

### COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

Extension Service  
Washington, D. C.

## COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS

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

State Virginia County Charles City - New Kent

#### REPORT OF

_____ (Name) Home Demonstration Agent.	From _____ to _____, 1940
_____ Assistant Home Demonstration Agent.	From _____ to _____, 1940
_____ 4-H Club Agent.	From _____ to _____, 1940
_____ Assistant County Agent in charge of Club Work.	From _____ to _____, 1940
<u>R. E. F. Washington</u> Agricultural Agent.	From <u>Dec. 1, 1939</u> to <u>Nov 30 1940</u>
_____ Assistant Agricultural Agent.	From _____ to _____, 1940



NEGRO

READ SUGGESTIONS, PAGES 2 AND 3

Approved: Dec. 18, 1940

John F. Charity  
Dist. Agent.

Date \_\_\_\_\_ State Extension Director.

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

The annual report should be a summary, with analysis and interpretations, for presentation to the people of the county, the State, and the Nation of the extension activities in each county for the year, and the results obtained by the county extension agents assisted by the subject-matter specialists. The making of such a report is of great value to the county extension agents and the people of the county in showing the progress made during the year as a basis for future plans. It is of vital concern also to the State and Nation as a measure of rural progress and a basis for intelligent legislation and financial support of extension work.

At least four copies of the annual report should be made: One copy for the county officials, one copy for the agent's files, one copy for the State extension office, and one copy for the Extension Service, United States Department of Agriculture. *The report to the Washington office should be sent through the State extension office.*

### STATISTICAL SUMMARY

Where two or more agents are employed in a county they should submit a single statistical report showing the combined activities and accomplishments of all county extension agents employed in the county during the year. Results obtained through assistance rendered agents by specialists should also be included. This report shows, insofar as possible, the part each agent has taken in forwarding the extension program. The county totals should be the sum of the activities and accomplishments of individual agents minus duplications due to two or more agents participating in the same activity or accomplishment. The county totals, when properly recorded, show the progress made in the county during the year in forwarding the entire extension program. Negro men and women agents should prepare a combined statistical report separate from that of the white agents.

The statistical summary should be a report of this year's activities and results that can be verified by records on file in the county office. Where records are not available careful estimates are desired. Such estimates should be marked "Est."

### NARRATIVE SUMMARY

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

The narrative report should summarize and interpret, under appropriate subheadings, the outstanding results accomplished and the extension methods used for each project. Every statement should be clear, concise, forceful, and, where possible, reinforced with necessary data from the statistical summary. Use a descriptive style of writing, giving major accomplishments first under each project. Give extension methods fully relating to outstanding results only, and where practicable illustrate with photographs, maps, diagrams, blueprints, or copies of charts and other forms used. Full credit should be given to all cooperating agencies. The lines should be single-spaced, with double space between the paragraphs and reasonably good margins. The pages should be numbered in consecutive order.

The following outline is merely suggestive of how the narrative report may be clearly and systematically presented. Each agent should prepare an outline to fit the situation and the work to be reported.

#### PROGRESSIVE OUTLINE OF ANNUAL NARRATIVE REPORT

- I. Cover and title page.
- II. Table of contents.
- III. Summary of activities and accomplishments, preferably of one or two typewritten pages only, placed at the beginning of the narrative report.
- IV. Changes in county extension organization made during the year to improve regular procedures or to meet emergencies.
- V. County extension program.
  - (1) Problems determining extension program.
  - (2) Influence of State and National agricultural agencies operating in county upon extension program.
  - (3) Activities and results.

Under appropriate headings present in some detail for each major problem or line of work the goals set up, the methods used, the cooperation received, the coordination effected, the results achieved, and the significance of these results in terms of problem solution.
- VI. Outlook and recommendations.

## TERMINOLOGY

To insure reports which convey the intended meaning to others and to facilitate the compilation of satisfactory national statistics on extension, it is extremely important that terms be used in accordance with accepted definitions. The following definitions of extension terms have been approved by the United States Department of Agriculture and the Association of Land Grant Colleges and Universities. Agents should read these definitions before starting to write the annual reports.

## DEFINITIONS OF EXTENSION TERMS

1. An extension program is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
2. A plan of work is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
3. A community is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report a community is one of the several units into which a county is divided for conducting organized extension work.
4. A project leader, local leader, or committeeman is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
5. Demonstrations as contemplated in this report are of two kinds—method demonstrations and result demonstrations. A method demonstration is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix gray's materials, and cull poultry.
6. A result demonstration is a demonstration conducted by a farmer, home maker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
7. The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
8. A result demonstrator is an adult, a boy, or a girl who conducts a result demonstration as defined above.
9. A cooperator is a farmer or home maker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent and records are not required, but reports on the success of the practices may be obtained.
10. A 4-H Club is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
11. 4-H Club members enrolled are those boys and girls who actually start the work outlined for the year.
12. 4-H Club members completing are those boys and girls who satisfactorily finish the work outlined for the year.
13. A demonstration meeting is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
14. A leader-training meeting is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
15. An office call is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
16. A farm or home visit is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
17. Days in office should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
18. Days in field should include all days spent on official duty other than "days in office."
19. Letters written should include all original letters on official business. (Duplicate letters should not be included.)
20. An extension school is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college. An extension short course differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
21. Records consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. The county extension association or committee is that county organization, whether a membership or a delegates body, which is recognized officially in the conduct of extension work in the county.

## GENERAL ACTIVITIES

Report Only This Year's Extension Activities and Results That Can Be Verified

1. List below the names, titles, and periods of service of the county extension agents whose work is included in this report. Include time of assistants with that of regular agent.

AGENT	Total months of service this year	Days devoted to work with adults	Days devoted to work with 4-H Club and other youth	Total days in office	Total days in field
	(a)	(b)	(c)	(d)	(e)
(Name) Home demonstration agent	(1)				
Asst. home demonstration agent					
4-H Club agent	(2)				
Assistant county agent in charge of club work					
<i>R. E. F. Washington</i> Agricultural agent	(3)	12	204 129	90 60	110 189
Assistant agricultural agent					

2. County extension association or committee:

(a) Agricultural extension:	(1) Name <i>2 County Advisory Board</i>	(2) Number of members <i>36</i>	} 2
(b) Home demonstration:	(1) Name	(2) Number of members	
(c) 4-H Club:	(1) Name	(2) Number of members	
3. Number of communities in county where extension work should be conducted		<i>13</i>	3
4. Number of above communities in which the extension program has been planned cooperatively by extension agents and local committees		<i>10</i>	4
5. Number of different voluntary county or community project leaders or committeemen actively engaged in forwarding the extension program:			
(a) Adult work	(1) Men <i>34</i> (2) Women <i>9</i>	(b) 4-H Club work	(1) Men <i>1</i> (2) Women <i>12</i>
		(3) Older club boys <i>2</i> (4) Older club girls <i>3</i>	5
6. Number of different paid local leaders engaged in agricultural-conservation and adjustment programs	(a) Men (b) Women		6
7. Number of clubs or other groups organized to carry on adult home demonstration work			7
8. Number of members in such clubs or groups			8

ITEM	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
9. Number of 4-H Clubs			<i>12</i>	9
10. Number of different 4-H Club members enrolled	(1) Boys *		<i>161</i>	} 10
	(2) Girls *		<i>170</i>	
11. Number of different 4-H Club members completing	(1) Boys *		<i>115</i>	} 11
	(2) Girls *		<i>128</i>	

12. Number of different members enrolled in 4-H Club work for:<sup>4</sup>

MEMBERS	1st year	2d year	3d year	4th year	5th year	6th year and over
(a) Boys	<i>36</i>	<i>26</i>	<i>40</i>	<i>40</i>	<i>13</i>	<i>6</i>
(b) Girls	<i>45</i>	<i>20</i>	<i>50</i>	<i>30</i>	<i>12</i>	<i>13</i>

<sup>1</sup> County total should equal sum of preceding three columns unless duplications due to two or more agents participating in the same activity or membership.

