

ANNUAL NARRATIVE REPORT
OF
AGRICULTURAL EXTENSION WORK
IN
DINWIDDIE COUNTY, VIRGINIA
FROM
DECEMBER 1, 1951 to NOVEMBER 30, 1952
S. J. JONES, LOCAL FARM AGENT

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I. TYPE OF AGRICULTURE

Dinwiddie County is located in southside Virginia. It is situated partly in the Piedmont and partly in the Tidewater areas. A general type of farming is carried on in the county. The outstanding crops produced are; corn, wheat, tobacco and peanuts.

Livestock production in the county is on the increase, with hogs taking the lead and followed by cattle. The nearby markets, sales of feeder stock and improved breeding stock are arousing the interest of farmers to this type of activity. Another big factor is the supplemental source of income that livestock is adding to a number of farms in the county.

Truck crops are produced on a number of farms and the market in Petersburg, Virginia provides a ready market for such produce. This type of farming also fits well into the small acreage of some of the farms and also the part time farmers.

Demonstrations, improved practices and current information in connection with all phases of production are being brought to the farmers in order for them to get the best possible results from their farming operation.

II. COUNTY ORGANIZATIONS

The County Advisory Board and the Community Clubs are the main types of adult organizations in Dinwiddie County. These groups are organized for the purpose of working with the farm families and aiding the extension agents in carrying out the agricultural program that is set up to meet the needs of all the farm people through out the county. These groups not only serve in helping to reach the people with helpful information about farming activities they also discover the foremost needs of the communities throughout the county.

A. County Advisory Board

The County Advisory Board consists of fifty nine (59) men and women from various sections of the county. These people are selected by people in the communities to represent them in the county-wide organization. This board engages in planning and carrying out the agricultural program on a county-wide basis keeping in mind individual and county needs.

The County Advisory Board meets four (4) times a year to discuss problems and plans concerning the county farm situation and try to provide ways and means to solve these problems and carry out these plans in the most effective way. This group aids in carrying information to the various communities in order that the farm families may raise their standard of living.

During the meetings, especially the first, the County Advisory

Board set up certain objectives to be reached during the year. The agricultural needs of the farm families in the county are considered in formulating these objectives. Various committees are set up in an effort to try to reach the farm families with information that will help them in carrying out the objectives for the county.

The objectives set up by the County Advisory Board are listed below:

1. Improve and increase the pasture acreage.
2. Increase crop yields per acre in the county.
3. Use of more and better conservation practices.
4. Improve the farm and home as a unit.
5. Increase livestock production for home and market.
6. Work more cooperatively on community and county basis.
7. Combat animal diseases by the use of better care and management, feeding, pasture, medication and sanitation.
8. Stress better health among farm families.
9. Improve the standard of living of farm families.

Ways and means of reaching these objectives:

1. Personal contact in order to stimulate interest and the use of improved agricultural practices.
2. Carrying out demonstrations, method and result.
3. Giving information and assistance in solving farm problems.
4. The use of specialists on various subjects and demonstrations.
5. Striving for a more cooperative movement among the people.
6. Secure the services of other organizations in related fields.
7. Working constantly for improving rural life in general.

The County Advisory Board is the chief organization working toward the reaching of the foregoing objectives.

B. Community Clubs

Community clubs are organized throughout the county for the purpose of bringing essential agricultural information to the people of the community. These community clubs enable the people to get together and work on a more cooperative basis for solving community problems and carrying out other community activities. Members of the club give demonstrations, lead discussions and share information with others in order to improve their community work. In most cases they are familiar with the community problems and program and they take an active part in helping to solve the problems and carrying out the agricultural program. The trend is toward a better community relationship and more cooperative activity in communities where these clubs are organized.

The Davills community is serving as the demonstration community for the county. In this community specific agricultural goals are set up, based on the needs of the farms and homes of the community. This community is scored at the beginning of the year and again at the end in order to check the progress that is being made along various lines. These checks also indicate the needs and problems of the people of this community. This community serves as somewhat of a guide and the demonstrations that are being conducted are serving as a teaching device not only for this community but other communities as well.

III. PROJECT ACTIVITIES

A constant check of reports, records and observation of project activities in Dinwiddie County show that an increasing number of farm families are putting into practice more efficient management on their farms and as a result are producing larger crop yields per acre thereby increasing profits from farm work.

A. Corn

The 100 bushel corn club that was started three (3) years ago has done more to increase corn production in the county than any other single activity. This club was started in an effort to increase the overall yield per acre on every farm in the county. We have not had many farmers to exceed the 100 bushel per acre mark but since this activity was started farmers as a whole are producing more corn per acre than ever before. From checks and surveys made another thing to note is that many farmers who had never made enough corn to carry them from year to year have now reached this goal. In carrying out this activity and conducting demonstrations most of the farmers are now using improved methods and practices on their farms.

The corn demonstrations that are being conducted throughout the county along with trips to the experiment station, farmers conferences, field meetings and local leaders are major factors in getting over new ideas and improved practices to farmers.

The season this was unfavorable for corn and the yield was cut however the farmers feel that these improved practices are worthwhile and that they are responsible for the increase.

This year thirty seven (37) farmers participated in the 100 bushel corn club. This group made an estimated average of sixty three (63) bushels of corn to the acre. This was due to the very poor season however this is far above the average of a few years ago with a normal season.

B. Small Grain

In the county agricultural program, one of the major objectives is to increase the production and yield of small grain. During the year several small grain demonstrations were conducted in an effort to teach and inform the farmers the values of small grain production in their farm program.

The three (3) wheat demonstrations that were carried out this year produced an average yield of thirty two (32) bushels per acre. This was an increase of six (6) bushels more per acre than four (4) years ago. This increase was due chiefly to better seed, better fertilization and preparing better seed beds. In conducting these demonstrations it was noted and brought out to the farmers that the plots that were fertilized at the time of planting produced the most vigorous fall growth and tillering. It was also noted that late winter or early spring topdressing produced larger yields than late spring topdressing.

