

VIRGINIA

JAMES CITY COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1942

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AM-4

REPORT FILES
EXTENSION WORK

COUNTY AGENT'S NARRATIVE REPORT

JAMES CITY COUNTY, VIRGINIA

December 1, 1941 to November 30, 1942

Name	<u>Chas. W. Richards</u>	County Agent	Headquarters	<u>Toano</u>
Name	<u>Elsie Mae Richardson</u>	Stenographer	County	<u>James City</u>

COUNTY AGENT ANNUAL REPORT

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I. James City County.

James City County is one of the smaller counties of Virginia. This fact has effected the work of the county agent materially during the past year, especially as the county is not only small but it is thinly settled with farmers, although we have a very large non-farm population at the present time. For years, however, the non-farm population has been large as compared with the farm population.

The location of James City County so close to a great amount of war work, shipbuilding, camps, navy work, etc. has added greatly to the problems of the farmers of James City County and of course to the problems of the extension workers in this county.

Several months before Pearl Harbor there had been a great influx of people into this section and what we called defense work had taken as we thought all the surplus farm labor, but as time went on we found that we did not know anything about labor shortage and what we thought was a shortage was really just a little inconvenience. By late spring and early summer the labor problem was acute and it gets a little more acute all the time. A considerable per cent of the farmers who could, simply closed up shop and went into war work. A great many others reduced their operations to just what the farmer and his family could do. In many cases this proved little enough for it has been impossible to get the extra day hands that the farmer, in some cases, must have to save his crops and do other work which has to be done on the farm, that one man can't do, or to simply leave it undone. In many cases the work just had to be left undone.

II. Government Agencies.

Owing to the smallness of the county and the small number of farms there are few agricultural government agencies in the county which means that those few have had to shoulder all extra work which the war conditions has brought about, as well as to carry on their regular line of work the best possible, and to cooperate with other agencies which have looked to the various agencies of the Department of Agriculture for some help and assistance.

The only agencies of the United States Department of Agriculture organized in this county which serves this county alone and full time are the Agricultural Extension Division which is represented by a County and Home Demonstration Agent and the Agricultural Adjustment Administration with its county and community committees. It has been necessary here for the county agent to act as Secretary to the AAA and the county agent's stenographer to act as treasurer for the AAA. This has meant that from all practical standpoints

The AAA has been administered from a clerical and supervisory standpoint from the county agent's office and by the county agent and his stenographer. This is not to say that the county agent and his stenographer have done all the work for they have not. At any time that assistance could be employed to advantage to help with the AAA work this has been done and a great deal of the work has been done by assistance employed, but nevertheless the county agent's office had to take the responsibility, direct the program and to see that the work was done as it should be, at the proper time and that proper reports were made as they should be.

It is my understanding this county has an excellent record as far as the AAA work is concerned. The reports which are made by the stenographer, Miss Lee Richardson, have been sent in promptly. She has had this county on the AAA honor roll almost continuously for the past year or longer. The per cent of participation has been high and the per cent of money earned by those who have participated has certainly been above the average. Information just received from the State AAA office states that the cost of operating the program in this county the past AAA year was only three per cent. This is certainly a low figure for operating cost, and certainly could not be reduced very much.

While the county agent has given considerable time to the AAA he has derived a great deal of benefit from the AAA, and has probably done more Extension work by working through the AAA than he would have done if he had not had to supervise to a greater or less extent the AAA program in this county. The AAA work has brought him in contact with more farmers and a greater variety of farmers than he has ever been brought in contact with by any other method of work. This contact has also brought him into contact with more of the low income and colored farmers than he would have otherwise come into contact with and has also enabled the agent to have a better understanding of their farm operations and of their problems.

The AAA has been a great help in carrying on certain specific lines of farm improvement work which the county agent had advocated for years but most of the time did not seem to be making much progress. The most important of these are the use of lime, the use of phosphate, the seeding of legumes, and pasture improvement. The county office distributed for the AAA this fall 9,200 pounds of crimson clover seed. My opinion is this is more than the total amount seeded in the county in many past years when the farmer went to the market and bought all of his seed. We also distributed a little vetch seed.

III. War Emergency Agencies.

With the Chairman of the County AAA committee as chairman the following war agencies have been set up in James City County.

County U. S. D. A. War Board.

County Machinery Rationing Committee.

County Transportation Committee.