<sup>2</sup> Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on pages 7 to 24, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.

<sup>3</sup> Same as footnote 2 but refers to completions instead of enrollments.

<sup>4</sup> The total for this question should agree with county total, question 12.

## GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Age	10 and under	11	12	13	14	15	16	17	18	19	20 and over
13. Number of different 4-H Club members enrolled according to age <sup>1</sup>	(a) Boys	5	17	26	29	28	23	15	10	6	2	
	(b) Girls	6	17	20	31	27	27	16	13	12	-	1
14. Number of 4-H Club members: <sup>1</sup> (a) In school <u>320</u> (b) Out of school <u>11</u>												

ITEM	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
15. Number of 4-H Club teams trained.....				
16. Number of groups <sup>4</sup> other than 4-H Clubs organized for extension work with rural young people 16 years of age and older	(1) Judging.....			
	(2) Demonstration.....			
17. Members in groups reported in question 16.....	(1) Young men.....			
	(2) Young women.....			
18. Total number of farm or home visits <sup>4</sup> made in conducting extension work.....			350	
19. Number of different farms or homes visited.....			200	
20. Number of calls relating to extension work.....	(1) Office.....		40	
	(2) Telephone.....		5	
21. Number of news articles or stories published <sup>4</sup> .....			-	
22. Number of individual letters written.....			155	
23. Number of different circular letters issued (not total copies mailed).....	(1) Office.....		6	
	(2) Telephone.....		60	
24. Number of bulletins distributed.....			-	
25. Number of radio talks broadcast or prepared for broadcasting.....			3	
27. Training meetings held for local leaders or committeemen.....	(1) Adult work.....	(a) Number.....	2	
		(b) Men leaders.....	12	
		(c) Women leaders.....	9	
(2) 4-H Club.....	(a) Number.....	-		
	(b) Leaders.....	-		
28. Method demonstration meetings held (include all method demonstrations in both adult and 4-H Club work given by agents and specialists not reported under question 27).....	(1) Number.....		1	
	(2) Total attendance.....		10	
29. Meetings held at result demonstrations.....	(1) Number.....			
	(2) Total attendance.....			

<sup>1</sup>The total for this question should agree with county total, question 14.<sup>2</sup>County total should equal sum of preceding three columns minus duplications due to two or more agents participating in the same activity or accomplishment.<sup>3</sup>Do not include groups previously reported under question 9.<sup>4</sup>Do not count a single visit to both the farm and home as two visits.<sup>5</sup>Do not count items relating to motion of meetings only.

Notes.—Questions 15-34 refer to the total number of different activities conducted this year. The totals should equal the sums of the corresponding information reported on following pages minus duplications where the same activity relates to two or more lines of work.

16-5222

## GENERAL ACTIVITIES—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM		Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)	County total (d)
30. Tours conducted	(1) Adult work	(a) Number.....		1	30
		(b) Total attendance.....		6	
	(2) 4-H Club	(a) Number.....			
		(b) Total attendance.....			
31. Achievement days held	(1) Adult work	(a) Number.....			31
		(b) Total attendance.....			
	(2) 4-H Club	(a) Number.....			
		(b) Total attendance.....			
32. Encampments held. (Do not include picnics, rallies, or short courses, as these should be reported under other meetings.)	(1) Farm women	(a) Number.....			32
		(b) Total members attending.....			
		(c) Total others attending.....			
	(2) 4-H Club	(a) Number.....			
	(b) Total boys attending.....				
	(c) Total girls attending.....				
	(d) Total others attending.....				
33. Other meetings of an extension nature participated in by agents or specialists and not previously reported	(1) Number.....		32	33	
	(2) Total attendance.....		2605		
34. Meetings held by local leaders or committeemen not participated in by agents or specialists and not reported elsewhere	(1) Adult work	(a) Number.....	1	34	
	(b) Total attendance.....		7		
34j. Number of above meetings (questions 27-34) at which discussion group method of presentation was followed	(2) 4-H Club	(a) Number.....	7	34j	
	(b) Total attendance.....		105		

## SUMMARY OF EXTENSION INFLUENCE FOR YEAR

It is highly desirable for extension workers to consider the proportion of farms and farm homes in the county which have been definitely influenced to make some substantial change in farm or home operations as a result of the extension program for men, women, boys, and girls. It is recognized that this information is very difficult for agents to report accurately, so a conservative estimate based upon such records, surveys, and other sources of information as are available will be satisfactory. Such estimates should be marked "Est."

Include results of emergency activities as well as the regular extension program.

35. Number of farms in county.....	1025	35
36. Number of farms on which changes in practices have definitely resulted from the agricultural extension program.....	208	36
37. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program.....		37
38. Number of other homes in which changes in practices have definitely resulted from the home demonstration program.....		38
39. Number of farm homes with 4-H Club members enrolled.....	150	39
40. Number of other homes with 4-H Club members enrolled.....		40
41. Total number of different farm families influenced by some phase of the extension program..... (Include questions 36, 37, and 39, minus duplications.)	200	41
42. Total number of different other families influenced by some phase of extension program..... (Include questions 38 and 40, minus duplications.)		42

<sup>1</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in the same activity or accomplishment.

Notes.—Questions 35-34 refer to the total number of different activities conducted this year. The totals should equal the sums of the corresponding information reported on following pages minus duplications where the same activity relates to two or more lines of work.

CEREALS<sup>1</sup>

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Corn	Wheat	Oats	Rye	Barley	Grain sorghum, rice, and other cereals <sup>2</sup>	
	(a)	(b)	(c)	(d)	(e)	(f)	
43. Days devoted to line of work by:							
(1) Home demonstration agents.....							43
(2) 4-H Club agents.....							
(3) Agricultural agents.....	15						
(4) Specialists.....							
44. Number of communities in which work was conducted.....	4						44
45. Number of voluntary local leaders or committeemen assisting.....	4						45
46. Days of assistance rendered by voluntary leaders or committeemen.....	5						46
47. Number of adult result demonstrations conducted.....	6						47
48. Number of meetings at result demonstrations.....							48
49. Number of method-demonstration meetings held.....							49
50. Number of other meetings held.....							50
51. Number of news stories published.....							51
52. Number of different circular letters issued.....							52
53. Number of farm or home visits made.....	25						53
54. Number of office calls received.....	5						54
55. Number of 4-H Club members enrolled.....	24						55
(1) Boys.....							
(2) Girls.....							
56. Number of 4-H Club members completing.....	18						56
(1) Boys.....							
(2) Girls.....							
57. Number of acres in projects conducted by 4-H Club members completing.....	22						57
58. Total yields of crops grown by 4-H Club members completing.....	460 bu.	bu.	bu.	bu.	bu.	bu.	58
59. Number of farmers following fertilizer recommendations.....	6						59
60. Number of farmers following insect-control recommendations.....							60
61. Number of farmers following disease-control recommendations.....							61
62. Number of farmers following marketing recommendations.....							62
63. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise.....							63
64. Number of farmers following other specific practice recommendations: <sup>3</sup>							64
(1).....							
(2).....							
(3).....							
(4).....							
(5).....							

