

VIRGINIA

NELSON COUNTY AGRICULTURAL AGENT ANNUAL REPORT 1942

Index	Page
* 4 L 2.1 4-H Breeding Pig Club.....	5-6
8 a 2.641 Neighborhood leaders-organization	10-11
8 a 2.6421 Neighborhood leaders-program:.....	11
* 22 e 4 Labor-Youth.....	11

AM-4

REPORT FILES  
EXTENSION WORK

**ANNUAL NARRATIVE REPORT**

**EXTENSION WORK ..... NELSON COUNTY**

**December 1, 1941 ..... December 1, 1942**

**John B. Whitehead, County Agent  
Headquarters: Lovington, Virginia**

**Kenneth E. Morris, Assistant  
County Agent, In Charge of 4-H  
Club Work**

**Stenographer: Margaret Shields**

## INTRODUCTION

Nelson County, which is located in the Piedmont Section of Virginia, is noted for its diversified type of agriculture. The most important money crops are apples, peaches and tobacco. Livestock is a very important part of the farming operation and much revenue of the county is derived from beef cattle, sheep, hogs and poultry. In connection with the crops and livestock, the Nelson County farmers are striving to use proper rotations and proper pastures in order to grow a better type of livestock.

Due to the ruggedness of the county, orchard work (apples) and general farm crops and livestock seem to fit the needs of the county better than any one crop system that has ever been started.

Although the farmers are very slow to appreciate the fact that the revenue from forest products has been greater than any other crop in the county for the last few years, a few of the farmers are beginning to realize that better forest practices must be carried out and are carrying out same on their individual farms.

Our county is ideally located for the orchard production, as well as general crops and livestock, and more so for the sale of timber, etc. from our forest. We have extract plants and pulp mills in easy reach of our county, as well as a market for stock-logs and saw-timber.

In addition to the above, Nelson County is fortunate in having four industrial plants located in different sections of the county. Soapstone, Rutile, Ilmenite and Feldspar are the minerals that are mined and processed at these plants. The plants afford a very good outlet for our farm products and bring into the county a tremendous sum of revenue.

There is also a tomato cannery located in the center of the county and for many years has been putting up a nice pack of tomatoes. This year, however, the tomato acreage was increased considerably and also peaches and pears were canned.

All in all, Nelson has a well-rounded type of agriculture, and although the lowly hen is not given much credit for the part she does in the county, we find that the poultry crop brings some revenue to every farm in the county. The total revenue from poultry ranks third in the agricultural products.

The outline which follows this paragraph will show the many activities engaged in by the County Agent representing the

Extension Service and working in cooperation with all other Agencies in Nelson County for the betterment of agriculture and the people as a whole.

In order to save time, space and labor, the usual many paged narrative is being condensed as follows, with the exception of the 4-H Club report:

PLAN OF WORK FOR 1942:

I. ORGANIZATION

- A. Agricultural Conservation Program
- B. Farm Security Administration
- C. District Soil Conservation Service
- D. Rural Electrification Administration
- E. Credit Agencies
  - (1) Federal Land Bank
  - (2) Production Credit Association
  - (3) Emergency Seed and Feed Loan Office
- F. Program Planning

II. AGRONOMY

III. 4-H Club Work

IV. Horticulture

V. LIVESTOCK

- (1) Better Sires
- (2) Sheep
- (3) Horses
- (4) Swine

VI. FORESTRY

VII. AGRICULTURAL ENGINEERING

VIII. COTTON MATTRESS PROGRAM

IX. LIVE-AT-HOME PROGRAM

ACHIEVEMENTS:

A. Agricultural Conservation Program

1. The Agricultural Conservation Program has been conducted in all details up to the present time.
2. The total number of farms in the 1942 Program covered by serial numbers is 1420.
3. Total number of farms participating in the 1942 Program is 1108.

- 4. Total number of applications for payment under the 1942 Program is 969.
- 5. Total number not signing farm plans in 1942 Program is 312.
- 6. The total amount of money earned by farmers under the 1941 Program was \$40,959.13; amount deducted from this figure for grant of aid phosphate and limestone was \$10,959.13.
- 7. The total amount of money estimated to be earned by cooperating farmers under the 1942 Program is \$41,970.43.
  - (1) Amount to be deducted for Phosphate ..... 7,419.00
  - (2) Amount to be deducted for limestone ..... 6,245.68
  - (3) Approximate cash to be paid to farmers... \$28,305.75
- 8. Cars of 20% phosphate received ... 13  
 Number tons of 20% phosphate received ... 494.6  
 Number tons used incorrectly .... 6.6
- 9. No. cars of limestone as grant of aid ordered .... 51  
 No. tons of limestone received ..... 2,230.6
- 10. No. tons of phosphate used from all sources (including grant of aid) .... 600.6
- 11. No. tons of limestone used from all sources (including grant of aid) .... 7,932.4 tons
- 12. No. of farmers using phosphate .... 649
- 13. No. of farmers using limestone .... 641
- 14. Acres seeded to grass mixtures and clovers .... 3925.0;  
 by 414 farmers.
- 15. 4,574.4 acres of lespedeza seeded alone by 452 farmers.
- 16. 27.3 acres of alfalfa seeded by 10 farmers.
- 17. 688.0 acres of green manure crops plowed or left on land by 74 farmers; 283.0 acres of cover crop - 49 farmers.
- 18. 256.0 acres of contour strip-cropping by 9 farmers.
- 19. Wheat Referendum was held. All necessary work was given this project. Results to Referendum: In favor of Quotas - 7; Opposed - 11.
- 20. 6.5% was the percentage deduction for administrative expenses of the Nelson County Agricultural Conservation Association under the 1942 Program. Net expenses, taken from Association records from December 1, 1941 to December 1, 1942, were \$5,074.15.

B. Farm Security Administration

- 1. Very closest cooperation given to F.S.A. workers by County Agent and office force in working out the tenant purchase program and program for other Farm Security Administration borrowers.