I am not going into details of the work which the above committees are required to do and the purposes for which they were set up as that is probably familiar to you already. I do wish to point out that in this county it has been necessary for the county agent to act as secretary of each of the above named organizations. The fact is that his stenographer, Miss Richardson, has done most of the clerical work and has filled out the various forms which had to be filled out and has kept the various records which had to be kept and most of the credit for any work which has been done is due to her, but it has also meant that the county agent has had to study almost endless rules and regulations, familiarize himself with many forms, and to answer many questions and give much advice which has consumed time and energy. Often the coding of the farmers to the county agent's office for information on some or all of the various regulations and requirements of the above has made the county agent's office almost only an information bureau and a place of confusion. We are not complaining but are pointing out the conditions under which we have worked.

The greatest problem which we have had has been in the helping of farmers fill out the application which was sent them to obtain a Certificate of War Necessity to operate their trucks. A great many farmers failed to get these application forms, some got them late, others probably got them and lost them, others received them and filled them out incorrectly and returned them. Some even received the Certificate of War Necessity and not realizing its importance immediately misplaced it. After receiving the Certificate of War Necessity they then received a form from the local gas rationing board to be filled out. This mystified them still more and now they have begun to bring these to the county agent's office to get information on them. Some even bring them to the house late at night and by the time one is up in the morning.

IV. Soybean for Oil Program.

One of the first fairly good size emergency jobs which the county agent's office had to take supervision of was the soybean for oil program.

The first step taken under this program was the sending out of a questionnaire to the farmers of the county to try to determine the amount of seed beans in the county, the amount of seed beans which would be seed-
ed by the farmer who owned them and the amount of the seed that would be for sale, and also the amount of seed that would be needed by those who had only a part of their seed or none of it. The information obtained showed that there was not enough seed in the county to supply the demands.

Later to interest more farmers in the program, to get the farmers to realize the importance of it, and to plant the maximum acreage of beans for all the AAA asked that the AAA community committeemen make a farm to farm canvass for the promotion of the oil program. This canvass also showed that it would be necessary to provide a considerable amount of additional soybean seed. The Growers Peanut Cooperative, Franklin, Virginia, would furnish the seed if arrangements could be made for the handling of the beans locally. After a survey of every one available it was found impossible to get any one to handle these seed beans locally. The county agent's office felt that this was important enough in relation to the war effort for the agent's office to go to the trouble to supervise the distribution of these seed beans to the farmer. Unless the beans had been handled locally a great deal of the increase which we obtained would not have been gotten. Much of the increase asked for had to come from small farmers who would seed only ten to twenty acres of beans. The nearest market for seed and the nearest Growers Peanut Cooperative distribution point was at least 120 miles round trip from here on the average. Most of these small farmers did not have a truck and hauling conditions were such that it would have been very difficult to get the beans hauled. So the only alternative seemed to be for the county agent's office to get the beans distributed from a local point and to do this it was necessary for the county agent's office to take charge of the getting, storing and distribution of the seed beans.

However when the beans were distributed our troubles were not over. The question arose this fall how we were going to get the beans harvested. Another canvass showed that there were not enough combines in the county to harvest the beans in any reasonable time and that unless the weather was exceptionally good at harvesting time that a great many of the beans would be lost after they had been produced. This matter was taken up with the State AAA office and through them the Government released three combines for this county if they could be placed here. The agent spent two days, one with a representative of the International Harvester Company and one alone trying to place these combines. One of these was finally placed and also a second-hand combine was gotten by another party. This helped the situation some but still the loss of beans from lack of being harvested at the proper time or being harvested at

all is going to be considerable. The first of December there was still considerable acreage of soybeans in the county which had not been harvested. Some fields had already popped badly. Some farmers told me at that time it would probably be two weeks before they could get a combine if the weather was good for harvesting and we rarely have more than two or three good harvesting days this late in the season. Also we have had some trouble in getting bags and in getting the beans to storage.

V. Scrap Metal Campaign.

Another line of work which the county agent's office had to supervise was the scrap metal campaign which was made this fall, and the first rubber drive. The first rubber drive went over fine and a considerable amount of rubber was collected, however, it was not all gotten as there is still some rubber scattered around the county. While we were able to get collected a considerable amount of scrap metal we did not get the amount we should have gotten. No doubt the chief reason for this is the fact that labor is so short here. A good many people reported to the office that if some one was sent to the farm for the scrap that they would be glad to donate it but that it was impossible for them under the conditions to collect it and to deliver it to a central point. The fact is that trucking facilities are so short here that we have not been able to get all the scrap metal which was delivered to the central points delivered to the scrap dealers in Richmond. Just can't get it handled.