<sup>1</sup> Report fall sown crops the year they are harvested.<sup>2</sup> Includes crop by name.<sup>3</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## LEGUMES AND FORAGE CROPS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Alfalfa	Sweet-clover	Red, bur, and other clovers	Vetch	Lupulina	Festuca	
	(a)	(b)	(c)	(d)	(e)	(f)	
67. Days devoted to line of work by:							
(1) Home demonstration agents							} 67
(2) 4-H Club agents							
(3) Agricultural agents					15	5	
(4) Specialists							
68. Number of communities in which work was conducted					2	2	68
69. Number of voluntary local leaders or committeemen assisting					2		69
70. Days of assistance rendered by voluntary leaders or committeemen					4		70
71. Number of adult result demonstrations conducted					5		71
72. Number of meetings at result demonstrations							72
73. Number of method-demonstration meetings held							73
74. Number of other meetings held							74
75. Number of news stories published							75
76. Number of different circular letters issued							76
77. Number of farm or home visits made					20	5	77
78. Number of office calls received					5		78
79. Number of 4-H Club members enrolled							} 79
(1) Boys							
(2) Girls							
80. Number of 4-H Club members completing							} 80
(1) Boys							
(2) Girls							
81. Number of acres in projects conducted by 4-H Club members completing							81
82. Total yields of crops grown by 4-H Club members completing							} 82
(1) Seed	bu.	bu.	bu.	bu.	bu.	xxxx	
(2) Forage	tons	tons	tons	tons	tons	xxxx	
83. Number of farmers following fertilizer recommendations					4		83
84. Number of farmers following insect-control recommendations							84
85. Number of farmers following disease-control recommendations							85
86. Number of farmers following marketing recommendations							86
87. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise							87
88. Number of farmers following other specific practice recommendations: <sup>1</sup>							} 90
(1)							
(2)							
(3)							
(4)							
(5)							

<sup>1</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

LEGUMES AND FORAGE CROPS—CONTINUED

Report Only This Year's Extended Activities and Results That Can Be Verified

ITEM	Soybeans	Cowpeas and field peas	Velvet-beans	Field beans	Peanuts	All other legumes and forage crops <sup>1</sup>	
	(1)	(2)	(3)	(4)	(5)	(6)	
67. Days devoted to line of work by:							
(1) Home demonstration agents							} 67
(2) 4-H Club agents							
(3) Agricultural agents	5					10	
(4) Specialists							
68. Number of communities in which work was conducted	3					3	68
69. Number of voluntary local leaders or committeemen assisting	1					2	69
70. Days of assistance rendered by voluntary leaders or committeemen	2					4	70
71. Number of adult result demonstrations conducted	5					5	71
72. Number of meetings at result demonstrations							72
73. Number of method-demonstration meetings held							73
74. Number of other meetings held							74
75. Number of news stories published							75
76. Number of different circular letters issued							76
77. Number of farm or home visits made	20					25	77
78. Number of office calls received	2						78
79. Number of 4-H Club members enrolled							} 79
(1) Boys							
(2) Girls							
80. Number of 4-H Club members completing							} 80
(1) Boys							
(2) Girls							
81. Number of acres in projects conducted by 4-H Club members completing							81
82. Total yields of crops grown by 4-H Club members completing							} 82
(1) Seed	bu.	bu.	bu.	bu.	lb.	bu.	
(2) Forage	tons	tons	tons	tons	tons	tons	
83. Number of farmers following fertilizer recommendations							83
84. Number of farmers following insect-control recommendations							84
85. Number of farmers following disease-control recommendations							85
86. Number of farmers following marketing recommendations							86
87. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise							87
89. Number of farmers following other specific practice recommendations: <sup>2</sup>							} 90
(1)							
(2)							
(3)							
(4)							
(5)							

<sup>1</sup> Indicate crop by name.  
<sup>2</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.  
 16-3228

## POTATOES, COTTON, TOBACCO, AND OTHER SPECIAL CROPS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Irish potatoes (a)	Sweetpotatoes (b)	Cotton (c)	Tubers (d)	Sugar beets and all other special crops (e)	
91. Days devoted to line of work by:						
(1) Home demonstration agents						} 91
(2) 4-H Club agents	5	3				
(3) Agricultural agents						
(4) Specialists						
92. Number of communities in which work was conducted	2					92
93. Number of voluntary local leaders or committeemen assisting	1					93
94. Days of assistance rendered by voluntary leaders or committeemen	1					94
95. Number of adult result demonstrations conducted	3	3				95
96. Number of meetings at result demonstrations						96
97. Number of method-demonstration meetings held						97
98. Number of other meetings held						98
99. Number of news stories published						99
100. Number of different circular letters issued						100
101. Number of farm or home visits made	10	5				101
102. Number of office calls received						102
103. Number of 4-H Club members enrolled						} 103
(1) Boys	7	8				
(2) Girls						
104. Number of 4-H Club members completing						} 104
(1) Boys	7	6				
(2) Girls						
105. Number of acres in projects conducted by 4-H Club members completing	1	1				105
106. Total yields of crops grown by 4-H Club members completing	155 bu.	90 bu.	lb. <sup>2</sup>	lb.		106
107. Number of farmers following fertilizer recommendations	3					107
108. Number of farmers following insect-control recommendations	3					108
109. Number of farmers following disease-control recommendations	3	3				109
110. Number of farmers following marketing recommendations						110
111. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise						111
114. Number of farmers following other specific practice recommendations: <sup>3</sup>						} 114
(1) _____						
(2) _____						
(3) _____						
(4) _____						
(5) _____						

<sup>1</sup> Indicate crop by name.

<sup>2</sup> Report yield of cotton in pounds of seed cotton.

