
56. Number of communities in which work was conducted this year							
57. Number of voluntary local leaders or committeemen assisting this year							
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males							
(2) Obtaining purebred or high-grade females							
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX		XXXXX
(4) Improving methods of feeding							
(5) Controlling external parasites							
(6) Controlling diseases and internal parasites							
(7) Controlling predatory animals							

\* Do not include rabbits, guinea pigs, and fur animals, which should be reported under wildlife conservation.

**CONSERVATION OF NATURAL RESOURCES**

Include all work with adults, 4-H Club members, and other youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) <sup>1</sup>
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....			
(4) State extension workers.....			
63. Number of communities in which work was conducted this year.....			
64. Number of voluntary local leaders or committeemen assisting this year.....			

**Soil Management—Continued**

65. Number of farmers assisted this year—
- (a) With problems of land use based on soil types.....
  - (b) In the use of recommended crop rotations.....
  - (c) With strip cropping.....
  - (d) In constructing terraces.....
  - (e) In grassing waterways or otherwise preventing or controlling gullies.....
  - (f) With contour farming of eropland.....
  - (g) In otherwise controlling wind or water erosion.....
  - (h) In contouring pasture or range.....
  - (i) In the use of cover or green-manure crops.....
  - (j) In summer-fallowing.....
  - (k) In making depth-of-moisture tests.....
  - (l) With drainage.....
  - (m) With irrigation.....
  - (n) With land clearing.....
66. Number of soil-management associations organized or assisted during the year:
- (a) Legal soil-conservation districts.....
  - (b) Voluntary soil-conservation associations.....
  - (c) Grazing associations.....

**Forestry—Continued**

67. Number of farmers assisted this year—
- (a) In reforesting new areas by planting with small trees. (Include erosion-control plantings).....
  - (b) In making improved thinnings, weedings, or pruning of forest trees.....
  - (c) With selection cutting.....
  - (d) With production of naval stores.....
  - (e) With production of maple-sirup products.....
  - (f) In timber estimating and appraisal.....
68. Number of farmers cooperating this year in prevention of forest fires.....

**Wildlife Conservation—Continued**

69. Number of farmers assisted this year in making specific improvements for wildlife.....

<sup>1</sup> Include nature study.

**FARM MANAGEMENT**

Include all work with adults, 4-H Club members, and older youth		Farm accounts, and records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long term)	Outlook information
		(a)	(b)	(c)	(d)
70. Days devoted to line of work by	(1) Home demonstration agents				
	(2) 4-H Club agents				
	(3) Agricultural agents				
	(4) State extension workers				
71. Number of communities in which work was conducted this year					
72. Number of voluntary local leaders or committeemen assisting this year					
73. Number of farm-survey records taken during the year:	(a) Farm business		75. Number of farmers assisted this year—Continued.	(e) In getting started in farming, or in re-locating	
	(b) Enterprise			(f) With credit problems (debt adjustment and financial plans)	
	(c) Other			(g) In using "outlook" to make farm adjustments	
74. Number of farmers assisted this year in keeping—	(a) Farm inventory		(A) With a farm-income statement for tax purposes		
	(b) General farm records		(i) With farm-labor problems		
	(c) Enterprise records		(j) In developing supplemental sources of income		
75. Number of farmers assisted this year—					
(a) In developing a farm plan only					
(b) In developing a farm and home plan					
(c) In analyzing the farm business					
(d) In improving landlord-tenant relations and leasing arrangements					

**GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE**

Include all work with adults, 4-H Club members, and older youth		Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.)	Land policy and programs (classification of land, zoning, tenure, land development, settlement, public-land management, etc.)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.)
		(a)	(b)	(c)	(d)
76. Days devoted to line of work by	(1) Home demonstration agents				
	(2) 4-H Club agents				
	(3) Agricultural agents				
	(4) State extension workers				
77. Number of communities in which work was conducted this year					
78. Number of voluntary local leaders or committeemen assisting this year					
79. Number of tours conducted this year to observe economic and social conditions in various land use areas					
80. Number of local groups (town and county officials, school boards, tax collectors, assessors, etc.) assisted this year in discussing problems of local government, public finance, and farming conditions related to these problems					
81. Number of displaced families assisted this year in finding employment (agricultural and nonagricultural)					
82. Number of nonagricultural groups to which any of the above economic and social problems have been presented and discussed this year					

<sup>1</sup> Include all work on farm adjustments conducted in cooperation with AAA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 4 and 9) or to soil management (p. 7).