VI. Labor Survey.

The county agent's office at the direction of the Extension Division, the AAB, and the Department of Agriculture has supervised the making of four farm labor surveys in this county during the past year. Some of these were rather complete and some of them were sample surveys. These labor surveys whether they were complete or sample surveys all showed the same thing that in this section the labor problem is very acute and that it will probably be worse by 1943. That the farmers of this section will be forced to curtail his production still farther in 1943 due to labor shortage. The loss from labor shortage has been rather severe in this county this fall. Not only has the farm man labor been drained from the farm but also much of the colored women and children labor. There is a considerable acreage of truck crops grown here. Most of the truck crops are harvested by women and children working on a piece basis. However, much of this women labor has also been drawn off as there is a great demand and high wages for all kinds of domestic help here due to the great number of workers. Since the parents are earning more than in the past the necessity for the children working has been relieved. This has meant that there was considerable acreage of truck crops which were

not harvested at all or only partly harvested. Some farmers report their loss from being unable to get the crops harvested as much as one thousand dollars.

VII. Extension Work.

All extension work this year has been related to the war effort and the question which has been asked in regard to each line of work is "will it help the war effort." If it passed this test we have pushed it with all the energy and all the time we could spare from the war work which we have already outlined. We feel that in spite of many interruptions, dislocations, new problems, etc. that we have accomplished considerable while contributing directly or indirectly to the war effort would also be classified as good extension work at any time.

Following is the plan of work as submitted at the beginning of the year to guide the county agent in his work for 1942 with the accomplishments given as accurately as they can be expressed in figures from the records at hand.

PLAN OF WORK FOR JAMES CITY COUNTY 1942

The agricultural plan of work for James City County was worked out by the following organizations: James City County Board of Agriculture and by committees appointed to represent the Board, Agricultural Committee of the Burden Club, and County Board of Supervisors.

ORGANIZATIONAL WORK

The first and most important work for 1942 is to cooperate with every organization, with every individual, and in every way possible in helping the war effort. (This has been done as shown in the first of this report.)

To assist the War Board in putting on its campaign for Victory Gardens, for increased acreage of soybeans for oil and peanuts for oil, in the bond pledge, and with any other work which the War Board may request the assistance of the county agent and the County Board of Agriculture. (This work has been done as far in as possible.)

To hold outlook meetings in February for all major and minor agricultural crops in the county. (These meetings were held with only fair attendance.)

To help the Agricultural Adjustment Administration in every way possible in getting the farmers to take part in the program and to take advantage of the soil-building features which the program offers. (This has been carried out and has taken a great deal of the time of the agent and his stenographer but this work has proven very beneficial.)

DEMONSTRATIONS

SOILS AND CROPS

To help at least ten farmers with problems which have to do with truck crops, with better selection, better fertilization, etc. (Actually twenty-four have carried out work by the definite instructions of the county agent.)

To hold a series of garden meetings. (These were held with fair attendance.)

To interest as many farmers as possible in having an soil analysis made. (Nine.)

To continue the garden campaign work throughout the year to help as many people as possible in having an all year round garden. (Helped eighty-three families directly and many more indirectly.)

LIVESTOCK

To help the dairy farmers in improving their pastures and producing more feed so as to increase milk production. (Definitely helped fifteen farmers with pasture and dairy problems.)

To hold a dairy school in February. (This was held but the attendance was not large.)

To carry on a hog sanitation program. (The county agent has helped more farmers with their hog problems this year than any year he has been in the county. Thirty-six days was taken up in this work and 58 farmers were given direct assistance.)

4-H CLUB WORK

At least 40 members. (37 members. This line of work was not given the time that it deserved.)

MISCELLANEOUS

News articles as often as necessary. (I wrote fifty-two.)

Radio Programs. (Alone and with the help of others I put on 30 programs of about twelve minutes a program.)

Representatives at district short course. (One was not held owing to the war conditions.)

Assist in all related Government programs in every way possible. (This has been done and has taken considerable of the agent's time.)

