

VIRGINIA

HANSEMOND Agricultural agent Annual report 1944
county (Negro)

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RETURN TO
EXTENSION
DIVISION OF FIELD
STUDIES & TRAINING

UNITED STATES
DEPARTMENT OF AGRICULTURE
EXTENSION SERVICE
WASHINGTON, D.C.
OFFICE OF COOPERATIVE
EXTENSION WORK

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ANNUAL NARRATIVE REPORT
ADULT AND JUNIOR WORK
JAMES HARRIS...COUNTY AGENT

DECEMBER 1, 1943
NOVEMBER 30, 1944

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NANSEMOND COUNTY, VIRGINIA

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*Dec. 30th 1944 H.P. Bird
Dist. agt.*

HANBEMOND COUNTY ANNUAL

NARRATIVE REPORT

1944:

BY

JAMES HARRIS...COUNTY AGENT

UNITED STATES

DEPARTMENT OF AGRICULTURE

EXTENSION SERVICE

"THEREFORE THE LORD SENT HIM
FORTH FROM THE GARDEN OF EDEN,
TO TILL THE GROUND FROM WHENCE
HE WAS TAKEN". GEN.3:23

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FOREWORD

The Negro farm families in Nansemond county are still improving in their methods of farming and homemaking. Through the Extension activities they have realized a fuller life on their farms, and in their homes. They no longer have fear of trying new methods and following suggestions which are passed down from the Experiment Stations and State Colleges.

The success of the Extension Program in Nansemond county has rested largely upon the strong leadership of outstanding farmers from every Magisterial District in the county, who have been given new methods by the Extension Service to try on their farms. They have tried new methods, and have passed them on to others in their respective communities. These men have set up objectives from year to year and have gotten great dividends as results. These dividends have been noticed in better grade of livestock, larger crop yields per acre, better homes, improved farm machinery, increased purchasing power, more educational opportunities for their children, better churches and a better cooperative spirit in the communities. The splendid cooperation of the farmers and farm women has caused the Extension Program to root deeply in the hearts and minds of the people throughout the county.

COUNTY ORGANIZATION

The Extension Program in the county is governed by a group of volunteered rural leaders known as the County Advisory Board. These leaders are representatives from every Magisterial District in the county. The purpose of this board is to plan all Extension activities that are carried on in the county, and assist through organizing farm families who are working hard to improve their standard of living by the use of the Extension Methods.

This board meets periodically at the county agent's office during the year to adjust the Extension Program so that it may reach all of the people.

This board sets up objectives to aid the people in combating their problems as they come up on their farms. This is done through rural leadership practicing better methods.

The Extension methods aim to decrease the cost of production and increase the farmers buying power, which in turn gives him more enjoyment on his farm. Through the above objectives advanced by Extension Program a number of years ago, it can now see results.

The Advisory Board not only makes plans and stimulates interest in the Extension Program, it has financed and sponsored a County Canning Center for eight consecutive years. Each year since it has been established new equipment has been purchased to make the work easier for the women, and to save labor, especially during the present crisis.

During last Summer an additional retort was purchased to increase the volume of cooking, also a Junior pea huller was purchased to speed up the shelling of peas and beans. The buying of these new pieces of equipment increased the volume almost 50%.

Last Summer twenty canning dates were held with two hundred and ninety seven farm women taking part in the canning. During the last canning season more families were reached and 1265 cans more fruits, vegetables and meats were put up than previous years. Since the war began the farm labor has decreased each year, yet the conservation of food has increased. This has occurred because of the fine cooperative spirit which has existed at the canning center and on the farms through exchanging of labor.

STATE ADVISORY BOARD ACTIVITIES NANSEMOND COUNTY COOPERATING

The State Advisory Board activities are becoming more interesting each year, at the same time these activities are helping the farmers to improve their standards of living by the use of the Community Improvement Contest which was started by Mr. John B. Pierce Field Agent of the United States Department Of Agriculture a few years ago. Each County that has an Extension worker cooperates with this state program by entering a community in the contest.

The object of this board is to encourage land ownership, community cooperation by clubs, paint homes, and maintain sanitary surroundings. The farm families that reside in the community which participate in the contest are checked twice each year with a uniform score sheet. This score sheet stimulates more interest in getting the families to grow their home supplies as well as raise ample feed for the livestock, also serves as a more accurate check on each family.

The communities participating are encouraged more each year due to the fact thirteen cash prizes are awarded to communities that make the highest number of points in their improvements.

The State Advisory Board is financed by all County Advisory Boards that have Extension Agents in them. Each Board makes a contribution at the annual meeting which amounts to six dollars per county. This fund goes to pay premiums won in the Community Improvement Contest.

Through this type of work hundreds of homes throughout the state have been painted that otherwise might not have been touched. Farmers have aroused themselves of buying homes and land that previously had the idea casually. More families are becoming interested in the Extension Program each year by taking active parts as members in the Community clubs.

The people are learning through the State Extension Activities new methods and obtaining information on how to improve their communities. Likewise they have learned to do their share in raising food for freedom.

Within the last four years poultry flocks, gardens, hogs and cows have been added to their Improvement Contest for the purpose of stepping up on food production goals. This has caused even more food to be stored by farmers themselves as well as aiding in the war effort.

Nansemond county has been cooperating with the State Community Improvement work for the last eight years. Through its period of participation communities in the county have won one hundred and sixty one dollars in premiums for outstanding work accomplished in farm activities.

Lumis community has been in the contest for a number of years, this year it won another prize on farm and home improvement. Just this community alone has obtained the following results through the Community Improvement Contest: Fifty eight families out of ninety-eight own their homes, eighty four are members of the community club. 50% of them own one or more milk cows, 100% of them have one or more hogs, 100% have poultry flocks of twelve or more laying hens, 100% of them cultivate from one half to an acre of land for garden, three fourth of them raise sufficient stock feed for livestock and 90% of them cooperate with the Agricultural Adjustment Administration.

