

ANNUAL NARRATIVE REPORT

DECEMBER 1, 1952

TO

DECEMBER 1, 1953

PRINCE GEORGE COUNTY, VIRGINIA

HOMER A NOBLIN, COUNTY AGENT

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INTRODUCTION

This narrative report briefly summarizes the Agricultural Extension Program, Plan of Work, the extent to which it was carried out, evaluation, and effectiveness of same, with explanations of numerous items not recorded in the statistical report previously made. The period of time covered is December 1, 1952 to December 1, 1953 inclusive.

The program was developed with the idea of enlarging upon the major accomplishments of previous years and placing increased emphasis on the phase of Grass-land Agriculture and Animal Production.

The county's extension organization consists of a county agent and a County Board of Agriculture. The board is composed of either farmers, businessmen or professional men from each district in the county.

The content of this report is a complete narrative summary of the agricultural extension program in Prince George County for the fiscal year.

The policy of the extension organization is to cooperate closely with the various farm organizations--such as Farm Bureau, Grange, Ruritan Clubs, Chambers of Commerce, for the benefit of the people, and works for and encourages a more concerted effort on the part of the farm people for the economical production and marketing of their products. Boys are encouraged, through the 4-H Clubs, in taking an active part in progressive farm practices, cooperative spirit and community building.

PROGRAM OF WORK

Consultations are held with the District Agent, V. P. I. Extension Service Specialists, the Agricultural Committees of the Ruritan Clubs, and Chambers of Commerce before making a program and plan of work in January for the year. After giving due consideration to suggestions and advice from all who participated, the following was prepared, to which we have added the 1953 achievements.

PLAN OF WORK FOR PRINCE GEORGE COUNTY

1. Agricultural Economics

Goals

Achievements

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. To interest farmers in Soil Conservation work and help with farm plans. 2. To interest farmers of the county in growing, grading and standardising produce for market. 3. To encourage organized buying and selling. 4. To have 100 farmers keep accurate farm accounts. 5. To encourage all farmers to cooperate fully with the Production & Marketing Program and to give all possible assistance to them in this connection. | <p>Farm ponds and wildlife development major projects.</p> <p>Progress.</p> <p>Satisfactory progress on peanut marketing. Worked with two cooperatives.</p> <p>35 demonstrations.</p> <p>Attended committee meetings and assisted with educational work.</p> |
|--|--|

PLAN OF WORK FOR PRINCE GEORGE COUNTY (CONT'D)

II. 4-H CLUB WORK

Goals

Achievements

- | | | |
|----|---|---|
| 1. | To have a 4-H Club in every rural school in the County. | Clubs in 5 schools.
1 club out of school. |
| 2. | To have 30 members complete corn club projects. | 21 completed. |
| 3. | To have 25 members complete peanut projects. | 14 completed. |
| 4. | To have 15 members complete fat pig projects. | 11 completed. |
| 5. | To have 8 members carry dairy calf projects, as outlined. | 8 completed. |
| 6. | To have 12 members carry Baby Beef projects, as outlined. | 12 completed. |
| 7. | To encourage club members and leaders to attend district and state short courses. | 17 boys attended Jamestown 4-H Camp. One boy attended the State Short Course. |
| 8. | To increase enrollment in all Clubs. | 201 members. |

III. FIELD CROPS (Adult Demonstrations)

Goals

Achievements

- | | | |
|-----------------------------------|--------------------|-------------------------------------|
| Corn..... | 75 Demonstrations. | 80 demonstrations. |
| Soybeans..... | 10 " | 17 " |
| Peanuts..... | 20 " | 12 " |
| Pastures..... | 100 " | 85 " 1380 additional acres seeded. |
| Alfalfa..... | 12 " | 14 " |
| Have 50 New Pasture Club members. | | Certificates awarded to 38 farmers. |

IV. SOILS

Goals

- 1. (a) Lime.
- (b) Legumes.

Achievements

1000 tons only used due to no lime program available from County Production & Marketing Adp. office.

Alfalfa, lespedesa, soybeans, cowpeas, vetch, crotalaria, crimson and ladino clovers were used. Satisfactory increases.

V. LIVESTOCK

Goals

- 1. To increase livestock units as rapidly as feed production is increased.
- 2. To increase the number of purebred sires.
- 3. Better Dairy practices.
- 4. Give instructions in treating sheep for internal parasites.
- 5. Vaccinate hogs upon request.
- 6. Encouraged participation in Feeder Calf Sale.
- 7. Give dehorning, castrating, showing and fitting demonstrations.

Achievements

Hogs, cattle and poultry increased.

Placed the following in 1953. 9 purebred dairy bulls, 100 heifers, 14 boars, 31 sows, 2 beef steers, 320 cows.

Culling increased and feeding practices more efficient.

Accomplished - 218 treated.

3,761 animals vaccinated for cholera and hemorrhagic, enteritis, septicemia.

All farmers who sold cattle in Petersburg sale were well pleased. More expect to enter the next sale.

5 demonstrations conducted.

VI. POULTRY

Goals

Achievement

- | | | |
|----|---|--|
| 1. | To conduct culling demonstrations. | 5 demonstrations--1800 birds involved. |
| 2. | To recommend the following practices for the advancement of the poultry industry. Use supplementary feeds with home-grown feeds; balanced rations; standardization of flocks; keep one breed only; culling; better housing. | Progress |

VII. HORTICULTURE

Goals

Achievements

- | | | |
|----|----------------------------------|-----------------------------|
| 1. | Orchard demonstrations. | 3 demonstrations. |
| 2. | Small fruit demonstrations. | 3 demonstrations. |
| 3. | Spray and pruning demonstrations | 7 demonstrations conducted. |

VIII. FORESTRY

Goals

Achievements.

- | | | |
|-----|---------------------------------------|--|
| 1. | To conduct demonstrations in: | |
| (a) | Thinning. | 7 demonstrations. |
| (b) | Reclaiming lands with loblolly pine. | 5 demonstrations. |
| (c) | Forest management | Field meeting with farmers in cooperation with Soil Conservation Service on Woodland Management. |
| (d) | Hold post treating demonstration. | 2 demonstrations conducted. |
| (e) | Hold timber estimating demonstration. | 3 demonstrations held. |

IX. ORGANIZATIONS

Goals

Achievements

- 1. To work toward getting the entire county organized into farm groups.

Group meetings have been held in all five districts in the county. Two districts have active farm clubs. The Grange, Farm Bureau, Ruritan Clubs and Chamber of Commerce (Hopewell) and Petersburg) assist the county agent in every way possible.

X. AGRICULTURAL & EDUCATIONAL FAIRS

Goals

Achievements

- 1. To encourage exhibits at State and County Fairs.

14 single farm exhibits and a large number of entries of farm and livestock at the Atlantic Rural Exposition and Southside Virginia Fair won—\$1,135.50

4-H CLUB WORK - 1953

Boy's 4-H Club work was conducted in all schools in the county, with a total of 193 boys and 8 girls enrolled in 6 clubs. Satisfactory work was completed by 173 boys and 8 girls.

Prince George County is adjacent to the cities of Petersburg and Hopewell. The result is that the parents of many club boys do not operate farms, consequently the boys are limited in facilities for project work. While the boys are interested in club work they are handicapped in obtaining maximum results from 4-H Club programs.

One member attended the 4-H Leaders Training Camp at Camp Farrar at Virginia Beach, also the Interstate All Star Conference at Boston.

Representatives from all 4-H Clubs in the county put on a one-half hour radio program over W H A P Hopewell, Virginia, in celebration of National 4-H Club Week,

Also 11 members of the 4-H Boys Clubs put on an entertainment program for the Prince George Ruritan Club in celebration of National 4-H Club Week. The Ruritans were favorably impressed and afterwards sponsored a 4-H "White Elephant" auction sale for the clubs, which raised \$322.00 for the Camp Building Fund.

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4-H CLUB WORK - 1953 (CONT'D)

A 4-H Club tour was conducted in March, visiting many "Baby Beef" projects in the county.

Four 4-H boys attended Maintenance Clinic in Blacksburg December 8, 9, and 10th. One boy was accepted into the State All Star organization. Seventeen boys attended the District Short Course at Jamestown 4-H Camp, and one boy attended the State Short Course at Blacksburg.

