

1953

ANNUAL NARRATIVE REPORT

APPOMATTOX COUNTY

VIRGINIA

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COUNTY AGENT  
ASSISTANT COUNTY AGENT  
EXTENSION SECRETARY

II. TABLE OF CONTENTS

I. Cover Page ----- 1

II. Table of Contents ----- 2

III. Agricultural Situation ----- 4

IV. County Organization ----- 4

V. Fields of Work ----- 5

    A. Dairying ----- 5

    B. Agronomy ----- 7

        1. Pastures ----- 7

        2. Tobacco ----- 7

        3. Small Grain ----- 9

    C. Livestock ----- 10

    D. Poultry ----- 12

    E. Agricultural Engineering ----- 13

    F. Agricultural Economics ----- 14

    G. Forestry ----- 15

    H. Horticulture ----- 16

    I. Extension-T.V.A. Pilot Farm Demonstrations ----- 17

VI. Cooperation with Other Agencies ----- 18

    A. Production and Marketing Administration ----- 18

    B. Soil Conservation Service ----- 18

    C. Vocational Agriculture ----- 19

    D. Banks, Business Firms, Civic Clubs, etc. ----- 19

    E. Press and Radio ----- 19

VII. Educational Methods ----- 20

VIII.	Assistance from Outside the Extension Service	20
IX.	Assistance from Specialists at V.P.I.	21
X.	Evaluation	22
XI.	4-H Club Work	24
A.	Club Organization	24
1.	Meetings	24
2.	County Council and 4-H Honor Club	24
3.	All Stars	25
B.	Achievement	25
1.	Crops	25
2.	Swine	25
3.	Sheep	25
4.	Electricity	25
5.	Entomology	26
6.	Safety	26
7.	Citizenship	26
8.	Outstanding 4-H members	26
9.	Achievement Day	28
C.	Conclusion	29

34  
72

### III. AGRICULTURAL SITUATION

Appomattox County lies in the exact center of the State of Virginia. It consists of 342 square miles, made up of 964 farms, comprising 141,476 acres of which 46232 acres is cropland, and approximately 16,000 acres of improved pasture land.

In the county, the principal types of farming are general, tobacco, Poultry, dairying and livestock. The kind of soil is especially adapted to this type of farming.

The county is fortunate in pursuing this type of farming due to the fact that three main highways furnish easy transportation to get the products into market channels. Two principal railroads also furnish the same opportunity.

### IV. COUNTY ORGANIZATION

Early in the year, a County Board of Agriculture was re-organized and goals were set up for the year. Officers of the Board are: J. C. Cole, Chairman; J. E. Burnette, Vice-Chairman; and R. B. Hudgins, Secretary.

The following committees were appointed:

Agronomy Committee - G. F. Moore, Chairman; J. E. Burnette; E. Carter Martin; J. A. Martin; J. P. Paulette; F. O. Jones; and T. DeWitt Evans.

Dairy Committee: J. C. Cole, Chairman; W. E. Inge; Elliott Torrance; John Hix; William W. Burke.

Livestock Committee: J. E. Burnette, Chairman; E. Carter Martin; J. S. Kinney.

Poultry Committee: J. W. Blanks, Chairman; C. F. Moore.

Forestry Committee: F. O. Jones, Chairman; Cecil Wright; J. S. Kinney; J. W. Blanks.

4-H Club Committee: Kenneth Jamerson, Chairman; William W. Burke; Reginald Speir, Secretary.

V. FIELDS OF WORK

A. DAIRYING

Development of the dairy industry in the county was a steady growth well planned by those participating. Items stressed were barn construction, improvement of the dairy herd, better pastures and better feeding methods.

With the change in the economic situation and the realization of the increase in gross income obtainable for the same output of labor, 13 farmers turned to Grade A milk production in 1953.

The Dairymen in Appomattox County are fortunate in having four splendid outlets for Grade A milk. 27 of our dairymen are shipping to the Newport News-Hampton area, 7 to the Washington milkshed, one making local delivery and one shipping to the Lynchburg market. In addition to Grade A production, there are approximately 175 manufactured milk producers delivering milk to the Coble Dairy plant located in the Town of Appomattox.

When the demand for Grade A milk exceeded the supply, it was to the area that the distributors turned because of the quality of milk being produced here. Efforts were made to meet the increased demand.

34  
72

Regular inspections are made by officials of the Dairy and Foods Divisions with whom we cooperate, stressing the importance to the dairymen of sanitation and the production of a high quality product.

Dairymen in the county are kept informed on the advantages of artificial breeding and some of them are taking advantage of this service through their membership in the Breeding Association. Dr. S. L. Kalison of the Breeding Association met with a number of the Grade A producers to discuss breeding problems.

There are only three producers in the county who are members of the Dairy Herd Improvement Association. Here lies one weak point in our dairy industry which will be corrected as soon as we can better educate our producers as to the needs for such an association.

Due to the extreme drought throughout the summer months and fall, specialists from the Dairy Department in a meeting discussed how to conserve and make the best use of available feed, feeding and management practices to get livestock through the winter, methods of balancing rations with low quality and limited quantity roughage. The drought which cut the dairyman's high quality hay and sufficient grain made him more conscious of the importance of the proper feeding methods and made him think more along the line of better balanced dairy ration.

With the increase in the number of dairy cattle, naturally diseases of various kinds will appear, such as blackleg, milk fever, mastitis, Bang's and stomatitis. The agent worked closely with the farmers and the veterinarians on these and other diseases.

B. AGRONOMY

1. Pastures

Good soil is one of the most important factors in any farming enterprise. This year, the extreme drought not only killed new seedings, but in many places permanent sod was lost and will have to be re-seeded. The four Plant Food demonstrations on fertilization and seeding of pastures was a complete failure due to the lack of moisture. In early spring, the stands were good and promising. No publicity or meetings were attempted, however. These demonstrations are being re-seeded and we hope they will be outstanding next year.

In a meeting of the livestock producers, G. R. Epperson of the Agronomy Department advised on feed production including mixtures to plant for early grazing, early spring hay crops, drought insurance system of forage production for next year and fertilization practices.

2. Tobacco

Appomattox County is one of the largest dark-fired tobacco producing counties. In cooperation with the Southside Experiment Station and the tobacco section of the Agronomy Department at V.P.I., a demonstration on tobacco varieties was set up on the farm of Mr. Floyd Coleman. This research is being conducted in this and other dark-fired counties for the purpose of producing the best type of dark-fired tobacco for the producers in the dark-fired belt.

The results of last year's six varieties in this county are as follows:

RM  
34

Tobacco from the tobacco variety experimental plots was sold in Farmville on January 15. Mr. C. F. Moore conducted this demonstration in Appomattox County in 1952 with six 1/4-acre plots of Lizard Tail Orinoca yielding 1624 per acre @ 35.94, acre value \$584; Hastings yielding 2016 per acre @ 38.65, acre value \$779; Vesta 55 yielding 1864 per acre @ 36.27, acre value \$676; West Kentucky 2 yielding 1728 per acre @ 33.16, acre value \$573; Brown Leaf yielding 1680 per acre @ 37.72, acre value \$634; Walker's Broad Leaf yielding 1968 per acre @ 43.55, acre value \$867 -- with an average yield of 1813 per acre, average price \$37.55, average acre value \$684.

Mr. Jesse J. Chenault of Appomattox County who contributed the tobacco seed to be used at the Experiment Station under the name of "Chenault Tobacco" died in December 1952. Results in 1952 showed this was exceptionally fine tobacco. The superintendent of the Experiment Station stated that it was one of the best varieties of tobacco that he had ever grown at the Station. It brought the highest price of any variety (above 46¢ average) - the highest yield, 2141 pounds per acre - and 54% graded B-1-D and the remainder graded C-4-F and X-3-F. In 1953, however, due to the extremely dry weather, this tobacco made a very poor showing.

Results of a similar demonstration will be reported next year from the farm of Floyd Coleman where the following varieties are being grown: West Kentucky 2, Chenault, Brown Leaf, Walker's Broad Leaf, Lizard Tail Orinoco and Hastings.

The demonstration on the control of weeds in plant beds conducted last fall on the farm of F. A. O'Brien was a success and attracted the

attention of many of the growers. This year similar demonstrations on weed and insect control in plant beds were conducted on the farms of Mr. J. A. Martin and Mr. Floyd Coleman. One field meeting was held on varietal test with 37 tobacco growers present; also field meetings on weed control with fair attendance.

Blackshank, one of the most dreaded tobacco diseases is spreading in this section. A few years ago, this disease was not known in the dark-fired section of this county. A discovery was also made of boron deficiency in two places and it appears that too much lime for dark-fired tobacco is being used on some fields. A watch will be kept on this.