VIII. James City County Board of Agriculture.

Early in the Extension year the Director of Extension directed that we reorganize our county extension advisory board along certain lines which had been suggested by the Department of Agriculture. This reorganization was carried out as rapidly as possible but with considerable difficulty in this county. The Professional workers group met and after considerable study of the county divided the county into three communities. Professional Workers were appointed to meet with the leaders of each community and divide the communities into neighborhoods. After considerable study the three communities were divided into a total of twenty-five neighborhoods. Each community had a man chairman and a woman co-chairman. Each neighborhood also elected or appointed a man chairman and a woman co-chairman. In the neighborhoods this worked out so that each chairman and co-chairman was responsible for from ten to fifteen farm families in their neighborhoods. Each chairman and co-chairman had a list of the families in their neighborhoods and each knew just which families he or she was responsible for and also understood that it was his or her responsibility to get whatever information that was necessary to their group of families in the shortest possible time.

II. Work of the James City County Board of Agriculture.

A. President's Seven Point Program.

The first work the County Board of Agriculture undertook was to familiarize the farm families in their group of the importance of the President's Seven Point Program.

The Professional Workers, community chairmen, co-chairmen and a few other leaders met with representatives of the State Office who explained the meaning and importance of each point in the Seven Point Program to the group. The Professional Workers, chairmen, and co-chairmen, and leaders carried this information to meetings of the neighborhood chairmen and co-chairmen. After this the neighborhood chairmen and co-chairmen made a house to house canvass of all the families on their list and carried this information to the families for whom they were responsible. They also distributed printed information which they had been given to distribute.

This campaign was unusually successful and the information was carried to almost 100 per cent of the families. The same procedure was used with all the other work which the County Board of Agriculture did so well and so efficiently.

B. Bond Pledge.

Bond Pledge Campaign in the rural districts. We are proud to report that this campaign was completed in the rural section several days before it was completed in Williamsburg, the county seat of the county, in spite of the fact that in some cases the roads were bad and that the county group had fifty times as much territory to cover and as many people to see as the city canvassers had, also that in the county the quota was pledged twice.

C. Victory Garden Campaign.

The Victory Garden Campaign was handled by the County Board of Agriculture using the same method that has been described above. This work was done very thorough. Then the group was gotten together to discuss the Victory Garden Campaign some one pointed out that unless some simple direct method was provided whereby the home gardener could get plants that lots of homes would not plant vegetables which they should plant. After considerable discussion as to the best method of handling this problem it was agreed that the neighborhood chairman and co-chairmen as they visited the families to inform them of the necessity of producing home supplies would take orders, collect money for the plants, and when the plants came distribute them to the families in their neighborhoods who had ordered the plants. The county office was to order the plants, assort each family's plants into the number ordered and put them into bundles, and notify the neighborhood chairman and co-chairmen when the plants were ready for delivery. By this method there was distributed to the home gardeners who needed them 35,000 sweet potato plants, 10,000 cabbage plants, 10,000 tomato plants, and 1,700 pepper plants. If the above method had not been used a very small percentage of this number of plants would have been put out by these farm families.

Other work carried on or assisted in by the County Board of Agriculture was the promotion of the soybean for oil program, and the scrap metal program.

Z. Publicity.

We have carried on the most intensive publicity campaign this year that we have ever conducted. It is impossible to tell just how much this has accomplished.

We have contributed at least one news article a week to the local papers. Every two weeks or oftener we have put on about a twelve minute broadcast in regard to some problem which was pressing just at that time.

II. Outlook for Extension Work in 1943.

Except as affected by the war conditions the outlook for extension work in James City County for 1943 is good. The first and most pressing job that needs to be done is the strengthening of our County Board of Agriculture, which is our group of agricultural leaders. There were some placed on the board who probably should not have been placed on the board in the first place. There are one or two who have not shown the interest which the necessity of the work requires of them. Then there are one or two whose interest have changed during the year so that it would be wise to have a more suitable person in their place.

Another thing which would strengthen the work in this county would be for the agent to do more and better planning ahead for the year's work. The agent has always been so rushed here that he has always used his rush of work for an excuse in not doing better and more systematic planning. Better planning in cooperation with the Leaders of the county would benefit the work here.

Club work should be given more attention. Conditions in this county are different from conditions in some other counties in which the agent has worked. The agent has never been able to adopt club work successfully to the conditions which he has found in this county. Under present conditions he is afraid that he will not be able to do so.

There are of course minor criticisms of the agent and the work which is probably a good thing as it spurs the agent on to do more and better work, but none of these are of any great proportions.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County James City

REPORT OF

Mabel Manning
(Name) Home Demonstration Agent.

From December 1, 1941 to November 30, 1942

Assistant Home Demonstration Agent.

From _____ to _____, 194__

4-H Club Agent.