**MARKETING AND DISTRIBUTION**

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool <sup>1</sup>	Dairy products	Poultry and eggs <sup>2</sup>	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Processing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
82. Days devoted to line of work by—											
(1) Home demonstration agents											
(2) 4-H Club agents											
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year											
85. Number of voluntary local leaders or committeemen assisting this year											
86. Number of new cooperatives <sup>3</sup> assisted in organizing during the year											
87. Number of established cooperatives <sup>3</sup> assisted during the year											
88. Number of members <sup>4</sup> in the cooperatives assisted during the year (questions 86 and 87)											
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year											
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs <sup>5</sup> pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs <sup>5</sup> participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs <sup>5</sup> participated in or conducted this year											
97. Number of consumer information programs <sup>5</sup> pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs <sup>5</sup> relating to marketing services and costs of distribution conducted this year											
99. Number of programs <sup>5</sup> relating to transportation problems conducted this year											
100. Number of programs <sup>5</sup> relating to the specific use of market information conducted this year											
101. Number of other marketing programs <sup>5</sup> conducted this year (specify)											

<sup>1</sup> Include livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.  
<sup>2</sup> Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.  
<sup>3</sup> Organized pieces of work.

**HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT**

Include all work with adults, 4-H Club members, and older youth	The home, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
103. Number of communities in which work was conducted this year				
104. Number of voluntary local leaders or committeemen assisting this year				

**The Home, Furnishings, and Surroundings—Continued**

105. Number of families assisted this year in—

- (a) Constructing dwellings
- (b) Remodeling dwellings
- (c) Installing sewage systems
- (d) Installing water systems
- (e) Installing heating systems
- (f) Providing needed storage space
- (g) Rearranging or improving kitchens
- (h) Improving arrangement of rooms (other than kitchens)
- (i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings
- (j) Selecting housefurnishings or equipment (other than electric)
- (k) Improving housekeeping methods
- (l) Laundry arrangement
- (m) Installing sanitary closets or outhouses
- (n) Screening or using other recommended methods of controlling flies or other insects
- (o) Improving home grounds
- (p) Planting windbreaks or shelterbelts

**Rural Electrification—Continued**

106. Number of associations organized or assisted this year to obtain electricity

107. Number of families assisted this year in—

- (a) Obtaining electricity
- (b) Selection or use of electric lights or home electrical equipment
- (c) Using electricity for income-producing purposes

**Farm Buildings—Continued**

108. Number of farmers assisted this year in—

- (a) The construction of farm buildings
- (b) Remodeling or repairing farm buildings
- (c) Selection or construction of farm-building equipment

**Farm Mechanical Equipment—Continued**

109. Number of farmers assisted this year in—

- (a) The selection of mechanical equipment
- (b) Making more efficient use of mechanical equipment

110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year

111. Number of gin stands assisted this year in the better ginning of cotton

**NUTRITION AND HEALTH**

Includes all work with adults, 4-H Club members and other youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by:				
(1) Home demonstration agents	21	21	21	
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
113. Number of communities in which work was conducted this year	9	9	9	
114. Number of voluntary local leaders or committeemen assisting this year				

115. Number of families assisted this year—

(a) In improving diets	
(b) With food preparation	
(c) In improving food supply by making changes in home food production <sup>1</sup> :	
(1) Of vegetables	48
(2) Of fruits	31
(3) Of meats	21
(4) Of milk	27
(5) Of poultry and eggs	26
(d) With home butchering, meat cutting or curing	
(e) With butter or cheese making	1
(f) With food preservation problems <sup>2</sup> :	
(1) Canning	12
(2) Freezing	
(3) Drying	
(4) Storing	15
(g) In producing and preserving home food supply according to annual food-supply budget	
(h) In canning according to a budget	2
(i) With child-feeding problems	
(j) In the prevention of colic and other common diseases	

**115(g) FOOD PRESERVATION BY ADULTS**

	Fruits (a)	Vegetables (b)	Meats and fish (c)
1. Quarts canned	5124		358
2. Gallons brined			
3. Pounds: Dried <sup>3</sup>	40		
4. Cured <sup>4</sup>			
5. Stored			
6. Frozen <sup>5</sup>			

**115(h) FOOD PRESERVATION BY 4-H CLUB MEMBERS**

	Fruits (a)	Vegetables (b)	Meats and fish (c)
1. Quarts canned	112		30
2. Gallons brined		82	
3. Pounds: Dried <sup>3</sup>			
4. Cured <sup>4</sup>			
5. Stored			
6. Frozen <sup>5</sup>			

(m) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)	
(n) With first-aid or home nursing	
(o) In removing fire and accident hazards	
116. Number of schools assisted this year in establishing or maintaining hot school lunches	
117. Number of nutrition or health clinics organized this year through the efforts of extension workers	

<sup>1</sup> Sum of the subtotals minus duplications due to families participating in more than one activity.  
<sup>2</sup> Weight of finished product after drying.  
<sup>3</sup> Weight of product before curing.  
<sup>4</sup> Include contents of locker plants and home freezer units.  
<sup>5</sup> Do not include vine-matured peas and beans.

**CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE**

Include all work with adults, 4-H Club members, and other youth	Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—	(1) Home demonstration agents			
	(2) 4-H Club agents			
	(3) Agricultural agents			
	(4) State extension workers			
119. Number of communities in which work was conducted this year				
120. Number of voluntary local leaders or committeemen assisting this year				

**Home Management—Family Economics—Continued**

121. Number of families assisted this year—
- (a) With time-management problems
  - (b) With home accounts
  - (c) With financial planning
  - (d) In improving use of credit for family living expenses
  - (e) In developing home industries as a means of supplementing income
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—
- (a) Food
  - (b) Clothing
  - (c) Housefurnishings and equipment
  - (d) General household supplies
123. Number of families assisted this year through cooperative associations<sup>1</sup> or individually, with the buying of—
- (a) Food
  - (b) Clothing
  - (c) Housefurnishings and equipment
  - (d) General household supplies
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)
125. Number of families assisted this year with "making versus buying" decisions
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living
- Note.**—Individual families and groups assisted with selling problems should be reported in column (f), page 9.

**Clothing and Textiles—Continued**

127. Number of families assisted this year with—
- (a) Clothing-construction problems
  - (b) The selection of clothing and textiles
  - (c) Care, renovation, remodeling of clothing
  - (d) Clothing accounts or budgets

**Family Relationships—Child Development—Continued**

128. Number of families assisted this year—
- (a) With child-development and guidance problems
  - (b) In improving family relationships
129. Number of families providing recommended clothing, furnishings, and play equipment for children this year
130. Number of different individuals participating this year in child-development and parent-education programs: (a) Men
- (b) Women
131. Number of children in families represented by such individuals

**Recreation and Community Life—Continued**

132. Number of families assisted this year in improving home recreation
133. Number of communities assisted this year in improving community recreational facilities
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs
135. Number of communities assisted this year in establishing—
- (a) Club or assembly room
  - (b) Permanent camp
  - (c) Community rest rooms
136. Number of communities assisted this year in providing library facilities
137. Number of school or other community grounds improved this year according to recommendations

<sup>1</sup> The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The home, furnishings and surroundings," p. 14.  
<sup>2</sup> Includes question 123; also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

**SUMMARY OF 4-H CLUB BOYS' AND GIRLS' PROJECTS**

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)
138. Corn					Acres
139. Other cereals					Acres
140. Peanuts					Acres
141. Soybeans, field peas, alfalfa, and other legumes					Acres
142. Soil conservation and pasture improvement					Acres
143. Potatoes, Irish and sweet					Acres
144. Cotton					Acres
145. Tobacco					Acres
146. Fruits					Acres
147. Home gardens					Acres
148. Market gardens, truck and canning crops					Acres
149. Other crops					Acres
150. Poultry (including turkeys)					Birds
151. Dairy cattle					Animals
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine	4	3	4	3	Animals
155. Horses and mules					Animals <sup>or</sup>
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds					XXXXXXXXXXXXXX
159. Forestry					Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity					Articles made Articles repaired
162. Farm management					XXXXXXXXXXXXXX
163. Food selection and preparation					Meals planned Meals served 2224 Quarts canned
164. Food preservation					XXXXXXXXXXXXXX
165. Health, home nursing, and first aid					XXXXXXXXXXXXXX
166. Clothing					Garments made Garments remodeled
167. Home management					Units
168. Home furnishings and room improvement					Rooms Articles Articles
169. Home industry, arts and crafts					XXXXXXXXXXXXXX
170. Junior leadership					XXXXXXXXXXXXXX
171. All others					XXXXXXXXXXXXXX
172. Total (project enrollment and completion)					XXXXXXXXXXXXXX

### 4-H CLUB MEMBERSHIP<sup>1</sup>

172. Number of 4-H Clubs ..... 3
174. Number of different 4-H Club members enrolled (a) Boys: 19 (b) Girls: 27
175. Number of different 4-H Club members completing (a) Boys: 4 (b) Girls: 8
176. Number of different 4-H Club members in school (a) Boys: 19 (b) Girls: 27
177. Number of different 4-H Club members out of school (a) Boys: \_\_\_\_\_ (b) Girls: \_\_\_\_\_
178. Number of different 4-H Club members from farm homes (a) Boys: 19 (b) Girls: 27
179. Number of different 4-H Club members from nonfarm homes (a) Boys: \_\_\_\_\_ (b) Girls: \_\_\_\_\_