This community is just an example of improvements made in the county from the Community Improvement Contest. There are other communities doing similar, not only in Nansemond county but throughout the state.

COMMUNITY CLUBS

The Extension activities reach the rural people through organized community clubs. These organizations are composed of active farmers located in various sections of the county. The meetings are held either in a church or school. This is usually the community center.

There are twelve such centers set up in the county. The Extension methods are introduced to other farm families through the active leaders of the community clubs. Demonstrations are selected and assigned to men and women of the club to carry out various phases of the Extension methods. The immediate results are obtained and reported in these club meetings and local farmers have the advantage of using these results.

Other objectives of these organized community clubs are program building or planning, soil conservation, farm security, better methods in crop production, livestock production and community improvement. All of these subjects are discussed at the club meetings, sometime during the year. Each year Specialists are brought in to discuss the above subjects in what is known as Farmers' Conference.

Demonstration community is selected from these communities which are organized. Annually in the early part of the year the farmer's select their goals which they wish to reach that year. They select some farm product that will aid them in self supporting. Example a larger garden acreage with more varieties of vegetables, better or

larger poultry flocks, more hogs and cows, better variety of seed corn and larger supply of feed for the stock. The selection of these phases of production expand the Live-At-Home Program in the community.

Ninety eight families were scored in the Lunnis community this year. Many interesting results have been obtained since the organizing of these clubs.

OTHER OUTSTANDING ACTIVITIES HOG PRODUCTION

The production of hogs is becoming the outstanding major cash crop in Nansemond County. The addition of more livestock to the farms have brought about more improved practices, which have increased the income of all farmers. Farmers market their hogs biennially. Due to this marketing system, the pork production has doubled. The improved methods of the Extension Service are responsible for the advancement made in this type of work.

This phase of work in livestock has aided the farmers in increasing their income, and has given them even a better farming program.

The shortage of meats and fats have been outstanding factors in stepping up hog production in the county. The county's average in hog production has been on the increase for two or three years.

The farmers met their hog production goals and also increased their goals in milk, poultry and gardens.

SAFE HOG PRODUCTION

The farmers in the county have confronted with contagious diseases that kill unlimited number of hogs annually. The hog cholera is prevalent among these diseases depriving farmers of thousands of dollars each year. The constant use of anti-hog cholera serum and virus has reduced the number of deaths considerable and has saved the farmers many dollars that previously were lost.

The farmers call on the county agent frequently to administer serum and virus so that their herd may be protected from this contagious disease. The agent has put forth every effort to help the farmers save their hogs. This year 2156 hogs and pigs were immuned against this dreadful disease. The farmers spent \$862.40 for anti-cholera serum and virus during the year to protect their hogs from the cholera.

This money came through the county agent's office. If these hogs were marketed for an average of \$20.00 each the farmers in-

come from the \$862.40 invested in serum and virus would be \$43,120.00 for hogs saved from cholera and other diseases.

The farmers are also purchasing better grades of hogs, and seeing that they are treated against the various diseases. Those that are purchasing pure-bred stock are building up their entire herd and selling their male offspring to other farmers who do not good stock.

For example Mr. L. K. Boykins of R# 2, Holland, Va. still maintains the name of being one of the leaders in swine production among the Negro farmers in Nansemond County. 1943 Mr. Boykins net income from hogs was \$1522.00 from 48 hogs. This year he has increased his herd to 66 feeders, five brood sows and two males. His net income from the feeders is \$2547.00 using \$215.00 worth of 40% hog supplemental feed.

Mr. Boykins practices the use of pure-bred males and sows and 100% sanitation and vaccination against the cholera and other diseases. He uses a balance ration for all of his hogs. In order that all the hogs are obtaining the right ration soybeans, lespedeza and permanent pastures are used. Mr. Boykins plant acres of corn to hog down. The above methods which he has gotten through the Extension Program has been responsible for his success in swine production. He has been connecting himself with the Extension Program every since he was a little boy enrolled in 4-H club work. He has been a livestock demonstrator in Lummis community for thirteen consecutive years.

There are other farmers in the county doing excellent jobs with swine and other livestock. He is outstanding because he is one of the younger farmers who have gone ahead within the period of depression as well as the period of prosperity.

DAIRY PRODUCTION

Nansemond County has been short of dairy cows for a period of years. The Extension Service came in and helped to relieve this situation to a large extent. For the last six years the Extension Program has been stressing the urgent need for a family cow on each farm. Since the early beginning of the Extension Program in the county farmers have been securing better grades of cows by using pure-bred bulls of dairy breeds, purchasing better breeds of calves and raising cows from them. This type of thing has increased the family cows in the county about 40%.

The farmers are now receiving great returns from their dairy products. They are using more of such products in their homes and marketing the surplus to near by cities and towns.

Mr. F. E. Ownes of Lummis Community purchased a pure-bred Guernsey cow during last Summer to increase his supply of milk. Since she has been on his farm she has more than supplied the family with milk and butter.

It is not a customary thing for Mr. Owen to sell dairy products, but with the surplus products produced from this cow he has sold some butter.

The dairy products obtained by the farmers have improved the health of the entire families. The Extension Program has even aided the farmers in building a more sanitary program for handling the products and utensils.

SHEEP PRODUCTION

The production of sheep in Nansemond county among Negro farmers is something new. Mr. L. K. Boykins of R# 2, Holland Virginia residing in Lummis Community began a demonstration on sheep raising this year for the first time. Through the cooperation of the American Bank And Trust Company of Suffolk Mr. Boykins purchased nine sheep, three ewes, one buck and five lambs at \$75.00. The bank refused to take cash for the sheep, it was interested in getting sheep started among Negro farmers. Mr. Boykins bought the sheep with the idea of letting them pay for themselves.