From _____ to _____, 194__

Assistant County Agent in charge of Club Work.

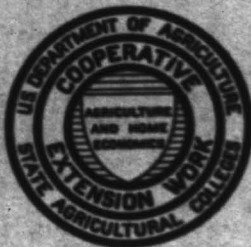
From _____ to _____, 194__

Chas. H. Richards
Agricultural Agent.

From December 1, 1941 to November 30, 1942

Assistant Agricultural Agent.

From _____ to _____, 194__



READ SUGGESTIONS, PAGES 2 AND 16

Approved:

Date _____

State Extension Director.

SUGGESTIONS RELATIVE TO THE PREPARATION OF THE COUNTY EXTENSION AGENTS' ANNUAL REPORT

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total ¹ (d)
18. Encampments held (report attendance for your county only) ²	(1) Farm women	(a) Number				
		(b) Total members attending				
		(c) Total others attending				
(2) 4-H Club and older youth	(a) Number		1			1 ✓
	(b) Total boys attending					
	(c) Total girls attending		17			17 ✓
	(d) Total others attending		175			175 ✓
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number	11		33	44 ✓
		(b) Total attendance	2377		937	3326 ✓
	(2) 4-H Club and older youth	(a) Number			12	12 ✓
		(b) Total attendance			72	72 ✓
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number	56		1	57 ✓
		(b) Total attendance	931		11	942 ✓
	(2) 4-H Club and older youth	(a) Number	4			4 ✓
		(b) Total attendance	42			42 ✓

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

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	400
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	87
23. Number of farms involved in preceding question which were reached this year for the first time	31 ✓
24. Number of nonfarm families making changes in practices as a result of the agricultural program	
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	201
26. Number of farm homes involved in preceding question that were reached this year for the first time	10 ✓
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	293
28. Number of other homes involved in preceding question that were reached this year for the first time	40 ✓
29. Number of farm homes with 4-H Club members enrolled	53
30. Number of other homes with 4-H Club members enrolled	45
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	222 ✓
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	318 ✓

EXTENSION ORGANIZATION AND PLANNING

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

(a) Over-all or general	(1) Name <i>James City Board of Agriculture</i>	(2) No. of members	<i>56</i>
(b) Agricultural	(1) Name	(2) No. of members	
(c) Home demonstration	(1) Name <i>Home Demonstration Committee</i>	(2) No. of members	<i>10</i>
(d) 4-H Club	(1) Name	(2) No. of members	
(e) Older youth	(1) Name	(2) No. of members	

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

(a) Agricultural *32* (b) Home demonstration *10* (c) 4-H Club (d) Older youth

35. Total number of communities in county *3*

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees *3*

37. Number of clubs or other groups organized to carry on adult home demonstration work *5*

38. Number of members in such clubs or groups *144*

39. Number of 4-H Clubs. (Same as question 173, page 14) *8*

40. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (Same as question 185, page 14)

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

(a) Adult work	(1) Men <i>28</i>	(b) 4-H Club and older youth work	(1) Men	(3) Older club boys
	(2) Women <i>26</i>		(2) Women <i>5</i>	(4) Older club girls

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (land use planning or over-all planning) group, if any, sponsored by the Extension Service *James City County Board of Agriculture*

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

(a) Unpaid lay members: (1) Men *28* (2) Women *15* (3) Youth

(b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men *3* (2) Women *2*

44. Number of communities with agricultural planning committee (land use planning or over-all planning) *3*

45. Number of members of such community planning committees: (a) Men *28* (b) Women *27* (c) Youth

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

	Extension organization and planning ¹ (a)	County agricultural planning (land use) ¹ (b)	Total ¹ (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents			<i>41</i>
(2) 4-H Club agents			<i>20</i>
(3) Agricultural agents			<i>22</i>
(4) State extension workers			<i>9</i>
48. Number of planning meetings held	(1) County	(2) Community	<i>33</i>
49. Number of unpaid voluntary leaders or committeemen assisting this year			<i>56</i>
50. Days of assistance rendered by voluntary leaders or committeemen			<i>228</i>

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

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pastures	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Homedemonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	2	3	4	31	23			27	4	6
(4) State extension workers				2				2		1
52. Number of committees in which work was conducted this year	1	2	3	3	3			3	3	3
53. Number of voluntary local leaders or committeemen assisting this year				4	3			4		
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	2	3	6	66	20					
(2) The use of lime			2	10	15					
(3) The use of fertilizers	6	4	4	21	17					
(4) Controlling plant diseases				2				15	7	
(5) Controlling injurious insects				1				9	3	3
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										7