The County 4-H Club Baseball League which was organized in 1950 was continued again this year. All clubs in the county entered teams. The County Team was made up of the best players from all clubs in the county. This recreation feature has created considerable interest. This year the Prince George team was invited to attend the Chesterfield Rally Day.

Interest in the Baby Beef Project has increased due to the rapid development of beef cattle production in the county. The Baby Beef show and auction sale held in Petersburg in May stimulated interest in this project. Three 4-H club members from the county sold their Baby Beeves at this sale, the three calves brought a total of \$852.72. Mr. Hugh Henderson, Associate Animal Husbandman, assisted the county agent in developing this work.

Many club members entered exhibits of corn, peanuts, potatoes and garden products at the Southside Virginia Fair, winning 1st, 2nd, and 3rd prizes. Arrangements were made for the members to attend fairs free. Thirty-two members attended the Atlantic Rural Exposition. Total prizes won by club members at the Atlantic Rural and Southside Virginia Fairs was-----\$114.00.

AGRICULTURAL ECONOMICS

(a) FARM ACCOUNTING:

A county Veterans Class, consisting of 11 members is taking Farm Records as a project. We furnish books and all information possible for the class work.

A Farm Account and Income Tax school was held with the assistance of Mr. W. J. Nucholls, Jr. Much interest was shown. All who attended were given account books. This school has become very popular with the county people and the attendance increases from year to year. We feel that it is a valuable service to our farmers.

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FIELD CROPS

Some of the time previously given to corn production is now going to pasture program, but the 100-Bushel-Per-Acre-Corn-Club program is still being developed. The interest in corn production by Prince George County Farmers continue keen, even though the drastic drought seriously curtailed the production this year.

The intensive work on corn production in the county for a number of years has contributed to increasing the official corn yield from nine bushels in 1930 to forty-seven in 1950. Corn is the second crop of importance in the county, and therefore, merits much consideration. The county corn crop at the 47 bushel yield is worth \$684,000.00 more than it would be if the yield were still nine bushels. There are very few farmers in the county at present who do not produce corn efficiently.

A County Pasture Committee was organized with sub-committees in every district in the county. A County Pasture Club has been set up with 223 members. Approximately 1380 acres improved permanent pasture has been seeded according to Extension Service recommendations.

The Hopewell Chamber of Commerce gave a luncheon in honor of the winners in the Pasture Club Program. The luncheon program was held in a Hopewell Hotel, at which Mr. J. W. Rogers, District Agent, delivered certificates to the Pasture Club winners. Mr. W. W. Lewis, Extension Agronomist, spoke on Pasture Management, after which a tour of several pastures was made through the county. Methods used in obtaining the results shown were explained by the farmer.

Concerted effort is being made to improve the quality of peanuts by the use of improved varieties. At the same time we are trying to increase yields by the use of adequate lime, fertilizer and improved seed, seed treating, and sulphur dusting. Most farmers are changing from the small variety of spanish to the large Virginia Bunch. Twelve demonstrations have been conducted with variety 46-2 which has been highly satisfactory.

Mr. Allin H. Allison, Agronomist, addressed a county-wide meeting of peanut growers at Prince George Courthouse on April 13th. He discussed the results he had obtained at the Holland Experiment Station and made recommendations to the large and interested audience present. We think peanut production on many farms in our county has been more profitable as a result of Mr. Allison's instructive discussion.

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FIELD CROPS (CONT'D)

From one bushel of "Atlas 66" wheat used on two demonstrations in 1949, much interest was stimulated in the variety, resulting in a large acreage of this wheat being grown in the county now with excellent results.

Soybean acreage is increasing rapidly year by year. The production per acre is also improving. Lespedeza continues to be the major hay crop.

Eight demonstrations were conducted with "Andrew Gats". The results show this variety is well adapted to our county. The yields are approximately 15 percent above other varieties used.

Two Liquid Nitrogen demonstrations were conducted on corn, but no results were shown due to drought. Materials were donated by a fertilizer manufacturer.

SOILS

Lime, legumes and phosphate are emphasized for increasing soil fertility. Demonstrations on eroded and depleted acreage have shown remarkable results. The demand for soil analyses on our office is very heavy, even though the Soil Conservation Service Technician did some of this work.

LIVESTOCK

Dairy and Beef Cattle production is increasing, but beef cattle numbers continue to increase more rapidly. The quality of the cattle is improving. One dairy herd took first place in the Testing Association. All dairymen in the county are anticipating expense since there is not enough milk produced to supply the local demand. The Feeder Calf Sales held in Petersburg for the counties of Southside Virginia have been very helpful to the development of our County Beef Cattle Program.

Assisted by Mr. H. E. Henderson, Associate Extension Animal Husbandman, 5 method demonstrations were conducted in de-horning and castrating cattle.

POULTRY

Since the beginning of the Agricultural Extension work in the county much time has been given to developing the poultry industry. We receive excellent cooperation in this work from a large hatchery located in the county.

FORESTRY

Due to the operation of a large pulp and paper mill in this vicinity, which furnishes a ready cash market for large quantities of pulpwood, a decided interest in forestry is noted.

With the assistance of Mr. Edward Gill, Associated Extension Forester, demonstrations on thinning have been given and many inquiries were handled.

The shortage of fence-post timber and the increasing production of livestock is responsible for a heavy demand for fence-posts. Demonstrations were given on treating pine posts with Pentachlorophenol. Many farmers are now thinning small pine trees from their wood lands and using them for fence posts after treating.

ORGANIZATIONS

Organization work has been emphasized. The Farm Bureau, Grange, Ruritan Clubs, together with the Petersburg and Hopevell Chambers of Commerce, have been most helpful in carrying out Extension programs. Group meetings have been held from time to time in ever district in the county.

A special effort was made to have representatives from all of these organizations attend the Institute of Rural Affairs. Many of whom did.

MISCELLANEOUS

a) FARMERS HOME ADMINISTRATION:

The Farmers Home Administration has discontinued holding office open in Prince George. The county is now served from the Petersburg office. The County Agents office receives many calls for information about his service, which we forward to the Petersburg office.

b) PRODUCTION CREDIT ASSOCIATION LOANS:

A few farmers obtained loans through the Production Credit Association, which was organized in the county in 1934, but this source of credit continues unpopular with our farmers.

c) RURAL ELECTRIFICATION:

For several years considerable time was given in an effort to establish a Rural Electrification program in the county; the result of which was the organization of the Prince George Electric Cooperative. Each year additional new lines are built to serve more customers. Excellent results have developed from the educational work done in promoting efficient use of more electrical equipment and appliances on the farm.

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MISCELLANEOUS (COPT'D)

d) SELECTIVE SERVICE:

The Agent's office furnishes information upon request to the Selective Service Board on farmers in the county.

e) DROUGHT EMERGENCY PROGRAM:

1. Feed Conservation and Production.

Discussions on these subjects were given at county meetings, and information received from V. P. I. Extension Service was furnished. All feed, seed, and fertilizer dealers, Professional Agricultural Workers, and livestock farmers were invited to attend a three-county meeting held in Petersburg by the District Agent, Mr. J. W. Rogers.

2. Drought Emergency Hay Program, and Surplus Feeds Distribution.

The operation of these programs are now in progress. They are consuming much of the Agent's and the Secretary's time.

f) Our office assisted the County Red Cross Chapter with the "Special Gifts" Fund.

g) Worked with the Petersburg Chamber of Commerce in preparing materials for Annual Tobacco Festival to be held in February.

h) Worked with County Professional Workers Association in surveying county relative to increasing the number of farm water systems in the county.

i) FORT LEE:

At the request of the Commanding Officer at Fort Lee, soil analyses of the grounds were made and recommendations given for seeding lawns. Much time was given this work both in the spring and fall seeding seasons.

WILDLIFE

Assisted County Game Warden and the District Game Warden in establishing wildlife seeding and feeding demonstrations. Worked with stocking and maintaining farm ponds.

SPECIALISTS

In addition to nine visits to the county in the interest of advancing the Extension program by the District Agent, Mr. J. W. Rogers, the following specialists and visiting officials rendered services of untold value to the success of the program. A total of thirty-two days of special services from this source was received by the county without cost.