In 1953, the following acreage of tobacco was harvested:

Fire-cured	1324.6 acres
Flue-cured	314.3 acres
Sun-cured	117.2 acres
Burley	19.6 acres

1952 yields per acre were:

Fire-cured	1275 pounds
Flue-cured	1315 pounds
Sun-cured	1175 pounds
Burley	1380 pounds

RM  
34  
122

3. Small Grain

90% of the small grain seeded follows tobacco and corn.

Certified seed or seed of known origin, well cleaned and treated, is recommended and most of the growers follow this procedure as recommended by the Agronomy Department, including fertilization.

Mr. E. Carter Martin is starting a demonstration this year on seeding a new variety of wheat for this section called Anderson.

Normally, about 8488 acres of wheat is grown in Appomattox County. Under crop control this acreage was cut 2328 acres, making the allotment 6160 acres for 1953-54. The more than two thousand acres taken out of wheat will be seeded mostly in pastures, oats, barley and grain crops. Some acreage will naturally be left idle.

Under the support program, wheat sold through the Commodity Credit Corporation was shipped from this County to Cargill, Inc., Richmond, Virginia. Shipments were made from there by barge to Albany, New York. The price for Number 1 wheat was \$2.62 and after various deductions for wheat in bags, warehouse charges, storage charges, service fee and shrinkage, the price was about \$2.00, as compared to \$1.65 to \$1.80 on the open market.

There was considerable discussion throughout the county, particularly in one section, regarding community storage of small grain. The building and equipment would cost around 90 to 100 thousand dollars. This high cost killed the movement almost before it was started. Dr. J. L. Maxton, Extension Agricultural Economist, and Mr. E. W. Sadler, Division of Markets, Richmond, discussed the

matter with interested parties advising on the economical procedure to follow. On-the-farm storage was recommended. No progress has been made to date.

Again the drought knocked the props from under the important corn crop. Where the normal yield is around 41 bushels per acre and some farms capable of producing from 100 to 125 bushels per acre, the corn crop was reduced at least 50% in yield, varying in yield from 0 to 80 bushels per acre depending upon the type and location of soil. While the yield was considerably reduced, the crop was surprisingly good, short ears, firm grain. This was attributed to the use of recommended hybrids and steady growth in fertility of our land.

C. LIVESTOCK

Time spent on livestock work consisted mainly on improvement of pastures, better feeding and breeding and all round improvement in general management of the livestock industry. Emphasis was placed on treatment of pastures early in the year and this fall, due to the drought, stressed the importance of top dressing pastures now, in some instances using nitrate of soda and sowing heavy grain mixtures for winter and early spring grazing. Producers were also advised to spray for lice and to treat for internal parasites.

Only three beef cattle producers from Appomattox County participated in the Lynchburg Feeder Calf Sale where a total of 796 head were sold.

53 livestock producers attended the Emergency Feeding Meeting where Mr. K. C. Williamson, Livestock Specialist, was very impressive with his suggestions on making the best use of available feed, feeding and management practices to get livestock through the winter with minimum roughage and methods of balancing rations with low quality and limited quantity of roughage.

In swine production, emphasis was placed on sowing small lots of ladino clover for pasture, sanitation practices, and improvement in breeding.

Leon Paulette, a young Duroc breeder, sold 8 boars averaging \$62.50, bringing a total of \$500.00. Shirey Brothers also make a profitable business from their Duroc breeding enterprise through proper management.

There are only 8 farmers in Appomattox County who raise sheep. These producers participated in the Lynchburg Wool Pool delivering 1241 pounds of wool with a first payment of \$558.45.

D. POULTRY

Sanitation and disease control is always a problem in the production of poultry. The importance of purchasing baby chicks from certified hatcheries within the state is stressed. However, these suggestions are not always carried out by our poultry producers and it is quite noticeable that where purchases of baby chicks were made from other than State certified hatcheries, diseases of various kinds appear. Particularly has this been true in the outbreak of fowl typhoid where in most every instance where fowl typhoid developed chicks were

34  
72

purchased from a hatchery claiming to be certified, but was not STATE certified.

The importance of green grazing, rotation of the farm lot and control of internal and external parasites is stressed and poultry producers are urged to feed and care for the flocks in accordance with recommendations from the Poultry Department.

E. AGRICULTURAL ENGINEERING

There were thirteen milking parlors completed this year, six permanent silos and 4 trench silos erected. Two pole barns were constructed. In cooperation with the Agricultural Engineering Department, blue prints were furnished for all of these farm buildings as well as dwelling houses, water systems for homes, other outbuildings, loading chutes, self-feeders for swine and portable hay racks.

Plans for demonstrations on fence construction in two sections of the county were completed, but had to be postponed due to the continued drought as it was impossible to dig post holes. These demonstrations will be carried out the first of the year.

There are three modern irrigating systems in Appomattox County on the farms of J. P. Alvis, J. C. Cole and H. E. Pack which proved to be profitable in this dry year. Due to the extreme drought, these irrigating systems by increasing production and pastures, tobacco, alfalfa and gardens about paid for the cost of installation. The sources of water for irrigating are a lake and creeks. Much interest has been manifested in this type of irrigating system.

34  
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F. AGRICULTURAL ECONOMICS

Since there is some decline in the price of farm products, agricultural outlook is important to farmers. With this in view, plans are being made for a meeting in February to present the outlook for 1954. Plans are also being made for a meeting on farm management and planning.

At this time, the general public's mind seems to be confused, especially the farmer's mind, due to the fact that he is scared that something will happen to his farm program. With this in mind and hoping to get his thinking straight and see the situation from another angle other than his own, the County Board of Agriculture sponsored a meeting and invited Dr. Harry M. Love, Agricultural Economist, to talk to about 45 leaders selected from every community in the county. (Others from Buckingham and Prince Edward Counties also attended this meeting.) There was a discussion of public policy decision of concern to farm people. Dr. Love presented the subject in a most entertaining and highly informative manner. Many important questions were asked and discussed. Most of those leaders present felt that the meeting was most informative and were well pleased for having had such a meeting.

As stated elsewhere in this report, Appomattox County is in a strategic position as far as markets are concerned, with many of our producers shipping Grade A milk to Newport News, one of the best Grade A markets in the state. Many others are patronizing the Washington milkshed which is also an attractive market. Producers of manu-

34  
72

factured milk are fortunate in having a local plant where their milk is picked up on the farm and delivered to the plant.

The dark tobacco growers are within 40-minute drive to two splendid tobacco markets. Flue-cured growers are close to large flue-cured markets.

Livestock producers have the advantage of selling their animals on the Lynchburg market, the Richmond market and at Staunton, Culpeper and Baltimore.

The grain producers can sell to Lynchburg, Roanoke, Richmond and some points in North Carolina. There is also a strong local demand for high quality vegetables, poultry products, home cured meat products and especially country cured ham. Of course, there is always a demand for forestry products.

Besides giving information as to where their products may be marketed, the Extension office attempts to keep informed as to the sources from which the farmers can make purchases of the commodities they have to buy.

G. FORESTRY

Timber land is one of the most important areas of farm production and one that is most neglected by the average farmer. Few farmers realize that timber, if properly managed, is one of the most satisfying and profitable crops that can be grown on farm soil not suited to agricultural crops. An endeavor was made to create an interest in proper management of the forest and prove there is a steady yearly income available.

Two demonstrations on selective cutting of both pine and hardwood were conducted on the farm of J. P. Alvis. Visits were also made to other sections of the county endeavoring to locate suitable standing timber to hold forestry demonstrations in the future.

Two most successful fence post treating demonstrations were conducted using osmose salt. The forestry headquarters in Buckingham was visited by a group to observe the equipment necessary for both of two methods of treating posts. The weather was rainy and cold, however the attendance was good.

Mr. J. W. Blanks is setting up equipment for treating fence posts using the penta method.

#### H. HORTICULTURE

There are no commercial orchards in the county and only small orchards for home use. Information on varieties, management and disease control on both fruits trees and small fruits upon request.

Landscaping consisted mostly of seeding new lawns and renovating established lawns. In most cases, samples of soil were taken and recommendations given on fertilization and general care of lawns, also care of shrubs including disease control, fertilization and mulching.

Mr. A. S. Beecher, Associate Extension Horticulturist, visited the site of the proposed new County School to make recommendations for the landscaping of the entire acreage. This work will not be completed before sometime next year.

I. EXTENSION-T.V.A. PILOT FARM DEMONSTRATIONS

The most effective demonstrations are those which include the entire farming operation as a unit. Such demonstrations afford the Extension worker closer supervision, better farm plans and more accurate records to determine the effect and value of improved practices.