C. District Soil Conservation Service

1. Assisted local Soil Conservationist by:

- (a) Explaining to and discussing with farmers the agreements as worked out by the local conservationist.
- (b) Attended as many meetings as possible of the Board of Supervisors and other S.C.S. work.
- (c) Held conferences with local conservationist.
- (d) No. of farmers working out plans with conservationist in 1942... 10; making a total of 42.
- (e) No. of farms mapped .... 55
- (f) Cooperated fully in the proper use of fertilizers, lime, cover crops, etc.

D. Rural Electrification Administration

1. Assisted the local REA Cooperative in every way possible by:

- (a) giving REA Project Superintendent and Board of Directors information as to the productivity of communities, etc.
- (b) Made individual visits to encourage the proper use of electric current.

E. Credit Agencies

- 1. Assisted Federal Land Bank representative, Emergency Seed and Feed Loan representative and Production Credit Association in every way possible, explaining to farmers the various functions that can be performed by each agency.
- 2. Granting use of office space for agencies.

II. AGRONOMY

- 1. Practically all of the agronomy program has been worked under the Agricultural Conservation Program.
- 2. Approximately six bushels of red clover seed was saved.
- 3. Approximately 12,000 lbs. of lespedeza seed was saved by about 30 farmers.
- 4. Four farmers planted certified seed corn.
- 5. Two meetings held at Hybrid Corn demonstrations.
- 6. Soil samples tested for twelve farmers.

III. 4-H CLUB WORK

4-H Club work in Nelson County had been supervised by William E. Skelton until December 1, 1941, when he was called into the Service. From December 1, 1941 to January 1, 1942, the club program was under the direction of the Home Demonstration Agent working under the supervision of the County Agent. The new Assistant County Agent assumed his duties on January 1, 1942.

In January of 1942, there were eleven active 4-H Clubs having a total membership of 145 boys and two active Older Youth Clubs with a membership of 70 boys and girls. 4-H Clubs and Older Youth Clubs were organized jointly with the girls and regular monthly meetings were held until the war intervened and caused some alteration in the Older Youth program for the county. Six 4-H clubs and both Older Youth clubs had voluntary adult leaders, and the 4-H club work in the county was carried out by the Home Demonstration and Assistant County Agents working under the supervision of the County Agent, and in cooperation with local adult leaders.

Two new 4-H clubs have been organized and a third being restored to active status, increasing the number of clubs to fourteen and raising the membership to 176, carrying 192 projects. However, 23 4-H club members have been dropped from enrollment, having either moved out of the county, being enrolled in colleges or universities, or having joined the armed forces of our country. There are now 153 active 4-H club members, carrying 172 project demonstrations. The number of 4-H clubs remain at fourteen, six having voluntary adult leaders.

Of the two Older Youth Clubs, one has been discontinued for the duration of the war, and the other is now meeting on a quarterly basis. There is one adult leader left from the original two. The Older youth club membership is now 16 boys and girls, whereas that number had soared upward to 88 boys and girls before the tire and gas shortage became so serious.

Each Club in the county is organized with a President, Vice-President, Secretary-Treasurer, Reporter and Song Leader. These club officers comprise a County Council which has not been very active this year due to the distances involved in holding meetings, and because of the gas and tire situation. Matters involving 4-H club work in the county have been discussed with the club officers at their individual club meetings and when necessary, legislative active has been taken in this fashion.

Project Work - The most popular project in the county for the year of 1942 was the Breeding Pig Club made possible under the

Sears Cow-Hog-Hen Program. Five club members, chosen on the strength of their 4-H club activities and project work, received registered Berkshire gilts that were to be raised and developed according to breeding type hogs. In the spring each will return one good type sow pig from the first litter to be distributed, along with the others, to five more worthy 4-H club members, thus perpetuating the project for another year.

The sponsors of this project have also made it possible for prizes to be awarded each year to the club members doing the most outstanding piece of work in the care, management and feeding of their animals. The interest shown by club members in their projects has always been of primary importance in determining the winners of the final awards. Prizes this year have again consisted of - first, a purebred registered Guernsey heifer; second, 100 baby chicks; and, third, 50 baby chicks. Fourth and fifth place awards were again added this year - fourth, being \$3.00, and fifth, being \$2.00, cash awards this year being made in defense stamps. This year's judging has been completed and prizes awarded.

This project has meant much toward the improvement of livestock in the county and has given each club member concerned a real opportunity to provide a good part of the food necessary to the winning of the war. By the end of 1943, each will also have made a good profit from his project.

A net profit of \$2,360.48 was made by 4-H club members in their project work this year. The greatest percentage of profit was from the Sow and litter project; or from the project that was introduced by the Sears Cow-Hog-Hen Project over a year ago. Returns were also very large from the garden, corn and poultry projects. Other projects taken by 4-H club members included Fat Pig, Dairy Calves, Baby Beeves and Lawn Improvement.

Prizes won by the Breeding Pig Club members total \$95 in value. Other livestock prizes amount to \$11.00, the amount won by a single 4-H club member on his baby beeves at the State Livestock Show. Second and tenth places were won in the 4-H Club Division.

Some of the corn raised by the club members last year was entered in the State Seed Show early in 1942. In the Boone County certified seed class, first and fourth places were won by 4-H club members from Nelson County. A second place was won in the open varieties class. The total on prizes won at the State Seed Show in corn was \$10.00. The County 4-H Club Achievement Day also netted \$9.25 more in prizes on corn.

This year the county had a 4-H club member who won the State Victory Achievement award, his prize being a \$25 Defense Bond. The total amount of money won by 4-H club members in the county this year was \$150.25.

Five club members also won gold medals for their outstanding Victory Gardens, and a county winner received the Thos. E. Wilson Meat Animal award.

Project work for the county has been most successful as determined by the many prizes won this year, and it was real achievement to have one club member receive the State award in the Victory Achievement Contest.

Activities - The Nelson County 4-H Club Achievement Day was held on November 7, with a total attendance of 165 club members, parents and friends present. There were exhibits of 4-H club project work, including corn, vegetables, eggs and handicrafts, and prizes were awarded the most outstanding displays, all prizes being paid in defense stamps. Registered pigs won by 4-H club members under the Sears Cow-Hog-Hen Program were shown and judged, the prize winners being announced as a part of the evening exercises. A picnic supper and social hour were enjoyed by all present and the evening program was led by 4-H club members. Reports were made on 4-H club work in the county, boys and girls' activities, and additional reports on the 4-H Club Camp at Holladay Lake were presented. County winners were named in various contests and an announcement was made of the prizes won on exhibits at the Achievement Day exercises. A moving picture entitled, "The River" was shown to conclude the Achievement day program.