<u>Name</u>	<u>Title</u>
Mr. J. W. Rogers.....	District Agent
Mr. J. A. Waller, Jr.....	Agri. Engineer
Mr. G. C. Herring.....	Asst. Director
Mr. Edward Gill.....	Asso. Ext. Forester
Mr. W. J. Nicholls, Jr.....	Asso. Agri. Economist
Mr. G. C. Mast.....	Asso. Animal Husbandman
Mr. Hugh Henderson.....	Asso. Animal Husbandman
Mr. S. F. Grubbs.....	Seed Certification
Mr. H. M. Taylor.....	Federal Statistician
Mr. G. R. Epperson.....	Asso. Agronomist
Mr. E. L. Hummel.....	Extension Sociologist
Mr. A. G. Smith, Jr.....	Asso. Horticulturist
Dr. J. L. Maxton.....	Economist
Mr. M. P. Lacy.....	Asst. Agronomist
Mr. Allin H. Allison.....	Agronomist
Mr. W. W. Lewis.....	Agronomist
Mr. John F. Shoulders.....	Agronomist
Mr. T. M. Dean.....	District Soil Conservation Service
Mr. George Wilson.....	" " " "
Mr. H. L. Moore.....	" " " "
Dr. Paul Somerville.....	" " " "
Mr. G. W. Slusser.....	Accountant
Mr. Dan Kite.....	Agri. Engineer

CONCLUSION

A total of \$3,334.70 in cash prizes, and demonstration materials have been received by the farmers and 4-H Club members of the county, all of which were donated by sources outside the county. The major contributors to this fund are:

The Solvay Process Company.....Hopewell, Virginia
Hopewell Retail Merchants Asso..... " "
Hopewell Feed & Seed Store..... " "
Heretick Feed & Seed Store..... " "
Ritchie Hardware & Implement Co..... Petersburg, Virginia
J. S. Ritchie & Sons, Inc..... Petersburg, Virginia
Virginia-N.Carolina Plant Food Inst..Raleigh, N. C.
Mr. E. M. Hansen..... Agronomist, Raleigh, N. C.
Mrs. Charlotte B. Daniel..... Brandon, Virginia
Hopewell Chamber of Commerce..... Hopewell, Virginia
Petersburg Chamber of Commerce..... Petersburg, Va.
Prince George Ruritan Club..... Prince George, Virginia
Carson Ruritan Club..... Carson, Virginia
Birchetts Hatchery..... Hopewell, Virginia
R. F. Livesay Motor & Equipment Co.. Petersburg, Virginia

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service
Washington, D. C.

ANNUAL REPORT OF COUNTY EXTENSION AGENTS

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

County Prince George State Virginia

REPORT OF

Name of Agent

Title

Period of Service
From To

<u>Chilton P. Phipps</u>	<u>County H. D. Agent</u>	<u>Dec. 1, 1952</u>	<u>Dec. 1, 1953</u>
<u>Homer A. Nolin</u>	<u>County Agent</u>	<u>Dec. 1, 1952</u>	<u>Dec. 1, 1953</u>



READ SUGGESTIONS ON PAGE 32

Approved: _____

Date _____

State Extension Director

Form ES-21
(Revised June, 1953)

EXTENSION TEACHING AND OTHER ACTIVITIES—Interpretation

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

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

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

8. At leader-training meetings, project leaders, local leaders, or committeemen are trained to carry on extension activities. A project leader, local leader, or committeeman is a person who is selected to lead some phase of the extension program in organization or subject matter.

- 8b. For the definition of young men and women's work (YMW) see items 132 through 135.

9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organization meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding.

Also includes meetings that you did not arrange but attended and actively participated in for the specific purpose of advancing the county extension program. Do not include meetings held by local leaders that you attended for observation or public-relations purposes only. Such meetings should be reported under item 10.

In reporting attendance, count the total number of DIFFERENT persons. For example, a farm tour makes three stops. Forty persons are at the first farm (7 of whom do not go to the second farm); 15 others join the tour at the second farm and continue on to the third farm, where 10 other persons join the group, making a total attendance of 65 different persons for the tour. Similarly, for an all-day institute-type of meeting, count the number of persons attending the morning session and the number of additional persons attending the afternoon session. Do not add together morning and afternoon attendance and report the total.

- 9c. In addition to the 4-H Club meetings you held or participated in, extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the extension program are to be reported. When a complete record of leader-held meetings is not available, it may be necessary to make a conservative estimate of those meetings based upon such records and information as are available.

HEAD SECTION ON PAGE 15

Form for recording information, including fields for Name, Date, and other details.

EXTENSION TEACHING AND OTHER ACTIVITIES

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

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	County total
	A	B	C	D
1. Farm or home visits.....Number	613		542	1155
2. Office calls.....do	154		530	684
3. Telephone calls.....do	675		450	1125
4. News articles or stories prepared Number	285		146	431
5. Broadcasts made or prepared:				
a. Radio.....do	14		18	31
b. Television.....do				
6. Bulletins distributed.....do	1191		498	1,689
7. Adult result demonstrations conducted.....Number	39		36	75
8. Training meetings held for local leaders:				
a. Adult work:				
(1).....Number	4		1	5
(2).....Attendance	90		14	104
b. YMW work:				
(1).....Number	-		-	-
(2).....Attendance	-		-	-
c. 4-H Club work:				
(1).....Number	-		-	-
(2).....Attendance	-		-	-
9. All other meetings agent held or participated in:				
a. Adult work:				
(1).....Number	149		55	204
(2).....Attendance	2096		5257	7353
b. YMW work:				
(1).....Number	2		-	2
(2).....Attendance	16		-	16
c. 4-H Club work:				
(1).....Number	110		128	238
(2).....Attendance	1532		1264	2596
10. Meetings held or conducted by local leaders:				
a. Adult work:				
(1).....Number	88		-	88
(2).....Attendance	1089		-	1089
b. YMW work:				
(1).....Number	-		-	-
(2).....Attendance	-		-	-
c. 4-H Club work:				
(1).....Number	1		12	13
(2).....Attendance	25		300	325

EXTENSION ORGANIZATION AND PROGRAM PLANNING—*Interpretation*

- 12. Reported under this item should be only those groups functioning in a COUNTY-WIDE WAY that definitely assisted or were utilized by the county extension staff with the organization, planning, and conduct of the various county-wide aspects of the extension program.
- 13. Meetings are county and local meetings (other than county-wide council or committee meetings reported in item 12) held for the purpose of determining what should be included in the extension program at either the community or county level. These may be meet-

ings of commodity groups, home demonstration clubs or councils, young men and women's groups, 4-H Clubs or 4-H executive committees.

- 14. Any surveys that you or the advisory councils, committees, or other groups made to get facts as a basis for planning the local or county-wide extension program are to be included here.
- 15. Included should be members of the county-wide councils or committees reported in item 12, as well as in items 22, 27, 39, 45, and in corresponding items throughout the report schedule, less duplications.

104	241	082	...
12	91	41	...
772	774	1511	...
22	32	12	...
2	1	4	...
421	41	27	...
-	-	-	...
-	-	-	...
-	-	-	...
432	32	441	...
2327	1322	1422	...
5	-	81	...
21	-	81	...
822	221	211	...
272	221	2221	...
88	-	81	...
1201	-	1201	...
-	-	-	...
81	81	82	...
222	222	22	...