Two Pilot Farm demonstrations have been set up in Appomattox County. One on the farm of Mr. W. E. Inge who is a dairyman shipping Grade A milk to the Newport News market. The other on the farm of Mr. E. Carter Martin a tobacco farmer and beef cattle producer. These two demonstrators are excellent cooperators, and while there has not been time to observe any results, the demonstrations are progressing satisfactorily.

The purpose of this new project is to determine the effect and value of improved management practices and TVA fertilizers on practical, readjusted farming systems having different soils, size and types of farming, levels of fertility, etc.; and to serve as "pilot" farms in testing new or improved practices recommended (or suggested on trial basis) by the Experiment Stations and various Departments concerned at V.P.I., including field meetings on same to observe the results of such demonstrations.

Both of the demonstrators have received the second shipment of fertilizing material. However, due to the extreme drought practically no beneficial results are noticeable as yet.

34  
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VI. COOPERATION WITH OTHER AGENCIES

A. PRODUCTION AND MARKETING ADMINISTRATION

Most of the meetings of the County Mobilization Committee were attended and cooperation was close with the County Drought Emergency Committee. Assistance was given the P.M.A. in three educational meetings to acquaint the farmers with the 1954 Farm Program.

In 1953 3765 acres in Appomattox County were treated with lime with 7,412 tons being used. 4,794 acres were treated with 958.8 tons of phosphate and 3,065 acres were treated with 224 tons of potash.

B. SOIL CONSERVATION SERVICE

Cooperated with the S.C.S. in visiting farms with the technician taking soil samples and making recommendations principally on the agronomy management. Prof. Mike Kipps spent one day inspecting various farms observing rotation established and pasture management. Farmers consulting with the county agent were encouraged to confer with the S.C.S. technician to develop long time plans for the farms.

Cooperated with the R. E. Lee Soil Conservation District representatives on the Falling River Watershed. Attended one district meeting discussing the work in the watershed area, and after farmers, county officials, bankers, businessmen and other professional men decided to proceed with this work, the agent assisted the S.C.S. in educational meetings explaining to the farmers the advantage of cooperating in this project.

34  
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C. VOCATIONAL AGRICULTURE

In working with the Vocational Agriculture and other professional groups, new bulletins and technical information is distributed to all of these workers. Cooperation is close with all agencies and all assistance possible is lent these groups. This cooperation is on a reciprocal basis as the other agencies lend a hand in promoting the programs of the Extension Service.

D. BANKS, BUSINESS FIRMS, CIVIC CLUBS AND FARM ORGANIZATIONS

Both bankers are active members of the County Board of Agriculture. The agent participated in the District Farmer-Banker farm tour and banquet. Cooperated with the local International Harvester Company on their opening day with the parade of more than 100 tractors of all makes and models -- some of them so old we wondered if they would be able to travel in the parade. All seed and fertilizer dealers in the county were assisted whenever possible. They were kept informed as to recommended varieties of seed and fertilizers. The agent was one of those invited to a luncheon given by Lederle honoring the county agents of the State of Virginia. The agent stands ready to attend and participate in meetings of various farm organizations and civic clubs when invited to do so.

E. PRESS AND RADIO

Our main assimilation of information to the farmers and general public is through the "Times Virginian", the local county weekly paper, "The Lynchburg News", WLVA farm program conducted by Mr. Eric

34  
72

Lund who most enthusiastically is always willing to assist, and WFLC studio in Farmville where Appomattox County broadcasts every Wednesday.

On March 5, 1953 in observance of National 4-H Club Week, the county paper (Times Virginian) included an additional 4-page section in the paper as a 4-H Club issue. Much interest was manifested in this issue and the Bank of Appomattox paid for enough extra copies of the paper for one to be distributed to each 4-H Club family in the County.

#### VII. EDUCATIONAL METHODS

The Extension program in the county was carried on through personal visits to farms and home, contacts by telephone and office visits, personal letters, circular letters, bulletins, demonstrations, publicity through press and radio and through local leaders, especially members of the County Board of Agriculture, and meetings to which farmers and others were invited.

Technical information was furnished by the various departments of V.P.I., other agencies and others.

#### VIII. ASSISTANCE FROM OUTSIDE THE EXTENSION SERVICE

Mr. J. C. Hayes, Mr. R. P. Brierley, Mr. Reinhardt, Mr. Holmes - Forest Service  
Mr. H. R. Anderson, Mr. M. K. Cook - Dairy and Foods Division  
Mr. B. W. Sadley, Mr. L. T. Berry, Mr. James - State Department of Agriculture  
Dr. S. L. Kalison - Artificial Breeding Association  
Mr. Eric Lund - Radio Station WLVA Lynchburg  
Mr. T. B. Hall - Virginia Dark-Fired Tobacco Growers Association

34  
72

● ● Mr. J. O. Gunter, Mr. G. F. Bletch - Maryland-Virginia Milk Association

● Mr. Lauren Yoder, Mr. R. B. Thompson - Distributors Newport News Market

Mr. M. H. Crump, Mr. Fitzgerald - American Cyanamid Company

IX. ASSISTANCE FROM SPECIALISTS AT V.P.I.

A. AGRONOMY DEPARTMENT

1. G. R. Epperson

2. G. R. Mathews

3. J. F. Shoulders

B. AGRICULTURAL ECONOMICS

1. Dr. H. M. Love

2. E. D. Chastain, Jr.

3. K. E. Loope

4. Dr. J. L. Maxton

5. B. F. Morgan

6. B. L. Hummel

C. AGRICULTURAL ENGINEERING

1. G. D. Kite

D. ANIMAL HUSBANDRY

1. Hugh E. Henderson

2. Ralph S. Westing, Jr.

3. K. G. Williamson

E. DAIRY HUSBANDRY

1. R. G. Connelly

2. William N. Patterson

F. FORESTRY

1. Addison B. Lyon

G. A-H CLUB

1. Dr. W. E. Skelton

2. Jack M. Tyree

H. HORTICULTURE

1. A. S. Beecher

2. A. G. Smith, Jr.

3. Fontaine H. Scott

I. PLANT PATHOLOGY

1. S. B. Fenne

J. POULTRY

1. H. L. Moore

K. ADMINISTRATIVE STAFF

1. G. C. Herring

2. E. W. Carson

3. Miss Lucy Blake

X. EVALUATION

It may be best for the Extension agent to evaluate his work, difficult as it may seem, because he is practically running full speed during the entire year. However, it is important to pause long enough to think of where we started, where we are and the goals we would like to reach.

While the county has made progress along most farm practices, many changes have taken place, particularly in the production of dairying and livestock, better pastures and high yields of all crops. Where these

34  
72

changes have been put into effect, the farmers are to be congratulated and encouraged to further improvement. However, there are many farmers in the county, who, to put it bluntly, are not making much progress, especially the small, low income group.

We have the soil and climate and the know-how from V.P.I. and the experiment stations. If we would take advantage of what we have, I am confident that we would be on our way to a modern goal and a county average of 75 bushels of corn to the acre, 35 bushels of wheat, 4 tons of alfalfa hay, and 7,000 to 10,000 pounds of milk per acre!

34  
72

II. 4-H CLUB WORK

A. CLUB ORGANIZATION

1. Meetings

4-H work in Appomattox County was conducted during 1953 by the Home Demonstration Agent, the County Agent, Assistant County Agent and local leaders from various communities in the county. All nine clubs were organized in the school in their particular community.

Each club met once a month during the school year with the Home Agent, Local Leader, and the Assistant Agent present to supervise and render timely project, leadership, and other instruction.

Each club elected their own club officers and some clubs even conducted planned subject matter programs.

2. County Council and 4-H Honor Club

A County 4-H Council continued to further club work in the county by planning for camps, project completions, securing new members, and training young officers in their line of duty. The county Council is made up of officers from the nine clubs in the county.

The 4-H Honor Club met with and assisted the County Council members in planning for and improving club work in Appomattox County. The Honor Club is also an Honorary Club to recognize outstanding members in order to inspire them to greater service.

3. All Stars

Fred Carr, State winner in the 4-H Public Speaking contest in 1952, was recommended for All Star membership and he was accepted -- but, failing to be present for the initiation, he missed becoming a member. There are, however, several All Star members in the County.

B. ACHIEVEMENT

1. Crops

Sammy Ferguson, for the second straight year was tops in the county in the crops contests. He submitted excellent records in his corn and tobacco projects.