<sup>3</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## FRUITS, VEGETABLES, AND BEAUTIFICATION OF HOME GROUNDS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Home	Market	Beauti-	Trees	Bush and	Grapes	
	gardens	gardening, truck, and canning crops	fication of home grounds	fruit	small fruits		
	(a)	(b)	(c)	(d)	(e)	(f)	
115. Days devoted to line of work by:							
(1) Home demonstration agents							115
(2) 4-H Club agents							
(3) Agricultural agents	20	5	5				
(4) Specialists							
116. Number of communities in which work was conducted	5	2	2				116
117. Number of voluntary local leaders or committeemen assisting	3		1				117
118. Days of assistance rendered by voluntary leaders or committeemen	3		1				118
119. Number of adult result demonstrations conducted	20		5				119
120. Number of meetings at result demonstrations							120
121. Number of method-demonstration meetings held							121
122. Number of other meetings held	1						122
123. Number of news stories published							123
124. Number of different circular letters issued	6						124
125. Number of farm or home visits made	50	10	10				125
126. Number of office calls received	5						126
127. Number of 4-H Club members enrolled							127
(1) Boys	64						
(2) Girls	78						
128. Number of 4-H Club members completing							128
(1) Boys	47						
(2) Girls	58						
129. Number of acres in projects conducted by 4-H Club members completing	3						129
130. Total yields of crops grown by 4-H club members completing	550 bu.	bu.	xxxx	bu.	bu.	bu.	130
131. Number of farms or homes where fertilizer recommendations were followed	25	5					131
132. Number of farms or homes where insect-control recommendations were followed	15	5					132
133. Number of farms or homes where disease-control recommendations were followed	15	5					133
134. Number of farms or homes where marketing recommendations were followed	5	3	xxxx				134
135. Number of farms or homes where assistance was given in using timely economic information as a basis for readjusting enterprise			xxxx				135
136. Number of homes where recommendations were followed as to establishment or care of lawn	xxxx	xxxx	3	xxxx	xxxx	xxxx	136
137. Number of homes where recommendations were followed regarding planting of shrubbery and trees	xxxx	xxxx	3	xxxx	xxxx	xxxx	137
138. Number of homes where recommendations were followed as to treatment of walks, drives, or fences	xxxx	xxxx		xxxx	xxxx	xxxx	138
139. Number of homes where recommendations were followed as to improving appearance of exterior of house and outbuildings	xxxx	xxxx	5	xxxx	xxxx	xxxx	139
140. Number of homes where other specific practice recommendations were followed: <sup>1</sup>							140
(1) _____							
(2) _____							
(3) _____							
(4) _____							

<sup>1</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## FORESTRY, WILDLIFE CONSERVATION, AND AGRICULTURAL ENGINEERING

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Forestry (a)	Wildlife conservation, fur and game farming (b)	Agricultural engineering <sup>1</sup> (farms and homes) (c)	
141. Days devoted to line of work by:				141
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents				
(4) Specialists				
142. Number of communities in which work was conducted				142
143. Number of voluntary local leaders or committeemen assisting				143
144. Days of assistance rendered by voluntary leaders or committeemen				144
145. Number of adult result demonstrations conducted				145
146. Number of meetings at result demonstrations				146
147. Number of method-demonstration meetings held				147
148. Number of other meetings held				148
149. Number of news stories published				149
150. Number of different circular letters issued				150
151. Number of farm or home visits made				151
152. Number of office calls received				152
153. Number of 4-H Club members enrolled	(1) Boys			153
	(2) Girls			
154. Number of 4-H Club members completing	(1) Boys			154
	(2) Girls			
154j. Number of 4-H Club members not in special project clubs who participated in forestry or wildlife conservation activities	(1) Boys		XXXXXXXXXX	154j
	(2) Girls		XXXXXXXXXX	
	(1) Transplant beds	Coverts <sup>2</sup> improved or built	Acres terraced	
	(2) Acres planted to forest trees	Nest boxes, feed trays for song birds	Machines or equipment repaired	
155. Number of units handled by 4-H Club members completing. (This refers to questions 154 and 154j)	(3) Acres improved	Feeding stations operated	Articles made	155
	(4) Acres of woodland protected from fire	Animals or birds produced	Equipment installed	

### FORESTRY—Continued

156. Number of farms on which new areas were reforested by planting with small trees	156
157. Acres involved in preceding question	157
158. Number of farmers planting windbreaks or shelterbelts	158
159. Number of farmers planting trees for erosion control	159
160. Number of farmers making improved thinnings and weedings	160
161. Number of farmers practicing selection cutting	161
162. Number of farmers pruning forest trees	162
163. Number of farmers cooperating in prevention of forest fire	163
164. Number of farmers adopting improved practices in production of naval stores	164
165. Number of farmers adopting improved practices in production of maple sugar and sirup	165

<sup>1</sup> 4-H farm shop clubs should be reported under this heading.

<sup>2</sup> Include food patches planted or left standing for wildlife.

## FORESTRY—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

166. Number of farmers assisted in timber estimating and appraisal.....	166
167. Number of farmers following wood-preservation recommendations.....	167
168. Number of farmers following recommendations in the marketing of forest products.....	168

## WILDLIFE CONSERVATION—Continued

169. Number of farms on which specific improvements for wildlife have been made.....	169
--	-----

ITEM	RABBITS		FOXES AND OTHER FUR ANIMALS		GAME BIRDS		CONSERVATION CAMPS		
	4-H members (a)	Adults (b)	4-H members (c)	Adults (d)	4-H members (e)	Adults (f)	4-H members (g)	Adults (h)	
169½. Number of individuals engaged or assisted in activity.....									169½
169¾. Number of animals or birds produced by such individuals.....							X X X X X	X X X X X	169¾

## AGRICULTURAL ENGINEERING—Continued

Engineering activities	Number of farms (a)	Number of units (b)	Total value of services or savings (c)	
170. Terracing complete with outlets and contour cultivation.....		acres.	\$.....	170
170½. Growing crops on contour.....		acres.		170½
170¾. Gully control.....		acres.		170¾
171. Drainage practices.....		acres.		171
172. Irrigation practices.....		acres.		172
173. Land-clearing practices.....		acres.		173
174. Better types of machines.....		machines.		174
175. Maintenance and repair of machines.....		machines.		175
176. Efficient use of machinery.....		X X X X X X X X X		176
176½. Better ginning of cotton.....		gin stands.		176½
177. All buildings constructed (include silos).....		buildings.		177
178. Buildings remodeled, repaired, painted.....		buildings.		178
179. Farm electrification.....		farms. <sup>1</sup>		179
180. Home equipment (include sewing machines).....				180
181. Total of columns (a) and (c).....	farms.	X X X X X X X X X	\$.....	181

182. Number of machines repaired as reported in questions 175 and 180, by type: (a) Tractors.....	182
(b) Tillage implements..... (c) Harvesters and threshers..... (d) Plows.....	
(e) Mowers..... (f) Planters..... (g) Sewing machines..... (h) Other.....	

183. Number of buildings and equipment improved as reported in questions 177, 178, 179, 180, by type:	183
(a) Dwellings constructed according to plans furnished..... (A) Dairy buildings.....	
(b) Dwellings remodeled according to plans furnished..... (i) Silos..... (1) Regular..... (2) Trench or pit.....	
(c) Sewage systems installed..... (j) Hog houses.....	
(d) Water systems installed..... (k) Poultry houses.....	
(e) Heating systems installed..... (l) Storage structures.....	
(f) Lighting systems installed..... (m) Other.....	

<sup>1</sup> Report the number of farms using electricity in farm enterprises for income-producing purposes such as electric milking, milk cooling, incubating, brooding, method heating, etc.

