

ANNUAL NARRATIVE REPORT

SUSSEX COUNTY

Everette B. Parson, Jr.
County Agent

December 1, 1942 to November 30, 1943

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III. ORGANIZATION

The Agent is working through the County Board of Agriculture and the Neighborhood Leaders. There are 6 communities in the county and 36 neighborhoods. There is a chairman and a chairwoman for each community and a man and a woman leader in each neighborhood.

The Agent used the County Board of Agriculture and Neighborhood Leaders in all of the major educational programs. The Neighborhood Leaders assisted the Agent in the selection of demonstrators to carry out crop and livestock demonstrations.

The Farm Labor Committee was organized in the early spring to assist the Agent with the various farm labor problems that might arise. This Committee did not function very much as a group because there was not an acute farm labor shortage in the county.

The Agent worked with the local seed dealers advising them as to the adapted varieties of different seed. The Agent also worked with the dealers and together with other interested people established a better market for eggs produced in excess to the needs of the farmers.

IV. TYPE OF AGRICULTURE

Sussex County is primarily an agricultural county located in the Tidewater Area of Virginia and in the commercial peanut-swine section. There are 515 square miles in the county, 1236 farms, 57,000 acres of cropland and the major crops planted are 20,000 acres of peanuts, 14,500

acres of corn, 3000 acres of soybeans, 3000 acres of cotton and 375 acres of flue-cured tobacco. Besides these crops, a considerable amount of small grain will be grown and will be used as feed for livestock.

The chief livestock grown in the county is hogs although practically every farmer has one or more dairy cows. Beef cattle is found on a few farms in the county primarily to balance the farming operations and to add an additional source of income. Poultry is found on the majority of the farms in the county.

Sussex County has a total population of 12,485 of which 9,261 are listed as rural farm population. Of the 9,261 rural farm population, 6,684 are colored.

V. PROJECT ACTIVITIES

(A) Crops

Crop production for Sussex County during 1943 was slightly larger than the record production in 1942. This was done in spite of the shortage of labor and farm supplies. The cold and late spring made all crops later than usual but favorable rains and warmer weather produced good growing seasons. At the end of July crops were in a good condition. During August and the first half of September, the county as a whole received very little rain. The peanut and soybean yield was cut considerably by the dry season. As a whole, there is an excellent corn crop since the majority of the corn had matured before the dry season.

A large per cent of the better farmers planted hybrid corn and in every instance where an adapted variety was planted, the hybrid corn out-yielded the open pollinated type by 5 to 25 bushels per acre. The Agent

worked closely with the local seed dealers of the county and informed them as to the adapted varieties of hybrids. There were 15 hybrid demonstrations carried on in the county by farmers.

The peanut yield as indicated above was decreased by the dry season. There were 12 peanut seed treatment demonstrations carried on in the county. The majority of these demonstrations showed that treatment of peanut seed was profitable although a few demonstrations did not show any increase in germination or yield. There were 6 peanut dusting demonstrations conducted. Demonstrations that had a reasonable amount of rain after the application of sulfur showed that this was a profitable operation. There were several demonstrations that did not have any rain after the dust was applied. These demonstrations showed very little, if any, increase in yield although the peanut hay was slightly improved.

Quite a number of farmers followed the Agent's recommendations and inoculated their soybean seed and fertilized their soybeans. Since very few of the soybeans have been harvested, the Agent is unable to report the results of these demonstrations.

The use of winter cover crops is increasing each year according to the figures issued by the AAA. The winter cover crops used in Sussex County can be divided into 2 groups, legumes and non-legumes. There is a larger acreage of winter legumes planted as cover crops this year than in the past. This is due to the scarcity of adapted varieties of non-legume cover crop seed and that crimson clover seed are being made available to the farmers through the Grant of Aid Program. Last year approximately 50,000 pounds of clover seed were made available to farmers through

the Grant of Aid Program. This year even with the late arrival of the Grant of Aid seed, approximately 70,000 pounds were distributed to the farmers.

The Agent feels that due to the intensified educational program conducted in connection with the livestock feed shortage that there has been an increase in the number and quality of temporary pastures. Since the farmers are unable to purchase sufficient feed for livestock, they are more interested in what they can do to produce a maximum amount of their feed on their farms. Sixty tons of 19% Superphosphate has been made available to the farmers of Sussex County through the Grant of Aid Program. A large per cent of this Superphosphate was used on permanent pastures. The Agent believes that this will be the beginning of pasture fertilization in Sussex County. As a whole, there seems to be a growing interest in permanent and temporary pastures.