2. Swine

For the twelfth year, the Sears pig chain project was continued in Appomattox County. Winners were as follows:

First	-	Sammy Ferguson	\$60.00
Second	-	Kinkle Martin	\$25.00
Third	-	Robert W. Covington	\$15.00
Fourth	-	Moses Dinkins	\$ 5.00

Competing in the 1954 contest are: Carey Moore, Wayne Moore, William R. Mason, and Bobby Barger.

3. Sheep

Bobby Barger won top place in the county for the second year. He won Grand Champion on a fat lamb at the Atlantic Rural Exposition in Richmond. The lamb sold for \$1.01 per pound.

4. Electricity

Tommy Ligon, Pamplin 4-H, won the county award in electricity and

34  
72

represented Appomattox County at the 4-H Electric Congress in Richmond.

A two-day Electric School was held at the Appomattox High School in June with representatives of Virginia Electric and Power Company and Southside Electric Cooperative assisting Extension personnel in the instruction.

5. Entomology

W. D. (Billy) Carson won the State Award in his entomology project -- a gold watch.

6. Safety

The Oakville 4-H Club, under the expert leadership of Mrs. Rosetta Saur, conducted an extensive safety campaign, both at school, on a community basis, and individually.

The club president, Terry Phelps, and the secretary were presented medals of honor. They also won an award at the Five-County Fair in Farmville.

7. Citizenship

Kenneth Jamerson and Patricia Alvis won plaques as state winners in citizenship and Appomattox County won \$75.00 in cash as the State winner in that contest. These club members were also awarded medals.

8. Outstanding 4-H Members

a. Kenneth Jamerson

Kenneth is probably one of Appomattox County's most outstanding 4-H members of all time. He has held almost every office in his club (and in his school). He has been president of both

the County Council and the 4-H Honor Club, and he is now chairman of the 4-H Committee on the County Board of Agriculture. For the past nine years, he has served his club, his school and his community well. In 1953, he won the State award in citizenship, making it possible for Appomattox County to win first place, also. For that he was awarded an engraved plaque, a medal of honor, a certificate of honor, and \$10.00 in cash. He was chosen "King of Appomattox County 4-H Clubs" in 1952.

b. W. D. (Billy) Garson

Billy, in winning the State award in entomology for 1953, has collected, preserved and mounted over 160 insects. He has also identified them as to name and characteristics. Billy has completed many other 4-H projects and is one of Appomattox County's most brilliant prospects for the future.

c. Bobby Barger

Coming to Appomattox County from Southwest Virginia, Bobby has all but overcome that handicap, and has blossomed into a promising 4-H member. He won tops in the county this year with his livestock project. He won prizes at the Five-County Fair in Farmville, the Fourteen County Lynchburg Farm Show and the Atlantic Rural Exposition in Richmond with his registered Aberdeen Angus heifer. His pen of fat lambs at the Atlantic Rural paid him well as one of his lambs won Grand Champion and sold for \$1.01 per pound. Bobby is also in the Sears pig project, this

year. His picture was taken with one of his lambs to appear on the cover of a calendar.

d. **Tommy Ligon**

President of the Pamplin Senior 4-H Club, Tommy is one of Appomattox County's best 4-H members. He won the county award over strong competition in the 4-H Electric project for 1953.

e. **Terry Phelps**

President of the Caville 4-H Club, Terry won the county award in safety for 1953.

f. **Freddy Mitchell**

Freddy is president of the Good Workers 4-H Club. He won third place in the County 4-H Talent Contest over a large number of contestants.

g. **Gene Carson**

President of the County 4-H Council and president of the Appomattox Junior 4-H Club, Gene has won county medals in safety, dairying and poultry. He was runner-up in the 4-H Electric project in 1953. With one of the keenest minds in 4-H work today coupled with his determined effort to polish off every endeavor, Gene will probably be one of Appomattox County's most outstanding 4-H members.

9. **Achievement Day**

On November 14, approximately 150 4-H members, leaders and parents from Appomattox County attended an Achievement program at the Lee Theatre in Appomattox. Outstanding members were

recognized. Medals were awarded county project winners. Leaders were recognized.

Skits were presented by some of the clubs. The Lee Theatre showed a movie and the assistant agent said a regretful farewell to friends and co-workers he had grown to love.

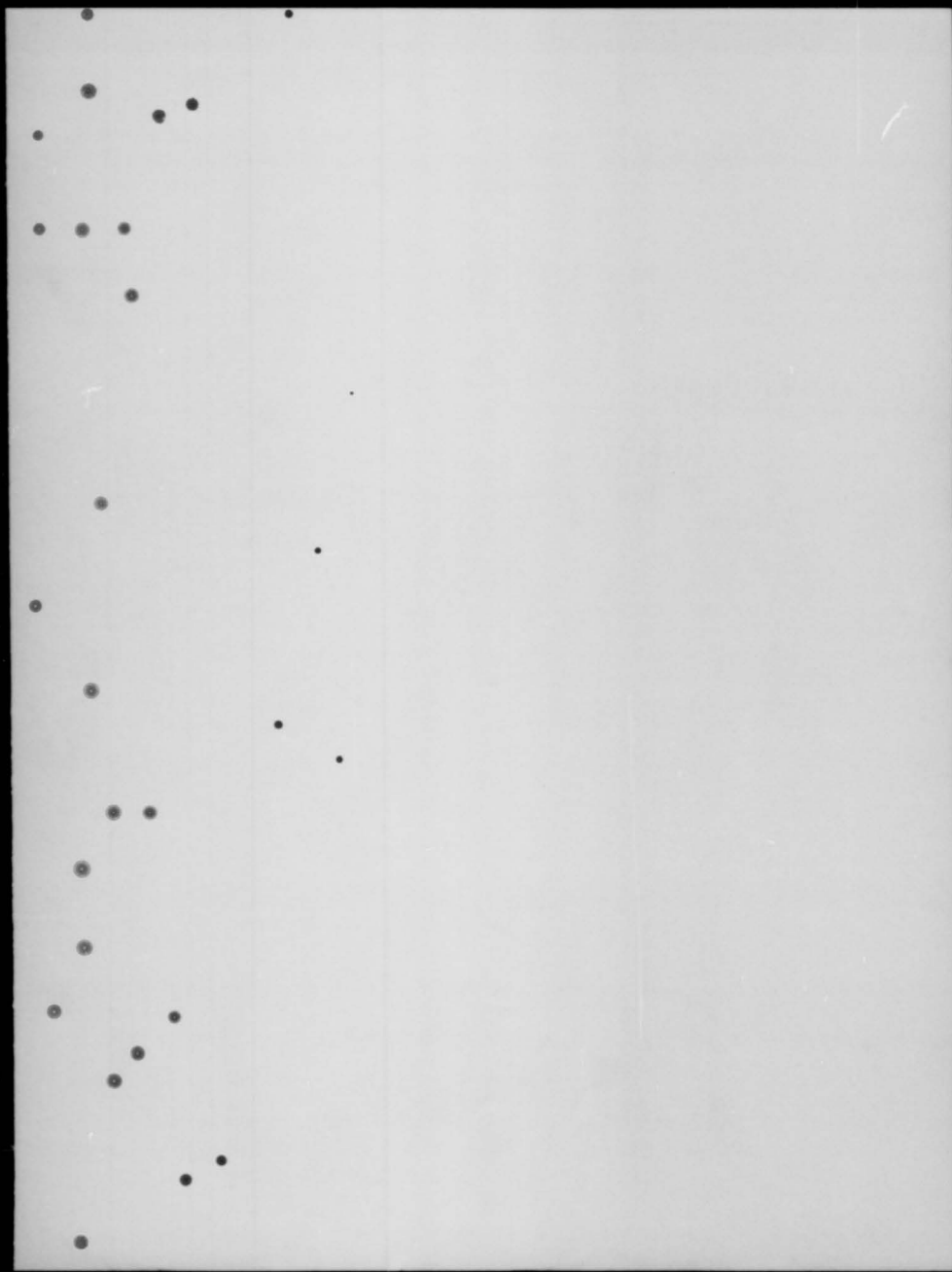
10. "Share the Fun Program"

Almost every club entered this talent contest with a talent show in their community. The top winners from each club competed in a county-wide contest in Appomattox May 14. Approximately 100 4-H members took part. Twenty-one were in the finals. Around 500 people saw the final elimination.

Ray Mingfield won the top award. A King and Queen contest was held at the same time

C. CONCLUSION

Using radio, newspapers, circular letters, personal visits, special and regular 4-H meetings throughout the year, the assistant agent worked with other State and County Extension personnel, leaders, teachers, parents and 4-H members in stimulating greater interest and promoting better living through 4-H work in the County during 1953.



COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service  
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Appomattox State Virginia

REPORT OF

Name of Agent	Title	Period of Service	
		From	To
<u>R. B. Hodgins</u>	<u>County Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953</u>
<u>Reginald Spier</u>	<u>Assistant County Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 14, 1953</u>
<u>Miss W. Anderson</u>	<u>Home Demonstration Agent</u>	<u>Dec. 1, 1952</u>	<u>Nov. 30, 1953</u>
<u>Miss Frances Lee</u>	<u>Dist. Home Dem. Agent</u>	<u>June 8, 1953</u>	<u>June 20, 1953</u>
<u>Miss Edith Ann Hackeworth</u>	<u>Dist. Home Dem. Agent</u>	<u>July 1, 1953</u>	<u>Sept. 1, 1953</u>
<u>Miss Laura Geneva Martin</u>	<u>Dist. Home Dem. Agent</u>	<u>Nov. 1, 1953</u>	<u>Nov. 30, 1953</u>
_____	_____	_____	_____
_____	_____	_____	_____



READ SUGGESTIONS ON PAGE 32

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
State Extension Director

Form ES-21  
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—*Interpretation*

Agents who devote more than one-half of their time to a line of work should report **ALL THEIR WORK** in the column provided. For example, an assistant agent devoting more than one-half of his or her time to 4-H Club work would use column B. When two or more agents (a county agent and an assistant) doing similar work report in the same column, whether it be A, B, or C, duplications should be removed before the entry is made. The county total, column D, is the sum of the three preceding columns less duplications not previously eliminated.

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group seeking information or assistance.
3. Telephone calls may be either incoming or outgoing.
4. Each news release is to be reported as one story or article. Material prepared for an extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported as only one story. If the lead or the entire story is changed to make it different for each paper, then each is to be counted as a separate story. Do not report items relating to notice of meetings only or to news articles written in the State office and sent directly to the newspapers. However, articles sent to an agent for distribution to local papers are reported. Information given directly to reporters or writers as the basis for a story is also reported.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An agent does not have to appear on the program so long as he is responsible for its preparation.
6. The number of copies of bulletins distributed includes circulars, leaflets, and other subject-matter and organizational materials. Commercial publications are not to be counted unless they are recommended by the college.
7. An adult result demonstration is a demonstration conducted by a farmer, homemaker, or other person under direct supervision of the extension worker, to show the value of a recommended practice. It involves a substantial period of time and records of results and comparisons. It is designed to teach others in addition to the person conducting the demonstration. Result

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

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization or subject matter.
- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.
 

Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10.
10. In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.
- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.

10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of these meetings based upon such records and information as are available.

READ RECEPTIONS ON PAGE 12

Date Extension Worker

 Date  
 1931

## EXTENSION TEACHING AND OTHER ACTIVITIES

Include all activities carried on this year that are related to extension work.

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits..... Number	662	111	545	1318
2. Office calls..... do	569	53	1399	2021
3. Telephone calls..... do	727	20	1753	2500
4. News articles or stories prepared Number	94	12	31	137
5. Broadcasts made or prepared:				
a. Radio..... do	37	14	15	66
b. Television..... do				
6. Bulletins distributed..... do	3201	650	1131	4982
7. Adult result demonstrations conducted..... Number	9		20	29
8. Training meetings held for local leaders:				
a. Adult work:				
(1)..... Number	20	3	5	28
(2)..... Attendance	386	22	39	447
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	13	7	2	22
(2)..... Attendance	195	71	40	216
9. All other meetings agent held or participated in:				
a. Adult work:				
(1)..... Number	312	6	77	399
(2)..... Attendance	4450	40	1209	5659
b. YMW work:				
(1)..... Number	36		2	38
(2)..... Attendance	229		22	250
c. 4-H Club work:				
(1)..... Number	191	114	9	195
(2)..... Attendance	3172	1020	774	3246
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1)..... Number	292		2	294
(2)..... Attendance	3316		76	3392
b. YMW work:				
(1)..... Number				
(2)..... Attendance				
c. 4-H Club work:				
(1)..... Number	94			94
(2)..... Attendance	2427			2427



## 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 AppomattoxCounty 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	16	3	45		
c. Home demonstration.....	1	36	2	136		
d. Young men and women.....	1	20	2	28		
e. 4-H Club.....	1	36	3	81		

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.....	20	385		
b. County meetings.....	8	128		

14. Number of fact-finding surveys for program-planning purposes made during the year..... 36

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.....	18		XXXX	XXXX
b. In adult home demonstration work.....		115	XXXX	XXXX
c. In young men and women's work.....		8	XXXX	XXXX
d. In 4-H Club work.....		10	3	24
e. Total number of DIFFERENT leaders.....	18	132	3	24

16. Number of organized clubs or other groups carrying on adult home demonstration work..... 18

17. Number of members in such clubs or groups..... 365

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.
21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents engaged in the respective lines of work. Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. Additional information is given below.
- Days devoted to cooperation with other agencies (items 14c through 16g) 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 "e") should be included in subitem "f".
- 21a. Time devoted to general administrative work, such as county staff conferences, preparation of plans of work and reports, and program planning should be included.
- 21b. This is to include days spent attending summer extension courses, workshops, and other training activities, including district and State extension conferences. Do not include time spent in training local leaders. Such training of local leaders in extension organization and program planning should be reported under item 21a; training in subject matter should be reported under one of the appropriate subject headings 21e through 21i.
- The sum of subitems "a" through "f" 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.....	16	4	12	32
19. Total days worked.....	374	116 1/2	280 1/2	771
20. Days devoted to--				
a. Adult work.....	184	25	233 1/2	442 1/2
b. YMW work.....	36	7 1/2	20	63 1/2
c. 4-H Club work.....	154	84	27	265
21. Days devoted to--				
a. Extension organization and program planning.....	35	24	33	92
b. In-service training of agents.....	30	9	5	44
c. Crops.....		10	50	60
d. Livestock.....		30	50 1/2	80 1/2
e. Marketing; distribution; and service organizations.....		1	41	42
f. Soil and water conservation and management.....		1	19	20
g. Forestry.....		3	18	21
h. Wildlife.....		1	1	2
i. Planning and management of the farm business.....		1	15	16
j. Farm buildings and farm me- chanical equipment.....		15	22 1/2	37 1/2
k. House and surroundings, furnish- ings and equipment.....	30	6	12 1/2	48 1/2
l. Home management.....	20			20
m. Family economics.....	15			15
n. Clothing.....	35			35
o. Foods and nutrition.....	90			90
p. Health.....	24			24
q. Family life, child development, parent education.....	24	1/2		24 1/2
r. Safety.....	25	2	4	31
s. Community development and public affairs.....	20	2	2	24
t. Days that cannot be charged specifically to one of items a through s.....	26	11	7	44

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 but for hay.
  - C. Cottonseed and flax in those areas where they are grown for fiber.
  - E. Crops such as soybeans, flax (for oil), peanuts (both edible and for oil), sugar beets, sugarcane.
  - F. Coffee.
  - G. Watermelons, cantaloups, and yams.
  - H. Work done with commercial nurseries and greenhouses, as well as with farmers and urban people that relates to flowers, shrubs, and lawns.
22. The voluntary local leaders or committeemen who have actively engaged in furthering extension work with these crops are to be reported here. See also interpretation of local leaders in item 8.
23. This should be the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with cotton, an agent had 40 office calls, 15 telephone calls, wrote 10 letters, visited 60 farms, and had an attendance of 490 at meetings relating to cotton—a total of 615 contacts. This information should be readily available from office records. If such records are not available, a careful estimate will suffice based upon the information available.
24. In estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) The number of DIFFERENT persons reached through direct contacts (item 23 with duplications removed).
  - (2) Membership in related extension groups, such as 4-H projects and seed-improvement associations.
  - (3) Probable number of OTHER PERSONS REACHED with extension information through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other

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

- (4) All other available evidence indicating the proportion of potential clientele; for example, number of cotton growers in the county who made use of extension information relating to a specific crop or group of crops. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

25. Item should include—

- a. The total number of persons helped with any production or management practices relating to a crop or group of crops. In addition to the specific practices listed ("b" through "g"), other practices emphasized in the extension program should be included. Item 25a cannot exceed item 24, but will normally be larger than any one of the sub-items 25b through 25g.
- c. 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 42f.
- g. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes; and harvesting of potatoes, fruits, and vegetables.