Field meetings were held at these demonstrations and farmers had a chance to see the value of using improved practices in connection with this production.

Two (2) samples of wheat from these demonstrations won first place in two (2) different exhibits of small grains during the fall.

The production of other small grains, such as rye and barley, are being stressed along with wheat. These crops are producing a good deal of pasture for livestock during the fall and winter. Several farmers are producing enough rye seed for their use with some to sell.

G. Pasture and Cover Crops

Pasture improvement on all farms in Dinwiddie County is still one of the major projects being conducted. Our goal with this project is to get as many improved pastures as possible that will provide two hundred (200) or more days of grazing during a twelve months period. This is being accomplished by following recommended fertilizer practices and management from year to year.

The pasture improvement committee is still working with farmers throughout the county in an effort to get better pastures established and maintained in the county. This committee will check the progress of the pasture program from time to time as well as carry information to the farmers that will help them with their pasture program.

The unfavorable season this year was a severe set back to pastures. The dry hot weather not only cut production but in many cases killed most of the plants. A reseeding program is underway along with seeding supplemental pastures in order to provide more feed. These supplemental pastures and cover crops will not only serve to provide more feed but as a soil conserving and soil building factor as well.

Meetings were held at number of improved pastures in early spring. The farmers also had a chance to observe various pasture plots at the experiment station which were seeded to different mixtures and fertilized with different analysis of fertilizer. These meetings and observations served as good teaching lessons to help farmers with pasture management and how to fertilize their pastures in order to keep the mixtures in balance.

D. Tobacco

Tobacco is the leading cash crop that is produced in the county. The goal with this crop is to produce large yields of good quality tobacco on every tobacco farm.

Mr. A. G. Edwards, one of the leading tobacco farmers in the county, is reaching this goal by the use of improved practices and good management on his farm. During the year of 1952 this farmer produced an average of one thousand nine hundred seventy seven (1977) pounds of tobacco per acre on eleven (11) acres. Some of the tobacco was lost during the drought however this was one of the best averages, for this many acres, in the county. This tobacco averaged more than fifty dollars (\$50) per hundred for the entire amount. This tobacco was fertilized at the rate of 1200 pounds of 4-8-10 per acre.

For the past several years the controlling of tobacco diseases has been one of the major problems. Some of these diseases are black shank, Granville wilt and Blue mold. After several years of work with Blue mold control in plant beds the farmers are now doing a good of controlling this disease. Demonstrations with disease resistant varieties of tobacco have been conducted for three (3) years. It has been noted that the disease resistant varieties stood up better on infested soils than the nonresistant varieties. Farmers are selecting the varieties that they feel will serve them best in production of tobacco.

Meetings and demonstrations were held in connection with this tobacco work to serve as teaching methods and sources of information for tobacco farmers.

More oil burning curing units for tobacco barns were installed this year than any year before. After observing some of these units in past years, several farmers installed their own curing units this year and others for farmers in the community.

During the fall tobacco grading demonstrations were conducted again this year with the aid of Mr. R. R. Gordon, Tobacco Grading Specialist, of the USDA. Four (4) of these grading meetings were held in various sections of the county. Some of the things discussed with farmers during these meetings were: handling tobacco for market, grading tobacco, how to know a particular grade, auction average and support prices. As a result of these tobacco meetings more farmers are sorting their tobacco in such a way as to put it in the best possible grade and thereby receive a higher price for it. Mr. R. Branch, of the Dinwiddie community, received seventy cents (.70) per pound for six (6) different grades on one sale this fall. This was the first time that this farmer had been able to do this. Other farmers are reporting similar situations which indicate the information received is helping these farmers.

During the grading meetings fluorescent lights were demonstrated in connection with handling tobacco for market. As a result of this demonstration five (5) fluorescent lights were purchased by farmers to be used in the sorting room in preparing tobacco for market and these lights will be used in the home or farm shop when not being used with the tobacco. The purpose of these lights is to give a uniform color at all times.

E. Peanuts

Another one of the important cash crops produced in Dinwiddie county is peanuts. This is one of the important farm crops since the nuts are sold and the vines are used for hay. Our goal with this crop is to increase the yield per acre to an average of two thousand (2000) pounds. This will be approximately twenty (20) bags to the acre since most of the peanuts are measured this way by the farmers. This goal is being reached by the use of better seed, fertilizer, improved cultivation and controlling diseases and insects. Estimates have been made on several peanut demonstrations this fall and the average is expected to be above the 2000 pound goal. Another factor aiding farmers with this crop, as well as many others, is that more farmers are having their soil tested to see what the soil needs. The control of leaf hoppers and other insects were carried out in connection with the demonstrations.

F. Potatoes

The production of sweet potatoes for home and market is one of agricultural goals in the county. For the past three (3) years several demonstrations have been conducted with sweet potatoes. As a result of these demonstrations several farmers are producing some potatoes for market. Since there are ready markets nearby for potatoes this should provide a nice source of supplemental farm income.

Our main problem with this crop is to get farmers to plant more acres and have a storage place that will keep the potatoes without the possibility of a great loss. Plans for building potato storage houses have been discussed with farmers and the goal of producing more acres of potatoes for market is still being pursued.

T. W. Eland, of the Sutherland community, has planted about five (5) acres of sweet potatoes for the past three (3) years. The average yield was two hundred twenty (220) bushels per acre. The potatoes were stored on the farm with practically no loss and this farmer had no trouble in finding a ready market for his potatoes.

G. Gardens

The farm and market garden is one of the main projects considered in planning the county agricultural program. This is the major source of food for the farm family. The goal of trying to get all farmers to have a year-round garden is being pursued. During the year demonstrations were carried out, tours held and printed information was carried to the farm families in order for them to be well informed along the lines of food production from their gardens. Working with these families in controlling diseases and insects was another big factor in this production.