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Swine	Horses and mules	Poultry (including turkeys)	Other livestock ¹
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents						2	
(2) 4-H Club agents							
(3) Agricultural agents	23		2	36		24	
(4) State extension workers						3	
56. Number of communities in which work was conducted this year	3		1	3		3	
57. Number of voluntary local leaders or committeemen assisting this year	2			3		4	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	1			1			
(2) Obtaining purebred or high-grade females	3						
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	15	XXXXX
(4) Improving methods of feeding	9			14		19	
(5) Controlling external parasites				11		9	
(6) Controlling diseases and internal parasites			2	32	2	4	
(7) Controlling predatory animals							

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

CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and older youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) *
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	10		
(4) State extension workers.....	1		
63. Number of communities in which work was conducted this year.....	3		
64. Number of voluntary local leaders or committeemen assisting this year.....	2		

Soil Management—Continued

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

Forestry—Continued

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

Wildlife Conservation—Continued

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

* Include nature study.

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and other youth	General	Grain and hay	Livestock and wool ¹	Dairy products	Poultry and eggs ¹	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, rice, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—											
(1) Home demonstration agents											4
(2) 4-H Club agents											
(3) Agricultural agents		19									
(4) State extension workers											
84. Number of communities in which work was conducted this year		3									3
85. Number of voluntary local leaders or committeemen assisting this year											1
86. Number of new cooperatives ² assisted in organizing during the year											
87. Number of established cooperatives ² assisted during the year											
88. Number of members ³ in the cooperatives assisted during the year (questions 86 and 87)											0
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ⁴	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year		42									40
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$22,000	\$	\$	\$	\$	\$	\$	\$	\$	\$145.00
92. Number of private marketing and distributing agencies and trade groups assisted this year											1
93. Number of programs ⁵ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year											
94. Number of marketing facilities improvement programs ⁵ participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs ⁵ participated in or conducted this year											1
97. Number of consumer information programs ⁵ pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs ⁵ relating to marketing services and costs of distribution conducted this year											
99. Number of programs ⁵ relating to transportation problems conducted this year											
100. Number of programs ⁵ relating to the specific use of market information conducted this year											
101. Number of other marketing programs ⁵ conducted this year (specify)											

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

² Where a cooperative association serves more than one county, include only the membership and proportionate volume of business originating in the county covered by this report.

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and other youth	The home, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
102. Days devoted to line of work by—				
(1) Home demonstration agents.....	14			
(2) 4-H Club agents.....				
(3) Agricultural agents.....				
(4) State extension workers.....	3			
103. Number of communities in which work was conducted this year.....	3			
104. Number of voluntary local leaders or committeemen assisting this year.....	3			

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings.....	
(b) Remodeling dwellings.....	
(c) Installing sewage systems.....	
(d) Installing water systems.....	
(e) Installing heating systems.....	
(f) Providing needed storage space.....	
(g) Rearranging or improving kitchens.....	3
(A) Improving arrangement of rooms (other than kitchens).....	15
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings.....	15
(j) Selecting housefurnishings or equipment (other than electric).....	5
(k) Improving housekeeping methods.....	
(l) Laundry arrangement.....	
(m) Installing sanitary closets or outhouses.....	
(n) Screening or using other recommended methods of controlling flies or other insects.....	
(o) Improving home grounds.....	2
(p) Planting windbreaks or shelterbelts.....	

Rural Electrification—Continued

106. Number of associations organized or assisted this year to obtain electricity.....	
107. Number of families assisted this year in—	
(a) Obtaining electricity.....	2
(b) Selection or use of electric lights or home electrical equipment.....	
(c) Using electricity for income-producing purposes.....	

Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings.....	
(b) Remodeling or repairing farm buildings.....	
(c) Selection or construction of farm-building equipment.....	

Farm Mechanical Equipment—Continued

109. Number of farmers assisted this year in—	
(a) The selection of mechanical equipment.....	
(b) Making more efficient use of mechanical equipment.....	
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....	3
111. Number of gin stands assisted this year in the better ginning of cotton.....	