These are the results of the above demonstration \$12.60 worth of wool was sold from the sheep, three lambs sold for \$45.00 one ewe saved and the other lamb to be butchered for meat. This demonstration has proven to Mr. Boykins and the neighbors that sheep raising pays.

This project has not cost Mr. Boykins any great expense in keeping the sheep on his farm. He has let them run with the hogs and cows.

POULTRY PRODUCTION

Poultry Production has been one of the primary commodities in the Live-At-Home Program in Nansemond County every since the introduction of the Extension Program. The Extension Service has stressed the fact that every farm family should have at least twelve laying hens or more on its farm year round. It has emphasized certified baby chicks, adequate housing conditions, plenty of range and a good feeding program. Several demonstrations on poultry have been set up in the county to carry out these practices.

Mrs. Jno. H. Fulcher of Saratoga Place has been raising poultry as a hobby for five years. She has had very good results since that time. Her practices have not reached 100% perfection as yet, however she is getting very good results from those that she has tried. She has two hundred and fifty chickens on her yard, 75% of them are New Hampshire Reds and the other 25% Rhode Island Reds. All during the Summer the weekly production was from 84 to 90 dozens. The average price received for these eggs was 40¢ per dozen giving her a net profit of \$25.00 per week.

Mrs. Fulcher has begun culling her flock to cut down on the feed cost by taking out the boarders, and making more room for the good layers. Mrs. Fulcher is planning to cut her flock in half due to the high cost of feed and the small quarters.

The above poultry demonstration is only one example of this type of poultry business found in the county. There are many others scattered over the county.

GARDEN PRODUCTION

The Extension Service has stressed larger home gardens with more varieties of vegetables, better cultural practices, use of more cover crops and the importance of a Fall and Winter garden.

Since the Extension Program has been emphasizing these practices more vegetables can be found in all sections of the county. More canned vegetables are stored and the income from the gardens has increased in most of the families.

Mr. D. J. Howell R# 2, Holland Va. of the Little Fork community has been very successful with his garden this year. He has one and a half acres of garden and all of it is usually planted in something. Mr. Howell practices crop rotation, used a high analysis of fertilizer, and has at least 15 different varieties of vegetables planted during the Summer months.

He markets his vegetables twice weekly in Franklin, Va. He reported a net income of \$25.00 per week during the Summer months when things are plentiful. Mr. Howell begins his Spring marketing as early as March and keeps this up until the Winter. Beside selling vegetables Mrs. Howell canned 287 cans of vegetables by using a pressure cooker that was bought during the past Summer.

Money from this garden is used primarily for purchasing of winter clothes and other necessary things for the home.

Other farmers in the county are doing very good jobs with their gardens. Another example of good gardening Miss Bernice Owens of the Lummis Community received \$145.00 from one acre of rap salad. This field was sown for the hogs but in turn her father gave it to her to get what she could out of it. She decided to sell to the local market and the above amount is what she received.

The Extension Service is responsible for the achievements in vegetables throughout the county. As a result of the interest stimulated a canning center was set up ten years ago by the County Advisory Board which is composed of farmers from all over the county. Farmers bring their vegetables in from all sections of the county and can them. This year 4,265 cans were canned by 297 farm families from August 1 through October 12th.

OTHER ADULT ACTIVITIES
HOME IMPROVEMENT

The Extension Service has constantly emphasized home improvement through the State Improvement Contest. Emphasis has been placed on painting and beautifying the home. Mr. D. J. Howell of Little Fork community has gone even farther than painting and beautifying. He has gone inside as well as doing the outside. He feels that the home work is made easier by making more conveniences.

The Extension Department gave Mr. Howell Assistance in installing a water system last Summer. The following things were installed sink, hot water tank, bath tub, wash bowl and stool. The total cost was \$600.00, excluding the labor.

The water is pumped from the well by an electric motor. This motor has a thermostat which control the water supply. The water line was also extended to the mule and cow barn.

In addition to the installation of the water system, \$100.00 was spent for repair of the kitchen and bath room.

This demonstration was planned and carried out to show farmers how they themselves can install the water system. This work was done by the following agents. Woodrow Odom Isle of Wight County, A. P. Walton Powhatan County, H. P. Reid District Agent, John L. Charity State Agent and James Harris local agent for the county. Local farmers gave assistance in this work which brought about an early completion.

Other demonstrations of this type of work have been done in the county previous to this one. There are other sections of the county that are calling for a similar demonstration as soon as the agent can arrange for such.

4-H CLUB WORK
ORGANIZATION JUNIOR COUNCIL

The 4-H club organization is the Junior group of boys and girls that are contributing to the Extension Program many values of improved methods which have been applied in developing their various projects.

The purpose of this organization is to acquaint rural youth with the new and scientific methods of the Extension Program. These methods that are being applied by this group are bringing about more uniformity in the county. Club members are becoming to be good farmers and outstanding citizens in their respective communities. There are five hundred and forty four members enrolled in club work this year.

These boys and girls have set high standards for some of the adult farmers. The Extension Program often finds its way on adult farms through 4-H club activities. The Junior Organization has a council which is composed of forty one members who set up objectives and directs the activities of the clubs.

Through this organization a Livestock Club for boys and girls was organized a year ago to further improve the livestock in the county. This club exhibited six calves of the eight shown at the Tidewater Fair this year, that were estimated to have valued \$550.00. The club members are feeling their responsibilities on farms and helping to produce more profitable milk in the county.

This 4-H club project is sponsored by the County Fair Association and local banks of Suffolk. Each club member that enters the contest has been doing a good job and realized profit from their dairy cows. Pure-bred bulls are being used in developing the dairy cows obtained by the club members.

Thirty-two dollars in six premiums were contributed by the Fair Association and the local banks for outstanding work accomplished by club members who prepared calves for exhibition at the fair.

Mr. J. E. Settle Instructor of livestock at Virginia State College made his second trip to the county in September to give demonstration on preparing calves for exhibition. The purpose of the demonstration was to make the animals show up better at the fair, and improve the club members in their work.