A total of twenty boys attended the 4-H club Camp at Holladay Lake this year, 17 being present at the regular Camp and three attending the Wildlife Conservation Camp, one on a scholarship. Three leaders also attended the regular 4-H club camp. The Nelson County delegation was the largest at both camp periods, and the county has profited a great deal by the experience and education gained by 4-H club members going to camp last summer. Camping affords a great opportunity for club members to exchange ideas and to bring new life into 4-H club activities back in the county. The experience is pleasant and profitable, and because of the many advantages that camp does offer, club members are encouraged each year to attend, if it is at all possible.

Special programs were held by all 4-H clubs in the county during Mobilization Week. New members were enrolled and the importance of 4-H club work was stressed in many cases before the parents of the 4-H club members who were invited to the meetings. In some of the schools the entire student body was

assembled to witness the special meetings that had been planned and directed by 4-H club members. More than 400 children and parents were assembled at the Lovington High School where 4-H club members presented a special play. At that meeting, the County Agent also gave a very inspirational talk on our forests and the prevention of fires. Special music was a feature of most Mobilization programs.

Feeling that recreation was an important part of a child's development, it has been the effort of the Extension staff in the county to hold an occasional party for the club groups where it was possible. Some parties have been held, mostly for the senior groups, and have been very enthusiastically attended. The major part of our Older Youth Programs, being held at night, has been devoted to recreation, club members being taught new games and new songs. With the shortage of gasoline and tires, social meetings apart from the regular school periods have been discontinued.

By way of conclusion, Parliamentary procedure has been stressed at all meetings and topics of interest to club members concerning the part they play in the "Help Win the War" Program, and topics of citizenship, health, foods, conservation of natural resources and materials vital to the war effort, have been discussed. One major effort was made to teach 4-H club members the improved methods of handling their projects, and also to familiarize them with their duties and obligations as 4-H club members and American Citizens. 4-H club project work was stressed at all times.

#### IV. HORTICULTURE

1. Nine pruning demonstrations given, (peaches and apples).
2. Four peach tree gasing demonstrations were given.
3. Five peach thinning demonstrations given.
4. Four rodent control demonstrations given.
5. Two Joint Fruit Growers Meetings were held (Amherst and Nelson Counties) - winter and summer meetings.
6. Eight cars of apples purchased by the Surplus Marketing Administration. All necessary work, including meetings, visits, etc., were held in connections with the SMA purchasing apples.
7. Attended meeting in Charlotte, N. C. to organize National Peach Council. One meeting held in County about same.
8. Conducted tours to gain facts about dehydrating plants, visited Beltsville Experiment Station and packing houses in West Virginia and Maryland.

9. Attended meeting in Staunton to work out plans for School children to assist in harvesting apple crop.
10. Made talks at four High Schools and five grade school to explain necessity of school recess during apple harvest.
11. Fifteen orchard visits were made in regard to various problems.
12. Spray calendar service was continued.

#### V. LIVESTOCK

1. One purebred beef bull and two purebred rams and one purebred boar were placed in the county.
2. 126 lambs and ewes and six calves were graded and shipped cooperatively by seven men from the county; profit by cooperative shipment was approximately \$100.00.
3. 2480 lbs. of wool was sold cooperatively by 17 farmers; profit by cooperative sale was approximately 72.93.
4. Two purebred Ram Sales were attended by four farmers and Agent; one meeting, other than the Sales, was attended by Agent about wool.
5. Through the influence of Agent, 30 farmers docked and castrated 400 lambs; Agent docked and castrated 45 lambs.
6. Through the influence of Agent, 20 farmers treated 400 sheep for stomach worms; Agent treated 50 with phenothiazine.
7. Regular monthly sheep treatment notices were sent to each sheep owner in the county.
8. 98 farmers had 319 horses treated for bots and worms. This work was carried on in six communities.

#### VI. FORESTRY

1. Agent and AAA County Chairman took part in tour in Albemarle County where forest management was explained.
2. Six farmers assisted with planting and caring for forest trees.

#### VII. AGRICULTURAL ENGINEERING

1. Two farmers furnished plans for farm buildings.
2. Three farmers furnished plans for poultry houses.

#### VIII. COTTON MATTRESS PROGRAM

(Cotton Mattress Program in Nelson County was completed in November, 1941.)

## IX. LIVE-AT-HOME PROGRAM

Everything possible has been worked on to make this Program a success in Nelson County. From all various checks and reports, the Live-at-Home Program has meant much to Nelson County.

## X. WAR TIME WORK

This work is being divided into three parts:

- (1) War Board Activities
- (2) County Board of Agriculture Activities
- (3) School recess

### (1) War Board Activities

Meetings were held whenever necessary by the Nelson County War Board to promote the agricultural interests of the county.

A campaign to have grown a goal of 1,000 acres of soybeans for oil was launched. 485 acres were planted. Approximately 300 acres were harvested for oil.

Contract was worked out with the Tomato Cannery where, inspite of a bad season, 32,000 cases were packed. 90% of this pack was taken over by the Army.

A County Farm Transportation Committee was set up to handle truck registration under the ODT set-up. This has put much work on the County office.

A County Farm Machinery & Equipment Rationing Committee was set up by the War Board.

### (2) County Board of Agriculture Activities

The Nelson County Board of Agriculture was re-organized in February, 1942, and set up on the new plan outlined by the United States Department of Agriculture. The county was divided into ten communities. These ten communities were divided into seventy-two neighborhoods. The County Chairman and County Co-Chairman are locally called "Great Grandpa" and "Great Grandma". The Community Chairmen and Community Co-Chairmen are called "Grandpa" and "Grandma", and the neighborhood leaders are called "Pa" and "Ma". The total number of workers under the above three

headings are 167.