The market garden is serving as the important source of income from the farm where the acreage is small or the farmer is part time. This type of farming fits well into a program of this nature and in many cases is a profitable undertaking. Demonstrations with these farmers include such things as producing vegetables for market, successive planting, preparing, grading and displaying produce for market. By using improved methods these producers are increasing their sales on the market.

H. Fruit

As a result of the pruning and spraying demonstrations that have been held in the county, most of the farmers with fruit trees are now pruning them and more farmers are spraying each year. Farmers have had a chance to see the difference between fruit trees that were pruned and sprayed and the fruit from trees that were not. Our goal with this project is to get more farmers to produce fruits on their farms as this is another source that will add to the farm income.

I. Hogs

Hog production is the chief source of meat for the farm families and in many cases is providing the much needed supplemental source of income.

The major problem with hog production is controlling diseases and parasites and improving the breed of hogs. During the year the farm agent treated two thousand three hundred forty two (2342) hogs and pigs for controlling diseases and parasites. In trying to stamp out diseases and parasites among hogs a program is being carried out to provide more improved pastures, use of more sanitation and a better care and management program. After making a check on any number of cases it bears out the fact that where hogs have access to good pastures, such as ladino clover, the chances for diseases and parasites are far less than those that those that are not exposed to such. While treating these hogs the farm agent has pointed out these facts to the farmers in an effort to improve the situation.

The 4-H club purebred pig projects along with some adult farmers have stimulated a good deal of interest in improving the breed of hogs in the county. The 4-H projects provided a source of some good breeding stock and stimulated much interest in better hogs. Even though they may not have purebred hogs many farmers have improved their hogs during the past year. These project activities served as a teaching lesson in helping to get this program over.

J. Cattle

The longtime objective with cattle production is a steady expansion especially with beef type. Pasture improvement and better management together with good prices are making cattle production more profitable in the county. The agricultural program in the county concerns itself with informing the farmers concerning cattle production and the trends of this project. Some of the farmers are realizing the possible results of this program and they are expanding cattle production on their farms. Adequate pasture and feed are stressed in connection with this program.

One (1) dairy type and five (5) beef type bulls were purchased by farmers in the county this year. These bulls were purchased as calves. They will be used for community breeding in an effort to improve the type of cattle both dairy and beef. A few purebred and a number of improved females were also purchased during the year.

The dairy cow for farm use is another part of this goal of the agricultural program. Since this is one of the chief sources of food for farm families the expansion and improvement of dairy cattle is being constantly worked with. During the year twenty one (21) farmers improved their dairy cows by purchasing cows or calves of better grades and marketing the poor producers. Along with this program the farm families are being urged to make use of more dairy products in the home in order to improve the health of rural people.

K. Poultry

The poultry demonstrations that have been conducted for several years have served as a stimulating factor in bringing to farm people the idea of improving their poultry flocks. The goal with this project is to get farm families to have more improved poultry flocks and to manage them in such a way as to make this a worthwhile part of the farm and home program.

In working with farm families during the year on poultry, the farm agent aided them in the following ways:

1. Nineteen (19) families with culling poultry flocks.
2. Thirty (30) families to obtain better strains of baby chicks.
3. Fifty five (55) families with improved methods of feeding.
4. Ninety one (91) families with controlling diseases and parasites.

Information on preparing and marketing poultry such as, dressed poultry, cartons for marketing etc. were given to poultry producers in areas where this type of marketing is carried on.

L. Conservation

Another one of the major agricultural problems in the county is soil and water conservation. The aim of the county agricultural program is to get as many farmers as possible to use conservation practices on their farms. The Soil Conservation Service is the main organization operating to carry out this program. Other plans for helping to reach this goal are: the use of cover crops, strip cropping and improved pastures. These things while conserving the soil are providing means for greater farm income from livestock and increased production per acre.

Over one hundred (100) farmers are now participating in the soil and water conservation program and more farmers are being urged to do the same. Where these practices are carried out the farm operations are producing greater returns.

Farmers were also aided with forestry and wildlife conservation. Mr. C. E. Gill, Extension Forester, aided with demonstrations on selective cutting of timber and fence post treatment during the year.

M. Farm Management and Improvement

Efficient farm management and farm and home improvement are essential parts of the agricultural program. The farm people are given information and aid, by the agents and leaders, on record keeping, developing farm and home plans, methods of analyzing the farm business and using outlook information for making adjustments.

As a result of working with and encouraging farmers to improve the farm home and buildings more farmers are now seeking aid from the extension service for plans for farm homes and other farm buildings. During the year plans were furnished for four (4) farm homes, five (5) barns and six (6) tobacco barns all of which were built this year.

, Mr. G. D. Kite, Agricultural Engineer of the extension service, aided with the plans and construction of some phases of the buildings especially the tobacco barns. After going over the plans for installing ventilators in tobacco barns with Mr. Carol Greene, a farmer in the Popular Spring Community, this farmer was able to install the ventilator in his tobacco barn and in ten (10) other tobacco barns in his community. Three (3) other farmers were able to build livestock barns on their farms after receiving plans and aid from the extension service.

Farmers are also being aided in the use, maintenance and repair of farm machinery. The aim here is to get the best possible use and prolong the life of the farm machinery.

IV. FARM AND HOME UNIT DEMONSTRATIONS

Two (2) farm and home unit demonstrations are being conducted in Dinwiddie County. They are located on the farms of Mr. Carol Greene, of the Popular Spring community and T. W. Bland, of the Sutherland community. The purpose of these units is to serve as demonstrative teaching methods for the farm and home. Meetings are held at various projects that are being carried out on these farms and in the homes in order to improve other farm families and to help them in solving their farm and home problems.