Points brought out at the demonstration were trimming of the hoofs shearing neck and head to bring out the good features in the dairy type calves to be exhibited. The calves horns and hoofs were polished.

The calves exhibited were kept on good pastures and fed some grain so they might maintain some flesh while being exhibited.

This project is new ,but results are being noticed already through the county. Farmers are beginning to pay more attention to their calves and are putting calves in the contest.

OUTSTANDING CLUB PROJECTS SWINE

Timothy Everette is a club member of the Florence Graded 4-H club. He has done some outstanding work this year as a club member. He had swine for his project this year and assisted his parents with the garden. Everette happens to be out of school, but doing a very good job on his daddy's farm while he is working at the Navy Yard.

He started out with a brood sow which farrow 9 pigs in February. These pigs were fed a 40% hog supplement feed and corn ,and pastured on lespedeza and soybeans. When the pigs reached seven months old they netted Everette a profit of \$24.65 each giving him a grand total of \$221.85 They were sold on the local market.

The success of this project was due to the fact the Extension methods were used. The pigs were treated against the cholera when they reached three months old, kept on clean ground and had excess of plenty clean water.

In addition to the pig project Everette helped his mother and sisters with the garden. He looked after the farm while his father was away. He had approximately one acre of garden, in it he had stringbeans, beans, (lima) tomatoes, kale ,peas, corn and turnips greens. This garden supplied them with plenty of vegetables through the Summer and enable them to can 99 cans lima beans, 84 cans stringbeans and 74 cans of corn at the canning center, not counting the jars of vegetables put up at home.

Everette was very dutiful in coming to the canning center with his mother and sisters and aided them in preparing the vegetables.

CALF PROJECT

John Baker, Jr. a club member of the Myrtle 4-H club accomplished great success with his first calf project this year. This calf was an offspring from a pure-bred Guernsey. The calf was eight months old when it was exhibited at the Tidewater Fair. It won the first prize in the contest with seven other calves ,three of the same breed. The prize awarded was \$12.00

The judge Mr. J.E. Settle Instructor in livestock at Va. State College pointed out many fine qualities this calf possessed as a good dairy type heifer. This calf weighed approximately 350 lbs.

From three months old until the fair in October, the calf was kept with the other cows and fed a grain ration along with pasture and lespedeza hay.

POULTRY PROJECT

Eva Mae Townsell member of the Hobson 4-H club had poultry as her project last year. She was very successful with the small project she attempted. She purchased 5 baby chicks from the local hatchery at \$2.75 and raised 23 of them. A balance starter growing mash was fed together with fine cracked corn until the chickens reached eight weeks old. Green cover crops were sown by her daddy for his chickens, so hers took advantage of the same. This allowed for range as well as supplying them with variety of feed.

Five of these chickens were saved for eating purposes, eight of them were sold at 4½¢ per pound bringing a net income of \$12.16 and the other ten were kept for layers.

PEANUT PROJECT

Lafayette Langston of R# 3 Suffolk and a member of the Mt. Zion 4-H club had an outstanding peanut project this year. The crop planted followed rye which was sown last Fall. One ton of ground limestone was applied a year ago by his grand daddy. The land was thoroughly harrowed before the peanuts were planted. The peanuts were little late due to the drought but made rapid growth after they were planted. They were planted 12 inches apart in the rows and 4 feet rows. They received 330 lbs. of 2-12-12 fertilizer to the acre, and cultivated after every rain until full grown.

These peanuts were sold netting him \$124.63 after all expense was reduced.

The above projects are only examples of what other club members are doing all over the county. The improved Extension methods are helping the club members to get better quality as well as larger yields with peanuts when the weather is favorable.

COOPERATING WITH OTHER FEDERAL AGENCIES
WAR RATIONING BOARD

The County Agent was called on during the month of May to assist the War Rationing Board in rationing canning sugar to farmers. The agent met with officials of the board and plans were formulated for carrying on this program. Two days were spent locating capable persons to do the work. We had success in reaching twenty persons who gave their service. With the fine cooperation of this group approximately 500 families received their canning sugar at two centers set up by the Extension Service. These centers were East Suffolk High School and Nansemond County Training School.

MY PART IS TO

Keep myself well informed and with an open mind.

Plan my work in advance so that it may be effective and I may waste no effort.

Seek the counsel of those I serve that knowledge of local situations may keep my program sound.

Develop rural leadership that the work may not be limited by my own time and strength.

Inform leaders fully. Strengthen their efforts. Show them appreciation.

Work in coordination with other organizations.

Have each do the part it can do best.

Give credit generously.

Use each teaching method as skillfully as I can. Make each demonstration, talk, letter and news article an effective unit.

Use several methods in each teaching effort, for people learn through repetition and respond to varying approaches.

EXTENSION SERVICE WORKER:
QUOTED FROM HANDBOOK FOR:
VIRGINIA AGRICULTURAL
EXTENSION WORKERS,
PRELIMINARY COPY
JUNE, 1944.

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

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

War Food Administration
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 Norfolk

REPORT OF

(Name) <u>Home Demonstration Agent.</u>	From _____ to _____ 194
<u>(Mrs) Alice M. Jacob</u>	From <u>March 27, 1944</u> to <u>Nov. 30, 1944</u>
<u>Assistant Home Demonstration Agent.</u>	
_____	From _____ to _____ 194
<u>4-H Club Agent.</u>	
_____	From _____ to _____ 194
<u>Assistant County Agent in charge of Club Work.</u>	
<u>James Harris</u>	From <u>Dec. 1, 1943</u> to <u>Nov. 30, 1944</u>
<u>Assistant Agricultural Agent.</u>	<u>Dec. 1, 1943</u> to <u>March 31, 1944</u>
<u>Hermit Cobwell</u>	From <u>March 17, 1944</u> to <u>March 31, 1944</u>
<u>Assistant Agricultural Agent.</u>	



READ SUGGESTIONS, PAGES 2 AND 16

Dec. 30, 1944 Hopfield
Sick. Agt.