An intensified Victory Home Food Supply Campaign was conducted by the County Board of Agriculture. As a result of this Campaign and publicity given to the Victory Home Food Supply by radio and press, many families were encouraged to raise a garden for the first time and other families improved their gardens by increasing the size and enlarging the variety of vegetables that they produced.

(B) LIVESTOCK

The farmers of Sussex County were asked to increase their number of hogs by 5%. This goal was more than reached and as a result of this, Sussex County has the largest population of hogs in its history. This tremendous increase of hogs has brought on many problems,

mainly diseases, unsanitary conditions, internal parasites and insufficient feed. The Agent and the Assistant Agent spent a total of 120 days on hogs and a large part of this was spent in vaccinating hogs against hog cholera. A total of hogs have been inoculated by the Agent and Assistant Agent this year.

The Agent has been directly or indirectly responsible for the replacement of 12 purebred boars. A large number of demonstrations have been conducted on the treatment of internal parasites in hogs. Each demonstrator was well pleased with the results obtained. The Agent has given a large number of farmers suggestions on their feed problems, attempting to assist them in adjusting their feed crops and temporary pastures to meet the present feed shortage.

Sussex County was asked to increase their egg production 4%. In the opinion of the Agent, this was accomplished and surpassed. There was also a large increase in the number of broilers produced but in the last few months the shortage of feed has caused a decrease in the number of broilers and layers.

In the early spring, the Agent worked with local dealers in establishing a better system of marketing eggs. This was done by the dealers shipping eggs to larger markets. Three culling demonstrations were conducted by specialists in the county as well as several culling demonstrations conducted by the Agent. The Agent also furnished farmers with information on feeding and management of the broiler and laying flock.

Approximately 75% of the total acreage of Sussex County is in forests. Therefore, the income derived from the sale of forest products is an additional source of income to the farmers. During the past year, there has been one cutting demonstration conducted. The farmers of this county are very fortunate in that they have several foresters from whom they may request assistance. One group of foresters mentioned above is supplied by the State and they are located at Waverly, Virginia. The other group is a group of foresters employed by a Pulpwood Plant located at Jarratt, Virginia. Even though these foresters are employed by the Plant, the management of the plant is glad to have their foresters assist the farmers in the proper management of their timber. Both groups of foresters have worked closely with the Agent.

The Agent worked closely with the few small commercial fruit growers in the county, assisting them in their pruning and spraying programs. There has been one pruning demonstration conducted in the county by a specialist.

(c) FARM LABOR

In January and February, it appeared that there would be a serious shortage of farm labor in Sussex County since so many of the farm workers had left the farm for higher wages which they could easily obtain on construction jobs or in defense projects, but as the planting season approached, the farm labor conditions began to improve. Early in the spring, the Agent appointed a Farm Labor Committee which was very useful to the Agent even though very few meetings were held. The Agent often consulted with the members of the Farm Labor Committee and asked their opinion on certain phases of the Farm Labor

Program. The Farm Labor Committee realized that if additional farm labor would be needed that it would be needed to harvest peanuts. In attempting to determine the actual needs of the farmers, the Agent sent out a questionnaire to all farmers that had over 20 acres of peanuts. The results of this questionnaire showed that a considerable amount of farm labor would be needed to harvest peanuts but when the Farm Labor Committee examined the individual questionnaires, they found that most farmers over-estimated their needs and decided that there would be very little need for outside labor.

The farmers obtained considerable labor from small towns. With good weather and by exchange of equipment and labor, they were able to harvest their entire crop of peanuts.

There was no Farm Labor Assistant employed.

VI. COOPERATION WITH AGRICULTURAL CONSERVATION PROGRAM

The Sussex County Agricultural Conservation Association is very well organized. They have very good County and Community Committeemen. The Association is very fortunate in having a capable man as Secretary and Chief Clerk, who handles all of the Association's business. The office of the County Agent and the Association is located in the same office which is furnished by the County. There are 1267 farms in the county of which 1185 participated in the 1943 Program.