## POULTRY AND BEES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Poultry (including turkeys) (a)	Bees (b)
184. Days devoted to line of work by:		
(1) Home demonstration agents.....		} 184
(2) 4-H Club agents.....		
(3) Agricultural agents.....	30	
(4) Specialists.....		
185. Number of communities in which work was conducted.....	6	185
186. Number of voluntary local leaders or committeemen assisting.....	4	186
187. Days of assistance rendered by voluntary leaders or committeemen.....	6	187
188. Number of adult result demonstrations conducted.....	15	188
189. Number of meetings at result demonstrations.....		189
190. Number of method-demonstration meetings held.....	1	190
191. Number of other meetings held.....		191
192. Number of news stories published.....		192
193. Number of different circular letters issued.....		193
194. Number of farm or home visits made.....	100	194
195. Number of office calls received.....	5	195
196. Number of 4-H Club members enrolled.....	(1) Boys 53 (2) Girls 92	} 196
197. Number of 4-H Club members completing.....	(1) Boys 35 (2) Girls 70	
198. Number of units in projects conducted by 4-H Club members completing.....	1925 chickens	colonies 198

## POULTRY—Continued

199. Number of families following an organized improved breeding plan as recommended.....	20	199
200. Number of families following recommendations in purchasing baby chicks.....	25	200
201. Number of families following recommendations in chick rearing.....	25	201
202. Number of families following production-feeding recommendations.....	10	202
203. Number of families following sanitation recommendations in disease and parasite control.....	20	203
204. Number of families improving poultry-house equipment according to recommendations.....	15	204
205. Number of families following marketing recommendations.....	6	205
206. Number of families assisted in using timely economic information as a basis for readjusting enterprise.....	3	206
207. Number of families following other specific practice recommendations: 1		
(a).....	5	} 207
(b).....	5	

## BEES—CONTINUED

208. Number of farmers following recommendations in transferring colonies to modern hives.....		208
209. Number of colonies involved in question 208.....		209
210. Number of farmers following disease-control recommendations.....		210
211. Number of farmers following requeening recommendations.....		211
212. Number of farmers following marketing recommendations.....		212
213. Number of farmers following other specific practice recommendations: 1		
(a).....		} 213
(b).....		

\* For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## DAIRY CATTLE, BEEF CATTLE, SHEEP, SWINE, AND HORSES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Dairy cattle (a)	Beef cattle (b)	Sheep (c)	Swine (d)	Horses and mules (e)	Other livestock (f)
214. Days devoted to line of work by:						
(1) Home demonstration agents						
(2) 4-H Club agents						
(3) Agricultural agents	5			7		
(4) Specialists						
215. Number of communities in which work was conducted	2			4		
216. Number of voluntary local leaders or committeemen assisting				1		
217. Days of assistance rendered by voluntary leaders or committeemen				2		
218. Number of adult result demonstrations conducted	4			6		
219. Number of meetings at result demonstrations						
220. Number of method-demonstration meetings held						
221. Number of other meetings held						
222. Number of news stories published						
223. Number of different circular letters issued						
224. Number of farm or home visits made	5			25		
225. Number of office calls received						
226. Number of 4-H Club members enrolled.	1			4		
(1) Boys						
(2) Girls						
227. Number of 4-H Club members completing				2		
(1) Boys						
(2) Girls						
228. Number of animals in projects conducted by 4-H Club members completing				2		
229. Number of farmers assisted in obtaining purebred sires						
230. Number of farmers assisted in obtaining high-grade or purebred females						
231. Number of bull, boar, ram, or stallion circles or clubs organized or assisted						
232. Number of members in preceding circles or clubs						
233. Number of herd or flock-improvement associations organized or assisted						
234. Number of members in these associations						
235. Number of farmers not in associations keeping performance records of animals						
236. Number of families assisted in home butchering, meat cutting, and curing	XXXX			5	XXXX	
237. Number of families assisted in butter and cheese making		XXXX	XXXX	XXXX	XXXX	XXXX
238. Number of farmers following parasite-control recommendations				6		
239. Number of farmers following disease-control recommendations				6		
240. Number of farmers following marketing recommendations						
241. Number of farmers assisted in using timely economic information as a basis for readjusting enterprise						

\* Do not include rabbits, game, and fur animals, which should be reported under Wildlife Conservation.

## AGRICULTURAL ECONOMICS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Public problems and economic planning on county or community basis <sup>1</sup>	FARM MANAGEMENT			Outlook	Marketing, buying, selling, and financing	
		Farm records (inventories, accounts, etc.)	Individual farm planning	Farm and home financing (short and long time)			
	(a)	(b)	(c)	(d)	(e)	(f)	
244. Days devoted to line of work by:							
(1) Home demonstration agents							244
(2) 4-H Club agents							
(3) Agricultural agents							
(4) Specialists			10				
245. Number of communities in which work was conducted							245
246. Number of voluntary local leaders or committeemen assisting			5				246
247. Days of assistance rendered by voluntary leaders or committeemen							247
248. Number of adult result demonstrations conducted							248
249. Number of meetings at result demonstrations							249
250. Number of method-demonstration meetings held							250
251. Number of other meetings held							251
252. Number of news stories published							252
253. Number of different circular letters issued							253
254. Number of farm or home visits made			15				254
255. Number of office calls received			5				255
256. Number of 4-H Club members enrolled							256
(1) Boys	XXXX			XXXX	XXXX	XXXX	
(2) Girls	XXXX			XXXX	XXXX	XXXX	
257. Number of 4-H Club members completing							257
(1) Boys	XXXX			XXXX	XXXX	XXXX	
(2) Girls	XXXX			XXXX	XXXX	XXXX	
258. Number of farmers keeping farm accounts throughout the year under supervision of agent							258
259. Number of farmers keeping cost-of-production records under supervision of agent							259
260. Number of farmers assisted in summarizing and interpreting their accounts							260
261. Number of farmers assisted in making inventory or credit statements							261
262. Number of farmers assisted in obtaining credit							262
263. Number of 4-H Club members receiving instruction in credit							263
264. Number of farmers assisted in making mortgage or other debt adjustments							264
265. Number of farm credit associations assisted in organizing during the year							265
266. Number of farm business or enterprise-survey records taken during year							266
267. Number of farmers making recommended changes in their business as result of keeping accounts or survey records							267
268. Number of other farmers adopting cropping, livestock, or complete farming systems according to recommendations							268
269. Number of farmers advised relative to leases							269
270. Number of farmers assisted in developing supplemental sources of income							270
270. Number of families assisted in reducing cash expenditure:							270
(a) By exchange of labor or machinery							
(b) By bartering farm or home products for other commodities or services							
(c) By producing larger part of food on farm							
(d) By making own repairs of buildings and machinery							

<sup>1</sup> Include county agricultural planning, taxation, land utilization, and economic basis of extension programs.