The following demonstrations were carried out on these two farms this year:

	Greene Unit	Bland Unit
Pasture	10 acres	11 acres
Corn	4 acres	5 acres
Small grain		4 acres
Tobacco	1 acre	2 acres
Tobacco barn	1	
Strip cropping		1
Soil and water conservation	1	1
Improved hogs	1	1
Sweet potato		1
Farm & home record keeping	1	1

Checks of these units are made from time to time by the extension agents and longtime farm and home programs are worked out with the farm families. One of these demonstrators, T. W. Eland, was the district winner in the soil and water conservation contest this year.

Tours and Field Meetings

Tours and field meetings are held throughout the county during the year. These meetings serve as teaching methods and ways and means of getting information to farm people. During these meetings discussions are held by specialists, agents and farm people that help the entire agricultural program. The state and district agents have helped in every way possible with the meetings as well as all other phases of the program.

Other Agricultural Activities

In an effort to reach as many farm people as possible with phases of the agricultural program activities are planned and carried out to improve the overall program. Some of the activities conducted this year as a means of reaching farm people were:

1. Farm visits with individual contact and counsel.
2. Local group meetings.
3. Leader training meetings.
4. Demonstrations conducted in various sections of the county.
5. Bringing in specialists on various subjects.
6. Making use of circular letters, bulletins, news articles and displays.

The followings took place in conducting the agricultural activities:

1. Three hundred eighty one (381) office calls relating to extension work.
2. One thousand two hundred sixty nine (1269) farm visits were made in conducting extension work.
3. Seventeen thousand three hundred seventy (17370) miles traveled in conducting extension work.
4. Thirteen (13) news articles published.
5. Five hundred twenty eight (528) agricultural bulletins distributed to farm people.

6. Thirteen (13) leader training meetings were held with an attendance of one hundred thirteen (113).

7. Thirty six (36) method demonstration meetings were held with an attendance of two hundred ninety nine (299).

8. Twenty four (24) adult result demonstrations were conducted. Eight meetings were held at these demonstrations with an attendance of seventy one (71).

9. Thirteen (13) meetings were held by local leaders with an attendance of one hundred thirty three (133).

10. One hundred three (103) farm men attended the county and state farmers conferences.

11. Sixty four (64) adults attended the achievement day program which was held on November 6, 1952.

4-H CLUB WORK

I. ORGANIZATION

There are two (2) organized junior groups in Dinwiddie County. They are: the Junior Council and the 4-H Clubs. These groups aid in planning and carrying out the 4-H activities throughout the county. The 4-H activities are planned and leader work organized with the following aims in mind:

1. To develop leadership and to build worthwhile citizens.
2. To complete more worthwhile projects.
3. To aid and maintain good health.
4. To develop a cooperative spirit and render service in every possible way.
5. To develop scholarship.
6. To improve agriculture and home making by following recommended practices.
7. To stress the idea of saving.
8. To build up their club, community and country.

A. Junior Council

The county junior council is composed of two members and a leader from each 4-H club in the county. This is the main organized group for planning and conducting 4-H work throughout the county. The 4-H activities are planned by this group on a county-wide basis. The council meets three (3) times a year in regular meetings and call meetings are held, whenever necessary, to take care of urgent business between meetings. This group is represented in the adult advisory group and by so doing the groups understand the program of each other. The joint working together promoted better leadership among the groups.

B. 4-H Clubs

There are fourteen (14) organized 4-H clubs in Dinwiddie County. These clubs have an enrollment of two hundred forty six (246) boys and two hundred five (205) girls. These clubs hold monthly meetings under the direction of the club officers, leaders and agents. During these meetings demonstrations are held, reports are given on project work and leadership activities are carried out. All of these are aimed at helping the 4-H members in carrying out their work. A portion of the meeting is devoted to recreation.

Two hundred forty six (246) boys enrolled in various 4-H projects this year.

The following check ~~all~~ projects that were conducted by 4-H boys in Dinwiddie County this year:

Name of project	No. members enrolled	No. members completing	No. Units	Total yield	Total profit
Garden	47	42	14 A.	1040 bu.	\$ 1145.65
Corn	54	33	32 A.	1571 bu.	1577.00
Peanuts	9	4	4 A.	69 bags	541.50
Tobacco	39	23	9 A.	11770 lbs.	3299.00
Soybeans	1	1	4 A.	120 bu.	108.00
Poultry	23	17		611 birds	245.00
Pig	58	42		50 animals	956.00
Rabbit	2	2		18 animals	36.00
Tractor Maint.	9	8			
Yard Beautification	1	1			

The project work carried out by the 4-H members have served, in many instances, to stimulate and change ideas among adults as well as other 4-H members. These changes have resulted in the adoption of improved practices on the farm as well as in the home.

The livestock projects, especially the pig project, that are being conducted by 4-H members have played a big part in improving the livestock in the county.

Cecil Jones, a member of the Grubby Road 4-H club, started his pig project three years ago with a female pig that was placed with him in the 4-H pig chain project. He later purchased a purebred boar of the same breed and this member is now raising purebred hogs for sale. This member is doing a good job of improving the hogs on his father's farm and in the community by doing community breeding with his registered boar.

Robert Fields, a member of the Evans 4-H club won one of the state awards for his garden project work this year. Such projects as this one have been a teaching lesson for other 4-H members and adults.

C. Awards

Three (3) other 4-H members along with Robert Fields won state awards this year for their 4-H work. One of these members, Gearldine Bland, was selected on one of the state delegates to attend the Regional 4-H camp which was held at Tuskegee Institute, Tuskegee, Alabama in June 1952. This award was the result of outstanding work in gardening carried out by this 4-H member. During the past three years, four (4) 4-H members from Dinwiddie County have been selected to attend the Regional 4-H Camp.

Other 4-H Activities

1. Rural Life Sunday was observed by all of the 4-H clubs in the county. The ministers and other leaders cooperated in putting this program over.
2. National 4-H club week was observed by all clubs by presenting programs, displaying posters and sending out letters to acquaint the public with 4-H work.
3. Ten (10) 4-H boys and girls and two (2) leaders attended the state 4-H short course held at Virginia State College in June & July, 1952.
4. Six (6) boys and girls and two (2) leaders attended the wild-life and conservation conference held at Virginia State College in August 1952.
5. The 4-H achievement day was attended by one hundred sixty five (165) 4-H members on November 6, 1952.
6. Eleven (11) leader training meetings were held with an attendance of seventy seven (77) leaders.
7. Twenty eight (28) method demonstrations were given with an attendance of five hundred five (505).