Approved: _____

Date _____

State Extension Director.

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

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

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

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

NARRATIVE SUMMARY

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

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

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

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

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

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

STATISTICAL SUMMARY

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

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

GENERAL ACTIVITIES

Report only this year's activities that can be verified		Home demonstration agents (1)	4-H Club agents ¹ (2)	Agricultural agents (3)	County total ² (4)
1. Months of service this year (agents and assistants)		4		12½	XXXXXXXX
2. Days devoted to work with adults ³		91		213	XXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth ⁴		7		93	XXXXXXXX
4. Days in office ⁵		31		74	XXXXXXXX
5. Days in field ⁵		67		234	XXXXXXXX
6. Number of farm or home visits made in conducting extension work ⁶		102		525	627
7. Number of different farms or homes visited		75		385	460
8. Number of calls relating to extension work	(1) Office	84		206	290
	(2) Telephone	65		256	311
9. Number of news articles or stories published ⁷		2		16	18
10. Number of bulletins distributed		901		593	1494
11. Number of radio talks broadcast or prepared for broadcasting				9	9
12. Training meetings held for local leaders or committeemen	(1) Adult work	(a) Number			
		Total attendance of:			
	(b) Men leaders			42	
	(c) Women leaders			16	16
(2) 4-H Club and older youth	(a) Number			3	3
	Total attendance of:				
(b) Leaders				20	30
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	(a) Number	14	15	29
		(b) Total attendance	164	231	395
	(2) 4-H Club and older youth	(a) Number		2	2
		(b) Total attendance		25	25
14. Number of adult result demonstrations conducted				1	1
15. Meetings held at such result demonstrations	(1) Number				
	(2) Total attendance				
16. Tours conducted	(1) Adult work	(a) Number			
		(b) Total attendance			
	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			
17. Achievement days held	(1) Adult work	(a) Number			
		(b) Total attendance			
	(2) 4-H Club and older youth	(a) Number			
		(b) Total attendance			

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

GENERAL ACTIVITIES—Continued

Report only this year's activities that can be verified			Home demonstration agents (c)	4-H Club agents ¹ (b)	Agricultural agents (a)	County total ² (d)	
18. Encampments held (report attendance for your county only) ³	(1) Farm women	(a) Number					
		(b) Total members attending					
		(c) Total others attending					
	(2) 4-H Club and older youth	(a) Number					
		(b) Total boys attending					
		(c) Total girls attending					
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(a) Number			25	25	
		(b) Total attendance	127		492	619	
	(2) 4-H Club and older youth	(a) Number			46	46	
		(b) Total attendance			1399	1398	
	20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(a) Number				
			(b) Total attendance				
(2) 4-H Club and older youth		(a) Number					
		(b) Total attendance					

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

SUMMARY OF EXTENSION INFLUENCE THIS YEAR

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

21. Total number of farms in county (1940 Census)	845
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	715
23. Number of farms involved in preceding question which were reached this year for the first time	140
24. Number of nonfarm families making changes in practices as a result of the agricultural program	48
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	75
26. Number of farm homes involved in preceding question that were reached this year for the first time	25
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	
28. Number of other homes involved in preceding question that were reached this year for the first time	
29. Number of farm homes with 4-H Club members enrolled	413
30. Number of other homes with 4-H Club members enrolled	31
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	662
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	41

EXTENSION ORGANIZATION AND PLANNING

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

- (a) Over-all or general (1) Name _____ (2) No. of members _____
- (b) Agricultural (1) Name County Advisory Board (2) No. of members 53
- (c) Home demonstration (1) Name _____ (2) No. of members _____
- (d) 4-H Club (1) Name Junior Council (2) No. of members 41
- (e) Older youth (1) Name _____ (2) No. of members _____

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

(a) Agricultural _____ (b) Home demonstration _____ (c) 4-H Club _____ (d) Older youth _____

35. Total number of communities in county. (Do not include number of neighborhoods) _____ 12

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees _____ 12

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

38. Number of members in such clubs or groups _____

39. (a) Number of 4-H Clubs. (See question 173.) (b) Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (See question 185.) (a) 12 (b) 1 XXXXXXXXXX

40. Number of neighborhood and community leaders in the neighborhood-leader system _____ Men 76 Women 3

41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program. (Should include question 40.)

- (a) Adult work (1) Men 51 (2) Women 24
- (b) 4-H Club and older youth work (1) Men 12 (2) Women 12
- (3) Older club boys 10
- (4) Older club girls 15

COOPERATIVE AGRICULTURAL PLANNING

42. Name of the county agricultural planning (over-all planning) group, if any, sponsored by the Extension Service _____

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

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

44. Number of communities with agricultural planning committee (over-all planning) _____

45. Number of members of such community planning committee: (a) Men _____ (b) Women _____ (c) Youth _____

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

	Extension organization and planning ¹ (a)	County agricultural planning ¹ (b)	Total (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents			<u>15</u>
(2) 4-H Club agents			<u>12</u>
(3) Agricultural agents			<u>7</u>
(4) State extension workers			<u>10</u>
48. Number of planning meetings held	(1) County _____ (2) Community _____		<u>75</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year _____			
50. Days of assistance rendered by voluntary leaders or committeemen _____			

¹ Where extension program planning and county agricultural planning (over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (b) will be identical. In all other cases entries (a) is the sum of columns (a) and (b). 16-5071-6

CROP PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Peas	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	18			6	3	4		41		10
(4) State extension workers										
52. Number of communities in which work was conducted this year	8			2	3	4		11		9
53. Number of voluntary local leaders or committeemen assisting this year	13			2	3	5		43		9
54. Kinds of losses noted this year in—										
(1) Obtaining improved varieties or strains of seed	2				1			15		
(2) The use of lime	31			13						
(3) The use of fertilizers	38			18						
(4) Controlling plant diseases						3		18		
(5) Controlling injurious insects						7				10
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals										