EXTENSION ORGANIZATION AND PROGRAM PLANNING

11. County organization, association, board, or committee sponsoring extension work in the county:

a. Name of citizens' organization or group having legal or quasi-legal status, if any

County Board of Supervisors

b. Name of board or group responsible for receipt and disbursement of extension funds in the county, if different from "a"

12. COUNTY-WIDE advisory COUNCILS or COMMITTEES assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Councils or committees		Meetings of such councils or committees held during the year	
	A	B	C	D
	Number	Number	Number	Attendance
a. Over-all or general	1	8	3	20
b. Agricultural	1	12	3	30
c. Home demonstration	1	29	3	64
d. Young men and women				
e. 4-H Club	1	90	3	115

13. MEETINGS (other than those involved in 12) held PRIMARILY for the PURPOSE of DETERMINING the extension program:

Item	A	B
	Number	Attendance
a. Community or local meetings	22	227
b. County meetings	1	12

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

15. Total number of different voluntary local leaders or committeemen (county, community and neighborhood) assisting extension agents with organization, planning, and conduct of extension work in the county:

Item	Men	Women	Older club	
			Boys	Girls
	A	B	C	D
a. In adult agricultural work	40		XXXX	XXXX
b. In adult home demonstration work		104	XXXX	XXXX
c. In young men and women's work			XXX	XXX
d. In 4-H Club work	1	20	36	54
e. Total number of DIFFERENT leaders	41	106	36	54
16. Number of organized clubs or other groups carrying on adult home demonstration work				13
17. Number of members in such clubs or groups				197

PROGRAM EMPHASIS—*Interpretation*

18. This item should show the total number of months each agent or group of agents was employed in the county during the report year. In addition to the time actually worked, it should include the time spent on LEAVE WITH PAY for vacation, sickness, and study other than sabbatical leave. Agents employed in more than one county should report only that portion of the year spent in the county. For example, an agent employed all year, equal time in two counties, would report 6 month's service for each. Report months of service to the nearest whole month.
19. This is the number of days actually worked during the report period. Include Sundays and holidays, if worked; also days in in-service training as defined for item 21b. Do not include days spent on vacation or for sickness or holidays not worked. Each column should contain the total number of days worked by the group of agents designated by that column. Report all days worked to the nearest whole day.
20. The sum of subitems a, b, and c will equal or be slightly less than the total number of days worked as reported in item 19. The difference, if any, between the two totals will depend upon the amount of work done that cannot be charged to one of the three phases of extension work listed.
21. The purpose of this item is to obtain a picture of the relative emphasis each line of work received during the year. Where records are not available, an estimate

will suffice, if the days reported are a reasonably accurate reflection of the total time of the agents engaged in the respective lines of work.

Information as to what is included in each line of work can be obtained by studying the respective sections of the report schedule. Additional information is given below.

- Days devoted to cooperation with other agencies (Items 146 through 160) should also be reported under the appropriate lines of work. Work with these agencies that does not fall within one of the subject-matter areas (subitems "a" through "s") should be included in subitem "t".
- 21a. Time devoted to general administrative work such as county staff conferences, preparation of plans of work and reports, and program planning, should be included.
- 21b. This is to include days spent attending summer extension courses, workshops, and other training activities, including district and State extension conferences. Do not include time spent in training local leaders. Such training of local leaders in extension organization and program planning should be reported under item 21a; training in subject matter should be reported under one of the appropriate subject headings 21e through 21t.

The sum of subitems "a" through "t" should equal the total reported in item 19.

PROGRAM EMPHASIS

Item	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agri- cultural work	County total
	A	B	C	D
18. Calendar months of employment.....	12		12	24
19. Total days worked.....	283		242	525
20. Days devoted to—				
a. Adult work.....	161		193	354
b. YMW work.....	11		-	11
c. 4-H Club work.....	111		49	160
21. Days devoted to—				
a. Extension organization and program planning.....	53		13	66
b. In-service training of agents.....	23		-	23
c. Crops.....	-		59	59
d. Livestock.....	-		112	112
e. Marketing; distribution; and service organizations.....	-		11	11
f. Soil and water conservation and management.....	-		14	14
g. Forestry.....	-		7	7
h. Wildlife.....	-		3	3
i. Planning and management of the farm business.....	-		15	15
j. Farm buildings and farm me- chanical equipment.....	-		8	8
k. House and surroundings, furnish- ings and equipment.....	52		-	52
l. Home management.....	6		-	6
m. Family economics.....	7		-	7
n. Clothing.....	37		-	37
o. Foods and nutrition.....	60		-	60
p. Health.....	3		-	3
q. Family life, child development, parent education.....	3		-	3
r. Safety.....	5		-	5
s. Community development and public affairs.....	15		-	15
t. Days that cannot be charged specifically to one of items a through s.....	15		-	15

CROPS—Production and Marketing—Interpretation

This section deals with the work done with farmers and others in connection with the production and harvesting of specific crops or groups of crops, and with those aspects of marketing that take place ON THE FARM. Consideration should be given to both the TECHNOLOGICAL and ECONOMIC (decision-making) aspects when you report on the work done. Persons assisted in work relating to the following should also be included in the respective columns:

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

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

- (4) All other available evidence indicating the proportion of potential clientele, for example, number of cotton growers in the county who made use of extension information relating to a specific crop or group of crops. Such evidence may be from sample surveys, reports of local leaders, bulletins requested, inquiries received after specific news stories or broadcasts, amount of recommended material sold by dealers, personal observation, and other sources.
25. Item should include—
- a. The total number of persons helped with any production management practices relating to a crop or group of crops. In addition to the specific practices listed ("b" through "g"), other practices emphasized in the extension program should be included. Item 25a cannot exceed item 24, but will normally be larger than any one of the sub-items 25b through 25g.
 - c. Assistance given in the use of fertilizers on specific crops should be reported here. Use of fertilizers in terms of general soil improvement or long-run benefits should be reported under item 42f.
 - g. Those assisted in adopting more efficient ways of producing or handling crops; for example, in the transplanting or harvesting of tobacco, harvesting of hay, cutting seed potatoes; and harvesting of potatoes, fruits, and vegetables.
26. Item should include—
- a. The total number of DIFFERENT persons helped with any FARM MARKETING problems relating to a specific crop or group of crops should be reported here. Work done with "the trade" is to be reported in items 32 through 38. The total will normally be less than the number reported in item 24. It will also be likely to be larger than any one of sub-items 26b, c, or d.
 - b. The number of persons assisted in the physical handling of the crop on the farm, through grading, packing, packaging, processing, or otherwise preparing for the market.
 - c. The use of market reports, supply and demand reports, outlook, etc.
 - d. Finding market outlets, contracting for the crop, price agreements, assembling or pooling shipments, or any other activity incident to transfer of crops from the farmer to the buyer or handler.

LIVESTOCK—Production and Marketing—Interpretation

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

- F. Under "other livestock," persons assisted in work with horses and mules, rabbits, and fur animals should be reported.
27. Voluntary local leaders who have actively engaged in furthering extension work with each kind of livestock. See also interpretation of item 8.
 28. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work regardless of duplications. For example, there were 35 personal calls at the extension office relating to poultry, 18 telephone calls, 22 letters, 45 farm visits, and a total attendance of 376 at the 14 poultry meetings held during the year. This would make 496 contacts relating to poultry. This information should be readily available from office records. If records are not available, an estimate will suffice, based upon such information as is available.
 29. The following factors should be considered in estimating the total number of DIFFERENT farmers and other persons assisted or influenced to make some change, either through adoption of a new, or improvement in an old, practice—
 - (1) Number of DIFFERENT persons reached through direct contacts (item 28 with duplications removed).
 - (2) Membership in related extension groups such as 4-H livestock projects, artificial-breeding, herd-improvement, and poultry- or dairy-marketing cooperatives.
 - (3) Probable number of OTHER PERSONS REACHED through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media utilized in livestock extension. Include also indirect spread of extension information from one person to another.
 - (4) All available evidence indicating the percentage of the potential clientele: Number of farms and other places keeping poultry, that made use of extension information relating to specific kinds

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

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

30. Item refers to—

- a. The number of persons helped with any livestock production or management practice. This subitem should include the specific practices listed in 30b through 30f, plus other production and management practices emphasized in the county extension program. Subitem 30a cannot exceed item 29, but will usually be larger than any one of the specific practice items.
- b. Selection of male and female breeding stock, artificial breeding, selection of feeder animals.
- f. Those assisted in adopting more efficient ways of handling livestock or livestock products. Examples: Easier ways of care for hogs, do dairy-harn and poultry chores.