Summary

The need for further agricultural planning, conservation measures, more effective leaders and leader training, more demonstrations, more practical teaching methods and a great deal more of application are needed so that the work in the years ahead can be strengthened and improved.

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 Stafford

REPORT OF

Walden Y. Ford
Walden Y. Ford
(Name) Home Demonstration Agent.

REPORT OF Dec. 1, 1951 to May 31, 1952
From Jan 1, 1952 to Nov 30, 1952

Blair S. Perry
Assistant Home Demonstration Agent.

From May 05, 1952 to May 31, 1952

4-H Club Agent.

From _____, 19____, to _____, 19____.

Assistant County Agent in charge of Club Work.

From _____, 19____, to _____, 19____.

J. J. James
Agricultural Agent.

From Dec. 1, 1951 to Nov 30, 1952

Assistant Agricultural Agent.

From _____, 19____, to _____, 19____.



READ SUGGESTIONS, PAGES 2 AND 16

Approved: _____

Date: _____

State Extension Director

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

STATISTICAL SUMMARY

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

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

20074-1

GENERAL ACTIVITIES

Report on this year's activities that can be verified	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
1. Months of service this year (agents and assistants)	12 1/2		12	XXXXXXXXXX
2. Days devoted to work with adults ¹	178		195	XXXXXXXXXX
3. Days devoted to work with 4-H Clubs, and young men and women (older youth) ²	133		02	XXXXXXXXXX
4. Days in office ³	27		72	XXXXXXXXXX
5. Days in field ⁴	224		225	XXXXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁵	555		1269	1824
7. Number of different farms or homes visited	286		1021	1307
8. Number of calls relating to extension work	143		281	524
(1) Office				
(2) Telephone	33		0	33
9. Number of news articles or stories published ⁶	2		13	15
10. Number of bulletins distributed	753		528	1281
11. Number of radio talks broadcast or prepared for broadcasting	✓		✓	✓
12. Training meetings held for local leaders or committeemen	(a) Number	5	13	18
	(b) Total attendance		113	113
	(c) Men of leaders		60	165
	(d) Women of leaders	105		
(1) Adult work	(a) Number	4	11	15
	(b) Total attendance of leaders	25	77	102
	(c) 4-H Club and young men and women (older youth)			
	(d) Total attendance of leaders			
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader-training meetings reported under Question 12)	(a) Number	109	36	145
	(b) Total attendance	1019	244	1318
	(c) 4-H Club and young men and women (older youth)	85	28	113
	(d) Total attendance	1069	505	1574
14. Number of adult result demonstrations conducted	36		34	60
15. Meetings held at such result demonstrations	(1) Number	10	8	18
	(2) Total attendance	173	71	244
16. Tours conducted	(a) Number	2	2	4
	(b) Total attendance	40	61	101
	(c) 4-H Club and young men and women (older youth)	✓	1	1
	(d) Total attendance	✓	14	14
17. Achievement days held	(a) Number	1	1	1
	(b) Total attendance	74	74	74
	(c) 4-H Club and young men and women (older youth)	1	1	1
	(d) Total attendance	165	165	165

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

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (c)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)
15. Encampments held (report attendance for your county only) ³	(1) Farm women.....	(a) Number.....	✓		✓	✓
		(b) Total members attending.....	✓		✓	✓
		(c) Total others attending.....	✓		✓	✓
	(2) 4-H Club and young men and women (older youth).....	(a) Number.....	✓	✓	✓	✓
		(b) Total boys attending.....	✓		✓	✓
		(c) Total girls attending.....	✓		✓	✓
(d) Total others attending.....		✓		✓	✓	
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported.....	(1) Adult work.....	(a) Number.....	39		25	64
		(b) Total attendance.....	626		413	1032
	(2) 4-H Club and young men and women (older youth).....	(a) Number.....	9		24	33
		(b) Total attendance.....	500		429	729
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.....	37		13	50
		(b) Total attendance.....	373		133	506
	(2) 4-H Club and young men and women (older youth).....	(a) Number.....	40		24	64
		(b) Total attendance.....	469		361	828

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 (1950 census).....	823	238	870
22. Number of farms on which changes in practices have definitely resulted from the agricultural program.....			342
23. Number of farms involved in preceding question which were reached this year for the first time.....			64
24. Number of nonfarm families making changes in practices as a result of the agricultural program.....			46
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program.....			149
26. Number of farm homes involved in preceding question that were reached this year for the first time.....			32
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program.....			40
28. Number of other homes involved in preceding question that were reached this year for the first time.....			13
29. Number of farm homes with 4-H Club members enrolled. (Related to question 178).....			243
30. Number of other homes with 4-H Club members enrolled. (Related to question 179).....			37
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications).....			443
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications).....			79

EXTENSION ORGANIZATION AND PLANNING

33. County organization, association, or committee sponsoring extension work. This may include agricultural councils, home demonstration councils, and 4-H councils, or similar advisory committees. It may also include farm and home bureaus and extension associations in those States where such associations are the official or quasi-official agency in the county cooperating with the college in the management or conduct of extension work.
- (a) Over-all or general (1) Name County Advisory Board (2) No. of members 27
 (b) Agricultural (1) Name County H.D. Committee (2) No. of members 23
 (c) Home demonstration (1) Name County 4-H Council (2) No. of members 39
 (d) 4-H Club (1) Name _____ (2) No. of members _____
 (e) Young men and women (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 45 (b) Home demonstration 36 (c) 4-H Club 26 (d) Young men and women (older youth) 2
35. Total number of communities in county. (See definition of a community, item 1, on back cover.) (Do not include number of neighborhoods) 26
36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 20
37. Number of clubs or other groups organized to carry on adult home demonstration work 16
38. Number of members in such clubs or groups 230
39. (a) Covered under question 185. (b) Covered under question 185.
40. Combined with question 41.
41. Number of different voluntary local leaders, committeemen, or neighborhood leaders actively engaged in forwarding the extension program.
 (a) Adult work (1) Men 49 (2) Women 3
 (b) 4-H Club and work with young men and women (older youth) (1) Men 3 (2) Women 15
 (c) Older club boys 2
 (d) Older club girls 8