26. Item should include—

- a. The total number of DIFFERENT persons helped with any FARM MARKETING problems relating to a specific crop or group of crops should be reported here. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of subitems 26b, c, or d.
- b. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
- c. The use of market reports, supply and demand reports, outlook, etc.
- d. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

CROPS—Production and Marketing

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

Item	Grain crops including rice, dry peas and beans	Hay and other forage, pas- ture, range	Cotton and other fiber crops	Tobacco	Oil and sugar crops	Fruits and nuts	Vegetables, including potatoes	Flowers, ornamental shrubs
	A	B	C	D	E	F	G	H
22. Number of voluntary local leaders assisting.....	7	7		7				
23. Total number of persons contacted individually or through meetings.....	389	510		603		18	41	89
24. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly to adopt recommended practices.....	76	202		198		8	20	17
25. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of production.....	76	202		198		8	20	17
Specific production and management practices incident to—								
b. Use of improved varieties and strains.....	27	39		79		2	8	
c. Use of fertilizers.....	27	202		54		1	12	17
d. Control of injurious insects.....	18			54		5	12	3
e. Control of diseases.....				156		5	12	3
f. Harvesting, storing, and curing.....	29	42		156			1	
g. Efficient work methods.....	3	12		54				
26. Estimated number of farmers and other individuals reported in item 24 assisted with—								
a. Any phase of marketing.....	30			156				
Specific marketing practices incident to—								
b. Preparation for market.....	8			24				
c. Commodity outlook and market information.....	30			56				
d. Arranging to sell and selling.....	8			156				

## LIVESTOCK—Production and Marketing—Interpretation

Work done with farmers and other persons in connection with the production of various kinds of livestock and livestock products, and with those aspects of marketing ON THE FARM, is grouped in this section. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC aspects when reporting work done.

F. Under "other livestock," persons assisted in work with horses and mules, rabbits, and fur animals should be reported.

27. Voluntary local leaders who have actively engaged in furthering extension work with each kind of livestock. See also interpretation of item 8.

28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.

29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adoption of a new, or improvement in an old, practice—

(1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).

(2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.

(3) Probable number of OTHER PERSONS REACHED through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.

(4) All available evidence indicating the percentage of the potential clientele: Number of farms and other places keeping poultry, that made use of extension information relating to specific kinds

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

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

30. Item refers to—

- a. The number of persons helped with any livestock production or management practice. This subitem should include the specific practices listed in 30b through 30f, plus other production and management practices emphasized in the county extension program. Subitem 30a cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- b. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
- c. 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. Item should include—

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

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products	Poultry and products	Beef cattle	Sheep, goats, and products	Swine	Other livestock and products
	A	B	C	D	E	F
27. Number of voluntary local leaders assisting	5	2	3	3	3	
28. Total number of persons contacted individually or through meetings	644	79	103	57	93	22
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	144	16	20	11	24	2
30. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of production and management	144	16	20	11	24	2
Specific production and management practices incident to—						
b. Selection and breeding	39	3	3	2	3	
c. Feeding	56	8	20	5	11	2
d. Controlling external parasites	12	5	12	3	2	
e. Controlling diseases and internal parasites	27	16	12	3	5	
f. Efficient work methods	34	9	12	3	5	
31. Estimated number of farmers and other individuals reported in item 29 assisted with—						
a. Any phase of marketing	125	169	15	9	3	
Specific marketing practices incident to—						
b. Preparation for market	34	3	4			
c. Commodity outlook and market information	34	16	9		3	
d. Arranging to sell and selling	34		4	9		

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

## 32. Columns A through F to include—

- A. Only cooperatives that are incorporated under State law and have a place of business within the county are to be reported here. Do not report cooperatives whose place of business is outside the county.
- B. Members residing outside the county should not be included, but farmers in your county who are members of a cooperative with place of business in an adjoining county, provided such cooperative has been given extension assistance, are to be included.
- C. Cooperatives assisted in organizing or reorganizing during the year. Such assistance should include analyzing the needs for a cooperative, advisability of organizing a cooperative, procedure for organizing and incorporating, and other organizational information needed to get the cooperative started.
- D. Cooperatives assisted in an educational way to establish and develop a sound plan of financing, including handling of members' capital and borrowed funds. Such assistance would include establishing new and strengthening old associations.
- E. Cooperatives assisted in an educational way with problems of physical operations and running the business, including accounting.
- F. Cooperatives assisted in planning and conducting educational programs for members and employed personnel. Assistance should also include that given in developing better public relations through rural-urban programs, activities with civic clubs, and other means of improving the general understanding of the purposes of the cooperatives and their contributions to the community welfare.
32. Item should include—
- b. Cooperatives for irrigation, livestock, dairy, crops, artificial breeding, grove care, hatcheries, credit and loan, insurance, electricity, telephone, health and hospitalization, frozen-food lockers, volunteer rural fire companies, etc.
33. Groups reported here are those to which assistance may have involved many of the things outlined for cooperatives in item 32, column C, with the one difference that such groups have not yet incorporated as a cooperative. Assistance may also have been given to informally organized groups that do not contemplate formal organization.
34. Only surveys you made or in which you gave assistance when information on marketing or service facilities was obtained.
36. Item should include cooperatives and other private enterprises with which you worked.
- a. Elevators, country buyers, processors, millers, feed manufacturers, seed dealers and processors, wholesalers, retailers, and others engaged in marketing grain.
- b. Country buyers, shippers, dehydrators, feed dealers, and others concerned with marketing hay and other forage crops.
- c. (1) Cotton 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 merchandising raw cotton, cottonseed, and cottonseed products.
- d. Auction warehouses, country buyers, and others engaged in marketing and handling tobacco.
- e. Elevators, local buyers, oil mills, warehousemen, peanut processors, and other dealers.
- f. Sugar mills, contractors, and others engaged in handling and marketing sugarcane and sugar beets.
- g. Milk plants, pick-up and delivery routes, condenseries, cheese plants, ice-cream manufacturers, and bargaining groups.
- h. Assembling and processing plants, retailers of poultry and poultry products, grading stations, pick-up routes, and poultry and turkey auctions.
- i. Auction-market operators, terminal markets, processing plants including local locker plants, buyers of livestock and wool, lamb and wool pools, and feeder-calf and feeder-pig auction demonstrations.
- j and k. Cold-storage operators, transportation agencies, processors, wholesalers, retailers, and others engaged in moving agricultural products from the producer to the consumer.
37. This item is to include food retailers with whom work was done in quality preservation, display, supplies and disposition of different food items, and consumer preference. Information prepared for other groups, though of value to food retailers, should not be included.
38. Consumers who were given information regarding supply and relative price of agricultural products, to guide them in the purchase of food, are to be reported. Consumers given assistance in the selection of foods based upon individual or family needs should be reported in item 71b. Persons with whom you worked in consumer education on other than agricultural products should be reported under appropriate items in the respective sections, such as farm mechanical equipment (item 55a), home equipment (item 61a), and clothing (item 67a).

## MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives	Members	Cooperatives given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Membership and public-relations problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	1	700				1
b. Farm and home service.....		200				

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

Type of activity	Groups	Members
	A	B
	Number	Number
a. Marketing and purchasing.....	1	27
b. Farm and home service.....		

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

	Number
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.....	4
b. Hay and other forage crops.....	4
c. Cotton: (1) Cotton ginner.....	
(2) Other.....	
d. Tobacco.....	2
e. Oil crops (soybeans, flax, peanuts, etc.).....	
f. Sugar crops.....	
g. Dairy and dairy products.....	5
h. Poultry and poultry products.....	5
i. Meat animals and meat products.....	6
j. Fruits and nuts.....	
k. Vegetables including potatoes.....	

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

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

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

Consideration is to be given to the **PLANNING** and **ECONOMIC** aspects as well as to the technological problems incident to carrying out the practices listed on this page.

**A. Soil-and-water conservation and management** refers to all extension work incident to the improvement of soil fertility and the continuous productive capacity of the land. Practices, such as the application of fertilizer utilized **PRIMARILY** by the crop to which it is applied, should be reported under **Crops**. However, certain practices, such as fertilizer application, may contribute to both immediate crop-production gain and long-time soil improvement. Some duplication in the reporting of such practices is inevitable.

39, 40, and 41. See interpretation of corresponding items under **Crops and Livestock**.

42. Item—

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

f. Refers to problems relating to the removal of excess water: Installation of tile, 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 Item 42e.