The duties of the neighborhood leaders were:

- (1) Make list of all families in their neighborhood.
- (2) Bring to the attention of their families the realization that every family is affected by this war, the Victory Gardens, the farm machinery repair program, the collection of scrap iron and to check on the Food for Freedom Program.
- (3) Carry to every family the Anti-Inflation Program that was launched.
- (4) Conduct Pledge Campaign for War Bonds.
- (5) Make Farm Labor Survey.
- (6) Cooperate in encouraging School children to help harvest crops during the two weeks school holiday in September.
- (7) Keep people informed of all governmental activities pertaining to agriculture.

All of the above work was accomplished in a most successful manner.

A meeting was held in each Community to acquaint the leaders with their responsibilities. Seven neighborhood meetings were held by Agent to explain the County Board of Agriculture and programs outlined by the Board.

Meetings were held in every community to explain the Anti-Inflation Program, Bond Pledge Campaign and the Farm Labor Survey, to the neighborhood leaders who, in turn, took the information back to their families.

(3) School Recess

Due to shortage of labor, the School authorities were asked and granted the permission to close the schools for two weeks during the main harvesting season. In order to thoroughly acquaint the pupils why this recess was necessary and what part each pupil could take in this program, the Agent held ten meetings at various schools in the County. The number present at these meetings was 1000.

The farmers have reported that but for this recess and help the children gave, the crops would never have been saved. One prominent grower in Albemarle County was most appreciative of the splendid work that twenty-five school children accomplished for him during apple harvest.

W.P.A. trucks collected 268,619 lbs. of scrap iron and 11,807 lbs. of rubber, in Nelson County.

Estimated pounds of scrap iron and rubber collected by individual trucks are 200,000.

SUMMARY:

Number of farm visits ..... 289  
 Number of office calls ..... 2885  
 Number of telephone calls ..... 1092

Days spent in field ..... 213  
 Days spent in office ..... 83

Number of miles traveled by automobile.. 10,650

	<u>No.</u>	<u>Attendance</u>
No. Method Demonstration Meetings held....	59	461
No. Result " " held....	2	21
No. training meetings held for local leaders or committeemen .....	26	410
No. of meetings held of an Extension Nature participated in by Agent or Specialist not previously reported ....	167	5979
4-H Club Encampments held .....	1	147
4-H Tours conducted .....	2	19
4-H Club Achievement Day .....	1	111
Radio talks made by Agent .....	7	

A.C.P.:

The total amount of money earned by farmers under the 1941 Program was \$40,959.13; amount deducted from this figure for grant of aid phosphate and limestone was \$10,959.13.

The total amount of money estimated to be earned by cooperating farmers under the 1942 Program is \$41,970.43; amount to be deducted for phosphate-\$7,419.00; amount to be deducted for limestone-\$6,245.68; approximate cash to be paid to farmers \$28,305.75.

(Summary Cont'd)

During the past year, the Nelson County Agent has been called upon to conduct so many campaigns and to organize so many committees and asked to work with so many programs that he has found it almost impossible to do old-line regular Extension Work. However, he has tried to "sandwich" in all the Extension Work possible while being asked to be the co-ordinator of all agricultural agencies operating in the county.

The effects of the war has brought many duties on the County Agent's Office, never heretofore dreamed of, and without the full cooperation of all agencies, the above accomplishment could never have been possible.

At this time, it is impossible to outline a plan of work for 1943, and all that the Agent can say is that with the cooperation of all co-workers, he hopes to meet the demands that the office is confronted with and to give to the farmers of Nelson County a year full of helpful work and untiring service.

### 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 Nelson

#### REPORT OF

Mary Dale Stennett  
(Name) Home Demonstration Agent.

From Dec. 1 '41 to Dec. 1, 1942

Assistant Home Demonstration Agent.

From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_

4-H Club Agent.

From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_

Kenneth Cronin  
Assistant County Agent in charge of Club Work.

From Jan. 1 '42 to Dec. 1, 1942

John B. Whitehead  
Agricultural Agent.

From Dec. 1 '41 to Dec. 1, 1942

Assistant Agricultural Agent.

From \_\_\_\_\_ to \_\_\_\_\_, 194\_\_



READ SUGGESTIONS, PAGES 2 AND 16

Approved: \_\_\_\_\_

Date \_\_\_\_\_

State Extension Director.

5

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

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

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

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

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

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

### STATISTICAL SUMMARY

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

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

**GENERAL ACTIVITIES**

Report only this year's activities that can be verified		Home demonstration agents (a)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (c)	County total <sup>2</sup> (d)
1. Months of service this year (agents and assistants)		12	11	12	XXXXXXXX
2. Days devoted to work with adults <sup>3</sup>		191 <sup>274</sup>	96 <sup>76</sup>	253 <sup>276</sup>	XXXXXXXX
3. Days devoted to work with 4-H Clubs and older youth <sup>3</sup>		107 <sup>274</sup>	96 <sup>76</sup>	43 <sup>276</sup>	XXXXXXXX
4. Days in office <sup>4</sup>		93	16	83	XXXXXXXX
5. Days in field <sup>4</sup>		205 <sup>274</sup>	80 <sup>76</sup>	213 <sup>276</sup>	XXXXXXXX
6. Number of farm or home visits made in conducting extension work <sup>4</sup>		629	62	289	980 ✓
7. Number of different farms or homes visited		297	49	65	391 ✓
8. Number of calls relating to extension work	(1) Office	531	23	2885	3439 ✓
	(2) Telephone	229	0	1092	1321 ✓
9. Number of news articles or stories published <sup>5</sup>		55	7	36	98 ✓
10. Number of bulletins distributed		1028	53	1494	2575 ✓
11. Number of radio talks broadcast or prepared for broadcasting	(a) Number	3		7	10 ✓
	(b) Total attendance	107		26	133 ✓
12. Training meetings held for local leaders or committeemen	(1) Adult work				
	Total attendance of:			410	410 ✓
	(b) Men leaders				302 ✓
(2) 4-H Club and older youth	(a) Number	13			13 ✓
	Total attendance of:				
	(b) Leaders	96		58	155 ✓
13. Method demonstration meetings held. (Do not include the method demonstrations given at leader training meetings reported under Question 12)	(1) Adult work	130		461 <sup>59</sup>	591 ✓
	Total attendance		1861	461	1861 ✓
	(2) 4-H Club and older youth	157	1		158 ✓
	Total attendance		2983	26	4600 ✓
14. Number of adult result demonstrations conducted		15		2	17 ✓
15. Meetings held at such result demonstrations	(1) Number	42		2	44 ✓
	(2) Total attendance	299		21	319 ✓
16. Tours conducted	(1) Adult work			1	2 ✓
	Total attendance		18	5	23 ✓
	(2) 4-H Club and older youth		1	2	3 ✓
	Total attendance			10	149
17. Achievement days held	(1) Adult work				10
	Total attendance		10		10
	(2) 4-H Club and older youth		1	1	1 ✓
Total attendance		165	165	165	165 ✓