## AGRICULTURAL ECONOMICS—Continued

Report Only This Year's Extension Activities and Results That Can Be Verified

271. Number of urban families moving to farms who have been assisted in getting established.....	271
272. Number of farm families on relief assisted to become self-supporting.....	272
273. Number of marketing associations or groups <sup>1</sup> assisted in organizing during the year.....	273
274. Number of marketing associations or groups <sup>1</sup> previously organized assisted by extension agents this year.....	274
275. Membership in associations and groups organized or assisted (273 and 274).....	275
276. Number of individuals (not in associations) assisted with marketing problems.....	276
276½. Number of 4-H Club members receiving instruction in marketing.....	276½
277. Number of families following other specific practice recommendations.....	277

ITEM	Standard- ing, packaging, or grading	Processing or manu- facturing	Leasing markets and transportation	Use of current market information	Financing	Organiza- tion	Accounting	Keeping member- ship informed	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	
278. Number of organizations assisted with problems of.....									278
279. Number of individuals (not in organizations) assisted with problems of.....					XXXX	XXXX	XXXX	XXXX	279

ITEM	Hay and grain	Cotton	Tobacco	Dairy products	Livestock	Wool	
	(a)	(b)	(c)	(d)	(e)	(f)	
280. Value of products sold by all associations or groups organized or assisted.....	\$	\$	\$	\$	\$	\$	280
281. Value of products sold by individuals (not in organizations) assisted.....	\$	\$	\$	\$	\$	\$	281

ITEM	Fruits and vegetables	Poultry and eggs	Home products		Livestock	Wool	
			Food	Handicraft			
			(a)	(b)			
280. Value of products sold by all associations or groups organized or assisted.....	\$	\$	\$	\$	\$	\$	280
281. Value of products sold by individuals (not in organizations) assisted.....	\$	\$	\$	\$	\$	\$	281

ITEM	Livestock	Feed for livestock	Farm equipment	Oil and gas	Fertilizer, seed, and other farm supplies	Home equipment	Home supplies	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	
282. Value of supplies purchased by all associations or groups organized or assisted.....	\$	\$	\$	\$	\$	\$	\$	282
283. Value of supplies purchased by individuals (not in organizations) assisted.....	\$	\$	\$	\$	\$	\$	\$	283

<sup>1</sup> Includes independent local associations, units of federations, branches of centralized organizations, terminal sales agencies, production associations which do buying or selling, and curb and home demonstration club markets.

## FOODS AND NUTRITION

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Food selection and preparation	Food preserva- tion		
	(a)	(b)		
284. Days devoted to line of work by:				
(1) Home demonstration agents.....			} 284	
(2) 4-H Club agents.....				
(3) Agricultural agents.....				
(4) Specialists.....				
285. Number of communities in which work was conducted.....			285	
286. Number of voluntary local leaders or committeemen assisting.....			286	
287. Days of assistance rendered by voluntary leaders or committeemen.....			287	
288. Number of adult result demonstrations conducted.....			288	
289. Number of meetings at result demonstrations.....			289	
290. Number of method-demonstration meetings held.....	(1) By agents or specialists.....		} 290	
	(2) By leaders.....			
291. Number of other meetings held.....	(1) By agents or specialists.....		} 291	
	(2) By leaders.....			
292. Number of news stories published.....			292	
293. Number of different circular letters issued.....			293	
294. Number of farm or home visits made.....			294	
295. Number of office calls received.....			295	
296. Number of 4-H Club members enrolled.....	(1) Boys.....		} 296	
	(2) Girls.....			
297. Number of 4-H Club members completing.....	(1) Boys.....		} 297	
	(2) Girls.....			
298. Number of units in projects conducted by 4-H Club members completing:				
(a) Dishes of food products prepared.....		(b) Meals planned and served.....	} 298	
(c) Quarts canned.....		(d) Other containers of jelly, jam, and other products.....		
(e) Pounds of vegetables and fruits stored or dried.....				
299. Number of families budgeting food expenditure for a year.....				299
300. Number of families following food-buying recommendations.....				300
301. Number of families serving better-balanced meals.....			301	
302. Number of families improving home-packed lunches according to recommendations.....			302	
303. Number of schools following recommendations for a hot dish or school lunch.....			303	
304. Number of children involved in question 303.....			304	
305. Number of families following recommended methods of child feeding.....			305	
306. Number of individuals adopting recommendations for corrective feeding (such as weight control, anemia, pellagra, and constipation).....			306	
307. Number of families producing and preserving home food supply according to annual food-supply budget.....			307	
308. Number of families assisted in the canning or otherwise preserving of fruits, vegetables, and meats.....			308	
309. Number of quarts canned by families reported under question 308. (Do not include 4-H Club members).....			309	
310. Number of other containers of jam, jelly, or other products made by families reported under question 308. (Do not include 4-H Club members).....			310	
311. Total estimated value of all products canned or otherwise preserved (questions 298, 309, 310) \$.....			311	
312. Number of families following recommendations for the storage of home food supply.....			312	
313. Number of families assisted in using timely economic information as a basis for readjusting family food supply.....			313	

## CHILD DEVELOPMENT AND PARENT EDUCATION

Report Only This Year's Extension Activities and Results That Can Be Verified

214. Days devoted to line of work by:		
(a) Home demonstration agents.....	}	314
(b) 4-H Club agents.....		
(c) Agricultural agents.....		
(d) Specialists.....		
215. Number of communities in which work was conducted.....		315
216. Number of voluntary local leaders or committeemen assisting.....		316
217. Days of assistance rendered by voluntary leaders or committeemen.....		317
218. Number of adult result demonstrations conducted.....		318
219. Number of meetings at result demonstrations.....		319
220. Number of method-demonstration meetings held.....	{ (a) By agents or specialists..... (b) By leaders.....	320
221. Number of other meetings held.....	{ (a) By agents or specialists..... (b) By leaders.....	321
222. Number of news stories published.....		322
223. Number of different circular letters issued.....		323
224. Number of farm or home visits made.....		324
225. Number of office calls received.....		325
226. Number of 4-H Club members enrolled.....	{ (a) Boys..... (b) Girls.....	326
227. Number of 4-H Club members completing.....	{ (a) Boys..... (b) Girls.....	327
228. Number of 4-H Club members not in special child-development projects who participated in definite child-development work.....		328
229. Number of families improving habits of children.....		329
230. Number of families substituting positive methods of discipline for negative ones.....		330
231. Number of families providing recommended play equipment.....		331
232. Number of families following recommendations regarding furnishings adapted to children's needs.....		332
233. Number of different individuals participating in child-development and parent-education program.....	{ (a) Men..... (b) Women.....	333
234. Number of children involved in question 233.....		334
235. Number of families following other specific practice recommendations: <sup>1</sup>		
(a).....	}	335
(b).....		
(c).....		
(d).....		
(e).....		