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service _____
43. Number of members of such county agricultural planning group:
 (a) Unpaid lay members: (1) Men _____ (2) Women _____ (3) Youth _____
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men 1 (2) Women 1
44. Number of communities with agricultural planning committee (over-all planning) _____
45. Number of members of such community planning committee: (a) Men _____ (b) Women _____ (c) Youth _____
46. Was a county committee report prepared and released during the year? (a) Yes _____ (b) No _____

	Extension organization and planning: (a)	County agricultural planning: (b)	Total: (c)
47. Days devoted to line of work by:			
(1) Home demonstration agents			<u>71</u>
(2) 4-H Club agents			
(3) Agricultural agents			<u>57</u>
(4) State extension workers			<u>6</u>
48. Number of planning meetings held:	(1) County <u>1</u>	(1) County <u>1</u>	<u>20</u>
	(2) Community _____	(2) Community _____	<u>66</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year _____			<u>86</u>
50. Days of assistance rendered by voluntary leaders or committeemen _____			<u>86</u>

1 Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. 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.—See page 11, column (a) and items 115 (c), (1) through (6))

Include all work with adults, 4-H Club members, and young men and women (older youth)	Corn (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Pastures (e)	Cotton (f)	Tobacco (g)	Potatoes and other vegetables (h)	Fruits (i)	Other crops (j)
51. Days devoted to line of work by—										
(1) Home demonstration agents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
(2) 4-H Club agents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
(3) Agricultural agents	24	9	4	7	25	2	21	9	5	11
(4) State extension workers	1	✓	✓	1	5	✓	2	✓	✓	✓
52. Number of communities in which work was conducted this year	16	6	6	14	18	2	11	8	5	12
53. Number of voluntary local leaders or committeemen assisting this year	5	2	✓	✓	7	✓	5	1	1	2
54. Number of farmers assisted this year in—										
(1) Obtaining improved varieties or strains of seed	64	21	23	78	84	15	52	55	✓	60
(2) The use of lime	50	20	9	37	70	✓	✓	✓	✓	34
(3) The use of fertilizers	81	21	10	44	73	20	78	55	12	41
(4) Controlling plant diseases	✓	✓	✓	✓	✓	✓	53	77	19	39
(5) Controlling injurious insects	✓	✓	✓	✓	✓	34	40	20	14	54
(6) Controlling noxious weeds	✓	✓	✓	✓	46	✓	✓	✓	✓	✓
(7) Controlling rodents and other animals	50	12	✓	✓	✓	✓	✓	33	11	✓

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

Include all work with adults, 4-H Club members, and young men and women (older youth)	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horses and mules (e)	Poultry (including turkeys) (f)	Other livestock ¹ (g)
55. Days devoted to line of work by—							
(1) Home demonstration agents	✓	✓		✓		✓	
(2) 4-H Club agents	✓	✓		✓		✓	
(3) Agricultural agents	9	2		38		9	
(4) State extension workers	1	1		✓		✓	✓
56. Number of communities in which work was conducted this year	19	5		24		10	
57. Number of voluntary local leaders or committeemen assisting this year	2	✓		6		2	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	✓	✓		✓		✓	
59. Number of members in such circles, clubs, or associations	✓	✓		✓		✓	
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	✓	✓		✓		✓	
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males	2	3		8		✓	
(2) Obtaining purebred or high-grade females	14	9		21		✓	
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	34	XXXXX
(4) Improving methods of feeding	61	18		81		53	
(5) Controlling external parasites	20	13		41		51	
(6) Controlling diseases and internal parasites	19	5		573		40	
(7) Controlling predatory animals	✓	✓		✓		19	

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

CONSERVATION OF NATURAL RESOURCES¹

Include all work with adults, 4-H Club members, and young men and women (older youth)		Soil and water (A)	Forestry (B)	Wildlife (C)
62. Days devoted to line of work by—				
(1) Home demonstration agents		✓	✓	✓
(2) 4-H Club agents		✓	✓	✓
(3) Agricultural agents		8	3	1
(4) State extension workers		3	1	✓
63. Number of communities in which work was conducted this year		17	2	7
64. Number of voluntary local leaders or committeemen assisting this year		2	✓	1

Soil and Water—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use	71
(b) In the use of crop rotations	204
(c) With strip cropping	14
(d) In constructing terraces	12
(e) In grassing waterways or otherwise preventing or controlling gullies	31
(f) With contour farming of cropland	22
(g) In contouring pasture or range	
(h) In the use of cover or green-manure crops	150
(i) In otherwise controlling wind or water erosion	✓
(j) In summer-fallowing	✓
(k) In making depth-of-moisture tests	✓
(l) With drainage	13
(m) With irrigation	8
(n) With land clearing	✓

66. Number of farmers—	
(a) In soil-conservation districts which were assisted with education for organization or operations this year	✓
(b) Assisted in arranging for farm-conservation plans this year	24
(c) Assisted in doing work based on definite farm-conservation plans this year	62

¹ Include nature study.