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.  
<sup>2</sup> County total should equal sum of preceding three columns unless duplications due to two or more agents participating in same activity or accomplishment.  
<sup>3</sup> The sum of questions 2 and 3 should equal the sum of questions 4 and 5.  
<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 notices of meetings only.

**GENERAL ACTIVITIES—Continued**

Report only this year's activities that can be verified			Home demonstration agents (c)	4-H Club agents <sup>1</sup> (b)	Agricultural agents (e)	County total <sup>2</sup> (d)
18. Encampments held (report attendance for your county only) <sup>3</sup>	(1) Farm women	(a) Number				
		(b) Total members attending				
	(2) 4-H Club and older youth	(c) Total others attending				
		(a) Number	2	2		2
19. Other meetings of an extension nature participated in by county or State extension workers and not previously reported	(1) Adult work	(b) Total boys attending	18	19		18
		(c) Total girls attending	23			23
	(2) 4-H Club and older youth	(d) Total others attending	5	3		5
		(a) Number	61		167	228
20. Meetings held by local leaders or committeemen not participated in by county or State extension workers and not reported elsewhere	(1) Adult work	(b) Total attendance	2090		5979	8069
		(a) Number	6	121		127
	(2) 4-H Club and older youth	(b) Total attendance	458	2399		2857
		(a) Number	21		11	32
	(1) Adult work	(b) Total attendance	525		186	711
		(a) Number	31			31
	(2) 4-H Club and older youth	(b) Total attendance	682			682

<sup>1</sup> Includes assistant county agent in charge of 4-H Club work or who devotes practically full time to club work.  
<sup>2</sup> County total should equal sum of preceding three columns minus duplications due to two or more agents participating in same activity or accomplishment.  
<sup>3</sup> Does not include picnics, rallies, and short courses, which should be reported under question 23.

**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)	2465
22. Number of farms on which changes in practices have definitely resulted from the agricultural program	1000
23. Number of farms involved in preceding question which were reached this year for the first time	100 ✓
24. Number of nonfarm families making changes in practices as a result of the agricultural program	20
25. Number of farm homes in which changes in practices have definitely resulted from the home demonstration program	1286
26. Number of farm homes involved in preceding question that were reached this year for the first time	482 ✓
27. Number of other homes in which changes in practices have definitely resulted from the home demonstration program	825
28. Number of other homes involved in preceding question that were reached this year for the first time	102 ✓
29. Number of farm homes with 4-H Club members enrolled	265
30. Number of other homes with 4-H Club members enrolled	112
31. Total number of different farm families influenced by some phase of the extension program. (Include questions 22, 25, and 29 minus duplications)	2450 ✓
32. Total number of different other families influenced by some phase of the extension program. (Include questions 24, 27, and 30 minus duplications)	295 ✓

**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 County Board of Agriculture..... (2) No. of members..... 21  
 (b) Agricultural..... (1) Name..... (2) No. of members.....  
 (c) Home demonstration... (1) Name Home Demonstration Committee..... (2) No. of members..... 10  
 (d) 4-H Club..... (1) Name County 4-H Council..... (2) No. of members..... 30  
 (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..... 12..... (c) 4-H Club..... 60..... (d) Older youth.....

35. Total number of communities in county..... 10

36. Number of communities in which the extension program has been planned cooperatively by extension agents and local committees..... 10

37. Number of clubs or other groups organized to carry on adult home demonstration work..... 10

38. Number of members in such clubs or groups..... 303

39. Number of 4-H Clubs. (Same as question 173, page 14)..... 26

40. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth. (Same as question 185, page 14)..... 2

41. Number of different voluntary local leaders or committeemen actively engaged in forwarding the extension program:

(a) Adult work..... (1) Men..... 85..... (2) Women..... 302..... (b) 4-H Club and older youth work..... (1) Men..... (2) Women..... 22..... (3) Older club boys..... (4) Older club girls.....

**COOPERATIVE AGRICULTURAL PLANNING**

42. Name of the county agricultural planning (land use planning or over-all planning) group, if any, sponsored by the Extension Service Co. Board of Agriculture

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

(a) Unpaid lay members: (1) Men..... 10..... (2) Women..... 11..... (3) Youth.....

(b) Paid representatives of public agencies or other agencies, or of organizations: (1) Men..... 3..... (2) Women..... 3

44. Number of communities with agricultural planning committee (land use planning or over-all planning)..... 10

45. Number of members of such community planning committees: (a) Men..... 88..... (b) Women..... 86..... (c) Youth.....

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

	Extension organization and planning <sup>1</sup> (a)	County agricultural planning (land use) <sup>1</sup> (b)	Total <sup>1</sup> (c)
47. Days devoted to line of work by—			
(1) Home demonstration agents.....	<u>57</u>	<u>58</u>	<u>115</u>
(2) 4-H Club agents.....			
(3) Agricultural agents.....			<u>76</u>
(4) State extension workers.....			
48. Number of planning meetings held.....			
(1) County.....	<u>6</u>	<u>5</u>	<u>19</u>
(2) Community.....	<u>29</u>	<u>7</u>	<u>57</u>
49. Number of unpaid voluntary leaders or committeemen assisting this year.....	<u>165</u>	<u>167</u>	<u>417</u>
50. Days of assistance rendered by voluntary leaders or committeemen.....	<u>258</u>	<u>714</u>	<u>1213</u>