<sup>1</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

CLOTHING

Report Only This Year's Extension Activities and Results That Can Be Verified

336. Days devoted to line of work by:		
(a) Home demonstration agents.....	.....	} 336
(b) 4-H Club agents.....	.....	
(c) Agricultural agents.....	.....	
(d) Specialists.....	.....	
337. Number of communities in which work was conducted.....		337
338. Number of voluntary local leaders or committeemen assisting.....		338
339. Days of assistance rendered by voluntary leaders or committeemen.....		339
340. Number of adult result demonstrations conducted.....		340
341. Number of meetings at result demonstrations.....		341
342. Number of method-demonstration meetings held.....	{ (a) By agents or specialists..... (b) By leaders.....	} 342
343. Number of other meetings held.....	{ (a) By agents or specialists..... (b) By leaders.....	
344. Number of news stories published.....		344
345. Number of different circular letters issued.....		345
346. Number of farm or home visits made.....		346
347. Number of office calls received.....		347
348. Number of 4-H Club members enrolled.....	{ (a) Boys..... (b) Girls.....	} 348
349. Number of 4-H Club members completing.....	{ (a) Boys..... (b) Girls.....	
350. Number of articles made by 4-H Club members completing.....	{ (a) Dresses..... (b) Other.....	} 350

ITEM	Adults (a)	Juniors (b)	
351. Number of individuals following recommendations in construction of clothing.....			351
352. Number of individuals following recommendations in the selection of clothing.....			352
353. Number of individuals keeping clothing accounts.....			353
354. Number of individuals budgeting clothing expenditures.....			354
355. Number of families following clothing-buying recommendations.....		X X X X X	355
356. Number of individuals improving children's clothing according to recommendations.....			356
357. Number of individuals following recommendations in improving care, renovation, and remodeling of clothing.....			357
358. Number of families assisted in using timely economic information in determining how best to meet clothing requirements.....		X X X X X	358
359. Total estimated savings due to clothing program.....	\$.....	\$.....	359
360. Number of individuals following other specific practice recommendations: <sup>1</sup>			} 360
(a).....			
(b).....			

<sup>1</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## HOME MANAGEMENT AND HOUSE FURNISHINGS

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Home management	House furnishings	Handicraft	
	(a)	(b)	(c)	
3681. Days devoted to line of work by:				
(1) Home demonstration agents.....				} 361
(2) 4-H Club agents.....				
(3) Agricultural agents.....				
(4) Specialists.....				
3682. Number of communities in which work was conducted.....				362
3683. Number of voluntary local leaders or committeemen assisting.....				363
3684. Days of assistance rendered by voluntary leaders or committeemen.....				364
3685. Number of adult result demonstrations conducted.....				365
3686. Number of meetings at result demonstrations.....				366
3687. Number of method-demonstration meetings held.....	(1) By agents or specialists.....			} 367
	(2) By leaders.....			
3688. Number of other meetings held.....	(1) By agents or specialists.....			} 368
	(2) By leaders.....			
3689. Number of news stories published.....				369
3690. Number of different circular letters issued.....				370
3691. Number of farm or home visits made.....				371
3692. Number of office calls received.....				372
3693. Number of 4-H Club members enrolled.....	(1) Boys.....			} 373
	(2) Girls.....			
3694. Number of 4-H Club members completing.....	(1) Boys.....			} 374
	(2) Girls.....			
3695. Number of units in projects conducted by 4-H Club members completing.....		{ ..... rooms	articles	} 375
		articles		

## HOME MANAGEMENT—Continued

3696. Number of kitchens rearranged or improved for convenience according to recommendations.....	376
3697. Number of families following recommendations in obtaining labor-saving equipment.....	377
3698. Number of families adopting recommended laundering methods.....	378
3699. Number of families assisted in home soap making.....	379
3700. Number of families adopting recommended methods in care of house.....	380
3701. Number of families assisted in making home-made equipment or conveniences.....	381
3702. Number of women following a recommended schedule for home activities.....	382
3703. Number of 4-H Club members keeping personal accounts.....	383
3704. Number of families keeping home accounts according to a recommended plan.....	384
3705. Number of families budgeting expenditures in relation to income according to a recommended plan.....	385
3706. Number of families assisted in developing home industries as a means of supplementing income.....	386
3707. Number of families following recommended methods in buying for the home (other than foods and clothing).....	387
3708. Number of families assisted in using timely economic information as a basis for readjusting family living (other than reported under foods and clothing).....	388
3709. Number of families assisted in making adjustments in home making to gain a more satisfactory standard of living.....	389



## HOME HEALTH AND SANITATION—Continued

415. Number of 4-H Club members enrolled.....	{ (a) Boys..... (b) Girls..... }	415
416. Number of 4-H Club members completing.....	{ (a) Boys..... (b) Girls..... }	416
417. Number of 4-H Club members not in special health projects who participated in definite health-improvement work.....	{ (a) Boys..... (b) Girls..... }	417
418. Number of individuals having health examination on recommendation of extension workers or participating in health contests.....	{ (a) 4-H Club members..... (b) Others..... }	418
419. Number of individuals improving health habits according to recommendations.....		419
420. Number of individuals improving posture according to recommendations.....		420
421. Number of individuals adopting recommended positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.).....		421
422. Number of families adopting better home-nursing procedure according to recommendations.....		5 422
423. Number of families installing sanitary closets or outhouses according to recommended plans.....		5 423
424. Number of homes screened according to recommendations.....		10 424
425. Number of families following other recommended methods of controlling flies, mosquitoes, and other insects.....		425
426. Number of individuals enjoying improved health as a result of health and sanitation program.....		426
427. Number of families following other specific practice recommendations: <sup>1</sup>		
(a) .....		} 427
(b) .....		

## EXTENSION ORGANIZATION AND COMMUNITY ACTIVITIES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Extension organization and program making	Community or country-life activities	
	(a)	(b)	
428. Days devoted to line of work by:			
(1) Home demonstration agents.....			} 428
(2) 4-H Club agents.....			
(3) Agricultural agents.....	30	14	
(4) Specialists.....			
429. Number of communities in which work was conducted.....	6	1	429
430. Number of voluntary local leaders or committeemen assisting.....	7	2	430
431. Days of assistance rendered by voluntary leaders or committeemen.....	10	5	431
432. Number of meetings held.....	25	6	432
433. Number of news stories published.....			433
434. Number of different circular letters issued.....			434
435. Number of farm or home visits made.....			435
436. Number of office calls received.....	8		436

<sup>1</sup> For the sake of uniformity it is suggested that each State prepare a list of the more important practices to be reported upon by all agents in that State.

## COMMUNITY OR COUNTRY-LIFE ACTIVITIES—Continued

437. Number of communities assisted in making social or country-life surveys, or in scoring themselves or their community organizations.....	437
438. Number of country-life conferences or training meetings conducted for community leaders.....	438
439. Number of community groups assisted with organizational problems, programs of activities, or meeting programs.....	439
440. Number of communities developing recreation according to recommendations.....	440
441. Number of families following recommendations as to home recreation.....	441
442. Number of community or county-wide pageants or plays presented.....	442
443. Number of community houses, clubhouses, permanent camps, or community rest rooms established for.....	443
(a) Adults.....	
(b) Juniors.....	
444. Number of communities assisted in establishing work centers for canning, seed treatment, meat curing, etc.....	444
445. Number of communities assisted in improving hygienic or public-welfare practices.....	445
446. Number of school or other community grounds improved in accordance with plans furnished.....	446
447. Number of communities assisted in providing library facilities.....	447
448. Number of 4-H Clubs engaging in community activities, such as improving school grounds, conducting local fairs, etc.....	448
449. Number of families aided in obtaining assistance from Red Cross or other relief agency.....	449