#### Number of Different 4-H Club Members Enrolled:

180. By years	Boys (a)	Girls (b)	181. By ages	Boys (a)	Girls (b)
1st year	<u>19</u>	<u>27</u>	10 and under	<u>10</u>	<u>6</u>
2d			11	<u>5</u>	<u>4</u>
3d			12	<u>4</u>	
4th			13		<u>2</u>
5th			14		
6th			15		<u>5</u>
7th			16		<u>10</u>
8th			17		
9th			18		
10th and over			19		
			20 and over		

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—

- |                                   |  |
|-----------------------------------|--|
| (a) Judging _____                 | (f) Fire and accident prevention _____ |
| (b) Giving demonstrations _____   | (g) Wildlife conservation _____        |
| (c) Recreational leadership _____ | (h) Keeping personal accounts _____    |
| (d) Music appreciation _____      | (i) Use of economic information _____  |
| (e) Health _____                  |  |

183. Number of 4-H Club members having health examination because of participation in the extension program \_\_\_\_\_

184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs \_\_\_\_\_

### WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth \_\_\_\_\_

186. Membership in such groups (a) Young men \_\_\_\_\_  
(b) Young women \_\_\_\_\_

187. Number of members by school status and age	In school (a)	Out of school		Under 21 years (d)	21-24 years (e)	25 years and older (f)
		Unmarried (b)	Married (c)			
(1) Young men						
(2) Young women						

188. Number of meetings of older rural youth extension groups \_\_\_\_\_

189. Total attendance at such meetings \_\_\_\_\_

190. Number of other older rural youth groups assisted \_\_\_\_\_

191. Membership in such groups (a) Young men \_\_\_\_\_  
(b) Young women \_\_\_\_\_

192. Number of older rural youth not in extension or other youth groups assisted (a) Young men \_\_\_\_\_  
(b) Young women \_\_\_\_\_

193. Total number of different young people contacted through the extension program for older rural youth. (Questions 186, 191, and 192, minus duplications) (a) Young men \_\_\_\_\_  
(b) Young women \_\_\_\_\_

194. Check column showing approximate portion of older youth program devoted to— Under 10 percent (a) 10-19 percent (b) 20-29 percent (c) 30 percent or more (d)

194. Check column showing approximate portion of older youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-29 percent (c)	30 percent or more (d)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

<sup>1</sup> All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.

<sup>2</sup> Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 12, minus duplications due to the same boy or girl enrolling on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.

<sup>3</sup> Same as footnote 2, except that reference is to completions instead of enrollments.

**MISCELLANEOUS**

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

Include all work w. 3 girls, 4-H Club members, and older youth	Insects (a)	General-Insect Insects (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
196. Number of communities in which work was conducted this year			
197. Number of voluntary local leaders or committeemen assisting this year			

**SUMMARY OF CONTRIBUTION TO WAR EFFORT**

It is desirable to bring together in one place the sum total of extension contribution to the several broad areas of war effort. It is assumed that all such work has been reported previously under appropriate headings.

War program	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	63		
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)			
(4) Other war work (including collection of salvage material)			

**COOPERATION WITH OTHER FEDERAL AGENCIES**

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

	War loans (a)	Civilian de- fense agency (b)	Employment service (c)	Agricultural Adjustment Agency (d)	Food Distribution Administration (e)	Soil Conserva- tion Service (f)	Farm Security Administra- tion (g)	Rural Electri- fication Administra- tion (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents										
(4) State extension workers										
200. Number of communities in which work was conducted this year										
201. Number of voluntary local leaders or committeemen assisting this year										
202. Number of meetings participated in this year by extension workers										

\* Include grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

## TERMINOLOGY

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

### DEMONSTRATIONS OR EXTENSION TRAILS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, tract area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or householder who agrees to adopt certain recommended practices upon the substitution of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
6. A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.

A *result demonstration* is a demonstration conducted by a farmer, householder, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Example: Demonstrating that the application of fertilizer in sections will result in more profitable yields, that underweight of certain chickens can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.

The *adoption of a farm or home practice* resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.

6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Formers* (or *farmites*) are individuals during the report year who should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
  - (1) Adoption of a recommended practice.
  - (2) Further improvement in a practice previously accepted.
  - (3) Participation in extension activities.
  - (4) Acceptance of leadership responsibility.
  - (5) Or by other evidence of desirable change in behavior.

12. A *F-H Club* is an organized group of boys and/or girls with the objective of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *F-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. A *project leader, local leader, or committeeman* is a person who, because of special talent and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organizational or a subject-matter leader.
15. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters* written should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. The *older rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.