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

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

## SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....		4	
40. Total number of personal contacts made individually or ● through meetings.....	175	75	8
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	96	18	2
			Estimated number
42. Farmers and other individuals reported in item 41-A assisted with--			
a. Proper land use.....			30
b. Contour and strip cropping.....			3
c. Terracing.....			2
d. Grassing waterways.....			1
e. Water supply, storage, and distribution.....			4
f. Drainage.....			5
g. Irrigation.....			3
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....			2
i. Use of fertilizers (commercial and barnyard).....			23
j. Production of soil-improvement crops.....			20
k. Crop rotations.....			3
l. Land clearing.....			
43. Farmers and other individuals reported in item 41-B assisted with--			
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....			1
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....			3
c. Timber harvesting (includes selective and other recommended cutting for forest products).....			2
d. Estimating and appraising.....			2
e. Production of maple-sirup products or naval stores.....			
f. Treating wood products with preservatives (fence posts and building timbers).....			18
g. Marketing of forest products (includes markets and timber-selling practices).....			3
h. Fire prevention.....			
44. Farmers and other individuals reported in item 41-C assisted with--			
a. ● construction or management of ponds for fish.....			
b. Making food and cover plantings for wildlife.....			1
c. Protection of wildlife areas from fire or livestock.....			1

**PLANNING AND MANAGEMENT OF THE FARM BUSINESS—Interpretation**

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
  - Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
  - Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
  - Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Item 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 item 66d.)
  - Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint 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 .....	5
46. Total number of persons contacted individually or through meetings .....	141
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices .....	45
48. Estimated number of farmers and other individuals reported in item 47 assisted with—	
a. Information on the agricultural outlook .....	45
b. Keeping and analyzing farm records .....	5
c. Developing an over-all farm plan .....	11
d. Making needed adjustments in farm organization .....	1
e. Developing supplemental sources of income .....	13
f. Obtaining and using credit .....	2
g. Selecting a farm for rental or purchase .....	7
h. Obtaining, training, and using farm labor .....	5
i. Legal aspects of the farm business .....	5
j. Income-tax accounting and related problems .....	5
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers .....	3
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers .....	

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

54. The farmhouse should NOT be included. It should be reported under item 60.
- This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
  - and c. Also include planning and decisions relating to efficient lay-out within a farm building.
  - Also include equipment that may be constructed as part of the building.
55. Item—
- Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
  - 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	3	3	
52. Total number of persons contacted individually or through meetings	95	50	
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices	15	13	
54. Farmers and other individuals reported in item 53-A, assisted with—			<i>Estimated number</i>
a. Arrangement of farm-building lay-out			15
b. Construction of farm buildings			15
c. Remodeling or repairing farm buildings			
d. Selection or construction of farm-building equipment			13
55. Farmers and other individuals reported in item 53-B, assisted with—			
a. Selection of farm mechanical equipment			13
b. Developing labor-saving devices and equipment			2
c. Use, care, and repair of farm mechanical equipment			2
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes			7

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

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

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

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

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

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

59. In estimating the total number of DIFFERENT homemakers and other persons influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:

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

work being reported) that made use of extension information relating to specific practices or groups of practices. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after publication of specific news stories or after broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.

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

60. Item—

Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.

d. Refers to storage space in any other area of house other than kitchen and laundry.

g. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.

h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

The subitems listed under item 60 should not be added and reported in item 79-A, because the same person may have been assisted in adopting several of the practices listed.

61. Item should include—

a. Electrical equipment in the home. Work done with sewing equipment should be reported under item 67d.

d. Refinishing furniture, 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 .....	30	34
58. Total number of persons contacted individually or through meetings .....	425	405
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices .....	175	175

60. Families, homemakers, and other individuals reported in item 59-A assisted with—	Estimated number
a. Building a new house .....	20
b. Remodeling or repairing the house .....	10
c. Improving kitchen or laundry .....	32
d. Improving storage space .....	29
e. Selection, installation, use, and care of water and/or sewage systems .....	16
f. Selection, installation, use, and care of heating and/or cooling systems .....	2
g. Planning electrical systems .....	1
h. Landscaping home grounds .....	78
61. Homemakers and other individuals reported in item 59-B assisted with—	
a. Selection, use, and care of home equipment (other than sewing equipment) .....	175
b. Selection, use, and construction of home furnishings .....	150
c. Repair, reconditioning, and care of home furnishings .....	75
d. Furniture arrangement and use of accessories .....	175
e. Color schemes and wall finishes .....	80
f. Floor finishes .....	45

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING—*Interpretation*

64. See item 59 for interpretation of what to include here.

65a. Management may be defined as "using, as well as we can, what we have, to get what we want." Therefore, in helping people to improve their management we are concerned with "how," "what," "who," "when," and "where" decisions that will aid them in reaching their goals. For example, the management of dishwashing would include "who" and "when" decisions as well as the "how" decision. If only the "how" decision in dishwashing was improved, it should be reported under 65b as an improved housekeeping method. Management decisions have to do with the use of the family's available physical and human resources—time, energy, equipment, skills, knowledge, and money.

Assistance includes work done—

- b. In improvement in the use of time and energy through job-methods training, work simplification, and time and motion study. (See example in 65a.)
- c. On laundering methods and use of new soaps and detergents. (Assistance related to laundering the new-type fabrics in connection with the care of clothing should be reported in item 67b.)

66. Includes work done—

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

67. Includes work done—

- a. In the selection of shoes, hats, accessories, men's and boys' clothing as well as clothing accounts and inventories.
- b. With storage, dry-cleaning, and special laundering problems in connection with care of clothing. Work on control of moths and silverfish, and the like, as part of the care of clothing, should be reported here. Specific help given to control insect damage to clothing should be reported under item 137.
- c. On both new and remodeled clothing.
- e. On the influence of good grooming on development of the individual.

## HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management	Family economics	Clothing
	A	B	C
62. Number of voluntary local leaders.....	17	10	36
63. Total number of persons contacted individually or through meetings.....	250	150	465
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	225	125	390
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			125
b. In improving housekeeping methods.....			225
c. With family laundering.....			75
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			125
b. With family financial planning.....			15
c. With keeping and analyzing home records.....			12
d. With family legal matters.....			15
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			225
b. With care and mending of clothing.....			334
c. With clothing construction.....			120
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			125
e. With good grooming and posture (personal appearance).....			234

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

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

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

70. Considers factors outlined for item 59.

71. Assistance includes—

- a. All work done to encourage production and use of home-grown food: Fruits, vegetables, meats, poultry, eggs, dairy products.
- b. Selection on basis of quality, nutritional needs, amount to buy, variety, and form. Work done regarding price and supply should be reported in item 38.
- c. Also food preparation for special occasions, such as holidays and picnics, as well as for outdoor meals and meals for large groups.
- d. Freezing, canning, drying, brining; storage of fruits and root vegetables; curing of meats; and making jams, jellies, and pickles.
- e. Child feeding, maternal diet, food for the aged,

weight control, diets for special needs, as well as general nutrition for good health.

72. Assistance includes—

- a. Work relating to garbage disposal, screening for flies, sanitary outhouses, and other disease-preventive practices. Control of household insects through elimination of breeding places, use of sprays, and the like should be reported under item 137.
- c and d. Educational work done to encourage examinations for cancer, heart ailments, polio, and tuberculosis, to protect and/or improve the health of individual persons.

73. Work includes assisting families in—

- c. Willingness to work as a family member toward a family goal—family councils.
- d. Development of self-confidence and emotional stability; adjustments to life situations.

74. Work includes assisting families in—

- c. Safe driving, bicycle riding, safe practices for pedestrians, and other safety practices.

### FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Foods and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting	36	18	18	20
69. Total number of persons contacted individually or through meetings	525	365	365	666
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices	325	175	150	250
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply				325
b. In selecting food				265
c. With meal planning and food preparation				325
d. With preservation and storage of food				175
e. In improving diets				325
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities				175
b. First aid and home nursing				
c. Dental-health education				175
d. Health education leading to physical examination by a physician				50
73. Families reported in item 70-C assisted with—				
a. Child development and guidance				
b. Providing recommended play, clothing, and equipment suited to age of children				75
c. Understanding roles of family members and strengthening family relationships				25
d. Individual adjustments and personality development				25
e. Home and family recreation				150
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home				250
b. Accident prevention around the farm and home				250
c. Accident prevention away from home place				250

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

Note that the nature of this section requires treatment quite different from that for regular subject-matter pages. Here we try to get a picture of the number of different educational projects or activities agents worked on, size of the area covered, number of groups assisted, and the like.

The general approach is to start with projects affecting the individual (item 75); then to move on to projects relating to the community and county (items 76 and 77); to the regional or area programs that may cover part of a county or several States (item 78); to the national program (item 79); and finally to world affairs (item 80). Item 81 covers emergency activities in which extension agents participated.