31. Item should include—

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

LIVESTOCK—Production and Marketing

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

Item	Dairy animals and products A	Poultry and products B	Beef cattle C	Sheep, goats, and products D	Swine E	Other livestock and products F
27. Number of voluntary local leaders assisting	2	2	4	-	2	-
28. Total number of persons contacted individually or through meetings	75	30	135	-	475	-
29. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	75	30	135	-	475	-
30. Estimated number of farmers and other individuals reported in item 29 assisted with—	75 42	30 15	135 75	-	237	-
a. Any phase of production and management						
Specific production and management practices incident to—						
b. Selection and breeding	15	15	120	-	340	-
c. Feeding	75	30	135	-	475	-
d. Controlling external parasites	22	20	35	-	114	-
e. Controlling diseases and internal parasites	22	20	35	-	114	-
f. Efficient work methods	10	10	35	-	100	-
31. Estimated number of farmers and other individuals reported in item 29 assisted with—	75	30	135 77	-	237	-
a. Any phase of marketing						
Specific marketing practices incident to—						
b. Preparation for market	-	-	37	-	-	-
c. Commodity outlook and market information	75	30	135	-	237	-
d. Arranging to sell and selling	-	-	77	-	-	-

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

32. Columns A through F to include—

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

MARKETING, DISTRIBUTION, AND FARM AND HOME SERVICE ORGANIZATIONS

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

Kind of cooperative	Cooperatives	Members	Cooperatives given educational assistance with—			
			Organizational problems	Financial problems	Operational problems	Membership and public-relations problems
			A	B	C	D
	Number	Number	Number	Number	Number	Number
a. Marketing and purchasing.....	6	2200	1	1	4	2200 4
b. Farm and home service.....	-	-	-	-	-	-

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

Type of activity	Groups	Members
	A	B
	Number	Number
a. Marketing and purchasing.....	2	100
b. Farm and home service.....	-	-
	1	12
		Number

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

a. Marketing.....	2
b. Service facilities.....	-
35. Farmers, homemakers, and other individuals assisted in marketing products through roadside or other farm retail markets:	
a. Agricultural products.....	-
b. Home products (arts, crafts, etc.).....	12
36. Buyers, sellers, handlers, processors, and transporters of farm products assisted with marketing problems:	
a. Grain, seed, dry beans and peas, etc.....	-
b. Hay and other forage crops.....	-
c. Cotton: (1) Cotton ginner.....	-
(2) Other.....	-
d. Tobacco.....	-
e. Oil crops (soybeans, flax, peanuts, etc.).....	-
f. Sugar crops.....	-
g. Dairy and dairy products.....	-
h. Poultry and poultry products.....	-
i. Meat animals and meat products.....	75
j. Fruits and nuts.....	-
k. Vegetables including potatoes.....	-
37. Food retailers assisted with merchandising problems.....	-
38. Persons assisted with CONSUMER information on agricultural products..... <i>estimated total</i>	-

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

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

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

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

42. Item—

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

f. Refers to problems relating to the removal of excess water: Installation of tile, drainage-ways, and ditches. Persons given assistance

in saline-alkaline reclamation are to be included.

g. Reports assistance given with problems relating to the application of water to the land; water measurement; penetration duty of water, and the like.

h and i. Report only application of soil amendments and fertilizers that contribute to land protection and sustained productivity of the soil. Where such applications are made primarily for use of a crop currently grown, such assistance is to be reported under the appropriate crop.

44. Item—

Reports only those assisted in the construction or management of ponds for fish. Ponds constructed primarily for storage of water for use in irrigation should be reported in item 42e.

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

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

SOIL AND WATER CONSERVATION AND MANAGEMENT, FORESTRY, AND WILDLIFE

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

Item	Soil and water conservation and management	Forestry	Wildlife
	A	B	C
39. Number of voluntary local leaders assisting.....	-	-	-
40. Total number of personal contacts made individually or through meetings.....	325	310	60
41. Estimated total number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices.....	310 475	251	30
42. Farmers and other individuals reported in item 41-A assisted with—			Estimated number
a. Proper land use.....			73
b. Contour and strip cropping.....			-
c. Terracing.....			-
d. Grassing waterways.....			30
e. Water supply, storage, and distribution.....			50
f. Drainage.....			75
g. Irrigation.....			3
h. Use of soil amendments (lime, sulfur, gypsum, trace elements, etc.).....			310
i. Use of fertilizers (commercial and barnyard).....			300
j. Production of soil-improvement crops.....			280
k. Crop rotations.....			180
l. Land clearing.....			42
43. Farmers and other individuals reported in item 41-B assisted with—			
a. Planting forest trees (windbreaks, shelterbelts, erosion control, Christmas trees, etc.).....			6
b. Timber-stand improvement (thinning, weeding, and pruning forest and woodland trees).....			45
c. Timber harvesting (includes selective and other recommended cutting for forest products).....			120
d. Estimating and appraising.....			15
e. Production of maple-sirup products or naval stores.....			-
f. Treating wood products with preservatives (fence posts and building timbers).....			75
g. Marketing of forest products (includes markets and timber-selling practices).....			125
h. Fire prevention.....			100
44. Farmers and other individuals reported in item 41-C assisted with—			
a. Construction or management of ponds for fish.....			30
b. Making food and cover plantings for wildlife.....			30
c. Protection of wildlife areas from fire or livestock.....			30

PLANNING AND MANAGEMENT OF THE FARM BUSINESS—*Interpretation*

47. This item is the total number of DIFFERENT farmers and other persons assisted in all lines of work concerning the business-management aspects of farming. It will, therefore, include subitems listed under item 48 as well as others. Subitems 48a through 48j are for reporting the different persons helped in various lines. The same person may be helped in several ways, hence the total of these items would ordinarily be greater than the total for item 47.
48. Assistance should include—
- All persons to whom information on the "outlook" ahead was given as an aid to making farm-business decisions. For example, a discussion of the dairy situation and outlook at a dairy meeting with the idea of helping the group to make a decision would be included, as well as any meetings or other efforts to discuss outlook as such.
 - Work done not only in getting persons to keep farm records but in explaining how to keep them; also in summarizing and analyzing farm records.
 - Special work done in helping farmers to make an over-all plan of the farm business for the most profitable use of resources over a period of years.
 - Work done to help farmers make yearly adjustments in size, combination of enterprise, and organization of business. Item 48c refers to long-time adjustments, 48d should include adjustments made from year to year.
- e. Special work in helping farmers to develop new sources of income.
- f. Assistance given to obtain and use credit for operating the farm business; for example, in the purchase of livestock, feed, fertilizer, and farm machinery, and in financing the purchase of the farm.
- g. Help given persons in locating and/or appraising a farm for rental or purchase.
- h. Help given in locating farm labor, instructing groups of workers in efficient work methods, and in acquainting employers of good farmer-worker relations.
- i. Leases, partnerships, property transfers, and farm and liability insurance. (See Item 66d.)
- j. Work in acquainting farmers with income-tax provisions, including how to figure depreciation, handle capital expenditures, and divide joint farm and home costs.
49. This item should include work that may have been done with persons or firms doing business as farm planners or farm managers, as well as lawyers and others giving legal and income-tax assistance.
50. Should include also life-insurance companies, etc.

PLANNING AND MANAGEMENT OF THE FARM BUSINESS

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

45. Number of voluntary local leaders assisting	13
46. Total number of persons contacted individually or through meetings	250
47. Estimated number of DIFFERENT farmers and other individuals assisted directly or indirectly in adopting recommended practices	75
48. Estimated number of farmers and other individuals reported in Item 47 assisted with—	
a. Information on the agricultural outlook	40
b. Keeping and analyzing farm records	30
c. Developing an over-all farm plan	20
d. Making needed adjustments in farm organization	25
e. Developing supplemental sources of income	12
f. Obtaining and using credit	40
g. Selecting a farm for rental or purchase	30
h. Obtaining, training, and using farm labor	50
i. Legal aspects of the farm business	-
j. Income-tax accounting and related problems	40
49. Number of individuals or firms assisted in rendering better planning, management, legal, tax, or other specialized services to farmers	-
50. Number of banks or other agencies assisted in adapting loan and credit policies and procedures to provide better service to farmers	2

FARM BUILDINGS AND MECHANICAL EQUIPMENT—*Interpretation*

54. The farmhouse should NOT be included. It should be reported under item 60.

- a. This subitem includes the planning and decisions relating to farm-building arrangement, for efficient work methods, and the like.
- b and c. Also include planning and decisions relating to efficient lay-out within a farm building.
- d. Also include equipment that may be constructed as part of the building.