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	8
68. Number of farmers cooperating this year in prevention of forest fires	68

Wildlife—Continued

69. Number of farmers assisted this year—	
(a) In construction or management of ponds for fish	1
(b) In protection of wildlife areas, such as stream banks, odd areas, field borders, marshes, and ponds, from fire or livestock	15
(c) In planting of edible wild fruits and nuts in hedges, stream banks, odd areas, and field borders	40
(d) With other plantings for food and protection in wild-life areas	18

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and young men and women (older youth)	Farm accounts, cost records, inventories, etc.	Individual farm planning, adjustments, tenancy, and other management problems	Farm credit (short and long time)	Outlook Information
	(a)	(b)	(c)	(d)
70. Days devoted to line of work by—	(1) Home demonstration agents.....	✓		✓
	(2) 4-H Club agents.....	✓		✓
	(3) Agricultural agents.....	3	✓	6
	(4) State extension workers.....	✓		
71. Number of communities in which work was conducted this year.....	7			18
72. Number of voluntary local leaders or committeemen assisting this year.....	✓			✓
75. Number of farmers assisted this year—Continued.				
73. Number of farm-survey records taken during the year:	(a) Farm business.....	✓	(e) In getting started in farming, or in re-locating.....	✓
	(b) Enterprise.....	✓	(f) With credit problems (debt adjustment and financial plan).....	✓
	(c) Other.....	✓	(g) In using "outlook" to make farm adjustments.....	21
74. Number of farmers assisted this year in keeping—	(a) Farm inventory.....	✓	(h) With a farm-income statement for tax purposes.....	33
	(b) General farm records.....	22	(i) With farm-labor problems.....	
	(c) Enterprise records.....	✓	(j) In developing supplemental sources of income.....	24
75. Number of farmers assisted this year—	(a) In developing a farm plan only.....	34		
	(b) In developing a farm and home plan.....	11		
	(c) In analyzing the farm business.....	34		
	(d) In improving landlord-tenant relations and leasing arrangements.....	✓		

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

1. Include all work on farm adjustments conducted in cooperation with FMA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 6 and 9) or to soil management (p. 7).

MARKETING AND DISTRIBUTION

Include all work with adults, 4-H Club members, and youth men and women (older 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	•										
(2) 4-H Club agents	•										
(3) Agricultural agents											
(4) State extension workers											
84. Number of communities in which work was conducted this year.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
85. Number of voluntary local leaders or committeemen assisting this year.											
86. Number of new cooperatives ² assisted in organizing during the year.								•			•
87. Number of established cooperatives ² assisted during the year.				•							
88. Number of members ² in the cooperatives assisted during the year (questions 86 and 87).											
89. Question discontinued.	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X
90. Number of farmers or families (not members of cooperatives) assisted during the year.											
91. Question discontinued.	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X	X X X X
92. Number of private marketing and distributing agencies and trade groups assisted this year.											
93. Number of programs ³ pertaining to marketing agreements, orders, or surplus removal purchases assisted in or conducted this year.											
94. Number of marketing facilities improvement programs ³ participated in or conducted this year.											
95. Number of marketing surveys assisted with or conducted this year.											
96. Number of special merchandising programs ² participated in or conducted this year.											
97. Number of consumer information programs ² pertaining to marketing and distribution participated in or conducted this year.											
98. Number of programs ² relating to marketing services and costs of distribution conducted this year.											
99. Number of programs ² relating to transportation problems conducted this year.											
100. Number of programs ² relating to the specific use of market information conducted this year.											
101. Number of other marketing programs ³ 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 members living in the county covered by this report.
³ Organized pieces of work.

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members, and young men and women (older youth)	Home production of family food supply (a)	Food preservation—dishes (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	24	19	24	3
(2) 4-H Club agents		✓	✓	✓
(3) Agricultural agents	15	7	✓	✓
(4) State extension workers		✓	✓	✓
113. Number of communities in which work was conducted this year.	15	15	15	15
114. Number of voluntary local leaders or committeemen assisting this year.	20	15	20	15
115. Number of families assisted this year—				
(a) In improving diets				90
(b) With food preparation				70
(c) In improving food supply by making changes in home food production—				
(1) Of vegetables				134
(2) Of fruits				11
(3) Of meats				69
(4) Of milk				15
(5) Of poultry and eggs				47
(6) Total of subitems (1) through (5) minus duplications due to families making changes in production of more than one kind of food.				251
Note.—This total should not be less than the largest subitem.				
(d) With home butchering, meat cutting or curing				8
(e) With butter or cheese making				✓
(f) With food-preservation problems in—				
(1) Canning				125
(2) Freezing				8
(3) Drying				
(4) Storing				50
(5) Total of subitems (1) through (4) minus duplications due to families using more than one method of preserving				132
Note.—This total should not be less than the largest subitem.				
(g) In producing and preserving home food supply according to annual food-supply budget				25
(h) In canning according to a budget				15
(i) With child-feeding problems				✓
(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				✓
(m) In removing fire and accident hazards				78
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				✓