The Agent has assisted in all educational programs of the Association. The Agent has attempted to have a working knowledge of the Association Program so that he could answer questions intelligently whenever the farmers

requested information regarding the Association Program. The Agent did considerable educational work on crimson clover seed and phosphate which was furnished through the Grant of Aid Program.

VII. COOPERATION WITH CREDIT AND LOANING AGENCIES

The Agent assisted the Production Credit Association whenever he was called on but since the Secretary-Treasurer of this Agency has been in the county quite a number of years, there was very little assistance the Agent could give.

The Emergency Crop and Feed Loan field man has his office outside of the county, therefore, the Agent was not able to keep in close contact with the activities of this Agency but did whatever possible to assist the Agency.

VIII. COOPERATION WITH FARM SECURITY PROGRAM

The Farm Security office is also located outside the county but the Agent worked with the field man whenever called upon.

IX. COOPERATION WITH SOIL CONSERVATION PROGRAM

Sussex County is not in a soil conserving district, therefore, there is no soil conservation personnel working in the county.

X. WAR BOARD

The Sussex County USDA War Board is composed of representatives of the following Agencies: AAA, PSA, Farm Credit, REA and Extension. All members are active except the Farm Security representative. Since the Farm

Security representative has his office in an adjoining county and is an active member of a War Board in that county, he has not taken an active part on the War Board in this county but when there was any large job to be done, he always assisted. As stipulated in War Board instructions, the Chairman of the AAA Committee was automatically Chairman of the War Board and the Agent was automatically the Secretary of the War Board. Since the Agent was Secretary of the War Board he had to be responsible for the detailed work of the Board. He was also Secretary of the County Farm Machinery Rationing Committee, the Farm Transportation Committee and of the War Meat Committee and did practically all of the work for these committees. This required a large portion of the Agent's time.

As stated above, the Agent was Secretary of the Farm Machinery Rationing Committee, therefore, received and processed all applications for farm machinery as well as carrying on educational work connected with the rationing of farm machinery. There were 552 farm machinery applications.

The Agent was Secretary of the County Farm Transportation Committee. All Agencies assisted in the registration of farm trucks which was done in October, 1942 but after that time the majority of the registration of farm trucks and the filing of appeals was done by either the personnel of the AAA or the Agent. Approximately 100 appeals or Certificates of War Necessity have been processed by either the personnel of the AAA or the Extension. Early in March the CFTC Committee was requested to make recommendations on all non-highway use gasoline for agricultural purposes. Since that time, the CFTC Committee has been working very closely with the Local Rationing Boards. The Agent met with the CFTC at the majority of their meetings.

In April the County War Board was assigned the responsibility of issuing livestock slaughter permits. All of the members of the War Board assisted in the issuing of the slaughter permits. A total of 245 slaughter permits have been issued since that time.

The County War Board has had 3 applications for new farm trucks and 3 applications for farm building permits. These applications were processed by the Agent.

Through the entire year the War Board worked very closely with the Local Selective Service Board. The majority of the work with the Selective Service Board has dealt with policies rather than with individual registrants although the War Board has investigated approximately 35 registrants. The Selective Service Board is composed of agriculture minded men, therefore, it has not been difficult for farmers to obtain agricultural deferments. The registrants which have been referred to the War Board for investigation have been borderline cases.

All of the members of the War Board have assisted the Agent in the educational work.

XI. 4-H CLUB WORK

Due partly to the frequent changes in the personnel, 4-H Club work in Sussex County has not been very successful. Mr. C. J. Pomeroy was Club Agent from December 1 through April 15. From April 15 to September 1, the Agent was responsible for 4-H Club work in the county. From September 1 to November 30, Miss Annie B. Croonenberghs was 4-H Club Agent.

There are three 4-H Clubs in the county with a total membership

of 71. Of the 71 members, 38 are boys and 33 are girls. There were 38 projects carried by the boys of which 14 were completed during the year.

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 Sussex

REPORT OF

Miss Nancy A. Kelly
(Name) Home Demonstration Agent.

From December 1 to November 30, 1943

From _____ to _____, 194

Assistant Home Demonstration Agent.

C. J. Parmeroy
4-H Club Agent.

From December 1 to April 15, 1943

Miss Annie B. Croonenberghs
Assistant County Agent in charge of Club Work.