55. Item—

- a. Refers to farm mechanical equipment used outside farm buildings, usually in connection with field work, such as tractor, hay loader, cotton picker, potato digger.
- b. Refers to labor-saving devices and equipment developed or built by the farmer.

56. Item should include the use of electricity in the farm business, such as electric brooders and motors for building equipment.

FARM BUILDINGS AND MECHANICAL EQUIPMENT

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

Item	Farm buildings	Farm mechanical equipment
	A	B
51. Number of voluntary local leaders assisting.....	—	—
52. Total number of persons contacted individually or through meetings.....	45	30
53. Estimated total number of DIFFERENT farmers, homemakers, and other individuals assisted directly or indirectly to adopt recommended practices.....	22	15

	Estimated number
54. Farmers and other individuals reported in item 53-A, assisted with—	
a. Arrangement of farm-building lay-out.....	2
b. Construction of farm buildings.....	20
c. Remodeling or repairing farm buildings.....	6
d. Selection or construction of farm-building equipment.....	12
55. Farmers and other individuals reported in item 53-B, assisted with—	
a. Selection of farm mechanical equipment.....	6
b. Developing labor-saving devices and equipment.....	—
c. Use, care, and repair of farm mechanical equipment.....	6
56. Farmers and other individuals assisted in the use of electricity for income-producing purposes.....	100

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT—Interpretation

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

- A. Covers specific practices listed under item 60 and other related work.
- B. Covers specific practices listed under item 61 and other related work.
57. This item relates to the voluntary local leaders or committeemen who have actively engaged in furthering those phases of extension work dealing with the house and surroundings, furnishings, and equipment. See also interpretation of item 8.
58. This is the sum total of office calls, telephone calls, farm visits, individual letters written, and attendance at meetings held in connection with the line of work, regardless of duplications. For example, in connection with the house and its surroundings, the agricultural agent and home demonstration agent had, together, 75 office calls, 55 telephone calls, wrote 25 letters, visited 60 homes, and had an attendance of 360 at the various types of meetings relating to this line of work—a total of 575 contacts. This information should be readily available from office records. If such records are not available, however, an estimate will suffice, based upon what information is available.
59. In estimating the total number of DIFFERENT homemakers and other persons influenced to make some change, either through adopting a new practice or improving an old practice, the following factors should be considered:
- (1) Number of DIFFERENT persons reached through direct contacts (item 58 with duplications removed).
 - (2) Membership in related extension groups, such as 4-H projects and home demonstration clubs.
 - (3) Probable number of OTHER PERSONS REACHED with extension information, through bulletins, circular letters, news stories, radio broadcasts and television, exhibits, and other mass media, including the passing on of extension information from one neighbor to another.
 - (4) All other available evidence indicating the proportion of potential clientele (number of occupied dwelling units in the county or number of houses, depending upon the phase of extension

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

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

60. Item—

- Refers to space, work-saving arrangements, storage, surface finishes, and light and ventilation in the kitchen and laundry.
- d. Refers to storage space in any other area of house other than kitchen and laundry.
- g. Reports work done in planning a suitable electric system to meet present and future needs. This includes size of wiring to power load, number and location of outlets, and switches.
- h. Includes work done in planning as well as the actual landscaping and care of home grounds. Assistance given in insect or disease control of lawn, flowers, shrubs, or house plants should be reported in item 25-H.

The subitems listed under item 60 should not be added and reported in item 59-A, because the same person may have been assisted in adopting several of the practices listed.

61. Item should include—

- a. Electrical equipment in the home. Work done with sewing equipment should be reported under item 67d.
- d. Refinishing furniture, upholstering, chair seating, renovation of accessories.

The subitems listed under item 61 should not be added and reported in item 59-B, because the same person may have been assisted in adopting several of the practices listed.

THE HOUSE AND SURROUNDINGS, FURNISHINGS AND EQUIPMENT

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

	The house and surroundings A	Furnishings and equipment B
57. Number of voluntary local leaders assisting.....	-	29
58. Total number of persons contacted individually or through meetings.....	197	620
59. Estimated total number of DIFFERENT families, homemakers, or other individuals assisted directly or indirectly to adopt recommended practices.....	130	600
60. Families, homemakers, and other individuals reported in item 59-A assisted with--		Estimated number
a. Building a new house.....		3
b. Remodeling or repairing the house.....		26
c. Improving kitchen or laundry.....		24
d. Improving storage space.....		49
e. Selection, installation, use, and care of water and/or sewage systems.....		3
f. Selection, installation, use, and care of heating and/or cooling systems.....		22
g. Planning electrical systems.....		3
h. Landscaping home grounds.....		190
61. Homemakers and other individuals reported in item 59-B assisted with--		
a. Selection, use, and care of home equipment (other than sewing equipment).....		406
b. Selection, and construction of home furnishings.....		295
c. Repair, reconditioning, and care of home furnishings.....		120
d. Furniture arrangement and use of accessories.....		260
e. Color schemes and wall finishes.....		147
f. Floor finishes.....		85

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

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

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

Assistance includes work done—

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

66. Includes work done—

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

67. Includes work done—

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

HOME MANAGEMENT, FAMILY ECONOMICS, AND CLOTHING

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

Item	Home management A	Family economics B	Clothing C
62. Number of voluntary local leaders.....	29	-	26
63. Total number of persons contacted individually or through meetings.....	402	77	280
64. Estimated total number of different homemakers and other persons assisted directly or indirectly to adopt recommended practices.....	375	77	250
65. Homemakers and other individuals reported in item 64-A assisted—			<i>Estimated number</i>
a. In arriving at management decisions.....			—
b. In improving housekeeping methods.....			202
c. With family laundering.....			24
66. Homemakers and other individuals reported in item 64-B assisted—			
a. In the use of rural family outlook information.....			77
b. With family financial planning.....			—
c. With keeping and analyzing home records.....			2
d. With family legal matters.....			23
67. Homemakers and other individuals reported in item 64-C assisted—			
a. In selecting and buying clothing.....			165
b. With care and mending of clothing.....			180
c. With clothing construction.....			69
d. In selection, use, and care of sewing and pressing equipment and with sewing centers.....			198
e. With good grooming and posture (personal appearance).....			30

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

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

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

70. Considers factors outlined for item 59.

71. Assistance includes—

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

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

72. Assistance includes—

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

73. Work includes assisting families in—

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

74. Work includes assisting families in—

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

FOODS AND NUTRITION, HEALTH, FAMILY LIFE, AND SAFETY

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

Item	Food and nutrition	Health	Family life	Safety
	A	B	C	D
68. Number of voluntary local leaders assisting	30	-	13	14
69. Total number of persons contacted individually or through meetings	340	87	690	152
70. Estimated total number of DIFFERENT families assisted directly or indirectly to adopt recommended practices	800	87	600	150
71. Families reported in item 70-A assisted—				<i>Estimated number</i>
a. With planning and/or producing the home food supply				74
b. selecting food				540
c. With meal planning and food preparation				700
d. With preservation and storage of food				87
e. In improving diets				70
72. Families reported in 70-B assisted in—				
a. Sanitation practices and facilities				60
b. First aid and home nursing				60
c. Dental-health education				73
d. Health education leading to physical examination by a physician				66
73. Families reported in item 70-C assisted with—				
a. Child development and guidance				190
b. Providing recommended play, clothing, and equipment suited to age of children				30
c. Understanding roles of family members and strengthening family relationships				177
d. Individual adjustments and personality development				30
e. Home and family recreation				260
74. Families reported in item 70-D assisted with—				
a. Fire prevention around the farm and home				84
b. Accident prevention around the farm and home				90
c. Accident prevention away from home place				40

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS—*Interpretation*

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

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

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

C. This column reports on those projects where local leaders assisted. Members of special committees appointed by other groups with whom you worked should be reported as local leaders. Include only those living within the county.

D. In addition to local leaders, includes all others actively engaged in advancing the project or activity. For example, a community forum to discuss national or international problems would include adults and youths in attendance at the forum, local leaders, and all others who assisted in planning, arranging, or promoting the forum.