<sup>1</sup> Where extension program planning and county agricultural planning (land use or over-all planning) have been completely merged into a single program-planning activity, only column (c) should be filled out. Where extension program planning is the only planning activity, the entries in columns (a) and (c) will be identical. In all other cases column (c) is the sum of columns (a) and (b). 16-30874-1

**CROP PRODUCTION (other than for family food supply)**

Includes all work with adults, 4-H Club members, and older youth	Corn	Wheat	Other cereals	Legumes	Pasture	Cotton	Tobacco	Potatoes and other vegetables	Fruits	Other crops
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
51. Days devoted to line of work by—										
(1) Home demonstration agents										
(2) 4-H Club agents	3							16		
(3) Agricultural agents	6	5					2	15	38	14
(4) State extension workers										
52. Number of committees in which work was conducted this year	4	1					4	5	7	8
53. Number of voluntary local leaders or committeemen assisting this year	2						3	4	6	8
54. Number of farms assisted this year in—										
(1) Obtaining improved varieties or strains of seed	2	1					-	16		61
(2) The use of lime				150	150					
(3) The use of fertilizers		2		150	125		3		200	50
(4) Controlling plant diseases								16	375	
(5) Controlling injurious insects								16	375	
(6) Controlling noxious weeds										
(7) Controlling rodents and other animals									16	

**LIVESTOCK PRODUCTION (other than for family food supply)**

Includes all work with adults, 4-H Club members, and older youth	Dairy cattle	Beef cattle	Sheep	Swine	Horses and mules	Poultry (including turkeys)	Other livestock
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
55. Days devoted to line of work by—							
(1) Home demonstration agents	2	12		17		8	
(2) 4-H Club agents	4	6	6	22	3	3	
(3) Agricultural agents							
(4) State extension workers							
56. Number of communities in which work was conducted this year	2	3	5	6	8	3	
57. Number of voluntary local leaders or committeemen assisting this year	2	1	3	5	11	2	
58. Number of breeding circles or clubs or improvement associations organized or assisted this year							
59. Number of members in such circles, clubs, or associations							
60. Number of farmers not in breeding circles or improvement associations assisted this year in keeping performance records of animals							
61. Number of farmers assisted this year in—							
(1) Obtaining purebred males		2	2	3			
(2) Obtaining purebred or high-grade females	1		1	6			
(3) Obtaining better strains of baby chicks (including hatching eggs)	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	2	XXXXX
(4) Improving methods of feeding	1	2		6		4	
(5) Controlling external parasites			6	6		6	
(6) Controlling diseases and internal parasites				4	98	7	
(7) Controlling predatory animals							

<sup>1</sup> Do not include rabbits, game, and fur animals, which should be reported under wildlife conservation.

**CONSERVATION OF NATURAL RESOURCES**

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

**Soil Management—Continued**

65. Number of farmers assisted this year—	
(a) With problems of land use based on soil types.....	6
(b) In the use of recommended crop rotations.....	6
(c) With strip cropping.....	3
(d) In constructing terraces.....	
(e) In grassing waterways or otherwise preventing or controlling gullies.....	
(f) With contour farming of cropland.....	
(g) In otherwise controlling wind or water erosion.....	
(A) In contouring pasture or range.....	
(i) In the use of cover or green-manure crops.....	12
(j) In summer-fallowing.....	
(k) In making depth-of-moisture tests.....	
(l) With drainage.....	
(m) With irrigation.....	
(n) With land clearing.....	
66. Number of soil-management associations organized or assisted during the year:	
(a) Legal soil-conservation districts.....	1
(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).....	6
(b) In making improved thinnings, weedings, or pruning of forest trees.....	3
(c) With selection cutting.....	
(d) With production of naval stores.....	
(e) With production of maple-sirup products.....	
(f) In timber estimating and appraisal.....	
68. Number of farmers cooperating this year in prevention of forest fires.....	6

**Wildlife Conservation—Continued**

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

<sup>1</sup> 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 time) (c)	Outlook information (d)
70. Days devoted to line of work by: <ul style="list-style-type: none"> <li>(1) Home demonstration agents</li> <li>(2) 4-H Club agents</li> <li>(3) Agricultural agents</li> <li>(4) State extension workers</li> </ul>		53	8	147
71. Number of communities in which work was conducted this year		10	10	10
72. Number of voluntary local leaders or committeemen assisting this year		60	11	165
73. Number of farm-survey records taken during the year: <ul style="list-style-type: none"> <li>(a) Farm business</li> <li>(b) Enterprise</li> <li>(c) Other</li> </ul>				
74. Number of farmers assisted this year in keeping— <ul style="list-style-type: none"> <li>(a) Farm inventory</li> <li>(b) General farm records</li> <li>(c) Enterprise records</li> </ul>				6
75. Number of farmers assisted this year— <ul style="list-style-type: none"> <li>(a) In developing a farm plan only</li> <li>(b) In developing a farm and home plan</li> <li>(c) In analyzing the farm business</li> <li>(d) In improving landlord-tenant relations and leasing arrangements</li> </ul>				32
75. Number of farmers assisted this year—Continued. <ul style="list-style-type: none"> <li>(e) In getting started in farming, or in re-locating</li> <li>(f) With credit problems (debt adjustment and financial plans)</li> <li>(g) In using "outlook" to make farm adjustments</li> <li>(h) With a farm-income statement for tax purposes</li> <li>(i) With farm-labor problems</li> <li>(j) In developing supplemental sources of income</li> </ul>				3

**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, international competition, etc.) (a)	Land policy and programs (classification of land zoning, tenure, land development, settlement, public-land management, etc.) (b)	Public finance and services (taxation, local government, facilities such as roads and schools for rural areas, etc.) (c)	Rural welfare (rural-urban relationships, part-time farming, problems of people in low-income areas, migration, population adjustments, rural work programs, etc.) (d)
76. Days devoted to line of work by: <ul style="list-style-type: none"> <li>(1) Home demonstration agents</li> <li>(2) 4-H Club agents</li> <li>(3) Agricultural agents</li> <li>(4) State extension workers</li> </ul>	147			
77. Number of communities in which work was conducted this year	10			
78. Number of voluntary local leaders or committeemen assisting this year	167			
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				