LIVESTOCK PRODUCTION (other than for family food supply)

Include all work with adults, 4-H Club members, and other youth	Dairy cattle	Beef cattle	Swine	Poultry	Horses and mules	Poultry (including turkeys)	Other livestock*
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
55. Days devoted to line of work by—							
(1) Home demonstration agents							
(2) 4-H Club agents							
(3) Agricultural agents	8			58		16	
(4) State extension workers	1			2			
56. Number of communities in which work was conducted this year	3			15		7	
57. Number of voluntary local leaders or committeemen assisting this year	11			9		8	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year	1			1			
59. Number of members in such circles, clubs, or associations	26			19			
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals	10			22			
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males				13			
(2) Obtaining purebred or high-grade females							
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	25	XXXXX
(4) Improving methods of feeding	15			17		38	
(5) Controlling external parasites	18			34			
(6) Controlling diseases and internal parasites	31			45			
(7) Controlling predatory animals							

* Do not include rabbits, guinea pigs, and fur animals, which should be reported under wildlife conservation.

CONSERVATION OF NATURAL RESOURCES

Include all work with adults, 4-H Club members, and other youth	Soil management (a)	Forestry (b)	Wildlife conservation (c) 1
62. Days devoted to line of work by—			
(1) Home demonstration agents			
(2) 4-H Club agents			
(3) Agricultural agents	8		
(4) State extension workers			
63. Number of communities in which work was conducted this year	2		0
64. Number of voluntary local leaders or committeemen assisting this year	16		

Soil Management—Continued

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types	49
(b) In the use of recommended crop rotations	75
(c) With strip cropping	
(d) In constructing terraces	
(e) In grassing waterways or otherwise preventing or controlling gullies	10
(f) With contour farming of cropland	
(g) In otherwise controlling wind or water erosion	
(h) In contouring pasture or range	
(i) In the use of cover or green-manure crops	61
(j) In summer-fallowing	
(k) In making depth-of-moisture tests	
(l) With drainage	17
(m) With irrigation	9
(n) With land clearing	
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts	
(b) Voluntary soil-conservation associations	
(c) Grazing associations	

Forestry—Continued

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

Wildlife Conservation—Continued

69. Number of farmers assisted this year in making specific improvements for wildlife	
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1 Include nature study.

FARM MANAGEMENT

Include all work with adults, 4-H Club members, and older youth	Farm accounts, cost records, inventories, etc. (a)	Individual farm planning, adjustments, tenancy, and other management problems (b)	Farm credit (short and long term) (c)	Outlook information (d)
70. Days devoted to line of work by— (1) Home demonstration agents (2) 4-H Club agents (3) Agricultural agents (4) State extension workers		2	3	
71. Number of communities in which work was conducted this year		2	3	
72. Number of voluntary local leaders or committeemen assisting this year				
73. Number of farm-survey records taken during the year: (a) Farm business (b) Enterprise (c) Other				
74. Number of farmers assisted this year in keeping— (a) Farm inventory (b) General farm records (c) Enterprise records				
75. Number of farmers assisted this year— (a) In developing a farm plan only (b) In developing a farm and home plan (c) In analyzing the farm business (d) In improving landlord-tenant relations and leasing arrangements	9 1 1 1			
		75. Number of farmers assisted this year—Continued.		
		(e) In getting started in farming, or in re-locating	2	
		(f) With credit problems (debt adjustment and financial plans)	7	
		(g) In using "outlook" to make farm adjustments	12	
		(A) With a farm-income statement for tax purposes		
		(i) With farm-labor problems		
		(j) In developing supplemental sources of income		

GENERAL ECONOMIC PROBLEMS RELATED TO AGRICULTURE

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

* Include all work on farm adjustments conducted in cooperation with AAA and other agencies, and not definitely related to individual crop or livestock production or marketing (pp. 4 and 9) or to soil management (p. 7).

MARKETING AND DISTRIBUTION

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

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

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

³ Organized pieces of work.

HOUSING, FARMSTEAD IMPROVEMENT, AND EQUIPMENT

Include all work with adults, 4-H Club members, and other youth	The house, furnishings, and surroundings (a)	Rural electrification (b)	Farm buildings (c)	Farm mechanical equipment (d)
103. Days devoted to line of work by—				
(1) Home demonstration agents				
(2) 4-H Club agents				
(3) Agricultural agents			8	
(4) State extension workers				
103. Number of communities in which work was conducted this year			6	
104. Number of voluntary local leaders or committeemen assisting this year			16	

The House, Furnishings, and Surroundings—Continued

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

Rural Electrification—Continued

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

Farm Buildings—Continued

108. Number of farmers assisted this year in—	
(a) The construction of farm buildings	2
(b) Remodeling or repairing farm buildings	5
(c) Selection or construction of farm-building equipment	_____

Farm Mechanical Equipment—Continued

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

NUTRITION AND HEALTH

Include all work with adults, 4-H Club members and other youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by:				
(1) Home demonstration agents	30	41	30	
(2) 4-H Club agents				
(3) Agricultural agents	17	31		
(4) State extension workers				
113. Number of communities in which work was conducted this year	10	10		
114. Number of voluntary local leaders or committeemen assisting this year	38	115		
115. Number of families assisted this year	115(g) FOOD PRESERVATION BY ADULTS			
(a) In improving diets				
(b) With food preparation	297			
(c) In improving food supply by making changes in home food production:	382			
(1) Of vegetables	148			
(2) Of fruits				
(3) Of meats	253			
(4) Of milk	18			
(5) Of poultry and eggs	349			
(d) With home butchering, meat cutting or curing				
(e) With butter or cheese making				
(f) With food preservation problems:	372			
(1) Canning	297			
(2) Freezing				
(3) Drying				
(4) Storing				
(g) In producing and preserving home food supply according to annual food-supply budget				
(h) In canning according to a budget	28			
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				
(l) With first-aid or home nursing				
(m) In removing fire and accident hazards				
116. Number of schools assisted this year in establishing or maintaining hot school lunches				
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

* Sum of the problems unless duplication due to families participating in more than one activity.
 † Weights of finished product after drying.
 ‡ Weight of product before curing.
 § Include contents of locker plants and home freezer units.
 ¶ Do not include vine-ripened peas and beans.

CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE

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

Home Management—Family Economics—Continued

121. Number of families assisted this year—
- (a) With time-management problems
 - (b) With home accounts
 - (c) With financial planning
 - (d) In improving use of credit for family living expenses
 - (e) In developing home industries as a means of supplementing income
122. Number of home demonstration clubs, other consumer associations or groups assisted this year with cooperative buying of—
- (a) Food
 - (b) Clothing
 - (c) Housefurnishings and equipment
 - (d) General household supplies
123. Number of families assisted this year through cooperative associations¹ or individually, with the buying of—
- (a) Food
 - (b) Clothing
 - (c) Housefurnishings and equipment
 - (d) General household supplies
124. Total number of different families assisted this year with consumer-buying problems (includes question 123 (a), (b), (c), and (d) minus duplications)
125. Number of families assisted this year with "making versus buying" decisions
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living

NOTE.—Individual families and groups assisted with selling problems should be reported in column (f), page 8.

Clothing and Textiles—Continued

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

Family Relationships—Child Development—Continued

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

Recreation and Community Life—Continued

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

¹ The home—its arrangement, equipment, and furnishings, including kitchen improvements and care of the home—is reported under "The home, furnishings and surroundings," p. 18.
² Includes question 125, also families buying through marketing cooperatives, organized or assisted, column (d), p. 8.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)	
138. Corn	21	3	14	2	16	Acres
139. Other cereals						Acres
140. Peanuts	48	25	34	17	45	Acres
141. Soybeans, field peas, alfalfa, and other legumes						Acres
142. Soil conservation and pasture improvement						Acres
143. Potatoes, Irish and sweet						Acres
144. Cotton	4	4	4	1	5	Acres
145. Tobacco						Acres
146. Fruits						Acres
147. Home gardens	66	130	48	92	70	Acres
148. Market gardens, truck and canning crops						Acres
149. Other crops						Acres
150. Poultry (including turkeys)	51	102	43	88	2620	Birds
151. Dairy cattle	7	2	6	1	7	Animals
152. Beef cattle						Animals
153. Sheep						Animals
154. Swine	54	27	42	23	65	Animals
155. Horses and mules						Animals
156. Other livestock						Animals
157. Bees						Colonies
158. Beautification of home grounds						XXXXXXXXXXXX
159. Forestry						Acres
160. Wildlife and nature study (rabbits, game, fur animals)						XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity						Articles made Articles repaired
162. Farm management						XXXXXXXXXXXX
163. Food selection and preparation						Meals planned Meals served
164. Food preservation					2329	Quarts canned
165. Health, home nursing, and first aid						XXXXXXXXXXXX
166. Clothing						Garments made Garments remodeled
167. Home management						Units
168. Home furnishings and room improvement						Rooms Articles
169. Home industry, arts and crafts						Articles
170. Junior leadership						XXXXXXXXXXXX
171. All other						XXXXXXXXXXXX
172. Total (project enrollment and completion)	251	293	191	224		XXXXXXXXXXXX

4-H CLUB MEMBERSHIP¹

172. Number of 4-H Clubs.....	12	
174. Number of different 4-H Club members enrolled.....	(a) Boys: 251	(b) Girls: 293
175. Number of different 4-H Club members completing.....	(a) Boys: 191	(b) Girls: 224
176. Number of different 4-H Club members in school.....	(a) Boys: 223	(b) Girls: 226
177. Number of different 4-H Club members out of school.....	(a) Boys: 28	(b) Girls: 67
178. Number of different 4-H Club members from farm homes.....	(a) Boys: 233	(b) Girls: 269
179. Number of different 4-H Club members from nonfarm homes.....	(a) Boys: 18	(b) Girls: 24

Number of Different 4-H Club Members Enrolled:

180. By years	Boys		Girls		181. By age	Boys		Girls	
	(a)	(b)	(a)	(b)		(a)	(b)	(a)	(b)
1st year	22	12	10 and under	19	11				
2d	38	54	11	31	26				
3d	59	67	12	37	37				
4th	50	86	13	58	51				
5th	36	36	14	62	38				
6th	26	16	15	25	46				
7th	9	10	16	9	32				
8th	7	9	17	7	35				
9th	3	2	18	2	15				
10th and over	1	1	19	1	2				
			20 and over						

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

(a) Judging.....	47	(f) Fire and accident prevention.....	
(b) Giving demonstrations.....	25	(g) Wildlife conservation.....	
(c) Recreational leadership.....	71	(h) Keeping personal accounts.....	111
(d) Music appreciation.....	544	(i) Use of economic information.....	
(e) Health.....	213		

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

184. Number of 4-H Clubs engaging in community activities such as improving school grounds and conducting local fairs..... 13

WORK WITH OLDER RURAL YOUTH

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth..... 1

186. Membership in such groups.....
 (a) Young men..... 40
 (b) Young women..... 35

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

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

189. Total attendance at such meetings.....

190. Number of other older rural youth groups assisted.....

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

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

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

194. Check column showing approximate percent of older youth program devoted to—
 Under 10 percent (a) 10-19 percent (b) 20-29 percent (c) 40 percent or more (d)

(1) Citizenship, democracy, and public problems.....

(2) Vocational guidance.....

(3) Family life and social customs.....

(4) Social and recreational activities.....

(5) Community service activities.....

(6) Technical agriculture.....