- A. Educational projects, programs, or activities may be things such as making a survey of a community's need for telephone lines; promoting a dinner between a businessmen's service group and the farmers in the area, to improve rural-urban relations; planning for a hospital or a community health project of some kind; organizing a soil conservation district; or work done to get a bookmobile started in the county. Any community-improvement projects the 4-H Clubs engaged in should be reported in this column under the appropriate heading. Report only the projects, programs, or activities in which county extension agents participated, either alone or in cooperation with State specialists or others. Do not report in this section work done unofficially, such as school or church work.
- B. Entries in this column should indicate the number of communities or groups within the county assisted in each project reported in column A. A community is a more or less well-defined group of people with common interests and problems. Such a group may include those within a township, trade area, or similar limit. For purposes of this report, a community is one of several units into which a county is divided for conducting organized extension work.

- C. This column reports on those projects where local leaders assisted. Members of special committees appointed by other groups with whom you worked should be reported as local leaders. Include only those living within the county.
- D. In addition to local leaders, includes all others actively engaged in advancing the project or activity. For example, a community forum to discuss national or international problems would include adults and youths in attendance at the forum, local leaders, and all others who assisted in planning, arranging, or promoting the forum.
75. Item includes such things as developing an understanding of citizenship responsibilities and functions of government—local, State, or national; and study of public documents.
76. Includes improvement clubs, councils, committees for special purposes.
77. Item includes—  
a. Studies and surveys.
78. Item includes—  
a. Such regional or area development programs or projects as river basin; watershed; soil conservation district; land use; land reclamation; flood control; and industrial development.
79. Item includes national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, and industry.
80. Includes things such as developing understanding of international problems, programs, and organizations, including work with foreign visitors and travelers; 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	3	6	236
76. Developing and improving county or community organization.....	18	9	39	370
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	1	18	34	365
b. Improving health facilities, services, and programs.....	3	18	18	85
c. Improving schools.....				
d. Improving churches.....	2	2	6	18
e. Bettering town-country relations.....				
f. Libraries.....	1	18	18	365
g. Roads.....				
h. Telephones.....	1	3	6	60
i. Community centers.....	1	1	4	28
j. Recreation programs and facilities.....	20	26	40	380
k. Community beautification.....	3	9	9	35
78. Regional or area development programs or projects.....	2	3	3	25
79. National programs and proposals affecting agriculture and rural life.....	1	1		22
80. World affairs.....	1	1		22
81. Emergency activities.....	2	9	1	101



## 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.....	7	1	2	acres
83. Other cereals.....				do.
84. Peanuts.....				do.
85. Soybeans, field peas, alfalfa, and other legumes.....	23	2	7	do.
86. Potatoes, Irish and sweet.....				do.
87. Cotton.....				do.
88. Tobacco.....	7	2	1 1/2	do.
89. Vegetable growing.....	23	17	7	do.
90. Fruits.....				do.
91. Range and pasture.....				do.
92. Other crops.....	1			do.
93. Soil and water conservation and management.....				do.
94. Forestry.....	1			do.
95. Wildlife and nature study.....			XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	13	9	726	birds
97. Dairy cattle.....	29	9	14	animals
98. Beef cattle.....	6	6	6	do.
99. Sheep.....	2	2	5	do.
100. Swine.....	57	27	86	do.
101. Rabbits.....	6	1	3	do.
102. Other livestock.....				do.
103. Bees.....				colonies
104. Entomology.....		1	XXXXXXXXXXXXXX	
105. Tractor maintenance.....				tractors
106. Electricity.....	33	28	28	articles
107. Photo shop.....				do.
108. Other engineering projects.....			XXXXXXXXXXXXXX	
109. Farm management.....			XXXXXXXXXXXXXX	
110. Beautification of home grounds.....	2		XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....	65	50	2958 1670	dishes prepared meals served
112. Canning and preserving (other than freezing).....	86	61	10580	quarts
113. Freezing of foods.....	4	3	1350 860	quarts frozen pounds frozen
114. Health, nursing, first aid.....			XX	
115. Child care.....			XXXXXXXXXXXXXX	
116. Clothing.....	114	89	288	articles
117. Home management.....			XX 102	garments
118. Home furnishings and room improvement.....	103	78	97 64	articles rooms
119. Home industries, arts, crafts.....	3	3	3	articles
120. Junior leadership.....	10	10	XXXXXXXXXXXXXX	
121. All other.....	260	93	XXXXXXXXXXXXXX	
122. Total.....	835	492	XXXXXXXXXXXXXX	



## 4-H CLUB MEMBERSHIP - NEW YORK

123. Number of 4-H CLUBS .....		9
124. Different 4-H Club members—	Boys	Girls
a. Enrolled .....	116	237
b. Completing .....	72	176
125. 4-H Club members from—		
a. Farm homes .....	89	192
b. Rural nonfarm homes .....	27	45
c. Urban homes .....		
126. 4-H Club members enrolled by years in club work:		
a. 1st year .....	35	49
b. 2d year .....	28	50
c. 3d year .....	27	49
d. 4th year .....	13	36
e. 5th year .....	8	26
f. 6th year and over .....	5	27
127. 4-H Club members enrolled by ages:		
a. 10 years and under .....	20	42
b. 11 years .....	22	40
c. 12 years .....	25	47
d. 13 years .....	22	30
e. 14 years .....	8	32
f. 15 years .....	10	13
g. 16 years .....	7	15
h. 17-20 years, inclusive .....	7	18
128. 4-H Club members who received definite training in—		Boys and Girls
a. Judging .....		
b. Giving demonstrations .....		24
c. Group recreation leadership .....		26
d. Music appreciation .....		56
e. Money management (thrift) .....		
f. Farm and home safety .....		353
g. Citizenship .....		72
h. Personality improvement .....		
i. Soil and water conservation .....		
j. Forestry .....		1
k. Health, nursing, first aid .....		
129. 4-H Club members having health examination because of participation in the extension program .....		
130. Number of members participating in a 4-H Club camp .....		39
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs .....		9



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 25d.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

## MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	39
137. FAMILIES assisted with control of household insects.....	275
138. HANDLERS, PROCESSORS, and other individuals assisted with control of insects in off-the-farm storage of grain.....	1
139. FARMERS and other individuals assisted with control of noxious weeds.....	89
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	15
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and by-products.....	2
142. FAMILIES assisted with practices incident to production of arts and crafts.....	65

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

Estimates for this section should be consistent with the most recent county statistical data. All agents should work together in trying to make these figures reflect as accurately as possible the situation in the county. Adaptation of the factors outlined for items 24 and 59 might be helpful in making these estimates.

A, B, and C. In determining the number of farms or families to be reported in each column, it is suggested that the same approach be used as that outlined for item 125.

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

144. As outlined in item 143, care should also be exercised in estimating the number of families assisted directly or indirectly in changing homemaking practices.

145. This item should be a total of items 143 and 144 with duplications removed owing to the same farm or family's being assisted in both agricultural and homemaking practices.

## SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	210	69	
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economies) practices this year.....	250	125	
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	410	169	

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

D. The meetings to be reported in this column are those devoted to programs of other agencies in the county that extension agents attended. In many instances these meetings will already have been reported under item 9, depending upon whether the extension agent held the meeting or attended and actively participated in the program. For example: The county agent is invited to attend the county Production and Marketing Administration staff meeting, where the agricultural program for the coming year is explained. This meeting would be reported in this section. In contrast, the exten-

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

148. This item should include work with production-credit associations, national farm-loan associations, and district banks for cooperatives; also participation in work with the other Farm Credit district personnel and representatives of its central office in Washington, D. C.

158. Line is left blank so that States, if they desire, may request information about a Federal agency not listed.

165. Line is left blank for State use.

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

## COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work A	Agents doing primarily 4-H Club work B	Agents doing primarily agricultural work C	
<b>FEDERAL AGENCIES</b>				
146. Agricultural Mobilization Committee.....			6	8
147. Bureau of Land Management, Bureau of Reclamation.....				
148. Farm Credit Administration.....				
149. Farmers Home Administration.....			1	
150. Fish and Wildlife Service.....				
151. Forest Service.....			5	
152. Bureau of Indian Affairs.....				
153. Production and Marketing Administration.....			5	5
154. Rural Electrification Administration.....			1	
155. Selective Service System.....			1	
156. Soil Conservation Service.....			5	4
157. Valley authority (TVA, etc.).....			6	
158. Other (specify).....				
<b>STATE AGENCIES</b>				
159. Health department.....	10			
160. Highway department.....				
161. State departments of agriculture and forestry.....			1	
162. State department of education: General schools.....	2	1	1	
163. State employment service.....				
164. Welfare department.....	6			
165. Other (specify) <i>Kidder, Conner</i> .....	8			
<b>COUNTY AGENCIES</b>				
166. Soil conservation districts.....			1	1
167. Vocational-agriculture and home economics departments.....		1	1	1
168. Other (specify).....				
169. Other (specify).....				

EXTENSION YOUR ANNUAL REPORT YEARBOOK

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.