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

**MARKETING AND DISTRIBUTION**

Include all work with adults, 4-H Club members, and older youth	General	Grain and hay	Livestock and wool <sup>1</sup>	Dairy products	Poultry and eggs <sup>1</sup>	Fruits and vegetables	Cotton	Forest products	Tobacco, sugar, flax, and other commodities	Home products and crafts	Purchasing of farm and home supplies and equipment <sup>2</sup>
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
83. Days devoted to line of work by—					7	16					
(1) Home demonstration agents					7	32				10	
(2) 4-H Club agents											
(3) Agricultural agents			9		3	1			4		
(4) State extension workers											
84. Number of communities in which work was conducted this year			6		4	3			4		
85. Number of voluntary local leaders or committeemen assisting this year			6		1	3			1		
86. Number of new cooperatives <sup>3</sup> assisted in organizing during the year											
87. Number of established cooperatives <sup>3</sup> assisted during the year			1			1			1		
88. Number of members <sup>3</sup> in the cooperatives assisted during the year (questions 86 and 87)			13			80			146		
89. Value of products sold or purchased by cooperatives assisted during the year (questions 86 and 87) <sup>3</sup>	\$	\$	\$1525 <sup>15</sup>	\$	\$	\$144,000 <sup>00</sup>	\$	\$	\$9000 <sup>00</sup>	\$	\$
90. Number of farmers or families (not members of cooperatives) assisted during the year					14					10	5
91. Value of products sold or purchased by farmers or families involved in the preceding question	\$	\$		\$	\$5078 <sup>86</sup>		\$	\$		None For Sale	\$3978
92. Number of private marketing and distributing agencies and trade groups assisted this year											
93. Number of programs <sup>3</sup> pertaining to marketing agreements, orders, surplus removal or Lend-Lease purchases assisted in or conducted this year										1	
94. Number of marketing facilities improvement programs <sup>3</sup> participated in or conducted this year											
95. Number of marketing surveys assisted with or conducted this year											
96. Number of special merchandising programs <sup>3</sup> participated in or conducted this year											
97. Number of consumer information programs <sup>3</sup> pertaining to marketing and distribution participated in or conducted this year											
98. Number of programs <sup>3</sup> relating to marketing services and costs of distribution conducted this year											
99. Number of programs <sup>3</sup> relating to transportation problems conducted this year											
100. Number of programs <sup>3</sup> relating to the specific use of market information conducted this year											
101. Number of other marketing programs <sup>3</sup> conducted this year (specify)											

<sup>1</sup> Includes livestock, poultry, and hatching eggs purchased for breeding, replacement, or feeding purposes.

<sup>2</sup> 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.

<sup>3</sup> 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)
102. Days devoted to line of work by—				
(1) Home demonstration agents	8			
(2) 4-H Club agents		1		6
(3) Agricultural agents		1	1	
(4) State extension workers				
103. Number of communities in which work was conducted this year	3	3	2	
104. Number of voluntary local leaders or committeemen assisting this year	8	3	1	

**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	1 4
(b) Remodeling or repairing farm buildings	.....
(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 older youth	Home production of family food supply (a)	Food preservation and storage (b)	Food selection and preparation (c)	Other health and safety work (d)
112. Days devoted to line of work by—				
(1) Home demonstration agents	26 50	22 19	18 14	2
(2) 4-H Club agents				6
(3) Agricultural agents				
(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	302	302	265	165
115. Number of families assisted this year—				
(a) In improving diets				176
(b) With food preparation				238
(c) In improving food supply by making changes in home food production				303
(1) Of vegetables				179
(2) Of fruits				
(3) Of meats				110
(4) Of milk				14
(5) Of poultry and eggs				28
(d) With home butchering, meat cutting or curing				
(e) With butter or cheese making				18
(f) With food-preservation problems				480
(1) Canning				366
(2) Freezing				
(3) Drying				124
(4) Storing				78
(g) In producing and preserving home food supply according to annual food-supply budget				14
(h) In canning according to a budget				117
(i) With child-feeding problems				
(j) In the prevention of colds and other common diseases				303
(k) With positive preventive measures to improve health (immunization for typhoid, diphtheria, smallpox, etc.)				51
(l) With first aid or home nursing				61
(m) In removing fire and accident hazards				19
116. Number of schools assisted this year in establishing or maintaining hot school lunches				8
117. Number of nutrition or health clinics organized this year through the efforts of extension workers				

**CLOTHING, FAMILY ECONOMICS, PARENT EDUCATION, AND COMMUNITY LIFE**

Include 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	20	19		29
(2) 4-H Club agents				16
(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 \_\_\_\_\_ **303**
  - (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 \_\_\_\_\_ **10**
  - (b) Clothing \_\_\_\_\_ **10**
  - (c) Housefurnishings and equipment \_\_\_\_\_ **10**
  - (d) General household supplies \_\_\_\_\_ **10**
123. Number of families assisted this year through cooperative associations<sup>1</sup> or individually, with the buying of—
- (a) Food \_\_\_\_\_ **7**
  - (b) Clothing \_\_\_\_\_
  - (c) Housefurnishings and equipment \_\_\_\_\_ **5**
  - (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) \_\_\_\_\_ **3**
125. Number of families assisted this year with "making versus buying" decisions \_\_\_\_\_ **303**
126. Number of families assisted this year in using timely economic information to make buying decisions or other adjustments in family living \_\_\_\_\_ **375**

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

**Clothing and Textiles—Continued**

127. Number of families assisted this year with—
- (a) Clothing-construction problems \_\_\_\_\_ **242**
  - (b) The selection of clothing and textiles \_\_\_\_\_ **8**
  - (c) Care, renovation, remodeling of clothing \_\_\_\_\_ **41**
  - (d) Clothing accounts or budgets \_\_\_\_\_

**Family Relations—Child Development—Continued**

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

**Recreation and Community Life—Continued**

132. Number of families assisted this year in improving home recreation \_\_\_\_\_
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 \_\_\_\_\_ **10**
135. Number of communities assisted this year in—
- (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 \_\_\_\_\_ **2**

<sup>1</sup> The house—its arrangement, equipment, and furnishings, including kitchen improvements and care of the house—is reported under "The house, furnishings and surroundings," p. 18.