10

NUTRITION AND HEALTH

Includes all work with adults, 4-H Club members, and older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	29	44	58	25
(2) 4-H Club agents				
(3) Agricultural agents	38			
(4) State extension workers	4			
113. Number of communities in which work was conducted this year	3	3	3	3
114. Number of voluntary local leaders or committeemen assisting this year	37	24	8	* 627
115. Number of families assisted this year—				
(a) In improving diets				244
(b) With food preparation				183
(c) In improving food supply by making changes in home food production				
(1) Of vegetables				13
(2) Of fruits				
(3) Of meats				2
(4) Of milk				4
(5) Of poultry and eggs				2
(d) With home butchering, meat cutting or curing				
(e) With butter or cheese making				
(f) With food-preservation problems				
(1) Canning				227
(2) Freezing				
(3) Drying				43
(4) Storing				10
(g) In producing and preserving home food supply according to annual food-supply budget				
(h) In canning according to a budget				25
(i) With child-feeding problems				3
(j) In the prevention of colds and other common diseases				
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first aid or home nursing				89
(m) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

* Emergency cantines and camp kitchens.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

Include all work with adults, 4-H Club members, and older youth	Home management— family economics (a)	Clothing and textiles (b)	Family relationships—child development (c)	Recreation and community life (d)
118. Days devoted to line of work by—				
(1) Home demonstration agents	9	8		8
(2) 4-H Club agents				
(3) Agricultural agents				
(4) State extension workers				
119. Number of communities in which work was conducted this year	3	3		3
120. Number of voluntary local leaders or committeemen assisting this year	2	5		20

Home Management—Family Economics—Continued

121. Number of families assisted this year—	
(a) With time-management problems	_____
(b) With home accounts	_____
(c) With financial planning	_____
(d) In improving use of credit for family living expenses	_____
(e) In developing home industries as a means of supplementing income	22
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	
(a) Food	5
(b) Clothing	5
(c) Housefurnishings and equipment	5
(d) General household supplies	5
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—	
(a) Food	_____
(b) Clothing	_____
(c) Housefurnishings and equipment	30
(d) General household supplies	_____
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	144
125. Number of families assisted this year with "making versus buying" decisions	29
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	220

NOTE.—Individual families and groups assisted with selling problems should be reported in column (j), page 9.

Clothing and Textiles—Continued

127. Number of families assisted this year with—	
(a) Clothing-construction problems	_____
(b) The selection of clothing and textiles	_____
(c) Care, renovation, remodeling of clothing	60
(d) Clothing accounts or budgets	_____

Family Relations—Child Development—Continued

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

Recreation and Community Life—Continued

132. Number of families assisted this year in improving home recreation	_____
133. Number of communities assisted this year in improving community recreational facilities	3
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs	3
135. Number of communities assisted this year in establishing—	
(a) Club or assembly hall	1
(b) Permanent camp	_____
(c) Community rest rooms	_____
136. Number of communities assisted this year in providing library facilities	3
137. Number of school or other community grounds improved this year according to recommendations	_____

¹ The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 18.
² Includes question 122; also families buying through marketing cooperatives, organized or assisted, column (k), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)
138. Corn					Acres
139. Other cereals					Acres
140. Peanuts					Acres
141. Soybeans, field peas, alfalfa, and other legumes					Acres
142. Soil conservation and pasture improvement					Acres
143. Potatoes, Irish and sweet					Acres
144. Cotton					Acres
145. Tobacco					Acres
146. Fruits					Acres
147. Home gardens	25	21	25	21	11.5 Acres
148. Market gardens, truck and canning crops					Acres
149. Other crops					Acres
150. Poultry (including turkeys)	3		3		156 Birds
151. Dairy cattle					Animals
152. Beef cattle					Animals
153. Sheep					Animals
154. Swine	13		13		13 Animals
155. Horses and mules					Animals
156. Other livestock					Animals
157. Bees					Colonies
158. Beautification of home grounds		83		83	XXXXXXXXXXXXX
159. Forestry					Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity					{ Articles made Articles repaired
162. Farm management					XXXXXXXXXXXXX
163. Food selection and preparation		83		83	{ Meals planned Meals served
164. Food preservation		83		79	822 Quarts canned
165. Health, home nursing, and first aid					XXXXXXXXXXXXX
166. Clothing					{ Garments made Garments remodeled
167. Home management					Units
168. Home furnishings and room improvement		4		4	{ 4 Rooms 6 Articles
169. Home industry, arts and crafts		25		23	46 Articles
170. Junior leadership		3		3	XXXXXXXXXXXXX
171. All others					XXXXXXXXXXXXX
172. Totals (see footnotes 2 and 3, p. 14)	411	302	411	296	XXXXXXXXXXXXX