75. Item includes such things as developing an understanding of citizenship responsibilities and functions of government—local, State, or national; and study of public documents.

76. Includes improvement clubs, councils, committees for special purposes.

77. Item includes—
a. Studies and surveys.

78. Item includes—
a. Such regional or area development programs or projects as river basin; watershed; soil conservation district; land use; land reclamation; flood control; and industrial development.

79. Item includes national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, and industry.

80. Includes things such as developing understanding of international problems, programs, and organizations, including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.

81. Includes emergency assistance in connection with fires, floods, drought, and other disasters, and special drives.

COMMUNITY DEVELOPMENT AND PUBLIC AFFAIRS

Item	Different educational projects, programs, or activities	Communities or groups assisted	Voluntary local leaders assisting	Persons participating
	A	B	C	D
	<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>
75. Citizenship activities.....	284	13	3	284
76. Developing and improving county or community organization.....	13	13	32	284
77. Local projects of a general public nature:				
a. General community problems; studies, surveys, etc.....	13	13	26	199
b. Improving health facilities, services, and programs.....	13	13	-	289
c. Improving schools.....	-	-	-	-
d. Improving churches.....	1	1	2	11
e. Bettering town-country relations.....	1	1	4	26
f. Libraries.....	1	1	2	18
g. Roads.....	-	-	-	-
h. Telephones.....	1	2	4	20
i. Community centers.....	-	-	-	-
j. Recreation programs and facilities.....	99	13	32	1120
k. Community beautification.....	-	-	-	-
78. Regional or area development programs or projects.....	-	-	-	-
79. National programs and proposals affecting agriculture and rural life.....	2	13	-	400
80. World affairs.....	-	-	-	-
81. Emergency activities.....	-	-	-	-

SUMMARY OF 4-H CLUB PROJECTS—*Interpretation*

- A. 4-H Club members enrolled are the boys and girls who actually start the work outlined for the year.
- B. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
- C. Where certain phases of a project cannot be measured in terms of the unit designated, the units for that phase of the project should not be answered. Report units involved for completed projects only.
- The following items include projects in—
89. Home and market gardens as well as commercial canning crops.
91. Improvement and management of range and pasture. Also includes projects in identification of grasses and weeds, and the control of weeds.
92. All crops not falling in one of items 82 through 91. Note that pasture projects are reported separately (item 91).
95. Also includes game and fur-bearing animals.
102. Horses and mules, goats, and other livestock not listed in items 96 through 101.
104. Study of insects and insecticides.
- 105-C. Tractors maintained or serviced.
- 106-C. Articles that may be either made or repaired.
- 107-C. Articles that may be either made or repaired.
109. Farm records and accounts.
110. Farmstead and home improvement, landscape flowers. Improvement of the home deals with the exterior. Work on the interior is reported under item 118.
111. Also includes food selection.
- 113-C. Frozen foods should be entered in quarts or pounds. Do not duplicate entries by converting quarts to pounds or pounds to quarts.
117. 4-H personal accounts as well as time-and-energy management and other home-management problems.

SUMMARY OF 4-H CLUB PROJECTS

A club member may engage in more than one project. The sum of the projects may, therefore, be greater than the number of different club members enrolled.

Project	Members enrolled	Members completing	Units involved in completed projects	
	A Number	B Number	C Number	
82. Corn.....	23	23	23	acres
83. Other cereals.....	-	-	-	do.
84. Peanuts.....	11	11	11	do.
85. Soybeans, field peas, alfalfa, and other legumes.....	-	-	-	do.
86. Potatoes, Irish and sweet.....	-	-	-	do.
87. Cotton.....	-	-	-	do.
88. Tobacco.....	-	-	-	do.
89. Vegetable growing.....	55 63	46 54	20 12	do.
90. Fruits.....	-	-	-	do.
91. Range and pasture.....	-	-	-	do.
92. Other crops.....	10	8	8	do.
93. Soil and water conservation and management.....	-	-	-	do.
94. Forestry.....	2	2	10	do.
95. Wildlife and nature study.....	3	3	XXXXXXXXXXXXXX	
96. Poultry (including turkeys).....	11	10	250	birds
97. Dairy cattle.....	7	7	7	animals
98. Beef cattle.....	12	12	12	do.
99. Sheep.....	-	-	-	do.
100. Swine.....	11	11	99	do.
101. Rabbits.....	6	6	220	do.
102. Other livestock.....	-	-	-	do.
103. Bees.....	1	1	10	colonies
104. Entomology.....	16	16	XXXXXXXXXXXXXX	
105. Tractor maintenance.....	10	10	10	tractors
106. Electricity.....	-	-	-	articles
107. Farm shop.....	-	-	-	do.
108. Other engineering projects.....	-	-	XXXXXXXXXXXXXX	
109. Farm management.....	-	-	XXXXXXXXXXXXXX	
110. Beautification of home grounds.....	4	4	XXXXXXXXXXXXXX	
111. Meal planning and preparation (include baking).....	87	80	3,167 610	dishes prepared meals served
112. Canning and preserving (other than freezing).....	14	14	1,686	quarts
113. Freezing of foods.....	9	9	1,624	quarts frozen
114. Health, nursing, first aid.....	-	-	XX	pounds frozen
115. Child care.....	-	-	XXXXXXXXXXXXXX	
116. Clothing.....	5	5	5	articles
117. Home management.....	-	-	XX	garments
118. Home furnishings and room improvement.....	1	1	4 2	articles rooms
119. Home industries, arts, crafts.....	-	-	-	articles
120. Junior leadership.....	3	3	XXXXXXXXXXXXXX	
121. All other.....	-	-	XXXXXXXXXXXXXX	
122. Total.....	301	282	XXXXXXXXXXXXXX	

4-H CLUB MEMBERSHIP—*Interpretation*

123. The number of different 4-H Clubs in the county is to be reported under this item. Do not count the same club more than once. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture and home economics, and of providing desirable training for members.

124. 4-H Club members—

- a. Enrolled are those boys and girls who actually start the work outlined for the year.
- b. Completing are those boys and girls who satisfactorily finish the work outlined for the year.

125. Census definitions may be used as a guide in determining the kind of home in which 4-H Club members reside.

- a. Bureau of the Census definition of a farm as used in the 1950 Census is:

In 1950, places of 3 or more acres were counted as farms only if agricultural products, exclusive of a home garden, with a VALUE of \$150 or more were produced in 1949. Also in 1950, places of less than 3 acres were counted as farms only if the value of agricultural products SOLD amounted to \$150 or more.

- b. Rural nonfarm homes are located in open country and do not qualify as farms, or in centers having up to 2,500 population.

- c. Urban homes are located in centers of 2,500 population and over, also in densely settled fringe areas around cities of 50,000 or more.

127. Age of club members at time of enrollment is to be used as basis for reporting.

128. Report only club members who received DEFINITE training in projects included in the subitems listed. Be sure to include those enrolled in corresponding 4-H projects. Do not count all members as having received training in broad subjects such as citizenship, personal improvement, and music appreciation, unless they were given specific training in such subjects.

- a. Includes members who received training in:
 - how to keep and use personal accounts; development of money plans; arriving at decisions about savings; becoming familiar with life insurance; and in other ways to SAVE.