From Sept-1 to November 30, 1943

J. W. Freeman + E. B. Person, Jr.
Agricultural Agent.

From December 1 to November 30, 1943

E. B. Person, Jr.
Assistant Agricultural Agent.

From November 16 to January 19, 1943



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 where expressed in numbers of farmers or families assisted, in making some improvement or definitely influenced to make a change, such as an improvement, or change may be the outcubes 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.

GENERAL ACTIVITIES

Report only this year's activities that can be verified	Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)	
1. Months of service this year (agents and assistants)	8.5	2.5	13.3 ³	XXXXXXXXXX	
2. Days devoted to work with adults ⁴	189.5	1.0	316.0	XXXXXXXXXX	
3. Days devoted to work with 4-H Clubs and older youth ⁴	12.5	54.0	8.0	XXXXXXXXXX	
4. Days in office ⁴	78.0 ✓	24.0 ✓	193.5 ✓	XXXXXXXXXX	
5. Days in field ⁴	124.0 ✓	31.0 ✓	190.5 ✓	XXXXXXXXXX	
6. Number of farm or home visits made in conducting extension work ⁴	227	37.0	845.0	1109	
7. Number of different farms or homes visited	94	30.0	458.0	582	
8. Number of calls relating to extension work	(1) Office	58	1511	1569	
	(2) Telephone	79	1410	1489	
9. Number of news articles or stories published ⁴	25		29	54	
10. Number of bulletins distributed	868	117	1733	2718	
11. Number of radio talks broadcast or prepared for broadcasting	8		5	13	
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number		54	
		(b) Men leaders		54	
		(c) Women leaders	68	49	117
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(2) 4-H Club and older youth	(a) Number			
		(b) Leaders			
		(c) Number	84	3	27
(1) Adult work	(a) Number	962	38	1000	
	(b) Total attendance				
(2) 4-H Club and older youth	(a) Number	3		3	
	(b) Total attendance	14		14	
14. Number of adult result demonstrations conducted			25	25	
15. Meetings held at such result demonstrations	(1) Number				
	(2) Total attendance				
16. Tours conducted	(1) Adult work	(a) Number			
		(b) Total attendance			
	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			
(1) Adult work	(a) Number				
	(b) Total attendance				
17. Achievement days held	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			

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.
 * Do not count items relating to notices of meetings only.

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (a)	4-H Club agents ¹ (b)	Agricultural agents (c)	County total ² (d)	
18. 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 older youth	(a) Number					
		(b) Total boys attending					
		(c) Total girls attending					
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported.	(1) Adult work	(a) Number	17	1	41	59	
		(b) Total attendance	559	20	622	1201	
	(2) 4-H Club and older youth	(a) Number	5	20	10	35	
		(b) Total attendance	56	404	224	684	
	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	4			4
			(b) Total attendance	49			49
(2) 4-H Club and older youth		(a) Number					
		(b) Total attendance					

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)	1236
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	300
23. Number of farms involved in preceding question which were reached this year for the first time	75
24. Number of nonfarm families making changes in practices as a result of the agricultural program	25
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	150
26. Number of farm homes involved in preceding question that were reached this year for the first time	100
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	35
28. Number of other homes involved in preceding question that were reached this year for the first time	28
29. Number of farm homes with 4-H Club members enrolled	60
30. Number of other homes with 4-H Club members enrolled	11
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	510
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	71

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 <u>Sussex Cooperative Farm Bureau</u>	(2) No. of members	<u>95</u>
(b) Agricultural	(1) Name <u>Sussex Board of Agriculture</u>	(2) No. of members	<u>24</u>
(c) Home demonstration	(1) Name <u>Home Demonstration Committee</u>	(2) No. of members	<u>23</u>
(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 56 (b) Home demonstration 23 (c) 4-H Club (d) Older youth

35. Total number of communities in county 6
 36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees 6
 37. Number of clubs or other groups organized to carry on adult home demonstration work 2
 38. Number of members in such clubs or groups 29
 39. Number of 4-H Clubs. (Same as question 173, page 14) 3
 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) 0
 41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program:
 (a) Adult work (1) Men 31 (2) Women 75 (b) 4-H Club and older youth work (1) Men (2) Women (3) Older club boys (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 Sussex Board of Agriculture.