4-H CLUB MEMBERSHIP:

172. Number of 4-H Clubs. (Same as question 30) 1
173. Number of different 4-H Club members enrolled 1
174. Number of different 4-H Club members completing 1
175. Number of different 4-H Club members in school 1
176. Number of different 4-H Club members out of school 1
177. Number of different 4-H Club members from farm homes 1
178. Number of different 4-H Club members from nonfarm homes 1

Number of Different 4-H Club Members Enrolled:

180. By year	Boys (a)	Girls (b)	181. By sex	Boys (a)	Girls (b)
1st year	31	11	10 and under	20	11
2d	4	21	11	9	21
3d	2	24	12	5	13
4th	14	14	13	5	18
5th	12	12	14	2	12
6th	1	1	15		
7th			16		
8th			17		
9th			18		
10th and over			19		
			20 and over		

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

- (a) Judging 4 (1) Fire and accident prevention 1
- (b) Giving demonstrations 40 (2) Wildlife conservation 1
- (c) Recreational leadership 25 (A) Keeping personal accounts 1
- (d) Making applications 5 (c) Use of economic information 1
- (e) Health 5

183. Number of 4-H Club members having health examination because of participation in the extension program 2

184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs 2

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth (same as question 40) 1
186. Membership in such groups 1
187. Number of groups organized for conduct of extension work with older rural youth (same as question 40) 1
188. Membership in such groups 1

187. Number of groups organized for conduct of extension work with older rural youth (same as question 40)	In school (a)	Out of school		Under 25 years (a)	25-44 years (a)	45 years and older (a)
		Unemployed (b)	Employed (b)			
(1) Young men						
(2) Young women						

188. Number of meetings of older rural youth extension groups 1

189. Total attendance at such meetings 1

190. Number of other older rural youth groups assisted 1

191. Membership in such groups 1

192. Number of older rural youth not in extension or other youth groups assisted 1

193. Total number of different young people contacted through the extension program for older rural youth. (Questions 189, 191, and 192, unless duplicate) 1

194. Check columns showing approximate number of older youth groups assisted in—	Under 10 percent (a)	10-20 percent (a)	20-40 percent (a)	40 percent or more (a)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects active. Report the total number of different boys and girls extending in club work. This total should equal the sum of the project participations reported on page 12, unless duplications due to the same boy or girl carrying on two or more kinds of projects. Do not include boys and girls who have left the club in the year in connection with the extension work in the preceding year's program. Name of project: 1. except that reference is to completion instead of completion.

MISCELLANEOUS

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

Include all work with adults, 4-H Club members, and other youth	Days (a)	General-Insect insects ¹ (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			7
(2) 4-H Club agents			
(3) Agricultural agents			
(4) State extension workers			
196. Number of communities in which work was conducted this year			3
197. Number of voluntary local leaders or committeemen assisting this year			21

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	66		
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)			
(4) Other war work (including collection of salvage material)			6

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War boards (a)	Civilian defense agency (b)	Employment service (c)	Agricultural Adjustment Administration (d)	Surplus Marketing Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents		2								
(2) 4-H Club agents										
(3) Agricultural agents	27			48	2		1			3
(4) State extension workers	2			4						
200. Number of communities in which work was conducted this year	3	3		3	3		1			3
201. Number of voluntary local leaders or committeemen assisting this year	8			15						
202. Number of meetings participated in this year by extension workers	8	1		14			1			2

¹ Include grasshoppers, armyworms, chinch bugs, and other insects not reported under specific crop or livestock headings.

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

1. A community is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
 2. A cooperator is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
 3. Days in field should include all days spent on official duty other than "days in office."
 4. Days in office should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
 5. Demonstrations as contemplated in this report are of two kinds—method demonstrations and result demonstrations. A method demonstration is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
 6. A result demonstration is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
- The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A demonstration meeting is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
 7. A result demonstrator is an adult, a boy, or a girl, who conducts a result demonstration as defined above.
 8. An extension school is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
 9. An extension short course differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
 10. A farm or home visit is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
 11. Farmers (or families) assisted this year should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvements in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.

12. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics and of providing desirable training for the members.
13. 4-H Club members enrolled are those boys and girls who actually start the work outlined for the year.
14. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
15. A project leader, local leader, or committeeman is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A leader-training meeting is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. Letters written should include all original letters on official business. (Duplicated letters should not be included.)
18. An office call is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A plan of work is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An extension program is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. Records consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. The older rural youth group is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.