4-H CLUB MEMBERSHIP

123. Number of 4-H CLUBS		15
124. Different 4-H Club members—	Boys	Girls
a. Enrolled	173	95
b. Completing	173	88
125. 4-H Club members from—		
a. Farm homes	99	64
b. Rural nonfarm homes	48	20
c. Urban homes	48	11
126. 4-H Club members enrolled by years in club work:		
a. 1st year	37	21
b. 2d year	10	25
c. 3d year	51	20
d. 4th year	50	16
e. 5th year	39	5
f. 6th year and over	6	8
127. 4-H Club members enrolled by ages:		
a. 10 years and under	37	21
b. 11 years	15	23
c. 12 years	28	19
d. 13 years	38	13
e. 14 years	24	9
f. 15 years	33	6
g. 16 years	9	2
h. 17-20 years, inclusive	9	2
128. 4-H Club members who received definite training in—	Boys and Girls	
a. Judging	80	
b. Giving demonstrations	14	
c. Group recreation leadership	6	
d. Music appreciation	9	
e. Money management (thrift)	76	
f. Farm and home safety	80	
g. Citizenship	87	
h. Personality improvement	80	
i. Soil and water conservation	-	
j. Forestry	2	
k. Health, nursing, first aid	80	
129. 4-H Club members having health examination because of participation in the extension program	45	
130. Number of members participating in a 4-H Club camp	40	
131. 4-H CLUBS engaging in community activities, such as improving school grounds, conducting local achievement programs, and fairs	15	

MISCELLANEOUS—*Interpretation*

The following items should include work done—

136. In control of grasshoppers and any insects that feed on a number of crops or group of crops that are not reported under specific crops or livestock.
137. In control of insects in the home including ants, roaches, fleas, ticks, clothes moths, carpet beetles, silverfish, termites, cereal and bean pests, and insects infesting house plants. Control of flies, mosquitoes, and other insects through sanitation practices, is to be reported under subitem 72a.
138. With elevator people and other handlers and processors, as well as with farmers, in the control of insects in grains stored off the farm. Control of insects in crops stored on the farm is to be reported in subitem 25d.
140. In control of rats, mice, moles, squirrels, gophers, prairie dogs, ground hogs, coyotes, and pestiferous birds.
141. With beekeepers and producers of seed and fruit crops when bees are used for pollination.

MISCELLANEOUS

Item	Estimated number
136. FARMERS and other individuals assisted with control of general feeder insects.....	30
137. FAMILIES assisted with control of household insects.....	200
138. MILLERS, PROCESSORS, and other individuals assisted with control of insects in off-farm storage of grain.....	50
139. FARMERS and other individuals assisted with control of noxious weeds.....	25
140. FARMERS and other individuals assisted with control of rodents and other predatory animals.....	63
141. BEEKEEPERS and other individuals assisted with problems in the care of bees, honey, and honey products.....	12
142. FAMILIES assisted with practices incident to production of arts and crafts.....	192

SUMMARY OF EXTENSION INFLUENCE—*Interpretation*

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

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

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

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

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

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

SUMMARY OF EXTENSION INFLUENCE

Item	Farm A	Rural nonfarm B	Urban C
	<i>Estimated number</i>	<i>Estimated number</i>	<i>Estimated number</i>
143. Farm or rural nonfarm and urban families assisted directly or indirectly, by the extension program, in making some change in AGRICULTURAL PRACTICES this year.....	450 590	83	600
144. Families assisted directly or indirectly, by the extension program, in making some change in HOMEMAKING (home economics) practices this year.....	450 740	175	800
145. Total DIFFERENT families assisted by extension programs (items 143 and 144, less duplication).....	445 450	250	1100

COOPERATION WITH OTHER PUBLIC AGENCIES—*Interpretation*

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

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

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

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

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

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

165. Line is left blank for State use.

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

COOPERATION WITH OTHER PUBLIC AGENCIES

Public agency worked with	Days devoted by—			Number of meetings relating to program of agency attended by county extension workers
	Agents doing primarily home demonstration work	Agents doing primarily 4-H Club work	Agents doing primarily agricultural work	
	A	B	C	
FEDERAL AGENCIES				
146. Agricultural Mobilization Committee.....			6	6
147. Bureau of Land Management, Bureau of Reclamation.....			-	-
148. Farm Credit Administration.....			8	1
149. Farmers Home Administration.....			10	-
150. Fish and Wildlife Service.....			-	-
151. Forest Service.....			12	-
152. Bureau of Indian Affairs.....			-	-
153. Production and Marketing Administration.....			12	6
154. Rural Electrification Administration.....			3	1
155. Selective Service System.....			6	1
156. Soil Conservation Service.....			7	3
157. Valley authority (TVA, etc.).....			-	-
158. Other (specify).....			-	-
STATE AGENCIES				
159. Health department.....			2	-
160. Highway department.....			-	-
161. State departments of agriculture and forestry.....			-	-
162. State department of education: General schools.....	3		-	-
163. State employment service.....	-		3	-
164. Welfare department.....	2		3	-
165. Other (specify).....			-	-
COUNTY AGENCIES				
166. Soil conservation districts.....			3	3
167. Vocational-agriculture and home economics departments.....			2	2
168. Other (specify) <i>Co. Hqs. Council</i>			6	10
169. Other (specify) <i>Co. Q. Co. 33-73</i>			6	2

YOUR ANNUAL REPORT

The preparation of an annual report setting forth the progress made in the county during the year is of greatest interest and value to you as an extension worker. It provides an opportunity to measure how far you have gone in relation to the goals set forth in the plan of work outlined at the beginning of the year; to check on the effectiveness of the extension program; to consider where improvements can be made; and to decide what things should be handled differently next year. The preparation of an adequate annual report is a stimulating experience.

In addition, your annual report offers an excellent means of building good will and support of the sponsoring group in the county, the county governing body, local extension leaders and other key people, the agencies with which you work or would like to work, and the general public—rural and urban. It helps to build good public relations.

Your annual report is also a record of the year's work put into convenient shape for future reference. It helps new persons joining the county staff to become acquainted with the extension program. It assists State specialists to develop effective supporting programs in their respective subject-matter fields. The State supervisory staff frequently uses the county annual report as a guide in determining an agent's readiness for promotion and suitability to fill vacancies that arise.

The annual report in reality is another chapter in the extension history of your county to be added to the permanent record maintained in the National Archives of the United States Government.

General Directions

From four to six copies of the annual report should be made, depending upon the number required by the State office: One copy for the county officials, one copy for the agent's files, one or more copies for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. The report to the Washington, D. C., office should be sent through the State extension office. When an assistant agent has been employed during a part of or all the year, the report of his or her work should be included with the report of the leader of that line of work. When an agent in charge of a line of work has left the county during the year, the information contained in his or her report should be incorporated in the annual report of the agent on duty at the close of the report year, and the latter report so marked.

The Narrative Report

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

A good narrative report should enable the reader to obtain, for EACH MAJOR line of work undertaken, a comprehensive picture of—

1. WHY the line of work was emphasized; what were the people's problems, situations, or needs warranting attention.
2. WHAT was attempted and what were the objectives and the major things the people were to learn, or do, in connection with this line of work.

3. HOW the work was carried on; principal and new extension teaching methods and activities used and their effectiveness; selection, training, and use of local leaders; and cooperation obtained from other extension workers, rural people, commercial interests, and other public agencies.
4. What RESULTS were obtained, not in terms of the activities carried on but in terms of objectives, or what was attempted at the beginning of the year.
5. HOW next year's work can be strengthened and improved in light of the current year's experience.

For minor lines of work, only the results need to be reported to complete the record of the year's work.

The following suggestions may help you prepare a better annual report:

1. Read last year's annual report again, and apply the criteria for a good narrative report discussed above.
2. Prepare an outline with main headings and subheadings.
3. Go over the information and data assembled from various office and field sources during the year.
4. Decide upon a few outstanding pieces of work to receive major emphasis.
5. Employ a newspaper style of writing, placing the more important information first.
6. Observe accepted principles of English composition.
7. Include only those photographs, circular letters, or other exhibits that help to emphasize the points you make in the text. Do NOT make the annual report a scrapbook. (Material of local value may be attached to or filed with your office copy, rather than being made a part of the official report.)

The Statistical Report

When two or more agents are employed in a county, they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Negro men and women agents should prepare a combined statistical report separate from that of the white agents. In some States a combined white and Negro report may also be requested by the extension director.

County totals are the sums of the activities of all agents minus duplications where two or more agents engage in the same activity. For purposes of reporting, extension results or accomplishments are expressed in numbers of farmers, homemakers, or families assisted in making some improvement or definitely influenced to make a change. Such an improvement or change may be the outcome of any phase of the extension program in agricultural, home demonstration, young men and women's, or 4-H Club work. ONLY THE IMPROVEMENTS OR CHANGES TAKING PLACE DURING THE CURRENT YEAR AS THE RESULT OF EXTENSION EFFORT SHOULD BE REPORTED. Of necessity the information called for in the national statistical report schedule has broad application to extension work as it is conducted throughout the United States. In addition to the information provided for in this report form, some State extension services may need to obtain additional statistical information on programs and activities peculiar to their States.