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

(a) Unpaid lay members: (1) Men 36 (2) Women 26 (3) Youth
 (b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men 9 (2) Women

44. Number of communities with agricultural planning committee (land use planning or over-all planning) 6

45. Number of members of such community planning committees: (a) Men 36 (b) Women 26 (c) Youth

46. Was a county committee report prepared and released during the year? (a) 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	<u>64</u>	<u>5.5</u>	<u>69.5</u>
(2) 4-H Club agents			<u>50 71.5</u>
(3) Agricultural agents			<u>1620 216</u>
(4) State extension workers			
48. Number of planning meetings held			
(1) County			<u>4</u>
(2) Community			<u>14</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year	<u>42</u>	<u>16</u>	<u>130</u>
50. Days of assistance rendered by voluntary leaders or committeemen	<u>38</u>	<u>20</u>	<u>238</u>

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 (a)	Wheat (b)	Other cereals (c)	Legumes (d)	Pasture (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	3.5				0.5			7.0	0.5	5.0
(3) Agricultural agents	7.3		0.5	13.5	1.0	1.4	1.0	1.5	2.5	19.0
(4) State extension workers									0.5	
52. Number of committees in which work was conducted this year	6		2	6	6	3	2	6	2	6
53. Number of voluntary local leaders or committeemen assisting this year	10			4	8	6			2	12
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	30			20	8	4				15
(2) The use of lime				35						10
(3) The use of fertilizers	50			30		15	8			14
(4) Controlling plant diseases				45		10		25	3	10
(5) Controlling injurious insects				45				30	8	10
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Pigs (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						3	
(2) 4-H Club agents	1.5	0.5	1.5	11.5		10.5	
(3) Agricultural agents	53.0	2.0		120.0		12.0	
(4) State extension workers				1.5		1.0	
56. Number of communities in which work was conducted this year	3	2	1	6		6	
57. Number of voluntary local leaders or committeemen assisting this year	2	1	1	20		10	
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		15			
(2) Obtaining purebred or high-grade females	4			10			
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	8	XXXXX
(4) Improving methods of feeding		1		65		15	
(5) Controlling external parasites				50		10	
(6) Controlling diseases and internal parasites				300		20	
(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) 1
62. Days devoted to line of work by—			
(1) Home demonstration agents.....			
(2) 4-H Club agents.....			
(3) Agricultural agents.....	4.0	5.0	
(4) State extension workers.....			
63. Number of communities in which work was conducted this year.....	6	2	
64. Number of voluntary local leaders or committeemen assisting this year.....	10	2	

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	75
(b) In the use of recommended crop rotations.....	25
(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.....	250
(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.....	15
(c) With selection cutting.....	10
(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.....	1000

Wildlife Conservation—Continued

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

¹ Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc. (a)	Individual farm planning, adjustments, ¹ tenancy, and other management problems (b)	Farm credits (short and long time) (c)	Outlook information (d)
70. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers	4.0	10.0		10.0
71. Number of communities in which work was conducted this year	6	6		
72. Number of voluntary local leaders or committeemen assisting this year	10			
73. Number of farm-survey records taken during the year: (a) Farm business (b) Enterprise (c) Other				
74. Number of farmers assisted this year in keeping— (a) Farm inventory (b) General farm records (c) Enterprise records	5			
75. Number of farmers assisted this year— (a) In developing a farm plan only (b) In developing a farm and home plan (c) In analyzing the farm business (d) In improving landlord-tenant relations and leasing arrangements	5			
		75. Number of farmers assisted this year—Continued. (e) In getting started in farming, or in re-locating (f) With credit problems (debt adjustment and financial plans) (g) In using "outlook" to make farm adjustments (A) With a farm-income statement for tax purposes (i) With farm-labor problems (j) In developing supplemental sources of income		20 10

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

Include all work with adults, 4-H Club members, and older youth	Price and trade policies (prices, international trade, interstate trade barriers, transportation, interregional competition, etc.) (a)	Land policy and programs (classification of land zoning, tenure, land development, settlement, public-land management, etc.) (b)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.) (c)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural works programs, etc.) (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 AAA 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 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	3.0				4.0				5.0	1.0	4.0
(4) State extension workers											
84. Number of communities in which work was conducted this year	6				6				3	1	6
85. Number of voluntary local leaders or committeemen assisting this year					4						
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. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) ³	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year	10			-	30						
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$ 2500	\$	\$	\$	\$ 5000	\$	\$	\$	\$	\$	\$