<sup>2</sup> Includes question 122, also families buying through marketing cooperatives, organized or assisted, column (b), p. 9.

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

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

Project	Number of boys enrolled (a)	Number of girls enrolled (b)	Number of boys completing (c)	Number of girls completing (d)	Number of units involved in completed projects (e)
138. Corn	45		21		29*
139. Other cereals					
140. Peanuts					
141. Soybeans, field peas, alfalfa, and other legumes					
142. Soil conservation and pasture improvement	3		2		
143. Potatoes, Irish and sweet					
144. Cotton					
145. Tobacco					
146. Fruits					
147. Home gardens	48	191	30	191	
148. Market gardens, truck and canning crops					
149. Other crops					
150. Poultry (including turkeys)	30	12	12	1	658
151. Dairy cattle	2		1		1
152. Beef cattle	4		3		5
153. Sheep					
154. Swine	40		31		69
155. Horses and mules					
156. Other livestock					
157. Bees					
158. Beautification of home grounds	3	190	2		XXXXXXXXXXXX
159. Forestry					XXXXXXXXXXXX
160. Wildlife and nature study (rabbits, game, fur animals)					XXXXXXXXXXXX
161. Agricultural engineering, farm shop, electricity					Articles made
162. Farm management					Articles repaired
163. Food selection and preparation		340		287	XXXXXXXXXXXX
164. Food preservation		340		257	852 Meals planned
165. Health, home nursing, and first aid					452 Meals served
166. Clothing		340		72	1663 Quarts canned
167. Home management					381 Garments made
168. Home furnishings and room improvement		340		84	Garments remodeled
169. Home industry, arts and crafts					Units
170. Junior leadership					133 Rooms
171. All others					149 Articles
172. Totals (see footnotes 2 and 3, p. 14)	172	1321	1001	229	121 Articles

1223  
1163

635  
522

**4-H CLUB MEMBERSHIP**

173. Number of 4-H Clubs. (Same as question 30) ..... 26
174. Number of different 4-H Club members enrolled. (a) Boys: 153 (b) Girls: 340
175. Number of different 4-H Club members completing. (a) Boys: 92 (b) Girls: 287
176. Number of different 4-H Club members in school. (a) Boys: 148 (b) Girls: 338
177. Number of different 4-H Club members out of school. (a) Boys: 5<sup>v</sup> (b) Girls: 2
178. Number of different 4-H Club members from farm homes. (a) Boys: 122 (b) Girls: 228
179. Number of different 4-H Club members from nonfarm homes. (a) Boys: 31<sup>v</sup> (b) Girls: 112<sup>v</sup>

**Number of Different 4-H Club Members Enrolled:**

180. By year	Boys (a)	Girls (b)	181. By age	Boys (a)	Girls (b)
1st year	<u>73</u>	<u>92</u> <sup>v</sup>	10 and under	<u>75</u> <sup>v</sup>	<u>40</u> <sup>v</sup>
2d	<u>26</u>	<u>24</u>	11	<u>27</u>	<u>45</u> <sup>v</sup>
3d	<u>26</u>	<u>50</u>	12	<u>28</u>	<u>41</u>
4th	<u>11</u>	<u>60</u>	13	<u>23</u>	<u>52</u>
5th	<u>6</u>	<u>42</u>	14	<u>25</u>	<u>54</u>
6th	<u>6</u>	<u>21</u>	15	<u>19</u>	<u>43</u>
7th	<u>3</u>	<u>1</u>	16	<u>6</u>	<u>22</u>
8th	<u>2</u>		17	<u>8</u>	<u>18</u>
9th			18	<u>2</u>	<u>10</u>
10th and over			19	<u>1</u>	<u>8</u>
			20 and over		<u>2</u>

182. Number of different 4-H Club members, including those in corresponding projects, who received definite training in—
- (a) Judging ..... (f) Fire and accident prevention ..... 340
- (b) Giving demonstrations ..... 234 (g) Wildlife conservation .....
- (c) Recreational leadership ..... 60 (h) Keeping personal accounts ..... 340
- (d) Music appreciation .....
- (e) Health ..... 340 (i) Use of economic information .....
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 ..... 7

**WORK WITH OLDER RURAL YOUTH**

185. Number of groups (other than 4-H Club) organized for conduct of extension work with older rural youth (same as question 40) ..... 2
186. Membership in such groups. (a) Young men ..... 36  
(b) Young women ..... 36

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		<u>36</u>		<u>34</u>	<u>2</u>	

188. Number of meetings of older rural youth extension groups ..... 16
189. Total attendance at such meetings ..... 424
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 ..... 8
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 ..... 44

194. Check column showing approximate portion of older youth program devoted to—	Under 10 percent (a)	10-19 percent (b)	20-30 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				

<sup>1</sup> 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.  
<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 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.  
<sup>3</sup> 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 with adults, 4-H Club members, and older youth	Days (a)	General-Insect insects <sup>1</sup> (b)	All other work (c)
195. Days devoted to line of work by—			
(1) Home demonstration agents			8
(2) 4-H Club agents			2
(3) Agricultural agents			12
(4) State extension workers			10
196. Number of communities in which work was conducted this year			10
197. Number of voluntary local leaders or committeemen assisting this year			307

**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)			22
(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)	3		2
(4) Other war work (including collection of salvage material)	8		49

**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 Administration (d)	Surplus Marketing 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		1				1/2				2
(2) 4-H Club agents										
(3) Agricultural agents	19	2		27	1	14	15	4		
(4) State extension workers										
200. Number of communities in which work was conducted this year	10	11		10	3	16	9	1		1
201. Number of voluntary local leaders or committeemen assisting this year	2	167		60	2	9	3			3
202. Number of meetings participated in this year by extension workers	8	4		83		5	3	3		

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