## MISCELLANEOUS ACTIVITIES

Report Only This Year's Extension Activities and Results That Can Be Verified

ITEM	Coyotes and other predatory animals	Rodents	General-forder insects †	Weeds	
	(a)	(b)	(c)	(d)	
450. Days devoted to line of work by:					450
(1) Home demonstration agents.....					
(2) 4-H Club agents.....					
(3) Agricultural agents.....					
(4) Specialists.....					
451. Number of communities in which work was conducted.....					451
452. Number of voluntary local leaders or committeemen assisting.....					452
453. Days of assistance rendered by voluntary leaders or committeemen.....					453
454. Number of adult result demonstrations conducted.....					454
455. Number of meetings at result demonstrations.....					455
456. Number of method-demonstration meetings held.....					456
457. Number of other meetings held.....					457
458. Number of news stories published.....					458
459. Number of different circular letters issued.....					459
460. Number of farm or home visits made.....					460
461. Number of office calls received.....					461
462. Number of farmers following recommendations.....					462
463. Pounds of poison used, or acres of weeds controlled.....					463
464. Total estimated saving due to control program.....	\$	\$	\$	\$	464

## MISCELLANEOUS 4-H CLUBS (Indicate by name)

ITEM	Leadership				
	(a)	(b)	(c)	(d)	
465. Number of 4-H Club members enrolled.....					465
(1) Boys.....					
(2) Girls.....					
466. Number of 4-H Club members completing.....					466
(1) Boys.....					
(2) Girls.....					

† Includes grasshoppers, army worms, chinch bugs, and other insects not reported under specific crop or livestock headings.

## SOIL CONSERVATION AND OTHER WORK

ITEM	Soil conservation (a)	All other work (b)	
467. Days devoted to line of work by:			
(1) Home demonstration agents.....			} 467
(2) 4-H Club agents.....			
(3) Agricultural agents.....			
(4) Specialists.....			
468. Number of communities in which work was conducted.....			468
469. Number of voluntary local leaders or committeemen assisting.....			469
470. Days of assistance rendered by voluntary leaders or committeemen.....			470
471. Number of adult result demonstrations conducted.....			471
471½. Number of meetings at result demonstrations.....			471½
472. Number of method-demonstration meetings held.....			472
473. Number of other meetings held.....			473
474. Number of news stories published.....			474
475. Number of different circular letters issued.....			475
476. Number of farm or home visits made.....			476
477. Number of office calls received.....			477
478. Number of 4-H Club members enrolled. (Do not include work previously reported.)	(1) Boys..... (2) Girls.....	x x x x x x x x	} 478
479. Number of 4-H Club members completing. (Do not include work previously reported.)			
479½. Number of units in projects conducted by 4-H Club members completing. (Do not include work previously reported.).....		x x x x	} 479½
.....			
.....			
.....			
.....			
.....			

## SOIL CONSERVATION—Continued

ITEM	Number of farms	Number of units	
	(a)	(b)	
480. Tests for soil acidity.....		acres.	480
481. Applying lime materials.....		tons.	481
482. Tests for plant-food deficiencies.....		acres.	482
483. Applying recommended fertilizers.....		tons.	483
484. Proper land use—based on soil types (use of soil-survey maps).....		acres.	484
485. Using recommended crop rotations.....		acres.	485
486. Plowing under green manure.....		acres.	486
487. Controlling soil blowing.....		acres.	487
488. Strip cropping.....		acres.	488
489. Using cover crops.....		acres.	489
490. Approved summer-fallow.....		acres.	490
491. Constructing terraces. (Reported under question 170, p. 13.).....	x x x x	x x x x	491
492. Controlling gullies. (Reported under question 170½, p. 13.).....	x x x x	x x x x	492
493. Growing crops on contour. (Reported under question 170½, p. 13.).....	x x x x	x x x x	493
494. Pasture and range improvement by contouring.....		acres.	494
495. Grassing waterways.....		acres.	495
496. Depth of moisture tests.....		acres.	496
497. Floodwater control for crop production.....		acres.	497
498. Farms in:			498
(1) Legal soil-conservation districts.....		acres.	
(2) Voluntary soil-conservation associations.....		acres.	
(3) Grazing associations.....		acres.	

## WORK IN COOPERATION WITH OTHER FEDERAL AGENCIES\*

The purpose of this report on work in cooperation with other Federal agencies is to bring together in one place all the work done in relation to the programs of these agencies regardless of duplication. Include all related work reported under regular project headings on preceding pages, and in addition all other assistance rendered such agencies.

ITEM	AGRICULTURAL ADJUSTMENT ADMINISTRATION			Soil Con- servation Service	Farm Security & Adminis- tration	
	Agricul- tural conser- vation program	Market agreement and order program	Surplus purchase and diversion program			
	(a)	(b)	(c)			
499. Days devoted to line of work by:						
(1) Home demonstration agents.....						499
(2) 4-H Club agents.....						
(3) Agricultural agents.....	25				10	
(4) Specialists.....						
500. Number of communities in which work was conducted.....	6				2	500
501. Number of voluntary local leaders or committeemen assisting.....						501
502. Days of assistance rendered by such leaders or committeemen.....						502
503. Number of paid local leaders or committeemen assisting.....						503
504. Days of assistance rendered by paid local leaders.....	4				2	504
505. Number of meetings held.....						505
506. Number of news stories published.....						506
507. Number of different circular letters issued.....						507
508. Number of farm or home visits made.....	40				10	508
509. Number of office calls received.....	5				5	509
510. Number of farms or homes directly assisted by extension agents to carry out the program of the agency.....	15				5	510
.....						
.....						
.....						
.....						
.....						

\*Farm Credit Administration not included, since provision is made for reporting work on farm and home financing in col. (6), p. 18.

## WORK IN COOPERATION WITH OTHER FEDERAL AGENCIES<sup>1</sup>—Continued

The purpose of this report on work in cooperation with other Federal agencies is to bring together in one place all the work done in relation to the programs of these agencies regardless of duplication. Include all related work reported under regular project headings on preceding pages, and in addition all other assistance rendered such agencies.

ITEM	Rural Elec- trifi- cation	Tennessee Valley Authority	Works Progress Adminis- tration	National Youth Adminis- tration	Social Security, Public Health, Children's Bureaus	All other (including relief)
	(f)	(g)	(h)	(i)	(j)	(k)
499. Days devoted to line of work by:						
(1) Home demonstration agents.....						} 499
(2) 4-H Club agents.....						
(3) Agricultural agents.....					2	
(4) Specialists.....					1	
500. Number of communities in which work was conducted.....						500
501. Number of voluntary local leaders or committeemen assisting.....						501
502. Days of assistance rendered by such leaders or committeemen.....						502
503. Number of paid local leaders or committeemen assisting.....						503
504. Days of assistance rendered by paid local leaders.....						504
505. Number of meetings held.....						505
506. Number of news stories published.....						506
507. Number of different circular letters issued.....						507
508. Number of farm or home visits made.....					2	508
509. Number of office calls received.....						509
510. Number of farms or homes directly assisted by extension agents to carry out the program of the agency.....					2	510

<sup>1</sup> Farm Credit Administration not included, since provision is made for reporting work on farm and home financing in col. (c), p. 18.