92. Number of private marketing and distributing agencies and trade groups assisted this year _____
93. Number of programs³ pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year _____
94. Number of marketing facilities improvement programs³ participated in or conducted this year _____
95. Number of marketing surveys assisted with or conducted this year _____
96. Number of special merchandising programs³ participated in or conducted this year _____
97. Number of consumer information programs³ pertaining to marketing and distribution participated in or conducted this year _____
98. Number of programs³ relating to marketing services and costs of distribution conducted this year _____
99. Number of programs³ relating to transportation problems conducted this year _____
100. Number of programs³ relating to the specific use of market information conducted this year _____
101. Number of other marketing programs³ 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 older youth	The house, 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.....	134 3/4			
(2) 4-H Club agents.....				
(3) Agricultural agents.....		2.3	5.0	15.5
(4) State extension workers.....				
103. Number of communities in which work was conducted this year.....	6	6	6	6
104. Number of voluntary local leaders or committeemen assisting this year.....	45	5	5	3

The House, Furnishings, and Surroundings—Continued

105. Number of families assisted this year in—	
(a) Constructing dwellings.....	2
(b) Remodeling dwellings.....	
(c) Installing sewage systems.....	
(d) Installing water systems.....	
(e) Installing heating systems.....	
(f) Providing needed storage space.....	
(g) Rearranging or improving kitchens.....	
(h) Improving arrangement of rooms (other than kitchens).....	
(i) Improving methods of repairing, remodeling, or refinishing furniture or furnishings.....	100
(j) Selecting housefurnishings or equipment (other than electric).....	12
(k) Improving housekeeping methods.....	50
(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.....	100
(p) Planting windbreaks or shelterbelts.....	

(q) Sewing Machine Repair 173
 (r) Household Equipment Repair 12

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.....	5
(b) Selection or use of electric lights or home electrical equipment.....	
(c) Using electricity for income-producing purposes.....	5

Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings.....	5
(b) Remodeling or repairing farm buildings.....	2.5
(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.....	15
(b) Making more efficient use of mechanical equipment.....	50
110. Number of farmers following instructions in the maintenance and repair of mechanical equipment this year.....	25
111. Number of gin stands assisted this year in the better ginning of cotton.....	

NUTRITION AND HEALTH

Include 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	13 3/4	34 4 1/2	4 3/4	
(2) 4-H Club agents	5.5			
(3) Agricultural agents	7.0	1.0	0.5	1.0
(4) State extension workers				
113. Number of communities in which work was conducted this year	6	6	6	
114. Number of voluntary local leaders or committeemen assisting this year.	16	26	8	
115. Number of families assisted this year—				
(a) In improving diets				150
(b) With food preparation				75
(c) In improving food supply by making changes in home food production				350
(1) Of vegetables				300
(2) Of fruits				
(3) Of meats				
(4) Of milk				
(5) Of poultry and eggs				
(d) With home butchering, meat cutting or curing				38
(e) With butter or cheese making				12
(f) With food-preservation problems				20
(1) Canning				250
(2) Freezing				
(3) Drying				
(4) Storing				50
(g) In producing and preserving home food supply according to annual food-supply budget				125
(h) In canning according to a budget				173
(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				
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				

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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	11	20	
	(2) 4-H Club agents			
	(3) Agricultural agents			
	(4) State extension workers			
119. Number of communities in which work was conducted this year	7	22		
120. Number of voluntary local leaders or committeemen assisting this year	7	19		

Home Management—Family Economics—Continued

121. Number of families assisted this year—	
(a) With time-management problems
(b) With home accounts
(c) With financial planning
(d) In improving use of credit for family living expenses
(e) In developing home industries as a means of supplementing income
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—	
(a) Food
(b) Clothing
(c) Housefurnishings and equipment
(d) General household supplies
123. Number of families assisted this year through cooperative associations ¹ or individually, with the buying of—	
(a) Food
(b) Clothing	30
(c) Housefurnishings and equipment	30
(d) General household supplies	30
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)	30
125. Number of families assisted this year with "making versus buying" decisions	3
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living	173