(7) Technical home economics, including nutrition and health.....

¹ All data in this section are based on the number of different boys and girls participating in 4-H Club work, not on the number of 4-H projects carried.
² Report the total number of different boys or girls enrolled in club work. This total should equal the sum of the project enrollments reported on page 13, minus duplications due to the same boy or girl carrying on two or more subject-matter lines of work. Do not include boys and girls enrolled late in the year in connection with the succeeding year's program.
³ Same as footnote 2, except that reference is to completions instead of enrollments.

MISCELLANEOUS

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

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

SUMMARY OF CONTRIBUTION TO WAR EFFORT

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

War programs	Home demonstration agents (a)	4-H Club agents (b)	Agricultural agents (c)
198. Estimated number of days devoted to—			
(1) Food supplies and critical war materials (production, marketing, processing, storage, distribution, and related problems)	99		2
(2) Problems arising from new military camps, munitions plants, and war industries			
(3) Civilian defense (such as fire prevention, Red Cross training, air-raid warnings)			4
(4) Other war work (including collection of salvage material)			3

COOPERATION WITH OTHER FEDERAL AGENCIES

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

	War boards (a)	Civilian defense agency (b)	Employment service (c)	Agricultural Adjustment Agency (d)	Food Distribution Administration (e)	Soil Conservation Service (f)	Farm Security Administration (g)	Rural Electrification Administration (h)	Tennessee Valley Authority (i)	Social Security, Public Health, Children's Bureau (j)
199. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents										
(3) Agricultural agents	3			4	3					
(4) State extension workers										
200. Number of communities in which work was conducted this year	8			4	3					
201. Number of voluntary local leaders or committeemen assisting this year	38			28	13					
202. Number of meetings participated in this year by extension workers	4			3	2					

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

TERMINOLOGY

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

DEFINITIONS OF EXTENSION TERMS

1. A *community* is a more or less well-defined group of rural people with common interests and problems. Such a group may include those within a township, trade area, or similar limits. For the purpose of this report, a community is one of the several units into which a county is divided for conducting organized extension work.
2. A *cooperator* is a farmer or homemaker who agrees to adopt certain recommended practices upon the solicitation of an extension worker. The work is not directly supervised by the extension agent, and records are not required, but reports on the success of the practices may be obtained.
3. *Days in field* should include all days spent on official duty other than "days in office."
4. *Days in office* should include time spent by the county extension agent in the office, at annual and other extension conferences, and on any other work directly related to office administration.
5. *Demonstrations* as contemplated in this report are of two kinds—method demonstrations and result demonstrations.
A *method demonstration* is a demonstration given by an extension worker or other trained leader for the purpose of showing how to carry out a practice. Examples: Demonstrations of how to can fruits and vegetables, mix spray materials, and cull poultry.
A *result demonstration* is a demonstration conducted by a farmer, homemaker, boy, or girl under the direct supervision of the extension worker, to show locally the value of a recommended practice. Such a demonstration involves a substantial period of time and records of results and comparisons, and is designed to teach others in addition to the person conducting the demonstration. Examples: Demonstrating that the application of fertilizer to cotton will result in more profitable yields, that underweight of certain children can be corrected through proper diet, that the use of certified seed in growing potatoes is a good investment, or that a large farm business results in a more efficient use of labor.
The adoption of a farm or home practice resulting from a demonstration or other teaching activity employed by the extension worker as a means of teaching is not in itself a demonstration.
6. A *demonstration meeting* is a meeting held to give a method demonstration or to start, inspect, or further a result demonstration.
7. A *result demonstrator* is an adult, a boy, or a girl who conducts a result demonstration as defined above.
8. An *extension school* is a school usually of 2 to 6 days' duration, arranged by the Extension Service, where practical instruction is given to persons not resident at the college.
9. An *extension short course* differs from an extension school in that it is usually held at the college or another educational institution and usually for a longer period of time.
10. A *farm or home visit* is a call by the agent at a farm or home at which some definite information relating to extension work is given or obtained.
11. *Farmers (or families) assisted this year* should include those directly or indirectly influenced by extension work to make some change during the report year as indicated by:
 - (1) Adoption of a recommended practice.
 - (2) Further improvement in a practice previously accepted.
 - (3) Participation in extension activities.
 - (4) Acceptance of leadership responsibility.
 - (5) Or by other evidence of desirable change in behavior.
12. A *4-H Club* is an organized group of boys and/or girls with the objectives of demonstrating improved practices in agriculture or home economics, and of providing desirable training for the members.
13. *4-H Club members enrolled* are those boys and girls who actually start the work outlined for the year.
14. *4-H Club members completing* are those boys and girls who satisfactorily finish the work outlined for the year.
15. A *project leader, local leader, or committeeman* is a person who, because of special interest and fitness, is selected to serve as a leader in advancing some phase of the local extension program. A project leader may be either an organization or a subject-matter leader.
16. A *leader-training meeting* is a meeting at which project leaders, local leaders, or committeemen are trained to carry on extension activities in their respective communities.
17. *Letters written* should include all original letters on official business. (Duplicated letters should not be included.)
18. An *office call* is a call in person by an individual or a group seeking agricultural or home-economics information, as a result of which some definite assistance or information is given. A telephone call differs from an office call in that the assistance or information is given or received by means of the telephone. Telephone calls may be either incoming or outgoing.
19. A *plan of work* is a definite outline of procedure for carrying out the different phases of the program. Such a plan provides specifically for the means to be used and the methods of using them. It also shows what, how much, when, and where the work is to be done.
20. An *extension program* is a statement of the specific projects to be undertaken by the extension agents during a year or a period of years.
21. *Records* consist of definite information on file in the county office that will enable the agent to verify the data on extension work included in this report.
22. The *elder rural youth group* is primarily a situation group, out of school, at home on farms, not married or started farming on their own account, and mostly 16 to 25 years of age.