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	54	✓	33	✓	32	Acres
139. Other cereals	✓	✓	✓	✓	✓	Acres
140. Peanuts	9	✓	4	✓	4	Acres
141. Soybeans, field peas, alfalfa, and other legumes	1	✓	1	✓	5	Acres
142. Soil and water conservation	✓	✓	✓	✓	✓	Acres
143. Potatoes, Irish and sweet	✓	✓	✓	✓	✓	Acres
144. Cotton	✓	✓	✓	✓	✓	Acres
145. Tobacco	39	✓	23	✓	8	Acres
146. Fruits	✓	✓	✓	✓	✓	Acres
147. Home gardens	67	✓	42	✓	14	Acres
148. Market gardens, truck and canning crops	✓	✓	✓	✓	✓	Acres
149. Other crops (including pasture improvement)	✓	✓	✓	✓	✓	Acres
150. Poultry (including turkeys)	23	✓	17	✓	611	Birds
151. Dairy cattle	✓	✓	✓	✓	✓	Animals
152. Beef cattle	✓	✓	✓	✓	✓	Animals
153. Sheep	✓	✓	✓	✓	✓	Animals
154. Swine	58	✓	42	✓	63	Animals
155. Horses and mules	✓	✓	✓	✓	✓	Animals
155a. Rabbits	2	✓	2	✓	18	Animals
156. Other livestock	✓	✓	✓	✓	✓	Animals
157. Bees	✓	✓	✓	✓	✓	Colonies
158. Beautification of home grounds	1	✓	1	✓	XXXXXXXXXXXX	
159. Forestry	✓	✓	✓	✓	✓	Acres
160. Wildlife and nature study (game and fur animals)	✓	✓	✓	✓	XXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity, tractor	9	✓	8	✓	✓	Articles made
162. Farm management	✓	✓	✓	✓	8	Articles repaired
163. Food selection, preparation, and/or baking	✓	✓	✓	✓	XXXXXXXXXXXX	
164. Food preservation. (Include frozen foods)	✓	✓	✓	✓	✓	Meals planned
165. Health, home nursing, and first aid	✓	7	✓	5	✓	Meals served
165a. Child care	✓	✓	✓	✓	2270	Quarts canned
166. Clothing	✓	175	✓	100	xx 25	Quarts frozen ¹
167. Home management (housekeeping)	✓	✓	✓	✓	xx 350	Pounds frozen ¹
168. Home furnishings and room improvement	✓	✓	✓	✓	25	Garments made
169. Home industry, arts and crafts	✓	✓	✓	✓	10	Garments remodeled
170. Junior leadership	✓	24	✓	5	✓	Units
171. All others	✓	✓	✓	✓	10	Rooms
172. Total (project enrollment and completion)	263	311	173	118	10	Articles

¹Enter frozen foods as quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.

4-H CLUB MEMBERSHIP

173. Number of 4-H Clubs (do not count the same club more than once) 14
174. Number of different 4-H Club members enrolled. (a) Boys 246 (b) Girls 205
175. Number of different 4-H Club members completing. (a) Boys 168 (b) Girls 104
176. Number of different 4-H Club members in school. (a) Boys 219 (b) Girls 178
177. Number of different 4-H Club members out of school. (a) Boys 27 (b) Girls 27
178. Number of different 4-H Club members from farm homes. (a) Boys 238 (b) Girls 173
179. Number of different 4-H Club members from nonfarm homes. (a) Boys 8 (b) Girls 32

Number of Different 4-H Club Members Enrolled:

180. By years	Boys		Girls		181. By ages	Boys		Girls	
	(a)	(b)	(c)	(d)		(e)	(f)	(g)	(h)
1st year	58	65	10 and under	32	30	35	44		
2d.	57	49	11.	40	53				
3d.	50	51	12.	46	32				
4th.	42	22	13.	42	12				
5th.	24	12	14.	29	7				
6th.	15	3	15.	15	14				
7th.	✓	3	16.	3	5				
8th.	✓	✓	17.	3	5				
9th.	✓	✓	18.	1	1				
10th and over	✓	✓	19.	✓	✓				
			20 and over.	✓	✓				

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging..... (f) Fire and accident prevention.....
- (b) Giving demonstrations..... (g) Wildlife conservation.....
- (c) Recreational leadership..... (h) Keeping personal accounts.....
- (d) Music appreciation..... (i) Use of economic information.....
- (e) Health..... (j) Soil and water conservation.....
- (k) Forestry.....
183. Number of 4-H Club members having health examination because of participation in the extension program.....
184. Number of 4-H CLUBS engaging in community activities such as improving school grounds and conducting local fairs.....

WORK WITH YOUNG MEN AND WOMEN (OLDER RURAL YOUTH)

(Do not include work with 4-H Clubs)

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

A. Extension organized groups of young men and women:

185. Number of such groups worked with during the year.....
186. Membership in such groups (a) Number of different young men.....
- (b) Number of different young women.....
187. Distribution of these members by school and marital status and age groupings. The sum of (1) $a+b+c$ = the sum of $d+e+f=186$ (a). Also the sum of (2) $a+b+c$ = the sum of $d+e+f=186$ (b).

In school	Out of school		Under 21 years	21-34 years	35 years and older
	Unmarried	Married			
(a)	(b)	(c)	(d)	(e)	(f)
(1) Young men.....					
(2) Young women.....					

188. Number of meetings these extension organized groups held.....
189. Total attendance at such meetings.....

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

190. Number of such groups assisted during the year.....
191. Number in such groups (a) Different young men.....
- (b) Different young women.....

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

192. Number of different individuals assisted (a) Young men.....
- (b) Young women.....

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

193. Number of different young people worked with or assisted. (Total of questions 185, 191, and 192 minus duplications due to membership in both groups "A" and "B") (a) Young men.....
- (b) Young women.....

194. Question discontinued.

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

2 Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.

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

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MISCELLANEOUS

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

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

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	Assistance to Veterans (a)	U. S. D. A. Councils (b)	Farm Credit Administration (c)	Employment Service (d)	Production and Marketing Administration (e)	Soil Conservation Service (f)	Farmers Home Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)	Other Agencies (k)
199. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	3	✓	✓	✓	5	1	1	✓	✓	4	3
200. Number of communities in which work was conducted this year.	8				16	15	5			7	14
201. Number of voluntary local leaders or committeemen assisting this year.	1				2	✓	✓			2	4
202. Number of meetings participated in this year by extension workers.	4				1	4	1			1	8

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. Precise use of extension terms is an obligation each extension worker owes to the other members of his or her profession. The following definitions have been approved by the United States Department of Agriculture and by the Association of Land-Grant Colleges and Universities.

DEFINITIONS OF EXTENSION TERMS

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

A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.

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

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

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

12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.

13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.

14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.

15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.

16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.

17. *Letters written* should include all original letters on official business. (Duplicated letters should not be included.)

18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.

19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.

20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.

21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.

22. Extension work with *young men and women* shall apply in general to those who are primarily rural and approximately 18 to 30 years of age. (Recommendation of Older Youth and Young Adult Planning Conference, Jackson's Mill, W. Va., February 21-25, 1949.)