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

Clothing and Textiles—Continued

127. Number of families assisted this year with—	
(a) Clothing-construction problems	35
(b) The selection of clothing and textiles	173
(c) Care, renovation, remodeling of clothing	173
(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	35
133. Number of communities assisted this year in improving community recreational facilities
134. Number of community groups assisted this year with organizational problems, programs of activities, or meeting programs
135. Number of communities assisted this year in establishing—	
(a) Club or community house
(b) Permanent camp
(c) Community rest rooms
136. Number of communities assisted this year in providing library facilities
137. Number of school or other community grounds improved this year according to recommendations

¹ The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 16.
² Includes question 125; also families buying through marketing cooperatives, organized or assisted, column (h), 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	2		1		1	Acres
139. Other cereals						Acres
140. Peanuts	7		3		7	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	12	10	4	4	3/5	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)	3	6	1	5	206	Birds
151. Dairy cattle	2	0	0	0	0	Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	11	1	5	0	11	Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds	0	19	0	4	XXXXXXXXXXXXXX	
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXXXX	
161. Agricultural engineering, farm shop, electricity					{	Articles made
						Articles repaired
162. Farm management					XXXXXXXXXXXXXX	
163. Food selection and preparation					{	Meals planned
						Meals served
164. Food preservation						Quarts canned
165. Health, home nursing, and first aid					XXXXXXXXXXXXXX	
166. Clothing					{	Garments made
						Garments remodeled
167. Home management						Units
168. Home furnishings and room improvement					{	Rooms
						Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership					XXXXXXXXXXXXXX	
171. All others					XXXXXXXXXXXXXX	
172. Totals (see footnotes 2 and 3, p. 14)	37	26	14	13	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP 1

173. Number of 4-H Clubs. (Same as question 39) 3
174. Number of different 4-H Club members enrolled (a) Boys: 28 (b) Girls: 39
175. Number of different 4-H Club members completing (a) Boys: 14 (b) Girls: 13
176. Number of different 4-H Club members in school (a) Boys: 33 (b) Girls: 30
177. Number of different 4-H Club members out of school (a) Boys: 5 (b) Girls: 3
178. Number of different 4-H Club members from farm homes (a) Boys: 33 (b) Girls: 30
179. Number of different 4-H Club members from nonfarm homes (a) Boys: 5 (b) Girls: 3

Number of Different 4-H Club Members Enrolled:

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

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

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.

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)

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

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

188. Number of meetings of older rural youth extension groups
189. Total attendance at such meetings

190. Number of other older rural youth groups assisted

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

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

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

194. Check column showing approximate portion of older-youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-29 percent (c)	40 percent or more (d)
(1) Citizenship, democracy, and public problems				
(2) Vocational guidance				
(3) Family life and social customs				
(4) Social and recreational activities				
(5) Community service activities				
(6) Technical agriculture				
(7) Technical home economics, including nutrition and health				

MISCELLANEOUS

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

Include all work with entire 4-H Club members, and other youth	Home (6)	General leader interests (6)	All other work (6)
(1) Home demonstration agents			1 1/2
(2) 4-H Club agents			11.5
(3) Agricultural agents			6
(4) State extension workers			12
196. Number of communities in which work was conducted this year			
197. Number of voluntary local leaders or committeemen assisting this year			

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (6)	4-H Club agents (6)	Agricultural agents (6)
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)			15
(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)	1 1/2		5
(4) Other war work (including collection of salvage material)			

COOPERATION WITH OTHER FEDERAL AGENCIES

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

199. Days devoted to line of work by—	War boards (6)	Civilian defense agency (6)	Employment service (6)	Agricultural Adjustment Administration (6)	Surplus Marketing Administration (6)	Soil Conservation Service (6)	Farm Security Administration (6)	Rural Electrification Administration (6)	Tennessee Valley Authority (6)	Social Security, Public Health, Children's Bureau (6)
(1) Home demonstration agents										
(2) 4-H Club agents	1.0			8.0						
(3) Agricultural agents	59.5									
(4) State extension workers	6									
200. Number of communities in which work was conducted this year	6									
201. Number of voluntary local leaders or committeemen assisting this year	13									
202. Number of meetings participated in this year by extension workers	25			6						

1 Include geographers, surveyors, district boys, and other interests 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 **f-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. **f-H Club members enrolled** are those boys and girls who actually start the work outlined for the year.
 14. **f-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.